



TERMS AND CONDITIONS

I. Students in all language courses

General information

The Alliance Française de Sydney is responsible for allocating the students into the class that best corresponds to their language level and needs. Any change of class requires the approval of the teacher and the education manager. Students are reminded that they cannot choose a particular class or teacher. As teachers have extensive experience, every effort will be made to maintain high standards of teaching and smooth transition from one session to another or replacement of a teacher.

In the best interest of our students, the Alliance Française de Sydney asks that first enrolments and re-enrolments be made 1 week prior to the commencement date of each session in order to avoid class cancellations. The early re-enrolments will be entitled to the discount stated below under 'enrolment and fees'.

Any information provided to the Alliance Française de Sydney is strictly confidential and will not be disclosed to other third parties.

Classes

The average size for each class is 12 students, the maximum number being 16 and the minimum being 10. In the case of insufficient numbers, the Alliance Française de Sydney reserves the right to cancel or reorganise a class to suit student needs. The Alliance Française de Sydney reserves the right to change teachers during a course.

Enrolment and Fees

Enrolment can be made in person or on line or by phone, but will not be confirmed until the full payment has been received (please consult website or brochure for most updated details). All non-beginner students must take a placement test before beginning their courses. This can be arranged at the reception desk or by phone. All Students are asked to enrol into the full session (8 weeks for general courses). Fees do not include textbooks, and all prices are inclusive of GST. Students must bring their student card or confirmation of enrolment to their first class.

Please note that classes will not be held on New South Wales public holidays. These classes will be re-scheduled at a suitable time in the session. No refunds will be possible for student who cannot attend replacement sessions.

Note that fees cannot be refunded or transferred in the case of cancellation by the student less than 2 working days before the course starts, except under special circumstances whereby justification is provided (e.g. presentation of medical certificate, approval from the School Direction). No partial refund can be granted for classes not attended and no postponement can be allowed.

In the case of illness, whereby a medical certificate is provided for, reimbursements for classes not taken may be made. In either circumstance, an \$80 administration fee will be charged.

The Alliance Française de Sydney reserves the right to cancel a course in cases of insufficient student numbers or unforeseen circumstances, in which case another course will be offered or a full refund will be made.

Re-enrolment discount offers

The Alliance Française also rewards special discounts to its most loyal students when they enrol **before** the early bird deadline (usually latest 1 week prior to the beginning of the next session):

- 5% discount for the 1st consecutive re-enrolment
- 8% discount for the 2nd consecutive re-enrolment
- 10% discount from the 3rd consecutive re-enrolment and for all future enrolments

This is valid for all courses (general and specialised ones) except private tuition. Please note the early bird discount only applies to full term courses.

Private lessons

Enrolment can be made in person at the Alliance Française de Sydney at 257 Clarence Street, Sydney. Private tuition bookings can be made by calling the front desk at (02) 92 92 57 00. Fees (please consult website or class brochure for most updated costs) are to be paid for a minimum of 5 hours at a time and at least 48 hours prior to the lesson. In the case of cancellation of a lesson by the student, 24 hours notice is required, otherwise, the full fee will be charged. To re-schedule a lesson, please contact the staff at the reception desk. **Fees are not refundable or transferable.** All private courses in the package must be completed **within 6 months from the first class.** A 10% discount is offered for a 10 hour package.

| <i>Fee per hour, per student in 2011</i> | |
|--|------|
| 1 private lesson for one student | \$90 |
| 1 private lesson for two students | \$65 |
| 1 semi-private lesson for a group of 3 students | \$55 |
| 1 semi-private lesson for a group of 4 students | \$45 |
| 1 semi-private lesson for a group of 5 students | \$35 |

Catch-up lessons

Students enrolled in General, Easy-Going and Intensive courses are allowed to receive a maximum of 3 half-hour make-up lessons per session. These can be booked by calling the front desk or in person, and are charged at rate of \$10 on a one-to-one base. No refunds are given for no shows.

Late enrolments

If for some exceptional reason and after approval of the school direction, a student joins a class after the week 3, a reduce price will be applied.

Exams

Enrolment can be made in person or by visiting the Alliance Française de Sydney website or by phone. However, enrolment will not be confirmed until the full application fee (please consult website or brochure for most updated costs) and signed forms have been received by the reception staff. Please be advised that enrolment must be made 2 weeks prior to the date of examination. **Payment is non-refundable and non-transferable,** unless in exceptional cases where justification is provided (medical certificate).

Student benefits

Students are entitled to the same benefits as paid members receive, including discounts and access to the Media Library. However, this privilege is valid only for the duration of the course and the following 60 days.

Unless they become a member of Alliance Française de Sydney by paying their subscription, or by being granted a free membership, students are not allowed to take part in any meeting of members of the Alliance française de Sydney and do not carry any voting right for such meetings.

II. Membership

Members of the Alliance Française de Sydney receive discounts for all Alliance Française de Sydney functions, including the Alliance Française French Film Festival, and those activities of other partners of the Alliance Française de Sydney. Members also gain access to all Members' only events and to the resources in the Media Centre, and receive monthly e-newsletters. To become a member, please register and make payments online or in person at reception desk of the Alliance Française. Membership fees and validation dates are as follows:

| | Member registration from 1st December 2011 to 31st December 2012 | Member registration after 1st July 2012 (valid until 31st December 2012) | Member registration after 1st octobre 2012 (valid until 31st December 2012) |
|--------------------|---|---|--|
| Individual | \$80 | \$45 | \$23 |
| Couple | \$90 | \$50 | \$25 |
| Family | \$100 | \$55 | \$28 |
| Concession* | \$60 | \$35 | \$18 |
| School | \$90 | \$50 | \$25 |

**Concessions apply to unemployed, retirees and full time university students*

Members should be aware that the Alliance Française de Sydney is incorporated under the Corporation Act 2001 as a company limited by guarantee, and that if it is dissolved while they are a member or within one year after they cease being a member and the total debits of the company exceed its assets, they will be required to contribute to the deficiency an amount not exceeding \$ 5.00.