



Alliance Française
Oxford

Terms & conditions 2020

Maximum class size is five students on site until the UK government measures on social distancing due to the limitation of the spread of COVID-19 are lifted. Exclusively online classes will have a different maximum number of people per class. A minimum of four students is required to constitute a class. The Alliance française d'Oxford reserves the right to change any on-site class to an online class if, in the reasonable opinion of the Alliance, this is necessary in order to (i) comply with UK government or local measures or guidelines aimed at limiting the spread of COVID-19; and/or (ii) protect the health, safety or wellbeing of any student, teacher, staff member or member of the public. Fees will not be reimbursed for any on-site class moved online.

In the event of cancellation on your part less than 7 days before the group course starts, fees are non-refundable.

Fees for classes are paid termly or yearly and may not be pro-rated due to student's absence. The fees can be paid termly if the student is registered for the year. The 10% reduction in fees on group classes only for a yearly registration are valid only for the Alliance française d'Oxford's academic year 2019-2020 and at the discretion of the management, and The discount is redeemable every term if the full discounted fees are paid termly upon receipt of the termly invoices. Charges equivalent to the discount plus a small administration fee will be incurred if you decide on an early withdrawal from the classes for whichever reason there might be. Payment is due 2 weeks before the date of the first class at the latest. **Tuition books** are not included in the courses. If the class you choose is full, or if we must cancel a class because of insufficient enrolment, we will contact you about registering for another course.

Filling the online **registration form** does not guarantee a place in the class chosen, since the class might be full. Your place will be reserved once the invoice you will receive offering you a space in the class has been paid.

In case of **private tuition** (one-to-one, two-to-one, three-to-one, tutorials, masterclasses, French in the workplace), the package is valid for 1 year from date of purchase, is transferable to a family member but is non-refundable. PLEASE NOTE a **48h-business-hours'**

We are the Alliance Française d'Oxford

the charity whose mission is to promote French language and culture in Oxford.

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Charity Registration No. 1163206 - www.af-oxford.org

notice is required for cancellations or changes (including modifications to the time or date of the next tuition session) or the session will be charged in full.

Please note there is a **£25 registration fee** if you are registering with us for the first time. This covers administration fees, the proficiency test, 12% reduction in fees in some Alliances Françaises in France, and a complimentary notebook. By paying your registration fee, you automatically become a member of the Alliance française d'Oxford Association and this gives you the right to vote in the Annual General Meeting.

Children of secondary school age (children turning 11 years of age in the school year and above) enrolled in one of our pre-GCSE, GCSE, intensive workshops, events, private tuition or A-level classes, will be allowed to **leave the premises** of the Alliance française d'Oxford unaccompanied after class and the Alliance française d'Oxford not be responsible for their safety once they leave the Alliance française d'Oxford's premises. If you do not wish your child to leave unaccompanied after their class, please let us know.

For our Complaint policy and procedure, Child Protection policy or Data Protection policy and procedure, please visit our website.