



Alliance Française  
Oxford

# Terms & conditions 2021-2022

## CLASS SIZES

A minimum of four (4) students is required to constitute a class. The maximum class size is nine (9) students for online lessons and seven (7) students for onsite lessons. 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 taking place online.

## ANTI-COVID TRANSMISSION MEASURES ONSITE

Face coverings are no longer advised for students, staff and visitors in classrooms. However students, staff and visitors are encouraged to wear them in communal areas. In line with government guidance, no set social distancing is imposed. Maintaining as much distance as the room capacity allows will be encouraged. Parents will be encouraged to wait outside for their children when collecting them or dropping them off. Parents and students will not be allowed to wait inside the premises while waiting for a class to finish. The Alliance française d'Oxford discourages people from congregating at the door and inside the reception areas. Students should sanitize their hands when they arrive at the Alliance française d'Oxford. Students and staff will be encouraged to scan the QR code at the Alliance française d'Oxford on the NHS Test and Trace App so that contact tracing can be effectively done in the case of an outbreak. Adult students and students under 18 not required to test twice weekly by their school or place of work will be encouraged to take a lateral flow test before attending classes at the Alliance française d'Oxford, and should stay at home and follow NHS guidance if they test positive.

## FEES

**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 in advance for the whole term** and may not be pro-rated due to student's absence. Dates of term are available on the website. Students registered for one term only will have to re-register in subsequent terms to secure their space in the class. Payment for all fees 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.

**We are the Alliance Française d'Oxford**

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

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**Students can choose to register in the Autumn term for the full academic year** (3 terms starting in September) to secure their space in the class, in which case, at the discretion of the management and to be reviewed each year, a 10% reduction in regular fees on group classes will apply for students. Students who have registered for the year will receive 3 termly invoices and will still pay the invoiced fees at the beginning of each term but will not be required to register again within that academic year. Charges equivalent to the discount plus a small administration fee will be incurred if students who signed up for the yearly enrolment decide on an early withdrawal from the classes.

## **REGISTRATION**

Filling the online **registration form** does not guarantee a place in the class chosen, since the class might be full. The student's space will be reserved upon payment of the invoice relating to the class or tuition at the Alliance française d'Oxford.

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 when classes are held onsite.

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.

Students enrolled for the term will have to re-enroll each term, and spaces each term in group classes will be allocated on a first-registered first-assigned basis if payment for the fees is received on time. Students who have registered for the year will receive 3 termly invoices and will still pay the invoiced fees at the beginning of each term but will not be required to register again within that academic year.

## **PRIVATE TUITION**

In case of **private tuition packages** (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 valid solely for the student enrolled and is non-refundable. Paid private tuition packages left unused by the student who originally enrolled are transferable to a family member but are valid for a year from the time of purchase. PLEASE NOTE that in private tuition packages a **48h-business-hours'** notice is required for cancellations or changes to sessions scheduled with the teacher (including modifications to the time or date of the next tuition session) or the session will be charged in full.

## **LEAVING THE PREMISES FOR SECONDARY SCHOOL AGED CHILDREN**

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.**