

General Terms and Conditions 2020

▪ GENERAL COURSES

1. Enrollment policies

1.1 Administration fees

These fees allow the Student to participate in the courses. The administration fees are valid for one year from the day of the payment and for a duration of one year. It is not refundable in any circumstances.

1.2 Tuition fees

Full payment is to be made before the beginning of the course. A 50\$ late payment fee will apply one week after the course begins. Alliance Française will not offer discounts or refunds if lessons fall on Public Holidays. If a lesson falls on a Public Holiday, lesson can be rescheduled depending on teacher's and students' availabilities. Alliance Française de Suva reserves the right to cancel courses, adjust curriculum or change teachers at any time during the session, students will be given notice of changes.

1.3 Duration of classes for smaller groups

A minimum of 4 students is required to open a class and to keep it open. Depending on the overall courses situation, if this quota is not met, students already enrolled in such class will possibly be offered alternative courses, or a reduced number of hours as follows, with the same fees, as per table below:

Initial duration of the group class		2h00	1h30
Number of paying students for the first lesson	4 students and more	2h00 = 36 h	1h30 = 14 h
	3 students	1h30 = 27 h	1h00 = 9 h
	2 students	1h00 = 18 h	
	1 student	For classes with only 1 student the remaining lessons of the course will be cancelled. Options: class transfer, private classes, credit, refund.	

1.4 Course books and workbooks are not included in the tuition fees and can be purchased or rented out at Alliance Française.

1.5 All bank charges are payable by the Student. Alliance Française will not incur any bank charges related to the payment of the Student's course.

2. Withdrawals and refunds

2.1 Class withdrawals must be made in writing, addressed to language@af-fiji.org, and should request either a refund or a class credit.

2.2 Cancellation before the course start date

Alliance Française will refund the full amount paid by the Student for tuition fee, minus a fixed amount of 60\$.

2.3 Cancellation after the course start

After 1 week of class, a partial refund of 50% of the tuition fee is granted.

After 2 weeks of classes, no refund can be granted for classes not attended and no postponement can be allowed, except under special circumstances whereby justification is provided (e.g. presentation of medical certificate stating incapacity to attend classes for more than 4 consecutive weeks).

2.4 Cancellation and amendments by Alliance Française

The registration of at least 4 students is required to be able to open a class. If the number of students falls below this number during the session, then Alliance Française can suggest to adapt the time table.

▪ PRIVATE COURSES

1. Class times are decided by the student, the director of courses and the teacher. Different rates apply for classes held outside of Alliance Française premises, because of travelling time and cost.

2. The first hour of lessons with a new teacher will be dedicated to evaluate the level of the class, the objectives of the course, the expected progression and the method that will best suit the student.

The student decides the content of the classes. Make sure to let the Director of courses and your instructor know of your class content requirements in advance to ensure the best preparation.

3. In case of cancellation, a minimum 24-hour notice is required; otherwise, the entire duration of the missed class is forfeited.

4. No refunds will be given for private classes, but the amount may be transferred upon agreement for group classes partially or in totality (during the same calendar year).

5. All hours purchased are to be used within 12 months after purchase. After that delay, hours will not be postponed nor refunded.