



TERMS & CONDITIONS

GROUP CLASS

ENROLMENT TO A COURSE:

- Enrolment at Alliance française de Penang is done on a first come first served basis. Once the number of students enrolled in a course reaches the maximum number of students, Alliance française de Penang reserves the right to stop registration of students for the course.
- If there are not enough students to open a course, Alliance française de Penang reserves the right to cancel the course without prior notice.

FEES AND PAYMENTS:

- Balance of all fees due (tuition fees, membership fees and material) must be settled, in advance, at the latest on the first day of term. Failure to settle outstanding fees will result in the student's exclusion from the course.
- All fees paid are non transferable and non refundable, except where Alliance française de Penang cancels a course.

CANCELLATION / REPLACEMENT:

- In the unfortunate event that Alliance française de Penang cancels a lesson, Alliance française de Penang will replace the lesson at a suitable time for the students.
- Students registered for a course, are expected to attend the lessons scheduled for the term.
- In the event a student misses lessons, there will be no replacement. A special rate for private tuition will be offered to a student registered to a course but only applicable during the duration of the term.

WITHDRAWAL FROM A COURSE:

- If a student wishes to withdraw from the course that he/she is enrolled in, he/she must inform Alliance française de Penang at least one week before the 1st day of the term, failing which the fees paid to the Alliance française de Penang will be forfeited.
- If a student fails to complete the course he/she will not be entitled to a refund and cannot transfer the remaining fees to another student.

ALLIANCE FRANCAISE'S TERM-END TESTS & INTERNAL EXAMINATIONS:

- There are tests and examinations for those who are registered for a French course. These tests and examinations are evaluations of the students' progress.
- Please note that if any student misses this evaluation, Alliance française de Penang will not reschedule it. Test duration is included in the duration of the term.
- In order to proceed to the next level, the students will need to score minimum 50% in the end-of-term test and have attended 70% of the course.

RULES AND REGULATIONS:

- Alliance française de Penang and its management shall not be held responsible for any damages, losses or injuries during the course of study at the French Language and Cultural Centre.
- The Management of Alliance française de Penang shall have the authority to suspend or expel any student who is behaving in a manner that affects the good name and security of its staff, students and guests.
- Alliance française de Penang reserves the right to accept or reject any application without assigning any reason.

PRIVATE TUITION

SCHEDULE:

- Enrolment at Alliance française de Penang is done on a first come first served basis. The lesson will be scheduled at a date and time convenient for both the student and the teacher.

FEES AND PAYMENTS:

- Balance of all fees due (tuition fees and material) must be settled in advance, one week before the lesson. If outstanding fees are not settled, the scheduled time cannot be secured. Tuition fees paid are non transferable.

CANCELLATION / REPLACEMENT:

- In the unfortunate event that Alliance française de Penang cancels a lesson, Alliance française de Penang will replace the lesson at a date and time convenient for both the student and the teacher.
- If the student cancels a class in advance, at least 24 hours prior to the scheduled lesson, the lesson won't be charged. In case of no-show or cancellation **less than 24 hours before the lesson, 100% of the lesson fee will be due.**

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I,, IC/Passport number:, hereby declare that I have read and accepted the above Terms & Conditions of the Alliance française de Penang.

Date:.....

Signature: