



## **TERMS AND CONDITIONS OF ADMISSION TO LANGUAGE COURSES**

### **1. PERSONS CONCERNED**

1.1 The following terms and conditions apply to any person who joins any of the courses at the Alliance Française of Madras (hereinafter referred to as "AFM") and its branches and annexes.

### **2. COURSE ADMISSION CONDITIONS**

2.1 To join the general French courses at the AFM, the minimum age requirement is as follows: 16 years for ADULT classes; 11 years for TEENS classes; 7 Years for KIDS classes.

2.2 The number of students per class is limited. Registration is on a first come first served basis.

2.3 AFM reserves the right to deny admission to a particular class to any individual whose level of French has been deemed inadequate for that class after an evaluation done by the teachers, the Course Counsellor or the Director.

### **3. PAYMENT CONDITION**

3.1 Fees must be paid in full at the time of registration for a course at AFM. No one will be allowed to attend classes without full payment of fees. Payment can be made by cash, credit / debit card or local bank cheque. (info at <https://madras.afindia.org/online-pre-registration/>)

3.2 The purchase of the textbook(s) used in class is compulsory and the price of the textbook is not included in the course fee.

### **4. TARIFF**

4.1 The tariff applicable will depend on the rates prevailing on the date of registration. GST is applicable on all Course fees and is included in the tariffs mentioned.

### **5. ADMISSION PROCEDURE**

5.1 Online pre-registration option available at <https://madras.afindia.org/online-pre-registration/> with step by step instructions and payment options

5.2 Or under normal working conditions, you may visit our reception during the working hours. Complete and sign the registration form.

5.3 The signing of the registration form as well as the submission of the online form, mean that the student accepts the "Terms and conditions of Admission to the language courses" of the AFM.

5.4 On payment of the full fee, the AFM will issue a receipt as proof. For online payments, please send the transaction reference to our accountant at [accounts@af-madras.org](mailto:accounts@af-madras.org), who can then verify and send an email acknowledgement.

5.5 If the student wishes to enroll to any level other than the beginner's level, the AFM reserves the right to first verify the student's language level by means of a PLACEMENT TEST, which is without obligation and helps in the placement of the student in a course corresponding to his or her language level.

5.6 Commencement or postponement of the batches will be intimated via email.

### **6. TEACHING AND ORGANIZATION OF COURSES**

6.1 The AFM cannot guarantee the identity of the teacher for the course either before or during enrolment. The AFM reserves the right to change a teacher, if necessary.

6.2 In the absence of the teacher, the AFM will make sure that a replacement teacher is made available. If finding a replacement is not possible, the AFM reserves the right to postpone the class to a later date.

6.3 Depending on the circumstances, trainees or any member of the AFM management may attend/participate in the classes.

## **7. CANCELLATION AND REFUND**

7.1 If for some reason the student wishes to withdraw his/her registration, he/she must inform us in writing before we communicate and confirm the commencement of classes (the date of receipt of the student's communication by AFM will be considered as the date of request for cancellation). He/she can send an e-mail addressed to the reception or the Course Counsellor (Mr. Victor MATHEW) at [reception@af-madras.org](mailto:reception@af-madras.org). The student's registration fees will be refunded after deduction of Rs. 500/- as administrative fees.

7.2 After confirmation of a batch, i.e., after we send an email regarding its commencement, there is no possibility of a refund, transfer or adjustment of fee, irrespective of whether the student has attended any of the classes or not.

7.3 If there are no sufficient enrolments for a particular course or time slot, that course will be cancelled and the students will be offered the option of:

- choosing an alternative class time
- choosing an alternative class at the same time but starting on another date
- being fully refunded

## **8. TRANSFER TO ANOTHER COURSE (After confirmation of the batch)**

8.1 Option for transfer from one batch to another will be considered: (1) within the first 20 hours of the course or (2) on completion of half the course duration

8.2 Only requests made under following exceptional circumstances with supporting documents will be considered and are subject to management's approval:

<b>Reasons</b>	<b>Documents required as proof (scan or photocopy of original can be considered)</b>
Prolonged period of ill health certified by a doctor	Doctor's certificate
Posting to another city for academic or professional reasons	Signed and dated letter from the organisation on their letterhead
New job appointment that prevents you from attending your course	Dated appointment letter
Extracurricular activities imposed by school or college	Signed and dated letter from the organisation / department head, on their letterhead
Onset of serious illness (prolonged hospitalisation or incapacitation) of an immediate family member (spouse, parents, siblings, children)	Medical certificate

8.3 The students can choose the new batch from available time slots (subject to availability of seats)

8.4 A fee of Rs. 2000/- will be levied to cover administrative costs (for any requests made after confirmation of the batch, even if the student has not attended any classes)

8.5 If the student wishes to transfer to a course with a higher tariff, he/she must pay the difference and an additional fee of Rs. 2000/- to cover administrative costs.

8.6 For those who wish to defer their course, to take a break in between and return after some time, the same rules as above apply. A break/deferral not exceeding 4 months can be opted; the student must have registered for the continuation within 4 months of approval, from one of the available batches.

8.7 Management's decision regarding your request for transfer or deferral is final.

## **9. ATTENDANCE ATTESTATIONS**

9.1 At the end of the course, an attendance certificate is issued only to those students who have attended at least 80% of the total duration of the course. This attestation certifies the regular participation of the student in the class session; it DOES NOT certify the language level of the student and cannot be used for this purpose.

9.2 This attestation may be awarded to the student within four months of his/her last class of the course. Beyond this period, the AFM can no longer issue attendance attestations.

## **10. BENEFITS FOR AFM STUDENTS**

10.1 Membership of the AFM library is free for all students for the duration of their course as well as to the online media library Culturethèque.

10.2 AFM students receive a discount at the time of registration for the DELF DALF, DELF Junior or DELF Prim exams, if the registration is made within 6 months of completion of the course.

## **11. HOLIDAYS**

11.1 As with other organizations and institutions, the AFM will remain closed on certain days. The holiday dates will be displayed in the premises of AFM. The course schedules takes into account the various closures and public holidays.

## **12. STUDENT'S RESPONSIBILITIES**

12.1 We reserve the right to expel, without refund, any student who:

- intentionally damages or steals or destroys AFM property or that of another student;
- is repeatedly disruptive in class;
- harasses any course participant or staff member.

12.2 All students are requested to take care of their personal belongings. AFM is not responsible for any loss of property on its premises.

12.3 Students are permitted to park their motor vehicles inside the AFM campus from 30 minutes before to 30 minutes after their class sessions in designated areas only (subject to availability on 'first come-first served' basis).

12.4 Consumption of food and beverage is not permitted inside classrooms before, during or after class sessions. Food and beverage can be consumed outside classrooms in designated areas. Use of garbage disposal bins is advised.

## **13. LIABILITY OF THE AFM / FORCE MAJEURE**

13.1 The liability of the AFM and its staff is limited to intent and gross negligence. The AFM does not accept liability for the cancellation of its services due to force majeure (e.g. natural disasters, fire, floods, war, official orders and all other circumstances beyond the control of the contractual parties).

## **14. FINAL PROVISIONS**

14.1 The present terms and conditions are an integral part of the AFM registration form and by signing this form the student agrees to abide by these regulations.

14.2 These regulations and conditions are subject to Indian law and any dispute arising shall be under the jurisdiction of the Indian authorities.