

## GENERAL TERMS & CONDITIONS

### ADMISSION

To be admitted to the school, candidates must be at least 18 years of age and meet the French legal requirements for a stay in France. However, candidates between 16 and 18 years of age may be admitted if they can provide proof of parental consent. The school cannot be held responsible for difficulties arising in the process of applying for a long-stay visa or the permission to reside in France (carte de séjour).

### ENROLMENT

The enrolment fee is 70 Euros per year for the materials provided to the student.

### WAYS TO ENROL

**PRE-ENROLMENT:** To enrol in advance, one may send the following by mail, fax or email:

**-The completed enrolment application and a deposit of:**

- \* 200 Euros for less than 3 months of courses or
- \* 400 Euros for more than 3 months of courses, plus
- \*50 Euros administration fee for accommodation request, if needed

*Please Note: The deposits for the courses are deducted from the total amount due, but are not refundable.*

Upon receiving the completed enrolment form and the appropriate fees, the school will send by return mail a certificate of pre-enrolment. The student will receive the address of the accommodations one week before arrival.

### ENROLMENT ON-SITE:

It is possible to enrol at the school and pay the enrolment and tuition fees prior to taking the first course.

### CONFIRMATION:

Students must complete the confirmation process at the school no later than the Monday morning of their first class. It is necessary to bring with you the following documents:

- Proof of identity: a national identity card, the carte de séjour, a passport with a visa valid for the duration of the studies.
- Two identity-card sized photos
- The receipt for payment of fees and the certificate of pre-enrolment

Students who are not beginners will take an evaluation test in order that they may be placed in a class corresponding to their skill level.

### CHANGES

The school reserves the right to cancel or modify the pricing and/or time of any course.

### INSURANCE

Students must have insurance for health care, accident, and personal liability. Acquiring and paying for this insurance is the responsibility of the student.

### CANCELLATIONS

**Request for accommodation: The fees for accommodation application are neither refundable nor transferable.**

**Enrolment fee: Application fees are not refundable in any case.**

### TUITION PAYMENT

Tuition fees must be paid at the beginning of each month, and are not refundable in the case of absence or early departure, except in the case of unexpected illness as attested by a doctor's certificate. However, tuition payment and attendance may be delayed for up to 4 months. Requests for such a delay must be received by the school administration at least 15 days prior to the scheduled starting date of the course. To take advantage of the special B & C week rate the entirety of the fees must be paid by the first day of the first class.

In case of dispute only the tribunal of Rouen is recognized.



# ALLIANCE FRANÇAISE DE ROUEN



## SCHOOL OF FRENCH LANGUAGE AND CULTURE

# \*\*\*2010\*\*\*



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# GENERAL COURSES

Courses begin each Monday for all levels (except beginners)

## Beginners courses start:

January 4, February 15, March 29, May 17, June 28, August 2 & 30, September 27,  
November 8

In 2010, classes will not be held on the following dates  
(courses non-refundable, non-transferable) :

January 1<sup>st</sup>, April 5<sup>th</sup>, May 13<sup>th</sup>, May 24<sup>th</sup>, July 14<sup>th</sup>, November 1<sup>st</sup> and November 11<sup>th</sup>.

**Basic Courses:** 15 hours each week (3 hours each morning) grouped by level. 142 Euros per week maximum; costs are progressively reduced after 4 weeks.

**Intensive Courses:** 20 hours each week (basic course plus one hour of workshops each afternoon) grouped by level. 189 Euros per week maximum: costs are progressively reduced after 4 weeks.

**Super Intensive Courses:** 25 hours per week (basic course plus 2 hours of workshops each afternoon) grouped by level. 235 Euros per week maximum: costs are progressively reduced after 4 weeks.

**Intensive Courses Plus:** Intensive courses + 5 hours of specialized courses + test: 495 Euros for 1 week, 960 Euros for 2 weeks, 1400 Eurofor 3 weeks.

**Courses for au pairs:** Students working as au pairs can take courses in 3-hour sessions, 270 € for 10 x 3 hour classes.

**Evening Classes:** 2 x 2 hour classes each week (Tuesday and Thursday) for a minimum of 8 weeks: 288 Euros for 32 hours.

**Specialized (One to One) Courses:** 65 Euros per hour

**Distance Courses (by telephone):** 15 Euros for 15 minutes

**Exam Preparation:** Starting at 9 Euros per hour

Number of Consecutive Weeks	Basic 15 hours	Intense 20 hours	Super-intense 25 hours
	Cost per week	Cost per week	Cost per week
<b>1 to 3 weeks (Rate A)</b>	142	189	235
<b>4 to 7 weeks (Rate B)</b>	135	178	220
<b>8 to 12 weeks (Rate C)</b>	131	171	212
<b>Each week following</b>	120	159	197

## ADDITIONAL FEES:

**Enrolment and materials: 70 Euros (paid annually)**

**Test to assess level: 15 euros included in the cost of your courses**

	MONDAY	TUESDAY	WEDNES- DAY	THURSDAY	FRIDAY
8h00	<b>Test</b>				
9h00		9h00	9h00	9h00	9h00
10h00	<b>General Courses</b>	<b>General Courses</b>	<b>General Courses</b>	<b>General Courses</b>	<b>General Courses</b>
12h00		12h00	12h00	12h00	12h00
13h00					
		13h30	13h30	13h30	13h30
		Workshop:	Workshop;	Workshop:	Workshop:
14h00		<b>Linguistics</b>	<b>Linguistics</b>	<b>Linguistics</b>	<b>Linguistics</b>
14h30		14h30	14h30	14h30	14h30
14h45		14h45	14h45	14h45	14h45
15h00		Workshop: *	Workshop: *	Workshop: *	Workshop: *
15h15		<b>Culture</b>	<b>Culture</b>	<b>Culture</b>	<b>Culture</b>
15h45		15h45	15h45	15h45	15h45
16h15					
		18h00		18h00	
		<b>Evening Classes</b>		<b>Evening Classes</b>	
		20h00		20h00	