

TERMS AND CONDITIONS for ALLIANCE FRANÇAISE GOLD COAST

By paying fees to Alliance Française Gold Coast you are confirming that you have read, understood and agree to the Terms and Conditions set out below, for Classroom Courses and Private Lessons.

CLASSROOM COURSES

1. Membership is compulsory for all students of Alliance Française Gold Coast, except for juniors under 18 years of age.
2. All fees are payable in advance. Access to classes can only commence after payment is confirmed.
3. In some circumstances a student may attend classes on a casual basis but this needs prior arrangement with the Director of Teaching.
4. If the minimum number of enrolments in a particular course is not received, then Alliance Française Gold Coast reserves the right to cancel that course.
5. If a course is cancelled by Alliance Française Gold Coast students will be given a full refund, or full credit for a future course or transfer to an alternative course.
6. Classes are subject to variation depending on the number of enrolments.
7. On rare occasions it may be necessary for Alliance Française Gold Coast to change the day or time of a class.
8. To ensure the best quality in teaching, Alliance Française Gold Coast reserves the right to redirect a student to another class level if their level does not match that of the rest of the class.
9. New students who are not complete beginners need to have their level assessed by our Head Teacher.

REFUND POLICY

1. Any student who pays for a course and withdraws **at least five days** before the start of the course is entitled to a full refund.
2. A request for a refund must be made in writing to enrolments@afgoldcoast.org
3. No transfer or refund will be given should a student not be able to attend every class, or if they leave before the end of term.
4. Course fees are only **valid within six months** of the date of payment.

PRIVATE TUITION

1. Students specify the number of hours they wish to commit to and pay for; and they have six months from the date of payment to use that credit.
2. If a student is unable to attend their private lesson they must notify their tutor in writing 24 hours before. A missed class without 24 hour notice will be counted as a lesson used.