

ADULT REGISTRATION FORM

First name: Phone (cell):
Last Name: Phone (home):
Address: Email:
City/postal code: Date of birth:

In order to help us create the required courses, please give us details on the class you want to register in, **AND/OR** give us your preference of days and time. We will do our utmost to answer your needs.

Free placement tests are offered for students with some knowledge of French.

| General courses | Specialized courses |
|---|---|
| <p><u>Semi-intensive session</u> : \$370</p> <ul style="list-style-type: none"> ○ Weekday mornings: 10am - 12pm twice a week ○ Weekday evenings: 6pm - 8pm twice a week <p><u>Regular sessions</u> : \$285</p> <ul style="list-style-type: none"> ○ Weekday evenings: 6pm - 9pm ○ Saturday mornings: 9.30am – 12.30pm | <p><u>Conversation class</u>: \$185</p> <ul style="list-style-type: none"> ○ Tuesday evenings: 6pm- 8pm ○ Thursday evenings: 6pm- 8pm <p><u>Interaction class</u>: \$140</p> <ul style="list-style-type: none"> ○ Thursday evenings: 8pm- 9:30pm <p><u>Grammar class</u>: \$185</p> <ul style="list-style-type: none"> ○ Thursday evenings: 6pm- 8pm <p><u>Drama class</u>: \$140</p> <ul style="list-style-type: none"> ○ Wednesday evenings: 8pm- 9:30pm <p><u>DELFL Preparation classes</u>: \$185</p> <ul style="list-style-type: none"> ○ Friday evenings: 6pm – 9pm |
| Discounts: | Books: |
| <ul style="list-style-type: none"> ○ Early bird discount (call for the dates) ○ Full-time student in Edmonton ○ Senior over 65 years old ○ Teacher in Edmonton ○ Double registration (two or more people from the same family or the same household) | <ul style="list-style-type: none"> ○ Alter Ego +: \$55 ○ Nouvel Edito: \$45 ○ Vite et Bien: \$45 |
| | Membership fees: |
| | <ul style="list-style-type: none"> ○ \$20 / year (mandatory) |

REGISTRATION POLICIES

Placement test

Placement tests are required for all prospective students who have any background with French including, but not limited to:

- Previous instruction at any institution;
- Previous instruction with the Alliance Française of Edmonton if it has been more than a year since the student’s last class

Membership

All students are required to be members of the Alliance Française of Edmonton in order to enroll in classes. The student membership fee (\$20 for a full year) will be added on top of the tuition costs. Membership is refundable when withdrawal is accepted (notice made at least 24h before the first lesson).

Books

Books are compulsory for most classes. Books will be distributed on the first day of the session or can be picked up beforehand at our main office. Tuition costs do not include textbooks. No book can be returned once it has been visibly used.

Payment

Students are requested to pay **full tuition** and the membership (*upon first registration, or renewal if expired*) prior to the start of the session. When applicable, book can be purchased on the first day of class.

The cost of books and membership is separate from tuition fee.

Payment can be made by cash, cheque, debit or credit card (Visa/Mastercard) at the main office, over the phone, or on our website. **A \$25 surcharge will be levied on all checks returned to AFE with insufficient funds**, and payment will then have to be made by cash or debit/credit card.

Discounts

Two discounts can be accumulated for early registration + double registration (two or more courses for the same student during the same session or two or more family members taking courses during the same session). Early registration deadlines will be posted for each session. Other discounts (Senior, teacher, full student) can be accumulated up to 2 **only for Intensive / semi-intensive programs**.

Missed class/Make-up class

Students should inform their teacher of any foreseen absence

- to allow the teacher to prepare for the class accordingly;
- to be informed about what they miss;
- to receive homework assignments.

Students may schedule a one-hour private make-up class with a teacher (to be purchased separately) for an additional fee of \$40 per hour. Students should contact the class coordinator to arrange for such a class. The class has to be booked and paid in advance and is subject to availability of teachers and classrooms. All cancellations for a catch-up class require one business day notice. Group Class fees will not be prorated.

Cancellation

Alliance Française of Edmonton reserves the right to postpone, reschedule or cancel a class if enrollment does not meet the minimum enrollment requirement (5 students). In the event that a course is cancelled, or if the new schedule is no longer working for a given student, AFE will offer one of the following options.

- a transfer to another class
- a credit note
- a full refund

Withdrawals and refunds

All cancellations must be received in writing in the form of an email or letter (with a postmark establishing the date of the request). Please state the course name and the reason for the cancellation. Withdrawals or refunds cannot be made by telephone. **Please note that the absence from class does not constitute notice of withdrawal.**

Refunds will be processed within 10 days according to the following policies:

- Withdrawals received **10 business days prior to the start date of the course**: Students will be refunded full tuition, minus a \$30 processing fee. Refunds will be processed to the card used for payment or issued in the form of a cheque if payment was made by cash or cheque.
- Withdrawals received **3 business days before the first lesson but less than a full week prior to the start date of the course**: Students will be refunded full tuition, minus a \$50 administration fee. Refunds will be processed to the card used for payment or issued in the form of a cheque if payment was made by cash or cheque.
- Withdrawals received **less than 3 business days before the start date of the course**: No refund and no credit note will be issued as a contracted teacher is already assigned and expenses & salary are already engaged
- Membership is refundable when withdrawal is accepted (notice made at least 24h before the first lesson)
- Exams are non-refundable
- Books are non-refundable once it has been visibly used

Credit notes

Credits may be granted on a case-by-case basis at the discretion of the class director or executive director. Documentation will be required for any credit requests

- Credits cannot be issued if 1/3 or more of session-hours have been completed;
- Credits are valid for a period not exceeding six months from the last attended class;
- Credits will be processed based on the number of remaining hours in the course, once AFE receives written notice of the student's request and approves it;
- All classes up to and including the date of the credit request will be deducted from the remaining instructional hours. **Credits will not be granted for missed classes;**
- Students are not entitled to a credit note for a course where a previous credit was used as full or partial payment of course fees.
- An **administration fee of \$30** will automatically be deducted from the value of the credit note.

Income tax receipts

Alliance française of Edmonton is a French language school accredited by Employment and Social Development Canada. Therefore tuition fees for adult students are tax deductible according to Canada Revenue Agency.

A tax receipt will be issued by AFE upon request at the end of the fiscal year.

I acknowledge that I have read and consent to the above policies

Date:/...../.....

Signature:

Please take a moment to let us know how you have heard about us. Indicate the most important factor in your choice.

- | | |
|--|---|
| <input type="checkbox"/> I found the Alliance's web site _____ | <input type="checkbox"/> I took a class with you before (when?) _____ |
| <input type="checkbox"/> I was told about the class (by whom?) _____ | <input type="checkbox"/> Other: _____ |