

STUDENT CONTRACT

Alliance Française Ottawa's Approach

Alliance Française Ottawa (AF OTTAWA) is a Canadian non-profit organization dedicated to promoting the French language and Francophone cultures.

Our courses follow a communicative and immersive approach aligned with the Common European Framework of Reference for Languages (CEFR):

- French is the primary language of instruction (immersion).
- Students are encouraged to communicate actively from the very first lesson.
- Courses integrate linguistic development with exposure to Francophone cultures.

Our instructors are qualified professionals selected through a rigorous recruitment process and supported through ongoing pedagogical development.

Purpose

This Student Contract outlines the key principles governing courses at Alliance Française Ottawa (AF OTTAWA). By signing it, the student confirms having read and understood the AF OTTAWA Terms and Conditions and agrees to comply with them. Registration confirmation implies acknowledgment of the Student Agreement.

1. Placement, Level and Progression

- I acknowledge that AF OTTAWA courses follow a structured progression aligned with the CEFR.
- I confirm that I have completed a placement test (when required) and registered for the level recommended by AF OTTAWA.
- If, after the course has started, I experience significant difficulties (e.g. level too high or too low), I commit to informing AF OTTAWA promptly and in writing.
- Any pedagogical adjustment (change of level, support options, etc.) will be assessed by AF OTTAWA in consultation with the instructor and subject to availability. Changes are not automatic and must be pedagogically justified.

2. Course Objectives and Methodology

- I understand that each course has defined objectives and is not designed to meet individual or exam-specific goals unless explicitly stated.
- I acknowledge that instructors may adapt materials and activities and may not strictly follow the textbook at every session.
- When a textbook is required, I am responsible for obtaining it.

3. Attendance and Personal Engagement

- I understand that regular attendance and personal work outside of class are essential to progress.
- I acknowledge that completing a course does not automatically guarantee mastery of a level without sufficient personal practice.

4. Respectful Behaviour

- I commit to maintaining respectful behaviour toward instructors, staff, and other students at all times.
- I understand that inappropriate behaviour may result in exclusion, in accordance with AF OTTAWA policies.

5. Teaching Staff

- I acknowledge that teaching styles may vary and that substitute instructors may occasionally be assigned.
- Requests to change instructors will only be considered in exceptional, duly justified situations.

6. Acknowledgment

This agreement remains valid for all future registrations with AF OTTAWA unless updated.

I confirm that:

- I have read and understood the AF OTTAWA Terms and Conditions;
- I understand that this Student Contract complements, but does not replace, the official Terms and Conditions;
- I agree to comply with all AF OTTAWA rules and policies.