



## TERMS AND CONDITIONS

### Conditions of admission:

- Students must comply with the French Law relating to the residence on French territory and must be 18 years of age or 16 years of age with a parental consent. Students with entry-visa to the French territory must attend all courses.

### Financial conditions :

Participation in courses at the Alliance Française Aix-Marseille-Provence requires the payment of the following fees.

- Annual duties: 75€; The registration fee remains definitively acquired at the Alliance Française.
- Educational materials fee (book, photocopies and Apolearn connection fee)
- The course fees must be paid the first day of training.
- Bank charges incurred by bank transfers are the responsibility of the student. Cheques from foreign banks and American Express are not accepted.
- There will be no recuperation or refund of classes during holidays.
- The Alliance Française will not charge you during closed periods (2 weeks during end-of-year parties).
- Class size groups do not exceed 17 students.
- The minimum required to open / keep open a class is 6 students. Below this number, the Alliance Française reserves the right to reduce the number of hours of class (semi-private course) or to close the class.

### Prices:

The Alliance Française Aix-Marseille-Provence reserves the right to modify its prices at any time. Prospectuses, brochures, or other advertising materials are therefore not contractual.

The prices indicated are inclusive of tax in euros, taking into account the VAT applicable on the day of the order; any change in rate may be passed on to the prices of the services. The Alliance Française accepts payment in cash, credit card, French cheques, or bank transfer.

### Registration process:

online, on site or by correspondence

- Students who are not complete beginners have to take the online placement test.
- The payment of the deposit is required for pre-registration and gives rise to the issue of a certificate of pre-registration. (deposit is deducted at the end of the courses mentioned in the certificate).
- Young Au-pairs must pay courses quarterly. The payment is due for the duration of the stay mentioned on the letter of acceptance.

### Adjournment/ Cancellation :

- Before starting a class: in case of cancellation or absence of final registration, the advance payment is not repayable, including visa refusal.
- After the start of the course: Once the course has started, and in the event of absence from one or more courses, no postponement or refund will be accepted for any reason whatsoever. Any course started is due.

If the Alliance Française is forced to temporarily close its premises by government decree, all our courses would be given online. There will be no cancellations or postponements allowed.

- Concerning accommodation, any stay started is due.
- Any private tuition cancelled (less than 48 hours before the start of the planned session) cannot be refunded or postponed.

### Modifications:

- The administration reserves the right to slightly change prices, dates, or courses without notice and to cancel a course if there is an insufficient number of students 24h before the class.
- Any private lessons cancelled less than 48 hours before the beginning of the scheduled session cannot be refunded or postponed.

### Insurance:

- Health insurance, accident insurance and civil liability are compulsory and will be paid by students.

### Exclusion, litigation:

- If the student's behaviour is of such a nature as to be detrimental to the smooth running of the services (courses, accommodation, cultural outings) or to the reputation of the Alliance Française, the student will be immediately excluded without notice or reimbursement.
- These general terms and conditions of service are subject to French law. In the event of failure to reach an amicable settlement, any dispute will be subject to the jurisdiction of the courts of Marseille.

I have read the terms and conditions and accept them. I allow the Alliance Française to share photos or/and videos of me on Facebook, our website, posters, ...

### Signature required

The information collected is necessary for your registration. They are processed electronically and are intended for the secretariat of the Alliance Française Aix- Marseille Provence.  
The data collected will only be communicated to the following recipients: secretariat and management of the Alliance Française Aix-Marseille Provence.

The data collected will be kept for 36 months

You are informed that for your security the data processed by the Alliance Française Marseille-Provence complies with the European Data Protection Regulation (DPR).

In application of articles 39 and following of the modified law of 6 January 1978, you can access the data concerning you, rectify it, request its deletion or exercise your right to limit the processing of your data.

If you wish to exercise this right and obtain information about you, please contact the secretariat or the management.

If, after contacting us, you feel that your "data processing and liberties" rights are not respected, you can make a complaint to the CNIL.

This document should be returned to the Alliance Française, together with your payment, a passport photo, a photocopy of your passport and a certificate of "civil liability insurance".