

Alliance Française de Buffalo

Class Policies

*These revised policies will go into effect beginning with the **September 2019** registration.*

Registration

Registrations will be accepted in the order received. A course will be declared "closed" when payment for a maximum of ten registrations has been received (see payment policies below). Please note that a minimum of four registrations is required to open a course. If this minimum is not met, students who have already registered for the course will be offered other options, including registering for a different course. If students who have already registered wish to keep a course open with fewer than 4 students, the course will run for 1.5 hours instead of 2 hours each night (same price, but as a semi-private rate).

Membership

Membership in the Alliance Française is not required in order to register for Alliance Française courses. Non-members pay an additional \$25 registration fee each term.

Payment

Course fees must be paid in full before students attend the first class. A student will not be considered registered for a course until full payment has been made.

- a) A \$5.00 non-refundable registration fee applies to all registrations.

Course fees are not pro-rated for missed courses. Missed classes are non-refundable. Students are encouraged to contact their teachers via email to obtain missed work or assignments.

Course Cancellations

The Alliance Française reserves the right to cancel a class due to insufficient registration. Course fees already paid for a cancelled class will be refunded based on the original method of payment.

Course Withdrawals

Withdrawal from a course must be made in writing, addressed to the Registrar, and include a request for either a refund (if available) or a tuition credit. A \$10.00 withdrawal fee will be deducted from the amount of all refunds and tuition credits to cover our administrative costs for processing course withdrawals. Students must withdraw no later than 1 week prior to a 10-week course.

Students who withdraw after this period, but before the end of the 2nd week of a 10-week course session will receive a credit equal to 75% of tuition paid after subtracting for our withdrawal fee and elapsed classes. If credit is given, it is valid for one year from the date of withdrawal. Once the credit expires, it is no longer valid. Please call us to implement use of credit for a future class.

Joining courses already in session

A new student may join a course already in session up to the second week of class. After the second week of class, joining a course will be at the discretion of the instructor and the Registrar (to take into consideration the ease with which a student might catch up and/or be able to integrate into the on-going course of study).

The Alliance Française de Buffalo reserves the right to modify policies at any time and will make every effort to determine suitable solutions for situations not covered here. In all cases, the decision of the Alliance Française is final and binding.