



Alliance Française

Bordeaux Nouvelle-Aquitaine



CONDITIONS FOR ORGANIZATION OF PRIVATE LESSONS

- Both sides, the Alliance Française and the student or a third-party payer, must confirm and sign the schedule as well as the content of the private lessons at least two weeks before the beginning of the classes.
- Once the classes have started, no cancelling will be authorized. A delay may be granted according to the professor's availabilities. The management has every right to refuse any modification brought to the schedule in regards to what has been previously defined. No postponement will be accepted if the request is made less than 24 hours before the course (excluding weekends and national holidays).
- Concerning cases of absolute necessity such as illness or accidents, the management will ask for a supporting evidence and will look into the situation.
- The student will have to sign an attendance sheet for each class attended. The total amount of hours will also be indicated.
- If a student is to be 15 minutes late, this will lead to the cancelling of the class, which won't be caught up nor refunded.
- If a student is to be late or missing, the student will have to reach the Alliance dialing 00 33 (0)5 56 79 32 80. Neither the session nor the length of time the student has been late will be caught up.