



Adult General Class Policies

Registration Policy

1. All participants are required to be members of the Alliance Française.
2. Tuition costs do not include the membership fee, the registration fee or books.
3. Classes will be offered only with a minimum of three students.
4. All general and conversation classes are for adults only (age 18 and up).
5. When children's or teen's classes are offered, children/teen must attend the class they are assigned to, according to their age and proficiency level.
6. The class assignment is to be determined by the Alliance Française de Providence.
7. Late enrollment accepted until the end of the second week of class but classes will not be pro-rated.
8. Payment including tuition, registration fee, membership fee and books (if any) must be made in full before the 1st class, by check, or "PayPal". Please note that bounced checks result in an additional fee of \$25.00.
9. The Alliance Française reserves the right to cancel a class if enrollment is insufficient.

Withdraw Policy

The Alliance is a nonprofit organization that hires top-caliber teachers and which establishes class schedules based on enrollments at the start of a session. Therefore our refund policy is restricted as described below.

Notifications: Class withdrawals must be made in writing to the Alliance office, and should specify the submitter's request for 1) a refund (terms below), 2) a course credit (terms below), or 3) agreement to offer up potential refunds as a donation to the 501c3 organization (i.e., tax deductible). Non-attendance in class or notifying the instructor does not constitute official course withdrawal.

Refunds: For any classes, a tuition refund of 50% will apply if enrollment is dropped during the week after the first day of class, and 25% if dropped during the week after the second occurrence of a class. Cash refunds are not be made for cancellations after the first two weeks of classes regardless of how many classes were attended by the student. Optionally, for withdrawals prior to mid-term, class credits can be issued for use at a future session (classes attended before withdrawal notice will be deducted from the class credit). Students will be refund minus \$35.00 registration fees and minus any PayPal fees (if applicable). Refunds will be processed within 3 weeks by check. Books are not returnable or refundable, once distributed to the student.

Missed Classes: Missed classes are not refunded. However, students who miss a class are welcome to audit another class at a similar level, which can be very beneficial.

SCHOOL CONDUCT POLICY

The Alliance Française de Providence wants to provide the best possible learning opportunities for all participants. Cooperation and respect among participants and teachers build positive learning habits and the right classroom atmosphere. To encourage and maintain those opportunities equally for all participants, the Alliance Française de Providence will take action against any disruptive behavior that occurs in class or on the school grounds.

“Disruptive behavior” means conduct which prevents other participants from learning or from doing the required schoolwork. Words and actions, which prevent the teacher from meeting the needs and goals of the class, are also disruptive. Any action or word intended to hurt a teacher, another participant, or school property is disruptive behavior.

Here is a non-restrictive list of some behaviors that are disruptive and therefore unacceptable in the Alliance Française de Providence.

- 1) Showing disrespect or lack of courtesy towards teachers, staff, or other participants. Some examples of such unacceptable conduct are: refusing to cooperate with teachers and other participants in class work and outside assignments, denying other participants an equal opportunity to participate in class, repeatedly speaking one’s native language during class.
- 2) Arriving at school under the influence of alcohol or drugs; using or distributing alcohol or drugs at school. NO alcohol or drugs are allowed in Alliance Française de Providence classrooms at any time.
- 3) Being violent. Any kind of physical violence or harassment will result in immediate expulsion from the program.

The actions and behaviors described above are unacceptable in Alliance Française de Providence. A participant who displays disruptive or unacceptable behavior, whether in his/her scheduled classes or in the classes of others may be expelled from the Alliance Française de Providence program and will not be reimbursed nor offered classes credit.

I understand the policies of the Alliance Française de Providence as set forth above.

Name: _____

Signature: _____

Date: _____