

General Terms and Conditions

- **Placement Test:** We encourage new non-beginner students to take our free placement test before starting classes.
- **Class Placement and Curriculum:** Our pedagogical team will place you in the class best suited to your level. They select the teachers, create the curriculum, and place you in a class suitable to your level of French.
- **Attendance Certificate:** Regular attendance is required. Upon request, a participation certificate can be issued within one year of course completion.
- **Tuition Fees:** Tuition must be paid in full before the first class. For installment plans, please email the Operations Manager: info@alliancetnt.org.
- **Deferral and Cancellation Policy:** Once classes have started, no refunds or deferrals are available for absences or cancellations. However, if you miss more than four weeks due to a serious illness or incapacity (with a medical certificate), you may request a refund for the missed classes or transfer the course within 6 months (annual registration fees and book costs are non-refundable).
- **For Private Tuition,** students must send notice 5h minimum before the class time if there is a change in schedule, otherwise the class is counted as a no-show and deducted from tuition hours.
- **Program Changes:** The Alliance Française reserves the right to:
 - Cancel classes with low enrollment. If no alternative class is available, you will be refunded the tuition (minus any classes already held).
 - Adjust course schedules and calendars as needed.
- **Public Holidays:** No discounts, refunds, or make-up classes are provided for official public holidays. These holidays are simply not counted in the Term schedule.

By registering, you agree to these General Terms and Conditions. For special requests, please contact us at info@alliancetnt.org.



Alliance Française
Trinidad & Tobago