



RULES AND REGULATIONS FOR INTERNAL STUDENTS

Admissions

1. Admissions are given on a first come first served basis and are subject to availability of seats. Admission is only confirmed on full payment of the related fees. Students must submit four passport sized photographs and a copy of a valid identity card (passport, Pan Card, Aadhaar Card, driving license, etc.) with proof of address at the time of admission.
2. Admission forms must be signed by the student or a parent or a legal guardian in the case of minors (below 18yrs).
3. The Alliance Française reserves the right to reject any application without assigning reason.
4. Courses will run subject to a minimum number of participants. The Alliance Française reserves the right to cancel a class with less than 5 students registered.
5. Fees and class schedules are subject to change without prior notice.
6. Students are expected to contact the office for information regarding the date of commencement of a course in which they have registered. The Alliance Française d'Ahmedabad will not be liable for classes missed by students.
7. The Alliance Française will refund the entire course fee if a class is cancelled on account of insufficient registrations or if the starting date is delayed by more than two weeks. No other refund is allowed.

Admissions into higher levels

8. Students from other institutes, or having already notions of French language, or students from Alliance Française d'Ahmedabad joining us again after a break of more than four months, are welcome to join directly to the adapted level of course matching with their experience. However, they will need to pass an access test before admission. The objective of the access test is to ascertain whether the student possesses the required competencies to be able to directly enter the desired level of study and to cope with the course.
9. For this purpose, students must first register for a course by filling up the admission form and paying the relevant fee.

Fees and Transfers

10. Course fees include tuition fees, membership fees and service tax :
11. Membership:
 - gives access to the Multi Media Library/Culturethèque
 - gives free entrance or low fees entrance for some cultural events
 - entitles the member to receive the e-newsletter of the Alliance and information on the events organized by the Alliance.
12. Fees are to be paid in full, by cheque, demand draft in favor of Alliance Française d'Ahmedabad, or by debit/credit card. Extra administrative charges of Rs. 250/- will be charged on returned cheques.
13. In case of fees paid by cash, by cheques or by demand drafts, the admission will be subject to realization of cheques/demand drafts. Therefore, payment by cheques/demand draft won't be accepted 2 working days before the day of commencement of the class.
14. The fees do not include the cost of textbooks. The prescribed textbooks are to be purchased by students from Goyal Publishers (office in Alliance Française d'Ahmedabad in Ahmedabad). In case of textbook from another publisher, the student can order it on his own, or buy it from the Alliance Française d'Ahmedabad, who always tries to negotiate the price and will charge the student at real cost without any margin.
15. Course fees are not refundable for any reason and are not transferable to a third person.
16. Membership fees will open rights for a period of subscription not related to the period and the length of the selected course.

A person can become a member without enrolling to a course; the contrary is not possible: any student enrolling to a course, or a workshop, will pay the membership fees (included in the tuitions fees) and become a member of the Alliance.
17. The tuitions fees are mentioned in the Alliance Française booklet introducing all the proposed tuitions (please ask for the last update or consult the website).

Transfer of Batch

18. Transfers from one batch to another are not encouraged. In exceptional cases, students may apply for a transfer from one timing to another, for the same session, or from full time courses to weekend batches or vice versa.
19. Such a transfer becomes effective only after :
 - authorization of the same by the Course Coordinator,
 - payment of the relevant "Transfer of Batch" Fee
 - and payment of any extra amount on account of an increase in admission, tuition, membership fee or service tax or a difference in the number of hours or rates over weekends.

20. No extra amount will be refunded to the student.
21. Such transfers will be authorized subject to availability of seats in the desired batch. The Alliance Française d'Ahmedabad reserves the right to refuse such a transfer.

Transfer of Session

22. Full course fees may be transferred only once and to the session immediately following the session in which the student has enrolled if an application is made before the commencement of the course. Such a transfer becomes effective only after presentation of the original receipt, authorization of the same by the Course Coordinator and payment of the relevant "Transfer of Session" Fees.
23. A letter will be issued to the student, mentioning the session to which such a transfer has been authorized and the amount and number of hours transferred.
24. The student is expected to keep himself or herself informed about upcoming sessions and to re-enroll in the said session when registrations for the same open, by presenting the said letter of credit at the reception at the time of registration and by paying the balance amount, if any.
25. The Alliance Française does not guarantee the commencement of any class at any level at the preferred timings of the student in the session to which the fees are transferred. The student will have to choose between available batches in the session to which fees have been transferred or forfeit the amount of the credit.
26. Admissions are on a first come first served basis. The above amount will not be refunded nor transferred to another session in case the student fails to complete the admission procedure on time and/or fails to get a seat in the batch of his/her choice. In such an event, the amount stands forfeited.
27. Such transfers will be authorized subject to availability of seats in the desired session. The Alliance Française d'Ahmedabad reserves the right to refuse such a transfer.
28. Transfer of session students will have to pay any extra amount on account of an increase in tuition or membership fees, or service tax or a difference in the number of hours or rates over weekends. No extra amount will be refunded to the student.

Partly Transfer of Fees

29. Transfers of sessions are not allowed after the commencement of the class, except in exceptional cases such as grave illnesses or accidents of the student, or unforeseen emergencies, and at the discretion of the management.

No application for transfer of fees will be accepted after 50% of the course is completed.

30. Any transfer becomes effective only after presentation of the original receipt, authorization of the transfer application by the Courses Coordinator and payment of the relevant "Transfer of Session" Fees.
31. The student will only receive credit for the number of hours he/she has not attended, counted from the date on which the transfer application form is submitted and not from the date on which he or she stopped attending classes or informed the teacher.
32. A letter will be issued to the students, mentioning the session to which such a transfer has been authorized and the amount and number of hours transferred. The student is expected to keep himself or herself informed about upcoming sessions and re-enroll in the said session when registrations for the same open, by presenting the said letter of credit at the reception at the time of registration and by paying the balance amount.
33. Students for such transfer of session will have to pay any extra amount on account of an increase in administrative, tuition, membership fees, service tax or a difference in the number of hours or rates over weekends. No extra amount will be refunded to the student.
34. The Alliance Française does not guarantee the commencement of any class at any level at the preferred timings of the student in the session to which the fees are transferred. The student will have to choose between available batches in the session to which fees have been transferred or forfeit the amount of the credit.
35. Such transfers will be authorized subject to availability of seats in the desired session. The Alliance Française d'Ahmedabad reserves the right to refuse such a transfer.
36. Admissions are on a first come first served basis. The above amount will not be refunded nor transferred to another session in case the student fails to complete the admission procedure on time and fail to get a seat in the batch of his/her choice. In the event of the same, the amount stands forfeited.

Concessions

37. Students who do not pass a level and wish to repeat the level are given a concession of 50% in the course fees in case they register in the session immediately following the session in which they did not pass. This benefit is not extended to subsequent sessions.
38. Students who wish to continue with a higher level, while enrolling for a session immediately following the session they completed, are given a concession of 25%.

Classes

39. Only the person registered for the class is allowed to attend, no substitute by another person is allowed.
40. Students must bring along their course receipt and valid identity card on the first day of class. For the purpose of verification, our staff may request students to provide proof of identity. The Alliance Française will issue an AFA student membership card to students in the first

week of the class. Students are expected to carry their membership cards while they are at the Alliance Française and present the same for verification if necessary.

41. Students should handle with care all equipments and facilities provided by the AFA, and are liable to pay for any damage caused.
42. Alliance Française d'Ahmedabad and its management shall not be held responsible for any damages, losses or injuries during the course of study at AFA.
43. Students are expected to attend classes regularly and to be punctual. No make-up classes will be provided in case of absenteeism, regardless of the reason.
44. Mobile phones are to be switched off or kept in silent mode during classes. Students are not allowed to answer phone calls or return messages during class hours except in the case of emergencies.
45. Classes may be cancelled and class time may be reduced due to unexpected contingencies.

Library and cultural Activities

46. Access to the library is reserved for students holding a valid membership card. Students become members of the library by default, once they enroll in a class.
47. Students are entitled and encouraged to attend all our cultural events and will receive a regular newsletter regarding the same.

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