French private classes
Pre-registration form

Thank you for choosing Alliance Française d'Arabie Saoudite. Kindly fill in this form, submit it to our reception and proceed to payment. We will get back to you by email within 2 working days.
This form does not stand as a registration.

Date of the request: ...../...../ 20..... **City:** □ Riyadh / □ Al-Khobar / □ Jeddah

NAME/first name..... **Age:** ..... **Gender:** □ M □ F

: ..... **E-mail:** .....

Have you ever studied French before? □ No □ Yes Year: ..... Level: .....

Objectives: □ general French □ professional French □ school follow-up □ tourism
□ speaking skill □ other: .....

Select your package:	5-hour pack*	10-hour pack	30-hour pack
□ at AFAS or □ online	□ 1,750	□ 3,000	□ 7,500
□ at home** (address: ....)	□ 2,350	□ 4,000	-

* recommended for candidates already registered for TEF/TCF to discover test format & practice mock speaking tests
** location within AFAS area; duration of each class must be 2hrs.

Discount on our on-site/online packages:
- 20% off for AF students enrolled in a group course at the time of registration for a private class.
- 10% off for former AF students (enrolled in a group course in the previous 2 sessions).
Discounts are not cumulative.

Number of packages: □ 1 □ 2

Number of classes per week: □ 1 □ 2 □ 3 □ 4 □ 5

Duration of each class: □ 60mn □ 90mn □ 120mn

Date I would be ready to start (depending on teacher's availability): ...../...../ 20.....

Please note: most of our teachers are available on Saturday & Thursday afternoons and between 3-6pm (Sun-Wed).

I am available			
on Saturdays	from ..... to	**on Tuesdays**	from ..... to .....
on Sundays	from ..... to	**on Wednesdays**	from ..... to .....
on Mondays	from ..... to	**on Thursdays**	from ..... to .....

☑ Yearly registration fees AFAS (250 SAR) on first registration – validity 1 year

☐ Additional French textbook (at a fee)

☐ **I, the undersigned, hereby certify having read and approved Terms & Conditions for courses at Alliance Française d'Arabie Saoudite.**

Signature

Terms & conditions

1. Registration procedure & financial conditions

1.1 Read the present terms and conditions and fully fill in the pre-registration form.
1.2 Full payment of the classes must be made by credit card or bank transfer, at once, upon registration at our reception desk only. Instalments are not allowed.
1.3 Yearly registration fees and textbooks (if needed) are at extra costs for the student.
1.4 No refund and no transfer of the fees to group courses are allowed unless for medical reasons, work or studies abroad (duly justified upon presentation of certificate).

2. Duration & validity of packages

2.1 AFAS reserves the right to assign teachers depending on their availability. Enrolment is subject to approval by AFAS and no dispute will be entered into should enrolment be refused.
2.2 A package of 10 hours of private classes has a validity of one (1) month as AFAS cannot guarantee the availability of the same teacher after a 1-month period. Hence, two packages of 10 hours have a validity of two (2) months; one package of 30 hours has a validity of three (3) months.
2.3 Teachers are scheduled depending on the student's request (days and timing). The student's commitment to these is required. Once confirmation has been sent by email, no change of time or day is possible.

3. Postponement & cancellation of classes

3.1 AFAS does not guarantee the availability of a teacher if the classes are postponed within or after the defined schedule. The total number of hours must be taught within two (2) weeks after the last day of the defined schedule. It is the student's responsibility to reschedule the class depending on his/her teacher's availability.
3.2 For students benefiting from a discount on their private classes registration, classes cannot be postponed after the defined schedule. The schedule must be strictly adhered to.
3.3 In case of the postponement of a class, a notice must be sent to the teacher at least 3 hours prior to the scheduled time. If the student does not inform the teacher of his/her non-attendance within a minimum of 3 hours' notice prior to the scheduled time, the class will be deducted from the package. The teacher and the student must get in contact directly and reschedule the class depending on both the student and the teacher's schedules.
3.4 In case of the late commencement of the class due to the lateness of the student, the teacher will inform whether the class can be given for the determined duration depending on his/her availability.

4. Insurance, security & parking

4.1 After the class, students under 18 years old are under their parents' responsibility. Parents of students below 18 are required to pick up their children at AFAS, as the latter are required to stay inside the premises until their parents arrive.
4.2 All requests, questions or issues related to the public parking is not under AFAS' responsibility and must be dealt with the company managing the parking. Parking fees are at the student's own cost.

For more information, please contact our receptions.
Email: Info.assafarat@af-ksa.org | info.arrabih@af-ksa.org | Info.djeddah@af-ksa.org | Info.alkhobar@af-ksa.org
Whatsapp: (+966) 11 281 6539 | (+966) 11 281 6540 | (+966) 56 609 3603 | (+966) 53 454 7144
Website: www.af-ksa.org **Instagram:** alliancefrancaise_ksa **Facebook:** Alliance Française d'Arabie Saoudite