



**Terms & Conditions**  
*30-week Group Courses*

**Payment**

Payment is due in full before the first day of the course. Upon request, there is the possibility to pay in two or three instalments. For learners paying in instalments, a £25 fee will be added to the first instalment.

Two instalments: the first instalment is due before the first day of the course and the second instalment is due by the end of Term 1.

Three instalments: the first instalment is due before the first day of the course, the second instalment by the end of Term 1, and the third instalment by the end of Term 2.

Payment can be done by bank transfer. We are sorry but we cannot take bank/credit cards or cash. Payments by cheque will need to be agreed upon with our administrator.

Name: **Alliance Francaise de York**

CAF bank: **40-52-40**

Acc. No.: **00033938**

Ref.: *please specify the class you are joining (e.g. Conversation A2/B1 online)*

You will receive an email from us to acknowledge receipt of your payment.

**Cancellation & Postponement**

*Before the course has started*: The Alliance Française de York reserves the right to cancel a course when there are insufficient numbers and when no other suitable class has been found for the intended student. In that case, only fees will be refunded in full. If we receive written notification of your decision to withdraw from a course at least two weeks before the course is due to start, you will receive a refund of your fees, minus a £25 administration fee. In the event of a postponement on your part, we will issue you with a credit note for a future course with no administration fees charged.

*Once a course has started*: Whenever possible, Trustees will seek to offer alternative options to avoid the closure of a class. Should a class need to be closed, fees will then be refunded pro rata. The Alliance Française de York regrets that there will be no refunds for classes not attended or for the withdrawal from a course by the student, for whatever reason, once the course has started.

email: [coursafdy@gmail.com](mailto:coursafdy@gmail.com)

website: [www.alliancedeyork.co.uk](http://www.alliancedeyork.co.uk)