



French courses for companies

Private tuition (fees per hour of tuition) - Monday to Friday

Classes are a minimum of 90 minutes.

A one-to-one course with one of our tutors, with a programme designed and adapted for you according to your personal and/or professional objectives. The professionalism of your teacher and the exclusive attention he/she will give you will enable you to make quick progress.

Excellent courses for busy people who need to learn or improve fast.

Private Tuition	Institut Francais			At your office		
	15 - 29 hours	30 - 79 hours*	80 hours+**	15 - 29 hours	30 - 79 hours	80 hours+
General French	£48.00/h	£46.00/h	£44.00/h	£51.00/h	£49.00/h	£47.00/h
Specialized French	£52.00/h	£50.00/h	£48.00/h	£58.00/h	£55.00/h	£53.00/h

*30 hours or more taken at one time and per person.

**80 hours or more taken at one time and per person.

Group courses (fees per hour of tuition) - Monday to Friday

Classes are a minimum of 90 minutes.

Maximum 8 people per group with the same linguistic level.

Ideal for participants who wish to improve their general communication skills in French.

Group Courses	Institut Francais			At your office		
	15 - 29 hours	30 - 79 hours*	80 hours+**	15 - 29 hours	30 - 79 hours	80 hours+
General French	£54.00/h	£52.00/h	£50.00/h	£55.00/h	£53.00/h	£51.00/h
Specialized French	£61.00/h	£58.00/h	£55.00/h	£63.00/h	£60.00/h	£57.00/h

*30 hours or more taken at one time and per group.

**80 hours or more taken at one time and per group.

Immersion courses - Monday to Friday

30 hours over 5 consecutive days at the Institut Francais.

The immersion programme has been devised for those wishing to brush-up their French in a unique French-speaking environment. For 5 consecutive days you will receive individual attention from one of our French teachers on a one-to-one basis.

	Private Tuition
General French	£1,440.00
Specialized French	£1,560.00

Supplement for Saturday classes.

For any queries, please contact Ms. Cecile Guillausseau (020.7581.1069)

For terms and conditions, see reverse.



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POLICY

1. General Policy:

- 1.1 Fees are effective from 01/01/2010 and are payable in advance. They are not subject to V.A.T.
- 1.2 Cheques should be made payable to 'IFRU – Régie des recettes'.
- 1.3 Fees are exclusive of books (except where otherwise indicated).
- 1.4 A free evaluation/advice service is provided at the Institut Français to help you decide which is the best course of action for you.
- 1.5 We regret that payment of fees by instalments cannot be accepted.
- 1.6 The Institut is closed on Bank Holidays.
- 1.7 We reserve the right to refuse admission.
- 1.8 Students are kindly requested to refrain from smoking while on the premises.
- 1.9 Any refund will only be done by cheque. Please note this procedure may take several weeks.
- 1.10 As part of our service to bring you French culture as well as French language, everyone studying at the Language Centre is entitled to one year's free membership of the French Cultural Institute which includes: concessionary tickets for Ciné-Lumière; concessionary rates for our wine-tasting classes; concessionary rates at other cultural venues in London; borrowing rights at the Médiathèque; a pair of free cinema tickets when you first join and free advance programmes by post.

2. Private Tuition and Corporate Training Policy:

- 2.1. All tailor-made courses are for a minimum of 15 hours tuition. Requests for shorter courses will be considered on an individual basis and a set surcharge of £100 will be applied to cover administrative costs.
- 2.2. Full payment must be received at least 1 week before the first class is due to be held. In some cases, a signed purchase-order might be deemed acceptable. We reserve the right to cancel the first lesson if payment has not been made in due time.
- 2.3. Refund policy: due to the very nature of the tailor-made classes, we regret that no refund can be made after classes have begun. Requests for refunds concerning contracts that have not yet begun must be made in writing and will be considered on an individual basis. A minimum charge of £100 will be applicable to cover administrative costs.
- 2.4. Policy for cancellation/change in schedule: tailor-made courses aim to provide top quality instruction at times and dates chosen by you. However, should unforeseen circumstances arise, further flexibility is provided by permitting a limited number of changes in your schedule without extra cost a maximum of 40% of your total number of hours will apply – i.e. a maximum of 4 changes for a typical 10-classes contract, provided that **2 working days notice** (Monday 9am to Friday 2pm) is given.
- 2.5. Replacement class: replacement classes can only be scheduled within the duration of the contract. Any other arrangement is at the sole discretion of the Institut Français. In any case, a maximum limit of 3 months from the date of the original final last class of the contract will apply.
- 2.6. We regret that classes which have not been cancelled as described in section 2.3, or which cannot be re-scheduled as described in section 2.4, will be lost.
- 2.7. Transport is payable by the client only outside Zone 2 of the London Underground tube system.
- 2.8. For classes of more than 8 students, an additional charge of £2 will be added to our hourly rate.

DID YOU KNOW THAT...

- A discount applies on private tuition and corporate training according to the number of hours you book and a free book will be given for a 30 hours course.
- There are specific conditions to cancel your course (see points 2.3, 2.4 and 2.5 for corporate training).
- Everyone studying at the Language Centre is entitled to one year's free membership of the French Cultural Institute.
- The Institut Français cannot accept any responsibility for unforeseen changes in students' circumstances that may prevent attendance.