

PRIVATE TUITION for non-corporate

L'Institut Français also proposes 'À la carte' courses: after a placement test, the teacher will prepare with you a tailor-made programme according to the different objectives you are aiming at: conversation, French for business, literature or just an introduction to French society and culture if it is what you are looking for.

Private Tuition (fees per hour of tuition) – Monday to Friday

Classes are a minimum of 90 minutes

Private Tuition	Institut Français			At your premises		
	15 - 29 hours	30 - 79 hours*	80 hours+**	15 - 29 hours	30 - 79 hours	80 hours+
General French	£59.00/h	£56.00/h	£53.00/h	£65.00/h	£62.00/h	£59.00/h
Specialised French	£65.00/h	£62.00/h	£59.00/h	£68.00/h	£65.00/h	£62.00/h

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

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

Private Tuition (fees per hour of tuition) – Saturday

Classes are a minimum of 90 minutes

Private Tuition	Institut Français			At your premises		
	15 - 29 hours	30 - 79 hours*	80 hours+**	15 - 29 hours	30 - 79 hours	80 hours+
General French	£65.00/h	£62.00/h	£59.00/h	£72.00/h	£68.00/h	£65.00/h
Specialised French	£72.00/h	£68.00/h	£65.00/h	£75.00/h	£72.00/h	£68.00/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.

Group Courses	Institut Français - from 15 hours	At your premises - from 15 hours
General French	£65.00/h	£70.00/h
Specialised French	£70.00/h	£75.00/h

Group Courses (fees per hour of tuition) – Saturday

Classes are a minimum of 90 minutes. Maximum 8 people per group with the same linguistic level.

Group Courses	Institut Français - from 15 hours	At your premises - from 15 hours
General French	£72.00/h	£77.00/h
Specialised French	£77.00/h	£83.00/h

Immersion Courses – Monday to Friday

30 hours over 5 consecutive days at the Institut Français

	Private Tuition	Group Courses
General French	£1,770.00	£1,950.00
Specialised French	£1,950.00	£2,100.00

For more information on private tuition for non-corporate, please contact: Virginie Sourou on 020 7590 2542 or virginie.sourou@ambafrance.org.uk

Easter Break: 2 – 10 April 2010 included. Bank Holidays on 3 & 31 May and 30 August 2010. A break will be included in all courses.

More from the Institut Français

One of the major benefits of studying with us is that the Cultural Centre, based at 17 Queensberry Place, is just around the corner. The Cultural Centre houses a cinema, restaurant and multimedia library, and offers a varied programme of cultural events, ranging from book launches to film premières and literature festivals. As such it represents an exciting venue for all those interested in French culture and an essential language learning tool for all those studying the French language.

Ciné Lumière

Recently refurbished and reopened by Catherine Deneuve in January 2009, the Ciné Lumière has established itself as the UK's leading showcase for French cinema, screening a mix of new releases and classic films. Directors, actors and screenwriters are regularly invited over from France to introduce premieres and special screenings, or to take part in Q&As with the audience. It is also an important venue for film festivals, including the annual French Film Festival. All films are shown with English subtitles.

The Médiathèque

The Médiathèque holds the UK's largest collection of French material in a unique Art Deco building. Its 50,000 books, 3,500 DVDs, 4,700 CDs (music, video games and talking books) can be borrowed, free of charge, by any member of the Institut Français. In the library you also have free access to online journals, computers with Internet, a viewing station, listening booths and free wi-fi access. The library's material is not aimed exclusively at people with a high level of proficiency in French. Its 'Easy French' corner is organised by level for French language learners. The membership also includes access to the Children's library and a personal online account.

Talks programme

The Institut Français programmes a wide range of talks each month on French literature and literary figures, French theory, European philosophy and world diplomacy. These talks are open to all, and allow those interested in France and French culture to keep abreast of the latest developments in French literary and intellectual life.

Wine tasting

For those interested in that all-important part of French culture, wine, the Institut Français runs monthly wine-tasting sessions.

Everyone studying at the Language Centre is entitled to one year free membership of the Cultural Centre which includes:

- ◆ Concessionary tickets for Ciné Lumière;
- ◆ Concessionary rates for our wine-tasting sessions;
- ◆ Concessions at other cultural venues in London;
- ◆ Borrowing rights at the Médiathèque;
- ◆ A pair of free cinema tickets when you first join our Médiathèque;
- ◆ Free advance programmes by post.
- ◆ 10% discount on all purchases at the Cultural Centre's bistro.

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 course is best for you.
- 1.5 We regret that payment of fees by instalments cannot be accepted.
- 1.6 The Institut Français is closed on Bank Holidays. However, courses which fall on these dates have been rescheduled accordingly except for intensive courses for which missed hours will be rescheduled by the tutor after consultation with the students.
- 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 help you enjoy French culture as well as the language, everyone studying at the Language Centre is entitled to free membership of the Cultural Centre for one year. This includes: a pair of free Ciné-Lumière cinema tickets when you first join our Médiathèque; concessionary tickets for Ciné-Lumière for one year; concessionary rates for wine-tasting sessions at the Cultural Centre; concessionary rates at other cultural venues in London; borrowing rights at the Médiathèque (our library); free advance programmes by post and 10% discount on all purchases at the Cultural Centre's bistro.
- 1.11 Classes are only for learners aged 18 and over except for the GCSE/AS and A-Level courses.

2 Group Courses Policy:

- 2.1 If your payment is received at least two full weeks (more than 14 days) before the course commences, you will benefit from a £20 discount on all courses costing £271 or more.
- 2.2 Students sponsored by their employer must supply an official order form from the company stating that the employer will be responsible for the payment of fees. An invoice will be issued upon presentation of the order form.
- 2.3 Classes are planned for a limited number of students. For this reason fees cannot be refunded once a course has started and no partial refund can be granted for classes not attended. The Institut Français cannot accept any responsibility for unforeseen changes in students' circumstances that may prevent attendance. Requests for cancellations and refunds must be made in writing with the original receipt attached to the written request, before the course commences. The following charges will apply: £30 if the written request is received more than 10 days before the course starts, 30% of the total course fee if the request is received 10 days or under before the first day of the course.
- 2.4 Any change of course or schedule requested by students is subject to availability and an administrative charge of £30.
- 2.5 Please note that if a course proves inappropriate, transfer to another one is possible only within the same enrolment period.
- 2.6 We advise you to enrol at least five days before the course commences. Courses may be cancelled in case of an insufficient number of students enrolled.
- 2.7 Fees will be refunded if a course is cancelled or closed due to an insufficient number of students, or for any other reason beyond our control.
- 2.8 Unless otherwise specified, our classes are limited to 15 students per class.

3 Private Tuition and Corporate Training Policy:

- 3.1 All tailor-made courses must comprise a minimum of 15 hours tuition per contract. Requests for shorter courses will be considered on an individual basis and a set surcharge of £100 will be applied to cover administrative costs.
- 3.2 Full payment must be received at least 1 week before the first class is due to be held. In exceptional 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.
- 3.3 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.
- 3.4 Policy for cancellation/change of schedule: Tailor-made courses aim to provide top quality tuition at times and dates chosen by the student. However, should unforeseen circumstances arise, further flexibility is provided by permitting a limited number of changes in the student's schedule without extra cost a maximum of 40% of the total number of hours will apply – i.e. a maximum of 4 changes for a typical 10-class contract, provided that **2 working days notice** (Monday 9am to Friday 2pm) is given.
- 3.5 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.
- 3.6 We regret that classes which have not been cancelled as described in section 3.3 or which cannot be re-scheduled as described in section 3.4 will be lost.
- 3.7 Transport is payable by the client only outside zone 2 of the London Underground tube system.
- 3.8 For classes of more than 8 students, an additional charge of £2 will be added to our hourly rate.

While every effort is made to ensure accuracy, the information in this brochure may be subject to change.

DO YOU KNOW THAT...

- A £20 discount applies on group courses of £271 and more when you pay your fees at least two full weeks before the course commences.
- A discount applies to private tuition and corporate training according to the number of hours booked. A free textbook will be given to a student who books a 30-hour course.
- There are specific conditions for the cancellation and change of a course (see sections 2.3, 2.4 and 2.5 for group courses, sections 3.3, 3.4 and 3.5 for private tuition and corporate training).
- Everyone studying at the Language Centre is entitled to free membership of the Cultural Centre for one year.
- The Institut Français cannot accept any responsibility for unforeseen changes in students' circumstances that may prevent attendance.

For general enquiries and bookings please contact:

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