

# Private Tuition 2019



Away from the distraction of a busy office or home life, our **One-to-One programme** gives participants the opportunity to completely immerse themselves in the language, to practice speaking and listening skills over a period of time that they are free to choose, and to substantially improve their communication skills.

## • One-to-One Tuition

		At the Institut français or online		At home	
		Mon - Fri	Sat	Mon - Fri	Sat
General French	9h	£567	£612	£630	£675
	15h	£900	£975	£1,005	£1,080
	21h	£1,218	£1,323	£1,365	£1,470
Specialised French	9h	£612	£657	£675	£720
	15h	£975	£1,050	£1,080	£1,155
	21h	£1,323	£1,428	£1,470	£1,575

For our online courses contact us on [onlinecourses@institutfrancais.org.uk](mailto:onlinecourses@institutfrancais.org.uk)

Our contracts are a minimum of 9 hours (6 lessons). Classes are a minimum of 90 minutes.

We also offer **Private Group courses** (maximum 4 people) so students can benefit from the personalised attention that comes from working in smaller groups, yet still have the opportunity to interact with other students and practice their speaking skills.



All students of the Institut français receive a free one-year membership to our cultural centre (including two free cinema tickets, access to the library and many other offers including a 10% discount in selected bookshops).

## Terms and conditions:

- Fees are effective from 01/01/2019 and are payable in advance. They are not subject to VAT.
- Fees are exclusive of books (except where otherwise indicated).
- Full payment must be received at least 1 week before the first class. In some cases a signed purchase order may be deemed acceptable. We reserve the right to cancel lessons if payment has not been made in due time.
- Policy for cancellation/change in schedule:
  - All sessions within a contract of 15 hours or less must be used within 3 months starting the day of the first session.
  - All sessions within a contract of 16 hours or more must be used within 6 months starting the day of the first session.Any unused lesson within this time frame will be lost.  
Should you need to cancel a scheduled lesson, please note that at least 48 hours' notice is required (24 hours for online classes)
- Transport to the client's premises is payable by the client only outside Zone 2 of the London Underground.

# Private Tuition / Terms & Conditions

## 1- General Policy

1.1 Classes can take place at your home, office, online or on our premises.

1.2 A free evaluation/advice service is provided at the Institut français to help you choose your learning programme.

1.3 We provide individual or group instruction (up to 4 students) for all levels of proficiency from beginners to advanced.

1.4 The Institut français is closed on Bank Holidays. Courses which fall on these dates will be rescheduled after consultation with the students.

1.5 As part of our service to help you enjoy French culture and language, all students of the Institut français are entitled to a one-year membership to our Cultural Centre. This includes: two free Ciné Lumière tickets when you first join our Médiathèque, access to the library and concessionary rates in selected bookshops.

1.6 Students are kindly requested to refrain from smoking while on the premises.

## 2- Terms of Payment

2.1 Fees are effective from 01/01/2019 and are payable in advance. They are not subject to VAT.

2.2 Once the signed quotation has been received, the Institut français will organise the courses and send you an invoice. Full payment must be received at least one week before the first class is due to be held. We reserve the right to cancel lessons if payment hasn't been made in due time. In some cases, a signed purchase order may be deemed.

2.3 We accept credit & debit cards and bank transfers. Classes can also be purchased online.

2.4 We regret that payment of fees by instalments cannot be accepted.

2.5 Contracts are a minimum of 9 hours.

2.6 Face to face classes are a minimum of 90 minutes, online classes are a minimum of 60 minutes.

2.7 Fees are exclusive of books, except where otherwise indicated.

## 3- Cancellation and refunds

3.1 No refund can be made after classes have started.

3.2 Requests for refunds concerning contracts that have not started yet must be made in writing and will be considered on an individual basis. The following administrative 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 between 2 and 10 days before the first day of the course. No refund will be offered if the contract is cancelled less than 48 hours before the first lesson is due to start.

3.3 All sessions within a contract of 9 hours or less must be used within three months, starting the day of the first session. All sessions within a contract of 15 hours or more must be used within 6 months, starting the day of the first session. Any unused lesson will be lost after one year.

3.4 Should you need to cancel a scheduled lesson, please note that a 48-hour notice is required. Classes that have not been cancelled within this 48-hour notice will be lost.