

# Young Learners 2019



## Improve your grades!

Whether your child needs to prepare for the **GCSE, AS level, A Level, Pre-U preparation, CNED programme, IGCSE** or a **specific French exam** (Brevet des Collèges, Baccalauréat, DELF Prim, DELF Junior), we can help.

Our contracts are a minimum of 9 hours. Classes are a minimum of 90 minutes.

	At the Institut français or online	At home	
<b>Monday to Friday</b>	£65/h	£70/h	For our online courses contact us on <a href="mailto:onlinecourses@institutfrancais.org.uk">onlinecourses@institutfrancais.org.uk</a>
<b>Saturday</b>	£70/h	£75/h	

We also offer group lessons at the Institut français!

Exam preparations (group) £335 for 30 hours on Saturday morning.

Please find more details on our website or contact us on [cdl@institutfrancais.org.uk](mailto:cdl@institutfrancais.org.uk) / 0207 871 3533

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.
- 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 9 hours or less must be used within 3 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 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.

For more information, please contact the Remedial Tuition Department:  
Tel: 020 7871 3533 – [kris.canakiah@institutfrancais.org.uk](mailto:kris.canakiah@institutfrancais.org.uk)  
Institut français, Language Centre – 13 Cromwell Place – London SW7 2JN  
[www.institut-francais.org.uk](http://www.institut-francais.org.uk)

**INSTITUT  
FRANÇAIS**  
ROYAUME-UNI

# Young Learners Courses / Terms & Conditions

## 1- General Policy

- 1.1 Classes can take place at your home, on our premises or online.
- 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. Classes 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.
- 1.7 The staff does not monitor children leaving the premises, nor is it their responsibility to know with whom a child is leaving.

## 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.
- 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.

## 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 3 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 (24 hours for online classes). Classes that have not been cancelled within this 48-hour notice will be lost.