

## 課程報名規定 SCHOOL POLICY

### 【報名 REGISTRATION】

- ◎ 除報名法語初學班級 A1-1 及 WA1-1 外，如欲報名主題課程或其它級別課程之學員，須先接受本會編班測驗(每次 250 元)，測驗完畢即當場分級，可立即報名，參加編班測驗者需事先來電預約。To ensure that everyone is placed in the most suitable group level in order to learn efficiently, all new students (apart from complete beginners), must go through a placement test before registration for General French courses or French theme courses. In order to have your registration and placement test done smoothly, we strongly suggest early registrations. Placement Test fees : NT 250.
- ◎ 每班人數以 10 至 18 人為主，依註冊先後順序收滿為止；若未達基本開班人數，本會有權停開課程。如課程被取消，已繳交學費者可以選擇轉班或憑收據辦理全額退費。The number of students in each class is mainly from 10 to 18 people, and the class will be filled by date of registration. Alliance Française de Taiwan has full right to cancel a class with insufficient number of students. When classes are cancelled, students can choose either to be a transferred to another class of the same level, or to be issued a full refund.
- ◎ 報名註冊一律以完成繳費為準，課程繳費報名後該名額不得轉讓他人，不接受電話預約報名。Registration will be confirmed upon the full payment of the fees at the counter or online. Registration fees are non-transferable. Registration by telephone is not accepted.
- ◎ 課程學費金額需一次繳清，恕無訂金保留名額制度。此外，除符合退費規定辦理退費之學員外，不得依個人情況要求退還缺課堂數相對金額之學費，開課後中途插班之學員亦照學費全額收取費用，請先自行衡量是否可接受再行報名。To join any courses, fees have to be paid in full. Any refund will be proceed according to our refund policy. No refund will be issued for unattended classes. Please make sure these conditions are acceptable before enrolling to our courses.
- ◎ 課程報名可以現場臨櫃報名或是線上報名，於線上系統登入或註冊帳號進行報名，採信用卡線上刷卡方式繳費，僅接受 VISA, MASTER CARD, JCB 發行之信用卡。VIP 學員(台北中心：台大教職員、法國工商會會員 / 高雄中心：法國工商會會員)等由於身份核對仍須由人工進行，如欲享有九折優惠，請攜帶證明文件至櫃台報名。Registration in person at the counter is available during Alliance Française opening hours. For online registration, payment can be made either with VISA, MASTERCARD and JCB cards. For VIP students (Taipei Center :

NTU students, members of CCIFT / Kaohsiung Center : members of CCIFT) allow to enjoy a 10% discount off any French courses. VIP students will have to bring the certified documents to our center for registration.

- ◎ 報名資料僅供填表本人報名台灣法國文化協會課程用，本會不另作其它用途。The personal data of registration forms is for Alliance Française internal office purpose only. It won't be used for any other purposes.

## 【開課 ADMISSION TO CLASSES】

- ◎ 學費不含教材、書籍等費用，請於開課當天攜帶現金向書商購買。書商僅於當期開課第一週至協會販賣教材，未及購買教材者，可自行至書店-上林書局選購，出示課程報名收據可享相同優惠折扣。The course fees do not include learning material, textbooks, etc. On the first day of the course, learning material can be purchased by cash. For late registration, all Alliance Française learning material is available at the bookstore – SUNNY BOOKS(上林書局). Please bring along the receipt of the class to purchase required materials at Alliance Française rate.
- ◎ 所有課程皆按照學員報名時表定之開課日期開課，不再另行通知開課日期，學員不得以「未收到開課通知」為由要求補課及退費。All Alliance Française classes are clearly scheduled. Therefore, students cannot ask for make-up courses and /or refund for non-receiving the notification that the class has already started.
- ◎ 開課當天將於二樓及四樓佈告欄公告教室表，請學員自行查看。The classroom timetable will be posted on the bulletin board (2<sup>nd</sup> and 4<sup>th</sup> Floor) on the first of the class.
- ◎ 為維護學員權益及上課品質，本會課程不提供試聽、旁聽、補課或請他人代上課。由於各班教師單堂進度不同，缺課之學員請自行向同學影印筆記或講義，不得至其他同級班級補課。本會嚴禁未註冊繳費者自行進入教室聽課。In order to maintain the quality of the class, only registered students are accepted in class. External auditors are not allowed during any Alliance Française courses.
- ◎ 學員若於課堂上發生嚴重干擾上課之情事，且經勸導後無法改善者，本會保有主動予以退班及拒絕該生續報名之權利。If the student seriously disturbs the class, the student may be requested to leave the class and may not be allowed to join any further classes with Alliance Française de Taiwan.

## 【轉班/延期/補課/ CHANGE OF CLASS / DEFERMENT / MAKE-UP CLASS】

- ◎ 轉班：因故無法如期上課或對當期課程有疑慮者，自該開課日起一週內可辦理轉班申請一次，逾期恕不受理，請先確認欲轉入之班級是否開班，以免影響個人權益；請留意欲轉入班級需與原班級為同期開課且已確認開班之課程。若欲轉入之班級已額滿時恕無法受理；申請退費者仍須依據「本會退費辦法」辦理。If students are unable to attend the class they have registered in, they can apply for a course transfer only once within the first week of the course. Before transferring the student, Alliance Française will make sure that a place in a similar class is available.
- ◎ 延期：課程未開課前可申請延期，惟以順延一期為限，開課當天恕不再受理延期申請。若經延期開課後，仍無法就讀時，不得辦理退費。請注意：每期課程時段不見得相同。If a student cannot attend the course he had registered in, he can defer his course only to the following session. The course can be deferred only once, after a clear notification from the student at least one day before the first day of class. In any cases, if the student cannot attend the class he was deferred to, the course fees will not be refunded. Deferred classes may take place at different days and times as classes originally chosen.
- ◎ 補課：選定課程時段報名後即代表同意協會學期授課日及休假日，課程若遇缺席，恕不補課。如遇颱風、地震等狀況，依行政院人事行政局公告為準，若協會所在縣市宣布停課，該日課程將順延乙次。Missed classes will not allow students to get a make-up course or a refund. In the event a cancellation for Government reasons, make-up courses will be arranged by Alliance Française.

## 【個別課程 PRIVATE LESSON TUITION】

- ◎ 所有課程請按照原定上課時段進行，若需請假或更改上課日期，請至少於該堂課前一個工作天於本會開放時間聯絡辦公室，以便通知授課老師，否則該課程時數將照常計算，不得補課。Private tuitions are clearly scheduled. If the student wishes to change the date or the time of the class, the student must inform Alliance Française at the counter or by phone / Email at least one working (Monday to Saturday) day before the scheduled class. No-shows as well as cancellations made less than 24 hours prior to the class will be fully charged to students.
- ◎ 如有特殊狀況，如：生病、意外...等。若為上述情況請出示相關證明，課程將可接受延期。Deferred private lesson tuition may be granted to students due to medical or other serious causes. In these cases, to obtain Alliance Française

approval, students have to provide suitable evidence.

- ◎ 課程一旦開始後便無法接受退費，開課前(不含上課當天)可接受九成退費。  
Private tuitions are non-refundable once they have started.

敬請各位學員於報名前詳讀註冊須知及注意事項，一旦報名即表示同意本會規定，請務必確認之後再行報名，以避免爭議。

All students are requested to read the terms and conditions applied to registering to a French class at Alliance Française de Taiwan before the registration. By registering for a class, students accept the above school policy.