



## **RULES & REGULATIONS FOR STUDENTS JOINING ALLIANCE FRANÇAISE DE TRIVANDRUM**

### **REGISTRATION**

- Admissions are given on a first come first serve basis and are subject to availability of seats.
- Registration will be confirmed upon the full payment of the fees via bank transfer AND once you receive a confirmation from Alliance Française de Trivandrum administration
- Students must upload a copy of a valid identity card (Aadhaar, passport etc.) with proof of address at the time of admission.
- Admission forms must be signed by a parent or a legal guardian in the case of minors (below 18yrs).
- Alliance Française de Trivandrum (AFT) reserves the right to cancel a class with fewer than 5 students registered.
- The Alliance Française de Trivandrum will refund the entire course fee if a class is cancelled on account of insufficient registrations or if the start date is delayed by more than two weeks and the student does not wish to maintain his/her registration. No other refunds are given.
- Course fees are not refundable and are not transferable to a third person or to any other Alliance Française in India or the world.
- Option for transfer from one batch to another within the same session will be considered only within the first 12 hours of the course and on a payment of Rs. 1,000/- as administrative fees. In this case, the student must send an email to the Head of Pedagogy stating the batch he/she wants to join and the reason for the transfer.
- In case of illness or hospitalisation, transfer to the next session only will be permitted subject to presentation of valid documents within a period of 3 weeks. This transfer is permitted within 60 hours of the commencement of the course only and not later.
- An attestation stating that the student has completed a minimum of 75 % of the classes can be provided on request and on payment of Rs. 100/- as administrative charges. Kindly note that this attestation does not prove the proficiency of the student in the language. Only the DELF diploma certifies proficiency in French.
- It is the student's responsibility to contact Alliance Française de Trivandrum for their DELF exam results.

## CLASSES

- Only the person registered for the class is allowed to attend, no substitute by another person is allowed.
- The Alliance Française de Trivandrum and its management shall not be held responsible for any damages, losses or injuries during the course of study at its premises.
- Students are expected to attend classes regularly and to be punctual.
- Mobile phones are to be switched off or kept in silent mode during classes. Students are not allowed to answer phone calls or return messages during class hours except in the case of emergencies.
- Commencement or postponement of the batches will be intimated via email.
- The Alliance Française de Trivandrum reserves the right to change faculty at any point during the course due to unexpected and unavoidable circumstances.
- Any concern regarding classes should be addressed to the Head of Pedagogy by sending a mail to [courses.trivandrum@afindia.org](mailto:courses.trivandrum@afindia.org) .

## ONLINE CLASSES

- Try to join the class with a **stable internet connection**.
- It is **mandatory that your VIDEO is ON for the entire period of the class**. If, in any case, you have to turn your video off for some time, please, inform/ask permission of the instructor, like you would do in a “in real life” classroom.
- It is recommended to **join the class with a PC/MAC** instead of a mobile device for your own convenience.
- Our classes are not recorded and students are also not allowed to record the sessions.
- Please note that online courses are open only to residents of Kerala, as well as Non Resident Keralites(NRK) outside India.
- For residents of other states where there is an Alliance Francaise present, admission to our courses will be considered only after consultation with the concerned Center.

## INFORMATION AND PROMOTION

- Email address and phone numbers given during registration may be used to reach students through AFT newsletter, or via whatsapp, to let you know about our events.

- By joining our classes you give consent that your picture and video may be taken during lessons or events to promote AFT through our social platforms.
- Let us know if you do not wish to receive information or have your picture taken, by contacting our Cultural and Communications officer on [culture.trivandrum@afindia.org](mailto:culture.trivandrum@afindia.org)