

TERMS AND CONDITIONS OF REGISTRATION

Payment of fees indicates that you have agreed to the following terms and conditions:

- 1- To be eligible candidates must be above 18 years of age. Minors are eligible only with parental consent.
- 2- First time registrations are subject to a placement test.
- 3- Candidates for registration are required to report to the reception of Alliance Française, Accra with an ID card, a passport photograph, and for applicants under the age of 18 years, a parental authorisation.
- 4- Tuition fees do not include cost of course materials (Textbook & workbook) which must be purchased separately.
- 5- All fees must be paid before the start of the course to guarantee a place in the class.
- 6- Continuing students are entitled to a discount on the renewal of their registration.
- 7- Payment may be made by bank transfer, credit card or in cash.
- 8- Registration fees paid are non-refundable once the first class starts.
- 9- Tuition fees may be refunded on a written request to the academic office (infocours@afaccra.org) before the first class of the course.
- 10- The opening of a class is guaranteed only upon the enrolment of a sufficient number of students.
- 11- Students shall be notified by phone/sms of the exact starting date of their class.
- 12- Receipt of payment of fees will be required by lecturers before admission into class.
- 13- Course may be deferred or tuition fees may be refunded in full if a course is cancelled or closed due to insufficient number of students, or for any other reason beyond the control of Alliance française, Accra.
- 14- There shall be no fee reductions, refunds or postponement of classes as a result of public holidays.
- 15- Registration at the 'Médiathèque' (Library) is FREE OF CHARGE for all students in good standing.
- 16- Alliance française, Accra disclaims any responsibility in case of theft or loss of property that may occur on its premises. It is therefore the responsibility of each person to keep an eye on their valuables.
- 17- For security reasons students will be required to undergo routine security check at the entrance of Alliance Française, Accra.

I have read the rules and regulations governing membership of the Alliance française and hereby accept the conditions as set out above.