

Alliance Française de Détroit/French Institute of Michigan General Policies

To insure the highest efficiency, lowest fees and optimum class composition, the following regulations have been established:

Placement Tests

Placement tests are for new students with previous knowledge of French. Placement tests, online or in person are conducted before registration and are free of charge. The online version is available at our website.

Payment Policy

During the published dates, registration will be conducted online or at the office, by phone or in person. Any special cases must be handled in person, and appointments made as necessary.

Please note that a late fee of \$15 will be applied to your registration fee if you register after the beginning of the session.

Private classes must be paid for in advance of each individual class session.

Fees

Tuition is payable in full at registration. There is an annual membership fee of \$30.00 for each student, payable at the initial registration. Books are available for purchase at the office.

Payments and Refund

All tuition is due at registration before the first class, either by cash, by check or by credit card (Visa or Mastercard). Company paid tuition is accepted but the student must bring all paperwork at time of registration.

Due to non-profit status, limited class sizes, and obligations to instructors and other class members, no refunds can be made after the first class. This policy is essential in order to guarantee high quality of instruction.

There will be no discount or refund for non-attendance to the class.

Credit

In cases of withdrawal for cause of hardship beyond the student's control, a credit may be granted toward future instruction UPON WRITTEN REQUEST. Credit memos must be turned in at registration. Please note, the Alliance Française/French Institute reserves the right to cancel classes with insufficient enrollment, for which credit and/or refunds shall be issued.

Certificates and Diplomas

Upon course completion, certificates may be issued upon request. The AFD/FIM administers TCF examinations recognized as an official testimony of one's level in French.