



## Registration:

- Registration must be in person, either at our Wanchai Centre or Jordan Centre. Class vacancies are on a first-come first-served basis, so students should register as soon as possible to guarantee a place.  
**(Registration by post will not be accepted)**
- All courses must be paid in full at registration, except CEF Reimbursable Courses (A1 and A2).
- Payments may be made in cash, by EPS or by crossed cheque payable to "Alliance française de Hong Kong." Please note that the cost of textbooks and course material is separate from the tuition fees.

## Regulations

- Courses will run subject to a minimum number of participants. Alliance française reserves the right to cancel a class with fewer than 8 students registered.
- In accordance with the CEF requirement, CEF applicants who register for A1 or A2 course can pay in 2 equal instalments on or before the dates fixed. The course has to be terminated within the period indicated and cannot be deferred once started.
- Tuition fees, class schedules and tutors are subject to change without prior notice.
- There will be no make up or refund for classes that are cancelled due to adverse weather condition (such as typhoon n° 8 or Black rainstorm warning). (For detail information, please visit our website: [www.alliancefrancaise.com.hk](http://www.alliancefrancaise.com.hk) or consult our brochure)

## Concessions, credits and transfers

**Tuition fees are neither refundable nor transferable.** However, in cases such as permanent departure from Hong Kong, serious illness or hospitalization, a credit or a refund may be envisaged if full proof is presented.

- In case of permanent departure before the term starts, a full refund may be granted. However, once the term has started, there will be no refund.
- In the case of temporary illness or hospitalization, partial credit may be granted to be used when registering for another course the following term.
- If Alliance française considers granting partial credit, it can only do so if the term during which the student intends to withdraw has not yet started.
- All transfers from one course to another will be considered on an individual basis. Transfers will be accepted within the same level during the second week of each term. Administrative fees will be charged for any transfer outside this period.
- Any student who seeks a concession: such as transfers from one course to another, postponement or apply for a certificate of attendance must provide AFHK with written notice.
- Any student who wishes to withdraw from a course must provide AFHK with written notice *at least three business days prior to the start of his / her 1st class.* No verbal notification can be accepted.

## 報名手續

- 請親臨本會的灣仔中心或佐敦中心辦理報名手續。因課室可容納的人數有限，本會採取先到先得，額滿即止的方法，同學請盡早報名。(本會恕不接受郵寄報名)
- 報名時必須繳交全部學費，持續進修基金可獲發還款項課程(A1及A2)除外。
- 學費並不包括課本或教材。繳費可用現金、易辦事或劃線支票，支票抬頭請寫「香港法國文化協會」。

## 章程及規則

- 如報名人數少於八人，香港法國文化協會有權取消該班課程。
- 按持續進修基金的要求，持續進修基金申請者報讀A1或A2的課程，可分兩期等額形式繳交學費，惟學費必須在指定日期內繳付，以及必須在指定的日期內完成。課程一經開始便不能延期。
- 本會保留更改學費、上課時間、課程內容及導師的權利。
- 課程若因天文台懸掛八號風球或黑色暴雨警告而被取消將不會獲得改期補課或退款。(有關這方面的詳細資料請瀏覽本會網址：[www.alliancefrancaise.com.hk](http://www.alliancefrancaise.com.hk))

## 退款、延期或轉班規則

除課程被取消外，已繳付的學費恕不退還。

然而，若已報名的學員必須永久離開香港、患重病或住院，本會將視情況而定或會將部份學費退回或以備用學費證明 (Letter of Credit) 的形式發還以保留作下學期使用。但學員必須出示有效之證明文件。

- 若已報名的學員必須永久離開香港，而學期仍未開始，該學員可申請退回已繳的全部學費，但學期一經開始，則學費絕不能退回。
- 若學員在開學前因患重病或必須住院，本會或會將已繳付的學費以備用學費證明 (Letter of Credit) 的形式發還以保留作下學期報名之用，但學員必須出示有效之證明文件，並且所報讀的學期必須仍未開課。
- 任何轉班的申請將作個別情況處理 (本會保留接受轉班申請與否的權利)。同學可在每個學期的第二個星期內申請同級轉班。同學若在指定時間以外申請轉班必須繳付手續費。
- 學員如有任何申請，如轉班、延期、出席證明等必需以書面形式通知法國文化協會行政部。
- 學員如申請或退款，必需在開課前三個工作天以書面形式通知法國文化協會行政部，本會決不接受任何形式之口頭申請。

I have read and accept the general conditions outlined above  
我已閱讀並接受上述的條款

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signature of applicant  
申請人簽名