

Alliance Française de Lagos

Terms & conditions

Please, in order to understand how we organize our activities, carefully read our terms and conditions before joining your course.

I. REGISTRATION & PAYMENTS

Registration

Students must complete their registration during the registration period. Registration is effective once the payment is complete. Alliance Française de Lagos (AF Lagos) organizes and sells full course packages at a group price. Hours are not sold separately, thus full course payment is requested even in case of non-attendance of some hours.

Registration is on a “first fully registered, first served” basis, including for former students. No seat can be booked. Students registering late might not be able to access a course.

No entrance to classes is authorized without registration and AF student card. In case of preplanned or unforeseen absence, no discount/refund/credit is possible.

Placement test

To guide students towards the most suitable level, a placement test is mandatory for anyone who has already studied French or for any AF student who has not joined a course in the previous 3 months. Anyone taking a placement test but registering for another level is fully liable for his/her decision. AF Lagos will not proceed to any refund for the course if the student drops out because the level chosen was not suitable.

No trial class is allowed.

Fees and payment

Full payment must be done at once upon registration. Instalments are not allowed. Payment of the following fees can be done by credit card or bank transfer:

- a. Yearly registration fees (not refundable) to AF Lagos (one-year validity).
- b. Full course fees
- c. Full book fees. Books are mandatory for group courses and are valid for several sessions. Books must be purchased at AF Lagos only. Books will be given on the first day of the course upon presentation of the student’s receipt of payment.

AF Lagos courses fees will increase regularly according to the local inflation rate.

Students are requested to attend all the classes on time and avoid missing classes. In case students miss classes, no cover up classes are offered. No credit/refund/discount on the missed classes is possible.

In the event of a request for a late registration, acceptance depends on the sole Director of courses. No preferential rate shall be given for the number of classes missed.

Discounts

AF Lagos will specify the discount/promotion period for course registrations through its general communication media. No discount will be offered once periods are over.

Opening and cancellation of courses

Seats are limited in order to offer the best possible learning conditions. Depending on the courses, levels and classrooms availability, language courses open with a minimum of 7 students and with a maximum of 16 students.

If the minimum number of 7 students is not achieved by the end of the registration period, AF Lagos reserves the right to postpone a course to a maximum of 7 days or redirect students to another class of the same level if available.

AF Lagos reserves the right to cancel or to carry out a course applying semi-private fees.

Depending on the number of students in a group, several groups of the same level may be opened. The lists of students per group provided by the management are authoritative. It is strictly forbidden to switch classes without the prior approval of the Director of courses and without a pedagogical reason provided by the teacher.

II. POSTPONEMENTS AND REFUNDS

Yearly registration fees are not refundable. Book fees can be refunded only if books are in perfect condition (new).

AF Lagos shall make no refund of course fees in any form (unforeseen trip, change of schedule, non attendance to the course, own student's decision to withdraw, postponement of the course decided by AF Lagos).

If a student decides to cancel his/her registration during the registration period, s/he must inform AF Lagos by email to education.lagos@afnigeria.org at the earliest. A penalty of 10% on the course fees will apply.

Upon presentation of a valid certificate of NYSC enrollment or a scholarship for studies abroad, the Director of courses shall grant the postponement of the course fees to the following session or the refund of 50% of the course fees.

If AF Lagos cancels the opening of a course, AF Lagos shall refund the total amount of the course fees.

If one or several classes are cancelled due to unexpected circumstances during the session, AF Lagos reserves the right to switch to online classes or to define a different date and time to cover up the missed classes.

In case of a public holiday, teachers shall reschedule classes, to all possible extents, throughout the session by adding a few minutes to each class or postponing the classes to the end of the session. Public holidays are generally included in AF Lagos courses calendar and schedule.

III. LANGUAGE COURSES

Pedagogy and commitment

AF Lagos team (French courses and Exams Department & teachers) are the only ones authorized to determine the content of French lessons, as well as the required number of hours for each session. AF Lagos contents and number of hours per session are set in accordance with the guidelines of CEFRL (Common European Framework of Reference for Languages) with emphasis on a communicative and action-oriented approach to language teaching and learning.

Students are considered as participative actors of their training. They must interact as much as possible in class. They must abide by the personal work given by the teacher to meet the objectives of the course. AF Lagos strongly recommends that all students make every effort to speak French within AF Lagos's premises, borrow books from AF Lagos library and use the "Culturethèque" platform. Success in learning a language is linked to punctuality and regular attendance, commitment, and personal additional work.

French/English translation is not recommended. The management expressly asks teachers to use French only. English should only be used in the event of a total blockage when drawings or mimes could not help. This recommendation includes A1 beginner levels.

Conjugation, grammar, spelling ... are not the subject of our courses. They are taught within a didactic unit or a pedagogical sequence. Dedicated workshops shall be offered.

For educational reasons, students shall experience different teachers and methods. Teachers are not to follow the same group of students from one level to another.

Only AF Lagos teachers and management are qualified to determine whether a student has mastered all the skills required at a given level of language skill acquisition and its capacity to move to the following level.

Attendance and absences

Students are expected to arrive and finish classes on time and to bring their books and personal equipment. Students arriving 10 minutes late might not be accepted in class by their teacher.

In case of absence, students must inform their teachers in advance. Teachers shall not repeat the lesson for absent students. Students must cover up missed classes on their own.

Assessment

Continuous assessment will be led during the whole session and is part of the final mark. The absence of assessed work during the session will prevent the student from moving to the following level.

AF Lagos reserves the right to allow students to take final exams if they have missed more than 5 classes. At the end of their session, students must take a final exam (/100) to move to the following level. AF Lagos final exam is based on the assessment of 4 skills (listening /25, reading /25, writing /25 and speaking /25). A minimum of 60/100 is required to pass with a minimum of 10/25 in each skill. A student with a mark lower than 10/25 in a specific skill will be orientated to follow private tuitions or a dedicated workshop. Depending on the results, AF Lagos reserves the right to orientate and advise the student for the most suitable level.

IV. ATMOSPHERE AND BEHAVIOUR

AF Lagos is an a-religious and apolitical institution. No proselytism of any kind shall be tolerated.

AF Lagos is a place of culture, leisure, and learning. Anyone working, studying, or attending an event at AF Lagos is to show the utmost respect to teachers as well as anyone working for AF Lagos. Words or behaviors of a discriminatory nature, violating people's privacy or the proper running of AF Lagos' activities, any physical or verbal violence from a student towards another student, any member of the staff or any visitor within the premises of AF Lagos, may result in the permanent exclusion of the student with no refund at any time of the session.

AF Lagos is a smoking free area in the whole building. No food and drinks are allowed (classrooms, library, and auditorium) except bottles of water in class.

Students are kindly requested to abide by the usual rules of good behaviour and to allow a proper conduct of classes.

When in the corridors, students are requested to keep low volume of conversation/noise to not disturb classes. Loud conversations and screams are not accepted, and phone calls shall be made outside of the learning environment (including corridors and library) to avoid disturbances.

Students are responsible for their personal belongings. AF Lagos shall not be liable for any damages, loss or theft of any students' belongings.

AF Lagos equipment and premises are for the common good. It is therefore requested that everyone ensures the cleanliness of the rooms and the proper use of equipment and spaces: toilets, classrooms, passageways, library, etc. Any damage to furniture commits the responsibility of each. The cost of the rehabilitation of deteriorated equipment will be invoiced to the one who damaged it.

Security & parking

Health, accident, and third-party insurances are at the client's cost. Parking is not permitted under any circumstance inside AF Lagos, Mike Adenuga Centre. All issues with the valet parking service must be dealt with EZ Park manager. The safety of all must be guaranteed. Security officers are fully authorized to require the opening and verification of bags (backpack, briefcase, plastic bag, handbag, etc.).

NOTE TO PARENTS:

Children attending cultural or fun events at AF Lagos remain under their parents' responsibility. Students below 18 are under their parents' responsibility before and after the defined time of their class. Parents/nannies are requested to be present at AF Lagos well before the official time of children's class and to pick up children downstairs at the very end of each class. Students are required to stay at AF Lagos until their parents arrive.

Parents and caretakers are not allowed in class.

In case of continuous lateness of the students, AF Lagos reserves the right not to accept students.

Library

Students enrolled in a course will be entitled with to a student card and given free access to AF Lagos's library for 12 months. Any library member (student and non-student) can also request an access to "Culturethèque" (Institut Français' online library).

Communication, contact and student card

Students and library members will receive our newsletter about cultural events.

All information about AF Lagos's educational aspects, opening or closure, public holidays, exceptional circumstances, registration periods, dates of course sessions or cultural events will be published on AF Lagos social media.

For any request, absence, confirmation or question, students can write to reception.lagos@afnigeria.org.

Copyright

Unless otherwise informed by students on registration, students surrender to AF Lagos all copyrights from photographs, videos, classwork, exams for communication on social media and marketing purposes. Students can send an email to reception.lagos@afnigeria.org if any objection. Students email addresses and personal information are solely for internal use of AF Lagos.

In case of breach of the present terms and conditions, AF Lagos reserves the right to exclude the student at fault without any refund. AF Lagos reserves the right to amend the above terms and conditions at any time.