



Alliance Française de Hobart Inc.

Payment and Refund Policy

Payments:

- Student Membership Rates apply to full-time students only (including tertiary students).
- If a student joins a class part-way through a session, then a rate of \$30 per lesson is payable for the rest of the session.
- Pro-rata payment for a session's fees may be paid if Alliance Française de Hobart is informed at the start of the session that a student will be away for 2 or more weeks (specific dates to be given).
- New students may sit in on one class without payment, to decide if they will join that class. If they decide to join, payment is required for that class, in addition to the rest of the session. If they decide not to join, then no fee is payable for that class.
- The Treasurer may attend classes to receive payment for the first class of each session only. If payment is not made at the first class of the session, then payments must be paid by EFT or mailed to PO Box 70, South Hobart, 7004. Teachers cannot accept payment of fees.
- Payments may be made by cash at the first class of each session only or by EFT, cheque or money order at any time. Alliance Française de Hobart does not accept Credit Card / Debit Card payments.
- Alliance Française de Hobart reserves the right to refuse admittance to classes if fees have not been paid.

Refunds:

- Any student who has paid for a session's classes and withdraws before the start of the session is entitled to a full refund.
- If a class is cancelled for a session or part of a session due to lack of numbers, then students may receive a pro-rata refund or may transfer to another class (of the same duration) at a suitable level.
- If a class duration is reduced due to limited numbers, then students may transfer to another class (of the same duration) at a suitable level. If they choose to remain in their class, no refund will be issued.
- Any request for a refund must be made in writing as soon as possible to our Class coordinator, Caroline, at classes@afhobart.org.au
- Any refunds will be paid by cheque (not cash).
- Overpayments will be refunded by cheque, and not held over to the following session.

Classes:

- If a class is using a set textbook, then students must have their own copy. Set textbooks may be purchased directly from Alliance Française de Hobart.