REGULATIONS GOVERNING THE FRENCH COURSES OFFERED BY EUROMAYENNE

Courses follow the French National Education Calendar (Zone B), and are divided into three terms: autumn, spring and summer.

The cost is 5€ per hour, which makes each two-hour lesson very reasonable at 10€. To access the lessons, you must be a Euromayenne member and sign up for a minimum of one term: periods of less than a term will not be accepted.

Payment must be made by bank transfer (virement) and **MUST BE MADE BEFORE** the first lesson of the term along with a **COMPLETED ENROLMENT FORM,** as required by the accounting rules. The Association will accept payment in two instalments for the autumn and spring terms but **not** for the summer term, which is very short and, like the French schools, has no half term. If you choose to pay in two instalments, please be aware that you are nevertheless committing yourself to a full term and will have to complete and return a second enrolment form with the second payment.

You will receive a reminder by email before the start of each term with an attached enrolment form, although all the details and forms are available on the **Euromayenne.org** website under the section "Language Activities".

To get the best out of your classes, good **ATTENDANCE** is critical as our courses are designed to be progressive in that each week's lesson builds on what has gone before. If you miss lessons, this will affect your progress and will also be frustrating for your teacher and you fellow students. Of course, some absences are unavoidable, but please try to keep them to an absolute minimum and always inform your teacher in advance.

Please inform both the teacher and the co-ordinator if you are **UNABLE to CONTINUE** to attend a course for any reason, but be aware that refunds will only be considered in very exceptional circumstances.

FINALLY, should you not attend the first lesson of the term and you have not paid and returned the enrolment form, the association reserves the right to offer your place to the next person on the waiting list.