

Terms and Conditions - Group Courses

1 - Conditions of participation

1-1 Language courses are open to candidates in the limit of available seats. Groups comprise between 6 and 14 people maximum, depending on the classes.

1-2 If a minimum number of students is not reached at the end of the registration period, the Centre Franco Omanais retains the right to close the class. In this case, the Centre Franco Omanais will redirect students to another class, will postpone registration to the next session or will reimburse the fees (cf. please read our refund policy for more details).

2 - Attendance and assessment

2-1 Students are expected to arrive and finish classes on time and to bring their books and personal equipment. Students arriving 20 minutes late might not be accepted in class by the teacher. Students are responsible for the lessons they miss.

2-2 The absence of assessed work will prevent the student to receive an end-of-course certificate or to pass to the next level.

2-3 The Centre Franco-Omanais retains the right to allow students to take final exams if they have missed more than 6 classes. In case of absence, please warn the reception or your teacher in advance. The teacher is not obliged to repeat the lesson to absent students.

2-4 At the end of group courses, students must attend a **final exam** to certify their level. A minimum of 50/100 is required to pass to the following level. Depending on the results, the Centre Franco-Omanais retains the right to orientate and advise the student for the most suitable group level.

2-5 An attendance and result certificate can be issued on request at the end of the same session.

3 - Insurance and security

3-1 **Parking** - Car drivers and pedestrians are asked to be very careful when entering and leaving the Centre Franco-Omanais. It is strictly prohibited to park or block the main gate.

3-2 **Kids and teenagers** - Parents are responsible to pick up their child promptly at the end of the lesson. Parents are required to pick up their children inside the Centre Franco-Omanais at the end of the lesson. Students are required to stay at the Centre Franco-Omanais until their parents arrive.

3-3 **Cultural events** - Students attending cultural or fun events at the Centre Franco-Omanais remain under their parents' responsibility.

3-4 **Personal belongings** - Students are responsible for their personal belongings. The administration of the Centre Franco-Omanais denies any responsibility in case of loss or theft.

4 - Behaviour

4-1 Words or behaviors of a discriminatory nature, violating people's privacy or the proper running of the Centre Franco Omanais' activities, are prohibited.

4-2 Participants agree to respect teachers as well as anyone working for the Centre Franco Omanais.

4-3 It is also requested to behave appropriately to allow a proper conduct of the class.

4-4 Students are required to abide by the usual rules of good conduct and not to disturb the class. In case of breach of the present terms and conditions and after having been warned, the Centre Franco-Omanais retains the right to exclude the student at fault without any refund.

5 - Communication, contact and student card

5-1 Students and library members accept to receive our newsletter by email. Students and library members accept to receive through Whatsapp some selected and appropriate information regarding the educational and cultural topics.

5-2 Related information about opening or closure of the Centre Franco Omanais during national days off, holidays or weather issues, registration periods and dates of course sessions or cultural events will be published on our social media. Students are strongly encouraged to follow us on our social media.

5-3 For any information, absence, confirmation, question or objection, please write to info@cfoman.org

6 - Copyright

6-1 Unless otherwise informed by the student on enrolment, photographs of students may be taken by the CFO and used for communication on our social media and marketing purposes. Please, inform us if any objection (info@cfoman.org).

7 - Library

7-1 Students enrolled in a course session will be entitled with a student card and given free access to library of the Centre Franco Omanais until the end of the session. Any library member (student and non-student) can also request an access to Culturethèque which is a multimedia resource platform online.

Thank you for your cooperation,

Centre Franco Omanais