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**PRIVATE TUITION FORM 2020**

**Mr/Mrs/Miss/Ms**: **Date:**

**Student First name\*:**

**Student Family name\*:**

**Parent/Guardian Name** (For children and high school students):

**Parent/Guardian Phone** (For children and high school students):

**Postal Address\*:**

**Telephone number\***:

**Email\*:**

**Reasons for seeking Private Tuition**:

☐My timetable does not allow me to attend a group class.

☐My level in French is not currently offered in group classes at Alliance Française de Newcastle.

☐I need to fill some gaps in French before going to the next level up.

☐I need to work intensively on my conversation skills and I feel I cannot do it in a group class.

☐Other:

**Which days would you be available? (Please note lessons are 1 hour long)**

☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday

**Preferred time**: ☐AM ☐PM time frame: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred starting Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How long would you like your tuition to go on for? (Please note that a minimum of 5 sessions is required for a booking)**

☐3 weeks ☐5 weeks ☐3 months ☐6 months ☐Other:

**How often would you like lessons (once a week, twice a week…)?**

☐Everyday ☐Once a week ☐Twice a week ☐Other**:**

**Location:**

☒ CBD: level 1, 799-803 Hunter Street, Newcastle West, 2302

**How would you rate your level in French?** *(This is a self-evaluation. You will be reassessed in your first lesson)*

☐Beginner ☐Elementary ☐Intermediate ☐Advanced

**Have you previously studied French?**

☐No ☐Yes If so, when and where?

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| CONDITIONS* Private lessons must be conducted in blocks of a minimum of one hour
* **24 hours’ notice** is required for cancellation of any lesson by the student. Otherwise, we regret that full fee will be charged. Therefore, the class will not be rescheduled. Please notify the AFN Coordinator by email at contact@afnewcastle.com.au and include TUTORING CANCELLATION in the subject of the email.
* All private courses in the package must be completed **within 6 months** from the first class.
* Private lessons must be paid in lots of 5 hours at a time, and **at least 72 hours prior to the first lesson.**
* Fees cannot be refunded or transferred.
* No Private Tuition can be organised outside of our opening hours, on public holidays or on other non-business days.
* Please allow 7-10 days to process your request
* Private tuition is held at the Alliance Francaise de Newcastle premises (CBD). For lessons outside our premises, please contact us for a quotation (fees below apply only to classes held on premises).

**Fees\*:**·       Private lesson (1 student): $65 pp/ph·       Semi-private (between 2 &3 students) : $50 pp/ph·       Semi-private (between 4 & 5 students) : $40 pp/ph**FOR NON-MEMBERS \*5% discount for 10-hour packages.****FOR AF MEMBERS \*10% discount for 10-hour packages**  **☐  I acknowledge that I have read and accepted these conditions** **☐** Return to: **contact@afnewcastle.com.au** |