GENERAL TERMS AND CONDITIONS OF SALE – 2026 TRAINING COURSES BILLED TO THE INDIVIDUAL

1. ADMISSION AND ENROLLMENT CONDITIONS FOR COURSES BILLED TO THE INDIVIDUAL

Anyone may be admitted to Alliance Française Cayenne; however, parental authorization is required for minors. Enrollment is only final after the first payment has been settled before the first class. The learner must read and sign these general terms and conditions of sale.

2. PREREQUISITES

The learner must complete a placement test before enrollment and/or present a language diploma or certificate so that Alliance Française Cayenne can determine their level and place them in an appropriate training group.

3. TRAINING COURSES BILLED TO THE INDIVIDUAL

At the time of enrollment, payment for training fees and ancillary costs must be made in full via :

- Credit/Debit card.
- Bank transfer to the Alliance Française de Cayenne account (please specify the student's name on the transfer).
- Cash

4. ABSENCE AND CANCELLATION

- From the date of signing this contract, the beneficiary has a 10-day withdrawal period. This period is extended to 14 days (Article L.121-16 of the Consumer Code) for contracts concluded "remotely" or "off-premises." The beneficiary must inform the training organization by registered mail with acknowledgment of receipt. In this case, no sum can be claimed from the beneficiary.
- **Cancellation before the start of the training program :** Courses will be refunded, minus a €30 administrative and banking fee.
- **Absence :** In the event of absence from one or more classes, no deferral or refund will be accepted for any reason whatsoever.
- **Cancellation after the start of classes :** No refund can be made. If the beneficiary is prevented from following the training due to duly recognized *force majeure*, the professional training contract is terminated. In this case, only the services actually provided are due, on a *pro rata temporis* basis of their value provided for in this contract.
- Courses are strictly non-transferable to another student.
- Educational materials cannot be exchanged or refunded.

5. CANCELLATION OR INTERRUPTION OF A COURSE BY THE ALLIANCE FRANÇAISE DE CAYENNE

Alliance Française Cayenne reserves the right to :

- Cancel, suspend, or postpone a course if enrollment is insufficient. In this case, the client will be refunded for the remaining classes on a *pro rata temporis* basis.

6. CHANGE OF TRAINER AND/OR SCHEDULE

A change in schedule and/or day may be proposed to learners in the event of a change in our trainers' schedules. Such changes are not systematic. They will only take effect if all concerned learners agree. Alliance Française Cayenne also reserves the right to change trainers during the training course.

7. SUSPENSION AND EXCLUSION

In the event of a breach of the internal rules by the learner, damage to equipment, or aggressive behavior that hinders the smooth running of classes, the Alliance Française de Cayenne reserves the right to interrupt the faulty trainee's training and claim damages. In the event of exclusion or suspension, the full cost of the training remains due.

8. INSURANCE

Health, accident, and civil liability insurance are the responsibility of the student. The Alliance Française de Cayenne declines all responsibility for the loss, theft, or damage of students' personal belongings.

9. DOCUMENTS PROVIDED BY THE ALLIANCE FRANÇAISE DE CAYENNE

- Final enrollment certificate: issued upon request after full payment of training fees.
- Attendance certificate: issued upon request.
- End-of-training certificate: issued upon request.

10. CLOSURE OF THE ALLIANCE FRANÇAISE

The Alliance Française de Cayenne is closed on Sundays and public holidays. Two annual closing periods take place in August and December. The exact dates are posted each year on the notice boards.

11. IMAGE RIGHTS

During training sessions, workshops, and outings, photos or videos may be taken by the Alliance Française de Cayenne. Participants may accept or refuse the use of their image by indicating their choice on the image rights form provided by the trainer.

In the event of a dispute, the courts of Cayenne shall have exclusive jurisdiction.

Date: _____ Full Name: _____

Signature (preceded by the handwritten words "Read and approved") :