

# RULES OF PROCEDURE AND REGISTRATION PROCEDURE 2023 - 2024

As part of its program « AUTOUR DU MONDE », the IFDC Association offers French Language Classes (FLE) for people living in Paris and its close suburbs. This training prepares the students for DELF and DELF PRO exams\*. The association does not enrol students to these exams, but can provide assistance for the registration procedure.

## Location of classes :

Paris 16<sup>ème</sup> : Maison de la Vie Associative et Citoyenne MVAC

14 rue René Boylesve - 75016 Paris

Paris 18<sup>ème</sup> : Maison Queneau

24/26 rue Raymond Queneau - 75018 Paris

## Registration procedure:

Online registration is open, through our website since Thursday 20 of July 2023: [www.ifdc.fr](http://www.ifdc.fr)

After registration, you will receive an automatic confirmation email.

## Beginning of classes:

Classes will start and follow the Academic French Calendar (classes will be interrupted during Zone C, unless otherwise agreed by the teacher and the students)

### School Holidays of Zone C 2023-2024:

- All Saint's Day (Toussaint): From Saturday\*\* 21 of October 2023 to Monday 6 of November 2023
- Christmas: From Saturday\*\* 23 of December 2023 to Monday 8 of January 2024
- Winter: From Saturday\*\* 10 of February 2024 to Monday 26 of February 2024
- Spring (Easter): From Saturday\*\* 6 of April 2024 to Tuesday 22 of April 2024
- End of classes: Saturday\*\* 6 of July 2024

Updated timetables are available on IFDC's website: [www.ifdc.fr](http://www.ifdc.fr)

\* As a reference, 2020 registration fees were around 100€

\*\* Holidays begin at the end of Saturdays classes

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## Group allocation:

A level test will determine which group each student will be allocated to:

- A1: Beginner
- A2: Intermediate level

The test will take place on Saturday 16 of September 2023, in Paris 16ème (MVAC)

Each class is made up of no more than 25 students

## Schedule and organisation:

The week's schedule is:

- 2 to 4 hours face-to-face lessons
- On Monday, and Sunday in Paris 18ème
- On Saturday in Paris 16ème

Each group will elect a class representative, who will act as the liaison between the students and the members of the association.

At the end of each school term, a test will take place, in order to assess the progression of the student and the group. The result of this exam can trigger the transfer to another group level (from A1 to 12). A transcript will be issued for each test the student takes.

Attendance is instrumental to the success of the program and for the preparation of the DELF exam. It will be monitored using attendance sheets, and will determine access to the next school term.

Each absence must be justified as soon as possible (within 72 hours before classes). Moreover, unjustified absence to more than 25% of the classes will lead to the exclusion of the student

## Cost and payment terms:

IFDC's registration fees are 30 € (price for the 2023-2024 academic year). Included in the annual subscription:

- Free French Languages classes
- Attendance and voting rights in the General Assembly of the Association

Payment terms can be discussed with the association if required by the student, and will be study with kindness.

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## End-Of-Year Course certificate:

At the end of the school year, an attendance certificate and a transcript will be delivered to the students.

## Registration during the year:

Registering after the beginning of the academic year is strongly discouraged, in order not to disturb the group. Acceptance of a new student will be subject to a test level and shall be endorsed by the teacher

If registration of a new student is confirmed, payment in full on the fees will be due. In some exceptional circumstances, the student may request an exemption for the remaining terms. The request must be sent to the President of the Association. Nevertheless, any term started is due in full