

Parlons Français

Student Enrolment Contract

Between the undersigned

The Teacher ("Provider")	The Student ("Client")
Name: Parlons Français Contact: contact@parlonsfrancais.net Location: Taipei, Taiwan	Full name: _____ Email: _____ Phone / LINE: _____ Address: _____

The present contract sets the terms and conditions under which the Provider delivers French-language tuition to the Student. By signing this contract, the Student acknowledges having read, understood and accepted all clauses below.

Article 1 — Object & Audience

The Provider offers one-to-one French lessons (no group classes) tailored to the Student's goals and pace. Lessons are open to everyone — adults, students, children and professionals. The Student may state a preference between the available teachers (currently Renaud and Marjorie), subject to availability.

Article 2 — Lesson Formats

In-person lessons: 90 minutes per session, in the Taipei area.

Online lessons: 60 minutes per session, via Google Meet.

Flexible pack: unit-based system mixing both formats, while keeping a minimum 1/3 – 2/3 ratio between the two. One in-person lesson = 2 units; one online lesson = 1 unit.

Article 3 — Level Assessment & Materials

A level assessment (1 hour, NT\$1,000) is available to place the Student on the CEFR scale. All teaching materials are included and customised — no textbook purchase is required. Resources are sent by email after each lesson.

Article 4 — Payment Methods

Payment is accepted by bank transfer in NT\$ (CTBC) or in euros (Revolut). Bank details are provided on the Payment page and on the invoice. The 40-lesson in-person pack and the 100-unit flexible pack may be paid in two instalments (50% / 50%, second instalment within 60 days of the first lesson).

Article 5 — Refund Policy

- Within 7 days of payment: 100% refund.
- Within 14 days of payment: 75% refund.
- Within 30 days of payment: 50% refund.
- After 30 days: no refund will be granted. The Student remains free to transfer the remaining lessons to another person within 30 days.

Article 6 — Pack Validity & Booking

Packs have no expiry date. The Student uses lessons at their own pace, with a minimum average of one lesson per month calculated over one year. Only students who have purchased a lesson pack have priority when booking time slots. Trial lessons and single lessons are scheduled solely on the basis of remaining

availability and the teacher's agreement.

Article 7 — Cancellation of a Lesson

A lesson may be cancelled free of charge if the Student notifies the Provider at least **3 hours** before the scheduled start time. Any cancellation made less than 3 hours before the lesson will be counted as a completed lesson.

Article 8 — Conditions for In-person Lessons

- The meeting place must lie within the area between Zhonghe, Banqiao, Guting and Gongguan (15 to 20 minutes by scooter maximum).
- The Provider may travel further, subject to a 10% surcharge on the pack price.
- Maximum travel distance is 35 minutes by scooter. Beyond that, online format will be requested; if the Student refuses, the Provider must decline the tutoring.
- If the Student travels to the Provider's location for ALL in-person lessons, a 10% discount on the pack will be granted.

Article 9 — Conditions for Online Lessons

A minimum internet connection of 30 Mbps is recommended. A good microphone and headset are required; a webcam is optional. Written transcripts of online lessons are sent by email after each session.

Recording: the Provider does NOT record audio or video of the lessons. The Student is free to record the audio for personal review only. Video recording is strictly forbidden. Any lesson video appearing on any platform will result in legal action.

Article 10 — Intellectual Property

All teaching materials, documents, exercises and resources provided by the Provider remain their exclusive property. They are made available to the Student strictly for personal learning purposes and may not be reproduced, redistributed, resold or published, in whole or in part, without prior written consent.

Article 11 — Personal Data

Personal data collected (name, email, phone, level, learning history) are used solely to deliver the service and to communicate with the Student. They are never shared with third parties. The Student may request access, correction or deletion at any time by writing to contact@parlonsfrancais.net.

Article 12 — Liability & Conduct

The Provider commits to delivering lessons with the diligence expected of a qualified teacher. The Student commits to attending lessons on time, behaving respectfully and complying with the conditions of this contract. Repeated breach of these obligations may lead to termination without refund of remaining lessons.

Article 13 — Term & Governing Law

This contract takes effect on the date of signature and remains valid until all purchased lessons have been used or refunded under Article 5. It is governed by the law of the Republic of China (Taiwan). Any dispute that cannot be settled amicably shall be brought before the competent courts of Taipei.

Signatures

By signing below, the Student confirms having read, understood and accepted the terms above. A signed copy is kept by each party.

The Student	The Provider
Date: ____ / ____ / 20____	Date: ____ / ____ / 20____
Place: _____	Place: _____
Name: _____	Name: Parlons Français
Signature:	Signature: