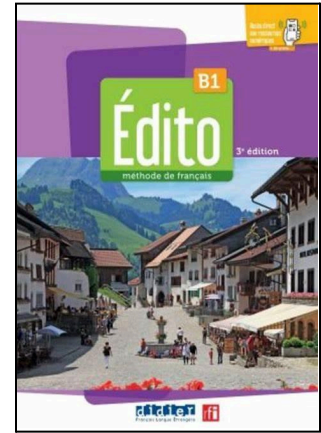
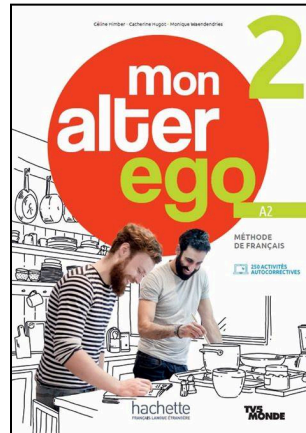


Student Handbook



Opening Letter.....	4
Learning a New Language.....	5
Immerse Yourself.....	5
Set Attainable Goals.....	5
Resources.....	6
Student Guidelines.....	8
Perseverance.....	8
In the Classroom.....	8
At Home.....	8
Oral and Reading Comprehension.....	8
Textbooks.....	9
Mon Alter Ego A1 & A2.....	9
Édito B1.....	9
Édito B2 (2022 edition).....	10
Student Platform.....	11
Levels and Certifications.....	14
About the CEFRL.....	14
CEFRL Levels.....	14
A1.....	14
A2.....	15
B1.....	15
B2.....	15
Certifications.....	15
DELF/DALF - TP.....	15
TCF-TP.....	16
TCF-IRN.....	16
TCF-CAN.....	16
DAEFLE.....	17
About Us.....	18
Membership.....	18
Culturethèque.....	18
Library.....	18
Easy to Read French Books.....	19
Policies.....	20
Calendar.....	24
Session Dates.....	24
Closures.....	24
Contact Us.....	25

Business Hours..... 25

Address..... 25

Phone Number..... 25

E-Mail..... 25

Website.....25

Opening Letter

Bonjour,

Thank you for entrusting the Alliance Française de Philadelphie (AFP) with your French language journey. At the AFP, we are dedicated to engaging the greater Philadelphia community in the study and exploration of the French language and the rich diversity of Francophone cultures through high-quality educational and cultural experiences.

Our vision is to serve as a vibrant hub for Philadelphia's community of French language and culture enthusiasts. We work toward this goal by building meaningful connections, fostering collaboration, promoting equity, and encouraging cross-cultural understanding.

We are committed to nurturing a lifelong love of learning in students of all ages, backgrounds, language levels, and interests. Through our classes, cultural programs, trips, scholarships, and partnerships, we celebrate the evolving richness of Francophone cultures while creating an inclusive and supportive environment for all.

Above all, we strive to build relationships, connect people, and cultivate a warm, welcoming community. We look forward to getting to know you and to supporting you in your acquisition of the French language and your immersion in the Francophone world.

With gratitude,
The Alliance Française de Philadelphie team



Learning a New Language

Immerse Yourself

In order to engage every student, the AFP implements an action-based method and communicative approach in its classes. Students are immersed in a Francophone setting with little to no English to maximize the learning experience.

Our teachers are native and near-native French speakers that create a relaxed yet studious atmosphere. The AFP offers core classes that combine modern French teaching textbooks and lesson plans thoughtfully created by the teaching staff. You will gain the confidence to speak, read, write, and understand French while also learning about the Francophone world.

The chosen textbooks are designed to empower students to discover grammar and to use it in context. Written in French, they provide students the opportunity to approach the language in an authentic way. Students will learn the basics of the French language then build on previous learning with each new unit. Students will also write, read, and speak French with their peers to further enhance the classroom learning experience.

The AFP offers in-person classes as well as virtual ones, which are held on Zoom.

Set Attainable Goals

The most common goal amongst our students is to be able to converse aloud in French. While this is an attainable long-term goal, it is important to know that the language learning process is not one that occurs overnight. Diligence and consistency are cornerstones of the process.

It is imperative that the student and the teacher be in continuous conversation regarding proficiency levels. In this way, the student will know what they are currently capable of producing and what they will one day be able to produce as their Francophone journey with the AFP continues to unfold.

Learning a new language is a substantial process, but remember, while the road to fluency may be long, at the AFP, we want you to enjoy the journey.

Resources

The AFP is more than a French school; it's an immersive experience. Here, you can communicate in French with our staff, and our Library and Mediatheque consist of over 5,000 items for students including Francophone books for all levels.

Furthermore, the AFP organizes cultural events each month, and every one is an opportunity to learn more and to acquaint yourself with the French language and Francophone culture.

Moreover, there are diverse resources online that can be shared. When enrolling in a class, the student will receive a handful of practical resources that they can utilize.

Resources	iOS	Android	Web	Free	Paid
Écouter et podcasts					
News in Slow French	x	x	x	x	x
Français avec Pierre - Website	x	x	x	x	
Français avec Pierre - YouTube	x	x	x	x	
France Info - Français du Monde	x	x	x	x	
RFI Savoirs	x	x	x	x	
Podcast Français Facile	x	x	x	x	
Coffee Break French - Spotify	x	x	x	x	x
Lire et regarder					
Culturethèque			x	x	
TV5 Monde			x	x	
M6	x	x	x	x	
BFM TV	x	x	x	x	

Chef Series: France - Netflix	x	x	x		x
France 24 - Youtube	x	x	x	x	
Learn French by Podcast			x	x	x
Extr@ - YouTube	x	x	x	x	
Grammaire et vocabulaire					
WordReference	x	x	x	x	
Linguee	x	x	x	x	
Reverso	x	x	x	x	
Larousse	x	x	x	x	
Prononciation					
French Sounds - YouTube	x	x	x	x	
Master Your French - YouTube	x	x	x	x	
Applications					
Pas à pas	x	x	x	x	
7 jours sur la planète	x	x	x	x	
Busuu	x	x	x		x
Clozemaster	x	x	x	x	x
Duolingo	x	x	x	x	

The Alliance Française de Philadelphie does not require students to enroll in any of the services mentioned above, nor is the AFP promoting any of the paid products. Furthermore, it does not receive any royalties from promoting them. These are suggested resources that can be used to complement your French studies. Note: Some resources marked both Free and Paid have limited free trials.

Student Guidelines

The following are suggested practices and imperative elements for studying a foreign language. Please understand that everyone has a unique learning method and that not all suggestions may apply to you. It is important to explore different ways of learning. Your teacher and classmates may also help you.

Perseverance

- Know your motivation. Is learning French your dream? A professional or academic goal? Whatever your reason, commit to it.
- Do not panic or be discouraged when you find obstacles. Your efforts will be rewarded in time! The learning process is never fully linear.
- Learning is a continuous process, which is why you may feel that you are always behind. Take the time to recognize your progress.

In the Classroom

- Be brave! Take the risk to participate in class!
- Learn the classroom's golden question: "Comment dit-on _ en français?"
- Accept that failure and mistakes are a part of the learning process. The classroom is the best place to make them!
- Surround yourself with people who are as passionate about French as you are! Learn, share, and engage with them.

At Home

- Study aloud with a mirror to check mouth shape for proper pronunciation.
- Attribute words to images in your head (e.g. think of a tree when you say *arbre*, think of a sad memory to represent *triste*).
- Practice imaginary conversations in your head to prepare for real ones.
- Do your homework and study about 10-30 minutes per day.
- Use the resources provided in the handbook for class and at home.
- Learn about the Francophone cultures outside of France!

Oral and Reading Comprehension

- Try to get the idea of a text or audio before understanding it word by word.
- Read/listen several times before checking the translation/transcription.
- Do not try to get ahead in readings unless asked to by the professor.

Textbooks

Mon Alter Ego A1 & A2

Mon Alter Ego is a textbook used for levels A1 and A2. It is published by Hachette FLE, a publisher specialized in French as a foreign language.

If you have purchased *Mon Alter Ego* through the AFP, then you are using a premium version with the paper copy of the textbook, as well as an access to the digital copy of the textbook.

How do I activate the digital version of *Mon Alter Ego*?

There are flyers inside the textbook and the activity book. They contain the codes that will allow you to get the digital versions of the books. To activate your book, go to ehachettefle.com, and click on “Activate a resource.”

How do I access audio files for *Mon Alter Ego*?

To access your textbook’s audio files, go to monalterego.hachettefle.fr and select your textbook.

Édito B1

Édito B1 is used in all our B1-level classes. It is a textbook published by Didier, who is, along with Hachette and Maison des Langues, one of the biggest publishing companies for French as a Foreign Language textbooks.

How do I access audio files for *Édito B1*?

There are a few different ways to access audio files for *Édito B1*. You can access the audio files through the publisher’s platform for *Édito B1*: <https://didierfle-edito2022.fr/>

First, you will have to create a free account. Once you have your account you should be able to access the audio and video files from your textbook.

You can also access the audio files on a google drive folder that we created for our students. *Édito B1* (2018) : click [HERE](#) | *Édito B1* (2022) : click [HERE](#)

Édito B2 (2022 edition)

Édito B2 (2022) is used in all our B2-level classes. It is a textbook published by Didier, who is, along with Hachette and Maison des Langues, one of the biggest publishing companies for French as a foreign language textbooks.

How do I access audio files for *Édito B1*?

You can access the audio files through the publisher's platform : connexion - Site compagnon FLE Edito 2022 (didierfle-edito2022.fr)

First, you will have to create a free account. Once you have your account you should be able to access the audio and video files from your textbook.

You can also access the audio files on a google drive folder that we created for our students. *Édito B2* (2022) : click [HERE](#)



Student Platform

The purpose of the student portal is to provide the AFP's students a place where they can access their profile, their courses, and relevant information like schedules and locations.

This also provides a platform where they can interact with their teachers and classmates through a course feed. The course feed is a central place for news and updates specific to the course on which students can like and comment.

Additionally, they can also book a collective course through the portal and have access to their invoices.

How can I access the Student Portal?

1. To access the student portal, use the following link: [Alliance Française de Philadelphie - Dashboard](#) or click  on the afphila.com homepage.
2. Enter your email address and password. If you do not yet have a password, click "Lost password."

3. Once you are connected, you will be able to see your dashboard. Please note that you can navigate through the portal with the menu on the left side (circled in red - see photo below).

af MyPortal DASHBOARD

Bienvenue, aliss.hauteville@gmail.com!

Your Membership

You currently have no active membership

Upcoming

Aucun événement actif pour le moment. Veuillez vérifier plus tard.

My Active Courses

COLLECTIVE

310 - F24
310-THURS-10AM-F24-AH [2024 - FALL]

NEXT CLASS FOR THIS COURSE
Thursday 12 Sep 2024 - 10am - 12pm
Alissia Hauteville
Zoom

ENROLL IN A COURSE → PURCHASE HOURS → TOTAL NO. OF ENROLLMENTS: 1

My Library Account GO TO MY LIBRARY >

ACTIVE

Borrowing Rights 0 Borrowed Items

0 Reserved Documents 0 Fines

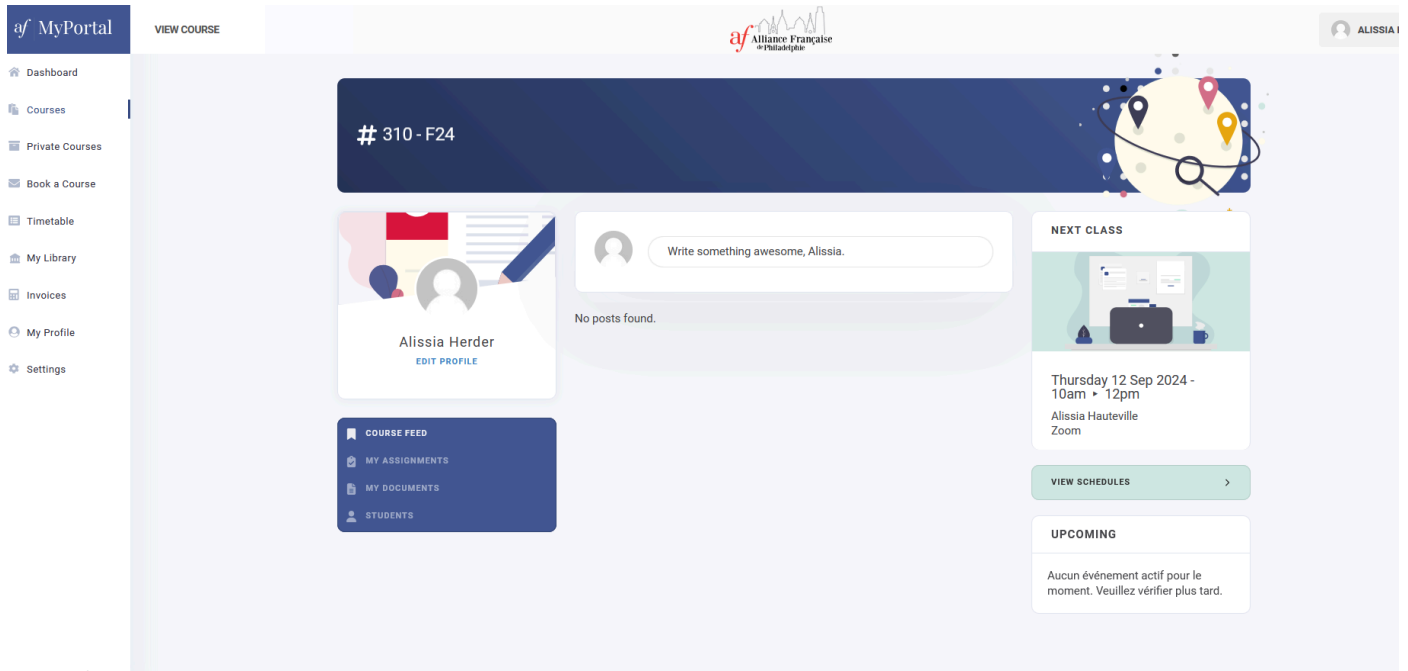
4. To access your class feed, click on “Courses” in the menu, and then on the name of your class (see photo below).

af MyPortal COURSES

310 - F24
310-THURS-10AM-F24-AH

COURSE	TYPE / SESSION	AGE GROUP / LEVEL	DAYS	START DATE	END DATE	LOCATION	TEACHER	CERTIFICATE
310 - F24 310-THURS-10AM-F24-AH	*** 2024 - FALL	Adults B2	Thu	12 Sep 2024	14 Nov 2024	Zoom	Alissia Hauteville	

5. You're in! (See photo below).



If you are having trouble accessing your portal, you may contact our director of education at education@afphila.com.

Levels and Certifications

About the CEFRL

The Common European Framework of Reference for Languages, abbreviated in English as CEFRL, is an internationally recognized guideline used to describe achievements of learners of foreign languages. It is a tool developed by the Council of Europe and is meant to provide a method of learning, teaching and assessing which applies to all languages in Europe. Since 2001, it has become a reference in the field of learning and teaching French.

The AFP implements the AF Frames that set clear learning objectives at each stage of the learning process based on its interpretation of the CEFRL for our context.

CEFRL Levels

There are 6 levels in the CEFRL:

Basic user → A1 - A2 / Independent user → B1 - B2 / Proficient user → C1 - C2

CEFRL Level	Your AFP Level
A1	101 - 102 - 103 - 104
A2	201 - 202 - 203 - 204 - 205
B1	301 - 302 - 303 - 304 - 305 - 306 - 307 - 308
B2	310
C1	316 / 400 and up

A1

Can recognize and use familiar words and simple phrases for concrete purposes. Can introduce themselves or someone else. Can ask and answer basic questions about home, family, surroundings, etc. Can communicate in a basic way when the other person speaks slowly and clearly, and is ready to repeat or reformulate to help communication.



A2

Can understand isolated phrases and common expressions that relate to areas of high personal relevance (like personal or family information, shopping, immediate environment, work). Can communicate during easy or habitual tasks requiring a basic and direct exchange of information on familiar subjects. Using simple words can describe his or her surroundings and communicate immediate needs.



B1

Can understand the main points of clear standard speech on familiar subjects in work, school, leisure activities, etc. Can manage in most situations that come up when travelling in a region where the language is spoken. Can produce a simple and cohesive text on familiar subjects or subjects of personal interest. Can narrate an event, an experience or a dream; describe a desire or goal, and outline reasons or explanations behind a project or idea.



B2

Can understand the main ideas of concrete or abstract topics in a complex text, including a technical article in the user's area of expertise. Can communicate with a degree of spontaneity and fluency during a conversation with a native speaker, in a way that is comfortable for everyone. Can speak in a clear, detailed way on a number of subjects; express an opinion on current affairs, giving the advantages and disadvantages of the various options.



C1

Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.



Certifications

Test de Connaissance du Français Tout Public (TCF - TP)

DELFL and DALF are official qualifications awarded by the French Ministry of Education to certify the competency of candidates from outside France in the French language. DELF is composed of 4 independent diplomas that correspond to the levels of the CEFRL.

Diplôme d'Etudes en Langue Française Tout Public / Diplôme Approfondi de Langue Française Tout Public (DELFL/DALF - TP)

The TCF TP (Test de Connaissance du Français Tout Public) is designed for people who wish to assess their French language skills for personal, academic, or professional reasons.



Test de Connaissance du Français Intégration, Résidence et Nationalité (TCF - IRN)

The TCF IRN (Test de Connaissance du Français Intégration, Résidence et Nationalité) is designed for people wishing to acquire French citizenship.



Test de Connaissance du Français pour le Canada (TCF - Canada)

The TCF Canada is aimed at all individuals who need to certify their level of French as part of the process of economic immigration to Canada or to obtain Canadian citizenship and, therefore, need to submit an application to Immigration, Refugees and Citizenship Canada (IRCC).



Diplôme d'Aptitude à l'Enseignement du Français Langue Etrangère (DAEFLE)

The DAEFLE (Diplôme d'aptitude à l'Enseignement du Français Langue Etrangère) is a diploma offered by the Alliance Française de Paris Ile de France, in collaboration with the CNED. It is aimed at anyone wishing to gain a professional qualification in the domain of teaching French as a foreign language (FLE).



The DAEFLE is a distance learning course for initial or further training. The diploma is awarded after 480 hours of training (6 modules) and success in the final exam (a preparatory module over several sessions is possible).

About Us

Membership

The AFP is a self-funded, member-supported nonprofit organization. As such, we rely heavily on donations and membership fees to offer high quality French cultural and educational programs to the Philadelphia community. While we are a branch of the Alliance Française headquartered in Paris, it is the generosity of people like you that helps the AFP continue its mission.

Become a member* or donate to support the AFP !

*Being a student does not automatically make you a member of AFP.

Culturethèque

[Culturethèque](#) is an online multimedia library, free for members of the AFP.

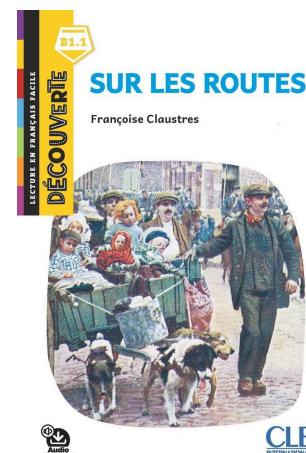
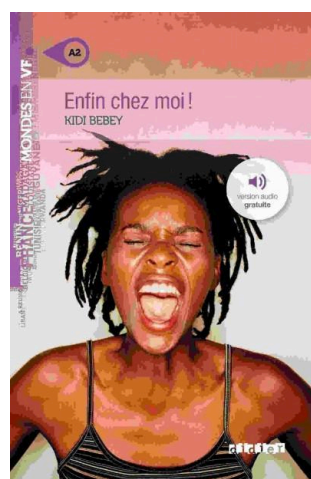
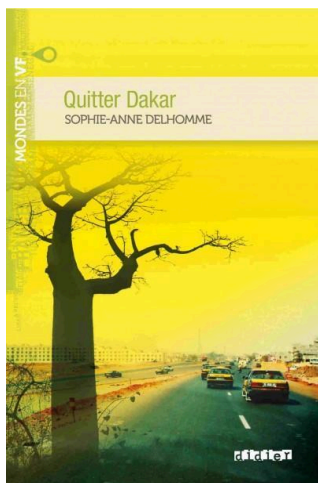
From your personal computer, tablet or smartphone, access your favorite French magazines as they hit newsstands, view concerts and shows, listen to lectures, introduce children to French language and culture, read e-books and comics, and enhance your language skills with materials tailored to your needs.

Find more information on our website: [Alliance Française de Philadelphie - Membership](#)

Library

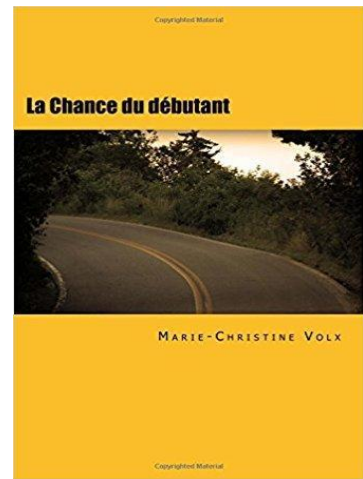
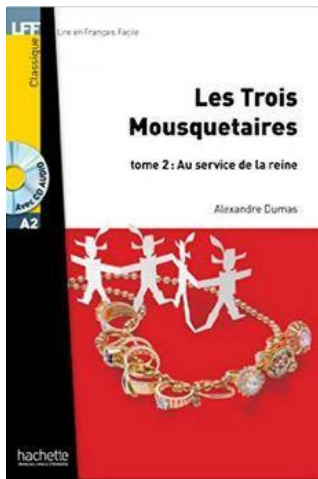
Our library is a perfect place to read and study in a quiet environment.

If you become a member of AFP, you have free access to our French library with over 5,000 books, movies and board games.



Easy to Read French Books

Discover our collection of French books specifically designed for learners of French. Very popular among our students from levels 103 – 203, we offer a variety of easy to read novels, from French classics to detective novels. Not only are they entertaining but they also allow students to learn vocabulary and syntax “in context”, and to appropriate the language naturally. Please note that all AF Philadelphia books are available to borrow for members only. *Bonne lecture !*



The covers above are a representation of some of the novels we offer at AFP. We do not guarantee the availability of the books displayed on this page.

Policies

1. Non-Discrimination Policy

Alliance Française de Philadelphie does not discriminate based on race, color, religion, disability, gender, sexuality, or national or ethnic origin in the administration of its admissions, educational, or employment policies and programs.

2. Payment Policy

Full tuition payment must be received at least 24 hours before the first class or enrollment will be voided.

3. Course Refunds, Cancellations, Changes, and Makeup Classes

3.1 Cancellations and changes made by Alliance Française de Philadelphie

3.1.1 All courses open upon enrollment.

3.1.2 Alliance Française de Philadelphie reserves the right to cancel courses and change teachers if necessary without advance notice. Courses may be canceled due to insufficient enrollment.

3.1.3 If a course is canceled, students will be notified by phone or email and given the option to transfer to another course, receive a tuition credit, or receive a full refund.

3.1.4 If the course has insufficient enrollment, Alliance Française de Philadelphie may ask students to join a different group.

3.2 Cancellations and changes made by students

3.2.1 To be eligible for a full refund, students must contact Alliance Française de Philadelphie at least 24 hours before the first class.

3.2.2 If cancellation is made less than 24 hours before the first class, a \$30.00 cancellation fee is retained.

3.2.3 After the first class, only a credit for a future session will be issued, and a \$30.00 cancellation fee plus the equivalent cost of the classes held prior to cancellation is retained.

3.2.4 Credit is valid for one year starting from the date of withdrawal.

3.2.5 No credit will be issued after the 3rd class.

3.2.6 No refunds or credit will be given for unattended classes.

3.2.7 Tuition fees cannot be pro-rated.

3.3 Makeup Classes

3.3.1 To request a makeup class, students must contact the administration by email (alliance@afphila.com) or by phone (215-735-5283).

3.3.2 Makeup classes are contingent on the availability of a same-level class.

3.3.3 Makeup classes may be offered in either format (online or in person).

3.3.4 If a teacher is unable to teach a class, students will be notified by e-mail or by phone. Every effort will be made to make up any cancelled class time during the current session. If a cancelled class cannot be made up, a credit will be added to the student's account for the equivalent cost of the cancelled class time.

4. Private Tutoring

4.1 Payment Policy

4.1.1 Payment must be received at least 24 hours before any scheduled lesson.

4.1.2 Once all purchased hours have been used, additional hours must be purchased at least 24 hours before the next scheduled lesson.

4.1.3 Purchased hours are non-refundable and must be used within the 12 months following the payment date.

4.2 Cancellation Policy

4.2.1 Cancellations or rescheduling requests must be made at least 24 hours in advance; otherwise, the scheduled lesson will be charged.

4.2.2 All cancellation or rescheduling requests must be submitted in writing via email to both the assigned teacher and the administration (alliance@afphila.com).

5. Immersion Classes

5.1 Cancellations and changes made by Alliance Française de Philadelphie

5.1.1 Alliance Française de Philadelphie reserves the right to cancel immersion classes and change teachers if necessary without advanced notice. Immersion classes may be canceled due to insufficient enrollment.

5.1.2 If an immersion class is cancelled, students will be notified by phone or email and given the option to transfer to another class, receive a tuition credit, or receive a full refund.

5.2 Cancellations and changes made by students

5.2.1 To be eligible for a full refund, students must contact Alliance Française de Philadelphie at least 24 hours before the immersion class.

6. Disruptive Students

Alliance Française de Philadelphie reserves the right to dismiss any student whose behavior is inappropriate or disruptive to the learning environment.

7. Unexpected Closure (in person only)

Alliance Française de Philadelphie may need to close unexpectedly due to inclement weather or other circumstances. In such situations, students will be informed by

phone or email. Every effort will be made to make up for cancelled class time during the current session. If the cancelled class cannot be made up, a credit will be added to the student's account for the equivalent cost of the cancelled class time.

8. Cultural Programs and Events Policies

8.1 Refund Policy

8.1.1 Alliance Française de Philadelphie event tickets are **non-refundable** upon purchase.

8.1.2 A credit will be offered if cancellation is made at least 24 hours in advance.

8.2 Cancellation Policy

8.2.1 Alliance Française de Philadelphie reserves the right to cancel an event.

8.2.2 In the case of event cancellations initiated by the Alliance Française de Philadelphie, a refund will be given to all registered participants.

9. Examination Center

9.1 TCF Exams Cancellation Policy

9.1.1 To be eligible for a refund, candidates must cancel their registration at least 30 days before the exam's date. No refund will be issued if cancellation occurs within 30 days of the exam date.

9.1.2 If candidates want to postpone their registration to a future date, a \$50.00 rescheduling fee will be applied. No rescheduling possible within 30 days of the exam's date.

9.2 DELF/DALF Exams Cancellation Policy

9.1.1 To be eligible for a refund, candidates must cancel their registration at least 30 days before the exam's date. No refund will be issued if cancellation occurs within 30 days of the exam date.

9.1.2 If candidates want to postpone their registration to a future date, a \$50.00 rescheduling fee will be applied. No rescheduling possible within 15 days of the exam's date.

10. Privacy and Emails

10.1 Protection of Privacy

10.1.1 Alliance Française de Philadelphie is committed to protecting the privacy of its students and members.

10.1.2 Any information collected by Alliance Française de Philadelphia is kept in a secure database.

10.1.3 We never share or sell students' or members' information, including emails.

10.2 Information Provided

10.2.1 Alliance Française de Philadelphia will only ask students and members to provide the information necessary to process and service class registrations: name, billing address, telephone number, email address, and credit card information.

10.2.2 For security reasons, credit card information is not stored permanently on our web server.

10.2.3 Alliance Française de Philadelphia will use the email and/or phone number provided at the time of registration to contact students with important information regarding courses, such as registration confirmation, room and instructor assignments, changes to the course schedule, and cancellations. We will also share students' email addresses with professors so they can send students notes and homework for each class.

10.2.4 Alliance Française de Philadelphia will also send students emails about the start of sessions, early-bird discounts, class satisfaction surveys, and upcoming workshops or classes that may be of interest. If you do not wish to receive these emails, you may send the administration (alliance@afphila.com) a request to be unsubscribed, and you will be removed from the mailing list.

2026/2027 Calendar

Session Dates

Fall session	September 8, 2026 - November 16, 2026
Winter session	November 30, 2026 - February, 20, 2027
Spring session	March 1, 2027 - May 8, 2027
Summer session	May 24, 2027 - August 2, 2027

Closures

The AFP will be closed in observance of the following holidays.

Labor Day	September 7, 2026
Thanksgiving Break	November 26-28, 2026
Winter Break	December 24, 2026-January 1, 2027
New Years Eve and Day	December 31, 2026-January 1, 2027
Martin Luther King Jr. Day	January 18, 2027
Memorial Day	May 31, 2027
Juneteenth (observed)	June 18, 2027
Independence Day (observed)	July 5, 2027

Contact Us

Business Hours

Monday-Thursday: 10:00am-6:00pm

Friday: 10:00am-5:00pm

Saturday: 9:30am-1:00pm

Sunday: Closed

Address

1420 Walnut Street, Suite 700, Philadelphia, PA 19102

Phone Number

215-735-5283

E-Mail

alliance@afphila.com

Website

www.afphila.com