

## TEF Policies

1. The test fees are non-refundable and cannot be transferred to a future examination session. **See update under "Additional Policies" below.**
2. It is the candidate's responsibility to check that their names and details are correct on the confirmation of enrolment, as they appear on their passport. The same details will appear on the attestation.
3. Once set, the schedule of examination dates and times may not be altered.
4. Candidates should arrive at the time indicated on the notification of examination timetable, which they will be receiving by email, and wait at the reception area of 1221 Brickell Ave. Suite 2100, Miami, FL 33131 until the coordinator drives them to the examination class. Late arrivals cannot be accommodated.
5. Candidates will be required to bring official proof of identity on their examination day and the notification of examination timetable. Only passports, national ID cards, and photo driving licenses will be accepted. Failure to produce one of the above-mentioned cards will deny candidates access to the examination room.
6. Results are due four to six weeks after the examination day. Candidates will be informed by email. No scores will be given by phone to candidates.
7. Test dates may be subject to alterations or cancellations in cases of force majeure. Due to insufficient number of candidates, the Alliance Française Miami Metro reserves the right to cancel a test. **See update under "Additional Policies".**
8. [PLEASE READ THE OFFICIAL TERMS FROM THE CHAMBER OF COMMERCE AND INDUSTRY PARIS ILE-DE-FRANCE.](#)

## Additional TEF Policies during COVID-19

9. The Alliance Française MIAMI METRO applies the latest guidelines issued for the state of Florida. Please check the [Florida State Coronavirus Response \(COVID-19\) website](#) for additional information. All candidates must agree and respect the additional TEF Policies during COVID-19; the Alliance Française Miami Metro reserves the right to refuse any candidate who does not comply to these rules and regulations.
10. In an effort to limit the spread of the virus, residents of the states of Florida are given priority to TEF enrollments (candidates are asked for a proof of residence). The Alliance Française Miami Metro reserves the right to cancel registrations of candidates residing in other states. Candidates from other states are requested to present one of the followings: a

COVID-19 negative result completed in Miami 72 hours before the test or the proof of a 14-day self-quarantine in Miami.

**11. a) Pre-screening questionnaire:** The day before the test, candidates are required to answer by email to a pre-screening questionnaire, in which they are asked to confirm that no one in their household or their social circle had in the previous 14 days: a confirmed case of COVID-19, close contact with anyone with a suspected or confirmed case of COVID-19, been tested or advised to be tested due to a known/suspected exposure of COVID-19, been advised or directed to quarantine or self-isolate due to COVID-19, travelled out of the states of Florida, or had COVID-19 symptoms, including fever, cough, sore throat, difficulty breathing, loss of taste or smell, headache, fatigue, muscle aches, nausea or vomiting, diarrhea, congestion or runny nose.

**b) Health check:** The day of the test, a health check will be conducted before entering the building, including temperature check.

**12.** Candidates are required to wear a mask covering their mouth and nose during the whole time. The Alliance Française Miami Metro has headsets for the candidates, but we recommend that candidates bring their own. The candidates are required to reduce their personal belongings to the minimum—ID, headsets, one water bottle. No food is allowed in the center room.

**13.** The Alliance Française de Miami Metro exam center is located at the 1221 Brickell Ave. Suite 2100 Miami, FL 33131.

**14. Cancellations:**

- Until one week before the test: the test fee is reimbursed minus a \$40-cancellation fee.
- The week before or the day of the test, for documented illness or other documented emergencies: upon approval of the Chamber of Commerce and Industry Paris Ile-de-France, the test can be reported (see Art. 8 above, then "Annulations et reports d'inscription"). COVID-19 symptoms can be documented with a medical virtual appointment report or a COVID-19 test.
- The week before the test with no documented cause or no-shows: no reimbursement.
- The Alliance Française Miami Metro reserves the right to cancel any given session if it cannot meet the COVID-19-related safety requirements for both its physical space and its personnel.

I have read and agree with the terms and conditions of registration.

I have read and agree with the additional COVID-19 policies mentioned in the terms and conditions of registration.

Print name

Date