



# STUDENT HANDBOOK



ALPHA-B.FR



# WELCOME

We have created this little guidebook so that everything will go well for you during your stay in Nice, and so you can familiarize yourself with your new surroundings more quickly.

You will find information about your course and your accommodation in here, as well as advice about life in Nice. There are also the addresses of

places where you can go out, relax and play sports as well as details of places to visit and unusual places to explore. The teachers, activity leaders and the administrative team at Alpha.b are also at your disposal and are happy to help, advise and inform you, so do not hesitate to ask them.

[Pascal Richez](#)  
[Director](#)

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# WHO TO SPEAK TO

ALPHA.B IS OPEN MONDAY TO FRIDAY FROM 8.15- 16.30

Phone : +33 (0) 4 93 16 00 36

Mail : [office@alpha-b.fr](mailto:office@alpha-b.fr)

Web : [www.alpha-b.fr](http://www.alpha-b.fr)

Facebook : [Alphab cours de français](#)

Instagram : [@alphabfrenchschool](#)

Youtube : [@alphabt](#)

And outside of office hours our emergency number

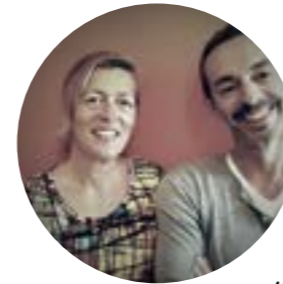
+33 (0) 6 10 14 47 69

Please call only in the case of an emergency



## THE ALPHA.B TEAM

### MANAGEMENT :



**Anja Denysiuk**  
(French, English, German)  
[anja@alpha-b.fr](mailto:anja@alpha-b.fr)

**Pascal Richez**  
(French, English)  
[pascal@alpha-b.fr](mailto:pascal@alpha-b.fr)



**ACTIVITES :**  
**Mathilde**  
(French, English)  
[animation@alpha-b.fr](mailto:animation@alpha-b.fr)

### PEDAGOGY:



**Jean-Philippe** (French, English, Spanish)  
[pedagogie@alpha-b.fr](mailto:pedagogie@alpha-b.fr)

### BOOKING, ACCOMMODATION, ADMINISTRATION :



**Laura**  
(French, English, German)  
[laura@alpha-b.fr](mailto:laura@alpha-b.fr)

**Emeline**  
(French, English)  
[office@alpha-b.fr](mailto:office@alpha-b.fr)  
**Camille**  
(French, English)  
[housing@alpha-b.fr](mailto:housing@alpha-b.fr)

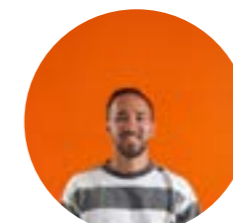
### OUR TEACHERS



They are all university graduates and all have professional experience of teaching French as a foreign language over the last four years.



**Jean-Philippe, Delphine, Maria, Alicja, Delphine M., Alina, Ema, Gil, Eliane, Marie Hélène...**



# ARRIVAL IN NICE

## WITH A HOST FAMILY



If you have chosen the accommodation with a host family, please send us your travel details at least a week before your arrival in Nice so we can organise your pick-up.

You can also contact the host family directly. **Your host family will come to collect you from either the airport or from the station.**

We guarantee this transfer from 8.00-22.00 on Saturdays and Sundays.

Your host family will wait for you after customs.

In case of a problem during your journey to the airport or to the station, or if you cannot find your host family, call your host family on their mobile (you can find the number on your registration confirmation).

If you still cannot find them, call our **emergency number:**  
**+33 6 10 14 47 69.**

## OTHER ACCOMMODATION

If you have chosen another type of accommodation (hotel, apartment, French host without meal), **there is no transfer included.** However, please send us your travel details at least a week before your arrival in Nice.

You can get to your accommodation using public transport (information on the first page), or you can take a taxi- there are taxis waiting outside the airport. If you can't find a taxi, you can book one on:

+33 49 13 78 78 (Taxi Riviera)

### ARRIVING AT SNCF TRAIN STATION

The Gare SNCF is close to the town centre. You can either walk, take the tram (1.70€) or get a taxi to your accommodation.

### ARRIVING AT THE AIRPORT

You have 2 possible ways of getting to the town centre from the airport: **Tramway Line 2, or a taxi.**

The tramway costs 10€ and the journey to the town centre takes around 25 minutes. For late arrivals, please check if the line is still in service.

A taxi costs around 40€ and the journey takes 15-20minutes.

For more information:

[www.lignesdazur.com](http://www.lignesdazur.com)

### DID YOU BOOK A TAXI WITH US?

The taxi driver will wait for you after customs with a sign with your name.

In case of a problem, contact the taxi company

**+33 6 22 12 54 46**

**(Blue Azur International)**

# ACCOMMODATION

## WITH A HOST FAMILY

### I AM STAYING WITH A FRENCH FAMILY WITH MEALS INCLUDED

You really have the opportunity of discovering and taking part in the French lifestyle and of enriching your knowledge of the language.

Our host-families work with us in order to:

- welcome you in the best way possible
- integrate you as much as possible into their family life
- help you in your progression with the French language
- offer you French or continental breakfasts
- offer you half board in the evenings (between 19-20.30)
- provide you with bedding and towels and to change them every week
- give you keys to the apartment

#### Attention, however:

The families are not obliged (except under particular contracts) to provide you with lunch on Saturday or Sunday. French breakfasts are composed of tea, coffee, milk or hot chocolate with bread, biscuits, butter, jam, cereals and yoghurt.

Speak with your host family about your arrival. Inform your host family if you decide not to eat a certain meal with them. No meal will be refunded.

The host families are not 'your servants'. You must tidy your room, make your bed and turn out the lights.

The host family does not control what you eat, your showers or baths, however it is up to you not to abuse them – you are not living alone.

You are free to go out and to return whenever you like. For under-18s, the French family is in charge of strictly enforcing the curfew times set by your parents. French law is strict on this issue and any under-18 student who doesn't keep to the curfew times will be expelled from the course and from the host family without any refund.

## OTHER ACCOMMODATION

### I AM STAYING WITH A FRENCH HOST WITHOUT MEALS

Our hosts work with us in order to:

- welcome you in the best way possible
- help you in your progression with the French language whenever they are available
- help you settle into your life in France
- offer you a clean and comfortable room
- provide you with bedding and towels and to change them every week
- give you keys to the apartment
- offer you the possibility of using the kitchen

#### Attention however:

- The preparation and purchase of your food is your responsibility, but you can also consider sharing.

• This style of shared living is intended to be flexible and fair for everyone. Furthermore, it is normal to share the housework in the communal areas that you use (kitchen, bathroom, toilet) and the cleaning of your room is entirely your own responsibility. We also ask you to leave your room in the same state of cleanliness and tidiness in which you found it on your arrival.

• The host families do not control what you eat, your showers or baths, however it is up to you not to abuse them – you are not living alone. That is important at home and also with a host!

• Their telephone is not at your disposal, except to receive calls or in an emergency. If you have a mobile, give your number to your host family or your host... that can be useful!

• After 10pm, be careful not to make too much noise, not to wake your French hosts and to respect your neighbours.



- You do not have the right to take a stranger or a friend back to your host's house without their permission.

- There are automatic laundry facilities in every district for you to wash your laundry. Your host will be able to lend you the necessary equipment for ironing.

- In case of theft or loss of the keys to your accommodation, you will have to pay for the replacement of the locks.

- You are responsible for any breakages or any damage you may do. The price for repair is entirely your responsibility or the responsibility of your insurance.

- If you wish to prolong your stay, please speak to the school's receptionist about it first.

- Finally, for any breach of the basic rules of communal living, Alpha.b's administration reserves the right to take necessary measures without either of the two parties being able to appeal.

- Any issues with your accommodation have to be reported immediately to the school administration. Any complaints received at the end or after the language stay is not admissible.

Thank you for your understanding and don't hesitate to contact personally the school manager.

## MINOR STUDENTS

If you are under the age of 18, we have asked your parents to complete a discharge of responsibility and acknowledgment of risks for minor child.

The parents must be informed that alpha.b is a French school, fully respecting the European Norm EN14804 and cannot be considered at a summer camp or campus for minors.

Indeed, the parents need to understand that Alpha.b cannot hold responsible of our child's behaviour outside of the school and that Alpha.b cannot monitor our child outside of its premises, even if our child is absent from class.

In the case of a curfew, the host family ensures that this curfew is kept. If you have a mobile, your French host family must have your number in order to contact you if needed or if you are running late. Your host family will always have to ask you where and with whom you plan to spend the evening.

In case of a lapse of the curfew set by your parents, the family must contact the director of the school on the emergency number so that he can notify the Nice town police of 'absence or unexplained delay'. It is for this reason that, if you think you may be delayed or if

you have a problem, you must call your host family to tell them... this will avoid any problems! However, having shown the significance of disruptions, if we hear that you have deliberately disobeyed

the wishes of your parents, it will lead to your expulsion from your accommodation and from the course without you being able to claim any refund for the trip. Alcohol and drugs are obviously and strongly forbidden. If the family or the school catches you in possession of such substances in the

accommodation or in class, the institute will proceed to your expulsion. The possession of drugs, even 'soft drugs' is punishable by law in France. Attendance of the course is obligatory. A certificate of attendance will be given to the parents at the end of your stay. If however you are ill, your host family will inform the receptionist of your absence that same morning. When you are doing your own activities, neither the institute nor the host family are responsible for your 'supervision'. More information on our website : [www.alpha-b.fr](http://www.alpha-b.fr)

## STUDENTS WITH A DISABILITY

Training accessible to people with disabilities (motor, psychic, mental, cognitive, sensory or disabling disease).

- Accommodation in a host family, hotel or residence accessible to people with disabilities. Validation of accommodation by a member of staff for disability accessibility.

- Creation of an individual pathway for each student with a disability.
- Our language institute is accessible by public transport (tramway line 1 or 2) stop Jean Médecin.



# 1ST DAY OF LESSONS

## 08H45

Arrival at school. The Alpha.b team will show you to testing room.

## 08H45 - 09H

Presentation of Alpha.b by the class teacher.

## 09H - 10H15

Level assessment test.

## 10H15 - 10H30

Break.

## 10H30 - 12H

Communication and intercultural activity.

## 12H - 13H15

Lunch break.

## 13H15 - 15H

Free guided tour of Nice.

ON YOUR FIRST DAY, WE WELCOME YOU FROM 8.30AM AT 2 RUE D'ANGLETERRE.





# ACTIVITES

We organise a program of various activities (with or without an animator): visits to the most beautiful places around Nice like Cannes or Monaco, water sports, evening activities, a crepe party, beach volleyball, and much more. The activities can be booked and altered at the school.

## MONDAY

VISIT OF NICE  
(FREE)

WELCOME PARTY  
(FREE)

## TUESDAY

VISIT OF VILLE-  
FRANCHE AND  
FREE TIME AT THE  
BEACH  
(15 EURO)

## WEDNESDAY

WATERSPORT  
(FROM 10 EURO)

WINE AND  
CHEESE  
TASTING  
(20 EURO)

## THURSDAY

ESCAPE GAME  
(20 EURO)

## FRIDAY

VISIT OF ANTIBES  
AND PICASSO-  
MUSEUMS  
(20 EURO)

BOWLING  
(10 EURO)

## SATURDAY

VISIT OF CANNES  
AND LERINS-  
ISLANDS  
(35 EURO)

sample program





# PRACTICAL INFORMATION

## TIMETABLE

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### CONTINUOUS FRENCH COURSE 20 L

8:45-10:15 break 10:30-12:00 \*

### INTENSIVE FRENCH COURSE 28 L

8:45-10:15 break 10:30-12:00 \*

3 afternoons per week 13:15 - 15:15 Uhr

*\*If needed, the morning classes may switch to afternoons 15.30-17.00 and from 17.15-18.45..*

## ALPHABOOK

Created by the Alpha.b team, it is an on-line platform : with grammar, audio files to practice pronunciation and video courses. It is created according to the criteria of the Cadre Européen Commun de Référence pour les Langues.

## EVALUATIONS

**Evaluation test :** You will be tested on your oral and written skills. This test will allow a very precise evaluation of your French language skills and a placement in a class of your level.

**Weekly evaluation :** Every Friday, you will be tested on the knowledge you acquired during the week so you can keep track of your progresses or your difficulties.

**Final evaluation :** If you wish, you can take a short examination which will allow us to issue a document assessing your knowledge of French in the 4 competences.

## HOMEWORK

Everyday your teacher will give you a bit of optional homework to do for the following day.

## STUDENT CARD

The student card with a photo allows you to benefit from student discount on Museum entry. Do not forget it

when taking part in activities organised by the school!

## CERTIFICATE AT THE END OF YOUR COURSE

It shows the level of the course that you completed and is given to you at the end of your course if your attendance was regular.

## QUESTIONNAIRE AT THE END OF YOUR COURSE

This questionnaire is given to you during your final week for you to hand in before your departure. It allows you to freely express your opinions about the quality of the course, the activities, the institute and your accommodation. We welcome your comments, criticisms and suggestions.

## BOOKS & DVD

In order to borrow a book or a DVD, you must ask Christian or the receptionist.

We will ask you for a deposit of 5€ for books and 10€ for DVDs.

## "LES APRES MIDI ETUDES"

Once a week, Alpha.b offers you afternoon classes for free in order to revise or to increase your French skills... talk to your teacher about it!

## BREAK TIME

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### ROOM 7

Is free so that you may have your lunch there.

### ROOM 3

Is available most of the time so that you may work on the computers in the afternoon using auto-correcting online exercises or classes by level and skill (ask Jean Philippe who is responsible for teaching).

## A LITTLE PRIVATE GARDEN

with benches on the southern side of the institute is accessible via room 7 where you can relax, eat or speak French.

## A BIG GARDEN

is on the northern side (the side of the institute's main entrance) where you can stretch your legs during the breaks... this garden is a communal space for us and our neighbours.

Alpha.b hopes to maintain good quality relationships with our neighbours, therefore it is forbidden to:

- picnic
- sit on the steps of our neighbours or under their windows
- throw your cigarette butts or other paper or rubbish on the ground
- shout in the garden

## THREE GARDENS AND PUBLIC PARKS

are under 300m away from the school.

1. Square Mozart (at the top of rue Paul Déroulède)
2. Jardin Albert 1er Place Masséna)
3. Place piétonne behind Nice Etoile



## ADDRESSES

### AIRPORT [www.nice.aeroport.fr](http://www.nice.aeroport.fr)

News : 08 20 42 33 33

Information about flights :  
08 92 69 55 55.

**BANKS** opening hours Monday to Friday 8.30-12.00 and 14.00-17.00.

**EXCHANGE** Automatic Foreign Exchange Service 24hours, place Masséna, bank 'Caisse d'épargne'.

### LIBRARY AND NICE MEDIA

**LIBRARY** Rue Biscarra, free access to books, DVDs and videos.

### BOOK STORES

La FNAC,  
44 Avenue Jean  
Médecin - Cats Whiskers, 30 rue Lamartine (foreign books).

**CINEMA** there are 7 cinemas in Nice - seat prices range from 5€ to 10€. Cinémathèque : 3,10€

**WASHING** there are many dry cleaners and automatic launderettes in every district.

**POLICE** Commissariat Central (central police station), 1 Av Maréchal Foch, Tel. : **+33 4 92 17 22 22**

### EMERGENCY SERVICES

- Fire brigade Tel. : 18
- Police Tel. : 17
- Ambulance Tel. : 15
- SOS doctor Tel. : +33 4 93 85 01 01
- SOS from your mobile : 112

### CONSULATES

Austria	+33 4 93 87 01 31
Great Britain	+33 4 91 15 72 10
Italy	+33 4 92 14 40 90
Germany	+33 4 93 83 55 25
Sweden	+33 4 89 24 16 51
Switzerland	+33 6 37 16 21 84
Norway	+33 4 97 20 50 67
Denmark	+33 4 93 85 35 49
Finland	+33 4 93 53 31 01
Japan	+33 4 91 16 81 81

**TOURIST OFFICE** SNCF station 'Nice Ville' and 5 Promenade des Anglais.

**SHOPS** In general, shops are open 9.00-12.00 and 14.00-19.00, including Saturdays. Supermarkets are open until 21.00.



**RESTAURANTS** Ask at the school reception for our restaurant list (specialities from Nice, Italian, vegetarian, vegan, organic...).

**PERFUMERIE** You will find many perfumeries in the town centre of Nice.

**CONFECTIONERS** The two to our liking...

- Pâtisserie Lac - 49 Rue Gioffredo
- Le Vanillier - 7 Avenue Auber

**WINE (RETAILER)** Nicolas - 23 Avenue Jean Médecin  
Amour Vinum - 24 Rue Alphonse Karr

## GOOD TO KNOW

### BANK HOLIDAYS

1st of January – Easter Monday -  
1st of May – 8th of May – Ascension  
Thursday - Pentecost Monday – 14th  
of July - 15th of August – 1st of No-  
vember – 11th of November – 25th of  
December

**SPORTS** Tennis, golf, skiing, canyoning, squash, fitness, danse ... you can receive advice and information about these from the school's activities resp.

**CORSICA** Departure is possible every day by plane (1hour) or by boat (4 to 7 hours) with Bastia or Ajaccio. For the boat, enquire at Corsica Ferries  
+33 4 92 00 42 76.

### PREVENTING THEFT

Follow some basic prevention rules.

- Close your handbags. In crowds, beware of pickpockets.
- Do not carry large sums of money, traveller's cheques or jewellery.
- When using your bank card, hide the key pad to conceal your PIN number. Remain vigilant when taking money from a cash machine.
- Do not leave your phone, bag, keys or possessions unattended.
- When using a car, drive with the doors locked and do not leave any visible objects or clothing inside your car.

# IN CASE OF A PROBLEM

## WHAT SHOULD I DO IF I HAVE A PROBLEM?

### At school

I must inform my class teacher or the school's reception.

### At my host family's

I must inform my host family at first and if they are not there, I must ring the school's **emergency number** +33 (0) 6 10 14 47 69 Or even : Fire brigade tel: 18 / Police Tel: 17/ Ambulance Tel : 15 / SOS from your mobile: 112

### I am alone

I must ring the school's emergency number +33 (0) 6 10 14 47 69 or even : Fire brigade tel: 18 / Police Tel : 17 / Ambulance Tel : 15 / SOS from your mobile : 112

### I need to see a doctor, dentist etc...

I must speak with the school's reception or with my host family.

## WHAT IF THERE IS A FIRE OR A SERIOUS EMERGENCY?

### At the Alpha.b institute

I must follow the evacuation instructions of my teacher, or if I am alone, I must leave the building calmly.

### At my host family's

I must inform my host family and leave the building or the house calmly.  
Fire brigade tel: 18 / Police Tel: 17/  
SOS from your mobile: 112

### I am alone

I must contact : Fire brigade tel: 18 / Police Tel: 17/ SOS from your mobile: 112

### I am assaulted or I feel in danger...

I must contact : Fire brigade tel: 18 / Police Tel: 17/ Ambulance Tel : 15 / SOS from your mobile: 112

If I am under-18, I must inform my parents in all cases!

# GETTING AROUND

## BUS & TRAM

There are 2 lines in Nice: **Tramway line 1** from the North to the East of Nice and **Tramway line 2**, from the airport to the city center / the harbour.

The company 'Ligne d'Azur', 1 rue d'Italie, is open every day except Sunday (8.00-18.00). You have many options:

**SOLO**: 1 way – bus or tram, including changes: 1,70€

**PASS 1 day**: 7 € // 7days: 20 €

**31 days**: 45 € for an unlimited number of journeys per day on the bus or tram.

**MULTI**: 10 journeys, including changes, within the 74 minutes following validation (it must not constitute a round trip): 17€

## RENT A CAR

At la gare SNCF (SNCF station), 12 avenue Thiers, you have many car-rental companies: Citer, EUROPCAR, AVIS

## RENTING BICYCLES, SCOOTERS OR MOTORBIKES

Holiday Bike - 23 rue de Belgique - +33 4 93 16 01 62 (bicycles from 15€ a day)

## TAXI

Allo Taxi Riviera - 24/7- +33 4 93 13 78 78 - Always ask for an approximate price for the journey with a receipt.

# ALPHA APP

**WITH THE ALPHA.B APP, YOU CAN ACCESS NUMEROUS USEFUL INFORMATION AND EXERCISES RELATING TO YOUR COURSE WITH US WHEREVER YOU ARE WITH JUST ONE CLICK.**

You want to know exactly what time and in which room your class will be in? Look at your timetable.

You can't remember the contact details or the address of your accommodation?

Access it as soon as required.

This information and much more is available to you at any time.

The app is free to download from the Appstore or Playstore.

Type in the search bar:

**alpha.b French**

As soon as the app has downloaded, you will be able to login with the details (username and password) that were sent to you.





## IN NICE

Founded by the Greeks in the 4th century BC, the town that was only a trading town back then and was called Nikaïa. Then, in the 1st century B.C, the Romans built a proper town on the current colline de Cimiez, giving it the name of Cemenelum. Over the next 10 centuries, the town experienced battles and conquests of different Provençal counts. It was only in the 14th century that the town found stability under the house of Savoy, a part of present day Italy to which it remained part of until 1860, the year of the reattachment of Nice to France under the Turin Treaty between Napoléon and Victor Emanuel Deux.

3 statistics: 5th largest French city, 2nd largest French airport, 450,000 inhabitants

# GOING OUT

## I DON'T KNOW ABOUT YOU BUT I LOVE...

- Walking in le parc de la colline du château (Castle Hill Park).
- Breathing in the fragrances of the Saleya flower and vegetable market.
- Visiting le Musée Matisse (the Matisse Museum) and the Roman arenas in the Cimiez district.
- Seeing and going into the new Nice library which is shaped like a human head.
- Travelling the coastal promenade from the harbour to the airport on roller-skates or by bike.
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- Eating a portion of socca (a local speciality- a crepe-shaped chick-pea flour cake) or pissaladière (another local speciality resembling pizza but made with bread dough and without tomato) 'on the go' in the old town.
- Trying a Pastis (an alcoholic drink flavoured with caraway and liquorice) in a bar in the town and savouring the atmosphere of that moment.
- Trying stuffed vegetables and socca with a glass of Rosé at René Socca's.
- Going scuba diving for the first time

## AROUND NICE

**MONACO** 20 minutes by train.

The principality with its famous casino, palace, luxury hotels and shops. There is also a superb oceanographic museum, sumptuous gardens and a grand prix formula 1 race track in the town.

**CANNES** 30 minutes by train. It is the city of cinema in May with its sandy beach. Les Îles de Lérins are located just off the coast of Cannes and it takes 20 minutes by boat.

**ANTIBES** 25 minutes by train. With its old town and its Picasso Museum, it is worth a visit.

Such as [Villefranche](#), [Eze](#), [Grasse](#), [Saint paul de Vence](#), usw.



# FAQ

## TRAVELLING TO AND ARRIVING

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### DO I NEED A VISA TO GO TO FRANCE?

It is not necessary for any citizen of the European Union to have a visa.

Special agreements with certain countries outside the E.U also mean that a visa is not required.

For more information, please consult this website: <http://www.diplomatie.fr/venir/visas/>

### DO I NEED TO BRING SPECIAL CLOTHES OR EQUIPMENT?

You can find everything that you require here in Nice. For your information, in Winter is it between 11 and 15°C (50 and 60 °F), in Spring and Autumn it is between 16 and 22°C (60 and 70 °F) and in Summer it is between 23 and 30°C (75 ad 90 °F).

Electronic appliances work at 220/240volts.

### WHAT DO I NEED TO KNOW IF I AM COMING BY CAR OR MOTORBIKE?

- We drive on the right and the speed limit is 130km/h (65mph) on the motorway and 50km/h (30mph) in the city.
- The maximum tolerated level of alcohol per liter of blood is 0.5g which is around 2 glasses of wine.
- It is obligatory to wear a seatbelt in the front and back of a vehicle.
- Using a mobile whilst driving without hands-free apparatus is forbidden.
- For motorcyclists, it is obligatory to wear a helmet and to obey traffic lights.

- Always attach a padlock and an anti-theft weight to your motorbike or bicycle.
- Never leave items (bags, clothes etc...) in view inside your car.

### HOW MUCH MONEY DO I NEED TO BRING WITH ME?

The currency in France is the Euro. To give you an idea of our prices... 1 coffee : 2 € // 1 coca cola : 3 € // 1 pizza : 15€ // 1 sandwich : 6€ // 1 lunch : 20€ // 1 entry into a night club including a drink : 20 € // renting a car for a weekend: 100 € // 1 cinema ticket: 10 € // 1 museum entry: between 2 and 5 € // 1 bus or tram ticket: 1,70 €.

### MOBILE NETWORK

main providers:

Orange – SFR – Bouygues-Free

## LIVING IN NICE

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### MY CONSULATE

For all information about the Secrétariat Général du Corps Consulaire des Alpes-Maritimes in Nice ring : +33 4 93 88 01 49 or visit [www.nice-coteazur.org](http://www.nice-coteazur.org)

### IS IT EXPENSIVE TO LIVE IN NICE?

Nice isn't more expensive than other similar European towns. Of course, like all towns in attractive areas, if you have a coffee in a popular and attractive place, you will 'pay for the location', perhaps even 30 to 70% more than if you were to have a coffee in a different district. It is the same for meals, going out in the evenings and drinks in fashionable bars.



## WHAT SHOULD I DO IF I AM ILL?

If you cannot walk or are in a serious state, call **18 or 15** (fire or ambulance).

Otherwise, you can call a doctor to visit you at home (24hours).

- **S.O.S. doctors** - Tel. : +33 4 93 85 01 01
- **On-call doctors** - Tel. : +33 4 93 53 03 03

The staff of these services also speak English.

Night pharmacies (from 7pm to 8.30am 7 days a week)

- **Pharmacie Masséna** - 7 Rue Masséna, Nice - Tel. : +33 4 93 87 78 94
- **Pharmacie Riviera** - 66 Avenue Jean Médecin, Nice - Tel. : +33 4 93 62 54 44

Sickness form E111 to C.P.A.M. -

International relations Tel. : +33 4 92 09 42 64

## IS NICE A DANGEROUS CITY?

Nice is neither more nor less dangerous than other large tourist cities in France or in Europe. Just like in every large city, you must be aware of pickpockets and pay attention to your bags, particularly in summer (on buses, in shops, at the beach etc...).

Finally, we advise you not go out alone at night. You have the option of taking the bus until 1.30am or taking a taxi (around 15€ for the journey – ask the price before getting in).

Police ? Dial 17!

Or contact the central police station: 1 Avenue Maréchal Foch, Nice – Tel. : +33 4 92 17 22 22

## WHAT TIME DO SHOPS AND BANKS CLOSE?

In general, shops open at 9am and close at 7pm, including Saturdays. Post offices, banks and offices mostly open at 8.30am and close at 4pm.

## HOW AND AT WHAT TIME SHOULD I ARRIVE AT THE SCHOOL ON THE FIRST DAY?

Your first morning is devoted to a level assessment test which starts at 9am.

In order to get to the school, you need to consult the documents that would have been sent to you by Alpha.b's enrolment office.

In case of any doubt, do not hesitate to ask your host family or your host who will show you. In all cases, be aware that the institute is easily accessible by bus, tram or on foot.

## ONCE THERE, CAN I CHANGE THE TYPE OF COURSE?

Once you have booked and started a Continuous Course (20 lessons per week), you can change and take an Intensive Course (28 lessons per week) or a Combined Course (20+4 or 20+8 lessons per week) according to availability and by settling the difference in price.

## CAN I CHANGE THE COURSE LEVEL?

Yes, it is possible to change the course level if you think that you are in a class that is too difficult or too easy. Please discuss it first with your teacher, the teaching manager or the director of the school, Pascal, who has also taught French as a foreign language for 10 years.

## WILL I GET A REFUND FOR MY COURSE IF I DECIDE TO LEAVE BEFORE THE END OF MY STAY?

You must understand that we have booked your place for the duration that you requested in your original application. Because of this, any language stay that has been started is due for payment in full.

## IS THERE HOMEWORK OR EXERCISES TO DO OUTSIDE OF THE COURSE?

The teachers generally give a bit of work to do outside of lessons. When asked, they can suggest additional exercises for you.

# MY ACCOMMODATION



## IS THERE TRANSPORT TO MY ACCOMMODATION ONCE I HAVE ARRIVED AT NICE AIRPORT?

With a half-board host family accommodation arrangement, your host family will ensure free transport on arrival. Attention there is no free transport between 10pm and 8am and there is no free return.

For other accommodation arrangements, it is very easy to get to your accommodation once you have arrived in Nice. The airport is about 20 minutes from your accommodation by taxi (35 to 40€) or about 30 minutes by Tramway Ligne 2 (10€) to the city-centre. From the center, the tramway (1.70€) or a taxi (around 15€) will take you about 20-25 minutes. Whatever the chosen type of accommodation, it will be important to tell us your arrival time and train or flight number 3 or more days before your arrival. (All of this information will be detailed in our confirmation letter after we receive your registration form). If you want to book a taxi, you can call «Taxi Riviera» on +33 4 93 13 78 78 or contact us directly at the institute.

## WILL THERE BE LUNCH AT THE HOST FAMILY'S?

No, it is not provided under the general terms and conditions but the student may use the kitchen. You can buy hot and cold drinks at the institute and can also have lunch for 5 to 15 € in the snack bars and restaurants near the school.

## IS MY HOST FAMILY GOING TO HAVE BREAKFAST WITH ME?

Depending on the schedule of each person (work, children etc ...), breakfast may be eaten alone. The evening meal is eaten with the family.

## WHEN WILL I RECEIVE THE INFORMATION ABOUT MY HOST FAMILY ?

You will receive all the information about your host family (presentation, phone number, email) before your arrival and you will be able to get in touch with them.

## CAN I INVITE MY FRIENDS OR PARENTS TO THE HOST FAMILY'S HOUSE?

This provision is at the discretion of your host family or your French host. Some of them do not allow it, others in special circumstances and others for a fee. In all cases, please discuss it with them.

## CAN I CHANGE HOST FAMILY/HOST?

Your accommodation is booked for the duration of your stay and you must understand that any wish to change the host family must be carefully considered and justified. Do not hesitate to talk to the accommodation officers.

## WHATEVER MY ACCOMMODATION ARRANGEMENTS, WILL I RECEIVE A REFUND IN THE CASE OF EARLY DEPARTURE?

Your accommodation is reserved for the duration that you have indicated in your registration form and cannot be refunded.

## WIFI?

All our families have free wifi.

## WILL MY HOST FAMILY WASH MY CLOTHES?

This is not provided in our general terms and conditions, but many families will offer to wash them for free or by sharing the cost.

In any case, there are automatic laundrettes in every district.

For underage student, a free laundry per week is included for 2 weeks stays.





## WHO DOES THE CLEANING?

With host family, everyone tidies their room everyday so that your host or hostess may have access to it and keep the premises clean. Also be aware that a little help is always appreciated. In the «French host» arrangement, you are responsible for cleaning your room and the communal areas (kitchen and bathrooms) that you use. Products and equipment are provided to you by your host.

## WHAT IF I AM VEGETARIAN, VEGAN OR GLUTEN FREE ?

We take into account all your food allergies or food choices to find you the best family.

We regularly have vegetarian, vegan or gluten free students and all our French families are well aware of the different diets and what they imply.

When you book your stay with us, let us know in advance your allergies or food diet and there won't be any problem for you to live with a French family.

If you have any question, don't hesitate to write or talk to our administrative team.



# SAFETY INSTRUCTIONS

## ALPHA.B'S EMERGENCY EXITS AND EVACUATION PLAN

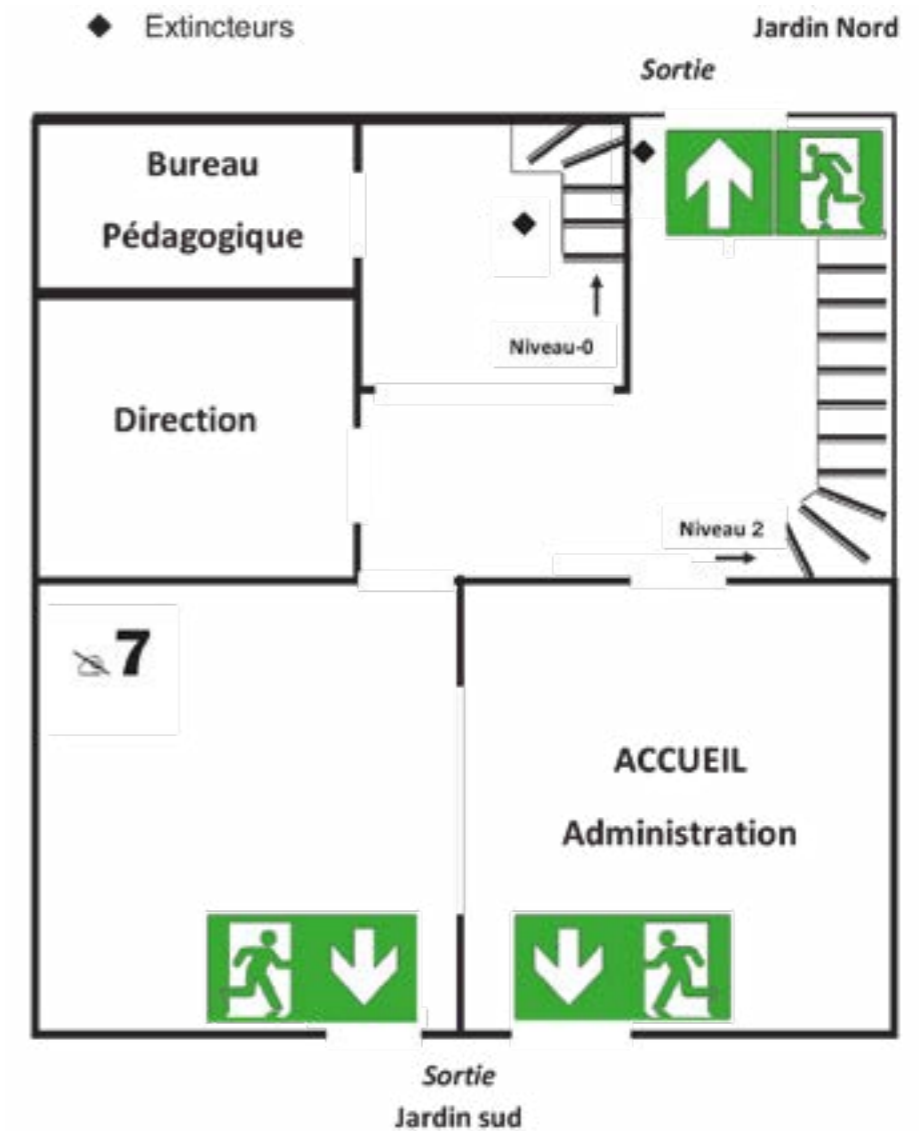
### GROUND FLOOR

#### ◆ Extincteur



### FIRST FLOOR

#### ◆ Extincteurs

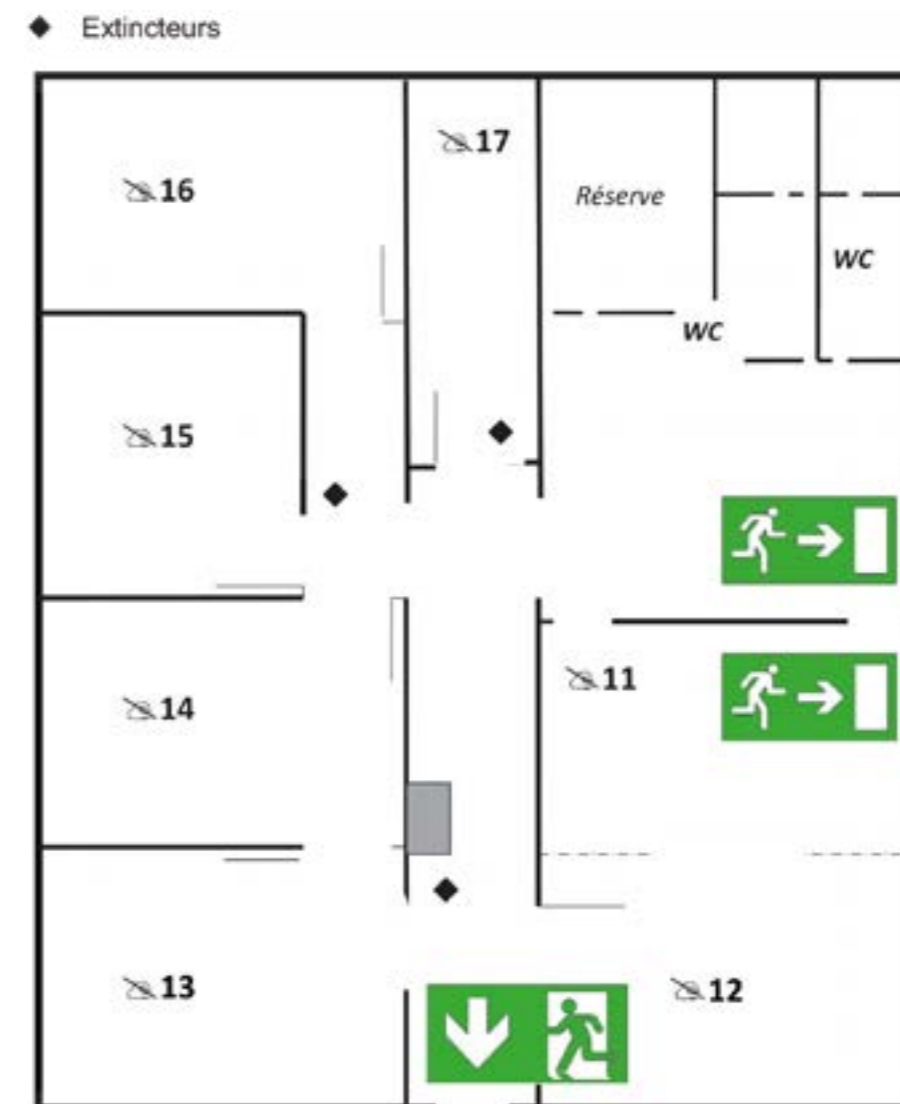




## SECOND FLOOR



## FORUM



## FIRE INSTRUCTIONS

In case of a fire alarm, each person must comply with the instructions laid down in the evacuation plan. All emergency exits are marked.

Administrative staff, including teachers, are responsible for students in the event of an alarm and must go to the various meeting points. It is imperative to listen to and follow their instructions.

## ON HEARING THE FIRE ALARM OR UNDER A TEACHER'S INSTRUCTIONS:

- keep calm
- leave all your things where they are
- quickly leave the room and go outside without panicking and gather at the meeting point (the garden in front of the school).

# RULES OF BEHAVIOR

## RULES OF BEHAVIOUR FOR STUDENTS

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### 1 – SAFETY AND HYGIENE

The student is invited to read the safety instructions around the Alpha.b premises.

The student has access to different services (library, film room, administration services...) and the timetables of each service.

It is forbidden to smoke in the school and to throw cigarette butts and other rubbish on the ground, both inside the school and in the gardens. Eating inside classrooms is forbidden except during break time.

The student can use the materials available to them under the supervision of a member of staff.

It is forbidden to borrow materials belonging to the organisation without authorisation.

The student is responsible for any personal possessions.

Alcoholic beverages are strictly prohibited on the premises.

In the case of illness or accident, the student must inform the receptionist at Alpha.b as soon as possible and complete the necessary declarations for the services concerned: insurance company, the person in charge of students and interns, parents or relatives...

However, in the case of an accident on the institute's premises, the receptionist at Alpha.b will make the declaration and will perform the necessary steps.

In the absence of information from the student within 24 hours of the event, Alpha.b denies any responsibility for the obligation to report the incident.

### 2 - DISCIPLINE

- The student must be diligent and punctual. Any absence of under-18 students must be justified.
- The student must have suitable clothing for the institute.
- The student is asked to respect the good working and concentration conditions of everyone in the school ... no noise etc ...
- The student has a duty of discretion regarding information that they may gain from other students about the institute and other organisations with which they are connected over the course of the stay.
- In the case of misconduct on the part of the student towards the staff of the institute, other students, the host family or the French host, in the event of a breach of the rules laid down in these rules of behaviour, the following penalties may be imposed:
  - a warning
  - an exclusion (one to five days)
  - a definitive exclusion after an explanation:
- The actions taken by the director of the center or its representative are taken according to the following procedures:
  - the trainee will be summoned in writing or in person (as well as their parents if they are under-18) and will be heard during an interview during which the student may be assisted by another person, before any action is taken. Any action shall be the result of a written and reasoned decision.

The director will inform the following people of the action taken:

- the employer, when the student is an employee benefiting from an internship as part of a training plan from a company.
- the employer or joint organisation which has assumed responsibility for the training when the trainee is an employee benefiting from a training period.
- the student, only if the student is self-training.
- the student (and their parents if the student is under-18).





If the offending behavior constitutes a crime (theft, violence, piracy of documents or computer data ...), Alpha.b reserves the right to initiate any prosecution before the relevant French courts.

### 3 – REPRESENTATION OF STUDENTS

All trainees have the opportunity to be heard by the Alpha.b Institute. They may, if they wish, be assisted by another person. At any time, they may suggest improvements to the course and living conditions of trainees to the managers if necessary. Complaints may be individual or collective, relating to the internship, the living conditions of the students/interns, hygiene and safety conditions, and the application of the rules of behaviour.

### 4 - COMPLAINTS

After having been interviewed by a representative of the Alpha.b Institute, if a student/intern thinks that no solution has been provided to him of the quality of service he is supposed to receive, the student has the option of filing a written complaint.

In order to do this, the student must request a Complaint (Réclamation) sheet from the reception. Once completed, the document must be returned to the reception as soon as possible. The student/intern will receive a copy of the document as well as a receipt of submission in exchange. The complaint will be examined within 24 hours by the representatives of Alpha.b who will set a meeting with the student during which they will be able to express their complaints. During this interview, the student may be assisted by another person.

Regulation taken from Act No. 90 579 of 4 July 1990, Article L. 920-51 of the Labor Code Decree No. 91-1107 of 23 October 1991, Article R. 922-1 and following.

### 5- DATA PROTECTION (CNIL)

The management at the Linguistic Institute Alpha-b has IT resources in order to manage your course enrollment more easily, as well as issue your invoice, student card and participation certificate. The information recorded is reserved exclusively for the use of the service concerned above and cannot be passed on.

In accordance with Article 39 and following and Law number 78-17 of January 6, 1978 relating to data processing, files and freedoms, any person may obtain information and, if necessary, rectification or deletion of information regarding themselves by contacting Mr. Pascal Richez or Ms. Anja Denysiuk (Executive Office). Any person may also, for legitimate reasons, object to the processing of data concerning themselves.

# PERFORMANCE CHART

By choosing the Alpha.b Institute, this places a service team devoted to the success of your language stay at your disposal. The team also has more than 25 years of experience of teaching French as a Foreign Language.

## OUR VALUES

Knowing a language is of course being able to speak it, but is also knowing about its origins, sharing its culture and coming into contact with people who live in the country. A language stay is a personal investment, a new experience that will allow you discover a different lifestyle- 'French-style'.

At Alpha.b, you can expect:

- a warm welcome
- high-quality, adapted French courses
- accommodation that meets your expectations
- a complete and varied cultural activities program led in French
- a friendly environment with qualified speakers who are available to help you progress

## OUR COMMITMENTS

### Welcome

- To give everyone who enrolls on our courses clear, honest and updated information in their mother tongue or in the language they are studying.
- To assist and advise students with their administrative procedures with the state, for doctors' appointments etc...
- To maintain a friendly environment and a feeling of confidence for the students.
- To offer the opportunity of submitting complaints or of evaluating the Institute's services throughout the stay (satisfaction questionnaire and complaint form).

### Teaching

- To offer a course established as part of the Cadre Européen Commun Référence pour les Langues (CECRL) and to offer programs in line with the expectations and requirements of participants.
- To recruit native French speaking teachers who have graduated from university and who have experience of teaching French as a foreign language.
- To divide the students into classes of a maximum of 10 students according to level (except for tailor-made training for private groups).
- To offer places and equipment that are suitable for learning a language.

### Accommodation

- To meet the expectations of the students and to ensure their physical and emotional comfort according to the direction of the European Standard EN 14804.

### Culture

- To offer cultural and other various activities at least three times a week to help with the process of learning French as a foreign language.
- To make the activities accessible via clear and complete information and with a suggested price when the activities are not free.
- To enable cultural exchange via discussions and in the evenings at a restaurant or at the theatre.

### Exchange

- To offer everyone the opportunity of remaining connected with the French language beyond the language course via social networks, activities etc ...

### Assessment

- To continue our high- quality approach by regularly submitting audits to national or international assesment bodies such as the Label QUALITÉ Fle, EAQUALS, IALC ...





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 @ALPHABLIVE

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Alpha.b est un établissement  
d'enseignement supérieur privé



International Association  
of Language Centres

