General conditions

1. Registration fee: 50 Euros. Payable for all courses. International House provides: all learning materials (a textbook is lent to some classes), a student guide, a map of the town and free access to the Internet and WIFI connection.

2. Courses start every Monday, except for complete beginners (see the dates given in this brochure) with classes taking place from Monday to Friday except on Public Holidays. If the duration of the course includes two public holidays during the first four weeks, one will be refunded. Student's holidays (for long term courses) have to be communicated to the school in advance so that the students will be able to catch up according to our availability. For short term courses absences are allowed and may be caught up if the school is informed one week in advance.

3. A group is made of three students minimum. If there is no group corresponding to a student's language level, the number of lessons will be reduced by 50%.

4. Host family accommodation is provided from 4 p.m. on the Sunday until the Saturday morning following the end of the course. Other arrangements are possible if agreed with the family.

5. Enrolment and payment: A student is enrolled only when he/she has completed an enrolment form and returned it to the school with an **INITIAL DEPOSIT** for the lessons of **450 Euros**. This amount will be deducted from the student's invoice. If he/ she has chosen accommodation in a **RESIDENCE** or **HOTEL**, the **INITIAL DEPOSIT** must be **450 Euros** for the lessons and an additional **500 Euros** to secure the accommodation. For students living outside the EU who need an invitation letter for their visa application, the initial deposit would be 1000 €. Enrolment is considered definite once the student has received a letter of confirmation and the invoice stating the total amount from the school. The **REMAINDER OF THE BALANCE** for the course and accommodation must be paid 4 weeks before the start date of the students' course.

An extra deposit of **200 Euros** against damages (in addition to the **500 Euros** already paid) will be required on arrival at the flat for all students renting a studio in a residence. This deposit will be returned at the end of the stay, after an inventory with the owner provided no damage has occurred. Students must hold valid personal liability insurance covering any damage that might occur, a copy of which must be sent to the school prior to arrival in Nice. If the total amount of your stay is less than the deposit, please pay only what is required.

6. Changes: If the student decides to make any changes regarding dates, accommodation or the program once he/she has received the invoice, a fee of **30 Euros** will be charged.

7. Reimbursement: In the event of cancellation before the start of the course, the amount paid will be refunded less **200 Euros** provided the school receives notice of cancellation two weeks or more before the start of the course. **In case of visa refusal**, the applicant will have to send us an official document of refusal provided by the French consulate. Without this document no reimbursement will be possible. 200 euros cut from 1000 euros will be kept by the school for administration fees. All banking fees are charged to the student. Once a course has started, tuition fees are not refundable except in extenuating circumstances at the Director's discretion. Please note that the cancellation procedure may take up to 4 weeks. If a student is absent during the course for personal or medical reasons or to sit the D.E.L.F. examination, the days are neither transferable nor refunded. For halls of residence, **the cancellation fee is 500 Euros** if the school is informed 2 weeks minimum before the starting date. No reimbursement is possible if asked less than 2 weeks before the starting date.

8. Activities: Excursions and social activities are not included in the costs, except for the teenage programme.

9. Insurance: All students are strongly advised to take out comprehensive medical and personal insurance (illness, accident, hospitalization, cancellation, etc.) to cover their stay in France, as well as personal liability insurance. The school authorities cannot be held responsible for accidents caused by students during their stay. Students taking part in the teenage summer programme are insured if they take the whole package.

10. Bank charges: A flat fee of **5 Euros** will be added for each payment by credit card or Internet.

11. In the absence of friendly resolution, **any disputes** concerning the present general conditions will be referred to Commercial Court of Nice.

International House World Organisation   CAMPUS FRANCE campusfrance.org   [flə] QUALITÉ FRANÇAIS LANGUE ÉTRANGÈRE   tcf   ST star awards Shortlisted 2018 French Language School   FIPF   csn   IELTS Official Test Centre

Name of the agency:
(If any) ....

Personal details

Family name: ....   Ms ☐   Mr ☐

First name: ....

Address: ....

City: .... Zip code: .... Country: ....

Phone: ....
(with country code)

Email: ....   Passport number: ....

Nationality: ....   Date of birth: ....

Profession: ....   Age: ....

French Course

Please reserve me a place on the following course(s):
(indicate the course code. Ex: **CO30** *)*

Course code: ....   from: ....   to: ....   week(s): ....

If necessary

2nd Course code: ....   from: ....   to: ....   week(s): ....

☐ Complete Beginner   ☐ Intermediate   ☐ Advanced

☐ Elementary

Accommodation

Please also reserve me the following accommodation: *Sunday to Saturday*

☐ With a host family *(half board)*   ☐ Single room   ☐ Double room   from: ....   to: ....

☐ With a host family *(no meals)*   ☐ Single room   ☐ Double room   from: ....   to: ....

☐ Teenage Summer Programme
(Shared room only)   ☐ on campus   from: ....   to: ....

☐ In a student residence   ☐ Lamy
Single only   ☐ France Riviera
Single only   from: ....   to: ....

☐ In Adagio Residence   ☐ Single   ☐ Double   from: ....   to: ....

☐ In a hotel   ☐ 2 ** ☐ 3 *** ☐ 4 ****   from: ....   to: ....

from: ....   to: ....

I am a ☐ smoker   ☐ non-smoker

Other requirements: ....