

### Registration

There are several ways for you to book your ACCORD course:

**Online** at [www.french-paris.com](http://www.french-paris.com) or [www.accord-langues.com](http://www.accord-langues.com)

**By post**, just send us the registration form and the full amount.

**By fax or email**, (as an attachment). Please note that no registration is guaranteed until we have received your payment.

For payments by bank transfer, please attach a copy of the bank transfer order to your registration form.

**However you choose to pay, don't forget to state the name of the student, the course dates and the school's invoice number.**

You must be at least 16 years old to book.

Students under 18 must attach a parental authorisation form to the registration form stating the contact details of the next of kin (in case of emergency), the hours allowed out in the evening, authorisation to proceed with any necessary medical and/or surgical intervention, and insurance for the length of stay (see Insurance).

### Accommodation booking fee

We charge 80 euros for finding and organising your accommodation. This fee is payable on registration. In case of cancellation this fee is non refundable. If you choose to change your accommodation during your stay, you must pay the 80 euros booking fee again.

If you have not booked accommodation through the school and during your stay or on arrival in France you decide to make the most of ACCORD's services to change accommodation, you must pay a 150 euros administration fee.

### Booking confirmation

When you book, you will receive by email, post or fax your booking confirmation and an invoice detailing payment received. All courses and accommodation fees are due and must be paid in full when you book your stay.

### Visa

If you wish to stay for over 3 months and you are a national of a non-EU member country, you must request a long stay visa (or long term student visa). To receive a booking certificate you must pay for all course and accommodation fees when booking. We only accept payment by bank transfer. Payments by credit card are not accepted.

You can receive a pre-booking certificate if you pay a deposit of 500 euros. If your visa is refused there is no refund of the deposit.

### Cancellation

If you paid the full amount and if your visa is refused there is no refund of the deposit. If your visa is refused the school will refund the amount received in full, minus 250 euros in administration fees and 50 euros in bank charges, after receiving the original document from the French Embassy. We only accept original documents from the French Embassy. Copies and photocopies will not be accepted.

Refunds will only be made by bank transfer. If you cannot come for medical or professional reasons (we must receive a doctor's certificate or a certificate from your company by post), we will postpone your stay for a period of 12 months on receipt of the certificate. No refund will be offered.

If you paid the deposit of 500 euros for a pre-booking certificate and your visa is refused, there is no refund of the deposit.

### Cancellation conditions

- If you cancel your stay over 4 weeks before your course is due to start, ACCORD will refund you 50% of the payment received minus 250 euros in administration fees, 80 euros in accommodation fees and 50 euros in bank charges (10 euros for EU nationals).

- If you cancel your stay 3 or 4 weeks before your course is due to start (Monday for the course, Sunday if you have requested accommodation), ACCORD will refund you 40% of the payment received minus 250 euros in administration fees, 80 euros in accommodation fees and 50 euros in bank charges (10 euros for EU nationals).

- If you cancel your stay 1 or 2 weeks before your course is due to start (Monday for the course, Sunday if you have requested accommodation), ACCORD will refund you 20% of the payment received minus 250 euros in administration fees, 80 euros in accommodation fees and 50 euros in bank charges (10 euros for EU nationals).

- No refund is available after the course start date (Monday if you have booked a course, Sunday if you have booked a course and accommodation with ACCORD).

Refunds will only be made by bank transfer.

If ACCORD has to cancel a course, you will be refunded for the payment received in full.

### Lateness

So as not to disturb class, students who arrive over 10 minutes late will have to wait until break time to join their class. In case of absolute necessity and in exceptional circumstances, the Teaching Staff may allow students to join class.

### Absence/Interrupted training

By booking with ACCORD you commit to attending classes and respecting the school's Rules and Regulations. In case of absence during class time (excluding absence due to medical reasons and on presentation of a doctor's note) you will not be refunded or compensated for lessons you have missed. If you stop or interrupt your course and/or your stay in France of your own free will, you will not be refunded or compensated.

### Behaviour

In case of bad or abnormal behaviour, ACCORD has the right to dismiss the student at any time, with no refund or compensation.

#### Image use

ACCORD may take photos of the students to be included in promotional material (brochures, websites, catalogues, etc.) unless the student or his/her parents say otherwise. This refusal must be stated when booking.

#### Claims

Only the school's management has the authority to make the decision to refund or postpone missed courses.

Any claims concerning services rendered by ACCORD and FORUM-ACCORD should be made by registered mail addressed to the headquarters of FORUM-ACCORD, 14, boulevard Poissonnière, 75009 Paris, France. Any claims should be made during the week following the end of the course. In case of litigation the parties agree that the cases will be judged under the jurisdiction of the Paris Courts.

#### Insurance

ACCORD refuses responsibility for theft, damage or loss of students personal effects. Both parties agree that ACCORD will not be disturbed in this matter. Before coming to France you must check that you have been insured. Any student under the age of 18 must attach a copy of his/her insurance policy to their booking form. For those who are not yet insured, ACCORD recommends AVI International, a company specialising in language stays abroad: AVI International (Paris), Tel: 33 1 44 63 51 07, Fax: 33 1 40 82 90 35.

When you contact them, please state that you are attending a course at ACCORD.

**Lessons will not take place on public holidays and are non-refundable:** April 2<sup>nd</sup>, May 1<sup>st</sup>, May 8<sup>th</sup>, May 10<sup>th</sup>, August 15<sup>th</sup>, November 1<sup>st</sup> and from Saturday December 15<sup>th</sup> 2018 to Sunday January 6<sup>th</sup> 2019 included. The school will open on Monday January 7<sup>th</sup> 2019.

#### Prices

The prices stated on the website are applicable from 01/01/2018 to 31/12/2018.

#### Payment

To book with ACCORD you must return the registration form accompanied by the full course and accommodation fees.

You will receive an invoice stating payment received. If paying by bank transfer, please attach your registration form to the bank transfer form.

## PAYMENT METHODS

**Payment must be made in euro. You can pay by :**

- **Credit Card (Visa, MasterCard, Eurocard)**

### **Pay in monthly instalments at no extra charge!**

ACCORD now gives you the option of paying for your course/stay by credit card in monthly instalments at no extra charge!

You choose the number of instalments and amount you pay every month.

For further information about this new facility, please go on [www.french-paris.com](http://www.french-paris.com)

- **Cheque or Eurocheque made out to FORUM-ACCORD**
- **Bank Transfer**

**For payments by bank transfer please add 10 euros to cover bank charges (50 euros for non-European countries).**

**Our bank details :**

**Crédit Coopératif  
102 Boulevard Magenta  
75010 Paris - France**

**Please make the transfer payable to : FORUM-ACCORD**

**Bank code: 42559**

**Agency code: 00003**

**ACCORD École de Langues Account Number: 21001696202 - 60**

**Swift code: CCOPFRPPXXX**

**IBAN Number: FR 76 4255 9000 0321 0016 9620 260**

**Important : *However you choose to pay, please don't forget to state the name of the student, the course dates and the school's invoice number.***