

General conditions

Enrolment / Registration

To enrol, the completed **registration form** must be returned accompanied by the deposit or by the total fees in case you enrol for less than 4 weeks (course fees and accommodation costs). You may also return the registration form **by fax** or **e-mail** (as attached document) in order to get a priority treatment of your registration, but the reservation will not be guaranteed as long as we have not received the payment or requested deposit. For payment by bank transfer please enclose copy of payment form.

You can also **enrol "on line" on our secure web site** : <http://www.accord-langues.com>

To enrol you must be 18 years old. Younger students need to include a parents authorisation, details of persons to contact in case of emergency, authorised time for evening outings, authorisation for medical treatment and/or operation if needed and the insurance papers proving an insurance cover arranged by the parents for the length of the stay (see insurance).

Administration costs for the arrangement and reservation of your accommodation

These costs are of 80 euro and must be paid with the enrolment. Should you cancel your stay, these costs are non refundable. You must pay 80 euro administrative costs should you desire to change your accommodation during your stay. Should you arrange your accommodation independently from ACCORD and on arrival in France or during your stay you desire to benefit from the ACCORD reservation service to change your accommodation, you will have to pay 100 euro administrative fees.

Confirming of your registration

You will get by post (and e-mail or fax if you request so on your registration form) **confirmation of your enrolment** together with **the invoice** detailing the payment received and the amount due after your arrival if that is the case.

Visa

Should you come from outside the European Community and desire to stay in France for more the 3 months, you may need a visa "long séjour" (or "visa d'études longues durées"). In this case you will be required to supply the pre-enrolment certificate which we will send you on reception of the enrolment form and payment of the deposit.

Cancellation

Should your **visa** be **refused**, and on presentation of the original document from the French Embassy proving this, ACCORD will refund you in full less 200 euro administrative fees and 80 euro for bank transfer costs. Refunds are done only by bank transfer. No refund if you don't provide an original document by the French Embassy. Copies and photocopies will be refused and not considered as original documents.

For all other cases :

Should you cancel your stay more than 4 weeks in advance, ACCORD will refund you 70% of the fees paid less 250 euro administrative fees and 80 euro for bank transfer. Refunds are done only by bank transfer.

Should you cancel three or four weeks before your starting date (Monday for the course, Sunday if you booked also an accommodation), ACCORD will refund you 60% of the fees paid less 250 euro administrative fees and 80 euro for bank transfer. Refunds are done only by bank transfer.

Should you cancel one or two weeks before your starting date (Monday for the course, Sunday if you booked also an accommodation), ACCORD will refund you 40% of the fees paid less 250 euro administrative fees and 80 euro for bank transfer. Refunds are done only by bank transfer.

No refund after the first date of your stay (Monday for a registration for a course only – Sunday for a registration including an accommodation booked by ACCORD).

Should the school be obliged to cancel your course you will be refund in full. No bank or administrative fees will be charged to you.

Absence and course interruption

Registering for a course means that you are committing yourself to attend it regularly.

You cannot claim any refund if you miss classes or if you decide to drop your course (this excludes absence for proven medical cause on presentation of medical certificate).

You cannot claim any refund if you decide to stop your course and/or your stay in France.

Attendance/Conduct

ACCORD reserves the right to dismiss any student without refund in the event of serious or repeated misconduct.

Students arriving more than 15 minutes late for the start of any lesson will be asked to wait for the break to enter the classroom.

Claims

Claims must be addressed to the Direction of the School that will decide on course refund and recuperation matters. All claims concerning ACCORD and FORUM ACCORD services must be made by registered letter to FORUM ACCORD, 14 bd Poissonnière, 75009 Paris, France, on the week following the end of the course. Legal claims will be treated by the "Tribunaux de Paris".

Insurance

ACCORD declines all responsibility for any thefts, damages or losses. Both parties agree that ACCORD will not be disturbed for those matters.

Before arriving in France you must verify your personal insurance. All students younger than 18 years of age must joint a copy of their insurance policy to their enrolment form. To those in need of getting insured ACCORD recommends an insurance company specialising on language courses abroad :

AVI International – Paris

www.avi-international.com - Tel.: + 33 1 44 63 51 00, Fax : + 33 1 42 80 41 57 - e-mail : avi-international.france@wanadoo.fr

Please contact them explaining that you are following a course at ACCORD Paris.

Use of photographic material

ACCORD may take photographs of students in order to illustrate its brochures. Should a participant disagree he/she (or his/her parents in case of a minor) must precise this refuse in writing on the registration form.

Language courses are not held and not refunded on national and local French holidays :

April 13th, May 1st, May 8th, May 21st, July 14th, November 11th 2009.

The school will be closed from Saturday December 19th 2009 to Sunday January 3rd 2010 included. School will open on Monday 4th January 2010.

Prices

Shown prices and sales conditions are applied from 1st January to 31st December 2009.

Payment

To enrol, the completed registration form must be returned accompanied by the **deposit, or by the total fees in case you enrol for less than 4 weeks** (course fees and accommodation costs).

You will get by post an **invoice** detailing the payment received and the amount due after your arrival if that is the case.

For payment by bank transfer please enclose copy of payment form.

Started courses are due and must be paid in full on the first day of term at the latest.

METHODS OF PAYMENT

Your payment must be made in euro. You may pay by :

- **Credit Card** (Visa, Mastercard, Eurocard, or American Express)
- **Bank transfer** : Please **add 80 euro to cover bank charges**
- **Cheque or euro-cheque** to the order of **FORUM ACCORD**

DETAILS OF OUR BANK ARE AS FOLLOWS:

Crédit Coopératif

60 boulevard de Strasbourg - 75010 Paris • France Fax : 33 1 40 34 18 41

Transfer to : **FORUM-ACCORD**

Bank code : **42559**

Agency code : **00003**

Account N° : **21001696202 – 60**

Swift code : **CCOPFRPPXX**

IBAN code : **FR76-4255-9000-0321-0016-9620-260**

Please note : no matter your payment method, **do not forget to mention the name of the person attending the course and the course dates as well as the school's invoice number**

No registration fees • No book or pedagogical material to buy.

Unlimited access to Internet at our cyber-cafeteria • Free of charge Wi-Fi connection

Courses for adults

Courses are indicated in hours (60 mn) and lessons (45 mn)

• Intensive course " A " (20 h/week - 26 lessons/week)

1 week	330 euro
2 or 3 weeks	280 euro/week
from 4 to 8 weeks	260 euro/week
more than 8 weeks	250 euro/week
more than 12 weeks	230 euro/week
1 semester (6 months - 24 weeks)	215 euro/week
1 Academic Year (9 months - 36 weeks)	200 euro/week

• " Intensive PLUS " program

course A + 5 one to one lessons	660 euro/week
course A + 10 one to one lessons	890 euro/week
course A + 20 one to one lessons	1560 euro/week

• Intensive course " B " (23 h/week - 30 lessons/week)

1 week	350 euro/week
2 or 3 weeks	300 euro/week
from 4 to 8 week	280 euro/week
more than 8 weeks	270 euro/week
more than 12 weeks	245 euro/week
1 semester (6 months - 24 weeks)	230 euro/week
1 Academic Year (9 months - 36 weeks)	215 euro/week

• " Intensive PLUS " program

course B + 5 one to one lessons	680 euro/week
course B + 10 one to one lessons	910 euro/week
course B + 20 one to one lessons	1580 euro/week

• Intensive course " C " (26 h/week - 34 lessons/week)

1 week	370 euro/week
2 or 3 weeks	320 euro/week
from 4 to 8 weeks	300 euro/week
more than 8 weeks	290 euro/week
more than 12 weeks	260 euro/week
1 semester (6 months - 24 weeks)	245 euro/week
1 Academic Year (9 months - 36 weeks)	230 euro/week

• " Intensive PLUS " program

course C + 5 one to one lessons	710 euro/week
course C + 10 one to one lessons	930 euro/week

• Intensive course " D " (29 h/week - 38 lessons/week)

1 week	390 euro/week
2 or 3 weeks	340 euro/week
from 4 to 8 weeks	320 euro/week
more than 8 weeks	310 euro/week
more than 12 weeks	275 euro/week
1 semester (6 months - 24 weeks)	260 euro/week
1 Academic Year (9 months - 36 weeks)	245 euro/week

• **Super-intensive course « E » (40 h/week - 52 lessons/week)**

1 week	450 euro
2 or 3 weeks	410 euro/week
from 4 to 8 weeks	350 euro/week
more than 8 weeks	320 euro/week
more than 12 weeks	300 euro/week

• **Afternoon intensive courses**

15 h/week – 20 lessons/week

1 to 3 weeks	215 euro/week
4 to 8 weeks	170 euro/week
9 to 12 weeks	150 euro/week
+ 12 weeks	130 euro/week

20 h/week – 26 lessons/week

1 to 3 weeks	230 euro/week
4 to 8 weeks	180 euro/week
9 to 12 weeks	160 euro/week
+ 12 weeks	140 euro/week

• **Summer Semi-intensive course (15 h/week - 20 lessons/week - July and August only)**

At the Saint-Nicolas summer school only	215 euro/week
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• **Afternoon workshops (3 h/week – 4 lessons/week in one afternoon per workshop)**

- Reading and writing proficiency and grammar (Tuesdays afternoon)
- Listening and speaking proficiency (Wednesdays afternoon)
- Theatre, texts and improvisations (Wednesdays afternoon)
- TCF and TEF preparation (Thursdays afternoon)
- DELF and DALF preparation (Thursdays afternoon)
- Business French (Thursdays afternoon)
- French for beginners (Thursdays afternoon)
- French Culture and Civilisation (Thursdays afternoon)

Fees for 4 weeks : 230 euro per workshop (if the workshop is taken separately of an intensive course).

• **Business French in mini group (32 h/week – 42 lessons/week)**

Intensive course A + 12 h 'Business French' in mini group - 3 students maximum per mini group.
 Fees : 690 euro/week

• **French for Law - Two-week program (30 h/week)**

Fees : 655 euro for the two-week program
 535 euro for the French for Law workshops only (without the French lessons each morning)

• **Executive Program**

40 one to one lessons/week, and lunches with the teacher (Monday to Friday)

Fees (including 5 lunches) :

One week	3650 euro
2 weeks or more	3050 euro/week

• **One to one tuition**

4 to 10 lessons/week	90 euro/lesson
over 10 lessons/week	70 euro/lesson

• **Course for 2 participants**

4 to 10 lessons/week	105 euro/lesson
over 10 lessons/week	85 euro/lesson

Accommodation and transfer

Dates of stay

- Arrivals on Sundays, departures on Saturdays.
- Additional nights possible in host-families and in residences (on request).

Administration fees to select and book an accommodation : 80 euro

In a host-family

Twin room with breakfast :	225 euro/week	Additional night : 45 euro
Twin room with half-board :	275 euro/week	Additional night : 55 euro
Single room with breakfast :	280 euro/week	Additional night : 70 euro
Single room with half-board :	320 euro/week	Additional night : 90 euro

New :

Single room, with breakfast + cooking facilities available : 300 euro/week Additional night : 80 euro

In a ** (4 stars) host family**

In a XVII century private house, a real "suite", with bedroom, private bathroom and living-room. Car parking place in the private garage of the house (on request).

Suite with breakfast :	820 euro/week
Suite with half-board :	990 euro/week

At the CISP student residences

Accommodation in single room, with breakfast or halfboard (breakfast + dinner every day) in the two CISP student residences : **CISP Kellerman** and **CISP Ravel**

Single room, with en-suite shower and toilets :	
with breakfast :	305 euro/week
with half-board	390 euro/week

At the APPART'CITY residence

Available for a 5 week stay minimum. Studios with TV, private bathroom and toilets, telephone and kitchenette. Prices will be given by the residence in October 2008.

In the « Cité Universitaire Internationale de Paris » residence (in July and August)

Room only (no breakfast and no meals included in the fees). Free Wi-Fi.

Single room : 210 euro/week

In Pierre & Vacances aparthotel

Prices will be given by the residence in October 2008.

In a hotel : Hotels **, *** and **** stars nearby the school. From 75 euro/night (breakfast included). Prices on request.

Personalised transfer (for adults)

Paris airport	one way transfer : 180 euro / return transfer : 240 euro
Paris train station	one way transfer : 100 euro / return transfer : 145 euro

Course dates 2009

Intensive courses, Afternoon courses, Business French in mini-group

Starting dates (all levels, except complete beginners) :

Any Monday, except Tuesday April 14th as Monday, April 13th is a bank holiday

Calendar for beginners:

Starting dates **every two weeks** all year round **and every Monday in summer !**

January 5th, January 19th, February 2nd, February 16th, March 2nd, March 16th, March 30th, April 14th, April 27th, May 11th, May 25th, June 8th, June 22nd, June 29th, July 6th, July 13th, July 20th, July 27th, August 3rd, August 10th, August 17th, August 24th, Sept 7th, Sept 21st, Oct 5th, Oct 19th, Nov 2nd, Nov 16th, Nov 30th, December 14th.

• **French for Law**

Sessions : February 23rd to March 6th / June 1st to June 12th / September 14th to September 25th

The school will be closed on April 13th, May 1st, May 8th, May 21st, July 14th, November 11th and from December 19th 2009 to January 3rd 2010 included. The school will open on Monday, January 4th 2010.

Courses and programs for teens 2009

• **Summer course for children and teens at the Saint-Nicolas Summer School**

(6-12 and 13-16 years)

15 h/week-20 lessons/week (course only, no accomodation and cultural activities)

Dates : open from July 6th to August 14th

Starting dates : July 6th, July 13th, July 20th, July 27th, August 3rd, August 10th

Fees : 310 euro/week

• **All-inclusive program for teens "Paris – Saint Nicolas Campus" (13-17 years)**

Campus open from July 5th to August 15th

Two, four or six week stays (no 3 or 5 week stays).

Including full-board accomodation in 4-beds room with shared showers and toilets on the floor, French course, cultural and leisure activities, visits.

Starting dates : July 5th, July 19th, August 2nd.

Price from July 5th to August 1st : 815 euro/week

from August 2nd to August 15th : 755 euro/week

• **Transfer**

Shared return transfer : 110 euro

In order to share a transfer, kids must respect the following arrival and departure dates :

arrival on July 5th, July 19th, August 2nd

departure on July 18th, August 1st, August 15th

Outside these dates, an individual personalized transfer will be charged (price on request)