

## COURSES FOR ADULTS

No registration fee, no books or additional course material to buy, unlimited free Internet access at our cyber-cafeteria and free wireless (Wi-Fi) connection.

Courses are indicated in 'hours' (60 minutes) and 'lessons' (45 minutes)

### INTENSIVE COURSES (OPEN ALL YEAR ROUND)

«**DIPLÔME DE LANGUE ET CULTURE FRANÇAISES** » **DIPLOMA** Exam fees + Diploma : 50 euros

#### INTENSIVE COURSE 'A' (26 lessons - 20 h/week)

1 to 4 weeks	330 euros/week
5 to 8 weeks	310 euros/week
9 to 12 weeks	300 euros/week
13 weeks or more	260 euros/week

#### INTENSIVE COURSE 'B' (30 lessons - 23 h/week)

1 to 4 weeks	360 euros/week
5 to 8 weeks	340 euros/week
9 to 12 weeks	330 euros/week
13 weeks or more	290 euros/week

#### INTENSIVE COURSE 'C' (34 lessons - 26 h/week)

1 to 4 weeks	390 euros/week
5 to 8 weeks	370 euros/week
9 to 12 weeks	360 euros/week
13 weeks or more	320 euros/week

#### INTENSIVE COURSE 'D' (38 lessons - 29 h/week)

1 to 4 weeks	420 euros/week
5 to 8 weeks	400 euros/week
9 to 12 weeks	390 euros/week
13 weeks or more	350 euros/week

#### INTENSIVE COURSE 'G' (42 lessons - 32 h/week)

1 to 4 weeks	450 euros/week
5 to 8 weeks	430 euros/week
9 to 12 weeks	420 euros/week
13 weeks or more	380 euros/week

#### INTENSIVE COURSE 'E' (52 lessons - 40 h/week)

1 to 4 weeks	480 euros/week
5 to 8 weeks	460 euros/week
9 to 12 weeks	450 euros/week
13 weeks or more	410 euros/week

#### FRENCH CULTURE AND CIVILISATION COURSE

*Intensive course A + 8 French Culture and Civilisation lessons (34 lessons - 26 h/week)*

1 to 4 weeks	390 euros/week
5 to 8 weeks	370 euros/week
9 to 12 weeks	360 euros/week
13 weeks or more	320 euros/week

#### ORAL COMMUNICATION COURSE

*Intensive course A + 8 Oral Communication lessons (34 lessons - 26 h/week)*

1 to 4 weeks	390 euros/week
5 to 8 weeks	370 euros/week
9 to 12 weeks	360 euros/week
13 weeks or more	320 euros/week

#### GRAMMAR AND WRITING COURSE

*Intensive course A + 12 Grammar and Writing lessons (38 lessons - 29 h/week)*

1 to 4 weeks	420 euros/week
5 to 8 weeks	400 euros/week
9 to 12 weeks	390 euros/week
13 weeks or more	350 euros/week

#### MORNING SEMI-INTENSIVE COURSE (20 lessons - 15 h/week)

*At Grands Boulevards all year round but at the Saint Nicolas summer school in July and August - no semi intensive course at Grands Boulevards in Summer.*

1 to 4 weeks	300 euros/week
5 to 8 weeks	270 euros/week
9 to 12 weeks	240 euros/week
13 weeks or more	210 euros/week

- Exam Preparation Course for the **DEL F and DAL F exams**
- Exam Preparation Course for the **ABITUR**
- Exam Preparation Course for the **A / AS Level**
- Exam Preparation Course for the **I.L.C. (Irish Leaving Certificate)**

- **Program D1** *Intensive course A + 2 afternoon sessions in mini-groups with max 6 students per class (34 lessons – 26 h/week)*  
1 week **430 euros/week** 2 weeks or more **390 euros/week**
- **Program D2** *Intensive course A + 2 afternoon sessions in mini-groups + one workshop (38 lessons – 29 h/week)*  
1 week **450 euros/week** 2 weeks or more **410 euros/week**
- **Program D3** *Intensive course A + 2 afternoon sessions in mini-groups + 4 one to one lessons (38 lessons – 29h/week)*  
1 week **650 euros/week** 2 weeks or more **550 euros/week**

## AFTERNOON COURSES

### AFTERNOON WORKSHOPS

Monday : Speaking / Oral Communication  
 Monday : French Culture and Civilisation  
 Tuesday : Writing and Grammar  
 Wednesday : Writing and Grammar

Thursday : Writing and Grammar  
 Friday : Speaking / Oral Communication  
 Friday : French Culture and Civilisation

#### SEMI-INTENSIVE FRENCH COURSE 'PM 1'

(20 lessons - 15h/week - 5 Workshops)

1 to 4 weeks	<b>220 euros/week</b>
5 to 8 weeks	<b>200 euros/week</b>
9 to 12 weeks	<b>180 euros/week</b>
13 weeks or more	<b>160 euros/week</b>

#### INTENSIVE FRENCH COURSE 'PM 2'

(26 lessons - 20h/week - 5 Workshops + 1h tutorial / day)

1 to 4 weeks	<b>240 euros/week</b>
5 to 8 weeks	<b>220 euros/week</b>
9 to 12 weeks	<b>200 euros/week</b>
13 weeks or more	<b>180 euros/week</b>

#### FRENCH CULTURE AND CIVILISATION LESSONS

8 French Culture and Civilisation lessons  
 (8 lessons - 6 h/week / 2 afternoons)

1 to 4 weeks	<b>80 euros/week</b>
5 to 8 weeks	<b>70 euros/week</b>
9 to 12 weeks	<b>60 euros/week</b>
13 weeks or more	<b>40 euros/week</b>

#### ORAL COMMUNICATION LESSONS

8 Oral Communication lessons  
 (8 lessons - 6 h/week / 2 afternoons)

1 to 4 weeks	<b>80 euros/week</b>
5 to 8 weeks	<b>70 euros/week</b>
9 to 12 weeks	<b>60 euros/week</b>
13 weeks or more	<b>40 euros/week</b>

#### GRAMMAR AND WRITING LESSONS

12 Grammar and Writing lessons  
 (12 lessons - 9 h/week / 3 afternoons)

1 to 4 weeks	<b>100 euros/week</b>
5 to 8 weeks	<b>80 euros/week</b>
9 to 12 weeks	<b>70 euros/week</b>
13 weeks or more	<b>50 euros/week</b>

#### DEL F AND DAL F LESSONS

8 lessons dedicated to the preparation of the DEL F and DAL F exams  
 max 6 students per class.  
 (8 lessons - 6 h/week / 2 afternoons)

1 to 4 weeks	<b>130 euros/week</b>
5 to 8 weeks	<b>110 euros/week</b>
9 to 12 weeks	<b>90 euros/week</b>
13 weeks or more	<b>70 euros/week</b>

**'BUSINESS FRENCH' IN MINI GROUP**

*Intensive French course 'A' + 12 h Business French  
in mini group with max 3 students per class  
(42 lessons - 32 h/week)*

1 week only	<b>840 euros</b>
2 weeks or more	<b>720 euros/week</b>
Business French lessons only	<b>610 euros/week</b>

**LEGAL FRENCH IN MINI GROUP**

*Intensive French course 'A' + 12 h "French and Law" in mini  
group with max 6 students per class  
(one week course: 42 lessons - 32 hours)*

Fees	<b>680 euros</b>
French and Law lessons only	<b>540 euros</b>

**Intensive 'A' PLUS program**

course A + 5 one to one lessons	<b>780 euros/week</b>
course A + 10 one to one lessons	<b>1 150 euros/week</b>
course A + 20 one to one lessons	<b>1 800 euros/week</b>

**Intensive 'B' PLUS program**

course B + 5 one to one lessons	<b>810 euros/week</b>
course B + 10 one to one lessons	<b>1 180 euros/week</b>
course B + 20 one to one lessons	<b>1 880 euros/week</b>

**Intensive 'C' PLUS program**

course C + 5 one to one lessons	<b>840 euros/week</b>
course C + 10 one to one lessons	<b>1 210 euros/week</b>

**One to one tuition** (lessons of 45 minutes)

4 to 9 lessons per week	<b>98 euros/lesson</b>
10 lessons per week or more	<b>80 euros/lesson</b>

**One to One Executive Program**

(40 lessons - 30 h/week)

With lunches :	<b>3 800 euros/week</b>
Without lunches :	<b>2 900 euros/week</b>

**One to One Manager Program**

(20 lessons - 15 h/week)

Morning course	<b>1 750 euros/week</b>
Afternoon course	<b>1 450 euros/week</b>

**COURSES DATES 2019**

**Intensive courses  
Afternoon courses**

**Morning Semi-intensive course**

**Exam Preparation Course for the DELF and DALF  
Business French in mini-groups**

**Starting dates for all levels**, except complete beginners :  
any Monday (except April 22<sup>nd</sup> and November 11<sup>th</sup>). Start dates  
are Tuesday April 23<sup>rd</sup> and November 12<sup>th</sup>)

**Calendar for beginners** : January 7<sup>th</sup>, January 21<sup>st</sup>, February 4<sup>th</sup>,  
February 18<sup>th</sup>, March 4<sup>th</sup>, March 18<sup>th</sup>, April 8<sup>th</sup>, April 23<sup>rd</sup>, May 13<sup>th</sup>,  
June 3<sup>rd</sup>, June 17<sup>th</sup>, July 1<sup>st</sup>, July 8<sup>th</sup>, July 15<sup>th</sup>, July 22<sup>nd</sup>, July 29<sup>th</sup>,  
August 5<sup>th</sup>, August 19<sup>th</sup>, September 2<sup>nd</sup>, September 16<sup>th</sup>,  
September 30<sup>th</sup>, October 14<sup>th</sup>, November 4<sup>th</sup>, November 18<sup>th</sup> 2019.

**French and Law (one week program)**

**Dates** : February 18<sup>th</sup> to 22<sup>nd</sup>, March 18<sup>th</sup> to 22<sup>nd</sup>, June 17<sup>th</sup> to  
21<sup>st</sup>, September 23<sup>rd</sup> to 27<sup>th</sup> 2019

**Exam Preparation Course for the  
ABITUR, French A level & AS level, I.L.C.**

Courses open from July 1<sup>st</sup> to August 23<sup>rd</sup> 2019

**Starting dates** : every Monday for all levels

**The school will be closed :**

April 22<sup>nd</sup>, May 1<sup>st</sup>, May 8<sup>th</sup>, May 30<sup>th</sup>, August 15<sup>th</sup>, November 1<sup>st</sup>, November 11<sup>th</sup> and from Saturday December 14<sup>th</sup> 2019 to Sunday January 5<sup>th</sup>  
2020 included. The school will open on Monday January 6<sup>th</sup> 2020.

# ACCOMMODATION AND TRANSFER

## DATES OF STAY

Arrivals on Sundays, departures on Saturdays

Additional nights possible in host families and residences (on request)

**Administration fee** to select and book accommodation: 80 euros

## ALL YEAR ROUND

### HOST FAMILY, ALL LOCATED IN PARIS 'INTRA MUROS', IN SINGLE ROOM: (PRICE PER WEEK)

No "Taxe de séjour" (Occupancy tax) to be paid.

Single room without breakfast :	240 euro	extra night: 60 euro
Single room with breakfast :	285 euro	extra night: 80 euro
Single room with breakfast + access to kitchen :	295 euro	extra night: 85 euro
Single room with 2 dinners (Sunday + Monday) :	310 euro	extra night: 90 euro
Single room with half-board (breakfast + dinner) :	360 euro	extra night: 95 euro

### CISP KELLERMANN STUDENT RESIDENCE

Single room with en-suite shower and toilets, with breakfast.  
Possibility to have dinners at the residence (meals to be paid directly at the residence).

"Taxe de séjour" (Occupancy tax) to be paid direct at the reception of the residence.

Price : 400 euros/week

### \*\*\* APARTHOTEL ADAGIO ACCESS PARIS-REUILLY

Single room with en-suite shower and toilets.  
Breakfast and meals not included. "Taxe de séjour" (Occupancy tax) to be paid direct at the reception of the Aparthotel.

Price for 1 to 3 weeks : 770 euros/week  
Price for 4 weeks or more : 630 euros/week

### FIAP JEAN MONNET RESIDENCE

Twin-rooms and single rooms with en-suite shower and toilets, with breakfast and dinner every day.

"Taxe de séjour" (Occupancy tax) to be paid direct at the reception of the residence.

Single room with halfboard Price : 590 euros/week

Twin room with halfboard Price : 440 euros/week

### \*\*\* STAYCITY APARTHOTEL SAINT-MARTIN - GARE DE L'EST

At walking distance from the school. Studio with TV, free Wi-Fi, kitchenette, private bathroom and toilets.  
Breakfast and meals not included. "Taxe de séjour" (Occupancy tax) to be paid direct at the reception of the Aparthotel.

Price : 680 euros/week

### \*\* APARTHOTEL ADAGIO ACCESS PARIS-BASTILLE

Single room with en-suite shower and toilets.

Breakfast and meals are not included.

"Taxe de séjour" (Occupancy tax) to be paid direct at the reception of the residence.

Standard studio – up to 1 person (with 90 cm bed) : 720 euros/week

Superior studio – up to 2 people (with 140 cm bed) : 770 euros/week

### \*\*\*\* APARTHOTEL ADAGIO ACCESS OPÉRA

Single room with en-suite shower and toilets.  
Breakfast and meals not included. "Taxe de séjour" (Occupancy tax) to be paid direct at the reception of the Aparthotel.

Price for 1 to 3 weeks : 1 480 euro/week  
Price for 4 weeks or more : 1 180 euro/week

## HOTEL

A wide choice of 1\* to 4\*\*\*\* hotels located near the ACCORD Grands Boulevards school is available.

For example, these hotels below are all located 5 minutes' walk from the ACCORD School and the famous Grands Boulevards with its shops, cafés, restaurants, etc.

\*\*\* Hotel Corona Price : from 130 euros per night

\*\*\* Hotel d'Espagne Price : from 130 euros per night

\*\* Rougemont Hotel Price : from 110 euros per night

## "TAXE DE SÉJOUR" (OCCUPANCY TAX)

Since July 1<sup>st</sup> 2015 all clients staying in a hotel, residence or aparthotel (e.g.: Adagio residences) in Paris have to pay an occupancy tax. This tax is per night and per person, it can't be paid in advance and has to be paid at the reception on arrival.

## SUMMER RESIDENCES (JULY AND AUGUST)

### 'LEJEUNE' RESIDENCE

Single room with en-suite shower and toilets. Two week stay minimum (one week only not accepted by the residence). Deposit of 250 euros to pay the day of arrival.

"Taxe de séjour" (Occupancy tax) to be paid direct at the reception of the residence.

Lejeune cancellation policy: 300 euro cancellation fees for any cancellation before 7 days before arrival; for any cancellation during the 7 days before the date of arrival, no refund will be possible.

Single room : 450 euros/week

### 'MAISON DES MINES' HALLS OF RESIDENCE

Breakfast and meals not included. No deposit.

"Taxe de séjour" (Occupancy tax) to be paid direct at the reception of the residence.

Single room (room only – with kitchenette)	380 euros/week
Single room (room with en-suite shower)	430 euros/week
Studio (single room with en-suite shower and toilets)	520 euros/week

### ADAGIO PORTE DE VERSAILLES \*\*\*\* SERVICED APARTMENTS

Studio and apartments with TV, kitchenette, private bathroom and toilets.

Breakfast and meals not included.

Studio (1 to 2 persons) – 1 to 3 weeks	790 euro/week
Studio (1 to 2 persons) – 4 weeks or more	690 euro/week
2 room apartment (up to 4 persons) – 1 to 3 weeks	1 250 euros/week
2 room apartment (up to 4 persons) – 4 weeks or more	950 euros/week
3 rooms apartment (up to 6 persons) – 1 to 3 weeks	1 650 euros/week
3 rooms apartment (up to 6 persons) – 4 weeks or more	1 340 euros/week

### "TAXE DE SÉJOUR" (OCCUPANCY TAX)

Since July 1<sup>st</sup> 2015 all clients staying in a hotel, residence or aparthotel (e.g.: Adagio residences) in Paris have to pay an occupancy the day of their departure.

This tax is per night and per person (this means that a family of 3 booking an Adagio aparthotel will have to pay three times that tax every night). It can't be paid in advance and it has to be paid at the reception on arrival.

### TRANSFERS

Personalised transfer to the accommodation by car.

A driver is waiting for you at your arrival and drop you at your accommodation

<b>From Paris airport :</b>	one way transfer : 160 euro	return transfer : 270 euro
<b>From Paris train station :</b>	one way transfer : 90 euro	return transfer : 190 euro

## 'PARIS SAINT NICOLAS PROGRAM' FOR TEENS

'Paris - Saint Nicolas Campus' program for teens from (12 - 14 and 15 - 17 years old)

The camp is open from June 30<sup>th</sup> to August 10<sup>th</sup> 2019

**Prices :** From June 30<sup>th</sup> to July 27<sup>th</sup>  
From July 28<sup>th</sup> to August 10<sup>th</sup>

**980 euros/week** Extra night : 190 euros  
**850 euros/week** Extra night : 180 euros  
(no extra night possible after August 10<sup>th</sup>)

### Optional courses (with the semi-intensive course only)

- **Writing/Grammar in mini-group (1h/day - 5h/week)** **150 euros/week**
- **One-to-one program (1h/day - 5h/week)** **450 euros/week**

### Optional cultural activities :

- **Full day at Disneyland** (including packed lunch, dinner, night parade, fireworks, return transfer by private coach) : July 4<sup>th</sup>, July 18<sup>th</sup>, August 1<sup>st</sup> 2019. **180 euros**
- **Full day at Astérix leisure park** (including packed lunch, dinner, return transfer by private coach) : July 11<sup>th</sup>, July 25<sup>th</sup> 2019. **150 euros**
- **Full day at the Loire Valley Castles** (including visit of Chambord and Blois castles, sightseeing tour of the city of Blois, packed lunch, dinner, return transfer by private coach): July 6<sup>th</sup>, July 20<sup>th</sup>, August 3<sup>rd</sup> 2019. **300 euros**

### Arrival dates:

Sundays June 30<sup>th</sup>, July 7<sup>th</sup>, July 14<sup>th</sup>, July 21<sup>st</sup>,  
July 28<sup>th</sup>, August 4<sup>th</sup> 2019.

### Departure dates:

Saturdays July 6<sup>th</sup>, July 13<sup>th</sup>, July 20<sup>th</sup>,  
July 27<sup>th</sup>, August 3<sup>rd</sup>, August 10<sup>th</sup> 2019.

### Transfer :

Shared return transfer : **190 euros**  
One way transfer : **130 euros**  
**UM** (one way) : **120 euros**  
**UM** (round trip) : **160 euros**

## SUMMER COURSES / FAMILY PROGRAM

**At the Saint Nicolas summer school only. Courses are from July 1<sup>st</sup> to August 9<sup>th</sup> 2019**

Starting dates for all levels: any Monday

### French courses for adults / parents:

**Summer semi-intensive course** (20 lessons/week – 15h/week) **300 euros/week**  
**Summer intensive course** (26 lessons/week – 20h/week) **330 euros/week**

### French courses for kids and teens (from 6 to 11 y.o., 12 to 14 and 15 to 17 y.o.)

**Summer semi-intensive course** (20 lessons/week – 15 h/week) **330 euros/week**

#### Optional : (with the semi-intensive course only)

- **Writing/Grammar in mini-group (1h/day - 5h/week)** **150 euros/week**
- **One-to-one program (1h/day - 5h/week)** **450 euros/week**

**Summer intensive course** (26 lessons/week - 20 h/week) **380 euros/week**

#### Day Student program

For the 12 to 17 years old:

This weekly programme includes: 15 hours of French tuition per week, lunch Monday to Saturday and the same afternoon activity programme as the one for the All-Inclusive Campus students. **710 euro/week**

For the 6 to 11 years old:

This weekly programme includes: 15 hours of French tuition per week, lunch Monday to Saturday and the same afternoon activity programme as the one for the All-Inclusive Campus students. **710 euro/week**

Important information for the 6 to 11 years old kids:

A parent has to book for the afternoon activity programme to stay with the teen during all the activities.

**550 euro/week**

## TERMS AND CONDITIONS

### Registration

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

- Online on [www.accord-langues.com](http://www.accord-langues.com) in using the secure booking form
- By post, fax or email: send us your registration form.

Once we've received the registration form duly completed, our Registrations Department will send you all the confirmation documents, including invoice, etc. by email.

For payment by bank transfer, please attach a copy of the bank transfer order to your registration form and please add 10 euros to cover bank charges (50 euros for non-European countries).

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

You must be at least 16 years old to book for a course for adults.

### 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 your booking confirmation documents and an invoice. All courses and accommodation fees are due and must be paid in full when you book your stay.

Students under 18 must return a parental authorisation form, which will be sent with the booking confirmation documents and 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).

### 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 confirmation**, 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 non-refundable deposit of 200 euros. We only accept payment by bank transfer. Payments by credit card are not accepted.

If your visa is refused there is no refund of this deposit.

### Cancellation

If you paid the 200 euros non-refundable deposit and if your visa is refused there is no refund of the deposit.

If you paid in full and if your visa is refused, the school will refund the amount received in full minus 100 euros in administration fees and 50 euros in bank charges, after receiving the original document from the French Embassy. We can 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 reasons (we must receive a doctor's certificate) we will postpone your stay for a period of 12 months on receipt of the certificate. No refund can be offered.

### Cancellation conditions

- If you cancel your stay more than 4 weeks before your course is due to start, ACCORD will refund you 50% of the payment received minus 200 euros in administration 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 200 euros in administration 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 200 euros in administration fees and 50 euros in bank charges (10 euros for EU nationals).

- No refund is available after the course or stay starting 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 if you don't accept another date or special offer made by ACCORD.

### 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. The Teaching Staff may under exceptional circumstances allow students to join the 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 SAS should be made by registered mail addressed to: FORUM-ACCORD SAS, 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 is not responsible for theft, damage or loss of student's personal effects. Both parties agree that ACCORD is not in any way liable in such circumstances.

Before coming to France you must check that you have taken out an insurance policy. Any student under the age of 18 must send a copy of his/her insurance policy together with any document requested by the Registrations Department.

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, web site: [www.avi-international.com](http://www.avi-international.com)

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** : The school will be closed April 22<sup>nd</sup>, May 1<sup>st</sup>, May 8<sup>th</sup>, May 30<sup>th</sup>, August 15<sup>th</sup>, November 1<sup>st</sup>, November 11<sup>th</sup> and from Saturday December 14<sup>th</sup> 2019 to Sunday January 5<sup>th</sup> 2020 included. The school will open on Monday January 6<sup>th</sup> 2020.

### Payment

After receiving your booking form, you will receive an invoice stating either payment received and/or still due.

## 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: 10000**

**ACCORD École de Langues Account Number: 08000954868 - 21**

**Swift code: CCOPFRPPXXX**

**IBAN Number: FR76 4255 9100 0008 0009 5486 821**

**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.***