

TERMS AND CONDITIONS

Registration

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

- Online on 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

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 13th, May 1st, May 8th, May 21st, July 14th, November 11th and from Saturday December 19th 2020 to Sunday January 3rd 2021 included.

The school will open on Monday January 4th 2021

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

- **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.*