

## COURSES FOR ADULTS

**No registration fee**

**No books or additional course material to buy**

**Free Wi-Fi connection.**

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

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

### INTENSIVE COURSES (OPEN ALL YEAR ROUND)

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

1 to 4 weeks	350 euros/week
5 to 8 weeks	330 euros/week
9 to 12 weeks	310 euros/week
13 weeks or more	300 euros/week

#### SEMI-INTENSIVE COURSE 'AM1' (20 lessons - 15 h/week)

1 to 4 weeks	320 euros/week
5 to 8 weeks	300 euros/week
9 to 12 weeks	280 euros/week
13 weeks or more	270 euros/week

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

1 to 4 weeks	380 euros/week
5 to 8 weeks	360 euros/week
9 to 12 weeks	340 euros/week
13 weeks or more	320 euros/week

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

1 to 4 weeks	410 euros/week
5 to 8 weeks	390 euros/week
9 to 12 weeks	370 euros/week
13 weeks or more	350 euros/week

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

1 to 4 weeks	450 euros/week
5 to 8 weeks	430 euros/week
9 to 12 weeks	410 euros/week
13 weeks or more	390 euros/week

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

1 to 4 weeks	480 euros/week
5 to 8 weeks	460 euros/week
9 to 12 weeks	440 euros/week
13 weeks or more	420 euros/week

#### INTENSIVE COURSE 'E' (46 lessons - 35 h/week)

1 to 4 weeks	510 euros/week
5 to 8 weeks	490 euros/week
9 to 12 weeks	470 euros/week
13 weeks or more	450 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	410 euros/week
5 to 8 weeks	390 euros/week
9 to 12 weeks	370 euros/week
13 weeks or more	350 euros/week

#### ORAL COMMUNICATION COURSE

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

1 to 4 weeks	410 euros/week
5 to 8 weeks	390 euros/week
9 to 12 weeks	370 euros/week
13 weeks or more	350 euros/week

#### GRAMMAR AND WRITING COURSE

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

1 to 4 weeks	450 euros/week
5 to 8 weeks	430 euros/week
9 to 12 weeks	410 euros/week
13 weeks or more	390 euros/week

## EXAM PREPARATION COURSES

- **DEL F and DAL F**
- **ABITUR**
- **A / AS Level**
- **I.L.C. (Irish Leaving Certificate)**

- **Program D1** *Intensive course A + 2 afternoon sessions (34 lessons – 26 h/week)*

1 week **430 euros/week**

2 weeks or more **410 euros/week**

- **Program D2** *Intensive course A + 2 afternoon sessions + one workshop (38 lessons – 29 h/week)*

1 week **450 euros/week**

2 weeks or more **430 euros/week**

- **Program D3** *Intensive course A + 2 afternoon sessions + 3 one to one lessons (38 lessons – 29h/week)*

1 week **650 euros/week**

2 weeks or more **600 euros/week**

## AFTERNOON COURSES

### SEMI-INTENSIVE FRENCH COURSE 'PM 1' (20 lessons - 15h/week)

1 to 4 weeks	<b>230 euros/week</b>
5 to 8 weeks	<b>210 euros/week</b>
9 to 12 weeks	<b>190 euros/week</b>

13 to 24 weeks	<b>170 euros/week</b>
25 weeks or more	<b>160 euros/week</b>

### INTENSIVE FRENCH COURSE 'PM 2' (26 lessons - 20h/week)

1 to 4 weeks	<b>250 euros/week</b>
5 to 8 weeks	<b>230 euros/week</b>
9 to 12 weeks	<b>210 euros/week</b>

13 to 24 weeks	<b>190 euros/week</b>
25 weeks or more	<b>180 euros/week</b>

## AFTERNOON WORKSHOPS

Monday : Speaking / Oral Communication  
Monday : French Culture and Civilisation  
Tuesday : Writing and Grammar  
Tuesday : Exam Preparation Lessons  
Friday : French Culture and Civilisation

Wednesday : Writing and Grammar  
Thursday : Writing and Grammar  
Thursday : Exam Preparation Lessons  
Friday : Speaking / Oral Communication

### FRENCH CULTURE AND CIVILISATION LESSONS 2 afternoons (8 lessons - 6 h/week)

1 to 4 weeks	<b>120 euros/week</b>
5 to 8 weeks	<b>100 euros/week</b>
9 weeks or more	<b>90 euros/week</b>

### ORAL COMMUNICATION LESSONS 2 afternoons (8 lessons - 6 h/week)

1 to 4 weeks	<b>120 euros/week</b>
5 to 8 weeks	<b>100 euros/week</b>
9 weeks or more	<b>90 euros/week</b>

### GRAMMAR AND WRITING LESSONS 3 afternoons (12 lessons - 9 h/week)

1 to 4 weeks	<b>160 euros/week</b>
5 to 8 weeks	<b>140 euros/week</b>
9 weeks or more	<b>120 euros/week</b>

### EXAM PREPARATION COURSES for the DEL F and DAL F, Abitur, A / AS level, ILC 2 afternoons (8 lessons - 6 h/week)

1 to 4 weeks	<b>160 euros/week</b>
5 to 8 weeks	<b>140 euros/week</b>
9 weeks or more	<b>120 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>800 euros/week</b>
Business French lessons only	<b>680 euros/week</b>

### **LEGAL FRENCH IN MINI GROUP**

*Intensive French course 'A' + 12 h "French and Law" in mini group with max 3 students per class*

**(one week course: 42 lessons - 32 hours)**

Fees	<b>840 euros</b>
French and Law lessons only	<b>680 euros</b>

#### **Intensive 'A' PLUS program (one to one lesson = 60 minutes)**

course A + 5 one to one lessons	<b>820 euros/week</b>
course A + 10 one to one lessons	<b>1 300 euros/week</b>
course A + 20 one to one lessons	<b>2 200 euros/week</b>

#### **Intensive 'B' PLUS program (one to one lesson = 60 minutes)**

course B + 5 one to one lessons	<b>850 euros/week</b>
course B + 10 one to one lessons	<b>1 400 euros/week</b>
course B + 20 one to one lessons	<b>2 300 euros/week</b>

#### **Intensive 'C' PLUS program (one to one lesson = 60 minutes)**

course C + 5 one to one lessons	<b>960 euros/week</b>
course C + 10 one to one lessons	<b>1 500 euros/week</b>

#### **One to one tuition (lessons of 60 minutes) (afternoon only)**

4 to 10 lessons per week	<b>120 euros/lesson</b>
11 lessons per week or more	<b>100 euros/lesson</b>

#### **One to One Executive Program (40 lessons – 30 h/week)**

Program including 5 lunches with the teacher (Monday to Friday)

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

#### **One to One Manager Program (20 lessons – 15 h/week)**

Afternoon course **1 250 euros/week**

## **COURSES DATES 2022**

### **Intensive courses**

#### **Afternoon Courses PM1 and PM2**

#### **Morning Semi-intensive course AM 1**

#### **Exam Preparation courses**

#### **Afternoon workshops/lessons**

#### **Intensive PLUS courses**

#### **Business French in mini-groups**

**Starting dates for all levels, except complete beginners : any Monday** (except April 18<sup>th</sup> and August 15<sup>th</sup>).

Start dates are Tuesday April 19<sup>th</sup> and Tuesday August 16<sup>th</sup>)

**Calendar for beginners :** January 10<sup>th</sup>, February 7<sup>th</sup>, March 7<sup>th</sup>, April 4<sup>th</sup>, May 2<sup>nd</sup>, June 6<sup>th</sup>, July 4<sup>th</sup>, July 18<sup>th</sup>, August 8<sup>th</sup>, September 5<sup>th</sup>, October 3<sup>rd</sup>, November 7<sup>th</sup>.

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

**Dates :** February 14<sup>th</sup> to 18<sup>th</sup>, March 14<sup>th</sup> to 18<sup>th</sup>, April 11<sup>th</sup> to 15<sup>th</sup>, June 13<sup>th</sup> to 17<sup>th</sup>, September 19<sup>th</sup> to 23<sup>rd</sup>, October 17<sup>th</sup> to 21<sup>st</sup>.

### **The school will be closed :**

April 18<sup>th</sup>, May 26<sup>th</sup>, July 14<sup>th</sup>, August 15<sup>th</sup>,

November 1<sup>st</sup>, November 11<sup>th</sup> and from

Saturday December 17<sup>th</sup> 2022 to Sunday January 8<sup>th</sup> 2023 included.

The school will open on Monday January 9<sup>th</sup> 2023.

# 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, IN SINGLE ROOM - ALL LOCATED IN PARIS 'INTRA MUROS'

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

Single room without breakfast :	260 euro	extra night: 50 euro
---------------------------------	----------	----------------------

Single room with breakfast :	300 euro	extra night: 65 euro
------------------------------	----------	----------------------

Single room with breakfast + access to kitchen :	320 euro	extra night: 70 euro
--	----------	----------------------

Single room with 2 dinners (Sunday + Monday) :	330 euro	extra night: 75 euro
--	----------	----------------------

Single room with half-board (breakfast + dinner) :	380 euro	extra night: 85 euro
--	----------	----------------------

VIP Single room with half-board (*):	450 euro	extra night: 95 euro
--------------------------------------	----------	----------------------

(\*) VIP single room: single room with en-suite shower and half board (breakfast + dinner)

### \*\*\* APARTHOTEL ADAGIO MAISONS-ALFORT

Studio with TV, free Wi-Fi, kitchenette,  
private shower room and toilets.

Breakfast and meals are not included.

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

Price : 590 euro per week (for one person)

Price for 2 persons on request

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

Located nearby the Saint-Martin canal. 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: 820 euro per week (for one person)

Price for 2 persons on request

### OTHER APPART'HOTELS NEARBY ACCORD

Citadines Tour Eiffel

Family Residence 75

Résidence Champs de Mars

Prices and availability on request

### FURNISHED APARTMENTS

LODGIS <http://www.lodgis.com/>

Comforts of Home <https://paris.bluestripeliving.com/>

Adagio appart'hotels <https://www.adagio-city.com/>

Prices and availability on request

### FIAP JEAN MONNET RESIDENCE

Twin rooms and single rooms with en-suite shower  
and toilets. Half board (breakfast and dinner every day).

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

Price – single room with half board: 860 euro per week

Price – twin room with half board: 560 euro per week

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

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: 910 euro per week

## HOTEL

A wide choice of 2\*\* to 4\*\*\*\* hotels located near the school is available.

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

Prices on request.

\*\* Hôtel Lilas Blanc Grenelle

\*\*\* Hôtel Eiffel Saint Charles

\*\*\* Hôtel de l'Avre

\*\*\* Hôtel Grenelle

\*\*\* Europe Hôtel Paris Tour Eiffel

\*\*\* Printania Grenelle Eiffel

\*\*\* Hôtel Tourisme Avenue

\*\*\* Art Hotel Eiffel

\*\*\*\* Hôtel Ares Eiffel

and many more...

### **“TAXE DE SÉJOUR” (OCCUPANCY TAX)**

Since July 1<sup>st</sup> 2015 all clients staying in a hotel, residence or aparthotel 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.

### **SUMMER RESIDENCES (JULY AND AUGUST)**

#### **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

#### **SUMMER RESIDENCE MAISON DES MINES**

The 'Maison des Mines' is a residence with 200 bedrooms,  
located in the heart of the famous Latin Quarter.  
It is also two minutes' walk from the Jardin du Luxembourg  
and the Boulevard Saint-Michel.

Breakfast and meals not included.

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

Single room (room only – with kitchenette): 460 euro/week

Twin room (for 2 students booking together): 380 euro/week per person

Studio (single room with en-suite shower – toilet on the same floor): 720 euro/week

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

Studios, 2 and 3 room apartments (up to 4 and to 6 persons).  
Studio and apartments with TV, 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.  
Prices on request.

#### **HOTEL**

A wide choice of 2\*\* to 4\*\*\*\* hotels located near the ACCORD Saint Nicolas summer school is available.  
“Taxe de séjour” (Occupancy tax) to be paid direct at the reception of the hotel  
Prices on request.

### **TRANSFERS**

Personalised transfer to the accommodation by car.

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

**From Paris airport :** one way transfer : 190 euro  
return transfer : 290 euro

**From Paris train station :** one way transfer : 100 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 6 weeks from July 3<sup>rd</sup> to August 13<sup>th</sup> 2022

**Price of the "all inclusive" program : 1150 euros/week**

Extra night : 280 euros (no extra night possible after August 13<sup>th</sup>)

### Optional courses :

- |   |                       |
|---|-----------------------|
| • <b>Writing/Grammar in mini-group (1h/day - 5h/week)</b> | <b>170 euros/week</b> |
| • <b>One-to-one program (1h/day - 5h/week)</b>            | <b>450 euros/week</b> |

### Optional cultural activities :

- |  |                  |
|--|------------------|
| • <b>Full day at Disneyland</b> (including lunch, return transfer by private coach) :<br>Every Wednesday   | <b>220 euros</b> |
| • <b>Full day at Astérix leisure park</b> (including lunch, return transfer by private coach) :<br>July 13 <sup>th</sup> , July 27 <sup>th</sup> . | <b>170 euros</b> |

### Arrival dates:

Sundays July 3<sup>rd</sup>, July 10<sup>th</sup>, July 17<sup>th</sup>, July 24<sup>th</sup>,  
July 31<sup>st</sup> 2022.

Return transfer : **220 euros**  
One way transfer : **170 euros**

### Departure dates:

Saturdays July 9<sup>th</sup>, July 16<sup>th</sup>, July 23<sup>rd</sup>, July 30<sup>th</sup>,  
August 6<sup>th</sup>, August 13<sup>th</sup> 2022.

**UM** (one way) : **150 euros**  
**UM** (round trip) : **190 euros**

## SUMMER COURSES / FAMILY PROGRAM

**At the Saint Nicolas summer school only. Courses are from July 4<sup>th</sup> to August 12<sup>th</sup> 2022**

Starting dates for all levels: any Monday

### French courses for adults / parents:

<b>Summer semi-intensive course</b> (20 lessons/week – 15h/week)	<b>320 euros/week</b>
<b>Summer intensive course</b> (26 lessons/week – 20h/week)	<b>350 euros/week</b>

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

<b>Summer semi-intensive course</b> (20 lessons/week – 15 h/week)	<b>350 euros/week</b>
---	-----------------------

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

- |   |                       |
|---|-----------------------|
| • <b>Writing/Grammar in mini-group (1h/day - 5h/week)</b> | <b>170 euros/week</b> |
| • <b>One-to-one program (1h/day - 5h/week)</b>            | <b>450 euros/week</b> |

<b>Summer intensive course</b> (26 lessons/week - 20 h/week)	<b>390 euros/week</b>
--	-----------------------

### 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. **690 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. **690 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.

- |                                       |                      |
|---------------------------------------|----------------------|
| • with French course included:        | <b>580 euro/week</b> |
| • without course and without lunches: | <b>350 euro/week</b> |

## TERMS AND CONDITIONS

### Course Registration

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

- **Online on <https://www.accord-langues.com/>**
- **By post:** send your booking form to ACCORD, 3bis rue Jean-Pierre Bloch, 75015 Paris
- **By email:** send your registration form to [info@accord-langues.com](mailto:info@accord-langues.com)

Once we receive your registration form duly completed, our Registrations Department will send you all the confirmation documents, including invoice, etc. by email once your payment has been received.

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

Please also don't forget to state the name and surname of the student and the course dates.

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

### Accommodation registration

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 you decide to change accommodation during your stay, you must pay a 150 euros administration fee.

For students aged 16 to 18, the school can arrange accommodation but only with a host family on a half-board basis as residences, appart-hotels and hotels do not accept students under the age of 18 if unaccompanied by an adult. Other host family options are not available for under 18 y.o. students.

### Booking confirmation

After you have booked and once payment has been received, 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 who have not paid before the course start date will not be allowed to go to class.

### Students under 18

Students aged 16 to 18 must return a parental authorisation form. The school will send it with the booking confirmation documents. It will ask for:

- the contact details of the next of kin (in case of emergency),
- the hours allowed out in the evening (if hours are not indicated by the parents, the minor will not be allowed to go out after dinner),
- authorisation to proceed with any necessary medical and/or surgical intervention,
- insurance for the length of the stay (see: Insurance).

For students aged 16 to 18, the school can arrange accommodation but only with a host family on a half-board basis as residences, appart-hotels and hotels do not accept students under the age of 18 if unaccompanied by an adult. Other host family options are not available for under 18 y.o. students.

Please note that for bookings of students aged 16 to 18, the School and host family will not be held responsible for students' actions outside the school and the host family throughout the duration of the student's 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).

In order 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 for long stays.

You can also receive a pre-booking certificate if you pay a non-refundable deposit of 500 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 non-refundable deposit and if your visa is refused, there is therefore no refund of the deposit.

If you paid in full and if your visa is refused, ACCORD will refund the amount received in full minus 250 euros in administration fees and also 50 euros in bank charges.  
In order to get the refund you must send us **the original document from the French Embassy**. We can only accept original documents from the French Embassy (no copies or photocopies are accepted).

The school makes refunds by bank transfer only.

In case you cannot come for medical reasons, we will postpone your stay for a period of 12 months on receipt of your doctor's certificate. We can only accept original documents (no copies or photocopies are accepted).  
The school will not offer any refund.

### 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 250 euros in administration fees and also 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 and also 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 and also 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).

ACCORD will only refund 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.

In case ACCORD has to close the school due to a case of "force majeure", state of emergency or a governmental decision, ACCORD will offer to postpone all courses for 18 months at no extra cost. If you refuse to postpone your course, you will get a refund at the above cancellation conditions.

### 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 some cases, the Teaching Staff may 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), the School will not refund or compensate for lessons you have missed.

If you stop or interrupt your course and/or your stay in France of your own free will, the School will not refund or compensate.

### 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. Therefore students and parents who do not wish to have their photos taken must state their refusal when booking.

## Claims

Only the school's management has the authority to make the decision to refund or postpone missed courses.  
Claimants must send their claim to FORUM-ACCORD by registered mail to: FORUM-ACCORD SAS, 3bis rue Jean-Pierre Bloch, 75015 Paris, France  
Claimants must also send their claim during the week following the end of the course.  
Finally, in case of litigation the parties agree that only the Paris Courts will have jurisdiction over the case.

## Insurance

Students are advised to take out a Health Insurance and a Civil liability insurance for the duration of their stay as 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.

The ACCORD Insurance policy covers against accidents occurring inside the school premises, but not for injuries incurred outside the school. It also cannot cover neither damages caused to goods belonging to the student, be it caused by the student him/herself or by a third person.

Any student under the age of 18 must send a copy of his/her insurance policy together with any document requested by the ACCORD Registration Department.

If you don't already have an insurance policy, ACCORD recommends:

**AVI International**, a company specialising in language stays abroad.

Website: <https://www.avi-international.com/en>

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

## Public holidays

Lessons will not take place on following public holidays. They are not compensated and non-refundable.

Public holidays: April 18<sup>th</sup>, May 26<sup>th</sup>, July 14<sup>th</sup>, August 15<sup>th</sup>, November 1<sup>st</sup>, November 11<sup>th</sup> 2022.

The school will be closed from Saturday December 17<sup>th</sup> 2022 to Sunday January 8<sup>th</sup> 2023 included. The school will open on Monday January 9<sup>th</sup> 2023.

## PAYMENT

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

Payment must be made in Euros.

Please see below all the options we have for you to make a payment and choose the easiest for you. If you have any questions about making a payment please contact us

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

## PAYMENT METHODS

- **By credit/debit card using our secure online payment system** on <https://www.accord-langues.com/>

We take all major credit/ debit cards in our secure online payment system (Visa, MasterCard, Eurocard and American Express).

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 <https://www.accord-langues.com/>

- **Make a TransferMate payment**

ACCORD Paris has teamed up with TransferMate to enable our students and their parents to pay their fees in a faster, more cost effective way than your bank.

TransferMate lets students (or their parents) make international payments to us for free, without paying international banking charges while receiving competitive foreign exchange rates. - Website: <https://accordparis.paytostudy.com/>

- **By Bank Transfer**

For payment by bank transfer please add 10 euros to cover bank charges (50 euros for non-European countries). To allow you to make your payment by bank transfer, ACCORD Paris will send you an invoice including all necessary bank details.

### Our bank details :

**LCL - 14, Boulevard Poissonnière - 75009 Paris - France**

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

**Bank code : 30002 Agency code : 00467**

**ACCORD - école de langues Account Number : 0000445482Y - 96**

**Swift code : CRLYFRPP**

**IBAN Number : FR67 3000 2004 6700 0044 5482 Y96**