

# GENERAL CONDITIONS ILP MONTPELLIER

## 1. ENROLMENT

For an enrolment the school needs:

- the application form
- the first payment of 200€ per student or 400€ if accommodation in student residence is required.

As soon as the school receives the registration form and the payment it will send the first enrolment confirmation. No reservation can be guaranteed without the down payment and/or full payment.

As soon as the accommodation has been booked the school will send the accommodation details and the invoice.

## 2. PAYMENT

The course can be paid either

- Online : through the school's website at the end of the enrolment form (except American Express card) or
- via bank order to iLP's account. Do not forget to mention the name of student when bank transfer is made.

Bank details:

Institut Linguistique du Peyrou

CREDIT AGRICOLE DU MIDI – AGENCE DES ARCEAUX – 34000 MONTPELLIER

BIC or SWIFT : AGRIFRPP835

IBAN: FR76 1350 6100 0013 9446 3000 001

Code banque : 13506 / Code guichet : 00100 Numéro de compte : 13944630000 Clé RIB : 01

All Bank charges, if applicable, are due by the participant

The balance must be paid at least two weeks before the first day of class. For last minute bookings, (less than 15 days) the whole amount of the course has to be paid.

## 3. VISA

If the student is citizen of an EU member country, no visa is necessary. Students can come with a valid national identity card or valid national passport (still valid for at least one year). If the student needs a visa he has to consult the Ministry of Foreign Affairs' website or to contact the closest French consulate or Campusfrance's website. Students need to enroll before and pay 50% of the total cost of the stay. iLP will send a pre-enrolment certificate to be shown to the French consulate. If the student visa is being refused, iLP will reimburse the total cost of the course, less 200 €, on production of an official refusal document of the French consulate. Bank charges, if applicable, are due by the participant. If the student requires an acceptance letter for a visa iLP needs the following information: place of birth (city and country), date of birth, passport number, nationality, dates of course, full address

## 4. CANCELLATION

If the student cancels his course, iLP needs to be informed in writing by registered mail. No notice of cancellation is effective until iLP has received the letter.

- Following the European directive 97/7 CE consumers have the right to withdraw within a period of 7 working days from the day of enrolment, without penalty. See the exact terms: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=LEGISSUM:l32014>
- Withdrawal between 30 and 7 days prior to the beginning of the course: 200 € will be invoiced.
- Withdrawal less than 7 days prior to the beginning of the course: 295 € for the course and 110 € for the accommodation will be invoiced
- No refund if student doesn't arrive
- No refund for courses from which the student withdraws after date of beginning or that has been only partially completed
- In the event of circumstances outside of students control (proven sickness, demise of a parent or close relative...) credit will be granted for up to one year
- When only a very small number of participants have registered for a given course (less than 6 per class), iLP reserves the right to reduce the number of tuition hours
- For all bookings in residence, the school will apply the cancellation policy of the service provider

## 5. CHANGES OF ACCOMODATION DURING STUDENTS STAY

The change of host family requested by the student during his stay is possible. For each change of accommodation iLP will invoice the amount of 45 €. For all bookings in residence, the school will apply the cancellation policy of the service provider.

## 6. BANK HOLIDAYS

Bank holidays in 2019 when iLP is closed: 01/01, 22/04, 1/05, 08/05, 30/05, 10/06, 15/08, 1/11, 11/11, 25/12. Two hours of standard courses will be replaced and made up for at one afternoon. All other courses will be hold completely. Christmas holidays from 16/12/2019 to 05/01/2020.

## 7. INSURANCE

The students have to make sure they have a full insurance in order to cover all risks (theft, accident, illness etc.) during their trip, their stay and also during transportation between iLP and their accommodation, in their accommodation, during courses, excursions, social activities and events organized by the school. iLP is not responsible for any incidences that may occur during students' stay. Please send a copy of the insurance to iLP before the beginning of the stay.

## 8. ORGANISATION OF CLASSES

Students will have to take an oral and a written test at the beginning of their course and will join a group according to their language level. iLP offers courses for all levels the whole year. The week's schedule will be available every Monday morning at the reception. Student has to let the school know if he/she cannot attend a course. Missed classes can neither be replaced nor refunded. All students get a language certificate at the end of their stay. The maximum number of students per class is 12.

## 9. SCHOOL RULES

Students must comply with school rules which are displayed on the school information board in iLP. Students in host families must follow the rules of the host family. iLP reserves the right to exclude participants without reimbursement in particular for the possession or use of drugs, alcohol abuse, vandalism (at school or in accommodation reserved by iLP), repeatedly interfering with the course, violation of school rules, harassment or threat to other participants or employees.

## 10. MINORS

There are no restrictions made by iLP regarding the student's habits of going out or leaving the school during classes or outside the school. Parents who choose our program must ensure that their child has sufficient maturity and autonomy and is responsible enough to go out and take public transportation alone without adult supervision to school or to their accommodation. A parental authorization form for minor students, allowing the minor to participate in extracurricular activities without an adult supervision must be signed prior to arrival. A medical file will have to be signed as well. Students can reach the school 24 hours per day all week long by using the emergency number.

## 11. USE OF IMAGES

iLP can take videos and photographs of the students on courses or extra-curricular activities to disseminate these videos and photographs on its promotional material (website, brochures, video etc). By accepting the terms and conditions, the student/the holder of parental authority expressly authorizes iLP to publish photos or videos. In case of refusal of dissemination, the student should inform iLP in writing.

## 11. DATA PROTECTION

iLP collects and processes students data to manage effectively student registration and provide the best service. This data is reserved for internal use. French data protection law gives the right to access and rectify personal information and students can exercise this right by writing to [contact@ilp-france.com](mailto:contact@ilp-france.com).

## 12. COMPLAINTS AND DISAGREEMENT

Complaints have to be sent to iLP in writing by registered mail. All complaints have to be handed in during the stay or at least one week after the student's stay. The power of decision lays completely at the school's direction. In the event of legal dispute, the court of Montpellier alone will be competent.