

CONDITIONS OF ENROLMENT

ENROLMENT

You can book online under www.ila-france.com or fax or send your completed brochure Application Form to I.L.A. Once we have received your Application Form and your deposit of EURO 250 (or full payment, if you book less than 4 weeks prior to arrival) a confirmation of your booking will be sent to you. No reservation can be guaranteed without the down payment and/or full payment.

PAYMENTS

The following payment methods are possible. Please ensure to state for each payment your name and invoice number clearly.

Credit Card (Visa, Eurocard/Mastercard) (only for online registration)

By completing the appropriate form on the registration form. Administration fee for credit cards of 0,7% of the amount to be added.

Bank transfer

Account holder :	INSTITUT LINGUISTIQUE ADENET
Swift number :	AGRIFRPP 835
IBAN number :	FR76 1350 6100 0062 8256 3100 090
Bank :	Crédit Agricole du Languedoc Bureau Montpellier Préfecture 9, Place Martyrs de la Résistance 34000 Montpellier / France

If you pay by bank transfer please email or fax us a proof of your transfer. All bank charges need to be paid by the student.

Full payment is due latest four weeks prior to arrival.

CANCELLATION

If you cancel your course, we need to be informed in writing by registered mail. No notice of cancellation is effective until we have received the letter. The following conditions apply :

- Your deposit of € 250 for any cancellation more than 30 days prior to arrival.
- 30 % (minimum € 250) of the total fee for cancellations 15 – 30 days prior to arrival.
- 50 % (minimum € 250) of the total fee for cancellations 7 – 14 days prior to arrival.
- 75 % (minimum € 250) of the total fee for cancellations Friday midday* before the course starts - 6 days prior to arrival. (* local time)
- 100 % of the total fee for cancelling later than Friday midday* before the course start or for not showing up on the first day of class.

No refund can be made after a student has started the course.

Refunds will be made exclusively by bank cheque.

For cancellation of a student residence or apartment hotels cancellation fees up to 100% of the accommodation fee might apply.

SCHOOL RULES

Students must comply with our school rules which are displayed on the school information board.

BANK HOLIDAYS

There will be no course on French Bank Holidays. The instruction will not be made up (except for private courses) and is not refundable. French Bank Holidays 2010 : 5 April, 13 May, 14 July, 1 November, 11 November.

Christmas Holidays from 12 December 2009 – 03 January 2010 and 11 December 2010 – 02 January 2011.

LEVELS

We guarantee the levels stated: Beginner (fixed dates once a months), Advanced Beginner (knowledge equivalent to 60/80 hours of tuition), Elementary, Intermediate 1, Intermediate 2 and Advanced. The superior level C2 is only accessible to students having passed the DALF C1 exam. In case there is only one student on a particular level guaranteed by I.L.A, she/he will receive 50 % of the booked number of lessons as one-to-one instruction, two students will receive 75 % of the booked number of lessons.

TIMETABLE

I.L.A. reserves the right to modify the stated tuition times at any time without giving any notice. In high season (July and August) some group courses may take place in the afternoon.

LOCATIONS

I.L.A. also uses additional locations within short walking distance (approx. 300 meters) to our main building. These premises offer the same standard as our main location.

INSURANCE

I.L.A. considers travel insurance to be absolutely essential and therefore recommends sufficient coverage against theft, accident, illness etc. I.L.A. is not responsible for any incidences that occur during travel.

MINORS

Parents should be aware that a disclaimer authorizing their child to go out without any adult supervision and to participate into extra-curricular activities will have to be signed. Medical details will have to be provided as well as an emergency phone number. Any minor student abusing alcohol, drugs etc. or misbehaving during their stay will be sent home immediately at the expense of their parents.

COMPLAINTS / DISAGREEMENT

Any complaint must be made in written to the school address latest within the week following the end of the course. In the event of legal dispute cases will be dealt with in the court of Montpellier.