



école privée  
de français  
pour l'international

## GENERAL REQUIREMENTS

### SCHOOLING:

If you miss your class, there is no refund. You cannot catch up or change the day, except for the following reasons: sickness, French exam (DELF, DALF, TCF...) or appointment at the Prefecture or OFI. In all these cases you must show a written proof with your name.

HOLIDAYS: You have to send an email 1 week before being on holiday. Students who register for less 12 weeks cannot be on holiday. If you have already planned holidays you must inform the secretary when you register. ([Refer to: Student's holidays](#))

***CLASS SCHEDULE and TEACHERS CHANGES: for organizational reasons, students may have to change schedules and teachers.***

***Students will be notified by E-mail two weeks (or one week) before the change.***

***In the absence of the teacher, the student can benefit from an additional course.***

***EFI reserves the right to cancel the course, to postpone or change the course schedule if the group is less than 5 people.***

### RATES:

Rates written on our website and brochures are applicable until **December 31st, 2019**. We accept all types of payment: cash, checks in euro, bank transfer and bank card (extra-fees at school). In all cases the extra-fees must be paid by the student.

The full amount of the tuition must be paid at the latest the first day of your class.

*Student acknowledges having read and accept the general requirements of the center*

Name:  
First name:

Date:

*Signature preceded by the mention read and approved:*



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After the first day of your class, the tuition will not be refund.

The student card is free for any registration. If you want to renew your card (lost, deteriorated...) the new card will cost **€5**.

### **ACCOMODATION:**

EFI acts as an intermediary. You will have to accept the conditions of payment and cancelations of centers.

Administrative fee for the research is **€60**. *In case of cancelation, the first week of accommodation and administrative fee are not refundable.*

### **INSURANCE:**

Students are not insured by the school *about sickness, theft, accident or loss of personal belongings*. E.F.I declines all responsibilities for accidents that may occur during the class. We highly suggest you to get a private insurance or ask to the **CPAM** (Social Security).

### **VISA:**

The students who own a student visa have to be present in class. They have to inform us about their absence (**look at: Students' absence**).

If the student is not regular, the school will not provide the « certificat d'assiduité » for the prefecture to renew his residence permit.

### **CANCELATION AND COMPLAINTS:**

#### **ASKING VISA:**

The student agrees to be legally present on the French territory..

*Student acknowledges having read and accept the general requirements of the center*

Name:  
First name:

Date:

*Signature preceded by the mention read and approved :*



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E.F.I declines any responsibility *in case of illegal situation and no refund will be possible.*

*If the visa has been granted after obtaining a certificate of pre-registration or registration from EFI no refund will be made.*

**No refunds will be made after the first day of class.**

If your visa is denied, the amount paid for your pre-registration or registration will only be refund if you send by mail the originals documents that EFI gave you and the original refusal letter from the Embassy/Consulate or prefecture *with your name*. We will refund and deduce **€150** of administrative fee.

You have to inform us about the refusal and send us the documents maximum **2 weeks** before your starting date (on the certificate). Otherwise, the school will apply **10%** late payment penalties on the refund.

If you cannot be present at school the first day for medical or professional reasons, your courses can be postponed for up to 6 months by a written proof sent under **48 hours** after your starting date. Beyond 6 months, no refund is available.

Registration certificate or pre registration certificate is valid up to **6 months** after your starting date. For any change of dates after **6 months**, we will charge **€25** for each new certificate.

**FOR ANY OTHER CANCELATION (students without visa):**

The student agrees to be legally present on the French territory.

E.F.I declines any responsibility *in case of illegal situation and no refund will be possible.*

3 weeks or more before your starting date, EFI will refund **80%** of the fees already paid, less **€150** de administrative fee.

*Student acknowledges having read and accept the general requirements of the center*

Name:  
First name:

Date:

*Signature preceded by the mention read and approved:*



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Two weeks before the starting date, EFI will refund **70%** of the fees already paid, less **€150** administrative fee.

One week before the starting date, EFI will refund **60%** of the fees already paid, less **€150** administrative fee.

**No refunds will be made after the first day of class.**

For any complaint, you have to send a letter with acknowledgement of receipt to EFI. After reexamination of your file, the Direction reserves the right to refund or catch up courses.

By checking this box, the student accepts that photos taken during his training at the EFI will be broadcast.

**Rules to respect in the school:**

- Students will not be accepted 20 min after the beginning of the course, so that the class won't be disturbed. She/he will wait for the break.
- Smoking inside the school and in the building courtyard is forbidden. .
- Parking bikes in the main courtyard is forbidden.
- Students have to respect the school material.
- Use of the Internet Point is limited to 15 minutes per student when busy.
- Drinking or eating in the classroom is forbidden.
- Wearing proper dress is demanded.
- In case of miss behavior and non-respect of EFI's rules, EFI reserves the right to dismiss the student.

*Student acknowledges having read and accept the general requirements of the center*

Name:  
First name:

Date:

*Signature preceded by the mention read and approved :*