



22 rue Rambuteau 75003 Paris (France)  
(+33) 1 40 27 86 58  
contact@efiparis.com  
www.efiparis.com

## GENERAL REQUIREMENTS 2021

### RATES AND CHARGES:

Rates written on our website and brochures are applicable until **December 31st, 2021**. We accept all types of payment: cash, checks in euro, bank transfer, and bank card.

### Payments costs charged to the student:

#### Foreign bank cards:

- Invoice up to 250 euros: no fee
- Invoice from 251 to 500 euros: 5 euros
- Invoice from 500 to 1000 euros: 10 euros
- Invoice from 1001 to 2000 Euros: 20 euros
- Invoice above 2001 euros: 30 euros

Transfer fee from a bank located outside the European Union: 10 Euros

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

**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**.

### CANCELLATIONS:

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.

### Students without visa:

3 weeks or more before your starting date, EFi will refund **80%** of the fees already paid, less **€190** administrative fee (*bank fees will be borne by the student*).



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Two weeks before the starting date, EFI will refund **70%** of the fees already paid, less **€190** administrative fee (*bank fees will be borne by the student*).

One week before the starting date, EFI will refund **60%** of the fees already paid, less **€190** administrative fee (*bank fees will be borne by the student*).

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

### **Students with a visa application:**

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

The student commits to register for the time period requested during the pre-registration process.

If the visa **Au Pair** has not been granted, the 120 € of pre-registration won't be refunded.

**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 **€190** 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.

The students who own student visas have to be present in class. They have to inform us about their absence.



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## **COMPLAINTS**

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.

## **DELAYED REGISTRATION:**

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. All claims placed after this date will be rejected.

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.

## **SCHOOLING:**

### **Missed classes:**

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 (DELFI, DALFI, TCF...), job interview, or appointment at the Prefecture or OFII. In all these cases you must **show a written proof** with your name, inform your teacher as well as the secretary's office by email.

### **Holidays:**

You have to send an email 1 week before being on holiday. **Students who register for less than 12 weeks cannot be on holiday. If you have already planned holidays you must inform the secretary when you register.**

### **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.**



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**EFI is closed on holidays, courses are not refunded and cannot be recovered.**  
The school will be closed on April 5, May 1<sup>st</sup>, May 8, May 13 and 24, July 14, November 11 and December 20, 2021 to December 31, 2021 inclusive.

**Certificate of regular attendance:**

**If the student is not regular, the school will not provide the “certificat d’assiduité” (certificate of regular attendance).**

**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 cancellation, the first week of accommodation and administrative fee are not refundable.*

**INSURANCE:**

Students are not insured by the school for risks related to *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).