

## Centre de Français

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### REGISTRATION CONDITIONS

*You have chosen to attend a linguistic training at the CIHEAM-IAMM French Language Center. Thank you for the confidence placed in us. You will find below the information related to the registration process.*

**REGISTRATION :** To register, you must :

- Be 18.
- Send the registration form as well as the training fees, except if you prefer to pay on your arrival.
- Give a photograph.

**VISA :** If you need a visa, a deposit equivalent to **25%** of the whole amount due for your training is to be sent (**this deposit will not be reimbursed in case of cancellation**).

As soon as we get your registration form and your deposit, you will receive :

- An invoice for your payment
- A registration certificate necessary to get your visa.

**CONFIRMATION :** Your registration will be confirmed by mail within 3 days.

**TRAINING FEES :** To be paid in Euros once you register or on the first day of the course.

Several methods of payment are available :

- Bank transfer
- On-site : credit card, cash, cheque or order of purchase (for any institute);

Payment is due no later than the first day of the course, except on official authorization.

If the training costs were not paid within agreed deadlines, the manager of the French Language Center may have to cancel the registration.

**STUDENT CARD** : If you need one, you will get it at the beginning of your course.

**ARRIVAL AND DEPARTURE** : It is advised to let us know as soon as possible the day and the time of your arrival as well as your departure details.

**INSURANCE** : According to the legislation of each country, every student must contract a liability insurance as well as an insurance covering health problems, the loss of money, of luggage or values and the interruption of the training course for personal reasons.

The French Language Center of CIHEAM-IAMM cannot be held responsible for any unforeseen event occurring during the student's stay.

**CANCELLATION** : If you decide to cancel your registration before the beginning of the course :

- as regards intensive collective classes : 25% corresponding to registration fees will be retained,
- as regards extensive classes :50 € will be retained.

In case of interruption, the training cost will not be paid off (except specific situation, on documentary evidence and after a study of the request). The CIHEAM-IAMM may have to cancel a course if the number of applicants is not enough. In this case the whole amount paid will be reimbursed.

**PRESENCE** : Except preliminary agreement with the CIHEAM-IAMM, any missing hour, day or part of the training will not be given any discount or compensation.

**INTERNAL REGULATIONS** : Any complaint will be addressed to the manager of the French Language Center.

Please write to: [cfle-request@iamm.fr](mailto:cfle-request@iamm.fr)

If the behavior of the student can damage the good progress of the service or the reputation of the CIHEAM-IAMM, this one will be excluded at once, without advance notice nor refund.

The mentioned fees are valid from January 1<sup>st</sup> till December 31<sup>st</sup> of the current year. The registration in one of our courses implies the acceptance of our conditions.