CONDITIONS OF ENROLMENT

ENROLMENT

Please send or fax your completed Application Form to I.L.A. Once we have received your Application Form a confirmation of your booking will be sent to you. Once the booking confirmation is sent, your course and accommodation are firmly booked.

PAYMENTS

Payments are due 4 weeks before the first day of your course, for reservations less than 4 weeks prior to arrival payment is due immediately.
The following payment methods are possible (all bank charges need to be paid by the student) :

- Cheque in € drawn on a bank in France and made payable to I.L.A.

- Bank transfer to : INSTITUT LINGUISTIQUE ADENET
  Swift number : AGRIFRPP 835
  IBAN number : FR76 1350 6000 4162 8256 3100 095
  Bank : Crédit Agricole du Midi
  Bureau Montpellier Préfecture
  F – 34000 Montpellier

  IMPORTANT : The IBAN number contains the account number and should be used in order to keep bank charges low. Please state your name clearly on all bank transfers. Please bear in mind that the price stated on the invoice is due and that all bank charges must be paid by the sender. Some banks use intermediary banks involving additional bank charges.

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 :

- € 150 for any cancellation more than 30 days before the start of the course,
- 30 % (minimum € 150) of the total course fee by cancellation 15 - 30 before the start of the course,
- 50 % (minimum € 150) of the total course fee by cancellation 1 - 14 before the start of the course,
- 100 % of the total course fee for not showing up on the first day of class.

No refund can be made after a student has started the course.
For cancellation of hotel, student residence and apartment hotel accommodation, their respective cancellation fees apply.

SCHOOL RULES

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

BANK HOLIDAYS

There will be no instruction on French Bank Holidays. The instruction will not be made up (except for private tutoring) and is not refundable. French Bank Holidays 2007 : 9 April, 01 May, 08 May, 17 May, 15 August, 1 November. Christmas Holidays from 14 December 2007 – 07 January 2008.

LEVELS

We guarantee the levels stated: Beginner (fixed dates once a months), Advanced Beginners (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 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.

DISAGREEMENT

In case of disagreement, cases will be dealt with in the court of Montpellier.