



INSTITUT
CATHOLIQUE
DE TOULOUSE

Institut Universitaire de Langue et de Culture Françaises

GENERAL CONDITIONS

I. ENROLLMENT

The French language courses organized by the IULCF are open to everyone starting from the age of 16 (parental consent is mandatory for minors). In order to enroll in the program, make sure to fill the pre-enrollment form which you will be able to find in our office or our website, and return it to us. Enrollment will only be valid provided that the registration fee is paid, the registration form is filled in, and a copy of the general conditions is signed and dated. You will be provided with a pre-enrollment confirmation, a receipt, and the location of your housing (if a request for housing was sent to IULCF). The remaining balance for your course training will be settled on the day of your arrival.

The “long stay” discount is only applicable for students who engage themselves to study at IULCF as long as it is necessary to receive the chosen discount (4 months or 7 months) and sign the pre-registration form. The student engages him/herself to pay the training fees for the length of stay which enabled him/her to receive the discount.

II. DOCUMENTS TO PRESENT AT THE TIME OF YOUR ENROLLEMENT

Proof of identity (passport with visa covering the duration of your stay, residence card, or identity card).

Proof of civil liability insurance.

Parental consent, if you are less than 18 years old.

III. PAYMENT METHOD

Tuition fee: see pre-enrollment form. The registration fee is billed only once per year.

The housing fee for the university residence, the residence hall, the hotel or the host family are billed upon arrival directly to the people or institution concerned. Payment is due at the beginning of each month. Other expenditures (lodging, meals, etc.) are not included in the aforementioned price.

The down payment can be made by wire transfer or check in Euro.

Bank services cost caused by the transfer are at the expense of the student. Payments must be carried

out in Euro and paid to the account of Institut Catholique. Indicate the name of the person who will be taking courses if the payment method chosen is transferring. The remaining balance will be settled on the day of your arrival according to the terms and conditions previously indicated. The IULCF reserves the right to modify or raise the prices.

IV. REIMBURSEMENT

Cancelling a pre-enrollment or an enrollment must be done in writing and must be accompanied by a receipt of the paid amount.

If the request takes place more than two weeks before your arrival, the paid amount will be fully reimbursed, apart from the registration fees. If the cancellation takes place within the week preceding the beginning of the training, the total amount for the training and the registration fees will be kept by the IULCF. The letter must be postmarked by the deadline.

The payment for any already started session must be paid entirely and will not be reimbursed.

No request for reimbursement will be accepted if you have obtained a long stay visa or a residence card from the French consular authorities in your country or from a Prefecture because of the confirmation of **enrollment** delivered by the IULCF.

If your visa is refused, you will be reimbursed only by presenting an official visa refusal notification.

No request for reimbursement will be accepted if you have obtained a discount on the duration of your stay (4 or 7 months).

IULCF reserves the right to dismiss anyone whose behavior is incompatible with a working atmosphere.

V. VISA AND RESIDENCE CARD

All students staying longer than three months in France or who wish to benefit from a student status must carry out the process necessary to obtain a visa with the French consular services in their country with a certificate of enrollment from IULCF. **VISAS CANNOT BE OBTAINED IN FRANCE.**

Requests for a residence card (mandatory in France) can be obtained at the Prefecture when

you arrive in France. You must return to the prefecture in order to collect your file which you must complete and bring back with the necessary paperwork, at the time of your appointment with the Prefecture.

VI. SOCIAL SECURITY

Social security, is mandatory in France. You must be insured in your own country. In case you are not, IULCF will provide assistance in finding a voluntary or student insurance program.

VII. LIABILITY

The IULCF cannot be held liable for any loss, damage or harm caused by a third parties or objects, whatever the cause is, with the exception of statutory responsibility.

The IULCF cannot guarantee accommodation coverage.

VIII. ARRIVAL

You must inform IULCF the exact date and hour of your arrival so that those responsible for your housing can be notified in advance.

RULES AND REGULATIONS

1. ATTENDANCE

Your presence in all classes is mandatory. **In cases of an un-justified absence of 3 days of class during a monthly session, the certificate of school attendance will not be issued.**

All students must be punctual when arriving to class according to the schedule. If a student is repeatedly late or absent, the teacher can take different measures such as refusing to let the student enter the classroom or not giving the certificate at the end of the session.

2. END OF SESSION

At the end of your session(s) at IULCF, you will be provided with:

- A certificate of training
- A pedagogical assessment report

These documents will be provided based on your attendance and results. No certificate of attendance for a period longer than the one actually spent at our faculty will be issued.

3. FEEDBACK

At the end of your stay at IULCF, you will be offered an evaluation form to fill out.

4. SECURITY

In case of emergency, an alarm will sound in the ICT. You must leave your things and leave the room **in an orderly fashion** by using the stairs. The rallying point is in ICT's central courtyard.

5. BEHAVIOR AND COLLECTIVE LIFE

Group living requires proper and clean personal appearance, good hygiene, courtesy, and manners. Mutual respect also means respecting places and common areas.

Date:

Student's signature

Preceded by the words "*read and approved*"