

## Institut Universitaire de Langue et Culture Françaises

# GENERAL CONDITIONS FORM

### Advance Registration

IULCF's French courses are open to anyone above the age of 16 (parental discharge is to be signed for students under the age of 18).

To register, you have to read the "*How to register*" guide. Then you can fill the pre-enrolment form and send it back to the secretariat with the required additional papers:

- A copy of your ID, passport, VISA;
- One picture;
- The image rights form completed and signed;
- A parental discharge if needed;
- The payment of the registration fees + the first month of classes.

You will receive an enrolment certificate and an invoice for your courses as soon as your registration is processed.

### Documents to be presented at the registration (on the first day)

The registration process is finalized after completion of your test level, on the first day of class. The total cost of the course or, at least, of the upcoming session, must be paid by this date. A certificate of civil liability must also be presented.

The student card, giving you access to the ICT, the library and the restaurant, will be delivered to you once the registration has been validated.

### Social protection

Social protection is required in France. You must be insured in your country, or take the necessary actions to be covered upon arrival. You will find information about social protection in the *Guide bonjour*.

### Long stay

Long stay prices are only applicable to students who commit to study at the IULCF for at least 4 to 6 months or 7 months and more. The payment must be done entirely at the registration.

### Session run

IULCF can decide not to open a level group if the number of participants is insufficient.

IULCF can decide to postpone the enrolment in a course if it is submitted after the deadline. Enrolment is subject to availability of slots.

### Payment terms

Tuition fees are charged only once and are valid for the whole academic year. Other services (outings, excursions, sports activities, meals, etc.) are not included in the price.

The payment can be made by bank transfer, cheque, cash or credit card. Bank charges that could be incurred by the transaction are at the student's expense. Payments must be made in euros to the order of the Institut Catholique.

In the case of payment by bank transfer, please indicate the name of the person who will be attending the course in the transfer details.

IULCF reserves the right to change or increase its fees.

## Condition of refund

Any month started is fully due. Registration fees (65€) are not refundable.

All requests for refunds must be made in writing. The request must be accompanied by proof of payment. In the case of a VISA denial, you will have to present the official notification.

If a certificate issued by the IULCF has enabled you to obtain a VISA, residence permit or any other document allowing you to reside in France, no refund request will be accepted.

The IULCF reserves the right to exclude any person whose behaviour is incompatible with a working environment, without refund.

## Accountability

ICT declines all responsibility for the loss, theft or damage of personal items of any kind left on its campus by the student.

## University accommodation

University accommodation is provided by the CROUS. The IULCF can request an accommodation, but is unable to guarantee it (subject to availability). Accommodation fees must be paid directly to the host.

Before your arrival, if your application for a CROUS room has been accepted, you will receive an e-mail from them indicating the process to follow to validate your stay, as well as their contact details.

In the event of a student dropping out of school or any other situation that would result in the student no longer attending ICT classes, they will lose their student status and the CROUS will reserve the right to reclaim the room.

## Internal regulations at ICT

### Attendance

In case of absence, the student must inform the secretariat in advance by email. This email is then forwarded to the appropriate teacher. However, it is recommended that the teacher be informed in advance if possible.

From 3 absences/month without justification:

- Official documents (certificate and report) will not be issued
- 0/20 in continuous testing

At the end of the session, the student receives a certificate of attendance, which summarises their enrolment and the number of hours attended, as well as a pedagogical report delivered by the teacher. They can also ask the secretariat for a grade report.

### Cheating

If the teacher finds that a student is cheating during an evaluation - whether by using the telephone, communicating with another student or otherwise – they are required to warn the student concerned of the consequences in the first place. If the student persists, the teacher will then mark the test and give the student a grade of 0, with no possibility of a retake.

### **Change of group**

Within 3 days of joining the class, a student may ask the teacher for advice on a possible change of group (if they consider the level too easy or too difficult). If the teacher considers it relevant, they will then forward this request to the teacher of the level concerned for a trial and inform the IULCF office.

### **Satisfaction survey**

In order to adjust and improve our service and courses, a satisfaction form will be given to you to fill in at the end of your stay. Thank you in advance for your feedback!

### **Security**

When the alarm bell rings, students should leave their classroom belongings and leave the room in an orderly fashion via the stairs. The rallying point is the central courtyard of the ICT, where the teacher will call the roll, so please follow and stay with them.

#### **Reminder of the basic notions of evacuation:**

- The teacher is responsible for the respect of the evacuation procedure of their classroom. They are responsible for their students if the alarm goes off during a lesson and will guide you in the evacuation;
- Do not run, please go out into the courtyard quickly and quietly;
- When leaving the room, if possible, close the doors and windows and turn off the lights;
- Leave your belongings in the room, keep only what is strictly necessary, and remove your jacket if it is made of nylon;
- Do not take the lift, only use the stairs.

### **Student card**

The student card is delivered at the time of registration. No new cards will be issued during the year. In the event of loss or theft, the secretariat can make a new one upon presentation of official proof. Without this proof, the card will be printed for a fee of 30 euros.

### **Behaviour and community life**

You are required to respect the premises, people and common areas of the ICT. Students are expected to dress and behave appropriately. It is forbidden to cover one's face and the students must remain identifiable.

Smoking and the consumption of alcohol are not permitted in the ICT. Two smoking areas have been set up, identifiable by signs.

It is forbidden to bring and consume food in the classrooms.

Date and signature :