

Institut de Touraine General sales conditions

1. Registration

Registration is completed once the signed application form has been received by the Institut de Touraine (by fax, email or through the website) and the deposit has been paid (see provision 4 below)

The application form must be filled out and signed by an adult. If the student is a minor, the form has to be signed by the legal representative. The name and contact details of the legal representative should be indicated on the application form.

The person who is legally responsible for the registration is named hereafter “the counterparty”.

2. Information provided upon registration

The counterparty must give accurate and comprehensive information on the application form.

The Institut de Touraine cannot be held responsible for any consequence that may arise from the provision of inaccurate or incomplete information by the counterparty.

3. Prices

The registration is made in accordance with the official price list for the chosen period.

4. Payment

A deposit of EUR 440 should be paid upon registration. The outstanding balance should be paid at least 30 days before the start of the course. Any bank charges for bank transfer or postal order are borne by the counterparty.

5. Visas

Students should check with the French Embassy in their country of residence whether they need a visa to study in France. If a visa is required, they should start the procedure to obtain a visa as soon as they receive their registration certificate. The Institut de Touraine will provide assistance to the students.

6. Insurance

The counterparty should take in all necessary insurances for the student's stay in France, including civil liability and medical insurance.

The insurance can be subscribed in the student's country of residence. Otherwise the Institut de Touraine can direct the student to French insurance companies.

The Institut de Touraine cannot be held responsible for any consequences that would arise from the lack of insurance coverage of a student.

7. Students' duties

Student should attend classes regularly.

The Institut de Touraine is entitled to expel a student if he (she) disturbs the class, does not attend class, steals or damages property. In those cases, tuition fees will not be refunded and the school reserves the right to take legal action

8. Duties of the Institut de Touraine

The Institut de Touraine should organize the training according to the information provided to the counterparty at the time of registration and according to the information available on its website and its official documentation.

The Institut de Touraine can book accommodation on request of the counterparty. It will inform the counterparty immediately in case of problems (like if the selected accommodation is not available) and will offer alternative solutions.

The Institut de Touraine is entitled to modify its course offer and its services in case of unavoidable un non intended changes occurring as long as these do not affect the global course offer which remains valid.

9. Cancellation before the start of the course

9.1 Cancellation by the counterparty

The cancellation must be notified in writing, by fax, mail or e-mail.

If the cancellation occurs at least two months before the start of the course, the tuition fees paid to the Institut de Touraine will be fully refunded. Bank charges will be deducted from the reimbursement.

If the cancellation occurs less than two months but at least one month before the start of the course, the Institut de Touraine will keep 50% of the tuition fees.

If the cancellation is notified less than one month before the start of the course, the tuition fees are fully owed to the Institut de Touraine.

The booking fee (worth EUR 50 in 2011-2012) is never refunded.

9.2 Cancellation by the Institut de Touraine

The school can cancel any course, especially if the number of students is not sufficient.

In this case tuition fees paid by the counterparty will be fully refunded.

10. Interruption of course

The students who wish to interrupt their course once it has already begun are not entitled to any refund of tuition fees.

This provision applies to the whole duration of the sojourn specified on the certificate of enrolment delivered by the school.

Under exceptional circumstances, a partial refund of the tuition fees is possible. A refund can only be claimed in two instances:

- death of the father or mother of the student,
- admission to an undergraduate or a postgraduate programme in France.

The counterparty shall provide all necessary proof to obtain a refund: death certificate and air ticket in case of death of ascendant, enrolment certificate in case of continuation of studies.

Started sessions are not reimbursed.

The amount of the refund of the tuition fees is calculated as follows:

- if the cancellation is notified at least one month before the starting date of the course, the tuition fees paid to the Institut de Touraine will be fully reimbursed, except bank charges
- if the cancellation occurs less than a month before the starting date of the course Institut de Touraine will retain 50% of the tuition fees.

11. No show

The students who do not come to class on due date and have not told the school owe the full tuition fees.

12. Change of dates

The counterparty is entitled to modify the starting date and end date of the course provided that he (she) informs the Institut de Touraine in writing at least one month before the initial starting date. In that case the tuition fee will be fully transferred to the new course.

Notwithstanding the provisions of clause 9 (cancellation), any change of dates for the course or the accommodation will lead to additional booking fee (worth EUR 20). Requests for date changes can only be made in writing (email, fax or by post).

13. Irregular attendance

Irregular attendance of the course does not entitle the student to any kind of refund.

The Institut de Touraine is entitled to refuse to deliver an attendance certificate or any other document to a student who has been absent without any valid reason.

14. Duplicate

Duplicates of diploma or grade reports can be sent to students who lost the original document. This service is charged EUR 20 (shipping/postal fee included). Courier service is billed in addition.

15. Bank holidays

No class will be held on national bank holidays

16. Litigation

In case of litigation, the court of Tours has jurisdiction.