



# General Terms and Conditions of Sale

## **1. Les Cèdres**

Les Cèdres is a private teaching institution under the French Association Law of 1901.

SIRET Number: 428 784 847 00017.

Registered office: 17 voie de Wissous, 91300 Massy, France.

## **2. Admission conditions**

Students must be at least 18 years of age to be registered at Les Cèdres.

Les Cèdres will not be held responsible for difficulties related to obtaining a long-stay visitor visa or a residence permit for which one of its registration certificates is required.

The start-of-term for beginners is in September, January, and May.

Non-beginners may start at any time throughout the year.

Each class requires at least six students.

## **3. Procedures and conditions for registration**

The registration process will be complete once Les Cèdres receives (i) your duly-filled in and signed registration form (by email or post), (ii) the payment of the registration fees (non-reimbursable), and (iii) the tuition and housing fees, in accordance with the following conditions:

### **3.1 Tuition fees**

- *Registration for one or several sessions:* payment for the first session during the registration process.
- *Registration for a period less than one session:* full payment during the registration process.

### **3.2 Housing fees**

- *Registration for one or several sessions:* at the time of registering, payment is required of one month's housing fees (corresponding to the first month's rent) and of the security deposit (to be completely or partially reimbursed, depending on the outcome of the accommodation exit inspection and inventory).
- *Registration for less than one session:* at the time of registering, payment is required of the total housing fees and of the security deposit (to be completely or partially reimbursed, depending on the outcome of the accommodation exit inspection and inventory).

The security deposit is equivalent to one month's rent.

Bank fees will be at the expense of the students.

## **4. Information provided during registration**

Students certify that they have submitted accurate and complete information during registration. Les Cèdres will not be held responsible for any consequences linked to incomplete or inaccurate information given by students.



## **5. Courses and costs**

Information on courses is provided on the Les Cèdres website and on printed documents. Registration is based on the costs stipulated for the period in question.

## **6. Visas**

Registered students must contact the French Consulate in their home country to find out about entry and residence conditions for France. Upon receipt of the registration certificate, students will begin the necessary procedures related to getting a visa and obtain all the necessary documents and resources for their stay in France (valid passport, vaccines, insurance, etc.).

## **7. Insurance**

Students will take out any necessary insurance for their stay in France, in particular, adequate coverage for liability, health expenses and repatriation.

Les Cèdres will not be held responsible for any consequences related to lack of insurance or an incorrect policy. Under no circumstances will medical fees be at the expense of Les Cèdres.

## **8. Cancellation before the start of classes**

Students have a period of 14 calendar days after receiving the registration form from Les Cèdres to exercise their right of retraction without justification or payment of penalties (not taking into consideration any banking or registration fees).

Students can only cancel their registration in writing (by post or email).

### **8.1 Tuition fees**

- If cancellation is communicated at least one month before the start of classes, the tuition fees paid to Les Cèdres will be completely reimbursed (not taking into consideration any banking fees).
- If the request for cancellation takes place less than one month before the start of classes, Les Cèdres will retain 30% of the tuition fees.
- In the event of a visa refusal, and if Les Cèdres is duly notified before the start of classes, tuition fees will be completely reimbursed upon presentation of the refusal letter issued by the consular services.
- Under no circumstances will registration fees be reimbursed.

### **8.2 Housing fees**

- If cancellation is communicated at least 2 months before the scheduled arrival date, the rental amount and security deposit will be reimbursed.
- If cancellation is communicated less than 2 months before the scheduled arrival date, the deposit will be reimbursed, but Les Cèdres will retain the rental fee.



## **9. Modification of registration by students**

### **9.1 Courses**

Students can modify the length of their stay at Les Cèdres, during the course of their studies there, provided that they notify Les Cèdres in writing at least one month before the start of the next session.

- If students change their course of study (for a less intensive package) during their stay at Les Cèdres, a supplementary invoice will be issued to adjust the fees from the beginning of their stay.
- If students stay longer than initially expected, the rate corresponding to the new number of sessions will be applied from the session concerned.

Modification requests must be made in writing (email or post).

### **9.2 Housing**

Students can only defer their arrival once.

- The deferral has to be communicated at least 3 months before the scheduled arrival date. The housing fee and the security deposit will be transferred to the new arrival date.
- If students end up cancelling their arrival, Les Cèdres will retain the housing fee.

### **9.3 Nursery**

If students change their child-care package during the session, the initial invoice will not be altered.

Modification requests must be made in writing (email or post).

## **10. Modification of registration by Les Cèdres**

Les Cèdres reserves the right:

- To cancel any class within a period of at least one month, especially if the required number of students is not met. In this case, tuition fees and housing fees are completely reimbursed;
- To modify schedules and the school calendar after having informed students;
- To replace staff members who were scheduled to teach classes.

## **11. Interrupting classes**

Students who wish to stop their classes after the start of the session are not entitled to a reimbursement of tuition fees and nursery fees for the session in progress.

## **12. Enforceability**

The general terms and conditions of sales are an integral part of the course and service offerings of Les Cèdres. Students are expected to have read and accepted these conditions. Registering for classes at Les Cèdres means full acceptance of the general terms and conditions of sale.