

CONDITIONS

DEFINITION

Any booking is worth your full agreement to our conditions defined as follows, except if Mrs Emmanuelle QUETTIER, the director of the school LE FRANÇAIS FACE A FACE agrees with some special terms.

MAKING A BOOKING

If you book your programme more than 30 days in advance:

- ✓ A 30% non-refundable deposit is required in order to book the programme and the dates.
- ✓ The 70% balance is payable in full 30 days before the date on which the programme starts.

If you book your programme less than 30 days in advance:

- ✓ The full pre-payment of your course is required in full if you are making a booking less than 30 days before the programme starts.

CANCELLING OR POSTPONING / REFUND POLICY

In the event of a cancellation on your part, the refund policy is as follows:

- ✓ Notify it to us as soon as possible, by registered mail or email.
- ✓ The 30% deposit will not be refunded if the cancellation is notified more than 30 days before the programme starts.
- ✓ The 50% payment of the invoice is required if the cancellation is notified between 30 to 10 days before the programme starts.
- ✓ There shall be no refund if the cancellation is notified less than 10 days before the programme starts. The full payment of the invoice is required.
- ✓ Shall you have to shorten your programme during the training, for any reason, no refund will be made.
- ✓ All litigation is presented and heard at the Tribunal d'Instance d'Angers (Maine et Loire – France).

ACCOMMODATION

Accommodation is booked for you in an urban apartment located in Angers from Sunday to Friday included, that is 6 nights, for a 5-day programme and from Friday to Saturday included, that is 2 nights, for the week-end programme. A half board accommodation is included in the immersion programmes. Only dinners – if not requested by you, are not included. Nevertheless, our accommodation partners all provide fully equipped kitchens.

INSURANCE

LE FRANCAIS FACE A FACE will not be held responsible for losses, theft or accident caused during any programme undertaken. The client/student is solely responsible for his/her own health, transport, accident, insurance. We recommend our trainees to take adequate medical and transportation insurances in their country of origin before departure.

GENERAL

If a problem arises that has not been covered by these terms, we, LE FRANCAIS FACE A FACE, reserve the right to take any fair and reasonable action that we think appropriate.

TERMS OF PAYMENT

Remember that you must pay a 30% non refundable deposit by the time of booking and full fees (the remaining 70% fee) must be paid 30 days before the training starts. All payments are made in Euros and by bank transfer. Please, remember to pay all bank charges at your end and do not forget to send us a copy of the bank transfer.

OUR BANK INFORMATION

Bank	:	BNP PARIBAS Angers (00201)	
Beneficiary	:	Mme Emmanuelle QUETTIER, LE FRANCAIS FACE A FACE	
RIB	:	30004 00201 00010384059 01	
IBAN	:	FR76 3000 4002 0100 0103 8405 901	Code BIC : BNPAFRPPAGS