

## REGISTRATIONS

Complete the enclosed registration form and return to our office accompanied by proof of payment or by the credit card payment authorization to take a guarantee included in the registration form. No reservation can be guaranteed until we have received a down payment and/or full payment.

ADMINISTRATION FEES : 50 € (non-refundable)

## EXTRA FEES

Extra cost for less than 2 weeks reservation for junior programs (with or without accommodation) : 50 €

## DOWN PAYMENT

Course without accommodation : 100 € / week of course

Course with accommodation : 200 € / week of course with accommodation

## METHOD OF PAYMENT

By bank transfer or by credit card.

## IMPORTANT NOTES

- Whilst making your bank transfer, please make sure that the names of the students, the course and the invoice number are indicated.
- Please note that the bank charges for transfers are at your expense.
- Mandatory : once the transfer has been effected, you are requested to fax a copy duly stamped with the Bank's identification mark (same from any other payment service).

## PAYMENT OF THE INVOICE

As above. We should receive the full payment of the invoice at least 30 days before the student's arrival.

CANCELLATION/ MODIFICATION		
FEES AFTER BOOKING CONFIRMATION BY INSTITUT PREVERT CIA ATOLL SARL	COURSES WITH ACCOMMODATION	COURSES WITHOUT ACCOMMODATION
More than 30 working days before arrival	80 €	80 €
Between 30 and 15 working days before arrival	30 % <sup>1</sup>	15 % <sup>1</sup>
Between 14 and 7 working days before arrival	50 % <sup>1</sup>	15 % <sup>1</sup>
Between 6 and 1 working days before arrival	75 % <sup>1</sup>	30 % <sup>1</sup>
No show	100 % <sup>1</sup>	100 % <sup>1</sup>
Stay interruption requested by the client <sup>2</sup>	No Refund	No Refund
Visa refusal	If THE STUDENT'S visa is refused and THE STUDENT does not want to reapply we will refund the full fees, minus 80 € administration fees. THE SCHOOL must receive the original visa refusal letter from the embassy before any refund will be issued.	
Modification	In case of modification (dates or type of accommodation): more than 15 working days before arrival a penalty of 80€ will be charged (plus additional price difference), then from 14 working days up to arrival day the cancellation conditions apply.	

<sup>1</sup> Of the total amount.

<sup>2</sup> Any accommodation change during the stay will be considered as a cancellation and the total price for the new accommodation will be charged

## DEPOSIT &amp; DAMAGES

A deposit of 200 € per adult student must be paid by the student on the day of arrival before being accommodated within a residence. This deposit may be paid in cash, Traveler's Check or credit card. This deposit will be fully refunded on the day of departure, minus any breakage expense, missing items, costs of repairs or any cleaning that may be necessary.

If a student accommodated in a host family, damages, breaks something or loses the host family's keys, he/she will have to reimburse the host family directly or use his/her private insurance. A city tax of approximately 1,50 € per person and per night for the following residences: Aragon, Castel Arabel studio, and Astor. A city tax of approximately €0.90 per person and per night for Hotel Etoile. This tax is subject to changes during the year.

## INSURANCE

Students are highly recommended to take a personal insurance for stay cancellation or interruption and repatriation. Please note that personal belongings, suitcases, objects, movable property, vehicles and objects of value owned by clients are not guaranteed against theft, loss or damage of any nature whatsoever. The parties therefore agree that INSTITUT PREVERT/CENTRE INTERNATIONAL D'ANTIBES/ATOLL JUNIORS shall under no circumstances be held liable and that is the responsibility of the student to take out whatever insurance may be deemed necessary to guarantee his/her personal belongings and property made available to him/her. Where students are minors, their parents or legal guardians shall assume all legal liability on their behalf and shall take out full insurance necessary on behalf of such minors.

## NATIONAL HOLIDAYS

Lessons will not take place on French public holidays and are not refundable (except for one-to-one courses).

## COMPLAINTS

Any complaint regarding the services provided by C.I.A./ Institut Prévert/ATOLL Juniors shall be made by concerned party, at our office in Antibes, within the week following the end of the stay. In the event of legal dispute, the parties agree that the case shall be heard under the sole jurisdiction of the courts for the area in which the headquarters of the company is located.

## USE OF PHOTOGRAPHIC MATERIAL

Centre International d'Antibes may take photographs of students in order to illustrate its brochures. Should they disagree, he/she or his/her parents must precisely state this refusal in writing on the registration form.

## BEHAVIOUR

In the event of any illegal activities, violation of our rules or inappropriate behaviour of a student, we reserve the right to take any action we deem appropriate ranging from a warning or reprimand to a dismissal.