

Institut de Touraine Terms and conditions

1. Institut de Touraine

Institut de Touraine is a private higher education institution, registered with the Education Regional Authority of Orleans-Tours, a non-profit association by French law, under the academic supervision of the University François-Rabelais of Tours.

Trade register number: 77534361900018, vocational training number: 243700022437. Registered office: 1, rue de la Grandière BP 72047, 37020 Tours Cedex 1, France.

2. 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 a down payment of 30% of the tuition fees has been paid.

The application form must be filled out and signed by a person of age. If the student is under age, 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".

3. 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.

4. Programs and fees

The programs are described in the documentation of Institut de Touraine and on its website. The registration is made in accordance with the official price list for the chosen period.

5. Payment

A down payment of 30% of the tuition fees per enrolled student should be paid upon registration. The outstanding balance should be paid at least 30 days before the start of the course. For studies that last more than 90 days, a payment in 3 instalments is possible, without extra charges. Any applicable fees for bank transfer or postal order have to be paid by the counterparty.

6. Visas

Students should check with the French Consulate 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. Students should also possess all necessary documents and resources required for their sojourn in France (valid passport, vaccination, travel insurance, etc.).

7. Insurance

The counterparty should take in all necessary insurances for the student's stay in France, including civil liability and medical insurance. He should provide a proof of coverage upon request.

The Institut de Touraine cannot be held responsible for any consequences that may arise from the lack of insurance coverage of a student. Medical costs incurred in France by students will never be paid by Institut de Touraine.

8. Students' duties

Students 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.

The Institut de Touraine can expel under age students from its programs if said students breach the code of conduct signed by their parents or if there is a health hazard for the student (consumption of drug, alcohol). In those cases, repatriation costs will be borne by the parents and tuition fees will not be refunded.

9. 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 as soon as possible in case of problems (for instance, if the selected accommodation is not available) and will offer alternative solutions.

The Institut de Touraine is entitled to modify its courses and its services, provided that these changes cannot be avoided, that they are due to external circumstances and provided that these changes do not alter significantly the provision of training service.

10. Cancellation before the start of the course

10.1 Cancellation by the counterparty

• Period of withdrawal

The counterparty has a deadline of 7 clear days after sending the application form to exert its right of withdrawal without giving any reasons or incurring penalties. Bank charges will be deducted from the reimbursement.

• Cancellation

The cancellation must be notified in writing, by fax, mail or e-mail. If the cancellation occurs at least one month prior to the course starting date, 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 one month prior to the start of the course, the Institut de Touraine will retain 30% of the tuition fees.

The booking fee is never refunded.

10.2 Cancellation by the Institut de Touraine

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

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

11. Registration change made by the counterparty

11.1 Change made before the program starting date

The counterparty can change the course dates or the type of program, provided that he notifies said changes to the Institut de Touraine in writing at least one month before the course starting date. No cancellation fee applies in this case.

11.2 Change made after the program starting date

The counterparty can ask to change his registration during his studies at Institut de Touraine, provided that a) the program is available and b) said change is approved by the Department of Studies. Any request should be made in writing at least 15 days before its possible date of implementation.

11.3 Registration fee

Any change made in the dates of the course, the type of program or the accommodation booking entails complementary registration fee (worth EUR 30). Students are not entitled to a partial refund because of said changes.

12. Registration change made by the Institut de Touraine

The Institut de Touraine can change a registration if it is required. The Institut de Touraine can reduce the number of teaching hours if there are not enough students with a similar level of French at a given time.

13. Interruption of course

The students who wish to interrupt their course once it has already started 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 cases:

- Death of the father or mother of the student,
- Admission to an undergraduate or a postgraduate program 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.

The amount of the refund of the tuition fee is calculated as follows: Institut de Touraine will retain 30% of the remaining tuition fees, with a maximum of 4 weeks, the balance being refunded to the counterparty.

14. No show

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

15. 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 to a student who has been absent without any valid reason.

16. 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). If courier service is requested it is billed in addition.

17. Public holidays

No class will be held on public holidays. There will be no compensation for public holidays.

18. Opposability

The terms and conditions are an integral part of the programs and services offered by the Institut de Touraine. The counterparty is supposed to have read, understood and agreed upon said terms and conditions, unless other arrangements have been made and agreed upon in writing between the Parties.

The registration for a course at Institut de Touraine entails adherence to the terms and conditions of the Institut de Touraine.

19. Litigation

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

Tours, 14 November 2016