

**EDAM**

15 rue de l'Arsenal 75004 – PARIS
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info@edamparis.com

Receptionist :

Student number :

Date: / /

REGISTRATION FORM FLE 2025/2026**CIVIL STATUS**☐ Mrs ☐ Mr

First name : LAST NAME (in capitals) :

Address :

ZIP code : Town :

E-mail :

Phone number :

Date of birth : / / City of Birth :

Nationality :

♦ Highest qualification obtained : ☐ Baccalaureat ☐ Bachelor's degree ☐ Master's degree♦ Have you already registered for social security? ☐ Yes : ☐ No♦ VISA type : ☐ Student ☐ Tourism ☐ Student VISA Application ☐ Other :

♦ How have you heard about EDAM ?

☐ Social networks : ☐ Publication : ☐ Partnership :☐ Brochure ☐ Google ☐ Word of mouth : ☐ Other :**YOUR FORMULA**

Check the white boxes

<input type="checkbox"/>	Extensive courses 10 h / week : General French/Workshop
<input type="checkbox"/>	Intensive courses 16 h / week : General French + 3 Workshops
<input type="checkbox"/>	Intensive courses 20 h / week : General French + 5 Workshops
<input type="checkbox"/>	Evening class.....
<input type="checkbox"/>	Saturday class.....
<input type="checkbox"/>	Custom.....(number of lessons)
<input type="checkbox"/>	Private lessons.....(number of lessons)
<input type="checkbox"/>	Other :

SUMMARIES

Reserved for the administration

Documents required	<input type="checkbox"/> An identity photo <input type="checkbox"/> An ID card or Passport
Level	
Duration	From / / to / / Week(s) / Month(s) / session(s)
Course Code	
Price	

PREAMBLE

The École des Arts et du Management (EDAM) in Paris is a non-profit association governed by the French Law of 1901, with a dual purpose:

the teaching, both face-to-face and online, of disciplines related to the fields of art and management at Bachelor, MBA and DBA levels;

the promotion of the practice and knowledge of the French language among French and international audiences, by all appropriate means (teaching, cultural activities, organisation of events, publications).

These General Terms and Conditions of Sale (hereinafter "GTC") apply to all courses and services offered by EDAM. They apply to the student when registering directly with EDAM, or when registering through an intermediary or third-party payer (company, agent, etc.).

By signing and/or submitting the registration form, the student, the intermediary and/or the third-party payer accept without reservation these GTC as well as, where applicable, the Special Conditions (SC) to which they refer. Where the specific nature of the service requires, the SC supplement the GTC and together form an indivisible whole. In case of contradiction, the SC shall prevail over the GTC.

EDAM may be contacted by e-mail at info@edamparis.com and by telephone on +33 (0)1 45 31 16 67.

1 – ADMISSION AND REGISTRATION CONDITIONS

1.1 Minimum age

Admission to EDAM is open to students aged eighteen (18) and over. Applicants aged sixteen (16) or seventeen (17) may only be admitted upon presentation of a duly signed parental authorisation.

1.2 Responsibility for visa and residence permit

The student is solely responsible for the administrative procedures required to obtain a visa or residence permit. EDAM has no duty of information or result in this respect and cannot be held liable for any difficulties or refusals encountered by the student, even after a certificate of pre-enrolment or enrolment has been issued.

1.3 Non-EEA students

Students from outside the European Economic Area (EEA) applying for a long-stay student visa must pay the full tuition fees for the chosen programme before any certificate of enrolment is issued.

1.4 Definitive registration

Definitive registration shall only take effect once EDAM has received a complete application file (signed registration form and required supporting documents) and full payment of all fees due.

2 – FEES AND FINANCIAL CONDITIONS

2.1 Registration fee

A fixed fee of two hundred euros (€200) is charged as a registration fee. This fee is separate from tuition fees, is payable once per academic year, and is strictly non-refundable.

2.2 Administrative fee

An additional administrative fee of two hundred euros (€200) is charged to cover the costs of managing the student's file. This fee is non-refundable.

2.3 Tuition fees

Tuition fees are those published by EDAM in its brochures, on its website and in its official communications. The applicable amount is confirmed in the student's Special Conditions.

No reduction, refund or deferment is granted in respect of statutory public holidays.

2.4 Teaching materials

Tuition fees do not include books, workbooks or other learning materials, which remain the student's responsibility.

2.5 Modification or deferral fees

Any modification to the programme or request for deferral made by the student and accepted by EDAM shall be subject to an additional administrative charge of fifty euros (€50).

2.6 Bank and interbank charges

All bank charges, interbank fees and currency exchange costs incurred in connection with the student's payment are borne exclusively by the student. These may be invoiced separately if necessary.

3 – TERMS OF PAYMENT

3.1 Currency of payment

All payments must be made in euros (EUR).

3.2 Accepted methods of payment

Payment may be made:

by bank transfer to EDAM's account (with the student's full name stated on the transfer);

by bank card (Visa, Mastercard);

in cash, up to the statutory limit of one thousand euros (€1,000).

3.3 Payment deadline

All fees (registration, administrative and tuition fees) must be paid in full prior to the commencement of the course.

In the event of late or incomplete payment, the student will not be admitted to classes and EDAM reserves the right to cancel the enrolment.

General Terms and Conditions

3.4 Confirmation of enrolment

Confirmation of enrolment and the issuance of related administrative documents (in particular, certificates of enrolment) shall only be made after actual receipt of all amounts due.

3.5 Refunds

Any refund granted under these GTC will be made exclusively by bank transfer, to the original payer's account, after deduction of non-refundable fees and any applicable bank charges.

4 – VISA AND RESIDENCE PERMIT

4.1 Student responsibility

The student alone is responsible for all visa and residence permit formalities. EDAM assumes no duty of information or obligation of result in this regard.

4.2 Deadlines and anticipation

The student must allow sufficient time for consular processing and apply in good time.

4.3 Visa delay

If the visa is delayed, and the student informs EDAM prior to the scheduled course start date, enrolment may be deferred. If no prior notice is given and the student is absent, the missed courses shall be deemed due.

4.4 Visa refusal

In the event of a refusal, the student must submit the original refusal letter issued by the French Embassy together with the original enrolment certificate issued by EDAM. In this case, EDAM will refund the amounts received, less:

€200 non-refundable registration fee & €200 administrative fee.

Where refusal results from non-compliance with the application procedure (missing documents, incomplete file), the general cancellation rules shall apply 5.3.

5 – CANCELLATION AND REFUND POLICY

5.1 Courses commenced

Once a course has begun, it is payable in full and non-refundable. Any extensions of courses paid in advance are likewise non-refundable.

5.2 Cancellation prior to arrival

Cancellation must be notified by registered letter with acknowledgement of receipt, accompanied by the original enrolment certificate issued by EDAM. The date of receipt shall be decisive.

5.3 Cancellation fees

More than 30 days before the start of the course: 50% refund of tuition fees;
Between 8 and 30 days: 40% refund;
Between 4 and 7 days: 20% refund;

Less than 4 days or absence on the first day: no refund.

5.4 Non-refundable fees

The registration fee (€200), administrative fee (€200) and any bank charges remain payable to EDAM and will be deducted from any refund.

5.5 Early departure

In the event of early departure, no refund will be made.

5.6 Force majeure

In the case of serious illness, accident or the death of a close relative, and upon presentation of official supporting documents (medical certificate from a French specialist, death certificate, return ticket purchased after the event), unused courses may be deferred within twelve (12) months. No refund will be made. Professional or academic reasons do not constitute force majeure.

5.7 Cancellation by EDAM

If EDAM is obliged to cancel a course, the corresponding fees will be refunded. No additional compensation will be payable. In the event of a governmental decision (e.g. pandemic), courses will be delivered online and/or deferred free of charge within eighteen (18) months.

5.8 Non-transferability

Courses are strictly personal and may not be transferred to a third party.

5.9 Right of withdrawal (EU directive)

This right applies only to registrations and payments made online via EDAM's official website;

The student has ten (10) days from the date of booking to exercise the right of withdrawal by letter or e-mail;

If the service begins before the expiry of this period, the student expressly waives the right of withdrawal;

Payments made offline (bank transfer, cheque, cash) are not eligible for the right of withdrawal.

5.10 Method of refund

All refunds shall be made only by bank transfer to the original payer's account, after deduction of non-refundable fees.

5.11

The student may not unilaterally modify the training once it has begun. If accepted by EDAM, no refund will be issued and a fee of 40€ for administrative process will be necessary.

5.12

After the start of the training, a deferral is only possible in cases of force majeure or serious illness justified by a medical certificate resulting in more than 4 consecutive weeks of absence. It must be requested within 6 months of the interruption, with an administrative fee of €40.

6 – COURSES AND ACADEMIC ORGANISATION

6.1 Organisation

Course schedules and levels are determined by EDAM based on placement tests, pedagogical observations and available places. EDAM reserves the right to modify them as necessary.

6.2 Group courses

EDAM may cancel a group course if there are insufficient participants. It may alternatively convert it into semi-private lessons (the number of hours being determined by the school).

6.3 Private lessons

Any confirmed individual lesson is final. Any change or cancellation must be notified at least forty-eight (48) hours in advance by e-mail to the administration (by Friday 12:00 noon for a Monday lesson). Beyond this deadline, the lesson shall be payable in full and cannot be rescheduled or refunded.

7 – LATENESS, ABSENCE AND INTERRUPTION

7.1 Lateness

Any student arriving more than ten (10) minutes late must wait until the break to join the class, unless expressly authorised by the teacher.

7.2 Absence

Any absence not justified by a medical certificate will result in the permanent loss of the corresponding lesson hours, without refund or rescheduling.

7.3 Voluntary interruption

Any voluntary abandonment or interruption of the course or stay shall not give rise to any compensation or refund.

7.4 Request for absence

A request for absence must be submitted in writing (by e-mail) at least five (5) working days in advance and approved by the management.

For long-term students, one week of leave (Monday to Friday) is granted for each period of twelve (12) consecutive weeks, subject to a request made at least ten (10) working days in advance.

8 – ATTENDANCE AND DISCIPLINE

8.1 Attendance

Students must maintain a minimum attendance rate of 70%.

8.2 Discipline

Failure to comply with internal rules, or any violent, discriminatory, alcohol- or drug-related behaviour will result in immediate expulsion without refund.

9 – PUBLIC HOLIDAYS AND CLOSURES

9.1 Public holidays

No courses are held on statutory public holidays. They are not rescheduled, deferred or refunded.

9.2 Annual closures

EDAM may close on certain days or weeks during the academic year, depending on the type of course.

10 – INSURANCE AND LIABILITY

10.1 Mandatory insurance

All students must hold insurance covering illness, accident and civil liability for the entire duration of their stay.

10.2 Minors

Minor students must provide a copy of their insurance policy at the time of enrolment.

10.3 Liability

EDAM cannot be held liable for the loss, theft or deterioration of students' personal belongings, whether on its premises or off-site.

11 – IMAGE RIGHTS

Unless written opposition is made at the time of enrolment, EDAM is authorised to use students' images (photos, videos) free of charge in its communication materials (brochures, website, social media).

12 – COMPLAINTS AND DISPUTES

12.1 Complaints

Any complaint must be sent by registered mail with acknowledgement of receipt within one (1) week of the end of the training course, to:

EDAM Paris, 15 rue de l'Arsenal, 75004 Paris, France.

12.2 Disputes

In the event of a dispute, the courts of Paris shall have exclusive jurisdiction.

*I acknowledge that I have read the terms and conditions of sale, the internal regulations and the administrative formalities necessary for the validation of my stay in France.

EDAM Paris, 15, rue de l'Arsenal 75004 Paris
Signature preceded by the words « Read and approved ». On date _____, at _____

Signature _____