

General terms and conditions

2019

I. Terms of Enrolment

The enrolment to Edam is possible online, by mailbox or on the spot.

On the spot:

1. Read carefully this document
2. Fill out the registration form, hand it over duly dated and signed along with the requested documents
3. Pay on the spot

EDAM Paris is open from Monday to Friday from 9 AM till 6 PM.

Online (by e-mail) :

The registration form is sent by email.

1. Read carefully the terms and conditions
2. Fill out the registration form, send it duly dated and signed along with the requested documents by email at info@edamparis.com
3. Pay through bank transfer, PayPal, check or money order and send a proof copy of your payment.

Once we receive the payment, the registration certificate will be sent within a week.

Documents requested:

- A copy of a valid passport or ID card
- A photo ID
- Minimum age 18 years old.

The total price includes:

- Tuition fees
- Registration fees: 50€ (not refundable).

Prices shown on the website are applicable from January 1st, 2019 to December 31st, 2019.

Payment methods

Tuition fees and registration fees can be paid:

- By check payable to EDAM, dated and signed.
 - Bank transfer: bank details will be given during the registration
 - Cash: the payment by cash will be made at the school.
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- A detailed invoice will be sent before the classes start
 - For any payment made by bank transfer it is required to join a copy of the transfer order.

In case of one-time payment, full payment is required before the first class starts.

In case of staggered payment, all dated and signed check must be submitted during the registration before the first class starts.

Any participation to the courses offered by EDAM PARIS requires a payment.

II. Certificate of registration

A certificate of registration and a detailed invoice will be sent before the first class. The registration is personal. The student card and all of the certificates are personal and not transferable.

The certificate of registration will be sent once Edam receive the full payment of the course. For any other attestation, the student will have to make a request to the desk reception.

EDAM might adjust the class schedule based on the availability of the classrooms. Those changes are not refundable.

The school is allowed to cancel class if the number of students is insufficient (minimum 2 students), the class will be rescheduled.

Visa

You will need this document to apply for a long term/student (check conditions of entry and residence in France) or an pre-registration certificate.

You must do the full payment of the course in order to get the certificate of registration.

Cancellation

In case of Visa denials, Edam will refund the total amount except 200 euros which correspond to the administration fees and bank charges.

It is required to send to the school the original denial document from the Embassy or the Consulate to get the refund. Any photocopies will not be accepted.

The refund will be made by bank transfer.

No refund will happen once the class has started.

Any mid-session cancellation will not be refundable.

III. Attendance

1. Late for class

In order not to disturb the class, students with more than 10 minutes delay won't be accepted in class and will have to wait until second period to get in.

In exceptional cases, teachers will allow the student arriving late in class.

2. Absences

Becoming a student at Edam Paris requires to attend class seriously and comply with the school rules.

In cases of absences on medical grounds or professional reasons (doctor certificate or attestation from the employer is required), the course will be postponed until up to 12 months. No reimbursement shall be made.

In case of unjustified absence, no reimbursement nor compensation will be made.

In case of interruption from the student no reimbursement nor compensation will be made.

3. French public holidays / school closure:

During the French public holidays, classes will be canceled and will not be refundable.

IV. Certificate of attendance and exam results

1. Certificate of attendance

The student is required to attend the class. If the student doesn't attend class regularly, no attendance certificate will be delivered. More than 10 minutes delay will be considered as an absence.

Absence must be justified in at least 48 hours in advance. In order to get the certificate of attendance, the class attendance rate shall not be less than 80 %

Beyond 3 absences without a proper justification during the class session, the certificate of attendance won't be delivered.

2. Exam results and grades

At the end of each class session, the student takes an exam base on the CECRL (DELFD/DALF). In order to get the transcript grades, the student has to take both mid-session test and final test. There will be a continuous assessment each month.

A make-up test is possible upon an appointment in case of justified absence. Charges will apply.

V. Discipline

In case of misbehavior or any form of abuses from a student, EDAM Paris reserves its right to expel him anytime.

Right to one's image

EDAM Paris may need to take the students' picture for promotion purposes only (brochures, website, internet, flyers, social medias.), unless otherwise specified by the students. This will have to be notified during the registration process.

Complaint

Edam's director only has the power regarding any reimbursements decisions.

Any complaint regarding Edam's services should be sent by registered letter with acknowledgement of receipt to, EDAM Paris, 42 rue du Fer à Moulin, 75005 Paris, France.

This complaint has to be made not later than a week after the class session ends.

In cases of dispute, parties surrender definitely to the jurisdiction of the Courts of Paris to solve all their differences.

Insurance

EDAM Paris will not accept any responsibility for theft, loss or damage of personal belongings. Parties agree that EDAM Paris should not be troubled on that matter.

Signature preceded by the handwritten words « read and approved »

Date: / / 201 , to EDAM Paris, 42, rue du Fer à Moulin 75005 Paris.