

TERMS AND CONDITIONS 2018-2019

I. Conditions of admission

- 1.1** Students must be at least 18 years old or 16 (especially for groups) but accompanied by an adult or with parental consent
- 1.2** No former education or diploma is required. Non beginners have to take a written positioning test. Oral skills will be evaluated during the first class.

II. Insurance

- 2.1** Students **must have** an individual insurance covering all risks during his/her stay in France.

III. Course

- 3.1** The course lasts from one week to one month
- 3.2** The minimum length of stay is one week
- 3.3** A 3 or 4 hours course will **always** have a **15 minutes break in between**.
Ex: If the class starts at 8.15 the break will be at 10.15 then the class will start again at 10.30 and finish at 12.15.
- 3.4** Public holidays are neither rescheduled or refunded

IV. Registration Terms

For individual Registrations

- 4.1** For any course and any length of stay, an enrollment and membership fee of € 30 must be paid . It is valid for one year and for one person. It cannot be transferred to another person.
- 4.2** Fees have to be paid 2 weeks before the start of the course

- 4.3 Class number: There are between 5 to 10 students (maximum) in a class. Registration is subject to availability and **ALCourses Biarritz** can cancel a course if not enough students register.
- 4.4 **ALcourses Biarritz** reserves the right to make changes to prices, dates and courses without prior notice.
- 4.5 Bank charges are at the expense of the students (For students outside EU)

For Groups (companies, organizations, schools etc...)

- 4.6 Read the terms and conditions, sign and send back the proposal and the registration form. Upon signing the registration form, the third-party acknowledges its entire responsibility for the payment of the tuition.
- 4.7 A positioning test has to be sent back if the students are not complete beginners
- 4.8 Deferral, cancellation and refund terms are the same as for individual students but the money will be refunded to the third-party payer and not to the student

V. ATTENDANCE CERTIFICATE

- 5.1 Each student will receive an attendance certificate at the end of the course

VI. CANCELLATION, REFUND POLICY

6.1 Before the start of the course

- 6.1.1 In case of cancellation made at least **2 weeks** before the start of the course, we will retain **€50** as cancellation fees
- 6.1.2 For any **late** cancellation (**at least 5 working days**) before the start of the course, we will retain **50 %** of the **total amount** as cancellation fees.



6.2 Once the course has started

6.2.1 In case of cancellation or early departure **no rescheduling or refund** will be applicable

VII. ACCOMODATION

7.1 Host families

- 7.1.1 You have to book your accommodation at least 1 month in advance. ALCourses Biarritz cannot insure you the availability of the host family .
- 7.1.2 Arrival are on Sundays , departure on Saturdays.
- 7.1.3 You must directly pay the family at the end of each week. (prices will vary according to the length of your stay and the board you chose)
- 7.1.4 Contact with the host family must be made 8 days in advance in order to give them place, date and time of arrival.
- 7.1.5 We will ask you to sign the “Host Family accomodation Conditions” document given by ALCourse Biarritz upon registration.

7.2 Hotel

7.2.1 **ALCourses Biarritz** will help you with your booking **if needed** but payment must be directly made to the hotel.

ALL COURSE REGISTRATIONS IMPLY THAT ALL THE ABOVE TERMS AND CONDITIONS HAVE BEEN ACCEPTED.