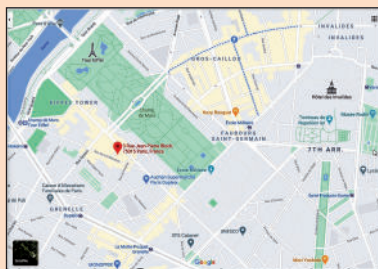


FORUM ACCORD SAS • Ecole ACCORD

3bis, rue Jean-Pierre Bloch • 75015 Paris • France



COURSES FOR ADULTS

Registration fee: 50 euros - No books or additional course material to buy - Free Wi-Fi connection.

IMPORTANT information

Please note: As during the **week of May 6th 2024**, there are 2 public holidays in France (May 8th & 9th), **we will invoice 50% of the published course prices for that week** (except for one-to-one lessons).

INTENSIVE COURSES (OPEN ALL YEAR ROUND)

Courses are indicated in 'hours' (60 minutes) and 'lessons' (45 minutes)

INTENSIVE COURSE 'A' (26 lessons - 20 h/week)

1 to 4 weeks	395 euros/week
5 to 8 weeks	375 euros/week
9 to 12 weeks	355 euros/week
13 weeks or more	345 euros/week

MORNING SEMI-INTENSIVE COURSE 'AM1' (20 lessons - 15 h/week)

1 to 4 weeks	380 euros/week
5 to 8 weeks	360 euros/week
9 to 12 weeks	340 euros/week
13 weeks or more	320 euros/week

INTENSIVE COURSE 'B' (30 lessons - 23 h/week)

1 to 4 weeks	425 euros/week
5 to 8 weeks	405 euros/week
9 to 12 weeks	385 euros/week
13 weeks or more	365 euros/week

INTENSIVE COURSE 'C' (34 lessons - 26 h/week)

1 to 4 weeks	455 euros/week
5 to 8 weeks	435 euros/week
9 to 12 weeks	415 euros/week
13 weeks or more	395 euros/week

INTENSIVE COURSE 'D' (38 lessons - 29 h/week)

1 to 4 weeks	495 euros/week
5 to 8 weeks	475 euros/week
9 to 12 weeks	455 euros/week
13 weeks or more	435 euros/week

INTENSIVE COURSE 'G' (42 lessons - 32 h/week)

1 to 4 weeks	525 euros/week
5 to 8 weeks	505 euros/week
9 to 12 weeks	485 euros/week
13 weeks or more	465 euros/week

INTENSIVE COURSE 'E' (46 lessons - 35 h/week)

1 to 4 weeks	555 euros/week
5 to 8 weeks	535 euros/week
9 to 12 weeks	515 euros/week
13 weeks or more	495 euros/week

FRENCH CULTURE AND CIVILISATION COURSE

Intensive course A + 8 French Culture and Civilisation lessons (34 lessons - 26 h/week)

1 to 4 weeks	455 euros/week
5 to 8 weeks	435 euros/week
9 to 12 weeks	415 euros/week
13 weeks or more	395 euros/week

ORAL COMMUNICATION COURSE

Intensive course A + 8 Oral Communication lessons (34 lessons - 26 h/week)

1 to 4 weeks	455 euros/week
5 to 8 weeks	435 euros/week
9 to 12 weeks	415 euros/week
13 weeks or more	395 euros/week

GRAMMAR AND WRITING COURSE

Intensive course A + 12 Grammar and Writing lessons (38 lessons - 29 h/week)

1 to 4 weeks	495 euros/week
5 to 8 weeks	475 euros/week
9 to 12 weeks	455 euros/week
13 weeks or more	435 euros/week

EXAM PREPARATION COURSES

- **DELFB and DALF**

- ABITUR
- A / AS Level
- I.L.C. (Irish Leaving Certificate)

- **Program D1:** *Intensive course A + 2 afternoon sessions (34 lessons – 26 h/week)*

1 week **465 euros/week**

2 weeks or more **435 euros/week**

- **Program D2:** *Program D1 + one workshop (38 lessons – 29 h/week)*

1 week **485 euros/week**

2 weeks or more **455 euros/week**

- **Program D3:** *Program D1 + 3 one to one lessons (38 lessons – 29h/week)*

1 week **685 euros/week**

2 weeks or more **625 euros/week**

AFTERNOON COURSES

SEMI-INTENSIVE FRENCH COURSE 'PM 1'

(20 lessons - 15h/week)

open to all levels of French - from 14h to 17h

1 to 4 weeks **275 euros/week**

5 to 8 weeks **255 euros/week**

9 to 12 weeks **235 euros/week**

13 to 24 weeks **225 euros/week**

25 weeks or more **215 euros/week**

INTENSIVE FRENCH COURSE 'PM 2'

(26 lessons - 20h/week)

open to all levels of French - from 14h to 17h
and from 17h15 to 18h15

1 to 4 weeks **295 euros/week**

5 to 8 weeks **275 euros/week**

9 to 12 weeks **255 euros/week**

13 to 24 weeks **245 euros/week**

25 weeks or more **225 euros/week**

AFTERNOON LESSONS

open to all levels of French - from 14h to 17h

Monday: Oral communication / French Culture and Civilisation

Tuesday: Writing and Grammar

Wednesday: Writing and Grammar

Thursday: Writing and Grammar

Friday: Oral communication / French Culture and Civilisation

FRENCH CULTURE AND CIVILISATION LESSONS

(8 lessons - 6 h/week / 2 afternoons)

1 to 4 weeks **180 euros/week**

5 to 8 weeks **170 euros/week**

9 weeks or more **160 euros/week**

ORAL COMMUNICATION LESSONS

(8 lessons - 6 h/week / 2 afternoons)

1 to 4 weeks **180 euros/week**

5 to 8 weeks **170 euros/week**

9 weeks or more **160 euros/week**

GRAMMAR AND WRITING LESSONS

(12 lessons - 9 h/week / 3 afternoons)

1 to 4 weeks **260 euros/week**

5 to 8 weeks **240 euros/week**

9 weeks or more **220 euros/week**

EXAM PREPARATION LESSONS

(DELFB & DALF - 8 lessons - 6 h/week / 2 afternoons)

1 to 4 weeks **260 euros/week**

5 to 8 weeks **240 euros/week**

9 weeks or more **220 euros/week**

DIPLÔME DE LANGUE ET CULTURE FRANÇAISES

Exam fees + Diploma : 100 euros

'BUSINESS FRENCH' IN MINI GROUP

(42 lessons - 32 h/week)

Intensive French course 'A' (20h) + 12h Business French in mini group with max 3 students per class

1 week only	995 euros
2 weeks or more	895 euros/week
Business French lessons only	865 euros/week

LEGAL FRENCH IN MINI GROUP

(one week course: 42 lessons - 32 hours)

Intensive French course 'A' (20h) + 12h "French and Law" in mini group with max 3 students per class

Fees	995 euros
French and Law lessons only	865 euros

Intensive 'A' PLUS program (one to one lesson = 60 minutes)

course A + 5 one to one lessons	890 euros/week
course A + 10 one to one lessons	1 385 euros/week
course A + 20 one to one lessons	2 355 euros/week

Intensive 'B' PLUS program (one to one lesson = 60 minutes)

course B + 5 one to one lessons	925 euros/week
course B + 10 one to one lessons	1 495 euros/week
course B + 20 one to one lessons	2 485 euros/week

Intensive 'C' PLUS program (one to one lesson = 60 minutes)

course C + 5 one to one lessons	1 280 euros/week
course C + 10 one to one lessons	1 695 euros/week

One to one tuition (lessons of 60 minutes) (afternoon only)

4 to 10 lessons per week	135 euros/hour
11 lessons per week or more	120 euros/hour

Executive Program (40 lessons - 30 h/week)

Program including 5 lunches with the teacher (Monday to Friday)

With lunches :	4 750 euros/week
Without lunches :	3 250 euros/week

Manager Program (20 lessons - 15 h/week)

Afternoon course **1 450 euros/week**

2024 COURSE DATES

Intensive courses

Afternoon courses PM1 and PM2

Afternoon lessons

Morning semi-intensive course AM 1

Exam Preparation courses - DELF, DALF, Abitur, A/AS level, ILC

Intensive PLUS courses

Business French in mini groups

Starting dates for all levels, except complete beginners : any Monday (except April 1st and November 11th. Start dates are Tuesday April 2nd and November 12th)

Calendar for beginners : January 8th, February 5th, March 4th, April 8th, May 6th, June 3rd, July 1st, July 15th, July 29th, August 12th, September 2nd, October 7th, November 4th 2024

French and Law (one week program)

Dates : March 11th to 15th, May 13th to 17th, June 3rd to 7th, October 14th to 18th 2024.

Public holidays

Lessons will not take place on the following public holidays. They are not compensated and are non-refundable.

The school will be closed :

April 1st, May 1st, May 8th, May 9th, August 15th, November 1st, November 11th, and from Saturday December 14th 2024 to Sunday January 5th 2025 included.

The school will open on Monday January 6th 2025.

ACCOMMODATION AND TRANSFER

DATES OF STAY Arrivals on Sundays, departures on Saturdays

Additional nights possible in host families and residences (on request - before booking a stay)

Administration fee to select and book accommodation: 100 euros

ALL YEAR ROUND

HOST FAMILY, IN SINGLE ROOM

No "Taxe de séjour" (Occupancy tax) to be paid. **Price per week**

Supplement for special diets (e.g.vegan, gluten-free, lactose intolerance, etc.):

100 euro per week per student

Single room with breakfast : 340 euro extra night: 80 euro

Single room with breakfast + access to kitchen : 380 euro extra night: 110 euro

Single room with breakfast + 5 dinners : 410 euro extra night: 155 euro

Single room with half-board (breakfast + dinner) : 460 euro extra night: 175 euro

VIP Single room (*): 530 euro extra night: 195 euro

(*) single room with en-suite shower & half board (breakfast + dinner)

IMPORTANT:

Due to the Olympic Games which will take place in Paris during the summer of 2024, the prices for accommodation in aparthotels are only valid for the period January 1st to June 30th, and from September 1st 2024.

Our accommodation can be booked from January 1st to June 30th and from September 1st 2024.

For requests for accommodation in aparthotels, we will need to check availability and prices prior to confirming any bookings for the period from July 1st to August 31st Many reservations for the Olympic Games have already been confirmed for these two months, and at extremely high prices.

Example: to date more than 3,000 places in student residences have already been requisitioned from July 1st to August 31st 2024 to accommodate security and management staff for the Olympic Games. Hotels or private accommodation, studios, flats on AirBnB are already sold at +800 euro... per night.

Before booking apart'hotel accommodation for this period, it is essential to consult us beforehand to find out about availability and prices.

*** APARTHOTEL ADAGIO ACCESS PARIS MAISONS-ALFORT

Each **airconditioned studio** includes a bed, a kitchenette, desk area, bathroom with shower and toilets, TV, telephone and free Wi-Fi.

Guests benefit from access to self-service laundry facilities and can have breakfast at the residence for an extra fee. Breakfast and meals not included.

"Taxe de séjour" - Occupancy tax (*).

Price: 630 euro per week

** AU PACIFIC TOUR EIFFEL HOTEL

At walking distance of the school. 'Studette' with TV, free Wi-Fi, kitchenette, private bathroom and toilets.

Breakfast and meals not included.

No air-conditioning.

"Taxe de séjour" - Occupancy tax (*).

Price - Studette: 845 euro per week

Price - Studette with terrace: 895 euro per week

*** APARTHOTEL ADAGIO ACCESS LA DÉFENSE PLACE CHARRAS

Each studio includes a bed, a kitchenette, desk area, bathroom with shower or bath and toilet, TV and free Wi-Fi.

Guests benefit from access to self-service laundry facilities and can have breakfast at the residence for an extra fee. Please note there is no air-conditioning in the studios/apartments.

"Taxe de séjour" - Occupancy tax (*).

Price: 865 euro per week

*** APARTHOTEL ADAGIO ACCESS LA DÉFENSE LÉONARD DE VINCI

Each studio includes a bed, a kitchenette, desk area, bathroom with shower and toilet, TV and free Wi-Fi.

The residence has a heated indoor pool.

Guests also benefit from access to self-service laundry facilities and can have breakfast at the residence for an extra fee. Please note there is no air-conditioning in the studios/apartments.

"Taxe de séjour" - Occupancy tax (*).

Price: 895 euro per week

*** APARTHOTEL ADAGIO ACCESS PARIS-REUILLY

Each **airconditioned studio** is fully equipped and includes a bed, a kitchenette, desk area, bathroom with shower and toilets, TV, telephone and free Wi-Fi. Breakfast and meals not included. Brand new serviced residence.

"Taxe de séjour" - Occupancy tax (*).

Price: 945 euro per week

*** STAYCITY APARTHOTEL - GARE DE L'EST - PARIS

Located nearby the Saint-Martin canal.

Each **airconditioned studio** is fully furnished and includes a bed, a kitchenette, desk area, bathroom with shower and toilets, TV, telephone and free Wi-Fi.

"Taxe de séjour" - Occupancy tax (*).

Price: 945 euro per week

RESIDENCES WHERE STUDENTS MUST REGISTER THEMSELVES, VIA THE RESIDENCE WEBSITE:

Generator Paris

FIAP Jean Monnet

Centre International de Séjour Kellermann

Résidence Jérôme Lejeune

Maison des Mines et des Ponts

**Other accommodation where students must self-register:
Erasmus Student Accommodation**

"TAXE DE SÉJOUR" (OCCUPANCY TAX)

Since July 1st 2015 all clients staying in a hotel, residence or aparthotel in Paris have to pay an occupancy tax. This tax is per night and per person. It can't be paid in advance, and it has to be paid at the reception on arrival.

TRANSFERS

Personalised transfer to the accommodation by car.

A driver is waiting for you at your arrival and drop you at your accommodation.

From Paris airport (*) : one way transfer : 210 euro
return transfer : 290 euro
(*) from Orly or Roissy Charles de Gaulle airports only.
For Beauvais airport, price on request.

From Paris train station : one way transfer : 180 euro
return transfer : 230 euro

Course Registration

There are several ways for you to book your ACCORD course:

- **Online** on <https://www.accord-langues.com/>
- By post: send your booking form to ACCORD, 3bis rue Jean-Pierre Bloch, 75015 Paris

Once we receive your registration form duly completed, our Registrations Department will send you all the confirmation documents, including invoice, etc. by email once your payment has been received.

We have a registration fee of 50 euros when you book a course.

For payment by bank transfer, please attach a copy of the bank transfer order to your registration form. Please also add 10 euros to cover bank charges (50 euros for non-European countries). Please also don't forget to state the name and surname of the student and the course dates.

You must be at least 16 years old to book a course for adults.

Accommodation registration

We charge 100 euros for finding and organising your accommodation. This fee is payable on registration. In case of cancellation this fee is non-refundable.

If you choose to change your accommodation during your stay, you must pay the 100 euros booking fee again.

If you have not booked accommodation through the school and you decide to change accommodation during your stay, you must pay a 150 euros administration fee.

For students aged 16 to 18: the school can arrange accommodation but only with a host family on a half-board basis as residences, appart-hotels and hotels do not accept students under the age of 18 if unaccompanied by an adult.

Please note that other host family options than half-board basis are not available for under 18 y.o. students.

Booking confirmation

After you have booked and once payment has been received, you will receive by email your booking confirmation documents and an invoice. All courses and accommodation fees are due and must be paid in full when you book your stay.

Students who have not paid before the course start date will not be allowed to go to class.

Students under 18

Students aged 16 to 18 must return a parental discharge form. The school will send it with the booking confirmation documents. It will ask for:

- the contact details of the next of kin (in case of emergency),
- the hours allowed out in the evening (if hours are not indicated by the parents, the minor will not be allowed to go out after dinner),
- authorisation to proceed with any necessary medical and/or surgical intervention,
- insurance for the length of the stay (see: Insurance).

For students aged 16 to 18, the school can arrange accommodation but only with a host family on a half-board basis as residences, appart-hotels and hotels do not accept students under the age of 18 if unaccompanied by an adult. Other host family options are not available for under 18 y.o. students. A parental discharge form for the homestay will also need to be completed by the parents.

Please note that for bookings of students aged 16 to 18, the School and host family will not in any way be held responsible for students' actions outside the school and the host family throughout the duration of the students' stay.

Visa

If you wish to stay for over 3 months and you are a national of a non-EU member country, you must request a long stay visa (or long term student visa).

In order to receive a **booking confirmation**, you must pay for all course and accommodation fees when booking. We only accept payment by bank transfer. Payments by credit card are not accepted for long stays.

You can also receive a **pre-booking certificate** if you pay a non-refundable deposit of 500 euros.

We only accept payment by bank transfer. Payments by credit card are not accepted.

If your visa is refused there is no refund of this deposit.

Cancellation

If you paid the non-refundable deposit and if your visa is refused, there is no refund of the deposit.

If you paid in full and if your visa is refused, ACCORD will refund the amount received in full minus 250 euros in administration fees and 50 euros in bank charges.

In order to get the refund you must send us **the original refusal letter from the French Embassy**. We can only accept original documents from the French Embassy (no copies or photocopies are accepted). The school makes refunds by bank transfer only.

In case you cannot come for medical reasons, we will postpone your stay for a period of 12 months on receipt of your doctor's certificate. **We can only accept original documents** (no copies or photocopies are accepted). The school will not offer any refund.

Cancellation conditions

If you cancel your stay more than 4 weeks before your course is due to start: ACCORD will refund you 50% of the payment received minus 250 euros in administration fees and 50 euros in bank charges (10 euros for EU nationals).

If you cancel your stay 3 or 4 weeks before your course is due to start (Monday for the course, Sunday if you have requested accommodation): ACCORD will refund you 40% of the payment received minus 250 euros in administration fees and 50 euros in bank charges (10 euros for EU nationals).

If you cancel your stay 1 or 2 weeks before your course is due to start (Monday for the course, Sunday if you have requested accommodation): ACCORD will refund you 20% of the payment received minus 250 euros in administration fees and 50 euros in bank charges (10 euros for EU nationals).

No refund is available after the course or stay starting date (Monday if you have booked a course, Sunday if you have booked a course and accommodation with ACCORD).

ACCORD will only refund by bank transfer.

If ACCORD has to cancel a course, you will be refunded for the payment received in full if you don't accept another date or special offer made by ACCORD.

In case ACCORD has to close the school due to a case of "force majeure", state of emergency or a governmental decision, ACCORD will offer to postpone all courses for 18 months of no extra cost. If you refuse to postpone your course, you will get a refund in accordance with the above cancellation conditions or the French government instructions.

Lateness

So as not to disturb class, students who arrive over 10 minutes late will have to wait until break time to join their class.

In some cases, the Teaching Staff may allow students to join the class.

Absence – Interrupted training

By booking with ACCORD you commit to attending classes and respecting the school's Rules and Regulations. In case of absence during class time (excluding absence due to medical reasons and on presentation of a doctor's note), the School will not refund or compensate for lessons you have missed.

If you stop or interrupt your course and/or your stay in France of your own free will, the School will not refund or compensate.

Any unjustified absence will mean the loss of the lesson(s) missed. Request to be absent must be submitted in writing (by email) at least 5 working days in advance and is subject to the School Director's approval. Any absence request not approved by the School Director will mean the loss of the lesson(s) missed.

The School will allow "long stay students" to take a one week-break for every 12 weeks of lessons booked. Students wishing to take a break during the course must submit a request in writing (by email) at least 10 working days in advance and is subject to the School Director's approval. Any break request not approved by the School Director will mean the loss of the lesson(s) missed.

Behaviour

In case of bad or abnormal behaviour, ACCORD has the right to dismiss the student at any time, with no refund or compensation.

Image use

ACCORD may take photos of the students to be included in promotional material (brochures, websites, catalogues, etc.) unless the student or his/her parents say otherwise. Therefore students and parents who do not wish to have their photos taken must state their refusal when booking.

Claims

Only the school's management has the authority to make the decision to refund or postpone missed courses.

Claimants must send their claim to FORUM-ACCORD by registered mail to:

FORUM-ACCORD SAS, 3bis rue Jean-Pierre Bloch, 75015 Paris, France

Claimants must also send their claim during the week following the end of the course.

Finally, in case of litigation the parties agree that only the Paris Courts will have jurisdiction over the case.

Insurance

Students are advised to take out health insurance and civil liability insurance for the duration of their stay as ACCORD is not responsible for theft, damage, loss of student's personal effects or health related issues. Both parties agree that ACCORD School is not in any way liable in such circumstances.

The ACCORD insurance policy covers against accidents occurring on school premises, not for injuries incurred outside the school. The ACCORD insurance policy does not cover theft or damage caused to students' belongings, whether caused by the student him/herself or by a third party.

Any student under the age of 18 must send a copy of his/her insurance policy together with any document requested by the ACCORD Registration Department.

Public holidays

Lessons will not take place on the following public holidays. They are not compensated and non-refundable.

The school will be closed :

April 1st, May 1st, May 8th, May 9th, August 15th, November 1st, November 11th, and from Saturday December 14th 2024 to Sunday January 5th 2025 included.

The school will open on Monday January 6th 2025.

PAYMENT

After receiving your booking form, you will receive a confirmation email with the various payment options available to you if you have not already paid for the booking.

Once payment is received, you will receive by email a booking confirmation with all necessary documents including an invoice.

Payment must be made in Euros.

Please see below the options available for you to make a payment and choose the option which suits you the best. If you have any questions about making a payment please contact us.

Important: However you choose to pay, please don't forget to state the name of the student and the course dates.

Please note payment for the booking must be received in full prior to the course starting date or arrival at the accommodation, if booked via the School. Any outstanding payment will mean the student will not have access to the school or his/her accommodation.

PAYMENT METHODS

• By credit/debit card using our secure online payment system

We take all major credit/ debit cards in our secure online payment system (Visa, MasterCard, Eurocard and American Express).

Pay in monthly instalments at no extra charge: ACCORD now gives you the option of paying for your course/stay by credit card in monthly instalments at no extra charge.

You choose the number of instalments and amount you pay every month.

For further information about this new facility, please go on <https://www.accord-langues.com/>

Please note that the booking must be paid in full prior to the student's arrival in Paris / starting date at the School.

Please note that students applying for a visa to study at our school and/or booking a course for 13 weeks or more can only pay by bank transfer. Payment by credit card is not accepted.

• By Bank Transfer

For payment by bank transfer please add 10 euros to cover bank charges (50 euros for non-European countries). To allow you to make your payment by bank transfer, ACCORD Paris will send you an invoice including all necessary bank details.

Important: However you choose to pay, please don't forget to state the name of the student, the course dates and the school's invoice number.

Please note payment for the booking must be received in full prior to the course starting date or arrival at the accommodation, if booked via the School. Any outstanding payment will mean the student will not have access to the school or his/her accommodation.