















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

The school will open on Monday January 6<sup>th</sup> 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.