



## ENROLLMENT

Completed registration form and level test, together with a deposit of 300€ should be received at least 2 weeks before your course starts at SOFI 64 (13 bis, rue de bouney. 64600. Anglet, France).

For any registration, the student must pay a registration fee of 50€.

A confirmation of enrollment will be sent by email.

## MINOR STUDENTS

Students from 16 years old are welcome in our adult programs. SOFI 64 do not provide any specific supervision for these students. Parents must complete our obligatory parental consent form indicating: personal details of who to contact in the event of an accident or serious problem / evening curfew times / medical authorization for all types of surgery.

## COURSE OR ACCOMMODATION MODIFICATION FEES

Students who modify their course, accommodation or dates less than 2 weeks prior to arrival at SOFI 64, or during their stay, will be liable to a supplementary 25€ administration fee.

## VISA

Students residing outside of the EU planning on staying for more than three months must apply for a 'long stay' visa from their local French Consular Service in their country of residence. Upon receipt of the enrollment form and the required deposit, SOFI 64 will issue a letter of acceptance together with proof of accommodation as required to obtain a visa. (In some cases full payment of course and accommodation may be required).

In the event of an unsuccessful visa application, supported by written proof from the French Embassy, SOFI 64 will refund the total amount paid.

## PAYMENT

Balance of payment must be made on the first day of the course. Payments are to be made in Euros by:

- Credit card: VISA, MasterCard (at school only)
- Bank transfer (please indicate the name of the student)

Bank : Crédit Agricole Pyrénées Gascogne

Account holder : SOFI 64

IBAN : FR76 1690 6010 2487 0083 5712 761

BIC / SWIFT : AGRIFRPP869

**Important : Please indicate clearly the name of the student and course dates.**

## CANCELLATION

Cancellation fees:

- More than 4 weeks prior to arrival: 75€
- Between 2-4 weeks prior to arrival: 225€
- Less than 2 weeks prior to arrival: the deposit of 300€ and the enrollment fee of 50€

Participants who attend a course but do not finish it will not be entitled to a refund of course fees or accommodation.

SOFI 64 reserves the right to change a group course which does not attain a sufficient number of participants into a private tuition:

- 50% of the initial timetable for our Standard and Intensive courses
- 30% of the initial timetable for our DELF/DALF preparation courses.



## INSURANCE

Before starting with SOFI64 each student must take appropriate insurance to cover: personal liability, course and accommodation fees in the event of inability to pursue due to serious problems, theft and loss of personal belongings. SOFI 64 cannot accept any liability regarding the loss or theft of students' personal belongings. SOFI64 cannot accept any liability for any accident that occurs off the school's premises.

## SECURITY & HYGIENE

Premises are equipped with emergency exits indicated by lighted signs. In case of fire, please follow instructions displayed on the emergency board at the entrance and instructions given by staff. In case of an accident within the school, students must report such accident to SOFI 64.

If SOFI 64 must close due to new restrictions in relation with Corona Virus, courses will be given online without any possible refund.

## PICTURES & DATA PROTECTION

During your stay, pictures will be taken to promote SOFI 64. They will be published in our website and social medias. Acceptance of our Terms & Conditions implies acceptance of the use of these pictures.

All necessary data given for your enrollment is for internal use only. French law on data protection gives you the right to access and change your contact details.

## COMPLAINTS

Any complaint regarding the services supplied by SOFI 64 must be made in writing by registered post to SOFI 64 – 13 bis, rue de bouney 64600 Anglet, France. This written complaint must be made within one week of the course ending. In the event of dispute, both parties agree that the Court of Bayonne will have sole jurisdiction.

I hereby confirm that I have read SOFI 64's Terms & Conditions and have contracted out an insurance covering civil liability, personal accident, illness and repatriation, loss and theft of luggage and personal belongings.

**DATE AND SIGNATURE :**