

# ENROLLMENT FORM

*Please, print clearly*

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Date of birth: \_\_\_\_/\_\_\_\_/19\_\_\_\_ Place of birth: \_\_\_\_\_ Gender:  male  female  
Address: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone #: (\_\_\_\_)-\_\_\_\_-\_\_\_\_ fax: (\_\_\_\_)\_\_\_\_-\_\_\_\_  
Occupation: \_\_\_\_\_

## Present level in French (please cross and specify)

Beginner  Elementary  Intermediate I  Intermediate II  Advanced  Proficiency

## How did you learn about I.C.C.S? (Please cross and specify)

Cultural center \_\_\_\_\_ Embassy \_\_\_\_\_  
 Internet / Search engine \_\_\_\_\_ Press \_\_\_\_\_  
 University / teacher \_\_\_\_\_ Family \_\_\_\_\_  
 Other \_\_\_\_\_

# PROGRAM OF CHOICE

## Intensive French by the week courses

10 lessons/week PARIS  20 lessons/week PARIS  30 lessons/week PARIS  40 lessons/week PARIS

Course dates in PARIS: from \_\_\_\_/\_\_\_\_/200\_\_ to \_\_\_\_/\_\_\_\_/200\_\_

20 lessons/week NICE  30 lessons/week NICE  40 lessons/week NICE

Course dates in NICE: from \_\_\_\_/\_\_\_\_/200\_\_ to \_\_\_\_/\_\_\_\_/200\_\_ (05/30/06 – 08/28/06)

## Long term courses in Paris

8 lessons / week  Autumn term (10/04/07 – 12/22/07)  Winter term (01/07/08 – 03/29/08)  Spring term (03/31/08 – 06/28/08)

14 lessons / week  Autumn term (10/04/07 – 12/22/07)  Winter term (01/07/08 - 03/29/08)

26 lessons / week  Winter term (01/07/08 – 03/28/08)  Spring term (03/31/08 – 06/28/08)  Summer term (07/03/08 – 09/22/08)

## Long term courses in Nice

8 lessons / week  Autumn term (10/04/07 – 12/21/07)  Winter term (01/07/08 – 03/28/08)  Spring term (03/31/08 – 06/20/08)

30 lessons / week  Autumn term (10/04/07– 12/21/07)  Winter term (01/07/08 – 03/28/08)  Spring term (03/31/08 – 06/20/08)  Summer term (07/03/07 – 09/22/07)

20 lessons / week  Autumn term (10/04/07 – 12/21/07)  Winter term (01/07/08 – 03/28/08)  Spring term (03/31/08 – 06/20/08)  Summer term (07/03/07 – 09/22/07)

# ACCOMMODATION REQUEST – PARIS

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

Please note!

Accommodation reservations will be made upon receipt of \$190 (\$70 for handling charges + \$120 deposit).

**For homestays, please indicate if you have any allergies or diet restrictions:**

no     yes, which ones: \_\_\_\_\_

Please indicate your 1<sup>st</sup> and 2<sup>nd</sup> accommodation choices + arrival and departure dates (Paris)

Students are expected to arrive in their host families between 6:00 p.m. and 8:00 p.m.

An extra day will be charged to students who arrive exceptionally before 12:00 p.m. Students who request a homestay for a period of one month or more commit to paying four weeks (non refundable) at the beginning of their stay, and to stay with their host family for this minimum period.

Arrival on \_\_\_\_/\_\_\_\_/\_\_\_\_ - Departure on \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Arrivals Sunday – Departures Saturday)

ACCOMMODATION - PARIS		Distance from school	1 <sup>st</sup> choice	2 <sup>nd</sup> choice	Prices
Homestay	Bed & breakfast	15 – 40 minutes			\$38 / night
	Half-board				\$47 / night
Centre International de Séjours de Paris (CISP)	Bed & Brakfast	45 minutes			\$290 / week
Cité Universitaire Internationale de Paris	Room (no meals incl)	45 minutes			\$35 / night (July, August, September)
Maison des Mines (student residence)	Room (no meals incl)	40 minutes			\$35 / night (July / August)
Maison des lycéennes (student residence)	Bed & breakfast	40 minutes			Starting from \$40 / night (August)
Hotels **	Bed & breakfast	25 minutes			Starting from \$110 / night
		5 minutes			Starting from \$130 / night
Hotels ***		5 minutes			\$200 / night
Apart'hotels*	Room (fridge + microwave)	30 minutes			\$55 / night
Apart'hotel***	Studio (kitchenette)	5 minutes			\$180 / night
		35 minutes			\$150 / night

- Prices may be subject to change during the year.
- Please, note! A deposit may be required for certain residences.
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# ACCOMMODATION REQUEST – NICE

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

Please note!

Accommodation reservations will be made upon receipt of \$190 (\$70 for handling charges + \$120 deposit).

**For homestays, please indicate if you have any allergies or diet restrictions:**

no     yes, which ones: \_\_\_\_\_

Please indicate your 1<sup>st</sup> and 2<sup>nd</sup> accommodation choices + arrival and departure dates (Nice)

Students are expected to arrive in their host families between 6:00 p.m. and 8:00 p.m.

An extra day will be charged to students who arrive exceptionally before 12:00 p.m. Students who request a homestay for a period of one month or more commit to paying four weeks (non refundable) at the beginning of their stay, and to stay with their host family for this minimum period.

Arrival on \_\_\_\_/\_\_\_\_/\_\_\_\_ - Departure on \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Arrivals Sunday – Departures Saturday)

ACCOMMODATION -NICE		Distance from school	1 <sup>st</sup> choice	2 <sup>nd</sup> choice	Prices
Homestay	Bed & Breakfast	5 – 30 minutes			\$38 / night
	Half-board	5 – 30 minutes			\$47 / night
International Student Residences	Studio (kitchenette)	10 minutes			Starting from \$300 / week and \$1,310/month
	Studio (kitchenette)	30 minutes			
	Studio de luxe (kitchenette)	10 minutes			
Shared Apartment	Single or double room	15 minutes			
Hotels**		10 minutes			Starting from \$90 / night
Hotel***	Bed & Breakfast	10 minutes			Starting from \$95 / night
Hotel****		10 minutes			
Apartment****	Studio (kitchenette)	5 – 30 minutes on foot			Low season: Starting from \$400 / week High season: Starting from \$600 / week

- Prices may be subject to change during the year
- Please, note! A deposit may be required for certain residences.

## TRANSFER REQUEST

<b>TRANSFER REQUEST</b>		Prices valid until 12/31/06
<p style="text-align: center;"><b>PARIS</b> <b>\$80</b></p> <p>or \$100 for arrival and departure between 8 p.m. and 8 a.m.</p>	<p style="text-align: center;"><b>NICE</b> <b>\$50</b></p>	
<p><input type="checkbox"/> <b>ONE WAY</b></p> <p><input type="checkbox"/> <b>ROUND TRIP</b></p>		
<b>ARRIVAL</b>		
<p>Date of arrival: ____/____/____</p> <p>Time o arrival: _____</p> <p>Arriving from: _____</p>	<p>Airport (+ terminal) / railway: _____</p> <p>Flight / train #: _____</p>	
<b>DEPARTURE</b>		
<p>Date of departure: ____/____/____</p> <p>Time of departure: ____/____/____</p> <p>Departing from: _____</p>	<p>Airport (+ terminal) / railway: _____</p> <p>Flight / train #: _____</p>	

## PAYMENT

### Registration :

Registration form must be returned at least a month before arrival by mail, fax or e-mail with a deposit of:

- 100% of total amount (tuition + accommodation) for stays lasting up to 3 months (12 weeks).
- 50% of total amount (tuition + accommodation) lasting more than 3 months (12 weeks).

### Cancellation:

More than a month before arrival: 30% from tuition.

Less than a month before arrival: 50% from tuition.

No refund is made if we are informed of your cancellation after the course begins.

I must apply for a long-term student visa, therefore, I request a pre-registration certificate (valid for a year) starting from \_\_\_\_/\_\_\_\_/\_\_\_\_.

Total amount of \$ \_\_\_\_\_ paid by: (check box)

Visa / MasterCard or EuroCard (the quickest)

Please fax your card number and your expiration date to: (310)-391-7176

Card holder's name: \_\_\_\_\_ card #: \_\_\_\_\_

Expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_ or call (310) - 391 - 7176

Bank transfer into:

**LOS ANGELES**  
**International Cross Cultural Services**  
**Washington Mutual, Los Angeles / Mar Vista Financial Center 1209**  
**Account #: 3061295800**  
**IBAN: US 322271627**

Please, specify the name of the student on the bank transfer and enclose a copy to:

I.C.C.S – 12736 Mitchell Avenue, suite #7, 90066, Los Angeles or by fax to: (310)-391-7176

Check

Please send your check in \$US to: I.C.C.S – 12736 Mitchell Avenue, 90066, Los Angeles, CA.

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I understand that no refund\*, nor change of program will be made.

The pre-registration certificate is valid for one year and I may change the course dates within this period only. I have read the term and conditions and I accept them.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

\*Except when showing proof of visa refusal.

# TERMS AND CONDITIONS

## ● Pre-registration:

To receive a pre-registration certificate (required for students), the student should send to I.C.C.S the filled in enrollment form as well as:

- Total amount due for an intensive by the week course (less than 3 months).
- Half of total amount due for long term courses (more than 3 months).

Students need to contact the French or Spanish embassy (or consulate) in their home country for the terms and conditions necessary to obtain a visa.

Enrollment will not be confirmed nor the timetable set until the student has come to the school and taken the placement test (Paris and Nice only). Students must be present at the beginning of term courses. No guarantee of class reservation can be made for students who have pre-registered and arrived late. The students will have the option to attend the succeeding term.

Pre-registration is valid for one year. Courses should be taken within this delay.

Under no circumstances may pre-registration be transferred to another student.

## ● Final registration:

The student must have a valid passport or “carte de séjour” and an identity picture to register. Registration is considered complete once the student has taken the placement test and paid for courses.

● **Payment of tuition** must be made upon enrollment, by credit card (Visa, MasterCard, EuroCard), wire transfer, in US dollars, or by direct bank transfer into I.C.C.S’s account (enclose a photocopy of the payment document with the application – important: write the student’s name on the payment document). Students will pay bank charges (except those of credit cards).

I.C.C.S issues a final registration certificate mentioning the course paid by students and its dates.

Once enrolled, students are expected to attend class regularly. Students enrolled in one type of program can in no case change to another type of program. Under no circumstances classes may be transferred to another student. Parents of minor students (under 18) must write a disclaimer letter discharging I.C.C.S of all responsibility of the child during his journey from departure to arrival until he is picked up by local coordinator and//or host family.

## ● Cancellations

### Courses:

All cancellations must be made in writing to I.C.C.S by mail, fax or e-mail.

More than a month before arrival, 30% of tuition will be withheld. Less than a month before arrival, 50% of tuition will be withheld. No refunds will be made (except when showing proof of visa refusal) for students who made a request for pre-registration certificate necessary to obtain a visa. After courses begin, no refund will be made.

### Course deferment:

All requests to change course dates must be made in writing to I.C.C.S by mail, fax or e-mail.

For intensive French by the week: courses can be deferred before or while taking classes within the limit of a one year period starting from the time you have suspended your classes (deferment for one or more weeks).

For intensive long-term courses: classes can be deferred to a later date only before they begin and within the limit of a one year period starting from the date initially planned (deferment of one or more long-terms). Please note! If prices rise during the time you have suspended your classes, you will have to pay the price difference.

### Accommodation:

\$100 will be withheld for any cancellation made within a period exceeding 2 weeks.

\$200 will be withheld for any cancellation made within a period inferior 2 weeks counting from the planned arrival date.

I.C.C.S reserves the rights to modify its prices, its time schedule and its academic calendar.