

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 in Montpellier

20 lessons/week 25 lessons/week
Course dates in MONTPELLIER: from ____/____/200____ to ____/____/200____

ACCOMMODATION REQUEST – MONTPELLIER

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 1st and 2nd 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 - MONTPELLIER		Distance from school	1 st choice	2 nd choice	Prices
Homestay	Bed only (use of kitchen)	From a 5 minute walk to a 20 minute-bus ride			\$150 / week
	Bed & Breakfast				\$170 / week
	Bed + breakfast & dinner				\$210 / week
Studio at residence Standing with double bed, satellite TV and swimming pool	Bed only	45 minutes			\$330 / week \$990 / 4 weeks
Room on college campus	Breakfast (kitchen and bathroom to share)	45 minutes			\$150 / week (2 weeks minimum) \$550 / 4 weeks

- Prices may be subject to change during the year.
- Please, note! A deposit may be required for certain residences.
- 2 or 3 bedroom apartments available upon request.

TRANSFER REQUEST

TRANSFER REQUEST		Prices valid until 12/31/06
MONTPELLIER \$50		
<input type="checkbox"/> ONE WAY <input type="checkbox"/> ROUND TRIP		
ARRIVAL		
Date of arrival: ____ / ____ / ____ Time of arrival: _____ Arriving from: _____	Airport (+ terminal) / railway: _____ Flight / train #: _____	
DEPARTURE		
Date of departure: ____ / ____ / ____ Time of departure: ____ / ____ / ____ Departing from: _____	Airport (+ terminal) / railway: _____ Flight / train #: _____	

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)-384-3050

Card holder's name: _____ card #: _____

Expiration date: ____/____/____ or call (310) - 384 - 3050

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 – PO Box 661932, 90066, Los Angeles or by fax to: (310)-391-7176

Check

Please send your check in \$US to: I.C.C.S – PO Box 661932, 90066, Los Angeles, CA.

I understand that no refund*, nor change of program will e 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.

● Cancellations

Courses:

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

Before the first day of class, \$150 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.

