Sales Conditions

Registering for one of the sessions proposed by ILCF is a commitment and implies the acceptance of the present Sales Conditions.

1. ELIGIBILTY

To join ILCF, the student must:

be over 18 years of age old or to have completed a high-school diploma in the country of origin;
have upon arrival a valid residency card

2. REGISTRATION RULES

Registrations and payments can be done:

online on the website ilcf.icp.fr

by post: ILCF – Institut Catholique de Paris, 21 rue d'Assas - 75270 Paris Cedex 06 - France

by e-mail: ilcf@icp.fr

on-site: ILCF – Institut Catholique de Paris, 74 rue de Vaugirard - 75006 Paris

Classes are open on the condition there is a sufficient number of students registered. The replacement of a course by another course will be done as best as possible.

ILCF can refuse the new registration of a student already enrolled at the Catholic University of Paris, if he hasn't completed the initial payment of the tuition fees.

3. FINANCIAL CONDITIONS

Attending an ILCF courses involves the payment of the following fees: annual registration fees, tuition fees and optional library services fees.

For short sessions, evening classes, Saturday classes and courses taught in English, the full payment is compulsory at the time of preregistration.

For semester sessions, a down payment of 500 € per session and 105€ of annual registration fees is possible at the time of

preregistration, if the student chooses 9 hours per week or more. The remaining balance must be paid in full no later than 30 days before the start of the course(s).

For the annual session, a down payment of 1000 € per session and 105€ of annual registration fees is possible at the time of

preregistration. The remaining balance must be paid in full no later than 30 days before the start of the course.

Books and exercise books are not included in the tuition or registration fees.

Bank fees must be paid by the student.

Methods of payment: credit card, cheque in euros, bank transfer, cash according current regulations.

4. COOLING OFF PERIOD FOR ANY ONLINE PURCHASE

The student has the right to cancel his registration within 14-days from the date of acceptance of the Sales Conditions of registration,

without having to provide any reason. If the 14-day cooling off period ends on a Saturday, Sunday, on a bank holiday or a nonworking

day, the term may be extended to the next working day. Any student, who wants to exercise their right to a cancellation, must notify,

within the legal period indicated above, in writing and by e-mail at ilcf@icp.fr or postal mail, to the following address: ILCF - Catholic

University of Paris, 21 rue d'Assas - 75270 Paris cedex 06 – France.

5. CANCELLATION POLICY AND REFUND

Registration fees and optional library service fees are not refundable.

Bank fees will be deducted from the refund.

The amounts collected on behalf of a student’s account cannot be transferred to on another student’s account.

In case of refund of tuition fees, the student card and the school certificate must be sent back to ILCF, prior to any refund.

All requests for cancellation must be made in writing to the ILCF. The date of receipt of the letter or e-mail will be taken as proof.

Visa refusal

Tuition fees will be entirely refunded upon submission of the visa refusal notification from the Embassy or the Consulate. This

notification must be received before the 1st day of courses.

No refund will be issued from the 1st day of courses.

ILCF cannot be held responsible for any difficulties in obtaining a visa or a residency card.

Severe illness

Tuition fees will be entirely refunded upon submission of a medical certificate for a severe illness. This certificate must be submitted before the 1st day of courses.

From the 1st day of the session, the refund will be calculated on a pro-rated basis.

Cancellation for other motives

If the written request for cancellation is received at ILCF (the date of the e-mail or postal mail is taken into account):

a. Over 30 days before the beginning of the session, tuition fees will be entirely refunded;

b. between 30 days and the day before the beginning of the session, ILCF will keep a 500 € penalty;

c. from the 1st day of the session, no refund will be possible; the number of hours chosen cannot be reduced;

d. students registered through agents will have to send their request to the agent; ILCF will handle these requests only with the agent.

Late arrivals, early departures, changes of programs

For students arriving after the 1st day of the session or don't take the level test, ILCF can't guarantee a place in a course even if the full payment has been made.

If certain courses are full, ILCF will propose a registration for an equivalent course or for the next session. ILCF cannot be held responsible for this situation.

No change of course rhythm or schedule can be accepted once the courses have started.

No reduction, nor refund, nor postponement can be requested for legal French or foreign holidays, bank holidays, late arrivals, early departures or irregular attendance.

Health crisis

In the event of a health crisis, the ILCF organize the courses according to the goverment directives. In this case, no refund will be granted.

6. CHANGES OF PROGRAM, MODIFICATIONS

The Catholic University of Paris has the right to:

cancel a program or a course if the minimum number of students is not reached; if ILCF cannot propose an equivalent course, tuition fees will be entirely refunded;

modify the courses schedule and the course calendar;

replace teachers originally scheduled.

7. INSURANCE

Health insurance

Non-European Economic Area (EEA) students, aged 18 to 28 years old and registered for more than three months at ILCF (semester sessions), must join the French Social Security by registering on the dedicated website etudiant- etranger.ameli.fr to be covered during the academic year, from September 1st till August 31st.

Students belonging to the European Economic Area, aged 18 to 28 years old and registered for more than three months at ILCF, must provide a European Health Insurance Card (CEAM) - issued by the social protection organization of their country of origin - in order to be exempted from the registration to the Social Security - French national health insurance.

Students working as an «au pair» with a long term contract (at least one year) are exempted from this registration. ILCF requires a copy of the contract.

For all other cases, a private health insurance is compulsory and from the responsibility of the student.

Other insurances

A personal liability insurance is compulsory and must be paid by the student.

8. EXCLUSION

In case of misbehaviour of a student, as outlined in the internal regulations of the Institute, ILCF has the right to expel the offending student, without any refund.

The ILCF internal regulations are available at the entrance desk or can be sent on request.

9. LITIGATION

In case of a complaint, the student must send the complaint form to the ILCF either by e-mail to ilcf@icp.fr or by post to the following address ILCF - Institut Catholique de Paris, 21 rue d'Assas - 75270 Paris cedex 06.

In the event of a dispute, only French law will apply. The parties shall endeavour to settle any dispute amicably. Failing such agreement, any dispute shall be submitted to the competent court in Paris.

In the event of differences between the French and English versions of the Sales Conditions, the French version has legal validity.