General Terms and Conditions of Registration

Joining ILCF is a commitment: registering in one of the course sessions proposed by ILCF implies the acceptance of the present terms and conditions of registration.

1. Eligibility

To join ILCF, the student must be a minimum of 18 years old and must have the equivalent of a high school diploma. For a session lasting more than 3 months, non-EU students must present a valid residency permit or visa. All new students must pass a placement test. All persons already registered at the Institut Catholique de Paris, in order to determine their level and course schedule, late with any payments may be refused the possibility of re-registration for the current school year.

2. Conditions of Sale

Attending an ILCF course involves the payment of the following fees: annual registration fees, tuition fees and when applicable, the following annex service fees (Airport transfer, Express mail, Library).
- For monthly sessions, morning courses, evening courses, Saturday courses and courses in English, the full payment is compulsory at the time of preregistration.
- For semester sessions, a down payment is possible during preregistration:
> By wire transfer or paying in person: a deposit of 400€ per session. Please add a copy of your registration form with the proof of wire transfer.
> For online payments: 50 % of the total fees is required.

The balance is due the day of course selection.
- Textbooks and exercise books are not included in the tuition or registration fees.

Pay attention: the banking fees must be paid by the student.

3. Retraction

The student has the right to cancel their registration within a 14-day limit from the date of acceptance of the general conditions of registration. It is not necessary to justify or provide a reason. If the 14-day term ends on a Saturday, Sunday or a public or school holiday, the term may be extended to the next business day. Any student wanting to exercise their right to a retraction must notify, within the legal delay as indicated above, in writing and by postal mail, to the following address:
Institut Catholique de Paris-ILCF
21 rue d'Assas-75270 Paris cedex 06-France

4. Cancellation Policy and Refund

- Registration fees and services fees (Airport transfer, Express mail, Library) are not refundable.
- Bank fees will be deducted from the refund.
- The amounts perceived for the account of a student cannot be sent to the account of another student.
- In case of refund of tuition fees, the student card and the registration certificate must be returned to ILCF.

Visa refusal
The tuition fees will be entirely refunded upon submission of the visa refusal notification from the embassy or consulate. This notification must be provided before the 1st day of courses. No refund will be issued thereafter. ILCF cannot be held responsible in the event of difficulty obtaining the visa or residency card.

Severe illness
The tuition fees will be entirely refunded upon submission of a medical certificate. This certificate must be provided before the 1st day of courses.

Cancellation for other motives
If the written request of cancellation is received at ILCF (date and time of the mail/e-mail of cancellation received by ILCF) are valid:
a. more than 30 days before the beginning of the session, the tuition fees will be entirely refunded.
b. between the 30th and the day before the beginning of the session, ILCF will keep a 400€ penalty.
c. from the 1st day of the session, no refund will be possible; the number of hours chosen can't be reduced.

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

5. Changes of Program & Modifications

Late arrivals, early departures, changes of programs
- In case of student's arrival after the 1st day of the session, ILCF can't guarantee a place in a course even if the total payment has been made.
- If certain courses are full, ILCF will propose 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 courses start.
- The legal French holidays or foreign holidays, public holidays, late arrivals and early departures give rise neither to reductions, nor to refunds, nor to postponements.

ILCF reserves the right:
- to cancel a program or a course if the minimum student numbers are not reached. The tuition fees will be entirely refunded, if an equivalent course can be proposed.
- to modify the course schedule and calendar;
- to replace the instructors originally scheduled.

6. Insurance

Health insurance
- Every Non-European Economic Area student, aged 18 to 28 years old and registered for more than three months at ILCF (semester sessions) must request affiliation to the French Social Security system by registering on the dedicated website https://etudiant-etranger.ameli.fr/#/ to be covered during the academic year from September 1st to August 31st.
- Every student 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, issued by the social protection organization of the student's country of origin in order to be exempted from registering for the French Social Security system.
- All students working as an «au pair» with a long term contract (at least one year) are exempted from subscribing.
- For all other cases, taking a private health insurance is the responsibility of the student and strongly advised.

Civil liability insurance
Personal liability insurance is compulsory and the responsibility of the student.

7. Expulsion

ILCF reserves the right to expulse students who don't respect the internal regulations. In this case, ILCF has the right to expel the offending student, without refund. The internal regulations are at the student's disposal at the reception desk of ILCF.

8. Litigation

Only French laws will be applicable in case of litigation. In the event of dispute, the parties will attempt to reach an amicable agreement. Paris courts shall have jurisdiction to resolve any dispute between the parties. Any inconsistency between the French and English versions of the General Terms and Conditions of Registration hereof shall be resolved solely by reference to the French version.

9. Registration Rules

Registrations and payments can be made:
- Online: www.icp.fr/ilcf
- By postal mail:
Institut Catholique de Paris-ILCF
21 rue d'Assas 75270 Paris cedex 06-France
- In person: ILCF, Institut Catholique de Paris
74 rue de Vaugirard 75006 Paris
- By email: ilcf@icp.fr