



EDAM
 15 rue de l'Arsenal 75004 – PARIS
 +33(0)1 45 31 16 67
 info@edamparis.com

Receptionist :

Student number :

ID Photo

Date: / /

REGISTRATION FORM FLE 2025/2026

CIVIL STATUS

Mrs Mr

First name : LAST NAME (in capitals) :

Address :

ZIP code : Town :

E-mail :

Phone number :

Date of birth : / / City of Birth :

Nationality :

◆ Last obtained diploma : Baccalaureat Bachelor degree Master

◆ Have you already registered for social security ? YES : NO

◆ VISA type : Student Tourism Student VISA Application Other :

◆ How have you heard about EDAM ?

Social networks : Publication : Partnership :

Booklet Google Word of mouth : Other :

YOUR FORMULA

Check the white boxes

<input type="checkbox"/>	Extensive Formula 10 h / week : General French
<input type="checkbox"/>	Intensive Formula 16 h / week : General French + Workshops
<input type="checkbox"/>	Cours du soir.....
<input type="checkbox"/>	Custom : (number of lessons)
<input type="checkbox"/>	Private lessons : (number of lessons)
<input type="checkbox"/>	Other :

SUMMARIES

Reserved for the administration

Documents required	<input type="checkbox"/> An identity photo <input type="checkbox"/> An ID or Passport
Level	
Duration	From / / to / /
	Week(s) / Month(s) / session(s)
Formation Code	
Price	

Registration conditions and regulations

The Paris School of Arts and Management (EDAM) is a non-profit association (under the French law of 1901), whose corporate purpose is twofold: on the one hand, the teaching of various specialties related to the arts and management at a bachelor, MBA and DBA level, both face-to-face and online; and on the other hand, the promotion of the practice and knowledge of the French language to French and international audiences by all appropriate means, teaching, discovery activities, organization of events, publications.

EDAM's General Terms and Conditions of Sale are applicable to all EDAM courses and services. They are applicable to the student if he/she subscribes directly to EDAM's services or if he/she subscribes to the services through an intermediary or a third party payer (company, agent, etc.). EDAM can be reached by e-mail at info@edamparis.com or by phone at +33 (0) 1 45 31 16 67. By signing the EDAM registration form, the student accepts without reservation the present General Conditions, as well as the special conditions. By sending the registration form for a student, the intermediary or third party payer accepts without reservation the present General Terms and Conditions and the special conditions to which they refer. When the specificities of the service subscribed by the student require it, the General Conditions are completed by Special Conditions which form with the present General Conditions an indivisible whole. In case of contradiction between the two, the Special Conditions prevail over the General Conditions.

1 - CONDITIONS OF ADMISSION

To be admitted to EDAM, students must be at least eighteen (18) years old or sixteen (16) years old if they have parental authorization. It is the student's responsibility to proceed with the administrative formalities to obtain a visa or a residence permit. EDAM is under no obligation to provide information about obtaining visas or residence permits. EDAM cannot be held responsible for difficulties in obtaining a visa or residence permit upon presentation of a certificate of pre-registration or registration in one of its courses or programs.

Note: In order to comply with the requirements of the Prefecture of Paris for the issuance of a residence permit, students holding a long-stay visa for studies in France must, at the time of their final registration, pay the full tuition fees corresponding to the chosen course.

2 - FINANCIAL TERMS

Participation in the services provided by EDAM requires the payment of the following fees in Euros:

2.1. Application fee: the application fee, which does not constitute a membership to the association, consists of a lump sum due by the student for his registration at EDAM. It amounts to two hundred euros (€200) and is included in the tuition fees but is not refundable. The fee is due only once per one (1) year period.

2.2 Tuition fees: Tuition fees correspond to the prices posted by EDAM through brochures, flyers, website and are specified for each student in the Special Conditions. There are no discounts, refunds or deferrals for public holidays.

2.3 Teaching materials: Tuition fees do not include the provision of books and workbooks.

2.4 Cancellation fees: if the student takes the initiative to cancel the services booked beyond the period allowed for his/her right of withdrawal as provided for in Article L. 221-18 of the French Consumer Code, EDAM will charge cancellation fees in accordance with the provisions of Article 6 of the General Conditions.

2.5 Bank and inter-bank charges: Bank and inter-bank charges incurred by EDAM will be charged to the student. They will be invoiced and due by the student to EDAM, when the latter is the payer. They will be invoiced and due by the third party payer, in other cases.

3 - PAYMENT

3.1 Payment of tuition fees and application fees must be made in Euros. It can be made: -by bank check endorsed in France -by transfer to EDAM's account (specify the student's name on the transfer) -by credit card (Visa, Mastercard or Eurocard), -by cash (Euros only) E-mail address: info@edamparis.com. Postal address: EDAM - 15, rue de l'Arsenal - 75004 Paris.

3.2 In case of late payment, the student's place in the chosen course is not guaranteed.

4 - REGISTRATION FORMALITIES

4.1 Formalities for adult students: The student can register according to one of the three following methods: Online on the EDAM website. By e-mail or post. In person at the reception desk, in which case he/she does not benefit from the right of withdrawal of articles L. 221-1 et seq. of the Consumer Code. He will have to: Choose his courses. Read and accept the General Terms and Conditions of Sale and the annexes. Pay at least 30% (or 40% for FLE) of the amount due for the service or the totality of the file fees,

the school fees. Regardless of the method of registration chosen, the student must present himself/herself at the EDAM reception desk on the first day of classes, with the following documents: An identity document (identity card, residence permit or passport with a visa covering the duration of the studies); A passport photo; A parental authorization for candidates aged between sixteen (16) and seventeen (17) years old; If applicable, the receipt of payment of the deposit on the registration fees or the receipt of payment of the totality of the tuition fees or the registration certificate.

4.2 Formalities specific to minors: Students under eighteen (18) years of age on the first day of classes must provide the EDAM registration service with parental authorization and a copy of their parents' insurance certificate. Failure to do so will result in the registration not being taken into account and the services ordered not being carried out.

4.3 Specific formalities for students who are not nationals of the European Economic Area: In accordance with the provisions of French and European regulations, students who are not nationals of the European Economic Area are subject to specific admission conditions when the duration of their stay is greater than three (3) months.

4.3.1 Certificate of registration: The student who wishes to study at EDAM must attach a "certificate of registration" to their visa application. This document is only issued to the student on condition that 50% of the tuition fees have been paid. This fixed amount, non-refundable except in the event of visa refusal, paid by bank transfer, is nominative. The registration certificate is issued intuitu personae and cannot be transferred to another student (particularly in the event of visa refusal).

4.3.2 Final registration: EDAM will proceed with the final registration of the student upon presentation of the visa issued by the consulate of his or her country of origin (covering the entire period of study) and payment of the balance of the tuition fees.

5 - RIGHT OF WITHDRAWAL

No right of withdrawal will be granted in the event of sums paid.

6 - REPORT/CANCELLATION

Any request for postponement, cancellation or refund of the sums advanced must reach EDAM in writing (paper mail, or e-mail). The modalities of cancellation and reimbursement depend on certain criteria detailed below:

6.1 Cancellation at the student's initiative (excluding VISA and residency permit holders).

6.1.1 The student buys a course in French as a Foreign Language, or a Bachelor, MBA or DBA, either face-to-face or online, to the exclusion of all other services. When the cancellation request is made more than one month before the beginning of the course, the cancellation fee is 10% of the tuition fees. If the cancellation request is made less than one month before the start of the course, the cancellation fee is 30% of the tuition fee. After the start of the course, no refund is possible.

6.1.2 Refusal of visa: the refusal to issue a visa must be justified by the student. A cancellation fee of four hundred euros (€400) will be deducted from the refund amount. Additional non-refundable fees may be charged by EDAM's partner companies. No reimbursement will be systematically granted in case of non-renewal of the residence permit. However, in the event of a refusal to extend the residence permit, the remaining tuition fees may be reimbursed on presentation of the original refusal and the invoice for the return journey.

6.1.3 Cancellation or modification of courses after the beginning of the services: on the date the courses have started, and in case of absence to one or more courses, no postponement or refund will be accepted. However, in case of force majeure, serious illness and/or incapacity duly justified by a medical certificate, preventing the student from attending classes for a period of more than four (4) consecutive weeks, the student may request: either a refund of the tuition fees, excluding the application fees, which remain the property of EDAM - or the postponement of these classes for a period limited to six (6) months after the date of interruption of the classes.

6.1.4 Modification of the type of course: the student may not modify his/her course once the course has begun. If EDAM accepts this change, it will not be refunded if the

second service is less expensive than the first. The student will be charged forty euros (€40) for any change in the type of course made for convenience and not for pedagogical needs.

6.2 Cancellation at EDAM's initiative: EDAM reserves the right to cancel a course if there are insufficient students. However, EDAM undertakes to offer the student another course of equivalent level. In the event that another course of equivalent level cannot be offered, the full amount of the corresponding tuition fee will be refunded to the student. If the cancellation affects all courses chosen by the student, the application fee will also be refunded.

6.3 Deferral for any other period or reason: Any deferral granted is non-refundable and non-transferable to other students' accounts.

6.3.1 Before the start of the course: The student will be entitled to defer registration for a maximum of six (6) months. Except in cases of force majeure, only one postponement is authorized, subject to the receipt by EDAM of a written request at least fifteen (15) working days before the initially scheduled start date of the course.

6.3.2 After the beginning of the course: Once the course has begun, and in case of absence from one or more courses, no postponement will be accepted for any reason whatsoever, except for force majeure or serious illness and/or incapacity duly justified by a medical certificate, preventing the student from attending the course for a period of more than four (4) consecutive weeks. The postponement will be made within a period limited to six (6) months after the date of interruption of the courses. An administrative fee of forty euros (€40) will be charged to the student for each deferral request.

6.4 Modification of the course schedule by EDAM: In any case, EDAM reserves the right to modify, in case of necessity, the schedules and the course calendar, provided that the student is informed in advance, up to the day before the day of the course whose schedule is modified. There are no reductions, refunds or deferrals for statutory holiday periods (public holidays).

6.5 Postponement and cancellation of private lessons' schedule is to be communicated at least 24 hours in advance. If not, you forfeit the scheduled hours.

7 - INSURANCE

Health, accident and liability insurance are the responsibility of the student. EDAM declines all responsibility in case of loss, theft or damage to the student's personal belongings occurring on EDAM's premises or at the student's place of accommodation or in the context of cultural or sports activities organized by EDAM for which EDAM is not at fault. Health, accident and civil liability insurance as well as cancellation insurance (such as "Student Travel Insurance") must be taken out by the student him/herself. Students who are minors must present a copy of their insurance certificate at the time of registration.

8 - IMAGE RIGHTS

EDAM reserves the right to make and use photos, videos, or any other multimedia content of the students for promotional purposes (brochures, publications on the site, catalog ...) unless the student objects. This opposition must be indicated at the time of registration.

9 - EXCLUSION

In the event of a student's failure to comply with EDAM's internal regulations, EDAM reserves the right to interrupt the student's training. No refund will be due.

10 - COMPLAINTS

The school's management is the sole authority for decisions concerning the reimbursement or recovery of unattended courses. Any complaint concerning the services provided by EDAM Paris must be made by registered letter with acknowledgement of receipt, addressed to EDAM Paris, 15, rue de l'Arsenal, 75004 Paris, France. This complaint must be made within one week of the end of the training course. In the event of a dispute, the parties agree that the case will be judged under the jurisdiction of the Paris Courts.

*I acknowledge that I have read the terms and conditions of sale, the internal regulations and the administrative formalities necessary for the validation of my stay in France.

EDAM Paris, 15, rue de l'Arsenal 75004 Paris
Signature preceded by the words « Read and approved ».
On date _____, at _____

Signature _____