



REGISTRATION FORM FLE 2026/2027

15 rue de l'Arsenal, 75004 Paris | +33 (0)1 45 31 16 67 | info@edamparis.com

Photo ID

Receptionist: _____

Student number: _____

Date: _____

CIVIL STATUS

Title: Mrs Mr

LAST NAME (in capitals): _____ First name: _____

Address: _____

ZIP code: _____ Town: _____

E-mail: _____ Phone number: _____

Date of birth: _____ City of birth: _____

Nationality: _____

Highest qualification obtained: Baccalauréat Bachelor's degree Master's degree

Social security: YES – N°: _____ NO

VISA type: Student Tourism Student VISA Application Other

How did you hear about EDAM?

- Google ChatGPT/Gemini/Claude Social networks
- Word of mouth Brochure Other

YOUR PROGRAMME

- Extensive courses 10h/week: General French
- Intensive courses 16h/week: General French + 3 Workshops
- Intensif Plus courses 20h/week: General French + 5 Workshops
- A0 – Complete beginners course
- Evening class
- Saturday class
- Custom (Number of lessons)
- Private lessons (hour of lessons)
- Other:

SUMMARIES — Reserved for the administration

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

IMAGE RIGHTS

EDAM may use your image (photos/videos) for institutional communication purposes. Please check one box:

- I authorise — free of charge, valid 3 years, revocable in writing to info@edamparis.com
- I decline the use of my image for communication purposes

DATE AND SIGNATURE

Signed at: On:

Signature preceded by "Read and approved"

By signing this form, the student unconditionally accepts the General Terms and Conditions overleaf.

PREAMBLE

The École des Arts et du Management (EDAM) in Paris is a non-profit association governed by French Law of 1901. These General Terms and Conditions (GTC) apply to all FLE courses offered by EDAM. By signing the registration form, the student unconditionally accepts these GTC.

1 — ADMISSION AND REGISTRATION

1.1 Minimum age. Admission is open to students aged 18 and over. Applicants aged 16 or 17 may only be admitted upon presentation of a signed parental authorisation.

1.2 Definitive registration. Registration only becomes effective once EDAM has received a complete application file and full payment of all fees due.

1.3 Non-EEA students. Students from outside the European Economic Area applying for a long-stay student visa must pay all fees in full before any enrolment document is issued.

2 — FEES AND FINANCIAL CONDITIONS

2.1 Tuition fees. Fees are those published by EDAM in its official communications. No reduction, refund or deferment is granted for statutory public holidays.

2.2 Administrative fees related to visa or residence permit applications. A fixed amount of €400 (€200 registration fee + €200 administrative fee) is normally due for enrolment in the Intensif Plus programme for a duration of 6 months or more. As part of its pricing policy, EDAM grants a conditional waiver of this amount: it is not charged at registration and does not appear in the communicated price. This waiver is subject to the condition that the student has not requested EDAM to issue any document to support a student visa or residence permit application. Once such a document has been issued, the waiver is lifted: the amount becomes due and will be deducted from any subsequent refund, unless required otherwise by mandatory law or an express decision by EDAM. In the absence of any refund, no additional amount is charged.

2.3 Modification fees. Any programme change or deferral accepted by EDAM will incur an administrative fee of €50.

2.4 Bank charges. All bank and currency exchange charges are borne exclusively by the student.

3 — PAYMENT TERMS

All payments must be made in euros (EUR). Accepted methods: bank transfer (student's full name required); Visa/Mastercard; cash up to €1,000. All fees must be paid in full before the course begins. Enrolment confirmation and document issuance only take place after funds are received. Any refund is made by bank transfer to the original payer's account, after deduction of non-refundable fees.

4 — VISA AND RESIDENCE PERMIT

4.1 Responsibility. The student is solely responsible for all visa and residence permit formalities. EDAM guarantees neither the granting of a visa nor the obtaining or renewal of a residence permit. EDAM is solely responsible for the academic and administrative documents it is required to issue.

4.2 Visa delay. If the student notifies EDAM before the course start date, enrolment may be deferred. Otherwise, missed classes are deemed due.

4.3 Visa refusal. In the event of a first duly justified refusal (original refusal letter, original enrolment certificate, passport copy, bank details), EDAM will refund the tuition fees received, less the €400 (art. 2.2) and any bank charges. No refund if the refusal results from the student's failure to comply with consular procedures.

4.4 Inability to renew residence permit. In the event of a definitive administrative decision preventing the student from remaining in France (in particular an OQTF), upon presentation of the official document: the €400 (art. 2.2) and fees for courses already attended remain due to EDAM; fees for courses not yet attended are refunded.

5 — CANCELLATION AND REFUND POLICY

5.1 Courses commenced. Unless otherwise specified herein, any course or training period that has begun is due in full and cannot give rise to a refund.

5.2 Cancellation before arrival. By registered letter with acknowledgement of receipt, accompanied by the original enrolment certificate.

5.3 Cancellation fees (flat-rate estimate of costs incurred). More than 30 days before: 50% refunded; between 8 and 30 days: 40%; between 4 and 7 days: 20%; less than 4 days: 0%.

5.4 Non-refundable fees. Bank charges and, where applicable, the €400 (art. 2.2) are always deducted from any refund.

5.5 Early departure. No refund in the event of voluntary early departure.

5.6 Force majeure. Serious illness, accident or death of a close relative (official documents required): deferral within 12 months. No refund. Professional or academic reasons are excluded.

5.7 Cancellation by EDAM. Corresponding fees are refunded. In the event of a governmental decision, courses will be provided online and/or deferred free of charge within 18 months.

5.8 Non-transferability. Courses are strictly personal.

5.9 Modification after commencement. If accepted by EDAM: €50 fee, no refund.

5.10 Deferral after commencement. Only in cases of force majeure or serious illness (absence > 4 consecutive weeks). Request within 6 months, €50 fee.

6 — RIGHT OF WITHDRAWAL

For contracts concluded online, the student consumer has 14 days from the conclusion of the contract to exercise the right of withdrawal (art. L.221-18 French Consumer Code). The student may request immediate commencement of services; in this case, if services have been performed (in particular the issue of an administrative document), the student will be liable for the corresponding amounts. Contracts concluded in person are not subject to the statutory right of withdrawal.

7 — COURSES AND ACADEMIC ORGANISATION

7.1 Organisation. Timetables and levels are determined by EDAM based on placement tests and available places.

7.2 Group courses. EDAM may cancel a group course due to insufficient numbers or convert it into semi-private lessons.

7.3 Private lessons. Any modification or cancellation must be notified at least one (1) working day in advance by e-mail. After this deadline, the lesson is due in full, unless a valid justification is provided.

8 — LATENESS, ABSENCE AND INTERRUPTION

8.1 Lateness. Any student arriving more than 10 minutes late must wait for the break, unless authorised by the teacher.

8.2 Absence. Any unjustified absence results in the permanent loss of the corresponding lesson hours, with no refund or rescheduling.

8.3 Voluntary interruption. No refund or compensation.

8.4 Leave — Long-term programmes (Extensive, Intensive, Intensif Plus only). 6 and 8 months: 4 weeks; 10 months: 8 weeks. Leave may be split, upon written request at least 10 working days in advance. For weekly enrolments: 1 week of leave per 12 consecutive weeks. Not applicable to evening, Saturday, à la carte or private lessons.

9 — PUBLIC HOLIDAYS AND CLOSURES

No courses are held on statutory public holidays. For enrolments of 1 month or less (Extensive, Intensive, Intensif Plus): the end date is automatically extended by the number of public holidays affected. For enrolments exceeding 1 month: public holidays are neither made up nor refunded.

10 — ATTENDANCE AND DISCIPLINE

A minimum attendance rate of 70% is required. Failure to comply with internal rules or any violent, discriminatory, alcohol- or drug-related behaviour will result in immediate expulsion without refund.

11 — INSURANCE AND LIABILITY

All students must hold insurance covering illness, accident and civil liability. Minor students must provide a copy of their policy at enrolment. EDAM is not responsible for the loss, theft or deterioration of personal belongings.

12 — IMAGE RIGHTS

The use of the student's image is subject to express consent given in the registration form. This consent may be revoked at any time in writing to info@edamparis.com.

13 — PERSONAL DATA (GDPR)

Data collected at registration is processed by EDAM for administrative and academic management purposes, in compliance with the GDPR. Rights of access, rectification, erasure and portability: scolarite@edamparis.com — +33 (0)1 45 31 16 67.

14 — COMPLAINTS AND MEDIATION

14.1 Complaints. By registered letter with acknowledgement of receipt within one week of the end of the course to: EDAM Paris, 15 rue de l'Arsenal, 75004 Paris.

14.2 Mediation. In the absence of an amicable solution: CM2C — www.cm2c.net

14.3 Applicable law. These GTC are governed by French law. In the event of a dispute, and in the absence of an amicable solution or mediation, the competent courts shall be determined in accordance with the applicable rules of common law.