



Terms and Conditions of the Institute of Language and Culture of Portuguese Speaking-Countries – Toulouse

Article 1: field of application

This regulation is applicable for all students attending the language classes of the Institute of Language and Culture of Portuguese Speaking-Countries. Each enrolment or participation to the offered courses is worth unconditional acceptance.

Article 2: enrolment in the language courses

The yearly and quarterly prices are valid for the current season: from mid-September till the first week of July and are non-transferable once the commitment has been made (yearly or quarterly). The enrolment fees of € 30 must be paid all at once. In case of cancellation in the middle of the year or the quarter, those fees won't be refunded.

Article 3: insurance

Students must be covered by a public liability insurance. The Institute has taken out a public liability insurance which covers any additional damages that may occur during the courses.

Article 4: pricing, payment of the courses and schedule

The rate of each service is defined every year and is due individually at a given period (yearly or quarterly enrolment). The special rates are based on the commitment to a complete period but they take into account the holidays and the non-working days. Absence from a language course does not entail any refund, partial or complete, of the already made payment.

Article 5: payment terms

Any payment must be made at the beginning of the academic year (in case of yearly payment), at the beginning of the quarter (in case of quarterly payment). The methods of payment accepted are the following: cash, cheques to the order of *ILCL* or bank transfer (*Bank details: 41199 11021 00030809401 49*).

Article 6: number of participants in a course

Courses are attended by 10 to 12 students and are given by a certified teacher. With the agreement of the teacher and the Institute director, appropriate solutions (schedules, prices) can eventually be proposed to open a new class or keep one opened when the number of enrolled students allows it (at least 5 participants). The class can also be cancelled if no proposal is adopted by mutual agreement. After having filled the enrolment form, the new student, with the approval of the Institute director, can change group levels if the one in which he was initially enrolled is not suitable.

Article 7: Cleanliness

The attendees are required to be mindful of the cleanliness of the classrooms and the other rooms (toilets, entrance...). Food is tolerated only on exceptional occasions and with the prior approval of the director. Smoking inside is strictly forbidden.

Article 8: security, losses or thefts

Any person who is not enrolled in a language course will not be allowed in the classroom, except with the authorisation of the teacher or the director. Since the premises are not watched, the Institute of Language and Culture of Portuguese Speaking-Countries declines any responsibility in case of deterioration, loss or theft of the personal belongings of the students.

Article 9: illegal substances and alcohol

The introduction and/or consumption of illegal substances and/or alcoholic beverages during class is strictly forbidden, unless there was a prior exceptional request to the director.



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Article 10: teacher's absence or course cancelled

If the teacher is absent, the language courses director and the teacher will do their best to let the students know as soon as possible by phone, email or website publication. That is why it is important to fill duly and completely the enrolment form. As much as possible, an alternative solution (other date/teacher) will be proposed by the teacher. The Institute of Language and Culture of Portuguese Speaking-Countries reserves the right to switch from a 2-hour session to a 1-hour session if there are only 2 attendees.

Article 11: Remedial courses

Remedial courses are possible during the quarter (by integrating another existing class) in case of quarterly payments and all year long in case of yearly payments. Remedial courses never constitute an individual course.

Article 12: children and parents' responsibility

People accompanying minors must verify the presence of the teacher before leaving them. The teacher cannot be in charge of the children outside classes' hours, inside or outside the school. Therefore, parents must be present at the end of their children's class.

Article 13: CNIL information and image rights

In accordance with the law n° 78-17 of 6 January 1978 relating to data processing, data files and liberties, members have the right to access and rectify any data about them at the Institute. Your e-mail address will allow us to keep you informed, throughout the year, of exchanges and various events organised by the Institute of Language and Culture of Portuguese Speaking-Countries in direct contact with our partners, or of any changes in the course schedules. During its activities, the Institute of Language and Culture of Portuguese Speaking-Countries may be required to take photographs or film the people present. Only the members who have accepted the image rights clause on the enrolment form will see photographs of themselves published on communication media (social networks, website, newspapers, etc.). Any other use will be subject to specific authorisation from the persons in question.

Article 14: accompanying person of children

The parents are not allowed to attend their children's classes. However, they can wait for them in the hall quietly and silently so that the Institute's employees can work in the best possible conditions.

Article 15: Library access

A library is available for members of the Portuguese Speaking-Countries Institute. For each book borrowed, a deposit cheque of € 15 will be required. The deposit can be higher depending on the book's value. Books can be borrowed for a duration of 15 days maximum. The deposit cheque will be cashed if there is a delay of more than a week after the agreed return date.

Article 16: Courses proceedings

Any person present in the Institute must respect the indispensable calm for the good proceeding of the provided courses. Phones can be used in mute mode.

The team of the Institute of Language and Culture of Portuguese Speaking-Countries of Toulouse thanks you!