

DOCUMENTS

- ▶ For Germany, Spain, Ireland and United Kingdom:
 - *If under 18: current National Identity card + official permission to leave the country or valid passport.*
 - *If over 18: Valid National Identity card or valid passport.*

- ▶ For Australia:
Passport valid 6 months after return date.

SPENDING MONEY

We suggest 60€ spending money per week.

PROGRAMME PAIEMENT

The total cost of the programme must be paid 4 weeks before departure date.

CANCELATION

- ▶ **By Civel:** In case of cancellation by Civel, you may choose either other programme or be reimbursed on totality.

- ▶ **Cancellation by customer:**

- Programme subscription fee is non refundable.
- Up to 30 days before departure: deposit + fee is non refundable.
- Less than 30 days before departure: deposit + fee are non refundable + expenses such as transport, administration costs and so on...
- Less than 7 days: Entire cost is non refundable.

CHANGE IN PROGRAMME

Any change in programme (dates, type of programme...) may be possible depending on availability on application. An administration fee of 80€ will be charged. No changes may be made 30 days before departure.

INSURANCE

- ▶ CIVEL is underwritten for civil liability under AXA Insurance Company: contact n°3076062004. A copy of the Insurance Policy is available on demand.

“Hospital and Medical Expenses” :

Students of European Countries must apply for a European Health Insurance Card. Travel Insurance must cover medical evacuation back to home country and a copy must be provided to CIVEL.

Students of other countries must have valid travel insurance for the duration of their stay and provide a copy to CIVEL.

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CLAIMS

- Any difficulties experienced while on the programme must be advised as soon as possible in order to enable us to intercede with our local agent and / or with our hosting family.

- Any claims must be sent by registered mail within 3 months of the completion of the programme. After this time, no correspondence will be entered into.
- **No claims will be considered if Civel has not been informed during the programme.**

INFORMATION

- **CIVEL** reserves the right to refuse an application if the candidate does not fulfil Civel requirements.
- Applicants must be self-sufficient and must be in sufficient health in order to be able to participate in excursions, activities and so on...
- Applicant must display maturity and correct conduct in order to fit in with the group or the host family.
- **Any false or withheld information is the candidate's application will lead to cancelation or the immediate withdrawal from the programme or being sent back home at their own expense if the programme has started.**
- **Civel** reserves the right to send home any students whose conduct and attitude is not deemed appropriate.
- If a student is not comfortable with their host family, CIVEL will consider relocating the student once to another family, only if the complaint is reasonable.

STUDENTS' RESPONSABILITIES

The aim of these programmes is to enable students to increase their understanding and speaking of the language while immersed in the French local culture. Students are guests of a family that has agreed to host them and, as such, are considered as ambassadors for their Country, their own families and School. They should behave in an exemplary manner at all times. .

Failure to adhere to the rules given to the student may result in a student being asked to leave the host family or sent home at earliest convenience with costs incurred to the parents 'account.

Each student must be aware of, and agree to, the conditions listed in CIVEL's Rules and Regulations Guidelines and the Code of Conduct he/she will have to sign with their parents for registration.

PARENTS' RESPONSABILITIES

Each parent must be aware of, and agree to, the conditions listed in CIVEL's Rules and Regulations Guidelines and the Code of Conduct they will have to sign with their child for registration.

In case of a student being sent home on disciplinary grounds, withheld information..., parents must agree to cover the costs incurred.



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