

# ENROLMENT FORMALITIES

Minimum age : 18

**Upon receipt of the enrolment form and your French test**, we will send you a an invoice.  
Your enrolment will be considered valid upon receipt of your full payment.  
For any visa, napplication, we will send you the necessary documents after payment.

An amendment fee of 70€  
will be levied for any change made to a booking which has already been confirmed and invoiced.

Special delivery: 100€

## CANCELLATIONS

- More than 30 days before the start of the course : 90€ administration fee will be retained  
+ 120€ accommodation fee ;
- Between 30 days and 15 days before the start of the course: 50% of the payment received will be refunded ;
- Less than 15 days before the start of the course : no refund ;
- Course already begun: no refund ;
- If the student does not obtain his visa, Elfe will refund the full amount received minus 90 € in administration fee ;
- Private lessons cancelled less than 48 hours: no refund ;
- In the event of insufficient applications for a specific course the school reserves the right to offer an alternative programme of equal value ;
- Exceptional health situation :
  - In the event of the school closing for reasons of «force majeure», state of emergency or a decision by the French authorities when the courses have already started, training will be offered online.  
No refund will be possible.
  - If the student is unable to travel due to health restrictions and has to cancel his stay before the start of classes the school will offer to postpone the training for a period of 18 months, at no additional cost.  
No refund will be possible.

## PAYMENT

Payment is to be made out to ELFE in euros (bank fees are to be paid by you).

- by bank transfer to ELFE (bank transfer costs are your responsibility).  
Clearly indicate **your name and the quote number** to :

CIC PARIS GME : 102 boulevard Haussmann- 75008 Paris - France  
Code IBAN : FR76 3006 6109 4700 0218 8220 462 - BIC : CMCIFRPP  
Code banque : 30066 - Code guichet : 10947  
Numéro de compte : 00021882204 - Clé RIB: 62

- by credit card, Visa or Mastercard
- by cash



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E-mail : [contact@elfe-paris.com](mailto:contact@elfe-paris.com)



**Elfe**  
ÉCOLE DE  
LANGUE  
FRANÇAISE