

GENERAL TERMS AND CONDITIONS OF ENROLMENT

a) Administration fee of 6 € per year is mandatory in order to be enrolled in the course

The fee has to be paid within the first enrolment in the course (except for the students that already possess the membership card of the French Institute of Slovakia called IF Pass) or if the membership card has already expired.

b) Membership card IF PASS

It is required that all students of the French Institute of Slovakia possess the membership card IF Pass containing their name and a current photo of their face. Students are obliged to carry their membership card IF Pass whenever they enter the French Institute of Slovakia. The IF Pass card is non-transferable. The card is valid once the administration fee is paid and it expires one year after that.

c) Course fee payment

The payment of the enrolment fees or the establishment of a written payment warranty has to be done beforehand the beginning of the courses. Methods of payment are mentioned at the bottom of the application form that the student retains.

d) Payment in form of an invoice is permitted only to companies and to self-employed persons. We require a written order that has to be addressed and delivered to the Section of Courses in the French Institute of Slovakia no later than 3 days before the course begins.

e) It is possible to request a refund only after the reception of the bank account's details and according to the following conditions:

1. 100% refund of the enrolment fee if the course is not opened,
2. Based on written request sent to the French Institute of Slovakia no later than 10 days (extensive courses) or 2 days (intensive courses) after the course has begun. The request is valid only if: the participant's medical condition requests it (a medical certification has to be provided); the participant has changed his/her job and has moved to another city.

Administration fee of 6 € is non-refundable.

f) Instalment payment of the enrolment fee

In exceptional cases, it is possible to pay the enrolment fees in two steps as follows:

1. **the first payment (100 €)** will be made at the French Institute during the enrolment;
2. **the second payment (remaining due amount)** will be made in 30 days after the course has begun.

The French Institute of Slovakia charges 15 € for this type of payment which has to be paid together with the second (remaining) payment.

I hereby testify that I have read and I agree to all the terms and conditions mentioned below. According to the EU general data protection regulation 2016/679 (GDPR) and in accordance with Article 18/2018 Z. z. of the protection of personal data, all the information provided on this registration form is stored in the French Institute informatics system and can be exclusively used by the French Institute.