

## How to register?

- 1- Fill the registration form on line corresponding to your choice of course.
- 2- You can also send us the traditional printed registration form by post or fax. In this case thank you to join a photo.
- 3- In all the cases, the registration for the courses in Montpellier must be accompanied by at least 30 % on the total amount of the course or the stay and 50 % of the amount for the courses in La Grande-Motte
- 4- To pay the deposit of 30 % or 50 % several means of payment are possible (see the descriptive table below). The balance of 70 % is required 10 days before the beginning of your course or stays except if you to pay on the spot (in Montpellier) by banking card (terminal of payment). You can also pay the totality amount of the course (100 %) before your arrival.

View of the different means of payment		
Deposit 30 %	Balance 70 %	Full amount 100 %
<ul style="list-style-type: none"> <li>• Together with you registration: banking Card (via secured payment SSL on our website).</li> </ul>	<ul style="list-style-type: none"> <li>• By banking Card at arrival in Montpellier via our Terminal of Payment</li> </ul>	<ul style="list-style-type: none"> <li>• Together with you registration :banking Card (via secured payment SSL on our website).</li> </ul>
<ul style="list-style-type: none"> <li>• By banking transfer together with you registration.</li> </ul>	<ul style="list-style-type: none"> <li>• By banking transfer at least 10 days before your arrival.</li> </ul>	<ul style="list-style-type: none"> <li>• By banking Card at arrival in Montpellier via our Terminal of Payment. In this case the registration is not guaranteed.</li> </ul>
<ul style="list-style-type: none"> <li>• By banking draft together with you registration.</li> </ul>	<ul style="list-style-type: none"> <li>• By banking draft at least 10 days before your arrival.</li> </ul>	<ul style="list-style-type: none"> <li>• By banking transfer at least 10 days before your arrival..</li> </ul>
<ul style="list-style-type: none"> <li>• By Eurocheque together with you registration.</li> </ul>	<ul style="list-style-type: none"> <li>• By Eurocheque at least 10 days before your arrival.</li> </ul>	<ul style="list-style-type: none"> <li>• By banking draft at least 10 days before your arrival.</li> </ul>
<ul style="list-style-type: none"> <li>• By International postal order together with you registration.</li> </ul>	<ul style="list-style-type: none"> <li>• Cash at arrival in Montpellier</li> </ul>	<ul style="list-style-type: none"> <li>• By Eurocheque at least 10 days before your arrival.</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• By International postal order at least 10 days before your arrival.</li> </ul>	<ul style="list-style-type: none"> <li>• By International postal order at least 10 days before your arrival.</li> </ul>

### Payments are to be made in Euros € either:

- by banking card with secured payment SSL (Visa, Mastercard, Eurocard, American Expres) from our website. ABM guarantees to you a total safety at the time of your transactions on its Web site thanks to its partner "ATOS" (world leader in the payment made **safe on line**).

- By **bank draft**, Eurocheque or international postal order made out to ABM :  
 ABM - 23, avenue St Lazare - Parc des Roses D - 34000 MONTPELLIER (France)

- Or by **banking transfer** (SWIFT) to the ABM account:

CREDIT AGRICOLE DU MIDI - Agence Montpellier Beaux-Arts - 26 place Emile Combes – F - 34000 MONTPELLIER

### Use the international banking references:

IBAN (International Banking Account Number - N° de compte international) :

**FR 76 / 1350 / 6100 / 0031 / 1985 / 3800 / 038**

BIC (Bank Identification Code - Domiciliation de la Banque) :

**A G R I F R P P 8 3 5**

For the traditional printed registration forms or if you choose to pay by an other way than the banking card, please enclose a copy of the banker's order. Remember to note the name of the sender and the date and designation of the chosen course. Bank charges are to be borne by the payer and will be claimed on arrival. Please read carefully the page entitled "Regulations and general terms of sale".

### Registration confirmation

**If you register by electronic way (registration on line from our website)**, a first confirmation of your registration will be sent in an automatic way to your email address.

This confirmation comprises a **file number** and a **password** which you will have to retain to have access to your file via the page "**access file**".

**By traditional way (fax or post)**: a detailed confirmation will be sent to you presenting the same headings as the electronic confirmation.

**In all cases**, all the documents required for your arrival and reception (town map, accommodation address, course location, etc.) will be sent to you on receipt of the registration form and deposit payment. These documents will be sent by post or electronic mail. All team ABM is at your disposal by phone, **email** or **postmail** for all further information about your course and stay in France.

### Fees for accommodation

The expenses of lodging are to be paid directly to the lodgings (families, residences, hotels, private home stays... etc). Lodging can be paid together with the course only if there is a prior agreement between ABM and the registered persons (or of its representatives). For then participants for the language course, ABM books the lodging for free (guaranteed preferential rates).

Please read carefully the page "**Regulation and General Conditions of sale**".

## **ABM Regulation and General Conditions of sale**

### **1) Registration requirements:**

The registration form is to be completed and sent with the payment of the deposit of 30 % Registration becomes final only after receipt of this payment. Confirmation of registration and the amount of the balance to be paid shall be sent to the participant by return of post or electronic mail. The information about the accommodation (if chosen) will be joined to the mail. No-one under the age of sixteen may participate (except prior arrangement). Special conditions are to fulfil for non-European citizens who need an entry visa to France (information on request).

### **2) Conditions and terms of payment:**

If the payment is carried out by another means that the banking card via our safety payment SSL (on our website), the balance is to be paid at least ten days before the start of the course. In case of a late registration, the participant will have to pay the admission fees on the day of his/her arrival, or will have to pay the whole amount during registration. For each bank operation, the trainee will have to give his/her name, date and the courses he/she has chosen.

In no case can the accommodation be sold without the training. The accommodation fees must be paid to the host (except if there is a prior agreement). Payments must be made only in Euro (€).

In order to pay for your registration, courses and/or stay, you have 4 possibilities:

1) by credit card with security payment (Visa, MasterCard, Euro Card, American Express) via the ABM Internet web site. The payment by credit card is also proposed on location (in Montpellier).

2) By check, in Euro, issued from your bank and receivable by a French bank.

The check must be written out to ABM and sent to our address.

3) by money order; please join a copy thereof to your registration papers. The bank account codes are on the commercial documents which are sent by ABM.

4) By postal order: Send your order from your local post office directly to ABM- 23,avenue Saint Lazare-Parc des roses D-34000 Montpellier-France. Thank you for joining a postal receipt to your registration form.

Caution! Foreign personal checks as well as checks which are written in a currency, other than the Euro, will not be accepted. All bank fees relative to the cashing in of your payment, including change and commission fees, will be to your charge and will be charged by ABM. ABM's IBAN code is written on the documents joined to the layout of your courses or on your registration form.

ABM reserves the right to ask for an additional fee of 10% for cultural activities, which have not been reserved beforehand, meaning at the time of your arrival or registration.

### **3) Conditions for cancellation:**

Each cancellation must be made in writing, by way of a certified letter with acknowledgment of receipt. The cancellation takes effect upon reception of your letter. Your 30% down payment will in no case be refunded. The training course relates to all the formulas of courses suggested by ABM with or without lodging. In the case of cancellation the deposit of 20 % will not be refunded. In the case of course cancellation The balance refund will be carried out as follows: two weeks at the latest before the first day of the course - ABM will refund in full : less than two weeks before the first day of the course - A.B.M. will refund 50% of the balance; no refund will be made on the first and subsequent days of the course. Any training which has been started must be paid in full and can in no way be reimbursed. The participant may not claim a refund for interruption or partial attendance of the course. The hosts (hotels, residences, student residences, youth hostels, homes, hotel suites or hotel apartments) have their own cancellation fees.. No compensation is due for national holidays or religious festivals (e.g. July 14th, August 15th) when there is no teaching. Yet, ABM reserves itself the option to offer a pedagogical, cultural or recreational activity in order to replace the courses which do not take place during holidays. Classes of the same level will be grouped for these activities. It can, for example be a theme course, a conference, an outing or a specific program.

### **4) School policy:**

the trainees must respect the school rules which are written on the information board.

### **5) Levels and staff:**

We guarantee at least 5 minimum levels stipulated in our commercial pamphlet. Total beginners must respect certain dates in order to start their stay. A language test taken upon arrival will reveal the level of each person and will thus help the trainee to integrate the group which is most suitable for his/her needs. The minimum number of students per group is 3 and the maximum is 10 (except prior agreement: constituted groups for example). It can happen that for a very short time only (1 or 2 weeks) the number of students goes from 10 to 12 (happens rarely) If during a course, the number of trainees is less than 3, the ordered hours will be maintained as follows: in the event that there be just one participant given by ABM, 50% of the hours will be given by way of particular lessons. In case of 2 participants, 75% of the hours will be given.

### **6) Liability / insurance:**

ABM will on no account be liable for loss, damage or harm suffered by persons or goods, from whatever cause.

It is strongly recommended to take out personal insurance cover for any problem which may arise during your stay and in particular with regard to illness, accident or hospitalisation. Check with your insurance company that your policy includes personal liability cover.