



# General terms and conditions 2012

All Individual bookings are subject to the following general terms and conditions.

## 1. APPLICATION

All bookings must be done by writing to **CEI- Centre d'Echanges Internationaux** - 1, rue Gozlin - 75006 Paris, France by mail, email or fax.

**The participant** is required to provide CEI with any information about his/her health condition, allergies, and special diets before the start of the programme.

Applications will be processed only if accompanied with a deposit (see #3) and a signature of the general terms and conditions.

## 2. PRICES

Prices include all services listed in the specific invoice and brochure.

## 3. PAYMENT CONDITIONS

Applications are processed after a non-refundable deposit of **200 €**

The remaining balance must be received no later than **4 weeks** before the starting date of the programme.

Payments must be made in € by:

- **Bank transfer to:**

Bank BNP Paribas

37 rue d'Anjou - 75008 Paris - FRANCE

IBAN FR76 3000 4027 9000 0100 3738 648

BIC / SWIFT : BNPAFRPPAA

- **Credit card:** Visa & Mastercard

Please specify name of the cardholder, the credit card number, the three digit number at the back of the card and the expiry date.

## 4. CONFIRMATION

CEI will provide the participant with all the necessary information **at the latest 1 week prior to arrival** provided that the full payment has been received.

## 5. INSURANCE

**CEI** is covered by a public and legal liability to third parties insurance. Serious illness and international assistance in case of accident are covered.

Participants from EU countries must bring the European Insurance card.

Participants are not insured by CEI/ Club des 4 vents for theft or loss of personal belongings.

## 6. VISA

EU citizens do not require a visa for programmes in France.

Non EU citizens should contact the French Embassy or Consulate in their home country for entry permits in France.

### Visa refusal and cancellation

If a visa is refused the deposit will be refunded on written evidence of refusal, provided that evidence is offered at least one full week before the starting date of the programme.

## 7. CANCELLATION

Cancellations must be confirmed by writing to **CEI** by mail, email or fax

### - By the Participant

30 days before starting date the non refundable deposit of 200€,

Between 29 to 15 days before starting date 25% of the total invoice,

Between 15 to 7 days before starting date 50% of the total invoice,

Between 6 to 2 days before starting date 75% of the total invoice,

For no show 100% of total invoice.

### - By CEI

CEI reserves the right to cancel a stay because of an insufficient number of participants.

CEI will then offer the participant another similar programme.

## 8. BEHAVIOUR:

CEI reserves the right to expel a participant and ask for an immediate home return in case of unacceptable behaviour (theft, alcohol or drug abuse, incorrect conduct...)

In case of an anticipated return for personal or discipline reasons, no refund will be made.

\_\_\_\_\_  
*Participant*

\_\_\_\_\_  
*Date*