

ENROLMENT DEADLINE

You must enrol at least 15 days before the course begins. Past this deadline, you will have to contact the CAREL to find out if there are any places left.

ENROLMENT

Send back :

- the enrolment form duly filled and signed.
- enrolment fee and long-stay administrative fee if applicable,
- a deposit of 30 % of the amount of course fees,
- general conditions of enrolment read and approved
- accommodation placement fees, if accommodation required.

Enrolment fees are for one person and are due only one time for any enrolment at one or several courses of the current year.

All documents must be sent by email at international@carel.org.

As soon as the required documents are received, we will send you:

- an enrolment confirmation,
- information about your arrival and stay
- school rules
- the address of your accommodation (about 2 weeks before your course begins).

FORMS OF PAYMENT

Payment are to be made in Euros only. We accept the following form of payment:

- cheque in Euros payable to « CAREL Royan »,
- all major credit cards: Mastercard, Visa, Eurocard,
- bank transfer to:
Account holder: CAREL Royan / Bank: Trésor Public La Rochelle
Bank code: 10071 - Desk code:17000
Account number: 00002002748 41
IBAN: FR76 1007 1170 0000 0020 00247 841 / BIC: TRPUFRP1

If using a money order or international transfer, you must attach a copy to your enrolment form or acceptance letter. Students are responsible for all bank charges.

WITHDRAWAL

For any enrolment by email or mail, you are entitled a period of withdrawal of 14 days during which no fees will be retained in case of cancellation. The period starts from the date of reception by the CAREL of your enrolment form. The period stops on the first day of the required course.

PAYMENT OF COURSE FEES

Course fees are VAT free. The payment for the enrolment fee and deposit must be sent with the enrolment form. The balance of the first course is due on arrival. If you are enrolled to several course sessions, the payment is due at the beginning of each session.

If financed by company (or paying organisation), the CAREL will send a vocational training agreement to the company, to be returned duly signed and stamped. An invoice and presence sheet will be sent to the company or paying organisation.

CANCELLATION BY THE STUDENT OR COMPANY

Cancellation must be requested by email.

By the student : for any cancellation received by the CAREL after the end of the withdrawal period, deposit will be retained. In case of visa refusal, duly justified by a copy of the Embassy refusal, the deposit will be refunded. Enrolment fee will be retained.

By the company : for any cancellation received within 11 working days before the course starts, the company must pay 30 % of pedagogical fees of the first course by way of compensation. This amount cannot be financed by public or joint funds.

POSTPONEMENT OR MODIFICATION OF ENROLMENT BY THE STUDENT OR COMPANY

Modification or postponement of the enrolment must be requested by email. Postponement is allowed for a period of 12 months during which you can re-schedule your course. Beyond this deadline, the initial deposit will be retained.

If financed by company : any modification made to the proposed course offer will lead to the cancellation of the training agreement and a new contract will be drawn up.

LATE ARRIVAL - ABSENCES

Tardiness and/or absence from class do not entitle students to a refund or to the possibility of making up the missed classes. Any late arrival (in case of sickness, accident...) will only be taken into account upon justification.

If financed by company : absences are due by way of compensation and cannot be financed by public or joint funds.

EARLY DEPARTURE

Course fees and accommodation costs are non-refundable. In case of a justified early departure, the course fees covering the part of the course attended will be required with a minimum corresponding to the initial deposit.

If financed by company : in the event of partial completion of the course, the CAREL will invoice the number of hours completed by way of a vocational training agreement, and the number of hours of absence will be invoiced by way of compensation.

SCHOOL RULES

The rules of the school are given to the student with his enrolment confirmation. The CAREL is allowed to expel any student whose behaviour would be against these rules, with no possibility of a refund.

CANCELLATION OR POSTPONEMENT OF COURSES BY THE CAREL

The CAREL reserves the right to cancel or postpone a course when the number of students enrolled is insufficient. In this case, all the sums paid by the student will be refunded with no special compensation. The CAREL cannot be held responsible for any related costs engaged by the student or his/her family (accommodation, hotel booking, transport...).

ACCOMMODATION

You can ask the CAREL to assist you with your accommodation by filling in the « Accommodation » part of the enrolment form. In this case, accommodation placement fees will be charged, in addition to the amount of the accommodation.

The booking is made from the Sunday preceding the beginning of the course to the Saturday following the end of the course. We will inform you as soon as possible if the accommodation requested is unavailable and offer another option. The accommodation confirmation will be sent about 2 weeks before the beginning of the course.

If you want to cancel your accommodation when the booking has already been confirmed, the accommodation placement fees will be retained.

IMAGE USE

Pictures of students taken by the CAREL during lessons or activities can be used on any communication support (brochures, website, social medias). Students who wouldn't authorise the use of their image must notify it in writing when enrolling.

COMPLAINT PROCEDURE / SUGGESTIONS

Any complaints must be made to the CAREL within 15 days of the end of the training course by e-mail to info@carel.org, or by mail to 48 Boulevard Franck Lamy, 17200 Royan. You will receive a reply within 5 days. If an amicable settlement cannot be reached, any complaint or dispute will be brought before the administrative tribunal. A suggestions box is at your disposal at the CAREL leaving space. You can leave any suggestions or complaints you wish to make anonymously.