

FRENCH AS A FOREIGN LANGUAGE (F.F.L.) PROGRAMMES

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- Intensive French programme, from one week onwards / 3-month course / 6-month course / 1 year course
- Combined programme : group classes + one-to-one tuition
- Super intensive French programme
- « Immersion » programme
- Special programmes: tailor-made courses for international students and Diplomatic Academy students
- One-to-one tuition
- Lunch or dinner lessons with a French teacher

TRAINING COURSES FOR TEACHERS OF F.F.L.

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- Advanced level course in French, communication and civilization for teachers of French as a foreign language
- 'A la carte' intensive training courses
- Themed workshops
- Teaching French for Specific Purposes
- Train the teacher-trainer seminars
- Diploma training courses - Summer school
- Tailor-made training courses

SPORT AND LANGUAGE: 12 - 16 YEAR OLDS

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- Programmes for teenagers: French + sport and cultural activities (in July and August)

LANGUAGE STUDY TRIPS: 12 - 18 YEAR OLDS

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- Tailor-made school trips for middle and high school students

LANGUAGE AND LEISURE

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- Programme of French + Relaxation: balneotherapy or golf
- Programme of French + French Gourmet cuisine

HIGHER EDUCATION

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- Professional Master - Management and Company Administration
- University Diploma - Initiation to Studies in Economy and Business Administration
- Two-year technical Degree (BTS) in Sales and Tourism products
- Two-year technical Degree (BTS) in Beauty and Cosmetics
- FACEP

DIPLOMAS AND TESTS OF FRENCH AS A FOREIGN LANGUAGE

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- CIEP diplomas and tests: DELF - DALF - TCF - TCF/DAP
- CCIP test: TEF

ACCOMMODATION - MEALS - TRANSFERS

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- Host families - Student Residences - Studios - Hotel Residence - Hotels - Camp sites
- Insurance
- Meals
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TERMS OF ENROLMENT

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FRENCH AS A FOREIGN LANGUAGE PROGRAMMES

GENERAL INFORMATION ABOUT THE COURSES

- ✓ Groups of 10 to 15 students
- ✓ The intensive training program consists of 26 language lessons of 45 mn (19h30) per week broken down as follows:
 - 18 lessons in a group corresponding to the student's level
 - 8 lessons in themed or specialized language workshops (minimum 8 students)
 - Customized self-study sessions in the Multimedia Resource Centre

All year round:

- ✓ Workshops in oral communication, written communication, grammar, vocabulary, civilization, preparation for DELF/DALF diplomas according to examination dates
- ✓ On request, and for specific groups: **specialized French language workshops** (business French, French for the hotel and tourism industry, legal French, medical French...)
- ✓ Programme of **cultural and leisure activities**

Enrolment fees for all courses: 58 €

In summer (other dates, on request, for specific groups):

- ✓ **Preparation for universities studies in France workshop:** B1 level required

INTENSIVE FRENCH PROGRAMME

All levels - All ages

1 week	280 €	
3 months (12 consecutive weeks)	3024 €	Extra week: 252 €
6 months (24 consecutive weeks, with a one-week holiday possible if requested)	5376 €	Extra week: 224 €
1 year (36 consecutive weeks, with a two-week holiday possible if requested)	7056 €	Extra week: 196 €

COMBINED PROGRAMME OF GROUP CLASSES + ONE-TO-ONE TUITION

All levels - All ages

18 lessons in a group + 6 lessons of one-to-one tuition

1 week	560 €
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SUPER INTENSIVE FRENCH COURSE

All levels - All ages

Intensive programme + 6 lessons of one-to-one tuition

1 week	646 €
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IMMERSION PROGRAMME

Professionals and university students

Intensive programme + 14 lessons of one-to-one tuition (30 hours per week)

1 week	1134 €
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SPECIAL PROGRAMMES

Specific public

Tailor-made courses for international students and schools of diplomacy and administration students

PRICE ON REQUEST

ONE-TO-ONE TUITION

All levels - All ages

Programme, level, dates, duration, times and schedules to suit participants

Fee for 1 lesson (45 mn)	61 €
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LUNCH or DINNER LESSONS WITH A FRENCH TEACHER

All levels - All ages

Optional

Package including meal (1h30)	120 € (lunch) - 130 € (dinner)
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Minimum age: 16 years old

Dates: admission every Monday, all levels except for complete beginners

Dates for complete beginners for 2012: 2 January, 6 February, 5 March, 2 April, 30 April, 29 May, 25 June, 16 July, 30 July, 20 August, 3 September, 1 October, 29 October, 3 December 2012. 7 January 2013.

There will be no lessons on the following bank holidays: 9 April, 1 May, 8 May, 17 May, 28 May, 1 November, 25 December 2012. Courses take place on 15 August.

TRAINING COURSES FOR TEACHERS OF FRENCH AS A FOREIGN LANGUAGE

LES RENCONTRES PÉDAGOGIQUES DU CAVILAM

As an international centre for teaching French, CAVILAM specializes in incorporating the latest teaching methods into everyday classes and in the training of teachers of F.F.L.

Our training courses offer an experimentation of scenarios and teaching sequences, the exchange of experiences, meetings with publishers, conferences and debates. They take place in July and August, and may be organized all year round for specific groups. Please contact us.

*An extra programme of cultural and leisure activities is offered.
Additional fees may be charged.*

1 course = 45 mn

For detailed information, please see our booklet « Formations pour professeurs 2012 »

ADVANCED LEVEL IN FRENCH, COMMUNICATION AND CIVILIZATION FOR TEACHERS OF FRENCH

a 2-week course

This course is designed for French teachers who wish to improve their knowledge of the French language.

26 weekly French lessons + inaugural conferences, 'discovery' sessions and meetings with publishers

610 €
for 2 weeks
2 x 31 lessons

From 2 to 13 July 2012
From 16 to 27 July 2012
From 30 July to 10 August 2012
From 13 to 24 August 2012

'À LA CARTE' INTENSIVE TRAINING COURSES

1-week courses

From 25 June to 31 August 2012 (from 1 to 10 weeks, according to the number of training courses)

Trainee teachers customize **their course itinerary** by selecting one or more training courses among a **choice of 20+ courses** covering the following fields:

- Methodology of French as a foreign language and class practice
- Contemporary France and the French-speaking world
- Integration of information and communication technologies (TICE) and interactive whiteboard (TNI) in education

305 €
for 1 week
1 week = 31 lessons

*A full list and details of the courses are available on our website or in our booklet:
« Formations pour professeurs 2012 »*

THEMED WORKSHOPS

a 2-week course

Specialized training courses including 31 lessons per week:

- Training courses (25 lessons)
- Inaugural conferences (2 lessons)
- 'Discovery' sessions (4 lessons)
- + Meetings with publishers

610 €
for 2 weeks

2 weeks = 2 x 31 lessons

Fundamental Techniques and Practices in Teaching French as a Foreign Language

From 2 to 13 July 2012
From 30 July to 10 August 2012

Learning and Teaching with francophone TV channel TV5MONDE

From 2 to 13 July 2012

French through the Media

From 16 to 27 July 2012

Innovation in the French class

From 9 to 20 July 2012
From 30 July to 10 August 2012

Internet in the French class

From 2 to 13 July 2012

Update on French civilization

From 2 to 13 July 2012
From 16 to 27 July 2012
From 6 to 17 August 2012
From 10 to 21 December 2012

Teaching a non-linguistic academic subject in French (bi-lingual teaching)

From 2 to 13 July 2012
From 16 to 27 July 2012

Teaching French to young learners (7 to 10 years old)

From 2 to 13 July 2012

Teaching French to young learners (aged 10 years onwards)

From 16 to 27 July 2012

French through Drama

From 9 to 20 July 2012

How to prepare learners for the DELF / DALF examinations

From 30 July to 10 August 2012

TRAINING COURSES FOR FRENCH AS A FOREIGN LANGUAGE TEACHERS

TEACHING FRENCH FOR SPECIFIC PURPOSES

a 2-week course

Teaching French for the Hotel industry

From 2 to 13 July 2012

- Training course (25 lessons)
- Inaugural conferences (2 courses)
- 'Discovery' sessions (4 courses)
- + Meeting with publishers

610 €
for 2 weeks

2 weeks =
2 x 31 lessons

TEACHER TRAINING SEMINARS

a 2-week course

The course aims to help teacher-trainers improve their approach to running training courses.

Aimed at: educational advisers, training advisers, teachers

610 €
for 2 weeks

2 weeks =
2 x 31 lessons

- Motivation and Learning Strategies
A 'Formacom' training course

From 10 to 20 April 2012
Ref. n. in the Grundtvig catalogue: FR-2012-365-001

- Train the teacher-trainer seminar

From 9 to 20 July 2012

- Educational advisers training course

From 16 to 27 July 2012

DIPLOMA TRAINING COURSES - SUMMER SCHOOL

*In partnership with
Blaise Pascal University in Clermont-Ferrand*

- NEW: 'Certificat de capacité à l'enseignement du français' - a CAVILAM Certificate

93 training hours with final examination

915 €
for 2 weeks

From 9 to 27 July 2012

- Master 1 « Français langue étrangère » - official diploma

Registration conditions: a Bachelor's degree (BAC+3) and at least 5 years experience in teaching French as a foreign language

1st part (4 weeks in 2012) :
106 training hours
(from 25 June to 20 July)

2nd part (4 weeks in 2013) :
112 training hours in July 2013
(dates to be specified)

Fee: 1220 € for the first part + 260 € registration fee for Blaise Pascal University
Enrolment deadline : 23 March 2012

- Master 2 - « Didactique du Français langue étrangère et seconde » - official diploma

Registration conditions: a Master's degree (BAC+4) and at least 5 years experience in teaching French as a foreign language

From 25 June to 20 July. A 4-week course of 116 hours: 96 hours in class and 20 hours of self-training (4 teaching units), plus setting up and carrying out a project and writing up a dissertation.

Fee: 1220 € + 260 € registration fee for Blaise Pascal University
Enrolment deadline : 23 March 2012

TAILOR-MADE TRAINING COURSES ALL YEAR ROUND

Programmes for groups with teaching situations and/or common objectives

Dates: to be decided with the organizer, from one week upwards

Fee: depending on the programme

SPORTS AND LANGUAGE: 12 - 16 YEAR OLDS

Full programme on request

FRENCH + SPORT AND CULTURAL ACTIVITIES

In partnership with Vichy Stages⁽¹⁾

These 2-week or 4-week programmes consist of **French courses in the morning followed by sports and cultural activities in the afternoon supervised by qualified instructors.**

French courses in CAVILAM	30 h (2 weeks) or 60 h (4 weeks) of French as a foreign language in a group corresponding to the student's level
Activities at Vichy Stages	<p>Multisports programme: introduction to tennis and golf (classified players : programme and prices on request), swimming, canoe-kayak, rafting, table tennis, basket-ball, volley-ball, squash, mountain bike, badminton, gym, archery, tree climbing, bowling, mini-golf,...</p> <p>Discovery of the region⁽²⁾ : <i>Vulcania, Le Pal</i> (theme parks), Gour de Tazenat.</p> <p>Other activities⁽²⁾: evening entertainment, end of course party, prize giving</p>

Options	<p>Full board and accommodation⁽³⁾ Arrival on Sunday p.m. (dinner) Departure on Saturday a.m. (after breakfast)</p>	<p>Half board, no accommodation Lunch and snack provided</p>
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Dates	<p>Sunday 1 - Saturday 14 July Sunday 15 - Saturday 28 July Sunday 29 July - Saturday 11 August Sunday 12 - Saturday 25 August</p>	<p>Monday 2 - Friday 13 July Monday 16 - Friday 27 July Monday 30 July - Friday 10 August Monday 13 - Friday 24 August</p>
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Fees: 2 weeks	<p>Full board (13 nights): 1571,50 € (French courses: 516 € - Activities: 1055,50 €)</p>	<p>Half board: 996 € (French courses: 516 € - Activities: 480 €)</p>
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Fees: 4 weeks	<p>Full board (27 nights): 3340,50 € (French courses: 1032 € - Activities: 2308,50 €)</p>	<p>Half board: 1992 € (French courses: 1032 € - Activities: 960 €)</p>
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Training / Responsibility	By VICHY STAGES: 24h/24h for full board and from 9am to 6pm half board
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⁽¹⁾ A Registered organization through the French Ministry of Youth and Sport. More information on www.sporting-tennis.com

⁽²⁾ These activities are reserved for those in full board.

⁽³⁾ Accommodation in a family house and in a residence in town

LANGUAGE STUDY TRIPS: 12 - 18 YEAR OLDS

ALL YEAR ROUND FOR SPECIFIC GROUPS

These courses focus on learning French in an immersion programme, with accommodation in a host family or in a hotel residence.

- The programmes are generally tailor-made: duration, dates and contents are arranged with the organizing teachers
- Possibility of sitting DELF examinations, depending on dates, and TCF (every Tuesday)
- Cultural and/or themed trips are possible.
- Price: depending on the programme

Contact us for any information: info@cavilam.com

Full programmes on request

FRENCH LANGUAGE AND RELAXATION

From one week upwards
ALL YEAR ROUND

18 morning lessons of French
+ choice of afternoon activity : **balneotherapy or golf**

French + Balneotherapy or Golf practice

All levels

1 week:

**Course + Balneotherapy
at 'Spa des Célestins'**

654 €
French: 194 €
Balneotherapy: 460 €

More information on:
www.vichy-spa-hotel.fr

1 week:

**Course + Golf (18 holes)
at 'Sporting-Club de Vichy'**

509 €
French: 194 €
Golf: 150 €
Organization fees: 165 €

Classified player:
1 green-fee per day

559 €
French: 194 €
Golf: 200 €
Organization fees: 165 €

Non-classified player:
**1 hour private lesson
per day**

More information on:
<http://qolfsc.vichy.free.fr>

759 €
French: 194 €
Golf: 400 €
Organization fees: 165 €

Non-classified player:
**One 2-hour private lesson
per day**

LANGUAGE AND GASTRONOMY

1 or 2 week training courses

SPECIAL DATES

French + French Gourmet cuisine

This programme is conceived and run by Sophie Laurenceau, a renowned specialist in food history and culture.

Level: from A2

1 week:

- **18 morning lessons of French**
- **6 half-days and 1 evening in themed workshops:** conferences, visits, cooking lessons with a chef, tasting sessions, 1 gourmet meal in a fine restaurant

725 €
French: 194 €
Workshops: 531 €

From Monday 16 to
Saturday 21 April 2012

NB: Min. 6 - Max. 12 participants

2 weeks:

- **36 morning lessons of French**
- **10 half-days and 2 evenings in themed workshops:** conferences, visits, cooking lessons with a chef, tasting sessions, 2 gourmet meals in fine restaurants

1370 €
French: 388 €
Workshops: 982 €

From Monday 16 to
Saturday 28 July 2012

NB: Min. 6 - Max. 12 participants

HIGHER EDUCATION

Detailed programmes on request

PROFESSIONAL MASTER

*Management and Company Administration (MAE)
In partnership with the University of Auvergne*

Candidate profile: Students wishing to gain knowledge of company management and market economy, or recent graduates and professionals continuing their initial training.

Required level: **B2**

Dates: from September 2012 to June 2013
(one year)

Language preparation:

- **Intensive French course at CAVILAM:** variable length according to the student's initial level in French (preparation needs to be planned between January and August 2012)

Fees:

- **280 € per week** (lower fee after 12 weeks)
- **University registration fees:** on request

More information:

www.ecogestion.u-clermont1.fr

UNIVERSITY DIPLOMA (D.U.)

*Initiation to Studies in Economy and
Business Administration
In partnership with the University of Auvergne*

Candidate profile: Students with some knowledge of French, wishing to acquire the principles of business and economy aiming to sit the 1st or 2nd cycles diplomas of the Faculty of Economic Science of the University of Auvergne, or another French University.

Required level: **B2**

Dates: from March to June 2013
(four months)

Language preparation:

- **Intensive French course in CAVILAM:** variable length according to the student's initial level in French (preparation needs to be planned between September 2012 and February 2013)

Fees:

- **280 € per week** (lower fee after 12 weeks)
- **University registration fees:** on request

More information:

www.ecogestion.u-clermont1.fr

TWO-YEAR TECHNICAL DEGREE (BTS)

*In partnership with the Lycée Privé
d'Enseignement Supérieur de Vichy*

Candidate profile: These official diplomas are open to French and foreign students aiming to become professionals in the tourism industry or the beauty and cosmetics industry.

Required level: **B2**

Dates: from September 2012 to June 2014
(two years)

BTS 'SALES AND TOURISM PRODUCTS'

Students are trained to conceive and sell tourism products

Language preparation:

- **Intensive French course in CAVILAM:** variable length according to the student's initial level in French (preparation needs to be planned between January and August 2012)

Fees:

- **280 € per week** (lower fee after 12 weeks)
- **2780 €:** cost of the BTS training course for two years
- **400 €:** cost of the compulsory study trip during the course

More information:

www.cavilam.com
www.es-vichy.com

BTS 'BEAUTY AND COSMETICS'

How to become a professional in the beauty business

Language preparation:

Intensive French course in CAVILAM: variable length according to the student's initial level in French (preparation needs to be planned between January and August 2012)

Fees:

- **280 € per week** (lower fee after from 12 weeks)
- **3960 €:** cost of the BTS training course for two years

More information:

www.cavilam.com
www.es-vichy.com

Diploma in Beauty and Perfume Advice (FACEP)

*In partnership with the Lycée Privé
d'Enseignement Supérieur de Vichy*

Candidate profile: Diploma open to French and foreign students looking for a vocational training course in beauty and perfumery.

Required level: **B2**

Dates: From September 2012 to June 2013
(one year)

How to become a professional adviser in perfumery

Language preparation:

- **Intensive French course in CAVILAM:** variable length according to the student's level initial in French (preparation needs to be planned between January and August 2012)

Fees:

- **280 € per week** (lower fee after 12 weeks)
- **3300 €:** Cost of the training course including a professional vanity case

More information:

www.cavilam.com
www.es-vichy.com

DIPLOMAS AND TESTS OF FRENCH AS A FOREIGN LANGUAGE

CAVILAM is an official centre for the following exams and tests:

• C.I.E.P. EXAMINATIONS (Centre International d'Études Pédagogiques)

DELFL (Diplôme d'Études en Langue Française) and DALF (Diplôme Approfondi de Langue Française) are official qualifications awarded by the French Ministry of Education to certify the competency of candidates from outside France in the French language. DELFL and DALF are composed of 6 independent diplomas that correspond to the levels of the *Common European Framework of Reference for Languages*.

Further information about diplomas and tests from C.I.E.P: www.ciep.fr

You may sit 5 of these examinations at CAVILAM :

- DELFL A1, A2, B1 et B2
- DALF C1

Each exam tests the 4 skills: oral comprehension and expression, written comprehension and expression.

Duration of exam	Exam	Level
4h00	DALF C1	Proficient user
2h30	DELFL B2	Independent user
1h45	DELFL B1	
1h40	DELFL A2	Basic user
1h20	DELFL A1	

DELFL

Elementary French Language Diploma

Dates and Fees

Sessions	Dates of examinations	Enrolment		A1	A2	B1	B2
		Opens	Closes				
1	25, 26 and 27 April	2 April	13 April		x	x	
2	23, 24 and 25 May	30 April	11 May	x	x	x	x
3	27, 28 and 29 June	28 May	8 June		x	x	x
4	25, 26 and 27 July	2 July	13 July		x	x	x
5	29, 30 and 31 August	30 July	10 August		x	x	x
6	26, 27 and 28 September	3 September	14 September		x	x	x
FEES ⁽¹⁾				60 €	60 €	95 €	95 €

DALF

Advanced French Language Diploma

Dates and fees

1 session only	C1	Date of examination	Enrolment		FEE ⁽¹⁾
			Opens	Closes	
x		5, 6 et 7 September	30 July	10 August	111 €

⁽¹⁾ Enrolment fees for students not in CAVILAM: 58 €

Enrolment fees for former students of CAVILAM: 28 €

Please note: enrolment fees are not refundable in case of cancellation

TCF

Test de Connaissance du Français

Date and fees

The French Ministry of Education, Higher Education and Research administers the TCF.

TCF electronic version

- Compulsory examinations are organized **every Tuesday** from October to June. July, August and September: **one session per month only**
- Enrolment: **one month before the test**
- Results are given at the end of the test (for compulsory examinations only).

Compulsory test:	Full TCF:
75 €	130 €

TCF / DAP

The TCF, completed by a test of written expression (1h30), is the official test accompanying the preliminary admission application (DAP) for international students who wish to enter the first cycle of the French higher education.

Date of the Test:	Enrolment (closes)
21 February 2012	17 January 2012

Fee: 95 €

• C.C.I.P. TESTS (Chambre de Commerce et d'Industrie de Paris)

TEF

Test d'Evaluation de Français

Date and fees

TEF is an examination of the Paris Chamber of Commerce which tests the candidate's proficiency in the French language (www.fda.ccip.fr/tef).

Recognized worldwide, this test is useful for recruitment or higher education purposes and in international mobility.

- Sitting the TEF is **on request only** (no sessions in July, August and September)
- Results are given at the end of the test (for compulsory test only)

Compulsory test:	Full TEF:
80 €	139 €

Further information

MULTIMEDIA RESOURCE CENTRE

Students have unlimited access to this centre which includes a library, video and DVD resources and has a large number of PCs offering free internet and email access.

Free  access in all the building

LEVEL TEST, CERTIFICATES, VALIDATION, ASSESSMENT

On the morning of arrival, students sit a **level test** which allows us to estimate their knowledge, to specify their objectives and to place them in a group corresponding to their level.

At the end of the course, they receive a **certificate of attendance** and a **certificate of proficiency** in French. It is co-signed by CAVILAM and the Blaise Pascal University of Clermont-Ferrand.

We strongly advise participants to validate their knowledge by taking one **official French examination or test** (DELFS, DALF, TCF, TEF)

At the end of their course, we ask students to complete a questionnaire on the quality of the teaching and the stay in Vichy.

ACCOMMODATION - MEALS - TRANSFERS

On enrolment, the Accommodation Department of CAVILAM is available to help you find accommodation that suits your needs, according to availability.
Accommodation is booked from **Sunday afternoon on arrival to departure on Saturday morning**. Fees are per person, all inclusive.

HOST FAMILIES: Share the everyday life of a French family!

Laundry service, bed linen and towels provided

- Bed and breakfast: 18,50 € /day
- Half-board (breakfast and dinner) * : 25,00 € /day
- Additional meal: 6,50 € /meal

** all-inclusive price: meals not taken cannot be reimbursed*

STUDENTS RESIDENCES ** For students of 18 and over

Bed linen and crockery provided, private kitchen and bathroom

- Stays under 7 days from 19,50 €/day
- Stays over 7 days from 15,00 €/day

STUDIOS ** For students of 18 and over

Bed linen and crockery provided, private kitchen and bathroom, TV

- Stays under 7 days from 28,00 €/day
- Stays over 7 days from 20,00 €/day
- Double room from 32,00 € /day
- Double room from 28,00 € /day

HOTEL RESIDENCE ** (studios) For students of 18 and over

Bed linen and crockery provided, private kitchen and bathroom, TV, laundry

- Single room facing street from 38,00 €/day
- Single room facing park from 43,00 €/day
- Double room facing street from 50,00 €/day
- Double room facing park 55,00 €/day

*** long stay: special monthly rate + state housing allowance (APL)*

HOTELS

Breakfast included (half-board on request)

- Hôtel**, *** and ****: prices on request (negotiated rates)

CAMP SITES

- Details on request

INSURANCE

- It is possible to take a civil liability/health insurance at CAVILAM

MEALS

Lunch at the University restaurant, from Monday to Friday (except on bank holidays)

Students price: 5,35 €

Many restaurants and cafeterias in town, close to CAVILAM

TRANSFER

Vichy can be reached by:

- train: **several daily connexions from Paris (3h) or Lyon (2h)**. The student is welcomed at the Vichy station by CAVILAM's team. Transfer from the station to the booked accommodation is provided.

For information: 1 one single second-class ticket - Paris / Vichy : 49,90 € - Lyon / Vichy : 25,90 € (approx. rates)

- **Clermont-Ferrand international airport** (60 km from Vichy), where the student can be welcomed and driven to Vichy. Please contact us for the rates.

Other possible transfers:

- directly from Paris or Lyon airports (for individuals)
- group transfers by bus from Paris, Lyon or Clermont-Ferrand

TERMS OF ENROLMENT

We would like to take the opportunity to thank you for choosing CAVILAM, and look forward to welcoming you to Vichy.

ENROLMENT To enrol, you must:

- be at least 16 years old by the first day of the course (Junior course programmes: 12 years old).
- return the completed enrolment form together with the course and enrolment payment and a passport-sized photo (printed or scanned).

CAVILAM declines all responsibility for students aged between 16 and 18. Parents must fill in and send back the parental authorisation and are recommended to take out a special insurance policy for their children's stay in France. Accommodation for these students will be in host-families only (except for Sports & Language programmes)

CONFIRMATION Confirmation of your enrolment, as well as the details of your accommodation will be sent by return post.

METHODS OF PAYMENT Course and enrolment fees are payable in advance. They must be settled by the first day of the course at the latest. Long-term intensive courses (12, 24 and 36 weeks) are due in full on registration.

Payments to be made in Euros to our CAVILAM account:

IBAN: FR76 30003 02230 00020030981 73 - BIC: SOGEFRPP

Bank: SOCIETE GENERALE - Rue du Président Wilson - F- 03200 VICHY

Or by credit card: VISA, JCB, MASTERCARD or AMERICAN EXPRESS

All bank fees are charged to you.

On line enrolment www.cavilam.com: **secured payment**

VISA If you need a student visa, you will be asked to pay the total amount of the course and enrolment fees. On receipt of your enrolment and payment, you will receive:

- a receipt,
- a proof of enrolment.

STUDENT CARD On arrival, students will receive their free CAVILAM membership cards.

ARRIVAL AND DEPARTURE We recommend you inform us of the date and time of arrival and departure as soon as possible. Emergency telephone: +33 (0)6 82 82 70 83.

INSURANCE All students are required to take out an insurance policy (if possible, in compliance with their country's own insurance legislation) against illness, loss of money, valuables, luggage, theft and early departure for personal or medical reasons. You can also take out an insurance policy with CAVILAM.

CANCELLATIONS In the event of cancellation by the student:

- before arrival, a fee of 58 € will be charged to cover administrative costs,
- after the beginning or during the course, course and enrolment fees cannot be reimbursed.

CAVILAM reserves the right to cancel courses which do not obtain a sufficient number of enrolments. Should this happen, you will receive a full refund of the amount paid.

INTERRUPTION / ABSENTEEISM In the event of interruption or early departure, fees cannot be reimbursed. Without prior approval from CAVILAM, student absences (hours, days, periods of courses) can not be refunded.

INTERNAL REGULATIONS If a student's behaviour is liable to have a disruptive effect on the classes or other activities provided (courses, accommodation, leisure activities) or to be damaging to the reputation of CAVILAM, the student in question will be immediately expelled without prior notice and will not be entitled to a refund of the paid fees.

COPYRIGHT Photographs of students may be taken by CAVILAM and used in documents, unless otherwise informed by the student on enrolment.

CLAIMS Any claim should be addressed in a detailed letter to CAVILAM, who undertakes to give the issue its full attention. In the event of litigation, the case will be submitted to the law courts of Cusset.

Price validity: 1 January - 31 December 2012. Terms of enrolment must be accepted for any enrolment.

There will be no classes on the following bank holidays: 9 April, 1 May, 8 May, 17 May, 28 May, 1 November, 25 December 2012.

These dates are not refundable. Courses take place on 15 August.

Enrolment: www.cavilam.com or info@cavilam.com