



GROUP PROGRAMME

REGISTRATION FORM

Photo

Please send to SILC VOYAGES, 35 rue du Sauvage, 16000 ANGOULEME CEDEX, FRANCE
with 2 photos and €300 and the student profile + copy of your public liability insurance policy

Nom du groupe/Nom du responsable : Zone de séjour : Dates :
Group's name/Group leader's name Area Dates of stay

▶ PARTICIPANT

Nom / Surname : Prénom / First name :

Age : Date de naissance : Sexe : Feminin Masculin Nationalité :
Date of Birth Sex Female Male Nationality

Adresse / Address : Téléphone / Phone number :

E-mail :

Compagnie d'assurance Responsabilité Civile : N° de police :
Insurance company for civil liability Policy number

Niveau de français : Très bon Bon Moyen Mauvais Nombre d'années d'étude du français :
Level of French Very good Good Average Bad How many years have you studied French

Souhaitez-vous séjourner avec un autre membre de votre groupe (selon disponibilités des familles d'accueil) ?
Would you like to stay with a student of your group (according to availabilities) ?

Qui ? / Who ?

Personne à contacter en cas d'urgence : Téléphone / Phone number :
Person to contact in case of emergency

▶ MEDICAL DETAILS AND FURTHER INFORMATION ABOUT THE PARTICIPANT

Fumeur / Smoker Oui / Yes Non / No

Régime, traitement médical, allergies (préciser lesquelles), handicap, autre problème de santé...
Special diet, medical treatment, allergies (if yes, wich one), disability, any other health problem...

Avez-vous contracté une maladie pouvant présenter des récurrences (exemple : paludisme) ?
Have you ever contracted a recurrent disease (e.g malaria) ?

Avez-vous voyagé à l'étranger ? (si oui, préciser les pays que vous avez visités)
Have you ever travelled abroad ? (if yes, list the countries you have visited)

Quels sont vos loisirs et sports favoris ? / Principal interests/hobbies and favorite sports ?

Comment définissez-vous votre personnalité ? / How would you rate your personality ?

Timide / Shy Sociable / Sociable Indépendant / Independent Flexible / Adapts easily Anxieux / Anxious

Quelle est votre matière préférée à l'école ?
What is your favorite subject in school ?

Avez-vous des animaux ? / Do you have any pets ?

MEDICAL RELEASE AUTHORIZATION

I / we, as parent(s) / guardian(s) of the undersigned student, do hereby consent my son / daughter receiving medical treatment including X-ray examinations, anaesthetic, medical, surgical or dental diagnosis or treatment or hospital care as considered necessary or advisable by a licensed physician, surgeon or dentist.

PARENTS AUTHORIZATION

I / we agree to the terms and conditions as set out in the brochure and I / we agree that my son / daughter is not allowed to go out in the evening without an adult of the host family.

Date Signature

TERMS AND CONDITIONS

All bookings are subject to the following terms and conditions. All participants to a SILC Voyages programme, whether registering through a partner agency or directly, should agree to the following terms and conditions.

1. REGISTRATION

- **Individual programmes**, enrolments must be received by the SILC Voyages office in Angoulême at least 4 weeks before the start of the programme, and at least 8 weeks for the non EU members -for visa purposes- (by mail, fax or e-mail).

- **Group programmes**, enrolments must be received by SILC Voyages office in Angoulême at least 6 weeks before the start of the programme.

Requests received after these dates can only be accepted on a space available basis. Participants, their parents or legal guardians should give detailed information about their health, special diets, allergies, etc at the time of application (see §7).

Registration can only be processed if accompanied by a deposit (see § 3).

For individual programmes, students under 18, a parental authorisation will be required at the time of enrolment.

2. PRICES

For all SILC programmes, prices are indicated on the enclosed price list. The price includes all the services as described in the present brochure. For tailor-made programmes, please contact us for a quote.

3. PAYMENT CONDITIONS

● INDIVIDUAL PROGRAMMES:

- **For bookings received more than 28 days prior to arrival**, a non-refundable service fee (€150 for high school or family programmes ; €50 for other programmes) + a deposit of €300 is required at the time of booking, 70% of the total amount 15 days after the date of invoicing. The balance is due no later than 28 days prior to arrival.

- **For bookings received between 27 and 21 days prior to arrival**, a non-refundable service fee (€150 for high school or family programmes ; €50 for other programmes) + a deposit of €300 is required at the time of booking and payment in full 6 days after the date of invoicing.

- **For bookings received 20 days or less prior to arrival**, payment in full is required at the time of booking + a €60 late registration fee (see §4).

● GROUP PROGRAMMES:

A non-refundable deposit of 25% of total invoice for all programmes, full payment is required one month prior to arrival date.

- SWIFT transfer:

Bank Identification Code CMCIFRPP

- Bank transfer

Bank :

CIC CHARENTE ENTREPRISES

11bis rue du Chat - BP 80201 - 16007 ANGOULEME CEDEX - France

Bank code: 30047 / Desk code: 14118

Account number: 00020003401 / Key: 02

International Banking Account Number (IBAN)

FR76 3004 7141 1800 0200 0340 102

Bank Identification Code (BIC): CMCIFRPP

- **Credit card:** Visa, Master,... (please state the name of the cardholder, the credit card number, the expiry date and the credit card cryptogram).

All payments should be made out to the order of SILC VOYAGES. All financial transactions must be made in Euros.

If payment is made in another currency, change taxes will be charged to the client.

- **Transfer:** payment must include payment transfer charges.

4. LATE REGISTRATION

Individual programmes : in case SILC Voyages accepts a late registration (registration received less than 21 days prior to arrival), a €60 non-refundable fee will be required in order to cover extra expenses incurred by late process (fax, telephone, express mail...).

Balance is due upon receipt of the invoice.

For last minute registrations (less than 15 days prior to arrival) payment in full will be required by credit card.

In any case, SILC Voyages reserves the right to accept late registration.

5. CONFIRMATION

Upon receipt of the completed registration form and deposit, the participant or the agent receive confirmation indicating the remaining balance.

SILC Voyages will communicate all the necessary information before departure, providing that full payment has been received.

High school academic, Institut Catholique University and Bordeaux programmes - final acceptance to the programme: High Schools or Institut Catholique University reserve the right to be the final judge of whether a student will be accepted on the programme.

6. INSURANCE

Medical insurance is compulsory for non-E.U citizens.

All participants enrolled on a SILC Voyages programme will be asked to prove they have subscribed to a full personal medical insurance and public liability insurance.

Participants are not insured by SILC Voyages for theft or loss of personal belongings.

In conformity with French Law, SILC Voyages has a full Public Liability Insurance. This insurance included in our tariffs covers: Individual Accident, Medical Assistance and Repatriation. It does not cover the participant's public liability. Details of the policy can be addressed to all participants upon request.

7. FOOD ALLERGIES

Any food allergy must be reported at least 60 days before the programme starts. Its specificities will have to be clearly written in French. Upon receipt of this document, it will be immediately sent to our representatives for prior acceptance. SILC Voyages reserves the right to refuse a participant for security reason.

In case a student is accepted on the programme, his/her legal guardians/natural parents remain responsible throughout the stay. In case of an accident, they will not imply SILC, nor the representatives or host families.

8. VISA

No visa required for citizens of the non-enlarged E.U. New members of the E.U. should contact the French Embassy or Consulate in their country to check details.

Non E.U. members should contact the French Embassy or Consulate in their country to check the details regarding entry permits. It is their responsibility to have the relevant valid travel documents for entering France (passport, visa...) and it is their responsibility to get the relevant valid documents to stay in France (carte de séjour...).

For the students whose visa is denied, refunds will be reviewed providing that the criterias for obtaining the visa were respected according to the country's regulations. In any case, registration fees and related fees will not be reimbursed.

9. CANCELLATION

● INDIVIDUAL PROGRAMMES:

a) By SILC Voyages

SILC Voyages reserves the right to cancel a stay because of an insufficient number of participants. In this case, SILC Voyages will offer a similar programme or offer total refund of the sums already paid.

b) By the Agent/the participant

During the stay: in the case of an anticipated return, extra costs will be borne by the participant, the natural parents or legal guardians. No refund of programme fees will be made.

Before the stay: cancellation fees are as follows

- more than 30 days before start date : 10% of the invoice + the non-refundable deposit + the service fee.

- between 30 and 11 days before start date : 50% of the invoice + the non-refundable deposit + the service fee.

- between 10 days and 48 hours before start date : 75% of the invoice + the non-refundable deposit + the service fee.

- less than 48 hours before arrival : 100% of the invoice + the non-refundable deposit of €300 + the service fee.

● GROUP PROGRAMMES:

Cancellations must be confirmed in writing to the SILC Voyages office in Angoulême.

Cancellation fees are as follows:

● Cancellation of the entire group

- more than 30 days before start date: 25 % of total invoice

- between 30 and 15 days before start date: 50 % of total invoice

- between 14 and 5 days before start date: 75 % of total invoice

- less than 5 days before start date: 100 % of total invoice

● Cancellation of one participant

- more than 30 days before start date: 25 % of individual price

- between 30 and 15 days before start date: 50 % of individual price

- between 14 and 5 days before start date: 75 % of individual price

- less than 5 days before start date: 100 % of individual price

In case of an anticipated return for medical reasons, no refund of programme fees will be made.

10. ABSENCE, PROGRAMME CURTAILMENT OR CHANGES

● INDIVIDUAL PROGRAMMES:

Registering for a programme means that the participant commits himself/herself to attend all classes and/or activities and excursions as per programme content.

SILC Voyages will not give any refund if the participant misses classes or decides to curtail his/her programme (this excludes absence for proven medical cause on presentation of a medical certificate for International Language Schools only).

The agent or the participant cannot claim any refund if the latter decides to curtail the programme.

● GROUP PROGRAMMES:

Once the booking has been confirmed to the school, we cannot accept any request for programme changes. The programme will have to be respected during the stay.

During the stay: if SILC could not deliver the services planned as per the contract terms, we would offer services of a similar or superior quality (with no supplement), or would offer reimbursement of the services that were not provided.

11. DISCIPLINE & ANTICIPATED RETURN

SILC Voyages reserves the right to expel or to send a participant home for unacceptable behaviour (i.e. theft or alcohol abuse, incorrect conduct with the host family...). If the participant is under 18 years of age the natural parents or legal guardians will be informed. Extra costs will be borne by the participant, the natural parents or legal guardians.

In the case of an anticipated return for personal or discipline reasons no refund of programme fees will be made. By signing the registration form or any other written form of registration, the participant and/or his/her natural parents or legal guardians accept SILC Voyages terms and conditions.

Evening outings :

Participants under 18 years old are not allowed to go out in the evening without being accompanied by an adult.

Participants of 18 years old and over are allowed to go out in the evening. However they must respect the host family rules and customs and should behave accordingly.

12. OBLIGATIONS OF THE PARTICIPANT

The participant shall be responsible for choosing the programme that corresponds to his/her abilities.

The participant must attend all classes and/or activities of the programme he/she has chosen, and be punctual. **International Language School Programmes:** if a student is more than 15 minutes late to the lesson, he/she will need to wait for the break to enter the classroom.

Should irregular attendance or other behaviour of the participant leads to a disturbance of the course and/or activities for other participants, SILC Voyages reserves the right to expel the participant from the programme. In such an event the programme monies paid shall not be refunded in any way, not even on a pro-rata basis.

13. HOST FAMILY PLACEMENTS

Our host families reflect the variety of social, race and religious backgrounds that can be found in today's French society. Host families can be made of a single parent with or without children, active retired people, couples with or without children, etc. Our choice of host families is based on their ability and motivation to provide the care and safety a student needs while staying in France and their willingness to share their culture with the participant. SILC Voyages will not accept cancellation of a programme based on social, racial and religious dislikes of the participant and/or his/her natural parents or legal guardian.

14. NATIONAL HOLIDAYS

There are no lessons on French national holidays, the lessons are neither replaced nor refunded.

15. COURSE CHANGES

High Schools, University and International Language Schools are responsible for organising the courses. SILC cannot be held responsible for any changes that may occur.

16. PERSONAL PROPERTIES

Each participant is liable for his/her personal property, unless loss or damage is proven to be due to SILC Voyages' negligence. If anything is missing when the participant leaves the centre/school/university/host family, the participant should let the Director of the centre/school/university or SILC Voyages know about it immediately. Expensive and treasured items such as jewellery, CD players, mp3s, personal video games, mobile phones, cameras, designer clothes/shoes/trainers...should not be brought to camp/centre/school/host family as they are often inappropriate on an activity holiday.

All personal property left in the centre or host family after departure will be sent back at the participant's own expense.

17. WEATHER CONDITIONS

SILC Voyages cannot be held responsible for weather conditions which may interfere with the programme.

If SILC Voyages considers that the conditions for organising an activity are dangerous or unsuitable due to bad weather, the activity may be delayed or cancelled. If for one reason or another one activity has to be cancelled, substitute activities will be provided for the participants.

18. USE OF PHOTOGRAPHS

Photos of participants taken during their SILC programmes may be used for any SILC Voyages publication (brochures, website...). Should participants refuse, they must inform SILC Voyages in writing within the time of their registration.

Photos: ThinkStock/GettyImages - FOTOLIA: franz massard - Marta Reimpel - auremar, Monkey Business, Martine Coquilleau, Marc Rigaud, Tomasz Trojanowski, Marzanna Syncerz, Yuri Arcurs, Tilio & Paolo, restez-nature, antony royer, gRaNdLeMuRieN, chantalS, Jaimie Duplass, Franz Pfluegl, Philippe Devanne, Glenda Powers - Office du Tourisme d'Angoulême - PARIS TOURIST OFFICE: Amélie Dupont - CRT NORMANDIE: G. Rigoulet - E. Bénard - STC Ville de Toulouse - Office de Tourisme de Marseille: photos Sauvan - ISTOCKPHOTO: Vladimir Sazonov - DID - ATLAN Frédéric/CRT IDF - Office de Tourisme de Treignac - FCM GRAPHIC/PHOVOIR - Office de Tourisme de Bordeaux: T. Sanson - Natilus Nantes

19. CLAIMS

Claims must be addressed to the Direction of SILC Voyages and must be made by registered letter to: SILC Voyages - 35 Rue du Sauvage - 16000 ANGOULEME Cedex - FRANCE

within 30 days following the end of the participant programme. Legal claims will be dealt with by the «Tribunal d'Angoulême».

20. SILC VOYAGES INSURANCES

- Professional third party liability : ALLIANZ police n° 42.924.430
- Guarantee «Voyages» CHARTIS n° 4091039
- All damages : €10 000 000

CONDITIONS FOR HIGH SCHOOL ACADEMIC PROGRAMMES For High School Academic programmes, specific terms and conditions will be addressed to the Agents before enrolment of their clients.