

Rules and regulations

These rules and regulations apply to all students and other persons attending the language school.

These rules apply for the entire duration of training courses. A copy of these rules is given to each student and trainee before they register for their course.

At the start of the course, the student or trainee is deemed to be aware of and to have accepted the conditions set out in these rules.

Article 1: Health and safety

The prevention of accidents and illness is an imperative, requiring everyone to comply fully with all applicable health and safety regulations.

To this end, the general and specific safety instructions in force at **LINGUA SÈTE**, where they exist, must be strictly complied with, failing which disciplinary action will be taken.

Article 2: Basic disciplinary rules

It is strictly forbidden for trainees and trainees to:

- Use computer equipment without prior authorisation;
- Leave the course without giving a reason;
- Be late for class more than once;
- Be under the influence of alcohol or illegal substances during the course;
- Behave inappropriately or disrespectfully during the course;
- Fail to comply with the health and safety rules laid down by the school, the establishment or any public authority.

The student also undertakes:

- to behave in a respectful and appropriate manner towards all the people he/she meets during his/her stay: teacher, host family, activity leaders, etc.;
- to respect the host family's instructions;
- to respect the timetable of the programme of the stay. to immediately inform the group leader and the family if unable to attend class;
- to respect the pre-established programme;
- to respect the rules and laws of the home country and of France.

Article 3: Penalties applicable to students

Any reprehensible behaviour may, depending on its nature and seriousness, be subject to one of the following disciplinary measures:

- Written warning;
- Reprimand;
- Temporary exclusion from the course;

- Permanent exclusion from the course.

Article 4: Disciplinary procedure applicable to students

Prior to any disciplinary action, the student shall be informed of the reasons for the action during a meeting.

The students shall be notified of any disciplinary measure in writing, stating the grounds on which it is based.

When the disciplinary measure decided upon is the temporary exclusion of the student, it has immediate effect and gives rise, as soon as possible, to the application of the disciplinary procedure for permanent exclusion from the course.

When the disciplinary measure in question is permanent exclusion from the course, the student will be given a notice to attend, either in writing or by registered letter with proof of receipt, setting out the grounds on which the disciplinary measure is based, the date, time and place of the interview and the student's right to be assisted by a person of his/her choice.

During the interview, the grounds on which the student is accused shall be explained; the student's explanations shall be sought.

The disciplinary measure is taken in the light of this meeting, between one full day and the fortnight following the meeting. The student will be notified of the decision in writing, stating the reasons, either by registered letter with proof of receipt or by hand delivered notification with acknowledgement of receipt.

LINGUA SÈTE will inform the persons responsible for monitoring the student's progress in accordance with the special conditions of the course of any disciplinary action taken against the student.

Article 5: Disclaimer of liability

LINGUA SÈTE is not responsible for damage or loss of objects and personal belongings brought by students.

LINGUA SÈTE cannot be held responsible in the event of an accident or incident of any nature whatsoever at the place of stay or during the student's journey.

The student undertakes to take out personal insurance covering such situations or to deal with the consequences alone.

Article 6: Accommodation

The student must familiarise himself/herself with and accept the rules and conditions of the accommodation he/she is staying in and refer to them in the event of a request for cancellation or early departure, including in cases of force majeure.

Article 7: Teaching methods

The courses take place exclusively in the French language, as recommended by the direct teaching method.

Courses must be attended regularly and earnestly.

A certificate indicating the level achieved and attendance will be issued at the end of the course.

Article 8: Image rights

The teachers and students authorise or forbid **LINGUA SÈTE** to film and photograph the students and accompanying adults during their stay (lessons, cultural activities, excursions, outings, etc.) and to distribute these photographs and videos for promotional purposes: website, social networks, brochures, videos, etc. for an unlimited period.