

GENERAL TERMS AND CONDITIONS

REGISTRATION

For most programs, applicants need to meet certain admission requirements. In order to be reviewed, applications must be complete and follow the requirements specific to each program, as stated in the current website. They are considered on a first come first served basis. Spéos informs each student personally by mail or e-mail as to the status of their application.

PAYMENT

A deposit (or full tuition depending on the payment scheme chosen) reserves your place in the program. Failure to pay the balance due by the dates specified may result in the place being given to the next person on the waiting list. Payments to Spéos – by wire transfer, check or credit card (except for AMEX) – have to be made in Euros (€) or in British Pounds (£). Payments have to bear the mention of Spéos as beneficiary. Please always clearly indicate both your name and the program.

CANCELLATION AND REFUND POLICY

In the rare event that a course has to be canceled by Spéos, participants receive full reimbursement of all fees paid. Cancellation and refund at the request of the students are subject to different conditions depending on the program. Students wishing to cancel their registration before starting their program must send a registered letter to Spéos; they will be reimbursed the total fees paid less the non-refundable deposit of €1,000 (or €3,500 for non-EU students).

No reimbursement will be granted once the program has started, with the following exceptions:

- long-term illness of the student, preventing him/her to pursue the training;
- death of the student;
- death of a close relative, compelling the student to return with his/her family and support them financially.

In these cases, the student (or his/her legal claimant) will send a registered letter to Spéos containing the relevant certified documents, such as a medical and other certificate. The refund will only concern the fees that have been paid in advance, on a pro rata basis for the time elapsed.

VISA/RESIDENCY PERMIT FOR NON-EU STUDENTS

In France: Non-EU students must obtain a student visa in order to remain in France for longer than 3 consecutive months. To start a visa application process, students need:

- the letter of acceptance of Spéos;
- a valid passport for the duration of their stay in France;
- a proof of sufficient financial resources covering tuition and living expenses.

For further information on how to obtain a student visa, please contact Campus France (<https://www.campusfrance.org/en>), as well as officials at the nearest French consulate or embassy in your country. Spéos will assist students in obtaining their residence permit from the French authorities at the beginning of the program.

In the UK: As of today, Spéos cannot sponsor visas for the UK. Visa nationals are thus advised to enroll at Spéos Paris, which has been a fully-fledged visa sponsor for many years. Certain citizens are allowed to study up to 6 months in the UK: they are advised to stay for their first semester in London, and move to Paris for the second semester as well as the Expert Modules, so as to finish their program in identical surroundings.

For further information on whether you are a visa national or whether you are allowed to study up to 6 months in the UK, please refer to the following website: <https://www.gov.uk/check-uk-visa>

HEALTH INSURANCE

In France: All full-time students must be covered by medical insurance.

Any student in France also has the obligation to pay the CVEC tax (Contribution to Student Life and Campus).

Students from the EU, Norway and Switzerland, are covered by the health insurance of their home country and must provide Spéos with a copy of their European Health Insurance Card.

French students must provide a certificate of affiliation to the Social Security system. For this they must have done the necessary procedure for their enrollment in the general Social Security scheme. Students outside the EU or who cannot benefit from the Social Security system must provide Spéos with a copy of their private insurance, or that of their country, clearly indicating their coverage in France. However, foreign students, if they wish to do so, may — once in France — apply to be

enrolled in the French Social Security scheme. In order to do so, they must have paid the CVEC tax first.

In the UK: Students from the UK and all other EU member states (plus Norway and Switzerland) are covered by the health insurance of their home country and need to provide Spéos with a copy of their NHS or European Health Insurance Card.

Non-EU nationals will have to provide Spéos with a copy of their national / private health insurance policy clearly stating health coverage in the UK.

For further information, please refer to the Health Advice for UK international students provided by the British Council: <https://study-uk.britishcouncil.org/planning/health-safety>

LIABILITY

Students need to bring their own cameras (digital camera and, for some summer workshops, film camera) and their laptop which remain in their entire responsibility throughout their studies at Spéos. The school cannot be held responsible in case of loss, breakage or theft. Photo supplies (papers, prints, backdrops...) – when used for personal work and out-of-class activities – are at the students' expense. If the supplies are those of the school, they will be invoiced according to the individual consumption. Spéos, its staff and instructors, cannot be held liable for any accident, delay, damage, loss or other inconvenience caused by the malfunctioning or breakdown of machinery and equipment, nor by any other cause beyond the school's control.

Spéos is subject to the laws of the city of Paris (France).

Spéos reserves the right to make policy and curriculum modifications as necessary.

SCHOOL COMMUNICATION/PROMOTION

The school publishes a variety of documents, sets up exhibitions and runs several websites and social medias to relay its news and promote its programs. The students authorize Spéos to use their works produced during their training for all the aforementioned means of communication. The works remain the property of the students, both material and intellectual. Spéos is committed to always mentioning the copyright holders. The students thus benefit from the school's reputation and its wide-ranging communication policy. This agreement confers Spéos no right of commercialization of the works in question. It remains valid for 5 years after the students have completed their training at Spéos.

AGREEMENT

Each student enrolled in a workshop or full-time program at Spéos does so on the understanding that she/he fully accepts the present "General Terms and Conditions".

ADDRESSES

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