

## FINANCIAL AGREEMENT

Between:

The University of ----- (**NAME AND ADDRESS OF THE UNIVERSITY – to be completed**), represented by ----- (**to be completed**), hereinafter referred to as the Principal

And

CAMPUS FRANCE, an Industrial and Commercial Public Establishment, by law of 27<sup>th</sup> of July 2010, 28, rue de La Grange aux Belles, 75010, PARIS - SIREN code 752 195 438 - represented by Mrs. Béatrice KHAÏAT Director General.

### AFTER BEEING STATED THAT

1/In respect of its international welcome policy, the Principal funds a program of grants that is open to ----- (**name of the university**) Students under training in France and for which the Principal has defined the scales and criteria in the modulation of grants and allowances applicable to all the beneficiaries that he designates.

The Principal has the exclusive responsibility for drawing up its international mobility programs, for the criteria and choice of the beneficiaries as well as for the compliance of their status with French regulations.

2/According to its by-laws and statutes, which have been understood by the Principal, Campus France specializes in providing logistical support to facilitate international travels, hospitality and monitoring for the stay of foreigners in France and French nationals abroad.

Campus France has, as such, the necessary competences, structures, know-how and teams to represent the Principal and carry-out the missions and operations that are entrusted to its organization within the framework of the present agreement.

3/The parties have come together in order to define the terms and conditions of their cooperation and set the terms of the present agreement.

### IT HAS BEEN AGREED AS FOLLOWS:

#### ARTICLE 1- OBJECT

The present agreement is aimed at setting the terms under which Campus France intervenes, within the limits of its statutory attributions, and legal and regulatory conditions applicable in France, on behalf of the Principal, in the administrative and financial management regarding the stay of -----

**(number of students)** coming from Japan for a one-month language and culture training course, from 02/27<sup>th</sup> to 03/24<sup>th</sup> 2017:

- Either at the **Centre International de Langue et Civilisation (CILEC)** in Saint-Etienne, (... **Number of students: see financial appendix**).
- Or at the **Centre Universitaire d'Etudes Françaises (CUEF)** in Grenoble, (... **Number of students: see financial appendix**).

The beneficiaries of Campus France services, on behalf of the Principal, are welcomed without any relationship of subordination to host institutions, to the Principal or to Campus France.

## **ARTICLE 2 — SERVICES PROVIDED BY CAMPUS FRANCE**

Within this framework, Campus France provides to the Principal and for the duration of the operation the following services:

### 2.1 First option: **2 500 €** (Accommodation in host families)

- Search of language training institutions and placement
- Payment of training fees (courses, cultural activities)
- Health insurance coverage at 100% rate for metropolitan France
- Payment to the students, upon their arrival in the city of destination, of a housing allowance with which they will pay directly the amount due for their rent (see financial appendix)

At the end of their stay, the students will deliver to the administrative department of their training center a receipt giving evidence of the payment of their rent.

#### ➤ In cooperation with the training institutions :

- Complete organization for the stay for a 1-month duration
- Reception of the groups of students (3 at least) on arrival and return at/to the airport of LYON Saint-Exupéry. The pick-up of the groups of students will be provided on 02/25<sup>th</sup> and 26<sup>th</sup> at: 10:00 am, 1:00 pm and 5:00 pm.
- Transfer and return to and from the training institutions. The transfer of the groups of students back to the airport will be provided on 03/25<sup>th</sup> and 26<sup>th</sup> at: 7:00 am, 11:00 am and 3:00 pm.
- Accommodation in host families\* : half-board formula = single room with breakfast and dinner taken with the host family
- \* depending on availability
- \* exceptionally, a student may be accommodated in a family which already welcomes a foreign student *of another nationality*
- Organization of cultural activities.

### 2.2 Second option: **2 100 €** (Accommodation in student dormitories)

- Search of language training institutions and placement
- Payment of training fees (courses, cultural activities)
- Health insurance coverage at 100% rate for metropolitan France
- Payment to the students, upon their arrival in the city of destination, of a housing allowance with which they will pay directly the amount due for their rent (see financial appendix).

At the end of their stay, the students will deliver to the administrative department of their training center a receipt giving evidence of the payment of their rent.

- In cooperation with the training institutions :
  - Complete organization for the stay for a 1-month duration
  - Reception of the groups of students (3 at least) on arrival and return at/to the airport of LYON Saint-Exupery. The pick-up of the groups of students will be provided on 02/25<sup>th</sup> and 26<sup>th</sup> at: 10:00 am, 1:00 pm and 5:00 pm.
  - Transfer and return to and from the training institutions. The transfer of the groups of students back to the airport will be provided on 03/25<sup>th</sup> and 26<sup>th</sup> at: 7:00 am, 11:00 am and 3:00 pm.
  - Accommodation in student dormitories
  - Organization of cultural activities.

### ARTICLE 3 -FINANCIAL ARRANGEMENTS

Campus France intervenes within the limits of the estimate, which details the services to be delivered, and includes its management fees, set € ----- (**total amount of the cost of the program**), and duly approved by the Principal and annexed to the present agreement. By validating the estimate, the Principal gives instruction to Campus France for managing the students.

Campus France, not being able to pre-finance the operation, a provision amounting to 100% of the estimate, ie: € ----- (**total amount of the cost of the program**) is to be paid to Campus France by the Principal by bank transfer to Campus France account open at the Treasury, upon signature of the present agreement.

Campus France account details (open at Trésor Public)

Account name:	<b>CAMPUS FRANCE EPIC Agence Comptable 28 rue de la Grange aux Belles 75010 PARIS</b>
Domiciliation :	<b>TPPARIS – TRESOR PUBLIC DE PARIS -</b>
Bank code:	<b>10071</b>
Guichet (branch number):	<b>75000</b>
Account number:	<b>00001000910</b>
RIB key:	<b>66</b>
IBAN:	<b>FR76 1007 1750 0000 0010 0091 066</b>
BIC:	<b>TRPUFRP1</b>

### ARTICLE 4 -MISCELLANEOUS PROVISIONS

#### Signatories:

It is up to the Principal to inform Campus France about the person(s) (Name, first name, status/position) authorized to follow up and monitor the files and to give instructions. The Principal undertakes to officially inform Campus France about any changes.

In the absence of specific provisions officially given, Campus France recognizes any written instruction coming from the Principal (letterhead, stamp, fax, email) without possible later dispute.

Cancellation:

In case of cancellation of an operation by the Principal, notified in writing subsequently after receipt of the notification of proof of acceptance of the instruction, the Principal will have to pay a penalty corresponding with:

- 10% of the amount of the cancelled operation if it takes place from the date of signing of the agreement till 31 days before the beginning of the course;
- 20% of the amount of the cancelled operation if it takes place from the 30<sup>th</sup> day till the 8<sup>th</sup> day before the beginning of the course;
- 50 % of the amount of the cancelled operation if it takes place from the 07<sup>th</sup> day till the 1<sup>st</sup> day before the beginning of the course
- The total amount of the cancelled operation after the beginning of the course

Disputes:

Any dispute between the parties relating to the interpretation or implementation of the present agreement, which has not been amicably settled, will be brought to Paris competent courts.

The present agreement is exclusively subject to French law.

**ARTICLE 5 - APPENDED DOCUMENTS**

All documents annexed to the present agreement form an integral part of it, and together with it, an indivisible set in the mind of the parties.

**ARTICLE 6 – ELECTION OF DOMICILE**

Unless otherwise stated below, the parties declare to elect their domicile at their respective headquarters.

**ARTICLE 7 - CONFIDENTIALITY**

The present agreement and its annexes cannot be communicated to the students who will benefit from the services in order to avoid any dispute related to the interpretation or implementation of the present agreement.

**ARTICLE 8 – LANGUAGE OF THE AGREEMENT**

The present Agreement is drafted in two copies, in English.

Paris,  
For CAMPUS FRANCE

-----,  
For the University of -----

Béatrice KHAÏAT  
Director General