ガイドライン目次

1. お申込みから参加までの流れ
2. お申込みフォーム記入サンプル
3. 覚書サンプルとお見積書サンプル
4. フライト情報用フォーム記入サンプル
1. お申込みの流れ

ステップ 1
2020年5月29日頃まで
お申込み送信
参加をする日本の大学から、Campus Franceパリ本局へお申込みフォームを送信します。
*メールの件名は「Campus France Short Program – ○○University」とし、Campus France日本支局もCcに入れて情報を共有させてください。

ステップ 2
2020年6月19日頃まで
覚書への署名
参加費のお支払い
日本の大学は、覚書に署名し、参加費を振り込みます。

ステップ 3
2020年7月3日頃まで
往復航空便情報のご連絡
学生さんのフライト情報を記入したフォームをCampus Franceパリ本局へ送ります。

Campus Franceパリ本局が語学学校と宿泊先を確保し、覚書と見積もりを日本の大学へお送りします。

Campus Franceパリ本局から、語学学校の受入許可証が日本の大学へ送られます。

Campus Franceパリ本局から、日本の大学へお役立ちメモを送ります。
**2020 Summer sessions - Application form -**  

<table>
<thead>
<tr>
<th>Name of university</th>
<th>ABC University</th>
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<tbody>
<tr>
<td>Address of university</td>
<td>1-2-3, XXX-cho, Minato-ku, Tokyo-to, 100-0001 Japan</td>
</tr>
</tbody>
</table>

**Signatory**  
FAMILY NAME: MINATO  
First name: Taro  
Mr  
Title: Director of YYYY Division

**Contact person**  
FAMILY NAME: AZABU  
First name: Hanako  
Ms  
Title: International Student Division  
E-mail: xxx-yyy@abc-u.ac.jp

**Session 8/3 - 8/28**  
| FAMILY NAME | First name | Mr/Ms | Date of birth (dd/mm/yyyy) | E-mail | Homestay /Dormitory | Allergy if any  
*2* | If Schengen visa needed, note the nationality |
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<td>SATO</td>
<td>Taro</td>
<td>Mr</td>
<td>01/01/1999</td>
<td><a href="mailto:zzz@gmail.com">zzz@gmail.com</a></td>
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<td>SUZUKI</td>
<td>Kazuko</td>
<td>Ms</td>
<td>03/03/2000</td>
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<td>YAMADA</td>
<td>Jiro</td>
<td>Mr</td>
<td>05/05/1998</td>
<td><a href="mailto:xxx@gmail.com">xxx@gmail.com</a></td>
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**Session 8/31 - 9/25**  
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*2* | If Schengen visa needed, note the nationality |
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<td>YAMAMOTO</td>
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<td>Mr</td>
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<td>TAKAHASHI</td>
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<td>09/09/1997</td>
<td><a href="mailto:vvv@gmail.com">vvv@gmail.com</a></td>
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*1 Select from the list.  
*2 One(s) with physical symptoms only. Disliking problms are not to be mentionned.
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 27th 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 02/27th to 03/24th 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-Exupery. The pick-up of the groups of students will be provided on 02/25th and 26th 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 03/25th and 26th 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 02/25th and 26th 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 03/25th and 26th 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: CAMPUS FRANCE EPIC
  - Agence Comptable
    - 28 rue de la Grange aux Belles 75010 PARIS
- Domiciliation: TPPARIS – TRESOR PUBLIC DE PARIS -
- Bank code: 10071
- Guichet (branch number): 75000
- Account number: 00001000910
- RIB key: 66
- IBAN: FR76 1007 1750 0000 0010 0091 066
- BIC: TRPUFRP1

**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 30th day till the 8th day before the beginning of the course;
- 50% of the amount of the cancelled operation if it takes place from the 07th day till the 1st 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
### ABCD UNIVERSITY PROVISIONAL BUDGET – SPRING SESSION 2020

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<th>Participants</th>
<th>Family Name</th>
<th>First Name</th>
<th>Sex</th>
<th>Training center</th>
<th>Session</th>
<th>Accomodation</th>
<th>Housing Allowance</th>
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<td>Taro</td>
<td>Mr</td>
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<td>CUEF – Grenoble</td>
<td>24/02 - 20/03</td>
<td>Homestay</td>
<td>675 €</td>
<td>2,600 €</td>
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<td>24/02 - 20/03</td>
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<td>Homestay</td>
<td>675 €</td>
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<tr>
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<td>Homestay</td>
<td>675 €</td>
<td>2,600 €</td>
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<td>Kazuko</td>
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<td>CUEF – Grenoble</td>
<td>24/02 - 20/03</td>
<td>Dormitory</td>
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<td>2,200 €</td>
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<td>24/02 - 20/03</td>
<td>Homestay</td>
<td>675 €</td>
<td>2,600 €</td>
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</table>

**Total Option 1 Homestay**

- **10,400 €**

**TOTAL Option 2 Dormitory**

- **4,400 €**

**TOTAL AMOUNT**

- **14,800 €**

Signatures

For Campus France: Béatrice KHAIAT

For ABCD University: Asami WATANABE

General Director: Professor
## 2020 Summer Session - Flight Information

**Copy of passport to be attached**

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<th>Pick up time 2</th>
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*1 : 24-hour notation

*2 : Select from the list.