

EXTRACT FROM THE 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

Spéos undertakes to organize the program as chosen by the student, except in case of insufficient student numbers. In this case, the school reserves the right to cancel the program with a 45-day notice for year-long programs as well as the short workshops in Biarritz, and a 15-day notice for the remaining short workshops. The school will then suggest alternative solutions or priority deferrals into programs of the same type. If a program is cancelled by Spéos, participants receive full refunds of the payments already made.

As of the registration date — validated by the payment of the deposit — the student has 14 days to withdraw from the program, unless it has already started, in which case it will not be possible to withdraw except for cases of “force majeure” as specified below. Once the 14-day period has elapsed, the reservation deposit (of 750 €, 1,000 € or 3,500 € depending on the respective case) is non-refundable. All the other sums paid will be refunded as per the respected 14-day withdrawal period.

Cancellation and reimbursement at the request of the student are subject to different conditions depending on the program. Students who wish to cancel their registration before the beginning of their course must send a registered letter to Spéos. In case of late cancellation (from 15 to 30 days before the beginning of the course) for any reason other than “force majeure” duly recognized, the student will remain liable — in addition to the reservation deposit, as a penalty clause — for 30% of the total course fee due for the school year. If the cancellation takes place between 0 and 14 days before the beginning of the course, the student will remain committed up to 100% of the total tuition of the course.

NB: For programs of 5 months or more, the principle of “every semester started is a semester due” applies.

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 (except for Switzerland and Norway) 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 European Union, Norway and Switzerland can — if they wish to do so — remain covered by their country's health insurance. In this case, they 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 those who cannot benefit from the Social Security system) must provide Spéos with a copy of their private health 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 as well. 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: <https://study-uk.britishcouncil.org/planning/health-safety>

LIABILITY

Supplied by Spéos

Studio: Spéos provides students with fully equipped studio sets. Professional studio flashes and flash kits can also be lent to students for outdoor shots.

IT: Spéos is equipped with calibrated Eizo screens. Students must have their own laptop and image storage device: USB sticks or external hard drives (Mac compatible).

At the student's expense

Students are asked to bring the following essential equipment:

- a digital camera + lenses,
- a USB key or an external hard drive (Mac compatible),
- a laptop computer equipped with the Adobe suite,
- a memory card reader with USB connection,
- a tripod for outdoor shots,
- a Speed Light flash (Cobra or equivalent TTL compatible with the camera).

Students can also optionally equip themselves with:

- a flashmeter,
- a sync cable or a transmitter / receiver for flash,
- a graphic tablet.

All this equipment remains 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).

In case of litigation

In the event of a legal dispute, the courts of Paris (France) shall have sole jurisdiction. 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 media 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 extract from the "General Terms and Conditions".

ADDRESSES

Spéos Paris

8 rue Jules Vallès - 75011 Paris, France / Phone: + 33 (0)1 40 09 18 58

Email: info@speos.fr / Skype: speos-admissions02 (in French) ou speos-admissions01 (in English)

Spéos London

8 Graces Mews, Camberwell, London SE5 8JF, United Kingdom

Phone: + 44 (0) 207 267 6300 / Email: info@speos.fr / Skype: speos-admissions01