

CONTRACTUAL TERMS: LEARNING AGREEMENT (I) / INTERNAL RULES, DISCIPLINE & SANCTIONS (II) / APPENDIX (III)

I / LEARNING AGREEMENT

Article 1: Purpose – Scope

This contract is concluded between the Spéos Photography School (hereafter referred to as the “school” or the “establishment” or “Spéos”), the SIRET number of which is: 380 298 059 00011, and the applicant, hereafter referred to as the “applicant” or the “trainee” or the “student”), who registers online or by means of a paper-based registration for a training course organised by the school. It describes the general terms of sale, which apply to any sale of products or services (hereafter referred to as the “services” or the “training course”) without this list being in any way exhaustive, and to any other products or services specified on the various websites directly or indirectly run by the school) and proposed to the student by the school.

All annual enrollments at Spéos are by means of an enrollment form and learning agreements between the establishment, the student and/or their guarantor. Depending on the case, the enrollment form and learning agreement can be completed and validated either in “paper form” or “online”. These conditions shall apply in all cases.

In order to be accepted, the enrollment form must be signed (by double-clicking on the Aimaira online platform) and must include the payment of a deposit of €2,000 (for EU students) or €5,000 (for non-EU students). Any incomplete, incorrectly completed and/or unsigned enrollment forms will be considered invalid.

The present learning agreement, duly signed, must be completed at the beginning of the academic year by

- Proof of payment of the “student and campus contribution” administrative fee (Contribution Vie Étudiante et Campus - CVEC).
- Proof of civil liability insurance cover for educational and extracurricular activities for the academic year, corresponding to the study period.

The signature of this learning agreement, the payment of the deposit, their presence on the school premises, as well as their class attendance require the students to comply with the general terms of the present contract.

In execution of this contract, the Spéos Photography School agrees to organise the training concerned, as chosen by the student.

The school reserves the right to cancel a course with a 45-day notice period for year-round programs, and 15 days for short programs and workshops, except in the event of insufficient student numbers, in which case the notice period may be shorter. In either case, the school will suggest alternatives or priority transfer to programs of a similar kind.

The student agrees to comply with the terms and conditions stated in this contract, and in particular those concerning attendance and discipline, strict compliance with the financial terms and interruptions of their training.

Article 2: Nature and characteristics of the training activities

The services proposed for sale are described and presented as accurately as possible on the school’s website at www.speos-photo.com. Nevertheless, Spéos Photography School may not be considered liable for minor variations in the presentation of the services and this will not affect the validity of the sale.

The school reserves the right to correct the website contents at any time.

The applicant selects the training course or courses they wish to purchase and for which they submit an enrollment application. The characteristics and descriptions of each training course and – where applicable – the administrative and educational conditions and enrollment periods are specified on the school website www.speos-photo.com.

Students enrolled in the Professional Photography Program (1 or 2 years) will receive a school certificate upon completion of their studies, provided they have met the work and attendance requirements of Spéos.

Students enrolled in the Entrepreneurial Photographer Program (1 or 2 years) and the Specialized Programs (Magnum, Fashion, etc.), provided that they hold a high school diploma or foreign equivalent, or have a minimum of one year of professional experience prior to entering the school, and provided that they pass their exams and pass the jury, they will receive the title of Entrepreneurial Photographer, RNCP level 6 (RNCP certification 39859 registered on 11/28/2024, issued by Spéos) – NSF code 323 t.

This agreement is concluded for a period corresponding to the chosen course of study.

The dates are shown on the website of Spéos Photography School and comply with the hours and durations described in the “Course description” paragraph.

Article 3: Training venues

The courses are taught on the Spéos premises, the main address of which is 8 rue Jules Vallès – 75011 Paris, France, and in nearby classrooms located at 6 and 7 rue Jules Vallès, as well as 5 rue Bouvier – 75011 Paris, France.

The school reserves the right to use other locations if circumstances warrant.
For certain specialized programs, such as those in collaboration with Magnum, AFP or Polka, classes may be held on the partners’ premises.

Article 4: Enrollment information

The enrollment methods differ according to the course type.
These are described on the website <https://speos-photo.com/en/practical-information/>.

Article 4 bis: Pre-contractual information – Durable medium – Proof of delivery

Prior to any registration, the school shall provide the candidate, on a durable medium (e-mail with PDF attachment, download, or paper copy), with the information necessary for their commitment, including in particular these contractual terms, information relating to consumer mediation, payment terms, and the conditions for cancellation, interruption, and postponement.

The candidate acknowledges that the version of the contractual documents has been communicated to them on a durable medium prior to the validation of their registration.

The school shall retain proof of this delivery and acceptance (handwritten or electronic signature, time stamp, acknowledgment of receipt, email) for the duration necessary for the performance of the contract and in accordance with the applicable legal obligations.

Article 5: Withdrawal period

For Spéos, payment of the deposit, in the amount of €2,000 for EU students or €5,000 for non-EU students, reserves a place on the course and constitutes the student's definitive enrollment.

However, from the date of signing this contract, the student has a period of fourteen (14) days to withdraw, i.e. cancel their registration, provided that the training has not yet started.

If the program has already started, the right of withdrawal can no longer be exercised, except in the cases provided for in Article 7 of this contract.

If the student withdraws within the 14-day period, they must inform Spéos by registered letter with acknowledgment of receipt sent to the school's headquarters.

In this case, no fees may be claimed from the student and all sums already paid will be refunded, with the exception of the deposit and any bank charges.

In the event of withdrawal after the expiry of the legal period of fourteen (14) days and within a period between one (1) and thirty (30) days before the start of the training, and except in the cases provided for in Article 7 (force majeure, proven legitimate reasons, lack of visa), the student remains liable for a sum corresponding to thirty percent (30%) of the total cost of the training for the school year in question.

Article 6: Financial terms

The fees are mentioned in the descriptions of the services on the school's website. They are indicated in Euros (€).

The tuition fees correspond to the period of study for which the student is enrolled, whether this concerns a period of teaching or a period of time spent on assignments and/or internships in companies.

The total tuition fees are set for the year, as shown on the enrollment form, according to the chosen payment scheme.

Fees are subject to change from year to year, in accordance with the consumer price index. The increase will be notified in June on the student's financial statement for the following academic year.^[1]

According to the chosen payment scheme, the administration fees are announced and debited when enrollment is confirmed.

The tuition fees cover the study costs in accordance with the organisation put in place by the school's management.

The tuition fees do not include the payment of the "student and campus contribution" (Contribution Vie Étudiante et Campus - CVEC), which is compulsory and payable each year by the student before they enroll at the school. They do not include registration for complementary insurance schemes ("mutuelles"), enrollment for various external exams (TOEIC, etc.), the cost of purchasing equipment, books or software licences, nor housing, transportation or costs related to study trips.

Orders for services is to be made in Euros (€). The payment terms are specified by the school according to each situation. For information, payment can be made by bankcard, check or bank transfer. Bank charges (exchange-rate charges, transfer fees etc.) shall be borne by the Student at the time of payment. Otherwise, Spéos reserves the right to re-bill the student for the corresponding fees.

A payment schedule setting out the terms of payment is provided to the student upon confirmation of their enrollment. The student or their financial sponsor agrees to pay Spéos the full cost of the program, in accordance with the payment schedule provided upon confirmation of enrollment and as specified in the financial statement, which is subject to annual revision in June as indicated above.

In the event of any failure to comply with the payment scheme, Spéos reserves the right to interrupt the student's training. Access to the courses and classes is subject to the payment of tuition. In the event of non-payment of tuition fees at their due date, Spéos may refuse the student access to the courses and classes, until full payment of the amounts due has been made.

Admission to the following year and the issuing of the diploma are subject to full payment of the tuition fees, irrespective whether the modules or any other parts of the training program were validated.

For payment by bank transfer, the transfer must be made to the Spéos bank account at Crédit Coopératif:

- BIC : CCOPFRPPXXX
- IBAN : FR76 4255 9100 0008 0113 4710 774

Other payment methods are available. For further information, contact the school administration at speos@speos.fr.

Article 6 bis: Deferral of the training program

a. Definition: The deferral applies exclusively to students who have not yet begun the training program, meaning prior to any effective participation in courses, workshops, training, or assessments.

b. Principle: Enrollment in a training program is for a given period and dates specified at the time of registration. The deferral does not constitute a right and may only be granted on a strictly exceptional basis, following a review of the student's situation by the school.

c. Mandatory formal requirements: Any deferral approved by the school must be formalized through a written amendment (in paper or electronic form) signed by both parties, specifying:

- the newly authorized start date or period,
- the duration of validity of the deferral,
- whether the deferral is final or not.

d. Limitation of deferral:

Unless explicitly provided otherwise in the amendment, only one deferral may be granted.

e. Firm final deadline:

The amendment shall set a firm new start date. In the absence of the student's presence at the beginning of the training program on that very date, the enrollment shall be deemed null and void, with no possibility of further deferral or refund, except in cases of force majeure duly recognized within the meaning of Article 7.

f. Effects of the deferral:

The deferral shall not entail:

- any modification of the educational content,
- any guarantee of future availability,
- any guarantee of validation of a diploma or certification.

Article 6 ter: Resumption following interruption of the training program

a. Definition: Resumption applies exclusively to students who have started the training program and subsequently interrupted it, for any reason whatsoever (withdrawal, temporary interruption, dispute, personal or professional reasons), excluding definitive disciplinary exclusion.

b. No vested right: Resumption does not constitute a right. Any request for resumption is subject to the school's discretionary assessment, taking into account in particular:

- the time elapsed since the interruption,
- the pedagogical evolution of the program,
- available capacity,
- the student's academic and administrative status.

c. Mandatory formal requirements: Any resumption approved by the school must be formalized through a written amendment (in paper or electronic form) signed by both parties, specifying:

- the authorized resumption period,
- the applicable pedagogical conditions (remedial classes, make-up work, attendance requirements),
- any capacity reservation,
- the duration of validity of the agreement.

d. Exceptional and single nature: Unless explicitly stipulated otherwise, only one resumption may be granted during the same program of study.

e. Firm final deadline: The amendment shall set a firm final resumption date. In the absence of effective resumption by that date, the right to resumption shall be permanently forfeited, with no compensation or refund, except in cases of duly recognized force majeure.

f. Capacity reservation: Where the training program is organized in cohorts or groups with limited capacity, resumption shall be granted subject to the availability of places, as specified in the amendment.

g. No guarantee of outcome: Resumption does not entail any guarantee of validation of a diploma, qualification, or certification. The school is only committed to allow access and attendance of the training, which is subject to the student's compliance with their contractual, academic, and financial obligations.

Article 7: Interruption of the training program / termination / withdrawal

7.1. Early termination due to the institution (excluding force majeure)

In the event of early termination of the training program for reasons relating to Spéos, for any reason other than a duly recognized case of force majeure or a disciplinary sanction imposed by the Director in accordance with the internal regulations (see section "Nature and scale of sanctions"), this agreement shall be terminated as of right. Financial consequences: Spéos shall reimburse the student for the tuition fees corresponding to the days of training not completed.

No reimbursement shall be made if the termination results from a breach of discipline by the student giving rise to a disciplinary sanction.

7.2. Early termination due to the student (excluding force majeure)

In the event of withdrawal from the training program by the student for any reason other than a duly recognized case of force majeure, the agreement shall be terminated in accordance with the provisions set out below.

7.2.1. Legitimate and compelling reasons

The student may invoke a legitimate and compelling reason. Such reasons shall be examined on a case-by-case basis and assessed at the sole discretion of Spéos.

Financial consequences:

- the deposit shall remain due and non-refundable, and shall be retained by Spéos;
- any semester commenced shall be fully due and payable to Spéos by way of a penalty clause.

As a general rule, any semester started shall be deemed payable in full.

7.2.2. Other reasons

Outside cases of force majeure or duly established legitimate and compelling reasons, the full amount of the outstanding (non-due) tuition fees shall remain payable by the student.

7.3. Termination due to force majeure

In the event of termination of the training program by either the student or Spéos due to a duly recognized case of force majeure, the training agreement shall be terminated as of right.

Cases of force majeure shall include, in particular: serious illness as defined by Article D.160-4 of the French Social Security Code, occurring after the start of the academic year; an accident resulting in total temporary incapacity exceeding sixty (60) days; death; natural disaster; or pandemic.

Financial consequences:

Only the following amounts shall remain payable:

- the deposit;
- tuition fees corresponding to the courses actually delivered, calculated on a pro rata temporis basis in accordance with the applicable rates.

7.4. Notification requirements

Any withdrawal from the training program by the student, regardless of the reason, must be notified by registered letter with acknowledgment of receipt and must be accompanied by appropriate supporting documentation. Such notification shall be sent to the registered office of the school.

7.5. Failure to pay

In the event of non-compliance with the payment schedule as defined in the section “Financial Provisions”, Spéos reserves the right to suspend the student’s participation in the training program.

Failure to pay tuition fees shall result in termination of this agreement as of right. In such case, all outstanding amounts not yet due shall remain fully payable by the student or their legal representative.

7.6. No refund – Exceptions

No refund shall be granted, except in the event of failure to obtain a student visa, provided that the applicant has duly and diligently completed all required administrative procedures within the prescribed time limits.

In such case, the student shall be reimbursed for all sums paid, less foreign exchange bank charges and, where applicable, transfer fees or credit card processing fees.

Article 8: Copyright and image reproduction rights

The school publishes various documents (including brochures, posters and promotional flyers, etc.), organises exhibitions and manages various websites (including social networks) to provide updates about its latest news and to promote the students’ work.

By signing this agreement, the student authorises the school to use or reproduce their photographic and image-related work produced during their studies at Spéos, on all communication media. This authorization is strictly limited to the institutional, educational, and cultural communication needs of Spéos. The authorisation to use and reproduce the work as defined in this article remains valid for a five (5) year period after the student leaves the school.

The work thus reproduced remains the student’s property from both a material and intellectual viewpoint. Spéos always mentions the owner of the copyright. If the image results from group work involving two students, the names of both students will be mentioned as authors of the photograph. Consequently, the students benefit from the reputation of the Spéos Photography School and its communication policy.

In the context of educational projects carried out in partnership with external organizations, companies, or institutions, the authorization granted to Spéos does not in any way imply transfer or authorization of use for the

benefit of said partners. However, this authorization does not confer any rights to market the work selected by Spéos. In particular, any use of the student's work by a partner of the school, including for institutional, promotional, advertising, or commercial purposes (website, social networks, corporate media, marketing or similar), must be subject to a separate written agreement concluded directly between the student author and the partner concerned, as Spéos cannot transfer or grant any rights on behalf of the student.

Additionally, Spéos may find it necessary to take photographs or produce video clips of the students in the school, either to illustrate life in the school or to provide news of events taking place in the school.

Via this agreement, the student authorises Spéos to use their personal image, statements and comments free of charge on the various communication media, whether currently known or unknown, on a worldwide basis, with no time limitations, either integrally or in the form of extracts as part of the school's own communication and promotional operations.

For its part, as the beneficiary of the authorisation, Spéos explicitly agrees that it will not carry out any commercial exploitation (other than that related to its communication activities) of the said images, voices, statements and/or comments. This prohibition extends to any exploitation carried out directly or indirectly on behalf of third parties or partners of the school.

It also explicitly agrees that it will not carry out any exploitation likely to adversely affect privacy or reputations, nor use the said images, voices, statements and/or comments in any media of a pornographic, racist or xenophobic nature, or for any other prejudicial exploitation.

The student acknowledges that all of their rights have been respected and that they may not seek remuneration of any form for the exploitation of the rights covered by this agreement.

The student guarantees that they are not bound by an exclusive contract concerning the use of their image or name.

Article 9: Personal data – Security

The personal data collected by the school via the application form and enrollment form (last name, first name, date of birth, address, telephone, email address, social security number etc.) are recorded in their file, which is chiefly used to ensure the satisfactory management of the relationship with the applicant or student, and for the processing of the administrative management and educational monitoring with the trainee throughout their period of study (information concerning their enrollment file, financial situation, managing grade sheets, managing schedules, class councils, special monitoring, possible relations with parents or the guarantor, and more generally any information for which the collection is vital to the satisfactory implementation of the training and the monitoring of the student's situation).

The data will be stored for as long as necessary, and for a minimum of 10 years in order to be able to answer any questions concerning the trainee's period of study which may be submitted by the tax authorities or other authorities to which the establishment is answerable (in particular: the Ministry of Higher Education, the Ministry of Labour and the Education Authority), unless a longer data retention period is authorised or imposed by means of a legal or statutory decision.

Access to the personal data is strictly limited to the company's employees and officers authorised to process it by virtue of their positions. The information gathered may possibly be supplied to third parties bound to the company by means of a performance of subcontracted tasks necessary to managing the order, with no requirement for authorisation from the client. It is hereby stipulated that during the performance of their services, the third parties have only limited access to the data and a contractual obligation to use it in compliance with the legal provisions applicable to the protection of personal data.

Other than the cases mentioned above, the company agrees not to sell, lease, transfer or provide access to the data by third parties without the client's prior consent, unless they are forced to do so for legitimate reasons (legal obligations, the fight against fraud or abuse, exercising rights of defence, etc.).

Pursuant to the applicable legal and regulatory provisions and in particular law number 78-17 of 6 January 1978 (modified) concerning information technology, computer files and personal freedoms, and European regulation number 2016/679/UE of 27 April 2016 (in force since 25 May 2018), the student or applicant has a right of

access, rectification, portability and deletion of their data, or the right to limit its processing, unless the retention period is imposed as a legal or regulatory requirement.

They may also oppose the processing of the data concerning them, on legitimate grounds.

By means of valid proof of identity, the student or applicant may exercise their rights by contacting the data controller, Claire Saint-Jean, at the following address: csj@speos.fr

By granting their consent to this end via the acceptance of these conditions, the student or applicant accepts the principle of the use of their personal data in accordance with the conditions specified in this article. They also agree that the school may send them a newsletter at a frequency and in a form determined by the school, which may contain information concerning its activities. If the student or applicant no longer wishes to receive promotional messages and invitations by email, they have the possibility to make their choice known by sending a simple email to the following address: info@speos.fr and to unsubscribe via the link provided for this purpose in each newsletter.

The student or candidate also has the right to file a complaint with the competent supervisory authority, which in France is the Commission Nationale de l'Informatique et des Libertés (CNIL).

Article 10: Visa requirements for foreign students

As of today, in France, students from outside the European Union (except Switzerland, Norway, Iceland and Liechtenstein) must obtain a residence permit, when spending more than three consecutive months within French territory.

To begin a visa application procedure, the students require a letter of acceptance from Spéos, a passport valid for the whole duration of their stay in France and proof of sufficient financial resources to cover their tuition fees and day-to-day living costs.

For further information, please contact Campus France (www.campusfrance.org) and the French Embassy in your country. Spéos can help students to request their residence permit at the beginning of the program.

Article 11: Travel to active armed conflict zones

a. General principle. Spéos reminds students that active armed conflict zones involve major, ongoing, and unpredictable risks to personal safety.

Accordingly, any travel by a student to an active armed conflict zone constitutes a strictly personal initiative, undertaken outside of any pedagogical, contractual, or institutional framework of the school.

b. No integration into the training program. Such travel

- is neither organized, supervised, nor funded by the school;
- is neither required, expected, nor encouraged as part of the training program;
- does not give rise to any pedagogical validation, grading, assessment, credit, certification, or academic recognition;
- does not, under any circumstances, condition access to, continuation of, or success in the training program.

c. Student's responsibility. The student acknowledges that any travel to an active armed conflict zone is undertaken under their sole and exclusive personal responsibility, in particular with respect to

- personal safety,
- physical and psychological health,
- insurance coverage,
- civil and criminal liability.

The student explicitly acknowledges that any insurance policies taken out by the school do not cover any damage, incident, or accident occurring in this context.

d. Warning and information. The student acknowledges having been informed that

- French authorities issue formal recommendations advising against travel to active armed conflict zones;
- standard personal insurance policies generally exclude war zones;
- emergency response, repatriation, and medical care capabilities in such zones are severely limited or non-existent.

e. Pedagogical and ethical position. The school affirms that

- training in documentary photography or photojournalism does not require direct exposure to situations of active warfare;
- the undertaking of extreme risks does not constitute either an evaluation criterion or a professional prerequisite;
- the protection of life and physical integrity takes precedence over any artistic or professional consideration.

Article 12: Internal Regulations – Provision – Acceptance

The internal regulations are provided to the student prior to the effective commencement of the courses on a durable medium (email with PDF attachment, download, or hard copy delivery).

The student acknowledges having read and understood the internal regulations and undertakes to comply with them. Such acknowledgment is formalized by handwritten or electronic signature, or by a dated acknowledgment of receipt and/or reading.

In the event of any inconsistency between the internal regulations and these contractual provisions, the latter shall prevail with respect to provisions relating to training conditions and financial terms, subject to applicable mandatory public policy rules.

Article 12 bis: Internal Complaints Procedure

Any complaint must be submitted in writing to Spéos at the following address: info@speos.fr, or by post to the registered office of Spéos, at the address of the institute.

The school shall acknowledge receipt of the complaint and undertakes to provide a reasoned response within a maximum period of fifteen (15) business days, unless the complexity of the matter requires an additional period, in which case the student shall be informed accordingly.

Referral to the consumer mediator may only take place after prior exhaustion of this internal complaints procedure.

Article 12 ter: Dispute – Consumer Mediation – Competent Courts

In the event of any dispute or disagreement relating to the interpretation, performance, or termination of this agreement, the parties shall endeavor to seek an amicable settlement. To this end, the student shall first submit a written complaint to the school in accordance with the conditions set out in Article 12 bis.

In accordance with the French Consumer Code, where no amicable solution has been reached, the student may have recourse, free of charge, to a consumer mediator within a maximum period of one (1) year from the date of the initial complaint.

The consumer mediator designated for Spéos is the **Association des Médiateurs Européens (AME CONSO)**, which may be contacted:

- via their website: <https://www.mediationconso-ame.com>
- or by post: AME CONSO – 197 Boulevard Saint-Germain, 75007 Paris, France.

If the dispute cannot be resolved amicably or through mediation, and since the venue of the agreement's execution is Paris, the courts of Paris (France) shall have exclusive jurisdiction to hear the dispute, pursuant to Article 42 of the French Code of Civil Procedure.

II / INTERNAL RULES, DISCIPLINE AND SANCTION

A – Disciplinary obligations

Article 13: General provisions relating to discipline

Students must adopt dress, behavior and attitudes, which respect the freedom and dignity of each individual. Furthermore, students are bound by an obligation of discretion with regard to any information relating to the private life of other students which they may be aware of. Any breach of the rules relating to discipline may give rise to the application of one of the sanctions provided for in the internal regulations, discipline rules included in the present contract.

Article 14: Class schedules

Students must respect the course timetable set by the school. The school reserves the right to modify the course timetable according to the needs of the service, within the limits imposed by the provisions in force. Students must comply with any changes in class schedules made by the school.

Classes start on time and late arrivals are not accepted. If a student is late for any reason, they will be refused access to the class and will not be allowed to join the class until the break. Failure to respect the timetable may result in the application of one of the sanctions provided for in the internal regulations, discipline rules included in the present contract.

Article 15: Procedures for checking and monitoring attendance

The Spéos curriculum ensures consistent progression throughout all courses. All students are required to attend regularly and assiduously the teaching activities of the year in which they are enrolled.

Students' attendance is verified by the teachers responsible for each teaching activity. Students are required to sign in for each class (any omission to sign in will be considered as an absence).

Students who are unable to attend are required to inform the administration of any absence by e-mail and then to justify it before being reintegrated in class. Reasons for absence and proof required:

- illness, medical examination: medical certificate, hospitalization certificate,
- contractual obligations, professional imperative: work contract,
- national school competitive examination: copy of the invitation to the examination.

Students are reminded that professional appointments must be scheduled outside of class time. Under no circumstances may student projects between students of Spéos (or any other school), and in general any unpaid work, interfere with class time, in order not to disturb the pedagogical process. Any failure to respect the rules of attendance may lead to the application of one of the sanctions provided for in the internal regulations, discipline rules included in the present contract.

Article 16: Regularity of studies

Teachers may, on the basis of regularity and absence reports, refuse registration for examinations and assessments to students who do not meet the regularity standards defined in this article.

For courses that are subject to continuous assessment, attendance is an integral part of the assessment. Teachers are entitled to refuse to assess a student who has been absent three (3) times or more. Too many absences may result in a reduction of the grade (credits) and affect the graduation result.

Article 17: Access to school premises

Students have access to the school's premises only for the purposes of training sessions. It is forbidden to bring people into the premises who are not part of the course, except in the case of personal use of the studio (for stylists, hairdressers and models). Spéos is not a meeting place or hangout for students and their acquaintances. Anyone who is not enrolled at Spéos may not enter or remain on the premises without special permission (except for official openings at the Spéos Gallery). Visitors are also prohibited from entering the school premises unless accompanied by school staff or a teacher.

Unless explicitly agreed by the school, students may not leave the room before the scheduled end of the course. In the event that the student is authorized to leave the room before the end of the course, they must leave as discreetly as possible so as not to disrupt the course.

Article 18: Use of equipment

Students are required to keep all equipment made available to them in good condition (either during classes or individually). At the end of the class, students are required to return all Spéos equipment. Students must also properly and carefully tidy up equipment used in class or individually. Anyone who has booked the studio is responsible for the equipment made available to them.

The first classes introduce all students to the proper handling and maintenance of the equipment at Spéos. As equipment wears out over time, students are asked to report any defective equipment promptly.

The student agrees to take out a civil liability insurance policy to cover any damage or involuntary deterioration. In case of damage to the material by the student, they commit to pay the repair costs for any damage they may have caused or to replace the equipment that cannot be repaired.

Each student will be provided with a locker by Spéos to store their equipment and personal belongings. Spéos recommends that students place all valuables in the locker. Lockers must be emptied at the end of the program. Spéos declines all responsibility for the loss, theft, or damage of your equipment and personal belongings.

Article 19: Recordings

It is formally forbidden, except by express dispensation, to record or film the course sessions.

Article 20: Teaching methods and documentation

The pedagogical methods and documentation distributed are protected by copyright and may not be reused other than for strictly personal use, or distributed by the students without the prior and formal agreement of the director of Spéos and/or the authors. Any form of trade or commercial activity, whether individual or collective, is forbidden within or in the name of Spéos, unless explicitly authorized by the school. Nobody may claim to act in the name or on behalf of Spéos as an institution and training organization. The use of the Spéos logo and name is strictly regulated by the Director of the school.

Article 21: Health and Safety

In matters of hygiene and safety, each student must strictly comply with the general regulations as well as with the particular instructions, (especially in the event of a pandemic) which will be brought to their attention by posters, instructions, memos or by any other means. Students are asked to keep all workspaces they use clean and tidy.

- **Alcoholic beverages, Drugs, Cigarettes**

It is forbidden to enter or remain in the establishment in a state of intoxication or under the influence of drugs. It is also forbidden to introduce or distribute drugs or alcoholic beverages in the work premises.

The consumption of alcoholic beverages on the work premises is prohibited except in exceptional circumstances and with the agreement of the school.

Smoking is not permitted on the school premises or in the courtyard of the premises.

- **Sanitary facilities**

Toilets and washbasins are available to students. These facilities must be kept in a constant state of cleanliness.

- **Catering facilities**

Eating and drinking are prohibited on the premises (studios, training rooms, halls, and stairways included), with the exception of the area specially designated for this purpose in the Spéos Gallery located at 7 rue Jules Vallès.

The school may have to close the catering facilities in accordance with government health measures (e.g. Covid-19).

- **Safety - General rules concerning protection against accidents**
All students are required to use all the individual and collective means of protection available to them to avoid accidents and to strictly respect the specific instructions given to this effect.
- **Rules on fire prevention**
All students are required to comply strictly with the instructions relating to fire prevention. It is forbidden to smoke in the rooms where training courses are held. It is forbidden to deposit or leave flammable materials in staircases, passages, corridors, under staircases and near the exits of premises and buildings.

Article 22: Phones

Cell phones must be turned off on school grounds.
The use of mobile phones is strictly forbidden during class.

B - Sanctions and rights of defense

Article 23: Nature and scale of sanctions

Any breach of these rules or any behavior considered as wrongful by the Director of Spéos or their representative may, depending on its nature and gravity, be subject to one of the following sanctions:

- Warning (the purpose of the warning is to draw the attention of the student and/or their legal representative to the difficulty encountered).
- Written reprimand (the purpose of which is to officially reprimand the student's actions).
- Temporary exclusion, limited to a maximum of 15 days.
- Permanent exclusion. The permanent or temporary exclusion of the student will not, under any circumstances, give rise to the reimbursement of the sums paid for the course. Tuition fees not yet due will remain due as a penalty clause.

Three (3) warnings will result in permanent expulsion from the school.

Article 24: Rights of defense

No sanction may be imposed on a student without the latter having been informed in advance of the grievances against them. When the student's behavior justifies a temporary or permanent exclusion, the Director of Spéos (or their representative) will summon the student and indicate the purpose of the summons.

Any exclusion will be decided by the Director of Spéos. The summons specifies the date, time and place of the interview. It is written and sent by e-mail or delivered to the student in person against a receipt. During the interview, the student can be assisted by a person of their choice (student, legal representative or employee of the school). The summons mentioned above mentions this option.

Sanctions can only be pronounced after the accused student has had the opportunity to be heard or to present their version of the facts in writing.

SIGNING OF THE LEARNING AGREEMENT AND INTERNAL RULES AND REGULATIONS

In [place]:

On [date]:

Signature of the student, preceded by the words "Read, understood, and accepted"

III / APPENDIX

WITHDRAWAL FORM (French Consumer Code)

(To be completed and returned by registered letter only if you wish to withdraw from the contract)

For the attention of:

Spéos International Photography School
8 rue Jules Vallès – 75011 Paris, France
E-mail: info@speos.fr

I, the undersigned,

- Student's full name (first name and surname):
- Student's address:
- Student's email address:

hereby notify you of my withdrawal from the contract relating to the training service described below:

- Training program:
- Date of registration:

Student's signature (only in the case of notification by paper letter):

Executed at [place]:

On [date]: