

INTERNSHIPS & JOBS PROGRAMMES



◆ *Education en France gives the students the opportunity to live a professional experience which will be valuable on their Curriculum and for their future job. Speaking French daily in the country and at the workplace will be the best way to improve the French language and gain some work experience.*

◆ Our Programme:

Internship: The students will be placed as an intern in a French company. They will be working for this company for the duration of the internship like a member of the staff and will have to comply with all rules of the company.

The internship is none paid, however some companies sometimes give the students a compensation, up to 400€ per month depending on the job done.

Job: According to seasons, we propose some paid jobs (only E.U citizen) in different fields.

◆ Age:

Students 18 years old minimum and over.

◆ Level of French:

Minimum Level : Advanced (B2) – sometimes B1, depending of the company

Students should submit with their application the French written test provided by Education en France. After the written test is marked, the student will be asked to call into the office for an oral test.

Acceptance on the programme is determined by these 2 tests along with the student's motivation and CV.

Some companies could require an English test.

◆ Choix des Entreprises:

We think that the choice of our companies is very important They come from very specific fields such as :

- ◆ Hôtels
- ◆ Tourism
- ◆ Media
- ◆ Cafering
- ◆ Marketing/Buisness

Please note that in France, most of the time, employees are working 35 hours a week. But in some firms, such as in hotels, people work more than 35 hours a week.

We guarantee all our trainees:

- ◆ Selected companies
- ◆ Welcome pack
- ◆ Regular support
- ◆ Administrative support

◆ Dates, duration and application:

Applications must be sent along with all required documents at the latest 8 to 12 weeks before the anticipated arrival date depending on the field.

For some nationalities please enquire at the French Embassy prior to registering about the visa procedures.

Please note that incomplete registrations will not be taken in account.

◆ Accommodation:

For students who need accommodation during their stay in France, Education en France can provide depending on the dates and location:

- ◆ Host family (our families are located in Paris, Marseille, Lyon, Aix en provence etc... with direct access to the company by local transport)
- ◆ Apartment residence (residences are located in Paris, Toulouse, Aix, Cannes, etc. Accommodation in single or twin apartments with private bathroom and kitchen.
- ◆ Student's residence (campus is located downtown Paris). Accommodation in single room with private shower and internet access.

Possibility of half board or full board on the residence.

The student has to give a deposit with an amount of 600 €, in case of none damage the student will get back his deposit at the very most, one month after the internship's end.

Some companies (mostly hotels) offer accommodation.

You will discover more details in our brochure "accommodation" and on the website www.educationenfrance.com

Please feel free to contact us for any special request or additional information.



REGISTRATION PROCEDURES

◆ Reservation

Tel : 00 33 (0)1 39 70 87 11
Fax : 00 33 (0)1 39 70 59 98

Education en France

75 boulevard Haussmann
75008 Paris, France

Main office

8 avenue de fin d'Oise
B.P.31 - 78570 Andrésy, France
e-mail: office5@educationenfrance.com
www.educationenfrance.com

APS guarantee

Lic. N°078030007
Member of Maison de la France-Club Jeune et FLE.fr
Please fill out the appropriate booking form or your agency booking form and send us all required additional documents.

OFFICE HOURS

10.00 to 18.00: Monday to Friday (excluding French statutory holidays)

◆ Confirmation

Reservation will be confirmed to agents by fax or e-mail.

For Internship Programmes:

- ◆ Student interviewed by agency to determine suitability
- ◆ Agent sends fully completed application form along with all additional documents requested and the deposit to Education en France.
- ◆ Education en France confirms receipt of application and send letter of acceptance, Terms and Conditions of the programme

◆ Payment Procedures

- ◆ Invoices are issued after confirmation of the enrolment
- ◆ Amendments or cancellations will generate a revised invoice.
- ◆ Full payment must be received one month before the student's arrival

◆ Cancellation-Modification Policies

Cancellations:

Cancellations must be notified in writing to the Education en France office and justified

Charges will be as follows for any cancellation:

- ◆ Booking to 30 days prior to the programme start: 25% of programme cost per participant
- ◆ 30 to 15 days prior to programme start: 50% of programme cost per participant
- ◆ 15 days to arrival day prior to programme start: 100% of programme cost per participant.

Modifications :

Each modifications including changes to dates, type of accommodation, number of persons and arrival/departure information will be charged as follow:

- ◆ Less than 5 days before arrival (Tuesday before arrival by 12:00): 50 Euros
- ◆ Arrival and departure transfers outside of the set date and set time frame : 70 Euros

Liability and Medical Insurance Policies:

We recommend you to advise your clients to take a personal insurance including medical insurance, liability insurance, stay cancellation or interruption and repatriation.

In France Liability insurance coverage is mandatory, proof of liability insurance should be sent to Education en France prior to arrival.

Medical insurance coverage is not included with any programme. It is essential that all participants arrange their own personal medical insurance.

Education en France can provide an insurance policy and liability insurance on request.



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