

besançon
boosteur de
bonheur



CENTRE DE
LINGUISTIQUE APPLIQUÉE

UNIVERSITÉ DE
FRANCHE-COMTÉ

French as a Foreign Language - FLE : Training Programs for Students and Teachers 2020-2021



UNIVERSITÉ DE
FRANCHE-COMTÉ

Centre de linguistique appliquée
de l'Université de Franche-Comté

6 rue Gabriel Plançon
25000 Besançon France
+ 33(0)3 81 66 52 00
fle-cla@univ-fcomte.fr
www.cla.univ-fcomte.fr

Follow us!



CLA Besançon - Université de Franche-Comté
@cla.besancon



CLA Besançon
@cla.besancon



CLA Besançon
@cla_besancon



CLA Besançon - Université de Franche-Comté
@cla-besancon



cla université franche-comté



■ FACTS AND FIGURES

- 60 years of experience in teaching and teacher training
- 4 000 students each year from 110 countries in the world
- 10 foreign languages taught: French as a Foreign Language (FLE), Arabic, Chinese, English, German, Italian, Japanese, Portuguese, Russian and Spanish
- 50 teachers and researchers
- 40 administrative employees
- 100 external professionals
- 32 fully equipped classrooms
- 3 multimedia labs
- 1 multimedia centre (over 4000 square feet, seating capacity for over 130 students, over 30 multimedia workstations)

■ OUR MISSION

- Teaching French (language and culture)
- Teaching 9 other foreign languages
- Providing training programs for language teachers and teacher trainers (educational cooperation projects)
- Providing training programs for managerial staff
- Teaching French to migrants
- Expertise and missions abroad*:
designing curricula, training programs and educational resources /
assessing teaching programs / auditing institutions (each year,
we answer more than 60 requests for support in more than
65 countries throughout the world)
- Research & Development in engineering language training *

* these missions are requested by private firms or numerous educational and cultural institutions, embassies and French and foreign ministries – particularly the ministries of foreign affairs and of national education.

Would you like to learn or teach French? Welcome to the CLA!



Are you interested in coming to France to learn French in a world-famous language centre? Do you want to live a linguistic and cultural experience in the lovely region of Burgundy – Franche-Comté, which is known for its heritage, history and cuisine? That is what we offer at the Centre for Applied Linguistics (CLA) of the Université de Franche-Comté.

For 60 years, the CLA has built its reputation as a language centre specialized in active pedagogy, and we are delighted to welcome you here today. Our academic institution was one of the first French centres to teach 10 foreign languages through practical teaching methods based on research in applied linguistics.

New in 2020: during this period when moving around has been made more difficult by the pandemic, you can give our courses a try from the comfort of your own home: our FLE *Fondamental* or FLEPRO Digital Campus for teacher training are open online! Our language courses are also available in live, online virtual classrooms and can be organized on request for groups or as one-to-one (tailor-made) courses. This type of course is popular among both students and teachers, who enjoy communicating during videoconferences.

We hope that choosing the CLA in Besançon, Victor Hugo's hometown, will be your first step towards a fulfilling language immersion experience!

Sincerely,

Arnaud Pannier, Director

Carlos Taberero, Deputy Director, in charge of Training and Certifications and the CLA Team



The CLA has been awarded the FLE Quality Label issued by the French state in recognition of its excellence, scoring the maximum grade of 15 stars. It is a member of the CampusFLE group of university centres for French as a Foreign Language and is a partner of the CampusFrance agency.



French as a Foreign Language Training Courses

■ French Intensive Courses

This program will allow you to quickly improve your language skills and to increase your knowledge of French culture and the French way of life.

From 460 € for 2 consecutive weeks : 23 hours of class a week, 5 hours a day.

Students are placed in groups adapted to their level and needs.

Classes take place in the morning. You can attend thematic workshops in the afternoon. Courses run all year round.

There are 6 FLE Intensive sessions a year for absolute beginners (4 weeks, 23 hours of class)

> Contact: fle-cla@univ-fcomte.fr

■ FLE Fondamental French Courses on-site

Learn to communicate by speaking and writing, and practice French in groups specifically adapted to your level and needs.

From 330 € for 2 consecutive weeks, 15 hours a week, every morning.

Students are placed in groups adapted to their level and needs.

Courses run from September to June.

Dates available on www.cla.univ-fcomte.fr

Half-year fee : 204 hours, 1 428 €

- from September 21st to December 18th, 2020

- from January 25th to May 28th, 2021

> Contact: fle-cla@univ-fcomte.fr

■ FLE Fondamental Distance Courses

Learn to communicate by speaking and writing to boost your French language skills. This 100% online program will allow you to work in one of our online virtual classrooms with 8-12 other students of a similar level.

30 hours / 2 weeks: 300 € or 60 hours / 4 weeks: 600 €.

Starting course dates every 2 weeks all year round.

For all levels except absolute beginners.

> Contact: fle-cla@univ-fcomte.fr

■ FLE Super-Intensive Courses

This program will allow you to quickly improve your language skills and to develop them in the field that is most relevant to your needs.

Intensive program:

23 hours of class a week (in groups adapted to each student's level)

+ 5 hours of one-to-one classes a week (French for specific purposes)

From 1 110 € for 2 consecutive weeks

Courses run all year round.

Dates available on www.cla.univ-fcomte.fr

> Contact: fle-cla@univ-fcomte.fr



■ The Language, Culture and Society Program: A DUEF University Program in French Studies

An A2 level is required to attend these courses.

This program aims at improving and developing your French language skills to B1, B2 and C1 levels. It also allows you to learn more about French society and, more generally speaking, francophone culture.

► There are 2 semester-long sessions a year.

Each session is 234 hours (30 ECTS credits), 13 weeks long.

- Semester from September 7th to December 18th, 2020

- Semester from January 18th to May 19th, 2021

Course fee for 1 semester: 1600 €

For these courses, you will need to pay university registration fees (170 €) and the "CVEC", a 92 € contribution to student activities (credit card or cheque only).

> Contact: duef-cla@univ-fcomte.fr

■ French Bridging Courses: Prépa Uni

A B1 level is required to attend these courses.

This program is designed for students who wish to study at a French university. It will allow you to become familiar with French academic methodology and understand the characteristics of academic discourse in order to successfully attend a French or French-speaking university.

● **On-site courses**

► There are 3 sessions a year. Each session lasts 4 weeks, 80 hours of class, 1120 €

From June 31st to July 25th, 2021

From July 5th to July 30th, 2021

From August 2nd to August 27th, 2021

> Contact: fle-cla@univ-fcomte.fr



French as a Foreign Language Training Courses

Workplace Communication French

Whether you work in business and economy, law, science and technology, the hotel industry and tourism, medicine and health or international relations, this program will allow you to communicate better in your specific field.

This is a tailor-made course which can be organized for a group of people from the same organization.

> For an estimate, please contact us: fle-cla@univ-fcomte.fr

FLE French Evening Courses

For non-beginners, levels B1 and B2.

This program is designed to reinforce your speaking and writing skills in French.

► Course fee for 1 semester (24 hours, 2 hours a week from 6 to 8 pm on Wednesdays, 12 weeks): 264 €

From September 16th to December 16th, 2020

From January 27th to April 21st, 2021

> Contact: fle-cla@univ-fcomte.fr

FLE Saturday French Courses

For non-beginners, level A2.

This program is designed to reinforce your speaking and writing skills in French.

► Course fee for Saturday classes (from 9 to 12, 30 hours): 330 €

From September 19th to December 12th, 2020 (except October 24th and 31st)

From January 23rd to April 3rd, 2021 (except February 22nd and 27th)

> Contact : fle-cla@univ-fcomte.fr

FLE Tailor-Made French Courses

To improve your French skills thanks to a personalized teaching program specifically adapted to your needs.

► one-to-one course

Hourly fee: 75 € face to face – 65€ online

► Group courses:

-for 3-6 students: 20 €/hour per student

- for 7+ students: 14 €/hour per student

> Contact: fle-cla@univ-fcomte.fr

Cross-Cultural Communication

This program will enable you to communicate effectively at work with your international partners or customers.

This is a tailor-made course which can be organized as a one-to-one class, or for a group of people from the same organization.

> Fee: please contact us at: expertise-cla@univ-fcomte.fr



© Jehan-Charles Sexe



© UFC / Ludovic Godard

FLE +

French Discoveries ☺

For adults

This program will allow you to improve your language skills and to explore our local environment (heritage, architecture, nature, cuisine, crafts, etc.) through active and fun situations, depending on your language needs.

► 2 weeks, 30 hours of FLE Fondamental+ 16 hours of discovery activities, 1500 €

> Fees can vary depending on the type of activities chosen.

This program can be tailor-made to fit an existing group's needs.

From September 28th to October 9th, 2020 / From March 31st to June 11th, 2021

From May 31st to June 11th, 2021

More dates on request for groups

> Contact: fle-cla@univ-fcomte.fr

French Discoveries ☺

For teenagers aged 15+

Groups of 8 people or more.

This program allows each student to become more confident in order to communicate better in French. Our discovery activities offer an exploration of our local environment (heritage, nature, cuisine, culture, sports, etc.) through active and fun situations. Groups of students can choose which activities to do depending on what they feel like and on their language needs.

► 1 week, 15 hours of FLE Fondamental+ 16 hours of discovery activities, 500 €

> Fees can vary depending on the type of activities chosen.

This program can be tailor-made to fit an existing group's needs.

Dates on request for groups

> Contact: fle-cla@univ-fcomte.fr



French as a Foreign Language Training Courses

● French @ Sciences

A French and science program for international students who work in scientific fields. Groups of 8 people or more.

This program allows students to be fully immersed in the French language and culture through science. It links learning French as a foreign language with activities related to science in French or English in the fields of micro-technology, biomedical engineering, etc.

This program includes language courses + scientific activities (students will find out about the Scientific Faculties at the Université de Franche-Comté, participate in conferences and scientific debates and visit local research labs, companies and heritage sites).

► **2 weeks, 60 hours** (30 hours of *FLE Fondamental* courses + 30 hours of scientific activities) 840 €

► **3 weeks (6 ECTS), 90 hours**, (45 hours of *FLE Fondamental* courses + 45 hours of scientific activities), with **3 different Campus France all-inclusive packages**:

- FLE courses + scientific activities + meals and accommodation at the CROUS university residence hall: 2000€

- FLE courses + scientific activities + meals, accommodation and French immersion homestay with a host family: 2300€

- FLE courses + scientific activities + meals and accommodation in a private studio or apartment in a hotel residence: 2700€

► **4 weeks (8 ECTS), 120 hours**, (60 hours of *FLE Fondamental* courses + 60 hours of scientific discovery activities), with **3 different Campus France all-inclusive packages**:

- FLE courses + scientific activities + meals and accommodation at the CROUS university residence hall: 2400€

- FLE courses + scientific activities + meals, accommodation and French immersion homestay with a host family: 2800€

- FLE courses + scientific activities + meals and accommodation in a private studio or apartment in a hotel residence: 3400€

Please contact us for dates: fle-cla@univ-fcomte.fr



© UFC / Ludovic Godard

Preparing for French Certification Exams



■ DELF-DALF Preparation Courses

For B1, B2 and C1 students.

Our courses will give you the best chances of succeeding when you take the DELF/DALF certification exams, with prep classes to work on the 4 language skills assessed by each certification exam: reading, writing, listening and speaking.

► **1 session each semester, for a total of 39 hours:**

480 € (280 € for CLA students)

From September 21st to December 18th, 2020

From February 25th to May 7th, 2021

> Contact: certif-fle-cla@univ-fcomte.fr



■ TCF ANF Preparation Courses

To give you the best chances of succeeding when you take the TCF exams.

3 hours a week, on Saturday mornings, 4 weeks, for a total of 12 hours:

260 € (140 € for CLA students)

► **3 sessions :**

- October 10th, 17th & 24th & November 7th, 2020

- February 6th, 13th, 20th & 27th, 2021

- May 22nd & 29th & June 5th & 12th, 2021

> Contact: certif-fle-cla@univ-fcomte.fr



French Certification Exams

■ DELF / DALF National Diplomas

- DELF, *Diplôme d'études en langue française*
A1 and A2 levels: 70 € / B1 & B2 levels: 110 €
- DALF, *Diplôme approfondi de la langue française*
C1 and C2 levels: 130 €

2020 >

- October 7th, 8th and 9th, 2020
- December 9th, 10th and 11th, 2020

> Contact: certif-fle-cla@univ-fcomte.fr

■ TCF - Test de connaissance du français

- TCF ANF (*Accès à la nationalité française*): 90 €
- TCF CRF (*Carte de résident français*, to obtain a French resident card): 130 €
- TCF-TP (*tout public*): compulsory examinations 70 €
optional examinations: writing 38 €, listening 38 €
- TCF Canada: 160 €
- TCF pour le Québec: 160 €

Reading - listening - writing - speaking

> Contact: certif-fle-cla@univ-fcomte.fr

> PLEASE NOTE

that students who are not registered at the CLA are required to pay a 30 € **administration fee for each exam** (valid one year).



FLE Teacher Training Courses

■ Summer Teacher Training University Program

For teachers, teacher trainers or educational managers.

This program will allow you to improve the techniques you specialize in and experiment practical and innovative language teaching strategies. In a relaxed atmosphere, you will discover new pedagogical approaches and share your experience with teachers from all over the world.

▶ 2 weeks, 50 hours, 700 €

From July 5th to 16th, 2021

(No classes on July 14th, for Bastille Day, 45h, 630 €)

From July 19th to 30th, 2021

From August 2nd to 13th, 2021

▶ 4 weeks, 100 hours, 1200 €

From July 5th to July 30th, 2021

(No classes on July 14th, for Bastille Day, 95h, 1140 €)

From July 19th to August 13th, 2021

> Contact: formation-formateurs-cla@univ-fcomte.fr

■ Teacher Training University Program during the school year (on-site)

For teachers, teacher trainers or educational managers.

This program will allow you to further develop the fields you specialize in and experiment practical and innovative language teaching strategies. In a relaxed atmosphere, you will discover new pedagogical approaches and share your experience with teachers from all over the world.

▶ 1 week (25 hours): 350€ / 2 weeks (50 hours): 700€

■ Winter 2020 Teacher Training University Program

A 2-week teacher training program for teachers of French as a Foreign Language and French as a Second Language.

▶ Choose from 12 different modules: 2 weeks, 700 €

(dates from November 2nd to December 18th).

> Contact: formation-formateurs-cla@univ-fcomte.fr



■ The **FLEPRO Digital Campus: Online Teacher Training**

This program will allow your team of teachers and educators to develop their skills even though they can't come to France. Our live online workshops, taught by a team of experienced and qualified teacher trainers, will be a chance for your team to improve their teaching strategies and for you to enhance your business image.

Choose the option which best suits your needs:

For groups (please contact us for dates):

► **FLEPRO Format Essentiel Intensive Course:** 1, 2 or 3 x 9-hour online training modules (5 x 1.5-hour live sessions per module + a 1.5-hour session to help you get started & to work on asynchronous learning).

90€ per module & per participant (for groups of 12 students).

► **FLEPRO Format Professionnel** ⊕ Extensive Training Course for groups: 6 x 15-hour online training modules over one semester: **90 hours, 990€**

For individual students: December 14th-18th, 11 a.m. to 3:30 p.m French time.

► **FLEPRO Format Essentiel Intensive Course:** choose from four 9-hour online training modules (5 x 1.5-hour live sessions per module + a 1.5-hour session to help you get started & to work on asynchronous learning): Keeping students active by using games and creative activities / Innovative ways of teaching grammar / Motivating teenagers through active teaching / Designing and teaching an online course

90 € per module & per participant (for groups of 12 students).

Why choose us? The CLA offers you its free "expert analysis": a discussion during which we will help you analyze your needs and plan the most effective and relevant training program for you.

> **Contact:** formation-formateurs-cla@univ-fcomte.fr

■ The **PROForm University Diploma: a French as a Foreign Language Teacher Training Course**

For teachers or future teachers.

The PROForm university diploma certifies that you have the teaching and methodological skills required to teach French as a foreign or as a second language.

► **4 weeks, 100 hours, 1200 €***

From July 5th to 30th, 2021

* Teachers who apply for the PROForm university diploma will need to pay university registration fees (170 €) and the "CVEC", a 92 € contribution to student activities (credit card or cheque only)

> **Contact:** du-proform-cla@univ-fcomte.fr

Your Choice of Modules:



■ Teaching Primary School French: bi/multilingual teaching or French immersion

This course is for teachers or educators who train primary school teachers, teachers who work in bilingual francophone classes, who teach in French immersion programs or in international schools.

The goal of this program is to allow teachers to develop active and creative pedagogical approaches adapted to the needs of their young learners when teaching French and non-linguistic subjects (DNL).

► **2 weeks, 50 hours, 700 € per participant**

or

► **4 500 € for groups of up to 15 people**

From July 5th to 16th, 2021

> **Contact:** formation-formateurs-cla@univ-fcomte.fr

■ Teaching French Classes for Newcomers to France (FLI)

This program is designed for professionals or volunteers who wish to teach French to adult immigrants (FLI: Français Langue d'Intégration).

It will allow them to develop contextualized teaching approaches and to implement workable teaching strategies to help adult immigrants with sometimes little or no schooling to adapt to life in their host country.

► **350 € for both sessions (25 hours)**

1st session: initial training, 15 hours, October 28th to 30th, 2020

2nd session: reflecting on your teaching practices and going further, 10 hours, February 11th & 12th, 2021

> **Contact:** formation-formateurs-cla@univ-fcomte.fr



Expertise

■ Expertise, Audits and Pedagogical Engineering

The CLA is available to help you with any project you might have.

> please contact us at: expertise-cla@univ-fcomte.fr

■ FLE-Related Professions:

Training Program for Course Coordinators and Academic Advisors

Learn how to best support your educational team and improve the way they teach.

► 1 week, 25 hours, 550 € face to face - 450 € online

From October 26th to 30th, 2020

> Contact: expertise-cla@univ-fcomte.fr

■ FLE-Related Professions:

'Running a Language Centre' Internship

Develop the necessary skills to improve the strategic and operational management of a language centre or department

► 1 week, 25 hours, 550 € face to face - 450 € online

From November 2nd to 6th, 2020

> Contact: expertise-cla@univ-fcomte.fr

■ FLE-Related Professions:

Training Program for Course Coordinators and Academic Advisors + 'Running a Language Centre' Internship

► 2 weeks, 50 hours, 950 € face to face - 850 € online

From October 26th to November 6th, 2020

> Contact: expertise-cla@univ-fcomte.fr



■ FLE-Related Professions, Training Engineering and International Cooperation Master's Degree

For students, teachers and educational managers.

This two-year training program will allow you to obtain a French university master's degree.

Year 1 is dedicated to teaching students to acquire the knowledge needed to design teaching materials adapted to either on-site or online courses for French as a foreign or as a second language, French for specific objectives, academic French and French for non-linguistic subjects.

Year 2 focuses on project-based learning and allows students to specialize in training engineering.

During both years, class time is split between distance learning and on-site intensive classes in Besançon (2 weeks the first year, 3 weeks the second year). This master's degree aims at helping students acquire and develop the knowledge and skills needed in the field of teaching and training engineering for FLE-related professions.

► 2 academic years (120 ECTS credits):

1500 to 1800 hours of student work (including a 300-hour internship)

Tuition fees: 354 € + 243 € university registration fees + 91 € for the CVEC contribution to student activities (credit card or cheque only).

> Contact: master-cla@univ-fcomte.fr



Why Choose Us?



■ A Warm Welcome to New Students

The Reception Office at the CLA is dedicated to providing you with all the practical information you will need to make your stay a pleasant one. We are always available to answer any questions you might have, or to help you with administrative procedures.

► **The CLA can welcome student groups** when they arrive at the train station (this service is available upon request). We recommend that you arrive a few days before the first day of class.

► **At the beginning of each semester**, the CLA organizes an information fair to help students adapt to life in Besançon. During this event, you can learn more about all the sports and leisure activities available to you, and get useful information about transport, healthcare, and student discounts.

> Contact: accueil-cla@univ-fcomte.fr

■ Your Stay in Besançon

► Whether you're looking for accommodation in a student residence, hotel residence, or want to stay with a host family, we can help you find the best place to live.

► Estimated housing costs:

- Stay with a host family, breakfast and dinner included (27 €/day)

- Rent a furnished apartment (from 400 €/month)

- Live in a student residence or youth housing centre: en suite + shared facilities (from 257 €/month)

> Contact: accueil-cla@univ-fcomte.fr

► Eating in Besançon

The CROUS university cafeterias offer special prices for: university students (3,25 €), CLA trainees (6,50 €) and visitors (7,90 €)



If your stay in France exceeds 3 months, you can apply for housing benefits (allocation logement). These benefits are income-related and apply to students who have a long-stay visa or residence permit.



■ A Wide Array of Activities

Our Student Activity Office (service culturel) offers a wide range of outings and events which are great opportunities for language practice. You can find language exchange partners with the *tandems linguistiques* program, participate in conversation workshops, enjoy concerts, visit museums and exhibitions, go on day trips and scavenger hunts. Many student parties and international gatherings are also held, the highlight of which is the *Tour du Monde en 80 Plats* (around the world in 80 dishes), a unique food festival during which you can sample specialties from dozens of different countries.

> Contact: culturel-cla@univ-fcomte.fr, tél. 03 81 66 52 22

■ Our Tandem Linguistique Program: find your language exchange partner

Our Student Activity Office (service culturel) also offers you the chance to meet up every week with another student from the CLA or with a local inhabitant: you can speak in your native language half of the time, and in French the other half. This is an excellent way to make progress and to make learning French lively and fun, or to discover more about French culture. There are 2 options:

- If you are in Besançon, you can meet your language partner face to face: share family meals, cook food from your respective countries, go out for a walk, visit a museum or discover our lovely region.

- If you prefer to meet your language partner online, social media or videoconferencing tools (WhatsApp, Skype, Facebook, Zoom) will help you cross borders virtually!

Contact: tandem-linguistique-cla@univ-fcomte.fr

■ The CLA Media Centre


In addition to your courses, the Media Centre offers a large choice of documents to help you learn French. You can relax or work at your own pace with our selection of books, online resources, magazines and CDs. And of course, our staff is always available to help you.

Throughout the year, exhibitions and events enliven the Media Centre and allow you to discover more about the world.

> Contact: mediatheque-cla@univ-fcomte.fr

Practical information

■ How to register

Once you have chosen your training course on our website www.cla.univ-fcomte.fr, you can register online: 

▶ You will need to have an email address to fill in the questionnaire.

The price of your course will be in euros. You must be at least 17 years old when the course starts. Groups of young people who are under this age must be accompanied by an adult.

▶ Your registration will be taken into account only after you have paid a deposit; prices are available on our website: www.cla.univ-fcomte.fr

▶ Once we have received your payment, we will send you a letter of registration. If you apply for student housing at our Accommodation Office, we will also be able to deliver an official certificate proving you have a place to stay (attestation d'hébergement).

> For any information please contact: fle-cla@univ-fcomte.fr

■ Getting a Visa

Depending on your nationality and the length of your stay in France, you might need to apply for a visa: please inquire at your country's French Embassy. Some students, depending on their nationality, are required to sign up on the following platform (*études en France*): <https://pastel.diplomatie.gouv.fr/etudesenfrance>



■ Your Multi-Service Student Card

If you are a registered student at the university you can get a PASS'UBFC multi-service card. This will allow you to get special discounts for your meals at the CROUS university cafeterias, and free Wi-Fi.



■ How to Pay

▶ Prices in this booklet apply to the 2020-2021 academic year.

You can pay for your course:

▶ online, after having registered, by credit card on the following website: www.cla.univ-fcomte.fr

▶ by bank transfer (please give the name of the chosen training program and of the student registering)

- Bank details: DRFIP Franche-Comté Doubs
63 quai Veil-Picard 25030 Besançon cedex FRANCE
- Bank code: 10071 / Code guichet: 25000
- Account number: 00001002577 / Clé RIB: 08
- IBAN code: FR 76 1007 1250 0000 0010 0257 708
- BIC code: TRPUFRP1

▶ by cheque, if you have a French bank account.

Cheques should be made payable to "Monsieur l'Agent comptable de l'Université de Franche-Comté" and sent to the CLA:
6 rue Gabriel Plançon 25030 Besançon cedex FRANCE

▶ by postal order to Agent comptable de l'Université de Franche-Comté; in this case, do not forget to enclose a photocopy of your receipt when you send your registration form.

▶ in cash (Euros only)



■ Interim Arrangements during the COVID-19 Pandemic

As soon as you fill out your registration questionnaire, a pre-registration letter will be sent to you. You can pay for your course, either by bank transfer once you get your visa (before you leave your country), or when you arrive at the CLA. For group registrations, we will send you a quote and issue an invoice for the total course fees upon the students' arrival, or a few days before if the date of arrival is confirmed in advance.

Once we have received your payment, we will send you an official letter of registration. If you apply for student housing at our Accommodation Office, we will also be able to deliver an official certificate proving you have a place to stay (attestation d'hébergement).

General Terms and Conditions

■ Terms and Conditions

- You will be asked to take a placement test.
- Registrations are allowed up to 1 week before the beginning of the course.
For more information, please visit the CLA website: www.cla.univ-fcomte.fr
If a group doesn't have a minimum number of participants enrolled, the CLA reserves the right to cancel a course, or to change its initial design (in this case, students' initial objectives will be taken into consideration).
If a course is cancelled, students will be informed at least 5 business days before its starting date. If this happens, all course fees will be refunded.

■ Withdrawals - Refunds

Any course which you have chosen and signed up for must be paid for entirely. Refunds will only be accepted due to events beyond a student's control (visa refusal, serious illness, accident, death of a spouse, parent or child, natural disaster, etc.) if supporting documents are presented.

■ Postponing your Course

If you are forced to cancel your course for reasons other than the ones mentioned above, you can use the amount you have already paid to participate in another session or course in the year following your first payment. Please note that you must notify the CLA at least two weeks before the beginning of the course you initially registered for.

■ Absences

Any absence which can't be justified by events beyond a student's control (see above) will be charged.

■ Accessing the CLA Media Centre

The CLA Media Centre is open to all students for the 3 months following the end of their course. All you need to do is show your training certificate. Students enrolled in a distance learning course can access the Media Centre online: <http://mediacla.univ-fcomte.fr>

■ Any Questions?

The Reception Office and pedagogical coordinators are here to help and answer any questions you may have as quickly as possible.

■ Responsibility

Students are advised to check with their insurance company that their contract covers risks that may occur during the training program.

■ Use of Personal Image

Pictures and videos taken of students during class time or other educational activities may be used by the CLA for promotional purposes (on its website, on social media or in informational publications). If you do not consent to the use of your personal image, please let us know.

■ Holidays - FLE Training Courses

— 2020

Fall break:

from Monday, October 19th to Friday, October 23rd

Christmas break:

from Monday, December 21st to Friday, January 3rd

— 2021

Winter break:

from Monday, February 22nd to Friday, February 26th

Spring break:

from Monday, April 24th to Friday, April 30th

Summer break: from June 28th

■ Holidays - LCS DUEF Courses

— 2020

Fall break:

from Monday, October 26th to Friday, October 30th

— 2021

Winter break:

from Monday, February 15th to Friday, February 19th

Spring break:

from Monday, April 12th to Friday, April 23rd

■ Public Holidays

— 2020

Sunday, November 1st: All Saints' Day

Wednesday, November 11th: Armistice Day

Friday, December 25th: Christmas Day

— 2021

Friday, January 1st: New Year's Day

Monday, April 5th: Easter Monday

Saturday, May 1st: Labour Day

Saturday, May 8th: V-E Day

Thursday, May 13th: Ascension Day

Monday, June 1st: Whit Monday

Wednesday, July 14th: Bastille Day

Sunday, August 15th: Assumption of the Virgin Mary

Monday, November 11th: Armistice Day

Saturday, December 25th: Christmas Day

