

NAME OF SCHOOL

School rules and policies

Applicable to individuals enrolled in training

Approved in the General Meeting of Thursday, March 12, 2020

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I. SCOPE OF THE RULES AND POLICIES

Article 1 Overall definition and purpose of the rules and policies

The school rules and policies define the community rules applicable to individuals enrolled in training concerning their relationship with the school and other people.

The definition of an individual enrolled in training is:

- a pupil, student or apprentice registered on an undergraduate educational program,
- a trainee registered on a lifelong learning program.

The present school rules and policies, established in the interest of everyone with respect for people and property, are to be followed by all individuals enrolled in training, regardless of the venue (classrooms, library or media centers, communal facilities etc.) and in the framework of extracurricular activities linked to training or programs (seminars, work placements, stays abroad, travel, visits and field trips, sporting events etc.)

Each individual enrolled in training will receive a copy of the school rules and policies on the day the program begins at the latest. No ignorance of the school rules and policies can be subsequently claimed.

The school rules and policies can also be consulted on the school premises.

In cases where part of the training takes place in partner institutions, individuals enrolled in the training are also required to follow the rules and policies of such partner institutions.

The present rules and policies may be supplemented by specific provisions if necessary, such as academic regulations specific to each training programme, regulations pertaining to the operation of the site, charter on the use of equipment or resources, etc. Those concerned will be notified of these documents by all appropriate means.

Any failure to comply with these rules and policies may incur disciplinary action.

II. RULES OF OPERATION AND ORGANISATION OF THE DEVELOPMENT COUNCIL

Article 2 Rules of operation

The Development Council operates under the management of the director of the training organization providing apprenticeship training.

Its role is to examine and discuss questions relating to the organization and operation of the apprentice training center, including:

- education projects, in particular new courses, changes in training content or teaching methods used;
- the general conditions of reception and support for apprentices, particularly those with disabilities, the promotion of gender diversity and national and international mobility;
- apprentice training center quality indicators published annually (exam success, breaks, professional integration, etc.) in accordance with Article L6111-8 of the Labor Code.

Article 3 Organization

The Council is chaired by the apprentice training center (CFA) director or his/her representative and meets once a year. If necessary, site visits can be organized during the year for particular training courses or sectors of activity.

The Development Council includes:

- the director of the apprentice training center or his/her representative
- Apprenticeship Training Unit (UFA) directors or their representatives
- representatives of the Competence Operators (OPCO) or their professional branches
- a representative of the Region
- a representative of the *mission académique de développement de l'apprentissage* (Academic Learning Development Mission)
- representatives of companies acting in particular as apprenticeship supervisors
- teaching and management staff
- apprentice representatives.
- The quality assurance manager of the apprentice training center (CFA)
- The elected member of the Paris Ile de France Chamber of Commerce and Industry responsible for Teaching - Research - Training.

In an advisory capacity, for a limited purpose and duration, persons qualified on the basis of their educational and professional experience may be called upon and appointed by the managing body on the proposal of the members of the development board listed above.

III. ETHICS AND COMMUNITY RULES

Article 4 Rules relating to behavior

Article 4.1 General rules

Individuals enrolled in training must act in a responsible and respectable manner. This behavior, both individual and collective, is expected within the school as well as in any partner institutions where part of the training is carried out.

Each individual enrolled in training must respect other people, whether teaching or administrative staff, maintenance personnel, other individuals enrolled in training and, more generally, any individual on the school premises.

Each individual must also use the equipment, furniture, infrastructure and premises placed at their disposal in accordance with the designated function. Vandalism is prohibited; any individual enrolled in training who carries out an act of vandalism must make restitution for each act.

Each individual must use IT equipment in accordance with the code of conduct for computing resources given to them.

Article 4.2 Prohibition of hazing ("initiation") and sexual and/or psychological harassment

Excluding cases of violence, threats or sexual assaults, hazing consists in a person causing another individual, whether voluntarily or involuntarily, to be subjected to or to commit humiliating or degrading acts, or to consume excessive amounts of alcohol during events or gatherings linked to school, sport or socio-educational environments (Article 225-16-1 of the French Criminal Code).

Any act of hazing will be subject to disciplinary action from the director of the school (or the director's representative) for the perpetrator(s) as well as for any other individual enrolled in training who has organized, encouraged, facilitated or allowed such hazing to take place, without prejudice to any legal sanctions.

Moral harassment is manifested by repeated actions that may lead to a deterioration in the working conditions of the person who is subjected to them, which may result in particular in an attack on his or her rights and dignity or an alteration in his or her physical or mental health.

Sexual harassment is characterized by the repeated use of words or conduct that have a sexual or sexist connotation, that degrade or humiliate an individual's dignity because of their degrading or humiliating nature or that create an intimidating, hostile or offensive situation for the individual. Sexual harassment includes any form of serious pressure (even if not repeated) with the real or apparent aim of obtaining a sexual act, for the benefit of the perpetrator or a third party.

Such actions are prohibited and punishable by law.

Article 4.3 Use of cellphones

The use of cellphones in teaching areas of the institution is forbidden, without express permission from the professor in the context of the course.

Article 5 Plagiarism

Article 5.1 Principle

Work carried out by people in training (homework, presentation, dissertation, etc.) must be their own personal work, which excludes any form of plagiarism including from Internet documents.

Plagiarism consists in borrowing, imitating or copying another individual's work while taking credit for it, particularly without citing the source and without consent from the person who is the author. This borrowing, imitating or copying may also apply to work by other people enrolled in training at the Institution, for work published in both printed and digital formats (Internet, social networks, etc.).

In accordance with the Intellectual Property Code, any reproduction, representation or distribution, by any means whatsoever, as a whole or in part, whatever their kind, form of expression, merit or purpose (writings, conferences music, cinema, videos, drawings, paintings, photos etc.) made without the author's consent, is illegal and constitutes an infringement of copyright.

Copyright infringement or plagiarism may result in disciplinary sanction independent from civil and criminal prosecution as specified in the Intellectual Property Code. However, borrowing the form, expression or structure in which the idea is presented is reprehensible, whether the borrowing is voluntary or involuntary.

Article 5.2 Exceptions

For all graded ("marked") work, the individual enrolled in training must use his or her own words, diagrams or drawings, templates or models, ideas and arguments. Work submitted is presumed to be individual's. However, if the individual wishes to incorporate what he/she has read or heard into their work, it must be a short quote and the source must be indicated and verifiable as described below:

Quoting:

Quoting an excerpt from a book, article or another individual's work, with reference to their name as the author, is authorized as long as:

- 1.the excerpts are presented between quotation marks,
- 2.the sources are given in a format that allows them to be verified, for example by indicating the reference via a footnote or cross-reference or in another fashion,
- 3.the excerpt constitutes a reasonable portion of the work submitted. The quote must be justified and short.

Paraphrasing:

Paraphrasing, which consists in describing another individual's ideas in one's own words, is authorized as long as the use of this technique is clearly mentioned (e.g., "Dupont (1986) demonstrates that ..."). "Dupont (1986) demonstrates that...").

In the same fashion as quoting, the reference of the main work must be given in a footnote or in the bibliography.

Article 6 Intellectual property (name, logo, authors' rights)

Article 6.1 Institution's name and logo

It is forbidden to use the name and/or logo of the school or to reproduce it in any way or form without having obtained prior express authorization, with the exception of work carried out in the framework of the training program. Requests for use are to be made to the director of the school (or the director's representative).

Similarly, it is forbidden to use or reproduce the name of the Paris Chamber of Commerce and Industry, with the exception of use in work carried out in the context of the training program and with the consent of the director of the school (or the director's representative).

Article 6.2 Respecting copyright

The school places publications and teaching resources protected by French copyright laws at the disposal of individuals enrolled in training.

Any such resources must be used according to the following rules:

photocopies: photocopies are to be made in accordance with the terms stipulated in the rules and regulations of documentation centers and libraries; copying a work or a journal completely is strictly prohibited. In any case, and regardless of the manner in which the copy of the copyright-protected work was obtained (photocopy, digitalization, download), any copy made by an individual enrolled in training must be for private, scientific or educational use only, which excludes any copying or reproduction for collective use or uploading to the Internet, to any website or social network.

the distribution or reproduction and representation of teaching documents or any other content protected by copyright: teaching documents and any other protected work made available to individuals after training are provided for personal use only. They may not be distributed outside the institution, nor reproduced or represented in whatever mode of distribution, whether printed or digital, and whether current or future.

Article 7 Expression Publications, posting

Article 7.1 Publications and flyers

Publications in whatever form (paper or digital, including on social media) must respect current legislation, notably the French Loi du 29 juillet 1881 law, and must not be prejudicial to public order or to rights of third parties. In particular:

works that are insulting or defamatory or an infringement of privacy are prohibited;
the right of reply must be ensured;

The authors are personally liable for everything they write.

Article 7.1.1 Publications and flyers in paper form

Individuals enrolled in training can, under their own responsibility, write and distribute paper publications on the school premises in accordance with the following terms and conditions.

No publication can be distributed on the premises of the school without a prior declaration being made to the director of the school (or the director's representative).

- before distribution, the management of the school must receive a copy of the publication handed out or distributed within the school. This copy must specifically contain the name of the author(s) of the articles and indicate the name of the legal representative of the publication as well as the time and place of distribution.

Flyers can only be distributed on the school premises if, in addition to following the above rules, such flyers concern a topic which is related to the education of the individuals enrolled in training or the life of the school, and if the management of the school has been given sufficient prior notice of the distribution.

In the event of a breach of the foregoing rules, the director of the school (or the director's representative) may suspend or prohibit the distribution of the publication within the school.

Article 7.2 Posting

Posting is only allowed in places reserved to that effect. Posted documents must:

- allow the poster to be identified;
- be in connection with the education of the individual(s) enrolled in training or the life of the school.

Article 8 Expression

Article 8.1 Respecting secularity

Wearing symbols or clothing through which individuals enrolled in training conspicuously demonstrate their religious beliefs is prohibited, if such behavior is prejudicial to public order within the school or for safety reasons related to the course.

If this rule is not respected, discussion will be held with the individual enrolled in training under the authority of the director of the school (or of a representative of the director), prior to disciplinary proceedings being carried out.

In all cases, religious proselytizing on the school premises is strictly prohibited.

Article 8.2 Meeting rights

When individuals enrolled in training plan to hold a meeting on the premises of the school, they must request permission beforehand from the director of the school (or the director's representative) so that an appropriate venue for any such meeting may be found.

The request must include:

- the date and time of the event, its subject, the number of expected attendees;
- the natural or legal person responsible for the meeting, the designation of at least one natural person being mandatory.

The director of the school (or a representative of the director) may grant authorization for such an event subject to certain conditions. In all cases, the organizers of the meeting are liable for any damage caused during the event.

Article 8.3 Political and union opinions

Individuals enrolled in training are free to hold political and union opinions so long as they are not prejudicial to the proper functioning and organization of the school, so long as public order is not threatened and so long as they respect the school rules and policies.

Article 8.4 Respecting copyright of images

All sounds and image recordings made on the premises of the school by individuals enrolled in training are forbidden without prior approval by the director of the school (or of a representative of the director) as well as by the individual(s) being photographed and/or filmed.

Article 9 Associative activities, events

Article 9.1 Associative activities

Associative activities carried out on the premises of the school must not be prejudicial to the organization or functioning of the school. They must follow the applicable rules and regulations.

All requests for hosting or domiciling a French Association 1901 on the premises of the school must be the subject of prior written authorization. Such requests should be sent to the director of the school (or the director's representative).

The dispositions of article 4.1 of the present rules and policies are applicable when the name of the Association includes the name of school and/or the name of the Paris Chamber of Commerce and Industry.

Article 9.2 Events

Any event organized on the premises of the school by associations or individuals enrolled in training is subject to prior written authorization by the director of the school (or the director's representative). The request for authorization must be made to the director at the latest two weeks before the planned start date for the event, and must specifically indicate the date, time, place and expected number of attendees.

In all cases the school's approval is contingent upon the presentation of administrative authorizations, when required, prior to the event taking place.

The consumption of alcohol during events is prohibited unless prior authorization has been obtained from the person in charge of the establishment and a temporary authorization to open a bar has been issued by the town hall of the place of the event and by the Préfecture de Police for Paris. Authorization to open a temporary bar must be communicated to the person in charge of the establishment prior to the event. The person in charge of the event undertakes to respect the public health code and to comply with the conditions of consumption and health.

IV. OPERATING RULES

Article 10 Opening hours

School opening dates and times are decided upon by the management of the school and are communicated to the individuals enrolled in training on the day programs begin at the latest.

Article 11 Access to premises

Access to the premises of the school is reserved to individuals able to show a valid document authorizing entry to the school (student card, apprentice card, invitation, notice to appear etc.) The authenticity of documents may be verified. The authenticity of documents may be verified.

The presence of any other individual(s) is subject to authorization by the school.

Individuals enrolled in training are prohibited from helping unauthorized individuals enter the school.

If relevant, access to and life in student residence halls are explained in specific rules and regulations.

Article 12 Absence, tardiness

All individuals enrolled in training, no matter the program, must arrive on time and faithfully attend scheduled classes and teaching activities. If failing to do so, they must present an explanation for tardiness and absence.

The methods of managing tardiness and absence may be explained in the teaching rules and policies applicable to the individual enrolled in training.

Article 13 Use of communal resources made available to individuals enrolled in training

Equipment made available to individuals enrolled in training is listed in an inventory and assigned in accordance with requirements. Any change in assignment is subject to the approval of the director of the school (or of a representative of the director).

The loan or provision of certain equipment to an individual enrolled in training may be contingent upon payment of a pecuniary deposit. In the case of damage or loss, the individual enrolled in training may be asked to pay an additional sum if such damage or loss exceeds the value of the deposit.

The following communal resources may be made available to all individuals enrolled in training:

- a document resource center or library whose access and services are governed by specific rules,
- IT resources and/or rooms whose use is governed by a computing code of conduct,

- a catering area whose access and use are subject to specific terms and conditions.

Article 14 Payment of fees and tuition

Article 14.1 Fees for lifelong learning

Fees for lifelong learning due by trainees must be paid in accordance with contractual terms and in accordance with the French Labor Code.

Article 14.2 Tuition

Tuition fees owed by individuals enrolled in training must be paid by the dates and in the amounts established at the time of registration.

If, after having been requested to pay an invoice in part or in full, the individual enrolled in training or their legal representative(s) have not made payment by the stated due date, the school shall exercise all legal redress to recover sums owed, unless a request for delayed payment justified by special circumstances has been received and such delayed payment has been duly authorized by the school.

In addition, if the individuals referred to in the preceding paragraph have not paid the sums owed within ten (10) working days before the beginning of the following academic term (quarter, semester or other), the school may suspend the attendance of the individual enrolled in training and delay it until the next academic year.

Likewise, if the account of the individual enrolled in training is in arrears at the end of the academic year (T) despite request(s) for payment as previously referred to, and if this situation extends into the ten (10) working day period preceding registration for the following academic year (T+1), the school shall suspend such registration until the next academic year (T+2), unless a request for delayed payment justified by special circumstances has been received and such delayed payment has been duly authorized by the school.

Likewise, if the account of the individual enrolled in training is in arrears at the end of the program, despite request(s) for payment as previously referred to, and if the situation extends into the ten (10) working day period preceding the award of any degrees obtained, the school shall not award such degree(s) until all outstanding amounts have been paid, unless a request for delayed payment justified by special circumstances has been received and such delayed payment has been duly authorized by the school.

Payment is due for any academic term (quarter, semester, or other) begun. The date taken into account for resignation or withdrawal of an individual enrolled in training is the sent date of the relevant letter, validated by the postmark.

Article 15 Representation of individuals enrolled in training

Article 15.1 Representation of individuals enrolled in undergraduate training programs

The representation of individuals enrolled in an undergraduate training program is ensured for the entire academic year by at least one head delegate and one deputy delegate elected simultaneously in a two-round, single-vote election.

All pupils, students, apprentices and attendees are both electors and eligible for office. The election takes place in the two month period following the beginning of the academic year. The director of the school (or a representative of the director) ensures the proper organization and execution of the elections.

Article 15.2 Representation of trainees in lifelong learning

The representation of trainees in lifelong learning is organized for all training programs. Such representation is ensured by a head delegate and deputy delegate, elected for the length of the training program.

All trainees are both electors and eligible for office.

Delegates are elected simultaneously in a two-round first-past-the-post system during training hours.

The director of the school (or a representative of the director) ensures the proper organization and execution of the elections.

If the training course involves at least one trainee in lifelong learning, the mode of representation applicable to the whole training course are those of article 13.2 of the present school rules and policies.

Article 16 Sales on the premises

It is prohibited for individuals enrolled in training, partner companies and student associations to carry out commercial activity on the premises of the school.

Nevertheless, sales may be authorized on an exceptional basis. Requests for authorization should be made to the director of the school (or the director's representative).

When a sale is authorized, it should take place in accordance with the rules in force in the school as well as in accordance with the more general rules relative to the type of sale in question.

V. HYGIENE, HEALTH AND SAFETY

Article 17 Hygiene and health

Individuals enrolled in training must be properly and cleanly dressed.

Due to the specific nature of certain professions, sectors or training programs, specific rules concerning hygiene and clothing may be applicable to individuals enrolled in training.

Smoking, including e-cigarettes, is prohibited in covered buildings and venues. This prohibition is extended to open spaces when the school hosts or trains minors.

The possession, production, use, distribution or sale of any drugs, of whatever kind or quantity, is prohibited on the premises of the school. The director of the school (or a representative of the director) will inform the relevant legal authorities of any unlawful act in this regard. It is prohibited to consume alcohol on the premises, outside of the venues and events authorized by the management of the school.

Article 18 Safety

Any individual and, in the relevant cases, his or her legal representative(s), who endangers the safety of people or property will be held.

People under the influence of psychotropic substances (alcohol, drugs ...) will not be allowed to enter the school.

- Safety

In training must observe the applicable school rules and regulations concerning safety (including safety measures designed to prevent threats or respond to terrorist acts eg. Vigipirate).

- Clothing and safety rules

Individuals enrolled in training must wear appropriate clothing according to the activity (practical training, sports etc.) and where applicable, wear the required personal protective equipment. They must observe all specific safety rules.

- Dangerous, toxic, or prohibited substances

Bringing dangerous, toxic, or prohibited substances into the school is strictly forbidden.

- Animals

Animals are prohibited on the school premises.

- Accident

The management of the school must be immediately informed if an individual enrolled in training has an accident in the school or on the direct route between the school and the domicile of the individual enrolled in training. The same procedure must be followed for individuals undergoing training on placement in a company, in which case the latter must be informed as well.

- Trips by minors during training

Minors in training are under the responsibility of the school as of the start of the first class to the end of the last class of the day (subject to the provisions below concerning trips outside the school for training-related activities).

Consequently, they are not allowed to leave the premises, including during the lunch break, unless authorized to do so by legal representatives.

If a minor leaves the premises without authorization during the day, the school is relieved of all responsibility.

Trips within the school premises by individuals or groups must be carried out in accordance with the guidelines provided by the person or persons in charge so as to avoid disturbing groups that are working.

Trips outside the school premises for training-related activities:

a) If the trip (by coach, school vehicle etc.) undertaken by the person in training is organized by the school, it is carried out under the responsibility of the latter.

b) If the trip undertaken by the individual in training is not organized by the school and is carried out using the mode and means of transport of the individual's choice, it is done so under the sole responsibility of said individual.

Any trip outside the school at the beginning or end of the training period is taken to be part of the usual journey between home and school.

Any trip outside the school during the training period using the mode and means of transport of the individual's choice is not subject to the school's supervision.

For minors in the training program, authorization from their legal guardian is required for these trips.

- If circumstances warrant, the French Highway Code is applicable to roads and car parks on the school premises.

VI. DISCIPLINE AND SANCTIONS

Article 19 Disciplinary council

Article 19.1 Attributes and scope of disciplinary council

The disciplinary council is in charge of examining the actions or acts by an individual enrolled in training at the school or a partner institution where part of the training is carried out, should such actions or acts be considered a possible infringement of the school and/or teaching rules and policies or any other regulations in force.

The scope of authority of the disciplinary council covers not only actions or acts undertaken on the premises of the school and, where applicable, its campus, but also those within the framework of external activities linked to the training or to programs organized by the school, as defined in Article 1. It also extends to any actions or acts carried out during an activity linked to education which may implicate the school's image.

Article 19.2 Composition of the disciplinary council

The disciplinary council is comprised of the director of the school (or a representative of the director) and other people designated by the director, including at least one person (or a representative of this person) in charge of the course of study or program that the individual is enrolled on, and at least one of the teachers (or a representative of the teacher) of the individual enrolled in training.

A student representative and/or an apprentice representative and/or a trainee representative from the class concerned shall participate in the disciplinary council in an advisory capacity. The disciplinary council is chaired by the director of the school (or a representative of the director).

Article 20 Disciplinary procedure

Article 20.1 Protective measures

When an act (or acts) by the individual enrolled in training is such that it has a serious negative impact on the proper functioning of the school, and while waiting for the decision of the disciplinary council on a possible sanction, the director of the school (or a representative of the director) may suspend the individual enrolled in training from training activities and/or prohibit said individual from entering the premises of the school so as to preserve order and as a preventative measure. This measure can be effective until the decision of the disciplinary council, which must meet within a reasonable amount of time.

Article 20.2 Meeting of the disciplinary council

The disciplinary council is convened by the director of the school (or by a representative of the director) after any act deemed to be against the school and/or teaching rules and policies, such as fraud or attempted fraud, irregular attendance, absenteeism etc.

The individual enrolled in training is summoned by notification with acknowledgment of receipt at least three working days before the meeting of the council or by registered mail with acknowledgment of receipt at least fifteen working days before the meeting of the council. If the person summoned does not appear at the disciplinary council, the latter will evaluate the reasons for absence of the concerned party. If their absence is unexplained or unjustifiable, the disciplinary council will still be held. In such cases, the proceedings shall be considered as being valid.

For a disciplinary council decision to be valid, at least three of the individuals named in article 17.2 must be present at the meeting.

If the quorum is not met, the disciplinary council will be convened again within 8 days. In this case, the above paragraph is no longer applicable during the second meeting.

During the entire disciplinary procedure, the individual enrolled in training can be assisted by a person of the individual's choice. If the individual enrolled in training is a minor, they must be accompanied by one of their parents or a legal representative.

The individual enrolled in training can request that witnesses be heard. Any victims who are heard are heard as witnesses.

The director of the school (or the director's representative) may invite any person who may be able to guide the decision of the disciplinary council.

Article 20.3 Decision of the disciplinary council

The disciplinary council has the authority to sanction an individual enrolled in training. According to the severity of the infraction, the sanction may constitute:

- a warning.
- a reprimand.
- temporary suspension for a maximum of 12 months.
- expulsion.

The disciplinary council will pronounce judgment according to the majority of the votes cast. In the event of equal votes, the chairman of the disciplinary council will have the casting vote. Any sanction handed down against an individual enrolled in training is included in the file of the individual. A warning or reprimand will be automatically expurgated within the three years following the sanction on the condition that the individual enrolled in training has not been sanctioned for anything else during that period of time.

Any decision can be posted on the premises of the school, without mentioning the first and last names of the individual involved.

Article 20.4 Notification of the decision of the disciplinary council

The president of the disciplinary council notifies the individual enrolled in training of the decision taken by the disciplinary council.

Notification of the decision is made verbally if it concerns undergraduate training. The decision takes effect immediately after the deliberation of the disciplinary council. It is confirmed by registered mail with acknowledgment of receipt or by hand delivery against signed receipt.

Notification of the decision is made in writing if it concerns lifelong learning. The decision cannot take effect less than one full day or more than two weeks after the meeting with the trainee. Notification shall be made by registered mail with acknowledgment of receipt or by hand delivery against signed receipt.

The decision of the disciplinary council takes effect immediately upon notification.

VII. LIABILITY

Article 21 Liability

An individual enrolled in training may be held liable under law for any damage caused. He or she must therefore be covered for the duration of his/her training by civil liability insurance. He or she must also take out individual accident and repatriation assistance insurance in order to be covered for bodily injury in the event of an accident in France or abroad and in the event of illness abroad, including where repatriation to the place of residence is required.

The school cannot be held liable for any loss or theft or damage to personal belongings.