

LSI Paris Frequently Asked Questions

SECTION ONE: SCHOOL DETAILS

1. Where is LSI Paris and what are the school's contact details?

School Name	LSI Paris
Postal Address	350 rue Saint Honoré 75001 Paris
Telephone	+33 (0)1 42 60 53 70
Fax	+33 (0)1 42 61 41 36
Email	par@lsi.edu
Website	www.lsi.edu/en/france.html



LSI Paris is a short walk from the Louvre or Place Concorde or Place Vendôme and Opéra.

2. What is the building/area like?

Our school is located in a building near the Louvre in the heart of Paris within walking distance of Champs Elysées, Palais Royal, Place Vendôme and department store Galeries Lafayette and Printemps.

3. When are the school holidays?

The school is closed for 1 week at Christmas time (between Christmas and New Year's Eve). We are also closed on National France Bank holiday dates. Please check our current brochure for date.

SECTION TWO: TEACHERS

1. How many teachers do you have?

We have 5 regular teachers.

2. What are your teacher qualifications?

All our teachers are qualified (Masters - French for Foreigners), experienced native French speakers.

SECTION THREE: STUDENTS

1. Where do your students come from?

Nationalities and percentages vary widely during the year, but from September-December 2010 our top nationalities included German, Brazilian, Japanese, Italian, Spanish, and Czech.

2. How many students do you have during high and low seasons?

We have about 65 students during the high season (summer months) and about 30 students during the low season (winter months).

3. What is the minimum and average age of your students?

The minimum age is 16 years old. The average age of our students is between 20 - 22 years old.

SECTION FOUR: FACILITIES

1. What facilities are available to students?

We have a computer room, wireless internet connection (students can connect their own laptops anywhere in the school), newspapers, magazines for students to borrow and a student lounge with a microwave.

2. Do you have free computers/internet/Wi-Fi internet access?

Yes, we have 10 computers connected to broadband as well as high-speed wireless Internet access which is available free to all our students accessible on the afternoon from 12h45 to 17h30.

3. How many classrooms are there?

Seven full-size classrooms and 2 classrooms for One to One lessons.

4. Do you have a cafeteria?

We have a hot drink machine, fresh drinks and some snacks. We are very close to many affordable cafes, restaurants, sandwich bars and supermarkets or you may also bring lunch and eat it in our student lounge.

5. Do you have a separate Executive/Business Centre?

No.

SECTION FIVE: COURSES

1. What courses do you offer?

Course name	Course type	Number of lessons per week
Standard 20	General French	20
Intensive 30	General French	30
Intensive 30 with TEF	General/preparation TEF (PM)	30
Plus Courses (additional 5 or 10 lessons a week)	General French/business French / One-to-One	5 or 10
DELFF	Diplôme d'étude de langue française, General French morning/afternoon preparation DELFF	30
Intensive 30 with DFP A2-B1-AFFAIRES B2-MEDICAL B2-SECRETARIAT B1-TOURISME ET HOTELLERIE B1	General/preparation exam on afternoon	30
International School Year	Academic French	20 or 30
One-to-One	One-to-One General French/ Business French	10, 20, 30, 40, 50, 82, 92

- *DFP A2 : diplôme de français professionnel*
- *DFP B1 : diplôme de français professionnel*
- *DFP AFFAIRES B2 : diplôme de français professionnel affaires*
- *DFP MEDICAL B2 : diplôme de français professionnel médical*
- *DFP SECRETARIAT B1 : diplôme de français professionnel secrétariat*
- *DFP TOURISME ET HOTELLERIE B1 : diplôme de français professionnel tourisme et hôtellerie*

2. Do you offer work experience?

No.

3. What is the length of each lesson?

All lessons are 50 minutes except One-to-One lessons which are 45 minutes.

4. What is a typical class time table like?

Hours	Standard 20	Intensive 30 with Conversation, Academic French or preparation TEF or DFP	Afternoon 10
9:00 – 10:30	First session	First session	
10:30- 10:50	BREAK	BREAK	
10:50 -12:40	2 nd session	2 nd session	
12:40 – 13:40	FINISH	LUNCH	
13:40 – 15:20		Lessons 5 & 6	Lessons 1 & 2 FINISH

Please note: Schedules can vary in the afternoon

Sample Timetable: 9 Day Compact Course

French syllabus could vary, according to the purpose of the client

82 lessons per week	92 lessons per week
Saturday: 10.00 – 16.00 <ul style="list-style-type: none"> • Arrival and welcome • Needs analysis • Lunch • Grammar review 	Saturday: 10.00 – 16.00 <ul style="list-style-type: none"> • Arrival and welcome • Needs analysis • Lunch • Grammar review
Sunday: 10.00 – 16.00 <ul style="list-style-type: none"> • Grammar • vocabulary • Business French • Lunch Listening, reading and speaking	Sunday: 10.00 – 16.00 <ul style="list-style-type: none"> • Grammar • vocabulary • Business French • Lunch Listening, reading and speaking
Monday to Friday: 9.00 – 10.30 <ul style="list-style-type: none"> • Grammar 10.30 –10:45 <ul style="list-style-type: none"> • Break 10.45-12.45 <ul style="list-style-type: none"> • Functional Language for Business 13.45-14.00 <ul style="list-style-type: none"> • Lunch w/teacher 14.00-16.00 <ul style="list-style-type: none"> • Meetings and negotiations 15.30 – 17.00	Monday to Friday: 9.00 – 10.30 <ul style="list-style-type: none"> • Grammar 10.45 – 12.15 <ul style="list-style-type: none"> • Functional Language for Business 13.45 – 15.15 <ul style="list-style-type: none"> • Lunch w/teacher 15.30 – 17.00 <ul style="list-style-type: none"> • Social French and fluency 17.15–18.45 <ul style="list-style-type: none"> • Further fluency practice

<ul style="list-style-type: none"> • Social French and fluency 	
Saturday: 10.00 – 16.00 <ul style="list-style-type: none"> • Business French • Lunch • Writing and speaking Sunday: 10.00 – 16.00 <ul style="list-style-type: none"> • Business French • Lunch • Final questions 	Saturday: 10.00 – 16.00 <ul style="list-style-type: none"> • Business French • Lunch • Writing and speaking Sunday: 10.00 – 16.00 <ul style="list-style-type: none"> • Business French • Lunch • Final questions

6. What is the maximum/average class size?

The maximum class size is 14. Our average class size is 10.

7. What levels are offered and how fast does a student progress from level to level?

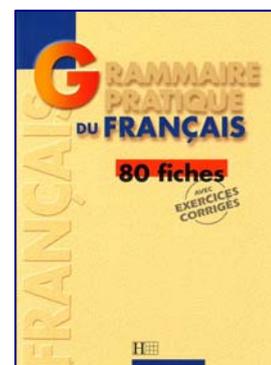
There are 6 levels according to the European Norm: Beginner, Elementary (A1), Upper elementary (A2), Intermediate (B1), Upper-Intermediate and Advanced (B2/C1). Students usually advance levels after 4-12 weeks of study depending on the level and depending on the student.

8. When are the start dates?

Start dates for General French are every Monday (excluding holidays); Start dates for beginners are the first Monday of each month. Start dates for other courses can be found at <http://www.lsi.edu>.

9. Are textbooks included in the fees?

Students pay a course materials fee of €9 per week (up to a maximum of 20 weeks). Upon arrival students are also given a free copy of a French grammar and vocabulary book (see photo). Additionally, students can borrow books for use in the classroom and receive handouts to supplement the lessons.



10. Do you receive a free certificate once the course has ended?

Yes, as long as you have attended at least 80% of the course.

11. Can I switch my course type/length once I have started it, or decide to add an additional course?

Course changes are generally not permitted after the course has started. (E.g. changing from 30 lessons per week to 20 lessons per week, or shortening courses is not permitted). However, students may add extra lessons e.g. afternoon or individual lessons. And students can add additional weeks of their course. The student can make arrangements to do so through the LSI Registrar or with their booking agent. Bookings should be made as early as possible. If students wish to extend their accommodation, this is fine too, but is subject to availability. If they extend late, it is possible that the host family may be booked up with other students, however in this case we can usually find a new host family.



SECTION SIX: ORIENTATION

1. What time should I arrive on my first day and what should I bring?

Please arrive promptly at 9:00am.

Schedule on the first day is as follows:

- 9:00 presentation
- 9:15-10:00 placement test
- 10:00 information about Paris and school
- 10:45 introduction in the group
- 10:50 classes begin

We will provide you with books and other learning materials so you will just need to bring writing supplies and 1 passport photographs. After an induction, you will have a placement test and will generally join classes from 10:50 on your first day.

SECTION SEVEN: ACCOMMODATION

1. What types of accommodation do you offer?

Our carefully selected host families offer friendly, comfortable surroundings. All homes meet the standards established by our national accreditation bodies. Students may choose either Bed & Breakfast or Half Board (breakfast and dinner included) accommodation. Half board is compulsory if students are under 18 years old. Students must opt for a single room if they book individually. When 2 students book together for the same dates, they may choose a twin room to share together if they wish but the number is limited.

Alternatively, we also offer residential accommodation. Please note that the minimum age to stay in a residence is 18 years old. Please contact us for more information and prices.

2. How far will my homestay be from the school?

This depends on the location of your host family; however, most journeys take an average of 30-40 minutes by metro. This is normal commuting time in Paris.

3. Are the homestays inspected by the school?

Yes, our Accommodation Officer inspects all homestays.

4. When do I arrive at my homestay and when do I leave?

Students may stay with their host families from Sunday to Saturday. Extra nights are possible when booked in advance.

5. What do the families provide?

Bed linen is provided; also in the host family the student can use the washing machine once a week.

6. When do I have to pay for the accommodation fees?

We require payment in advance for the accommodation period for which you have booked. For example, if a student books a 4 months course and 4 months of accommodation, we expect that all of the accommodation fees are paid in advance. If a long-term student wishes only book four weeks of accommodation, that is also possible, but they may not be able to continue staying in that same family after four weeks, as we may have placed another student in the home by then.

We only book students into families for the time that has been paid for in advance. If students stay in a Residence then they must pay in advance for the full accommodation, we do not accept monthly payments for residential accommodation.

7. Do I need to pay for my homestay over Christmas break or if I take a holiday?

Yes, however not every host family accepts students over the Christmas break due to family commitments and travel, so it is best to book this in advance so we can try to find a suitable host family. If students fly home for Christmas, and wish to return to the same host family it's possible if the family is available, if not they will be allocated a new host family after the Christmas period. If students are away from their host family for full weeks (Sunday–Saturday) then they will be charged full price. Also the student can then leave their luggage in their room while they are away.

SECTION EIGHT: SOCIAL ACTIVITIES

1. Are social activities offered during the weekdays and/or weekends?

Yes, we work in partnership with a tour company (C.I.J.P), who provides a variety of weekly activities, which vary from week to week. They also offer weekend excursions to various cities around Paris. Their programme available to view online at: www.club-international.org

2. Do I have to pay for social activities?

Events that take place at the school are free. Visits to Paris's famous street, Paris walks, weekend visits there might be fee.

SECTION NINE: AIRPORT TRANSFER

1. Are airport transfers available?

Yes, at an additional cost for CDG and Orly only. Please let us know the date, time of arrival, flight number and prefix, airport of departure and airport of arrival.

E.g. 10th March 2011, 13:00, BA 007 from Tokyo, to CDG Terminal 3.

If you are unsure of the terminal number (if there is one) we can find out for you providing we have all the other specified information.

Airport	Cost (One way)
CDG (Roissy-Charles De Gaulle)	85 €
Orly	85 €

**Beauvais airport transfer prices on request.*

2. Who meets me at the airport and where?

After booking the airport taxi transfer, we will send you a letter which explains the airport procedure, including information on how to identify the driver.

SECTION TEN: PAYMENTS/CANCELLATIONS/REFUNDS

1. How do I pay for my LSI course?

Course fees must be paid before your course starts. Payment can be made in cash, by bank transfer or by providing us with your credit card/debit card details. Once payment is received, we will send you a letter of acceptance. If you do send a bank transfer, please quote your agency name and the student name, and fax/email a copy of the bank transfer receipt to us. Alternatively, we also accept payment by credit card (Visa, Mastercard). Please ask us for a



credit card authorisation form. If you would like to pay in Euro or US\$, please let us know at the time of booking.

Our bank details are as follows:

Name	Société Générale
Postal Address	219 rue Saint Honoré 75001 Paris
A/C Name	Centre Privé de Langues L.S.I
A/C No	03011 00020152074 81
BANK CODE	30003
BIC	SOGEFRPP
IBAN	FR76 30003 03011 00020152074 81

2. Can I receive an invoice?

Yes, we will send you an invoice along with a course confirmation letter upon booking.

3. What are your payment terms and conditions?

Please, refer to the terms and conditions online at <http://www.lsi.edu/en/terms.shtml> or if you are an agency, refer to the contract which was provided to you by our Marketing Department or email them at marketing@lsi.edu.

4. How do I cancel a course and will I get a refund for the course and/or the accommodation?

It is not LSI policy to offer course refunds after the course has started. Course refunds are given in case of illness only (on production of a medical certificate). If students have any problem or complaint during their course, they should talk to us and we will try our best to help. Accommodation refunds are fine as long as LSI is given two full week's notice (weeks run from Sun-Sat). For information on the charges for cancellations and late postponements, please refer to the LSI Terms and Conditions: <http://www.lsi.edu/en/terms.shtml> or if you are an Agent, to the LSI Agent's Manual.

SECTION ELEVEN: PERSONAL

1. Who can I talk to if I have a problem? Can I speak my own language?

If you have a problem please come speak with our School Director Emmanuel, the Accommodation Officer Christelle, or the Director of Studies Sylvia. Although our LSI Staff does speak a number of languages (Spanish and Portuguese) other than English, we may not speak your specific language. If we do speak your language please try speaking in English first before relying on your mother tongue.

2. Can I get a job while I am studying at LSI?

Students from EU countries can work while in the UK. For students from non-EU countries, it depends on your type of visa. You may be able to work up to 20 hours per week, or you may not be able to work at all. You should check with the French Embassy in your country for information on rules and regulations, as these vary from one country to the next.

3. Can I arrange work experience through LSI?

No.

4. Can I apply for a student bank account?

Students can only open a bank account if they are studying for 6 months or longer. They should ask at LSI Reception during their first week, and we will give them a letter which they should take to the bank, along with their passport/national ID. Some banks may offer banking facilities for short term students for a fixed fee per month.

5. What happens if I get sick?

LSI Paris is close to an emergency hospital. Upon arrival you will get an information pack that includes information for all your needs in Paris the reception staff, or any other staff in the school, will help you if you are sick.

6. Do you offer insurance?

No, but we strongly recommend that you book travel/medical insurance before travelling.

7. Can I take holiday during my course?

Yes. You will be entitled to take 1-4 weeks holiday depending on the type and length of your course. You will then be able to extend your course by the number of weeks' holiday you took from school.

8. Do I need a visa to study at your school?

It depends. Please contact the French Embassy in your country for visa application information and procedures.

If you have any additional questions that we have not answered please contact us at...



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75001 Paris
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We look forward to seeing you soon!