

REGISTRATION FORM

YOUR INFORMATION

Mrs. Miss Mr
 Last Name
 First Name
 Birth Date
 Address 1
 Address 2
 Zip Code / Town
 Country
 E-mail
 Phone
 Mobile phone

YOU WISH TO MAKE A GIFT?

Recipient information:

Mrs. Miss Mr
 Last Name
 First Name
 Birth Date
 Address 1
 Address 2
 Zip Code / Town
 Country
 E-mail
 Phone
 Mobile phone

COURSES THAT YOU WISH TO PURCHASE OR OFFER

DATE(S) Please see timetables on the website

Stories and Inspirations	600 € ◇
Symbol and power of jewels	600 € ◇
Art Nouveau : 20 years of freedom	600 € ◇
Histoire du Temps, Histoire des Hommes	600 € ◇
Talisman Jewels : a quest for protection	600 € ◇
Jewelry mix and match	600 € ◇
Entering the Van Cleef & Arpels Universe*	800 € ◇
1 – Interpreting the gemstones	800 € ◇
2 – Gemstones investigation: recognize the stones	800 € ◇
Admiring uniqueness and team craftsmanship	800 € ◇
Explore and create: from design to mock-up	800 € ◇
Having access to Van Cleef & Arpels Creations*	950 € ◇
Dive into the heart of a mechanical watch	800 € ◇

TOTAL €

*Prerequisite: 2courses of your choice before registering for these courses

PAYMENT METHOD

We thank you for communicating your means of payment for your module(s).

A receipt will be sent to you upon request. Payment by:

◇ Visa ◇ CB ◇ Mastercard ◇ American Express

I authorize L'École Van Cleef & Arpels to debit my credit card:

Card No. ____ / ____ / ____ / ____ Expiration Date ____ / ____ Security Code²

In the name of For a total of € Date

² The last three numbers on the back of your card. For American Express: the four numbers on the front of the card, on the top right hand side.

◇ I acknowledge that I have read and understood the general terms and conditions of sales. Date **Signature Required**

We thank you in advance for returning this document to us by e-mail:

contact@lecolevanclleafarpels.com **or by post:** 22, place Vendôme 75 001 Paris.

GENERAL SALES CONDITIONS

CONTRACT

- 1.1. These general sales conditions apply - and exclusively by the provision thereof - to all training courses given by L'École Van Cleef & Arpels to private individuals for their personal development. These do not apply to professional training courses, which are governed by specific general sales conditions.
- 1.2. The sending of a duly completed enrolment form constitutes unconditional acceptance of the general conditions of sales herein and of the rules and regulations of L'École Van Cleef & Arpels.
- 1.3. The contract is concluded upon reception by L'École Van Cleef & Arpels of the duly completed enrolment form and of the full payment of pertaining training costs (by cheque, credit card or debit authorization), subject to the availability of chosen module(s).
- 1.4. Upon reception of the enrolment form and payment, L'École Van Cleef & Arpels will send a confirmation of enrolment for the chosen module(s). However, should the chosen module(s) be fully booked at the time of reception of the form, L'École Van Cleef & Arpels may offer other available dates. In the event that no other date is available or that the Participant does not agree, the contract will not be concluded. L'École Van Cleef & Arpels undertakes in this case not to receive the Participant's payments. When the Participant has chosen to pay by cheque, L'École undertakes to return the cheque within 8 days of receipt.

ENROLMENT PROCEDURE

- 2.1. Modules contained in the training course *Entering the world of Jewellery* are open to all members of the public over the age of 18.

The training course *Entering the world of Jewellery* is structured into seven modules of four hours each, divided into three steps: *Unveiling*, *Shedding light on* and *Revealing*.

Several sessions are planned for each module, in English and in French. The programme is available on the Web site.

Any participant is free to enroll in one or several modules, in the order of his/her choice. However attendance to at least two modules of the *Unveiling* and /or *Shedding light on* steps is a pre-requisite before enrolling in modules of the *Revealing* step.

Number of places in each module is limited, it is recommended that you address your application as soon as possible.

- 2.2. Participants may enrol: by post by sending a registration form, duly completed, to L'École Van Cleef & Arpels - Bureau des inscriptions - 37, rue de Surène 75008 PARIS (France), by email at contact@lecolevanclleafarpels.com, or online from our website www.lecolevanclleafarpels.com
- 2.3. Payment for the chosen modules must be sent at the time of enrolment, in full and without discount. Incomplete enrolment forms or forms sent without payment will not be considered.
- 2.4. Participants have a right of withdrawal, which can be exercised within 7 days of sending the enrolment form, and without justification. When the 7 day period expires on a Saturday, on a Sunday, or on a public holiday, it is extended to the next working day. A participant wishing to exercise his right of retraction, must send notification within the legal period, either online, or by post at the following address: L'École Van Cleef & Arpels - Bureau des inscriptions - 37, rue de Surène 75008 PARIS (France). Training Costs will be refunded, when payment has been received, within 7 working days.

FEES - PAYMENTS

- 3.1. Applicable fees are those shown on the website of L'École Van Cleef & Arpels, at the time of sale. Prices are per participant, tax included. Fees include the course itself and the distribution of relevant documents, when applicable. Fees do not include transport, hotel or restaurant expenses, which shall be paid for and organised by the Participant.
- 3.2. Payment is due at the time of enrolment and should be made in full:
By cheque made out to L'École Van Cleef & Arpels, for those who hold an account in metropolitan France only.
By Credit card (VISA, MasterCard, American Express), by filling the authorisation of debit included in the enrolment form.
A receipt of payment will be sent upon request.
- 3.3. Once collected, payments will be refunded only in the cases provided for in articles 1.4, 2.4 and 5 of the standard conditions of sale herein.

PARTICIPANT OBLIGATIONS

- 4.1. Participants must comply with the rules and regulations of L'École Van Cleef & Arpels.
- 4.2. Courses are available either in English or French; a good command of the chosen language, both written and spoken is therefore essential.

RESCHEDULING - CANCELLATION

- 5.1. If necessary, and particularly in the case where the number of participants for a module is judged insufficient for educational reasons, or in the absence of a teacher, L'École Van Cleef & Arpels reserves the right to cancel any module or to re-schedule modules providing Participants are notified at least one week before the date of the course.
- 5.2. If the module is cancelled, the price paid by the Participant will be refunded for the said module. If the module is re-scheduled, the Participant will have a choice either to attend the course at the modified date/time, or to cancel his/her enrolment, in which case the price paid by the Participant will be refunded.
The Participant is entitled to no other compensation than the refund of the price of the course.
- 5.3. Should a Participant - for compelling and duly justified reasons beyond the Participant's control - wish to cancel enrolment in one or more modules, notification must be given to L'École Van Cleef & Arpels at least one week in advance. L'École Van Cleef & Arpels will then refund the price paid by the Participant for the module(s). The Participant will not be entitled a refund under other circumstances, even if he/she does not attend the course(s).

A Participant may be replaced by another Participant, providing notification is given to L'École Van Cleef & Arpels at least 48 hours before the start of the course. .../...

GENERAL SALES CONDITIONS

INTELLECTUAL PROPERTY RIGHTS

The contents of the course and the documents distributed during the course are protected by copyright under articles L111-1 of the French Intellectual Property Code. Under article L 122-4 of the French Intellectual Property Code, “any representation or reproduction in whole or in part made without the consent of the author or his assignees is illegal”. Article L122-5 only allows “copies or reproductions strictly reserved for the private use of the copyist and not intended for collective use” and “analysis and short quotations” providing “author and source are clearly stated”. Any representation or reproduction, by any means whatsoever, that does not respect the legislation in force would constitute an infringement punishable under articles L 335-2 and L335-3 of the French Intellectual Property Code. The participant’s responsibility would be engaged if any training support document was to be used without authorisation.

CONFIDENTIALITY – DATA PROTECTION

- 1.1. All Information provided during enrolment will be processed to allow for better follow up. L'École Van Cleef & Arpels will assure that all data remains confidential. Data will not be disclosed to eventual commercial partners or to other parties without the express and prior consent of the participant.
- 1.1. Collected information may be used by L'École Van Cleef & Arpels in order to inform the participants of all future commercial offers and to keep the participant informed of all products, services and events offered by L'École Van Cleef & Arpels. The Participant may refuse contact for the purpose of survey at any time.
- 1.1. According to the Data Protection Act of January 6th 1978, modified in 2004, the Participant has the right to access and rectify all personal information by writing to: Bureau des inscriptions, L'École Van Cleef & Arpels, 37, rue de Surène 75008 PARIS. The Participant also may refuse that personal data be processed.

DISPUTE RESOLUTION

The general sales conditions herein are governed by French Law. Any dispute regarding their interpretation or their execution will be subjected to the competent tribunal.

The general sales conditions herein replace and invalidate any previous versions.

1st February 2012.