

BEIJING MANDARIN CHINESE SUMMER CAMPUS

INSTITUT PEÑA

• FIDES • SAPIENTIA • VIRTUS •



- Begin or deepen the study of the Chinese mandarin language.
- Choose a training adapted to its level and at its pace.
- Improve the quality of your written and speaking mandarin Chinese.

Send the complete file :

- by e-mail : admission@institutpena.com
- by mail : Institut PEÑA
26, chemin des Pins
64300 SAINTE SUZANNE
FRANCE



I. Levels and training programs

At the beginning of the training the level of each student is evaluated.

After completing the course you will receive a certificate “Certificate of Short-term Chinese Study” for the whole course if you have attended at least 90% of the classes. This will record : the course you have taken, duration, objectives and level of Chinese and number of hours. If you have attended less than 90% of your classes, the certificate will only record the actual number of classes (hours) you attended.

Beginner elementary level CEFR A1 - HSK1 (3 weeks 72 hours training)

This Chinese course for beginners has for objective in 150 Chinese characters :

- to be able to recognise familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly ;
- to be able to understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues ;
- to be able to interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics ;
- be able to use simple phrases and sentences to describe where I live and people I know.

Elementary level CEFR A2 - HSK2 (3 weeks 72 hours training)

This elementary Chinese course addresses students mastering approximately ± 150 Chinese characters and being able to express themselves by simple sentences and has for objective besides the landing of 300 Chinese characters :

- be able to understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment) ;
- be able to catch the main point in short, clear, simple messages and announcements ;
- be able to read very short, simple texts ;
- be able to communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities, handle very short social exchanges, even though I can not usually understand enough to keep the conversation going myself ;
- be able to use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.

Intermediate level CEFR B1 - HSK3 (3 weeks 72 hours training)

This intermediate Chinese course addresses students mastering the phonetic bases and ± 300 Chinese characters, being able to express themselves by simple sentences and answer frequently asked questions of the everyday life, and has for objective besides the landing of 600 Chinese characters :

- be able to understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc, and understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear ;

- be able to understand texts that consist mainly of high frequency everyday or job-related language and understand the description of events, feelings and wishes in personal letters ;
- be able to deal with most situations likely to arise whilst travelling in an area where the language is spoken and enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events) ;
- be able to connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions, briefly give reasons and explanations for opinions and plans, and narrate a story or relate the plot of a book or film and describe my reactions.



II. Educational organization of the « summer Campus » trainings

- Training program include all aspects of language :
 - ✓ Speaking and phonetics.
 - ✓ Listening.
 - ✓ Reading and understanding.
 - ✓ Writing, bushu learning.
 - ✓ Grammar, vocabulary, exercises.
- Each week training :
 - ✓ 24 hours Chinese language courses Monday to Saturday from 08:00 to 12:00.
 - ✓ 24 hours training means 12 hours weekly homework beside classes.
 - ✓ Class growth : 8-12 students.
- Number of credits granted for 3 weeks training : 4 ECTS.
- Age of the students : from **18** to **65** years old.
- Each student has to provide a valid health-rapatration-liability insurance certificate covering the duration of the stay.



III. Administrative organization

Procedure of choice of training level

Supply the copy of the certificate giving evidence of your level of Chinese for applying in CEFR A2, or CEFR B1 levels modules.

The true knowledge of the writing of 150 basic Chinese characters is a compulsory prerequisite for the CEFR A2 level (if you know only the writing of the pinyin, the phonetic pronunciation, you have to choose a registration in CEFR A1 level).

Registration Procedure (No later registration will be accepted)

Registrations for the July Summer Campus trainings will be closed on May 18th, 2012.

Registrations for the August Summer Campus trainings will be closed on June 18th, 2012.

Your registration file :

1. The entirely informed registration form.
2. A copy of your passport.
3. A copy of the receipt showing that you have sent the application fee.
4. A copy of your health-repatriation-liability insurance covering the duration of your stay.

IV. Trainings prices and calendar

2 weeks training

2 weeks training	Twin room	Single room
Application fee	90 €	90 €
Training fee	180 €	180 €
Accommodation fee	108 €	215 €
Total	378 €	485 €

Calendar 2 weeks July - August 2012

Arrival	Lessons start	Lessons end	Departure
Saturday, July 07	Monday, July 09	Saturday, July 21	Sunday, July 22
Saturday, August 04	Monday, August 06	Saturday, August 18	Sunday, August 19

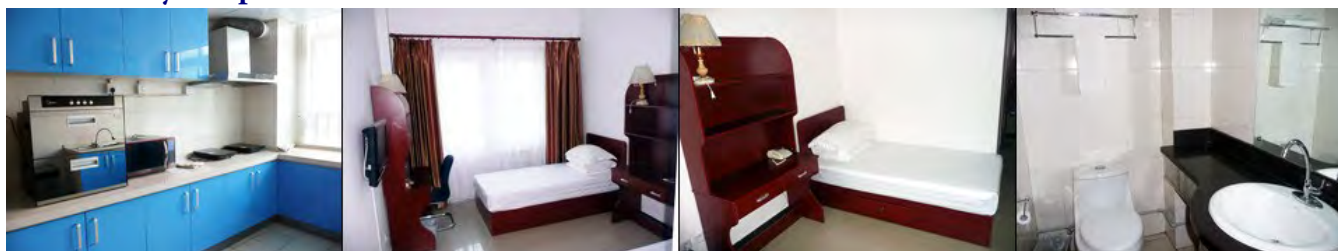
3 weeks training

3 weeks	Twin room	Single room
Application fee	120 €	120 €
Training fee	260 €	260 €
Accommodation fee	157 €	315 €
Total	537 €	695 €

Calendar 3 weeks July - August 2012

Arrival	Lessons start	Lessons end	Departure
Saturday, July 07	Monday, July 09	Saturday, July 28	Sunday, July 29
Saturday, August 04	Monday, August 06	Saturday, August 25	Sunday, August 26

V. University campus accommodation



	Twin room	Single room
Price/day	8 €	16 €



The students have access to a kitchen to prepare their meal if needed.

Beijing Capital airport pick-up : 75 €.

VI. University Canteens

The daily spending to take three meals (breakfast, lunch and diner) in the university canteens of the campus is about 40 RMB (± 5 €).

The average price of a meal in a fast food (KFC, Mac-Donald) is about 25 RMB (± 3 €).

It is necessary you plan to spend 5 RMB/day to buy some mineral water because in China the tap water is not drinkable (the campus has a small supermarket opened from 07:00 to 21:00).



VII. Registration modalities

You must be over 18 years old before the beginning of the training. If you are over 60 years old you have to supply a medical certificate authorizing you to study in China and indicating that you have no health problem.

1. Send the complete registration form with the copy of the training's application fee payment.
2. You will receive a registration confirmation one week after we received bank statement of application fee's payment.
3. At the latest two months before the beginning of the training, as soon as the public Security Office of Beijing gives it to us, we take delivery of the JW202 form authorizing you to study in China and ask for a student visa in a Chinese consulate and you will pay your training.
4. One month before your training you will receive your invitation letter and JW202 form to apply for a student visa in a Chinese consulate. When applying for your visa, please remember to bring along with you your valid passport (validity at least 6 months after the training's end), the original copy of the university's admission notification, accommodation's booking, your health insurance certificate for your stay in China and one 4,5cm x 3,5cm photo.
5. One week before your arrival you let us know your flight details to know your arrival time on campus.
6. You will pay your accommodation at your arrival on campus.

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REGISTRATION INSTRUCTIONS FOR USE

This document is conceived to facilitate your registration.
Thank you for following the following advices, stage by stage.

NB : Before sending your application, please check application's deadline of the requested training.

Stage 1 : Read carefully the training's notice

The descriptive Notice of your training.

Stage 2 : Fill legibly the application's forms

Application Form.
Any other requested document.

Stage 3 : Send your complete and signed file

Please verify that you joined all the requested documents with your registration form (passport, diploma, payment, health insurance certificate copies).

Stage 4 : You will receive admission documents for your training

A registration confirmation with :

- An admission letter,
- A campus accommodation booking certificate (if booked),
- A JW 202 form for a student visa.

Send the complete file :

➤ by e-mail : admission@institutpena.com

➤ or by post : Institut PEÑA
26, chemin des Pins
64300 SAINTE SUZANNE
FRANCE

留学生入学申请表

照片 Photo

INSTITUT PEÑA APPLICATION FORM

Send your application file by email to : admission@institutpena.com

Please be careful to not join attached pieces (jpg, pdf, ..) over 3Mb/email.

1 - Student

姓 First name	
名 Last name	
出生日期 Birth date	
出生地点 Birthplace	
性别 Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
婚否 Marital status	<input type="checkbox"/> Married <input type="checkbox"/> Single
护照号码 Passport number	
有效期至 Valid until	

通讯地址及电话 Mailing Address	
街道及门牌号码 N° & Street	
邮政编码 Zip code	
省 City	
国家 Country	
电话号码 Phone	
手机号码 Mobile phone	
电子邮件地址 E-mail	

2 - Previous Study

Last degree	
Level of education	

3 - Summer campus package offers

- Accommodation foreign students residency on campus (twin room or single room).
- Textbook, Mandarin Chinese 72:00 training. Lessons from Monday to Saturday.

Training	Arrival	Departure	Twin	Single
<input type="checkbox"/> 2 weeks July	Saturday 07 July 2012	Sunday 22 July 2012	<input type="checkbox"/> 378 €	<input type="checkbox"/> 485 €
<input type="checkbox"/> 3 weeks July	Saturday 07 July 2012	Sunday 29 July 2012	<input type="checkbox"/> 537 €	<input type="checkbox"/> 695 €
<input type="checkbox"/> 2 weeks August	Saturday 04 August 2012	Sunday 19 August 2012	<input type="checkbox"/> 378 €	<input type="checkbox"/> 485 €
<input type="checkbox"/> 3 weeks August	Saturday 04 August 2012	Sunday 26 August 2012	<input type="checkbox"/> 537 €	<input type="checkbox"/> 695 €

<input type="checkbox"/> 2 weeks training application fee 90 €	<input type="checkbox"/> 3 weeks training application fee 120 €
Training to be paid in the manner provided after registration (2 weeks twin room 288 € - single room 395 € / 3 weeks twin room 417 € - single room 575 €)	

Training level	<input type="checkbox"/> HSK1	<input type="checkbox"/> HSK2	<input type="checkbox"/> HSK3
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4 - Method of payment

Bank wire transfer Join the receipt's copy to the registration form Specify the name and the first name of the subscribers	To PENA LIMITED <i>You should pay all the expenses</i> Beneficiary : PENA LIMITED Bank : Hongkong and Shanghai Banking Corporation Causeway Bay Branch Address : HSBC Causeway Bay Branch, 1/F, Causeway Bay Plaza II, 463-483 Lockhart Road, Causeway Bay, Hong Kong Account number : 809-643281-838 Bank Identifier Code (SWIFT code) : HSBCHKHCHKH
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5 - Commitment

I am willing to study in Institut PEÑA. I pledge the following terms during my study :

1. I will abide by the laws of the People's Republic of China.
2. I will not engage in activities bearing no relation with my studies in China.
3. I will study industriously and observe all rules and regulations of Institut PEÑA.
4. I will pay all expenses on time.

I hereby affirm that

- (1) All the information in this form is true and correct.
- (2) I shall abide by the laws of the Chinese Government and the regulations of Institut PEÑA.

I state to have taken knowledge and to accept :

- conditions of delivery of Institut PEÑA's trainings,
- contents of the descriptive note of the selected training.

Date

Signature

TERMS AND CONDITIONS

Clause 1 Registration, contracting party and minimum age

To register you must be 18 years old and under 65 for Summer campus training and under 50 years old for academic trainings (Semester, Year, Bachelor), use the registration form on www.sinolingua.org or www.institutpena.com, and send this as early as possible to Institut PEÑA. First and family name must be entered as shown in the passport.

On confirmation of the registration by Institut PEÑA, the contract shall be deemed to have been concluded, and the registration shall be binding. The course participant shall be deemed to be a Institut PEÑA contracting party, provided he or she is 18 years old or more.

The course participant shall be defined as the person who takes part, or intends to take part, in the language course that is the object of this contract.

You confirm by your signature that all information given on the registration form is correct.

Clause 2 Information provided on registration

The course participant (contracting party) hereby expressly confirms that the information provided at the time of registration for the language course shall correspond with the truth, and accepts that he or she may be expelled forthwith from the language course at any time should said information prove to be a misrepresentation (e.g. advanced level student who select a start date on which no advanced level' courses are available). In such an event the course fees shall not be refunded in any way, not even on a pro-rata basis. Potential participants who are unsure of their language level should tell their Institut PEÑA adviser that they wish to take a language level test.

Clause 3 Terms and conditions of payment

Upon receipt of the course confirmation a down payment of EUR 100 per participant, as well as the premiums for the training cancellation insurance and/or travel insurance are due (insurance subscription at registration only). The remaining course and respective accommodation fees are due eight weeks prior to starting the course. The fees shall be deemed as effectively paid only once they have been paid into the account specified by Institut PEÑA in the confirmation of registration.

Clause 4 Delay in payment

Should payment not be made by the aforementioned date, the contracting party shall be deemed to be in default. In such an event Institut PEÑA shall not be obliged to admit the course participant to the language course. The existence of a claim on the part of Institut PEÑA shall remain unaffected by the above. Institut PEÑA may claim damages in accordance with clause 10.

Clause 5 Proof of payment

At the start of the course the course participant shall provide proof of payment of the course fees and, where applicable, of the accommodation and other fees. Should the course participant be unable to present such proof, he or she shall not be admitted to classes or accommodation. In such an event Institut PEÑA' claims shall remain unaffected.

Clause 6 Enrolment fee

An enrolment fee shall be charged and shall not under any circumstances be refundable.

Clause 7 Change fee

If you request a change of type of accommodation, change can be made until eight weeks before commencing the course, if available.

Clause 8 Passport and visa requirements

Institut PEÑA does not deal with visa application procedures for the People's Republic of China for its students. Please familiarise yourself with Chinese visa requirements and make the necessary arrangements. Your passport must be valid 6 months after's training end and include four free pages. Institut PEÑA is not responsible for the allocation of visas and any possible refusal of visas which only depends of the of the People's republic of China Consulates.

The student has sole decision whether to subscribe or not cancellation insurance for the plane ticket and Institut PEÑA training offers and can not be held liable for any damages related to a visa refusal. Institut PEÑA agrees to post documents to apply for a student visa by registered letter as soon as available from the Beijing Public Security Bureau responsible for their emission at least six weeks before the course starts to ensure proper receipt. Institut PEÑA is not responsible for the postal services and accepts no liability if the documents reach you more than one week after sending.

Clause 9 Obligations of the course participant

The course participant shall be responsible for choosing a language course that corresponds to his or her abilities. The course participant undertakes to attend the course personally, to arrive punctually and to take part in lessons. Should irregular attendance or other behaviour of the participant break the law or cause a disturbance to other participants or campus regulations, Institut PEÑA reserves the right to expel the participant from the course. In such an event the course fees shall not be refunded in any way, not even on a pro-rata basis.

Clause 10 Withdrawal prior to the start of the course

The contracting party may send written notification of withdrawal prior to the start of the course, without any statement of reasons. If such written notification is received by Institut PEÑA 3 months before commencement of the course, all payments already made to Institut PEÑA in connection with the present contract shall be refunded to the contracting party, with the exception of the enrolment fee and insurance premiums.

If written notification is received by Institut PEÑA less than 3 months in advance, but in any case no later than 5 p.m. (CET) on the last Friday before the commencement of the course, an invoice shall be issued for the enrolment and, if applicable, the accommodation placement fee, the insurance premiums, school fees for one month and accommodation fees for one week, if applicable. The reimbursements will be made within 6 weeks after receipt of the withdrawal. The time of receipt of the notification of withdrawal at Institut PEÑA shall determine the date of withdrawal. If the notification arrives on a Saturday, Sunday or a general public holiday in France, the next working day shall be the official day of receipt.

For student residences, the respective General Terms and Conditions of the third parties providing such accommodation apply.

Clause 11 No-show or withdrawal from the language course, failure to attend individual parts

Should the course participant fail to attend the language course, withdraw from the course, or not take up individual parts thereof, such as individual lessons, he or she shall not be entitled to claim

any reimbursement.

Clause 12 Cancellation and /or change of accommodation after course start

Accommodation may be terminated or changed, subject to two months' notice ending on a Saturday. Notice of termination shall be sent in writing to Institut PEÑA exclusively. A change fee of EUR 30 will be charged. Should the course participant leave their accommodation before the end of the period of notice, the full price for the accommodation up to the end of the cancellation period remains payable.

Clause 13 Complaints and liability

The course participant shall make complaints without delay to the local school administration or to Institut PEÑA in France. (Any complaint concerning services provided by a third party should be addressed to the third party.)

If Institut PEÑA is not able to remedy the situation within a reasonable period, the course participant may take steps to remedy the situation him or herself, and Institut PEÑA shall refund the cost, against receipts, in so far as legal and contractual liability requires. This procedure does not restrict the participant's right to pursue other legal solutions. Any requests for refund should be made by registered letter to France within one week of the agreed termination of the course. After this period, all types of claims under any legal title shall no longer apply and be forfeited.

Institut PEÑA shall be liable for its own performances in accordance with these General Terms and Conditions and statutory regulations but not in the case of ordinary negligence; for package deals, liability in case of claims other than for personal injury shall be limited the package price. Liability is limited to the immediate damage. Institut PEÑA shall not be liable for the loss, destruction, etc. or misuse of valuables, cameras and video cameras, etc., mobile phones, credit cards, cash, etc. Institut PEÑA shall also not be liable for lost holiday time, experienced frustration, etc. Institut PEÑA shall not be liable in the case of poor or non-performance of services provided by a third party. For any non-contractual liability the statutory regulations shall apply, with any liability limitations and exclusions of these General Terms and Conditions of Business having priority over statutory regulations.

Clause 14 Insurance

Institut PEÑA strongly recommends you take out travel cancellation insurance and training cancellation insurance and third party indemnity insurance. Insurance premiums are not included in the course fees, shall be invoiced separately and are not refundable.

Each student must subscribe health, repatriation, civil liability insurance covering the entire duration of his/her stay in China and provide a copy prior to departure to Institut PEÑA. Failing to provide this copy, Institut PEÑA means will cancel student's registration without prejudice.

Clause 15 Minimum number of participants

Where the minimum number of 5 students required for each language course has not been reached, Institut PEÑA shall inform the participant at least 6 weeks before the course's start.

Where Institut PEÑA is unable to offer the participant an alternative language course, Institut PEÑA shall reimburse any paid fees. The contractual partner shall not be entitled to make any claims for having been inconvenienced or for other damages. In exceptional cases, Institut PEÑA may also run courses with less than 5 participants.

Clause 16 Changes to prices, dates or programmes

Provided that no confirmation of registration has been issued, Institut PEÑA shall have the right at any time to change the dates and prices published in the course schedule, on the Internet or elsewhere. On conclusion of the contract, Institut PEÑA may amend the published programme of services, provided such amendments are unavoidable and negligible, and are made in good faith and do not affect the overall style of the course. If material changes are made to key services, the contracting party shall have the right to withdraw from the contract or to request to join an equivalent language course, where Institut PEÑA is able to offer him or her such a course. Institut PEÑA shall immediately notify the contracting party of any such amendment. The contracting party must exercise his or her rights immediately after receipt of such notification from Institut PEÑA. Institut PEÑA shall be entitled to increase its prices after signing of the agreement and up to three weeks before the start of the course for the following reasons : increases in cost of transportation, increases in charges for certain services, VAT, fluctuation in exchange rate, official price increases, introduction or increased official charges. In the case of such an increase, the price can be adapted and increased accordingly. In the case of price increases of over 10 %, the contractual partner shall have the same rights as in the case of a considerable change of one of the key performances.

Any changes to the program or performances during the language course due to unforeseeable or unpreventable reasons are permissible, provided the overall content of the program remains unchanged.

Institut PEÑA retains the absolute right to assign or re-assign participants to classes in accordance with their language skills or to implement any other measures required for the correct operation of the school.

Clause 17 Data protection

We only record your personal data by Institut PEÑA, France. The received information shall remain within Institut PEÑA and is not made available to third parties or other organisations.

Your information is passed on to :

- book your accommodation (campus foreign students residence) ;
- book a course or a service on your behalf that is provided by a Institut PEÑA partner company (i.e. partner schools, travel insurance, universities, travel company, on-job training).

In certain cases, we are obligated to submit your information to the authorities (immigration authorities).

Clause 18 Contracting parties / guarantee

The contract is concluded between the contracting party as defined in Clause 1 and the Institut PEÑA. This contract is subject exclusively to the law of Hong Kong for training in China, and French law for the management of the application form.

I, the undersigned :

certify acceptance, after having read all the terms of sale and settlement of Institut PEÑA and its training partners.

Date :

Signature preceded by the handwritten words "read and approved without reservation"