

ABBAY ROAD INSTITUTE APPLICATION FORM (2026)

PERSONAL DETAILS

First name

Last name

Address

Post Code

City

Country

Contact number

Emergency contact number

Email address

Nationality

Date of birth

COURSE

Payment Plan

PLAN A ☐

PLAN B ☐

Course selection

Music Production - 1 year ☐

Registration fee

€ 500*

Tuition fee (Plan A)

Total cost (Plan A)

Registration fee

€ 500*

Tuition fee (Plan B)

Total Cost (Plan B)

Course start date

July

DECLARATION BY THE APPLICANT

I confirm that the information included in this application is accurate to the best of my knowledge and that the attached documents are my own and include my own work.

Signature

Date

*If your application is unsuccessful your registration fee will be refunded.

ABBNEY ROAD INSTITUTE APPLICATION CHECKLIST (2026)

REQUESTED DOCUMENTS TO BE SUBMITTED ALONG WITH THIS FORM

- Registration form filled and signed
- Terms and conditions read and signed
- Proof of previous qualifications and experiences
- Curriculum Vitae
- One passport size photograph
- Scan of your passport or ID card
- For non-EU students: scan of a valid visa for the whole duration of the selected course
- Scan of your personal insurance
- Proof of payment of the registration fee

COURSE START DATES

Music Production and Sound Engineering - 12 months
(course taught in english dedicated to international students only)

July

COURSE FEES

	Payment plan A (Instalments)	Payment plan B (Full payment upfront)
Music Production - 12 months	€ 19'200 (1 x €5,700 upon enrollment, then 10 x €1,350)	€ 17'600
Registration fee	€ 500	€ 500
Total Cost	€ 19'700	€ 18'100

APPLICATION PROCESS

You can either choose to apply online or to complete this form and return to us by post at:
Abbey Road Institute Paris - 51 rue Merlin de Thionville - 92150 - SURESNES

GENERAL TERMS AND CONDITIONS OF SALE (SERVICE PROVISION) - AR INSTITUTE PARIS :

Designation: **AR INSTITUTE PARIS** is a professional training organization specialized in music production and sound techniques. Its registered office is at 51-53, rue Merlin de Thionville in Suresnes (92150). The simplified joint stock company ("société par actions simplifiée" in France) AR INSTITUTE PARIS is registered in the Paris RCS under the number 815 380 241.

DEFINITIONS :

In the following paragraphs, it is agreed to designate by:

AR INSTITUTE PARIS : depending on the context, AR INSTITUTE PARIS can be indifferently designated by its corporate name as by the terms "SERVICE PROVIDER" or "TRAINING CENTER"

CUSTOMER : any natural or legal person who registers or orders a training course with AR INSTITUTE PARIS

Together, AR INSTITUTE PARIS and the CUSTOMER constitute the "PARTIES"

TRAINEE : the natural person who participates in a training

Article 1 : General informations :

In the paragraphs that follow, the following terms shall have the meanings set out below:

- **Trainee:** Means the natural person who applies for, enrolls in, or places an order for Training with the Service Provider in order to attend it exclusively for professional purposes. Together, AR INSTITUTE PARIS and the CLIENT constitute the "PARTIES".
- **Training:** Means any training action whose purpose is vocational training intended for clients who are natural persons acting on their own behalf and who fully finance the training using personal funds.

Article 2 : Documents framing the contractual relationship between the PARTIES :

These general terms and conditions (the "GTC" or "General Terms and Conditions") are intended to set out, within the framework of the applicable legal and regulatory provisions, in particular Articles L.6353-3 to L.6353-9 of the French Labour Code, the organisation of the contractual relationship between AR Institute Paris and the Trainee. They apply to any request for enrolment or enrolment in the training courses provided by AR Institute Paris.

The main characteristics of the training courses offered by AR Institute Paris are presented in the catalogue available under the "Training" tab on AR Institute Paris's website (<https://abbeyroadinstitute.fr/>) and in the course outlines. The Trainee is required to review them prior to any request for enrolment, enrolment and/or signature of the Agreement.

The GTC, information and/or prices appearing in the Service Provider's documents, catalogues, advertisements, brochures or websites are provided for information purposes only and may be revised at any time without notice, AR Institute Paris being entitled to make any changes it deems useful. Such changes shall apply to all orders placed thereafter. Acceptance of an offer from the Service Provider implies unreserved acceptance of these GTC. The Service Provider's offers are valid within the option period set at one (1) month from the date of the offer, unless otherwise stated therein.

It is specified that the training provided by AR INSTITUTE PARIS consists of three modules entitled "Term 1, Term 2 and Term 3".

Each of these modules has a duration equivalent to one third of the selected Training.

Article 3 : Terms of registration :

The documents governing the Parties' agreement (the "Agreement"), to the exclusion of any other document, in particular any general purchase conditions, are, in descending order of priority:

- These GTC and any amendments thereto;
- The Service Provider's training Internal Regulations (entitled "Internal Regulations"), which the CLIENT acknowledges having received and read;
- The duly completed enrolment form;
- The course outlines for the training courses;
- Any other appendices.

In the event of any inconsistency between two or more of these documents, the document with the higher priority shall prevail for the relevant interpretation. The Trainee acknowledges having read these GTC as well as all elements of the Agreement, and having accepted them prior to signing the Agreement. The signature of the Agreement constitutes acceptance of the GTC without restriction or reservation.

Article 4 : Financial conditions

The price covers the Training only and the course materials; catering costs and, where applicable, accommodation costs are not included in the Training price.
All prices are stated in euros and include all taxes.

Following admission to the Training, confirmation of enrolment is subject to the implementation of one of the following two payment options:

- Plan A: Payment of 30% of the Training price, payable within 14 days of acceptance of the application. The balance shall be paid monthly as the Training progresses, in accordance with the payment schedule that will be provided. The Trainee must comply strictly with the schedule, which specifies that the Trainee must at all times have paid one TERM in advance.
- Plan B: Full payment of the Training in one instalment, with a discount, within 14 days of acceptance of the application; it is expressly agreed that the discount granted for full upfront payment shall be revoked and therefore become payable if the Trainee terminates the selected Training early.

In consideration for payment of the Training price, AR Institute Paris undertakes to carry out the activities provided for under the Training and to provide the Trainee with any document evidencing that the Training has been delivered.

Trainees from non-European Union countries, for whom enrolment in the Training is a condition for the issuance of a visa to enter the territory of the French Republic, declare that they have been fully informed by the Police Prefecture of the obligations governing their stay in France, in particular with regard to attendance.

By accepting these General Terms and Conditions of Sale, the Trainee waives any right of appeal against the admission decision granting access to the Training, which remains at the discretion of AR Institute Paris, following completion of the selection procedure described above.

Initials

By express agreement, travel expenses incurred in connection with any training activity shall remain the Trainee's sole responsibility, in particular with regard to optional tutorials abroad.

In the event of late payment by the Trainee of the Training fees or any instalment exceeding thirty (30) days from the invoice issue date, AR Institute shall be entitled as of right to charge late-payment penalties in addition to payment of the outstanding invoice. Such penalties shall be equal to five times the statutory interest rate, plus applicable VAT, per month, as well as a fixed recovery fee of EUR 40.

Article 5 : Termination of the contract

- Termination at the Trainee's initiative

The Trainee may unilaterally terminate this Agreement early, before the end of "Term 1", by sending a registered letter with acknowledgement of receipt to the registered office of AR INSTITUTE PARIS (51-53 rue Merlin de Thionville, 92150 Suresnes, France) at least 15 days prior to that date.

The termination shall take effect exclusively at the end of the module ("Term 1") in progress on the date the termination letter is received.

Failing termination during Term 1 and notification within the time limit referred to in the preceding paragraph, the Trainee shall remain committed until the end of the programme.

In no event shall any absence or lack of attendance by the Trainee be construed as a request for early termination on the Trainee's part.

Where applicable, AR INSTITUTE PARIS shall refund the Trainee's credit balance recorded in its accounts within 30 days from the end of the module in progress on the date the termination letter is received. The Trainee also undertakes to provide their bank details (RIB) at the time of termination.

- Termination at the initiative of AR INSTITUTE PARIS

In the event of a breach of the Trainee's obligations, in particular in the event of failure to pay an instalment or non-compliance with the Internal Regulations, this Agreement may be terminated by AR INSTITUTE PARIS.

In particular, in the event of a payment delay exceeding 30 days from receipt of a formal notice, AR INSTITUTE PARIS may terminate the Agreement by notifying the Trainee by any means. Such early termination shall be at the Trainee's sole fault, and the Trainee shall then remain liable for the full amount of the Training fees.

In the event of early termination of the Agreement due to the Trainee's fault, AR INSTITUTE PARIS shall also be entitled, in addition to the outstanding sums due for the relevant Training, to an amount representing 20% of the total Training fee as compensation; any sums already paid shall in any event remain definitively acquired by AR INSTITUTE PARIS.

Any new enrolment in another Training cycle shall be expressly subject to the prior settlement of AR INSTITUTE PARIS's entire claim in respect of the previous Training.

Article 6 : Training Content and Intellectual Property

AR INSTITUTE PARIS reserves the right to modify without notice the content, the pace, the place or the method of delivery of its trainings.

All educational and artistic content related to the curriculum proposed by AR Institute Paris is the exclusive property of AR Institute Paris and can only be used as part of its training. This information may not be communicated or made accessible to third parties without the prior written consent of AR Institute Paris, regardless of the form of the educational material used. The illegal use of educational content and materials to train third parties, their transfer or communication exposes the TRAINEE to the penalties provided for in the French Intellectual Property Code. The work done by trainees during the training period and disclosed under the name AR Institute Paris are collective works ("oeuvres collectives") within the meaning of Article L113-5 of the French Code of Intellectual Property.

In general, the TRAINEE refrains from all direct or indirect marketing of a work recorded as part of his / her training.

The trainee is not authorized to download or share any content whatsoever from the facilities of AR Institute Paris without first obtaining the written authorization of the rights holders.

In addition, the trainee is prohibited from publishing, producing, releasing or broadcasting any re-

ording or work carried out within the institute during its training period, without the formal agreement of the company AR INSTITUTE Paris.

Article 7 : Obligations of the TRAINEE

TRAINEES must in all circumstances behave responsibly and cordially. If the management considers that the behavior of a TRAINEE is not correct, it reserves the right to exclude the TRAINEE without delay. In the case where a TRAINEE has not assimilated a part of the training, he can ask to follow the units concerned again. The corresponding training fees must be paid.

The TRAINEE has the obligation to attend classes, to justify his / her absences within 48 hours, and to review the schedules and the instructions given to him / her by AR Institute. The trainee agrees to respect the rules and regulations of AR Institute Paris, which he declares to have read.

Article 8 : Premises and Equipment

To use the equipment necessary for the training, TRAINEES must register on the list provided for this purpose. If the TRAINEE is unable to attend, the TRAINEE undertakes to cancel his / her booking at least 24 hours in advance. In case of lack of attendance, AR Institute Paris reserves the right to pass on the management fees that result thereof and to cancel subsequent bookings made by the TRAINEE, without prejudice of disciplinary sanctions.

The TRAINEE will be held responsible, for himself / herself and for any person accompanying him / her, for any damage he could cause on the premises. The TRAINEE undertakes to report as soon as possible any malfunction of which he becomes aware.

AR Institute Paris is in no way responsible for the loss, theft or damage that may be caused to the TRAINEE'S personal material.

Article 9 : Personal Data

In accordance with the decision no. 2006-138 to dispense with CNIL declaration, data concerning the identity and training path of the trainees can be recorded in the AR Institute Paris files in order to facilitate their professional integration at the outcome of the training. In accordance with amended French Law No. 78-17 of January 6th 1978, the TRAINEE has a right to access, modify and rectify personal data that concern him / her.

This right of access can be sent to the following email address: paris@abbeyroadinstitute.com

Article 10 : Right of withdrawal

The TRAINEE has a right of withdrawal in application of articles L121-21 and following of the French code of consumption. The TRAINEE has a period of 14 days from receipt of the Products to exercise his / her right of withdrawal without having to justify or pay a penalty. When the TRAINEE exercises his / her right of withdrawal, the following procedure applies:

- The TRAINEE informs the TRAINING CENTER of his / her will to use his / her right of retraction by sending the following form, completed on plain paper, to the TRAINING CENTER:

Please complete and return this form only if you wish to withdraw from your order - except for the case of exclusions or limitations to the exercise of the right of withdrawal according to the applicable General Terms And Conditions of Sale.

To AR INSTITUTE PARIS 51 rue Merlin de Thionville, 92150 Suresnes

I / we (*) hereby notify you (*) of my / our (*) cancellation of the contract for the sale of the goods (*) / for the provision of services (*) below:

Ordered on (*) / received on (*):

Name of trainee (s):

Address of trainee (s):

Trainee's signature (s)) (only in case of notification of this paper form):

Date:

(*) Delete where non applicable.

- The TRAINEE returns, at the latest 14 days following the communication of his decision to retract, at his / her expenses, the goods to the following address: AR INSTITUTE PARIS, 51 rue Merlin de Thionville 92150 SURESNES

- The TRAINING CENTER will reimburse the TRAINEE for all amounts paid, including delivery costs, no later than 14 days from the date on which it is informed of the TRAINEE's decision to retract.

The cost of returning the products associated with the training remains the responsibility of the TRAINEE. The cost of returning the products associated with the training is similar to that of the initial delivery of the products associated with the training. In any case, this estimate does not commit the TRAINING CENTER. The price to be paid for the return of the Product may vary according to the carrier chosen by the TRAINEE. Returns are to be made in their original condition and complete (packaging, accessories, instructions ...). In case of depreciation of the product resulting from manipulations other than those necessary to establish the nature, characteristics and proper functioning of the product, the responsibility of the TRAINEE may be engaged and the products associated with the training will not be taken over by the TRAINING CENTER. The TRAINEE acknowledges that his / her right of withdrawal will not apply to Products listed in Article L121-21-8 of the French Consumer Code and in particular to e-learning services, where applicable.

Article 10 : Miscellaneous

Any work produced by the TRAINEE as part of his / her training remains his / her exclusive property. Any recording or production made as part of the training may be used for promotional purposes by AR Institute Paris without any compensation being offered in return.

Any photograph or video taken as part of the AR Institute activity may be used for promotional purposes for the benefit of AR Institute.

These general conditions are subject to French law.

The parties will try, as far as possible, to find an amicable solution in all the disputes concerning the interpretation, the execution or the realization of the training agreement before seizing the competent jurisdiction, which is exclusively that of the head office from AR Institute Paris. The parties accept this attribution of jurisdiction without any restriction or reservation.

The TRAINEE who wishes to obtain financing must take care of all the steps involved, AR Institute Paris pledging to issue the corresponding certificates. Notification of support by training or social organizations should be sent to AR Institute Paris at least 4 weeks before the start date of the training.

It is expressly agreed between the PARTIES, in the event that the training is paid for by a third party, provided that the TRAINEE actually participates in the training considered, that the TRAINEE undertakes to pay the financial gap between the actual amount of funding and the total price of the training, including absences not covered by the OPCA ("Organisme Paritaire Collecteur Agréé").

The training contract ends after the final term evaluation. An extension of the contract may be granted in certain cases described in the rules and regulations.

Subscriber's signature