

Academic year 2023-2024

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#exploreyourfuture

TOURS CAMPUS









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THE ESSENTIALS

VISA - RESIDENCE PERMIT - CVEC FEE

STUDYING IN FRANCE

Once your long-stay student visa has been issued and you are on French soil, you have three months to validate your visa online, on the following website: Foreign nationals in France | Home (interieur.gouv.fr)

The process is quick and easy, and it will ensure your stay complies with French law.

You will need the following to hand:

- a valid email address
- the information contained on your visa
- your address in France
- a valid credit card to pay the €50 tax stamp

If you decide to continue your studies at Excelia beyond the year specified on your visa, you will need to apply for a residence permit (see page 5).

CVEC FEE

CVEC (Contribution de vie étudiante et de campus) is a financial contribution to student and campus life,

and all students enrolled in higher education are required to pay this fee each year.

For the 2023-2024 academic year, the fee is €100. To pay the fee, go to the following website:

cvec.etudiant.gouv.fr

(in the top right-hand corner, you will find an English version of the page). You will need to provide proof of payment of the CVEC fee in order to finalise your registration.





TO EXTEND YOUR RIGHT TO STAY IN FRANCE AS A STUDENT

If you decide to continue your studies at Excelia beyond the year specified on your visa, you will need to apply for a **residence permit** three months before your long-stay student visa expires. Residence permit renewals are done online via the same website as before: Foreign nationals in France | Home (interieur.gouv.fr).

For any questions or help, please contact



GOOD TO KNOW

To take official identities pictures:

- Monoprix photo booth Les deux Lions 59 av. Marcel Mérieux
- Carrefour Market photo booth Centre commercial Fontaines-Stendhal, av. Stendhal

WORKING IN FRANCE AS A FOREIGN STUDENT

Students with a VLS-TS visa are authorised to work in France for up to 60% of the legal working week, without having to apply for a work permit. This equates to 964 hours per year. In addition, with this visa, you can travel within the European Union for a maximum of 90 days during your stay.

If you want to carry out a work placement in a European Union member country for more than 90 days, you will need to apply for a visa from the relevant consular authority.

International Relations Department: globalexchange@excelia-group.com

THE ESSENTIALS

ACCOMMODATION

EXCELIA'S ACCOMMODATION PLATFORM

On the school's accommodation platform, you will find many ads for accommodation in La Rochelle and 40 other cities throughout France.

Simply go to: **excelia-group.studapart.com** or to **MyIntranet** > Practicalities > Housing

Room in a private house: starting from €300 per month Choosing to live with a host family gives you the opportunity to discover the French way of life and improve your language skills.

Apartments: starting from €500 per month The cost of furnished accommodation in Tours varies according to the area, proximity to public transport, the quality of the accommodation, and whether or not service charges are included in the rent.

- > You will need to show your proof of acceptance letter from Excelia
- > If you do not have a French guarantor, you can take out the 'Studapart guarantee' against unpaid rent - this is available on the accommodation platform; a fee is charged for this service

SECURITY DEPOSIT

As a rule, this amounts to one or two months' rent, paid as a guarantee in case of damage. If there is no damage, after the outgoing inventory of fixtures and fittings, the deposit will be returned in full within a maximum period of two months.

BEFORE MOVING INTO YOUR ACCOMMODATION

- **1.** You must sign a rental agreement.
- **2.** You need to take out home insurance (the minimum is known as *risques locatifs*); you can organise this through any bank or insurance company.
- **3.** On the day you receive the keys, make sure you carry out an incoming inventory of fixtures and fittings with the owner: both parties need to sign this document

BEFORE LEAVING YOUR ACCOMMODATION

- **1.** At least 1 month before your departure: you need to send a signed-for registered letter to both the property owner (notice of departure) and your insurance company.
- **2.** Two weeks before your departure: you need to contact the owner to arrange a time and a date for the outgoing inventory and for returning the keys. Make sure you leave your accommodation in good condition and arrange to have the electricity, gas and water meters read and the supply cut off.
- **3.** On the day of your departure: you need to sign the outgoing inventory and return the keys.
- **4.** Within two months of your departure: the owner must return your security deposit in full if no damage was noted on the outgoing inventory, or in part if damage was noted. The owner must justify any expenses incurred for repairing the damage.

OTHER INFORMATION

HOME INSURANCE

This insurance is compulsory. It covers any damage (water, fire, etc.) to your property and to any other property. It can be taken out via an insurance company, a bank or through a student mutual fund (known as a mutuelle).



ADIL

If you encounter any problems with the owner of your accommodation, the ADIL can provide you with legal assistance. 34 avenue du Maréchal Maunoury -Cité administrative, Porte C, 41000 Blois +33 (0) 2 54 42 10 00 adileie41@wanadoo.fr www.adil41.org

HOUSING ALLOWANCE (KNOWN AS APL)

This financial assistance is administered by the French benefits/ welfare office called the *Caf (Caisse d'allocations familiales)* for individuals and families on low incomes. As a foreign student, you may be eligible for housing benefit, provided that...

- you are an EU citizen or hold a VLS-TS visa or a French residence permit
- you are staying in France for at least 10 months a full academic year (as it takes a very long time to process applications and receive benefits)

Documents required for housing allowance applications

- Details of your bank account in France, known as your RIB (Relevé d'Identité Bancaire)
- A copy of your birth certificate in English or in French
- Proof of enrolment (known as a certificat de scolarité)

Plus...

- For EU citizens: a copy of your European Health Insurance Card
- For **non-EU citizens:** a copy of your visa and proof of validation of your visa or a copy of your residence permit, and a copy of proof of French Social Security cover with your Social Security number on it

To apply for housing allowance, go to: www.caf.fr

If you need help with your application or have any questions, please contact the team at the International Office.





THE CROUS

The Crous is a government agency that manages student accommodation, grants, and catering (university restaurants, known as RU - Restaurants Universitaires).

For more info: www.messervices.etudiant.gouv.fr

Crous accommodation: The Crous gives priority to students who have received a grant from the French government. HOWEVER, in the second semester, starting in January/ February, the Crous may accept applications from non-grant holders as well as requests from international students.

For more info: www.crous-orleans-tours.fr/se-loger/faire-une-demande-de-logement-dans-une-residence-crous/

EQUIPPING YOUR HOME ON A BUDGET

SECONDHAND SHOPS:

• La Charpentière association, 2 rue Marcel Dassault, 37520 La Riche

www.ressourcerie-lacharpentiere.fr

- Emmaüs Touraine, 14 rue Belgique, 37100 Tours emmaus-touraine.org
- Secours Populaire, Tours Centre branch, 2 allée de Luynes (ground floor), 37000 Tours

www.secourspopulaire.fr/37/tours-centre

ELECTRICITY AND GAS

For most rentals, water is already included in the rent. However, for electricity and gas, you will need to sign a contract with the relevant providers.

ENGIE (electricity and gas supplier):

+33 (0) 9 69 39 99 93 particuliers.engie.fr

For an electricity/gas contract, you will need to provide:

- the number that appears on your electricity counter and the name of the previous occupant (ask your landlord for this information)
- your RIB if you intend paying by direct debit

INTERNET AND TELEPHONE

There are many operators and providers offering different Internet and phone packages (limited and unlimited packages with international options).

Telephone operator stores in Tours:

FREE 32 rue Nationale 37000 Tours Tel: 3244

SFR 47 rue Nationale 37000 Tours Tel: 1023

ORANGE

27 rue Nationale 37000 Tours Tel: 09 69 37 03 64



To take out a contract, you will need to provide:

- your french RIB
- a photocopy of your passport and visa
- **proof of address** (photocopy of your tenancy agreement or a utility bill)

It is easier and less expensive to only take out a mobile phone subscription that includes a strong 4G connection. You can then share your phone's Wi-Fi with your computer to connect to the Internet.

FINANCES

LIVING COSTS (PER MONTH)

RENT AND UTILITY COSTS

Rent: €300 - €600 Water, electricity, gas: approx. €100

TRANSPORT FIL BLEU

Bus/tram pass (Under 26s): €23 Bike hire subscription: €3 to €5 (free for bus/tram pass holders)

OPENING A BANK ACCOUNT

If you are staying in France for more than 3 months, you can open a bank account.

BANQUE POPULAIRE VAL DE FRANCE	SOCIÉTÉ GÉNÉRALE
23 rue Nationale, 37000 Tours	3 boulevard Heurteloup, 37000 Tours
+33 (0) 9 88 98 93 45	+33 (0) 2 47 70 57 00
CRÉDIT AGRICOLE DE LA TOURAINE	CRÉDIT AGRICOLE DE LA TOURAINE
ET DU POITOU	ET DU POITOU

It is very simple to open an account! Just book an appointment with the bank of your choice and provide the following documents:

- a piece of ID
- proof of address (photocopy of your tenancy agreement or a utility bill)
- proof of enrolment at the school (certificat de scolarité)

If you lose your bank card or if it is stolen, contact your bank as soon as possible to cancel the card. If the bank is closed, call the number for loss or theft which you will find in your bank contract or online. Recontact the bank the following day to confirm your card has been cancelled. Make sure you complete and sign any documents the bank sends you, before returning them.

For more information about funding your studies: https://www.excelia-group.com/student-services/international-students/fees-funding

THE ESSENTIALS





INSURANCE

European Health Insurance Card (EHIC)

Students from the EU, the EEA, and Switzerland need to apply for a EHIC BEFORE leaving their home country, and bring it with them, making sure that it is valid for the entire duration of their stay in France.

Health Insurance

All French and all international students are covered by the general social security system in France. It is free of charge. To register, go to: etudiant-etranger.ameli.fr

This health insurance plan does not apply to:

- EU, EEA, and Swiss students, who should already have a European Health Insurance Card
- Students from Quebec, who should have an SE 401-Q-106 form
- Students who are staying for less than 3 months and who must therefore organise personal health insurance either in their home country or in France

HOW THE FRENCH HEALTH SYSTEM WORKS

Medical consultations

When going to the doctor's, in order to be reimbursed, you must present either your Carte Vitale health card (or the letter proving you are registered with the CPAM) or your European Health Insurance Card. Social Security will reimburse you 70% of a doctor's consultation fee. You are responsible for the remaining 30%. You can choose to take out additional health insurance (often referred to as a complémentaire or mutuelle) that will cover the remaining amount. We strongly recommend that you take out a basic additional health insurance contract (known as a contrat de base), which will provide you with 100% cover in the case of hospitalisation For more info: www.smerra.fr

To book medical appointments online go to Doctolib: www.doctolib.fr

Emergency appointments: SOS Médecins, 19 rue de la Dolve, 37000 Tours. Tel. +33 (0) 2 47 38 33 33



HOSPITAL STAYS

If you have to be admitted to a hospital in France, it can be very expensive. On average, a day in hospital costs €1,000. Depending on the type of care needed, the French Social Security will reimburse **70%** of this amount €700. If you do not have **additional health insurance**, you will have to pay the remaining €300 per day. However, if you take out a basic additional health insurance contract (contrat de base), which costs approx. €5 per month, you will be reimbursed 100% in the event of a hospital stay.

BUYING MEDICATION

Medication is sold in pharmacies. Certain products require a doctor's prescription in order for the medication to be dispensed and for you to be reimbursed. Pharmacies are open from Monday to Saturday, usually from 9 am to 7 pm. Outside of these hours (nights and weekends), certain pharmacies remain open. Details of these out-of-hours pharmacies are posted on the door of all pharmacies in the city.

UNIVERSITY MEDICAL SERVICES

In the event of any emotional issues (stress, anxiety, depression, etc.), we advise you to contact **a member of our Sentinel Unit on campus.** These key representatives within Excelia have been trained to listen to student concerns, whatever they may be: relationship difficulties, health worries, questions about the future, feelings of isolation, etc. Our Sentinels will be able to assist you in total confidentiality.

Help is at hand

Tours Campus Sentinels John GAVOILLE, Student Life Coordinator gavoillej@excelia-group.com +33 (0) 9 78 99 12 66

Amélie LIMORTE, executive assistant Tours and Orléans campuses limortea@excelia-group.com +33 (0) 9 78 99 12 42 La maison des adolescents

Psychological care 3 rue de la Victoire, 37 000 Tours +33 (0) 2 47 22 20 69

Pros-Consulte

Plateforme accessible Platform available 24/7 +33 (0) 8 00 73 04 43 (anonymous and free service)

ARRIVING IN FRANCE

GETTING TO TOURS

ARRIVING BY PLANE - PARIS

The majority of you will arrive in France at one of the capital's main airports: *Roissy-Charles-de-Gaulle* or *Orly*. From these airports, you can take a train to Tours. For more information about the airports and their services: www.aeroportsdeparis.fr

ARRIVING BY PLANE - TOURS

Some of you may choose to fly directly to Tours-Val de Loire airport, which is located 6 km north of the city centre. From the airport, walk to *Vaucanson* bus/tram stop. From *Vaucanson* you can take a bus or a tram to the city centre: Bus No.2, signed to *CHU Trousseau* Tram A, signed to *Lycée J. Monnet* The main city centre stop is Jean Jaurès. Departures every 10-15 minutes, 7 days a week. A ticket costs **€1.60**

TRAVELLING TO TOURS - CAR SHARE

BlaBlaCar is a car share service which enables you to travel more economically. To find a suitable journey, sign up on the internet site: www.blablacar.fr or download the application onto your smartphone.





TRAVELLING BY TRAIN FROM PARIS TO TOURS

Trains to Tours leave from *Montparnasse* station in Paris: To get to *Montparnasse* station from either airport, you can take the RER, then the metro. For more info: www.ratp.fr

TRAVELLING BY CAR TO TOURS

If you are coming to Tours by car, pay close attention to the speed limits in France (km/h):



Motorways

(110))
\sim	1

Dual carriageways



Main roads



LOCAL TRANSPORT

GETTING AROUND TOURS

BUSES AND TRAMS

Almost all bus lines in Tours operate every 7-10 minutes from 5:00 am to 12:30 am. On Sundays, buses operate every 30 minutes from 5:30 am to 12:30 am. Tram A serves the university area, operating every 6-10 minutes from 4:30 am to 12:30 am. On Sundays, the tram operates every 30 minutes from 5:30 am to 12:30 am. Monthly pass for buses and trams: €23 for students and Under 26s Liberté pass for buses and trams: a 'Pay as you go' pass, offering preferential rates Bus routes and timetables: www.filbleu.fr

BIKES

You can hire a bike via Velociti, the city's bike hire service. Standard bikes: €3 - €5 per month Electric bikes: €42 per month

Fil Bleu App: for transportation in and around Tours, you can download the Fil Bleu App which provides details of all bus and tram lines, timetables, stops, bicycle docking stations, etc. Practical, user-friendly and totally free, the App will help you plan your journeys throughout the entire Tours region using the public transport network.

For more info: www.filbleu.fr/reseau-fil-bleu/application-fil-bleu



GOOD TO KNOW

You can benefit from all the Fil Bleu transport network services for just €23 per month!

LATE NIGHT TRANSPORT The *Fil Bleu* transport network operates services until just after midnight (00:30 am).

GETTING AROUND THE REGION

Rémi is a multimodal transport network operated by the region, which includes:

- *Rémi Express* trains (services to Blois, Orleans, Bourges, Montluçon, and Paris, etc.)
- Rémi trains (local train service)
- *Rémi* buses which operate outside of urban areas, within the region

Indicative price (depending on distance): €3

For more info: www.remi-centrevaldeloire.fr, Click on HORAIRES ET ITINERAIRES > ITINERAIRES (timetable and routes > routes)

NOT TO BE MISSED... THE LOIRE CHÂTEAUX

The Rémi transport network offers you preferential rates for visiting various tourist attractions in the Centre-Val de Loire region.

For almost two centuries, the history of the royal Château of Amboise has been intimately linked to the greater history of France. This grandiose Renaissance palace of Kings Charles VIII and Francis I, and the burial place of the celebrated Leonardo da Vinci, bears witness to the profound changes that took place in Europe in the 15th and 16th centuries.

The Château du Clos Lucé is an ancient fiefdom of the Château of Amboise, summer residence of the Kings of France and then residence of Leonardo da Vinci.

Preferential rates exist if you visit both sites. **Rémi bus (Line C): €3**

Possibility of reduced prices: www.yeps.fr

For tourist information: www.touraineloirevalley.com and www.tours-tourisme.fr

LOCAL TRANSPORT

GETTING TO EXCELIA

Getting to Excelia by bus

Take bus No. 2 and get off at the bus stop **Parc Nord** Take bus No. 10 and get off at the bus stop **École Commerce**

Hôtel de ville bus stop Town Hall - town centre): **Place Jean Jaurès** **Bienvenue**

مر جياً يكم

Bus stop for Excelia: **École Commerce**



The climate in Tours is temperate, due to the influence of the Loire river: it is humid in winter and pleasantly warm in summer. The weather is however also influenced by the continental climate, so it can sometimes be very cold in winter and very hot in summer!





SUMMER - 21st June 10 à 25°C



AUTUMN - 22nd September 10 à 20°C



WINTER - 21st December



Tours Carnival Viva il cinema Festival	MAY Tours Fair	Tours'N Man Happy Color Midsummer Music Festival Aucard de Tours Vitiloire Japan Tours Festival	JULY Americar Tours Festival Funfair Terre du son	Tours f Market	
	DreamHack				

LEISURE & ENTERTAINMENT

TOURS



PLACES TO VISIT

Musée des Beaux-Arts Full price: €8.40 Students 26+: €4.20 Under 26s: Free First Sunday of each month: Free

Natural History Museum Full price: €4.40 Reduced rate: €2.20

Students with PCE* card and Under 26s: Free

Musée du Compagnonnage Full price: €6.20 Reduced rate: €3.10 Students with PCE*

card and Under 26s: Free

Château de Tours & Jeu de Paume Full price: €4.20 Reduced rate: €2.20

Students with PCE* card and Under 26s: Free

CCC OD, Centre de création contemporaine Olivier Debré Full price: €7 Reduced rate: €4 Under 18s: Free

*PASSEPORT CULTUREL ÉTUDIANT (PCE)

For only €8 per year, the PCE student card gives you the opportunity to enjoy more than 70 theatre, dance and music shows at preferential rates.

It can be picked up from the *Université de Tours*: you will need to show your student ID card and provide a passport photo.

Contact Christelle BERTHIER : +33 (0) 2 47 36 67 05 christelle.berthier@univ -tours.fr

For more info: www.pce.univ-tours.fr

CINEMAS

Cinema CGR Tours 2 Lions, 42 avenue Marcel Mérieux

> **Cinema CGR Tours Centre,** 4 place François Truffaut

> > **Cinemas Studio,** 2 rue des Ursulines

STUDENT LIFE PRACTICAL INFO AND ACTIVITIES



EATING

In the vicinity of the school, there are only a few bakeries, fastfood restaurants and a Carrefour Market grocery store, so feel free to bring your own lunch with you.

Microwaves are available in the student hub and the coworking area, and there are vending machines for sandwiches and drinks.

XL LIBRARY (MEDIA LIBRARY)

Excelia's media library gives you access to all types of documents (books, articles, press releases, etc.). It is also a great place to go for revision or for **group work** in private cubicles. You can borrow up to 8 items for 3 weeks.

For more information about XL Library services and conditions of use, go to MyIntranet/Library website.

STUDENT LIFE

The **student card** provides a certain number of advantages such as entrance fee reductions and access to university libraries internationally.

OBTAINING YOUR STUDENT CARD

Once your enrolment has been finalised, the admin team for your programme will provide you with a student card at the start of the academic year.

- If you lose the card, you will be charged €10 for the issuing of a new one
- If your card is stolen, you will be asked to provide supporting documents from the police confirming that the theft has been reported; a new card will then be provided free of charge

DON'T FORGET! Your student card allows you to benefit from a whole range of reductions... transport, cinema, daily newspapers, museums, and even concert tickets!

USEFUL INFORMATION

POSTAL SERVICE

La Poste is a postal service for sending letters and parcels. A letter posted in France will arrive in another French town within 48 hours.

For letters and parcels which are urgent, there are other companies available (Chrononpost, DHL, etc). For important letters, it is best to use a recorded delivery with signature by the recipient. This is known as a Lettre recommandée avec accusé de réception.

For postage costs, go to **www.laposte.fr** or visit your nearest *La Poste* office.

SWORN TRANSLATORS

Chinese - French Han ZHUAN zh200@yahoo.fr Yanhua Sun contact@sun-translate.fr

Russian - French

Roman SOSENKO +33 (0) 686 969 128 Traduction Assermentée France +33 (0) 9 70 46 50 06

Polish - French Olga WORONKIEWICZ +33 (0) 6 30 94 08 68

English - French or French - English Christine GOURON +33 (0) 2 47 27 64 00 Valérie Bourhis +33 (0) 6 40 10 48 43

All language combinations

Barbier traductions www.barbier-traductions.com





USEFUL INFORMATION In France, shops are generally closed on

KEY CONTACTS

FOR GENERAL QUESTIONS...

Campus Director

Laurence ROCHERY rocheryl@excelia-group.com +33 (0) 9 78 99 12 17

Student Life Coordinator

John GAVOILLE gavoillej@excelia-group.com

International Relations Department

globalexchange@excelia-group.com

FOR QUESTIONS ABOUT YOUR STUDIES...

CONTACTS FOR EXCHANGE STUDENTS

Bachelor in Business

International Relations Department globalexchange@excelia-group.com

Master in Management

Camille BERGE bergec@excelia-group.com +33 (0) 5 16 19 62 55

Master of Science (MSc)

Camille BERGE bergec@excelia-group.com +33 (0) 5 16 19 62 55

Bachelor Management du Tourisme et de l'Hôtellerie Émilie GASQUET gasquete@excelia-group.com +33 (0) 5 46 51 77 89



CONTACTS FOR NON-EXCHANGE STUDENTS

Master in Management Years 3, 4 and 5

Anthony TRUCHOT truchota@excelia-group.com +33 (0) 9 78 99 12 22 and Gaëlle MONGARD mongardg@excelia-group.com +33 (0) 9 78 99 12 10

Applied Schools

- Excelia Tourism School
- Excelia Digital Communication School
- Bachelor and MSc Real Estate

Christelle PIRON pironc@excelia-group.com +33 (0) 9 78 99 12 67

Bachelor Business

Alain JAN-KERGUISTEL jankerguistela@excelia-group.com +33 (0) 9 78 99 12 06 and Valérie ROBERT robertv@excelia-group.com +33 (0) 9 78 99 12 16

Master of Science (MSc)

Anthony TRUCHOT truchota@excelia-group.com +33 (0) 9 78 99 12 22 and Michèle CANARD canardm@excelia-group.com +33 (0) 9 78 99 12 01 and Manon DEMAY demaym@excelia-group.com +33 (0) 9 78 99 12 61



FOR QUESTIONS ABOUT ERASMUS

Erasmus: Studying abroad Delphine JOUMARD joumardd@excelia-group.com +33 (0) 5 16 19 63 55

Erasmus: Traineeships abroad Véronique TROMBLEY trombleyv@excelia-group.com +33 (0) 5 46 51 77 23

MAP OF TOU

rdi



FOOD

AMAP farmers' association - fresh, organic produce direct from farms

- (membership required) Average price of a box for 2 people: €15
- Les Paniers 2000 : "Les Colettes" 57 quai Paul Bert, Tours
- "Patronage laïque La Fuye-Velpeau"4 rue Montesquieu, Tours

Grocery distribution outlets and food waste Apps:

There are many community grocery distribution outlets in Tours, such as Restos du coeur, P'tit Kadi, and Agathe. You will find more information about them on the Internet. For food waste Apps, go to: etudiant.gouv.fr/fr/les-applis-antigaspi-pour-manger-moins-cher-268

IRS CAMPUS



klaxit

Why not download the KLAXIT car-sharing App! With this application you can benefit from car-sharing journeys totally free of charge. What's more, if you own a car, you can upload journeys and earn up to €120 a month!

Docu

Q



NEW AQUITAINE REGION

La Rochelle Campus (Main Office): 102 rue de Coureilles Les Minimes 17000 La Rochelle

CENTRE-VAL DE LOIRE REGION

Tours Campus: 8 rue Léo Delibes 37200 Tours

Orleans Campus: 17 boulevard de Châteaudun 45000 Orléans

excelia-group.com



Excelia is committed to a responsible approach



PRME Principles for Responsible Management Education BSIS IMPACT

COFDG

UNWTO













PARIS REGION

Paris Campus:

94230 Cachan

57 avenue du Président Wilson

