

MICEFA - DIY



Closing your contracts, plans etc.

It is time to go back home...
Apart from saying goodbyes to all the different people you met during your time in Paris, you have to close every plan, contract you opened when first arriving.
Here are some guidelines to do it the French way.

Cancelling your contracts and plans:

First fact about cancelling contracts in France:

Apart from cancelling online, most contracts in France have to be canceled via a written letter to be sent by registered mail. « envoyé en RAR »

MICEFA provides a letter model on its website to use for any cancellation you wish to do.

IMPORTANT : when cancelling your contracts, remember to cancel them in advance and cancel your bank account last.

Depending on the provider or company, you will have two choices:

- Send a letter of cancellation
- Cancel it online (check if it is possible and it is only with cellphone providers like B&You, Red, Sosh).

For the cellphone providers and Internet providers, please add this sentence in French so that they don't charge you for the cancellation like they tend to do: "Comme je repars aux Etats Unis/au Canada, je demande à être exempté des frais de résiliation". If you want your plan to stop when the company receives your letter, please put : "Par la présente, veuillez clôturer mon compte n°XXXXXX à réception de ce courrier". Or if you can do it online, go to your online account on their website and find the part called « résilier mon forfait », then follow the steps. If you can't find the cancellation part, send them a message asking about how to go about it.

For your bank account, you will need to make an appointment with your bank advisor **AS SOON AS YOU HAVE YOUR DATE OF DEPARTURE**, it will allow the bank to close properly your account. They will ask you to write a letter to cancel your account. If you have a large amount of money on your account and you don't want to withdraw cash, please bring your American/Canadian bank information with you so they can transfer your money to your account back home. If you are still waiting on money to be transferred to your bank account after you are supposed to leave, talk with your bank advisor about how to wire the money to your account back home and close your bank account. Remember keeping your bank account open costs money (50 euros a year). It is easier to close it and reopen it at the same branch later.

RAR?: Recommandé avec Accusé de Réception or registered mail. It allows you to get a proof that you sent your letter and that the company received it. It's very useful in case the company doesn't recognize that you sent your letter. To send a letter with RAR, go to a post office and ask to send the letter "par RAR". It will cost you around €3,50 plus the stamp for the letter.

Remember, the MICEFA Office can help you with this process !! don't hesitate to ask Audrey !!

Example of contracts that need to be closed:

- Imagin'R - Phone - Internet
- Bank (all services) - Electricity
- And any other like Fitness club etc.

Documents you will need to cancel contracts, plans:

When you are sending your letter of cancellation, remember to enclose with it:

- A certificate de fin d'étude – provided by MICEFA. It certifies that you are leaving French to go back to your home country thus you have a good reason to cancel the contract at that particular time.
- A copy of your plane ticket back home
- Registered Mail (RAR in French)