

PARIS CAMPUS











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THE ESSENTIALS

KEY STEPS











Book **ACCOMMODATION**

Organise home insurance through **SMERRA**

Validate your **VISA** on administrationetrangers-en-france. interieur.gouv.fr within 3 months of your arrival in France









Register on **AMELI** website to benefit from free medical cover in France: etudiant-etranger.ameli.fr







Upload your visa **AND** proof of visa validation onto Excelia's **WEBGAIA**





If you are renting accommodation for 5 months or more, you can apply for housing benefit on the Caf website: caf.fr





(known as complémentaire)





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 3 months to validate your visa online, on the following website:

administration-etrangers-en-france.interieur.gouv.fr/

This compulsory 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 online for a residence permit (titre de séjour).

If you have any questions about residence permits, please contact Mathilda ANTON JEYAKUMAR (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 2024-2025 academic year, the fee is €103. To pay the fee, go to the following website: **cvec.etudiant.**

aouv.fr

(in the top right-hand corner, you will find an English version of the page). To finalise your registration, you will be asked to provide proof of your CVEC payment. However, students on an academic exchange, refugees, and asylum seekers DO NOT HAVE TO PAY the CVEC fee.



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** 3 months before your longstay student visa expires. Residence permit renewals are also done online via the same website:

administration-etrangersen-france.interieur.gouv.fr

For any questions or help, please contact

WORKING IN FRANCE AS A FOREIGN STUDENT

TKE 1971

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.

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

Mathilda ANTON JEYAKUMAR: antonjeyakumarm@excelia-group.com

GOOD TO KNOW

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 public transport to wherever you are staying.

For more information about the airports and their services: **parisaeroport.fr** or **use the Paris airport App**.

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THE ESSENTIALS

ACCOMMODATION

EXCELIA'S ACCOMMODATION PLATFORM

On the school's accommodation platform, you will find many ads for accommodation in Paris-Cachan and 40 other cities throughout France. Simply go to: **excelia-group.studapart.com** or visit **XL Connect.**

Room in a private house: €500 - €600 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: €600 - €900 per month

Prices vary according to the type of rental (central Paris or the outskirts of the city). Accommodation is also available in student residences.

ECLA: Residences embracing the concept of co-living!

Our Paris Campus has a partnership with ECLA residences (accommodation in Massy-Palaiseau and Villejuif) with fully inclusive offers starting at €895.

To be able to rent accommodation:

• 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

For more information, please contact the Campus Life & International Office Coordinator for our Paris campus. Mathilda ANTON JEYAKUMAR

Email: antonjeyakumarm@excelia-group.com

SECURITY DEPOSIT

As a rule, this amounts to 1 or 2 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 2 months.

BEFORE MOVING INTO YOUR ACCOMMODATION

- 1. You must sign a rental agreement.
- **2.** You need to take out home insurance; 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 notice of departure as a signed-for registered letter to both the property owner 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; take a reading of all the meters (electricity, gas and water) and arrange to have 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.

65 rue Jean Jaurès, 94800 Villejuif Tel: +33 (0) 1 43 902 525

By appointment only

HOUSING ALLOWANCE (known as APL)

This financial assistance is administered by the French benefits/ welfare office called the *Caisse d'allocations familiales (Caf)* 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 either a VLS-TS visa or a French residence permit
- you are staying in France for at least 10 months i.e. 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 relevé d'identité bancaire (RIB)
- 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: caf.fr

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



THE CROUS

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

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

CROUS accommodation: Excelia has a partnership agreement with the CROUS. For more information, contact Mathilda ANTON JEYAKUMAR: antonjeyakumarm@excelia-group.com

If you prefer, you can contact the CROUS directly via their website: **Crous Paris - logement (crous-paris.fr)**

CROUS catering: To eat in a CROUS university restaurant, you need an IZLY account. This is an online payment system. You credit your account with money and then use IZLY to pay for your food. All students who have a CVEC receipt will automatically **receive an email from IZLY** to activate their user account. **Exchange students (who do not pay the CVEC fee)**, need to contact the International Office to create an IZLY account.

You will need to install the IZLY application on your smartphone to pay for your meals... it's very easy to do!

For more info: izly.fr

FINDING ACCOMMODATION

STUDENT RESIDENCES: FAC-HABITAT

There are several student residences close to the campus, including...

- Résidence Georges Mathé
- Résidence Hortense Wild
- Résidence Julie-Victoire Daubié
- Résidence Thomas Edison

INTER-GENERATIONAL HOUSING: ensemble2générations

This nationwide association, *ensemble2générations*, promotes inter-generational living. It offers free or low-cost accommodation solutions for students, in exchange for their presence or services in the homes of older people. For more info: *ensemble2generations.fr*

ALJT MARCEL BONNET STUDENT RESIDENCE: PRIVATE OR SHARED ACCOMMODATION

Flat-sharing is a great way to reduce your costs and still qualify for housing allowance (APL).

For more info: aljt.com

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.

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 property owner for this information)
- your RIB if you intend paying by direct debit

ENGIE (electricity and gas supplier)

Tel: +33 (0) 9 69 39 99 93

Website: particuliers.engie.fr

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 near Cachan:

FREE

SFR

1 pl. de la Vache Noire 1 pl. de la Vache Noire 1 ave. Nelson Mandela 94110 Arcueil

ORANGE

94110 Arcueil



94110 Arcueil

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

- your 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.

THE ESSENTIALS

HEALTH

INSURANCE



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 (EHIC)
- 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

GOOD TO KNOW

The Student Health Service (Service de Santé des Étudiants - SSE) offers health advice free of charge, upon presentation of your student card. This service is available throughout the year and is totally confidential. The SSE will be happy to answer your questions and help with any difficulties you may have.

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: **smerra.fr**

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



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, i.e. €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-ofhours pharmacies are posted on the door of all pharmacies in the city.

Medical services in Paris-Cachan

For the moment, we do not have our own infirmary on the Paris campus.

In Cachan, however, the Georges Grün health clinic offers medical services. Patients can see a doctor or book appointments for health specialists, as well to see nurses, dentists, orthodontists, and physiotherapists.

To see a doctor or a specialist, you can...

- call the clinic direct: +33 (0) 1 49 69 61 40
- book an appointment on the Doctolib platform (you will need to create an account) - they will send you a reminder by text message 24 hours before your appointment

For more info: **doctolib.fr**

SOS Emergency Medical Services in Paris

Paris 3rd arrondissement 14 rue Volta

75003 Paris

Paris 13th arrondissement 85 boulevard de Port-Royal 75013 Paris

Paris 15th arrondissement Paris 19th arrondissement 12 rue Tiphaine 75015 Paris

Paris 17th arrondissement

2 rue Francis Garnier 75017 Paris

128 boulevard MacDonald 75019 Paris

FINANCES

LIVING COSTS

RENT AND UTILITY COSTS

Rent: €600 - €900 per month Water, electricity, gas: approx. €100 per month

TRANSPORT

- Imagine R Étudiant - Student travel pass: €382.40 per year for unlimited travel on the entire Paris transport network - Bike hire: if you have an Imagine R travel pass, you can create a VÉLIB account for free and pay for bike hire as you go - see V-LIBRE, page 15

FOOD

Crous University Restaurant: €3.30 for a 3-course meal (€1 for grant holders) On-site cafeteria (snacks and meals): €1 - €5.50

OPENING A BANK ACCOUNT

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

LCL BANQUE ET ASSURANCE

1 rue Camille Desmoulins, 94230 Cachan Tel: +33 (0) 1 49 08 08 42

CRÉDIT AGRICOLE

6 av. Cousin de Méricourt, 94230 Cachan Tel: +33 (0) 1 45 36 18 52

CRÉDIT MUTUEL

1 rue Marx Dormoy, 94230 Cachan Tel: +33 (0) 1 49 08 51 24

SOCIÉTÉ GÉNÉRALE

5 rue Camille Desmoulins, 94230 Cachan Tel: +33 (0) 1 46 65 22 00

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: excelia-group.com/student-services/international-students/fees-funding

TRANSPORT

GETTING AROUND PARIS AND CACHAN

For public transport information in Paris, download the **Bonjour RATP** App! It will not only help you find the best route for your journey but will give you up-to-date schedule information for all modes of transport in the Paris region.

TICKET T+: €2.15 PER TICKET

The TICKETT+ can be used on all metro lines, central Paris RER lines, Île-de-France bus lines (except the airport buses Orlybus and Roissybus), tram lines, and even the funicular in Montmartre. It is the perfect ticket for passengers who use public transport infrequently. Please note! A ticket can only be used once!

IMAGINE R ÉTUDIANT - STUDENT TRAVEL PASS:

€382.40 PER YEAR (€374.40 + €8 ADMIN FEE)

The Imagine R student travel pass is a **12-month subscription.** You can choose which month you want the pass to start, from September to January. However, if you subscribe between January and the end of April, the pass will only be valid until the end of December of that same year... but you still have to pay for a **full year!**

For example, if you apply for an IMAGINE R pass in March, your first direct debit payment will be for the **admin fee plus the months of January, February and March.**

For more info: **Purchasing a travel pass during the year - how much will it cost?** | **Île-de-France Mobilités (iledefrance-mobilite.fr)**





V-LIBRE: €0 PER MONTH (SUBSCRIPTION FREE FOR IMAGINE R TRAVEL PASS HOLDERS)

- For occasional use
- No subscription
- Pay for time used (payment from the first minute)

V-PLUS: €3.10 PER MONTH

- For regular use (minimum 4 uses per month)
- Includes 30 minutes on classic bikes
- 12-month subscription

V-MAX: €9.30 PER MONTH

- Includes classic and electric bikes
- Includes 60 minutes on classic bikes
- Includes 45 minutes on electric bikes
- 12-month subscription

For more info: **velib-metropole.fr/en**

UBER, HEETCH

(FARES VARY ACCORDING TO DISTANCE TRAVELLED)

Applications such as Uber and Heetch are very popular in and around Paris. However, they are considerably more expensive than public transport!

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TRANSPORT

GETTING TO EXCELIA

Bienvenue

مرحباً بكم

Bienvenid

Excelia's campus is located at 57 avenue du Président Wilson in Cachan.

- Take RER B and get off at **Bagneux** station
- Take RATP bus 187 and get off at bus stop Divison Leclerc -**Camille Desmoulins**

From either, it's just a short walk to the campus!

BOURG-LA-REINE L'HAY-LES-ROSES By bus:

Excelia campus Bus stop: Division Leclerc -**Camille Desmoulins**

PARIS-CACHAN

CLIMATE

In Paris, winters are cold, and snow is not uncommon, whilst summers are temperate and very sunny. If you come to Paris in autumn or winter, you should bring suitable warm rainproof clothes.



SPRING - 20th March 5°C - 20°C

SUMMER - 21st June 10°C - 25°C

AUTUMN - 22nd September 10°C - 20°C

WINTER - 21st December 0°C - 10°C



MAY European

APRIL Paris Half Night of Marathon Museums Paris Book Paris Fair Festival We Love Paris

FEBRUARY

Art Capital

Green Marathon Festival JUNE-JULY

Solidays Festival Midsummer Music Festival **SEPTEMBER**

La Parisienne women's race

DECEMBER

Christmas Markets

For more information about things to see and do: parisjetaime.com

RER B Bagneaux station By train:

PARIS

LEISURE & ENTERTAINMENT



PLACES TO VISIT

Eiffel Tower

Full price (Second floor/The top): €14.20/€26.90 by stairs or €22.60/€35.30 by lift 12-24 yrs (Second floor/The top): €7.10/€13.50 by stairs or €11.30/€17.70 by lift

The Louvre

Full price (online): €22 Under 26s (EU citizens): Free upon presentation of ID card First Friday of the month after 6 pm: Free (September to June)

Arc de Triomphe

Full price: €16 18-25 yrs: Free

(European Union nationals and non-European legal residents in France)

Under 18s: Free

Château de Versailles

Full price (Château only): €21
Full price (Château + Trianon
+ gardens): €32
Under 26s (EU citizens): Free
Under 18s: Free
First Sunday of the month: Free
(November to March)

Disneyland Paris

1-day ticket: starting from €81 per day 2-day ticket: starting from €71 per day 3-day ticket: starting from €67 per day 4-day ticket: starting from €59 per day/

Parc Astérix

Full price: starting from €49

Bateaux Mouches

Full price: starting from €17

CINEMA

Cinéma La Pléiade

12 avenue Cousin de Méricourt, 94230 Cachan

GOOD TO KNOW

With the Carte Paris Musées pass, you can visit all the temporary exhibitions on show in the City of Paris museums for €20 a year (excluding the Catacombes de Paris and the Crypte archéologique de l'île de la Cité).

For more info: parismusees.paris.fr

STUDENT LIFE

PRACTICAL INFO AND ACTIVITIES

EATING

There is a cafeteria on the lower floor of the main building, near the atrium. It's open from Monday to Friday, 11am to 2pm, offering a wide choice of sandwiches, salads, ready meals, desserts, and drinks.

Lunch costs from €1 to €5.50.

The CROUS University Restaurant in Cachan is just a 5-minute walk from the campus. A full meal (starter + main course + dessert) costs €3.30 (€1 for grant holders).

Important: you need an IZLY account to pay for your meal (cash is not accepted). So, don't forget to create an IZLY account, then download the application!

For more info: *izly.fr*

SPORTS AND LEISURE

Excelia's campus in Paris-Cachan has a Student Services Office (BDE) and a Sports Office (BDS). New projects and ideas are always welcome!

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.**

You can borrow up to 8 items for a maximum of 3 weeks. For more information about XL Library services and conditions of use, go to **library.excelia-group.com**.

STUDENT LIFE

STUDENT CARD

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



- 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!

You also need your student card to be able to use the scanner/photocopiers located on the premises.

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 **laposte.fr** or visit your nearest *La Poste* office.



SWORN TRANSLATORS

Chinois - Français Han ZHUAN

Email: zh200@yahoo.fr

Yanhua SUN

Email: contact@sun-translate.fr

Russian - French

Roman SOSENKO

Tel: +33 (0) 6 86 96 91 28

Express Traduction

Tel: +33 (0) 9 70 46 50 06

Polish - French

Mirka WIELGOMAS

Tel: +33 (0) 6 32 16 79 90

English - French French - English

Christine GOURON

Tel: +33 (0) 2 47 27 64 00

All language combinations

Barbier Traductions barbier-traductions.com

EMERGENCY NUMBERS

112
European
Emergency
number

17
Police
Law
enforcement

18
Fire service
Fire/Accidents

15 Medical emergencies Paramedics (SAMU)

KEY CONTACTS

FOR GENERAL QUESTIONS...

International Office Coordinator

(providing advice to international students about residence permits, visas, social security, mutual insurance, CAF, etc.)

Mathilda ANTON JEYAKUMAR

Email: antonjeyakumarm@excelia-group.com

Tel: +33 (0) 9 78 99 12 65

Campus Manager

Sarah BARRERE

Email: barreres@excelia-group.com

Tel: +33 (0) 6 19 83 15 11

FOR QUESTIONS ABOUT YOUR STUDIES...

CONTACTS FOR EXCHANGE STUDENTS

BBA International

Mélissa GUICHARD Email: guichardm@excelia-group.com

Tel: +33 (0) 5 16 19 62 64

Master in Management / Master of Science (MSc)

Camille BERGE

Email: bergec@excelia-group.com Tel: +33 (0) 5 16 19 62 55



CONTACTS FOR NON-EXCHANGE STUDENTS

BBA International

Valérie PASTUREL

Email: pasturelv@excelia-group.com and

Sarah BARRERE

Email: barreres@excelia-group.com

Tel: +33 (0) 6 19 83 15 11

Master in Management Years 3, 4 and 5

Nicole ESCOURROU

Email: escourroun@excelia-group.com Tel: +33 (0) 5 16 19 62 62

Master of Science (MSc)

Stéphanie BREMAUD

Email: bremauds@excelia-group.com

Tel: +33 (0) 5 16 19 63 41



Erasmus+ Studying abroad

Mathilda ANTON JEYAKUMAR Email : antonjeyakumarm@ excelia-group.com

Tel: +33 (0) 9 78 99 12 65

Erasmus+ Traineeships abroad

Véronique TROMBLEY

Email: trombleyv@excelia-group.com

Tel: +33 (0) 9 78 99 12 65

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Photos: KOSMOS, Laurinda Hudgens, Camille Lambrecq, Seb Pouilland, Mathieu Vouzelaud, Fotolia, Brockl. Augistat, Exelia-Alf night severed 108/2021. This document is non-contractual. The Management reserves the right to modify course content, dates, and tution less.

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 Orleans

PARIS REGION

Paris Campus 57 avenue du Président Wilson 94230 Cachan

excelia-group.com













Excelia is committed to a responsible approach



















