



## ENROLMENT FORM

<b>First name</b>	<b>MR. <input type="checkbox"/> MS. <input type="checkbox"/></b>
<b>Family name</b>	
<b>Nationality</b>	
<b>Address</b>	
<b>Address (Italy)</b>	
<b>Telephone</b>	
<b>E-mail</b>	
<b>Date and place of birth</b>	

Passport number	
Date of issue	
Issued at	

### COURSE

Starting date	
Finishing date	
Type of course	
Level	1 <input type="checkbox"/> 1/2 <input type="checkbox"/> 2 <input type="checkbox"/> 2/3 <input type="checkbox"/> 3 <input type="checkbox"/> 3/4 <input type="checkbox"/> 4 <input type="checkbox"/> 4/5 <input type="checkbox"/> 5 <input type="checkbox"/> 5/6 <input type="checkbox"/> 6 <input type="checkbox"/>

### ACCOMODATION

Date of arrival	
Date of departure	
Type of accommodation	
Address	
Owner	
Rent	

How did you hear about the school?

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**I HAVE READ THE GENERAL CONDITIONS AND I ACCEPT THEM:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### FOR INTERNAL USE ONLY

Acconto	Deve	Data

INFORMATION IN ACCORDANCE WITH LAW N. 196 OF 30/06/2003, (Protection of personal information). In accordance with article 13 of law 196 dated 30/06/2003, this is to inform you that any data regarding you, provided by you or otherwise acquired in the course of our work will represent a body of information that will be treated as specified by the above-stated law, legally and respecting all obligations of correctness and privacy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## GENERAL CONDITIONS

### ENROLMENT

1. Enrolment is only confirmed upon receipt of the completed and signed enrolment form (in which the student declares to have read and accepted the general conditions) and an **advanced deposit of 50% of the course fee**.
2. Those applying for a student visa must send us the completed and signed enrolment form and must pay the **entire fee** for the selected courses.
3. The balance of the course fee must be paid before the course begins (by cash, credit card, cheque or bank transfer).
4. All banking fees are at the expense of the student.
5. The course fee includes: level test upon enrolment, tuition, course materials, extra-curricular activities, attendance certificate, Wi-Fi internet access, accommodation service.
6. Each hour of tuition lasts 60 minutes.
7. Bookings are non-transferable, i.e. they are specific to dates, courses and student. Students forfeit tuition if they are late, absent or leave early.

### CANCELLATIONS

1. No cancellations will be accepted unless made in writing.
2. The deposit will be refunded for cancellations made at least **10 days before** the start of the course.
3. The deposit will not be refunded for cancellations made **less than 10 days before** the start of a course.
4. No refunds will be given for courses or parts of courses not taken by students due to illness, early departure, delays in arrival etc.
5. Once a student visa has been issued, there can be **no refunds/course date changes**.
6. If a student visa application has been refused, the school will issue a full refund of the sum paid **less €100** in administrative fees upon receipt of the original visa refusal letter issued by the Italian embassy/consulate.
7. Documents sent to students for visa or immigration purposes must be returned to the school upon cancellation.
8. Any refunds will be returned via the original method of payment.

### PRIVATE LESSONS

1. Individual lessons must be paid in advance.
2. Private lessons must be cancelled by **6pm on the day prior to the scheduled lesson** by telephone, otherwise the lesson will be forfeited.
3. Any private lessons purchased have a validity of 1 year from the date of the first lesson taken.

### HOLIDAYS

There will be no classes on Italian public holidays (see website).

### PHOTOGRAPHS AND VIDEOS

From time to time the school takes photos and videos of its students in order to promote the school through websites, brochures, display boards, photo albums and any other publicity media. You must inform the school in writing before your course starts if you do not allow use of such images.

### INSURANCE

You are very strongly advised to take out insurance to cover all your expenses in the event of cancellation. Your insurance should also cover medical expenses and all other risks associated with travelling and staying abroad.