

GENERAL CONDITIONS OF PARTICIPATION

Scuola Leonardo da Vinci® - Florence, Milan, Rome, Siena: General Conditions of Participation 2019

1. Enrollment and payments:

1.1. Please send the application form to the School center you have chosen. Minimum age for admission is 16 years. We suggest to book at least 4 weeks in advance.

1.2. Together with the application, the School must receive the payment of the registration fee of 70 Euro and the deposit of 20% of the global tuition fee.

Students needing a Visa are required to follow a different procedure (see point 6).

1.3. Upon receipt of your application and payment, the School will immediately send you the course confirmation.

1.4. The balance of the global tuition fee must be paid in full not later than 15 days prior the beginning of the course. For late enrollments (i.e. less than 15 days prior the beginning of the course) the registration fee of 70 Euro and the total tuition fee must be paid upon enrollment.

1.5. Payments by Bank transfers as well as Credit card payments are accepted.

In case of bank transfer, please make sure that all bank transfer charges have to be paid by the sender ('OUR' Instruction).

2. Accommodation:

2.1. In order to reserve an accommodation, the School requires the student's credit card details as guarantee for the accommodation.

2.2. Once the student has received the accommodation details, the School is authorized to charge 100 Euro for family or shared apartment reservation deposit. This deposit is not refundable in case of accommodation cancellation communicated less than 15 days prior to the arrival date, or in case of non arrival and/or no show in the reserved accommodation.

2.3. Minors can only book family lodging with half board.

2.4. Accommodation check-in, check-out and other regulations, see "Notes for Accommodation" on the bottom of page.

2.5. The School acts as intermediary between students and owners/families. However, advices on accommodation are based on the student's request and preferences, easing the direct contact between the student and the tenant.

3. Cancellations:

3.1. Cancellations must be communicated to the School center in writing (i.e. by registered letter or email).

3.2. Registration fee and deposit of the global tuition fee are not refundable (at any cancellation time).

3.3. If the cancellation is made after the course has been started, the School will retain the entire tuition fee, even if the booked period of study is more than one month, i. e. no refunds will be made.

3.4. All courses start on the published fixed dates. No reductions or refunds apply in case of late arrivals, early departure or missed lessons.

3.5. In case of cancellation due to Visa refusal, please ask for our [special conditions of cancellation](#).

4. Lessons:

Lessons are held from Monday to Friday, either in the morning or in the afternoon. Lessons are not held and not refunded on national and local public holidays. Please check the bank holidays on our calendar.

5. Insurance:

5.1. Our students are insured against accidents occurring during their journey to School (one hour before lessons start and one hour after lessons), during the class hours and the cultural activities arranged by the School.

5.2. Participants are not insured against illness, accidents, theft or loss of personal possessions, either by the Schools or by those offering the accommodation. We therefore recommend to have a personal insurance valid abroad.

5.3. During a stay in Italy, students must be personally insured against illness and accident (Italian law). Citizens from EU countries, Switzerland, Liechtenstein, Norway and Island benefit from free medical care in Italy if they hold an European Health Insurance Card (EHIC-Card) which can be obtained in their home country before departing for Italy. Students from other countries are advised to check their insurance benefits abroad.

5.4. Moreover, participants are recommended to insure themselves against loss of fees due to non-arrival, absence or unexpected termination of their course.

6. Visa:

If a Visa is requested, we recommend to contact the nearest Italian Embassy or Consulate to enquiry about eligibility and requirements. Special booking conditions apply in case the student needs documents for Visa application to be provided by the School. Check <http://vistoperitalia.esteri.it/home/en>, if you need a Visa to study in Italy. As soon as we receive the booking and the evidence of payment of the global tuition fee, we will send you our specific Certificate of Enrollment for Visas. This document fulfills one of the requirements to obtain a Visa. You are responsible for obtaining the Visa and for any Visa-related expenses.

7. Personal data:

The participant authorizes the Scuola Leonardo da Vinci to include her/his personal data in a mailing list for third parties and promotions. This consent can be withdrawn at any time in accordance to art. 13, 196/03 of the Italian Law and art. 21 of EU Regulation 679/16.

8. Photographs and video pictures:

The School reserves the right to use photographs and/or video pictures taken during the class hours or free time activities to the purpose of publishing promotional material. This right can be interdicted by the student with a written statement to be received by the School within one month from the day of the photo-shoot.

9. Changing in course programs and prices:

The Schools reserve the right to modify their course programs and prices.

10. Acceptance:

Above "General Conditions of Participation" are meant accepted by the submission of any application form.

Notes for Accommodation:

- **Housing check in:** Sunday before the start of the course, from 2 pm to 10 pm. For arrivals after 10 pm there is an extra charge of 25 Euro.
- **Housing check out:** Saturday morning at the end of the course, until 10 am.
- Different arrival or departure days only by special arrangements and on extra charges.
- Double rooms can be booked only by two participants of a language course travelling together or by a participant accompanied by her/his friend.
- **Host families:** Bed-linens are provided and changed every two weeks. Half-board includes breakfast and dinner. Remember that you cannot cook on your own (exceptions only on special request and on extra charge).
- **Shared apartments:** Bed-linens are provided and changed every two weeks or, in alternative, upon arrival each student will be given a set of bed-linens and two sets if they stay for a longer period. A cash deposit of 100 Euros is required to get the keys of your apartment accommodation. This deposit will be returned upon check-out unless of proved damages caused by the student, less reparation costs if needed.
- Towels are not provided, please bring your own towels.
- For all accommodations: We need your credit card details as guarantee deposit to make reservations.
- Payment of family and shared-apartment accommodation must be made immediately upon your arrival in Italy.
- Hotels of all categories, Private apartments, Studios and Residences, B&B: On request the schools can send you a list of various recommendable accommodations. Please book directly with the provider and well in advance.