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## **Terms and Conditions**

All enrollments are subject to the following general conditions which become legally binding at the moment of acceptance of enrollment by the Centro di Lingua e Cultura Italiana IL FARO. The acceptance of the enrollment is to be considered completed only when the school sends a written or email confirmation back to the student.

### **1) LESSONS**

All lessons are held from Monday through Friday.

On the first day of class all students must come to the school at 9 a.m. Beginner students will be placed in their class and will immediately start the course; non-beginner students will take the mandatory placement test made up of written and oral parts. At the end of the placement test, students will be informed of their respective levels and they will begin to attend classes in the afternoon of the same day.

Language classes are held in the mornings and in the afternoons for a total of 4 lessons daily. One lesson is 50 minutes.

The number of total hours of the course includes the placement test.

Each class will be held even if there are only 1 or 2 students at that level. Classes have a maximum of 6 students.

Class schedule may be modified for excursions and/or cultural activities organized by the school. Missed hours will always be recovered in following days.

The direction of the school reserves the right to change the class schedule for any reason.

### **2) ACCOMMODATION**

The regularly enrolled student, who needs accommodation, must communicate to the school ASAP. Upon enrollment the school will provide students with all the available options for the chosen period of time, provide information about the price and the characteristics, and will make reservations at no extra charge.

The school will act as intermediary between the student and the provider of accommodation but does not take any responsibility in the relationship between the former and the latter.

### **3) ENROLLMENT AND DEPOSIT**

The enrollment to the classes can be made by email, fax or letter.

In order to enroll the student must pay a deposit of 150 € (non refundable). The deposit can be paid by cash, bank transfer, or international postal money order. It is required to enclose a copy of the transaction receipt with the enrollment form.

### **4) BALANCE**

The balance due must be paid by the second day after arrival at the school. If by that date the balance were not to be paid, the student would not be able to attend further classes or paid excursions.

After the beginning of the course, tuition paid for Language Courses may not be redirected to other classes, excursions or private lessons.

## 5) **PAYMENTS**

The balance can be paid by cash, bank transfer or international money order. Bank and postal commissions are to be paid by the student.

The payment for the accommodation will be made directly to the hotel.

Special focus lessons, cooking classes or applied arts classes may be paid directly to the secretary of the school, in one of the aforementioned ways.

Always clearly state personal information and the dates of enrollment to the courses in any payment form. (Last name..... Name..... Enrollment language course from .....to.....)

The student is required to send also a copy of the transaction receipt by fax or mail, if balance is paid through a bank transfer in his/her own country.

## 6) **PRICE VALIDITY**

Prices are valid until indicated on the website.

## 7) **CANCELATION AND REIMBURSEMENT**

The student must immediately inform the school via registered letter with delivery confirmation in case of cancellation or shortening of the course. In any case:

- The deposit of € 150 will not be refunded;
- The deposit or other payments can not be transfer to other people.

## 8) **REIMBURSEMENT FOR CANCELLATION BEFORE THE ARRIVAL**

A student who decides to cancel his/her reservation must communicate it via registered letter with delivery confirmation within two weeks of the beginning of the course. If payment in full has been made, the balance (with the exception of the deposit) will be reimbursed. All consequent bank expenses are to be paid by the student.

## 9) **REIMBURSEMENT AFTER ARRIVAL**

No refunds are allowed for:

- Non-attendance or unmotivated absences from class;
- Delayed start or premature departure;

The Centro IL FARO reserves the right to allow occasional reimbursements for special circumstances, in form of a bonus to be used for future courses.

## 10) **RESIDENTIAL PERMIT (PERMESSO DI SOGGIORNO)**

Once in Italy, the foreign student from a country not included in the European Union must apply for a residential permit to the Questura (State Police) within 8 days from his/her arrival.

Necessary documents:

- Passport + 1 photocopy of the passport with the entry visa issued by the Italian Consulate;
- 4 passport-size pictures;
- One revenue stamp of € 11,00 euros (purchasable in Italy in tobacco shops);
- Certificate of enrollment to the school;
- Receipt from the hotel where the student will lodge for the period of studying, or other rent contract;
- Compulsory health insurance policy certificate covering the foreign citizen for health, life, and permanent disability, including hospitalization. Some foreign insurance policies are accepted if previously stamped by the Italian Consulate or Embassy. If the student does

not own a personal insurance policy, he/she can purchase one in Italy when he/she arrives, through the offices of the school.

The insurance company is INA, agenzia generale di Roma, via del Tritone, 181 – 00187 Roma. The cost is € 38,73 for six months; € 77,47 for a year.

The Centro di Lingua e Cultura Italiana IL FARO is available for assistance at no extra charge for the procedure for obtaining the residential permit.

#### 11) VISA

Before their departure, students from non UE countries must obtain a student visa from the Italian Embassy in their country. The Centro di Lingua e Cultura Italiana IL FARO will provide the students who apply for a student visa with a certificate of enrollment for the duration of the language course only after receiving payment in full for the course.

In case of necessity, the school will send the original copy of the enrollment certificate via courier; the expenses for this are to be paid by the student.

If the application for a student visa is denied by the Italian Embassy even after the submission of the certificate of enrollment, the student will be entitled to the reimbursement of the entire amount paid. In this case the student will only pay for the bank commissions.

If the student should not be issued a visa, the school requires a copy of the written explanation given by the Embassy/Consulate and, if previously provided, the original of the certificate of enrollment.

After obtaining the student visa the student cannot not cancel or change the dates of the language course for which the visa has been issued.

For the students with visa, the school will take the responsibility to notify the police of an unexplained absence of 2 or more consecutive days.

Students must consider the necessary time for the visa to be issued. It is recommended that students apply for a visa at least 2 months before their departure.

#### 12) MEDICAL INSURANCE

Citizens of UE can request of the health authorities of their country the form E111 which guarantees health coverage also in Italy.

Non UE citizens are encouraged to sign up for a personal medical insurance in their own country. Further information may be obtained through the Italian diplomatic authorities in their own country.

#### 13) RESPONSIBILITIES

The Centro di Lingua e Cultura Italiana IL FARO declines any responsibilities for loss, or damage to objects or people except for the cases in which the responsibility is imposed by Italian law. Students are responsible for damages caused to the property of the school during the courses.

All the enrollments are liable to the general conditions presented in this regulation which become legally binding at the moment of the acceptance of the enrollment by the Centro di Lingua e Cultura Italiana IL FARO. Once the Centro di Lingua e Cultura Italiana IL FARO accepts the enrollment, the student tacitly accepts all the conditions expressed in this regulation.

In conformity with the Article 1341 in the Civil Code, the student hereby declares to know, accept and agree with the conditions of the articles 3, 4, 5, 7, 8, 9 of this agreement.

In case of controversy the competent court is the Court of Gorizia.

This document represents a legal agreement.