



Enrolment form

Name

Surname.....

Date of birth.....

Place of Birth City/town..... Country.....

Nationality.....

Passport number.....

Occupation.....

Address.....

Telephone.....

Type of course.....

Date of the Beginning and End of the course.....

Date of arrival and departure.....

Level of Italian:

- Beginner Elementary Intermediate Advanced

Request for Housing:

- Host Family Comfort apartment Hotel No Housing Request

Type of room:

- Double Single

Request for Transfer service:

- One Way transfer Return Transfer No Transfer Request

Request for post service:

- Urgent post Fax E-mail Usual post No post

How did you know about the school:

- Internet Friends Agency Other

This application must be sent to one of the following e-mails:

m.mirkina@studioitalia-italy.it (Russian, English, Italian, Romanian)

m.plaja@studioitalia-italy.it (English, Italian)

f.boccio@studioitalia-italy.it (English, Italian, German)

RICONOSCIUTA DAL MINISTERO DELLA PUBBLICA ISTRUZIONE

International Language School – Divisione STUDIOITALIA

Via Tibullo n. 16 – 00193 Roma Tel. +39-6-97270665 – Fax +39-6-6869758

www.studioitalia-italy.it - E-mail: studioitalia@studioitalia-italy.it

NOTE!

Student has to complete the application form clearly and accurately in English. After fulfilling student can fax or mail the application form to the school. It is also possible to send us the enrollment form via our web site www.studioitalia-italy.it, by fulfilling it on the page reserved.

On the first school day a student has to present himself at STUDIOITALIA at 9:00 a.m. in order to pass a test and to be placed in the right for his Italian language level group. The lessons have their place from 9:30 till 11:00 and from 11:30 till 13:00.

Student Enrollment Information:

Complete applications are requested at least four weeks prior to the enrolment date. Students who apply after this deadline will be accepted on a space available basis.

There are general conditions that every student has to know before fulfilling his application form. Signing the application module student automatically accepts all general conditions.

1. The minimum age to enroll at Italian school is 16.
2. The school reserves the right to cancel any course, to modify the course calendar and to change the prices on the basis of alternative solutions proposed to the clients if the minimum number of students is not reached.
3. Lessons normally take place from Monday to Friday. Neither lessons take place nor reimbursement is given for national or local holidays, except by prior written agreement. The school remains closed on the following dates of the year 2009: 1st January, 6th January, 9th April, 25th April, 1st May, 2nd June, 29th June, 15th August, 1st November, 8th December, 25 and 26 December.
4. Courses start every Monday.
5. No reimbursement is given for students who miss lessons (for example if they arrive after the beginning of the course or leave before the end of the course).
6. Enrollment procedure: together with your application form you are requested to send receipt of the payment of 100% of the total cost of the course and the requested housing. Payment can be made by cash or by bank transfer.

A current account for payments:

Banca d'appoggio: Banca Popolare di Bergamo Ag. 8 Via del Monte della Farina ROMA ABI 5428 CAB 3206
C/C 000000006150 CIN H intestato a INTERNATIONAL LANGUAGE SCHOOL SRL divisione STUDIOITALIA
IBAN IT98 H05428 03206 000000006150

To be admitted into the course you will have to produce evidence of payment, otherwise the student will not be admitted into the classroom in any case. Cost of remitting payment to STUDIOITALIA must be done by the agent/student. STUDIOITALIA will not tolerate any deduction from invoices by agent/student for bank charges.

7. Students coming from countries that require a visa to study abroad need to contact the Italian Embassy in their home country beforehand to complete formalities. A certificate of enrolment issued by the school is one of the requirements for obtaining a visa, In order to receive a certificate of enrolment the student must pay in advance all the required fees. In case of refusal of the visa the 90% of the full fees will be paid back, with the exception of the following expenses, which will be charged either to single participant or to the agent: 10% of the total amount of the course, plus enrolment fee, plus the single costs for visa procedures:

signature notary fee and invitation authenticated by the Chamber of Commerce, insurance policies, bank services for reimbursements as well as DHL mail service.

8. To cancel enrolment the following conditions are applied:

- cancellation with at least 30 day notice from the beginning of the course: no penalty, full reimbursement;

- cancellation between 29 and 15 days from the beginning of the course: 50% of the total amount penalty. However, during this period if the withdrawing student is replaced by another participant, the student who cancels will be charged only a set free of Euro 93.00 for administrative fees.
- No reimbursement whatsoever will be given for conciliation communicated from 14 days prior to the beginning of the course onwards. Cancellations have to be communicated directly in writing (registered letter, telegram, fax or e-mail), no other form.

9. The school in finding **housing** only acts as an intermediary between the renter and the student and takes no responsibility regarding the relationship between the two.

10. Enrolled students have no insurance coverage with regard to damage, accident or illness. An insurance plan is advised. Citizens from European Community countries are entitled to free medical care in Italy if they hold any EI 11 form which can be obtained from their local health authority in their home country before departing for Italy. Students from non-EEC countries must check through the competent authorities in their countries whether they are insured during a stay abroad; if they are not covered, they should take out a health insurance policy to cover their stay in Italy.

11. By signing the enrollment form or any other written form of registration the participant accepts the General Conditions.

On the base of information from the application module we issue

payable account, certificate of acceptance, confirmation of accommodation and documents for Italian visa requested by Italian embassy in his country of origin. Only after the payment this documentation will be sent to the student through the most convenient for him way.