

SCHOOL GENERAL CONDITIONS

1. ENROLMENT AND PAYMENT TERMS AND CONDITIONS

To confirm student's enrolment, an initial deposit of € 140.00 is required. For accommodation booked through the school an additional deposit will be required, which will be calculated on the type of accommodation chosen.

The deposit can be paid by bank transfer or by credit card. The proof of payment must be sent to the School by fax or e-mail in addition to the completed application form.

The payment of the balance for the course, accommodation and any other services booked, must be paid in cash or by credit card on the first day of the course unless otherwise agreed.

Alternatively, the student can pay the tuition fee in advance (50% or 100% of the course fee) by bank wire transfer.

For student Visa applicants, the School requires the full pre-payment of the course fee. Upon payment the school issue an enrolment certificate to the student.

2. COURSE

Lessons take place from Monday to Friday, 9:00-13:00 with a coffee break between 11:00-11:30.

(Daily lessons are from 9:00-11:00 and 11:30-13:00. A total of three and a half hours per day).

In the case where the timetable has to be changed, the school will inform the student in advance.

The maximum classroom capacity is 12 students.

Please note: in the case a class being composed of **ONE student** for our Italian Standard Course, Italian Intensive Course, Course for Professionals or Course 50+, the duration of the daily lessons will be **2 hours** rather than 4 hours, for **TWO students** the duration of the daily lessons will be **3 hours** rather than 4 hours.

When the afternoon classes for the Italian Intensive Course and the Course for Professionals is composed of only **ONE** or **TWO student(s)** the duration of the afternoon classes will be **1 hour and 15 minutes** rather than 2 hours.

Lessons may be organised for the afternoon under special circumstances.

Prior to, or on the Course Start Date, every student shall complete an entry test to determine the appropriate level of study. Students should arrive at school by 9.00 am on the start day of their course.

The school is open for the students' convenience **from 9:00 to 13:30** then from **15:00 to 18:00** from Monday to Thursday and from **9:00 to 13:30** on Friday.

3. COURSE CANCELLATION

In the case of cancellation, the School must be informed within 15 working days of the start date of the course by e-mail or fax. The school will charge a penalty of € 100.00 per student and the rest of the deposit will be reimbursed.

If the cancellation of the course is communicated to the school less than 15 working days before the start date of the course, the school will keep the deposit and any other amount paid for the course and reserved accommodation, which can be reused by the student for a future reservation (within a period of 24 months).

In the case of no show, no refund will be applied or used for future bookings.

For cancellations due to Visa rejections, a written notification and the receipt of the relevant supporting documentation must be presented to Accademia Leonardo at least 15 working days before the date of arrival. Upon receipt of this documentation, 80% of the amount paid will be reimbursed. A penalty equivalent to one-week course and accommodation will be charged if the documentation is received by the school less than 15 working days before the date of arrival.

4. COURSE INTERRUPTION

Students will not receive any reimbursement in the case of non-continuous attendance or interruption of the course. Students who decide to leave the course by personal choice and/or for reasons not attributable to the School, will not receive any reimbursement.

For any problems or concerns that may occur, students are required to inform the School within the first week of the course, so that they can be solved promptly.

5. COURSES LONGER THAN 4 WEEKS

If the course duration exceeds a period of 4 weeks, the payment for the course fee and accommodation fee may be made in blocks of 4 weeks, to be paid on the first day of the new block period.

6. CHANGES TO COURSE STARTING DATES

Students can freely change their start and end dates and their period of frequency of the course. They must inform the Administration Department of these changes before the starting date of their course.



7. ACCOMMODATION (organised by the school)

- 1) The school is able to help students find accommodation / a host family according to demand.
- 2) Check-in to the booked accommodation is on the Sunday before the start of the course and must be vacated on the Saturday after the last day of the course. Early check-in and late check-out is available upon request. The student must arrange and payment for any extra night(s) of accommodation to the school or the proprietor.
- 3) The school will send all accommodation details and information to the student seven days before their arrival date.
- 4) Any overnight guest at the student's accommodation is prohibited.
- 5) Should the student leave the accommodation prior the Accommodation Period End Date as stated above, a reimbursement shall not be granted.
- 6) In the case of cancellation of the accommodation booked with less than fifteen-day notice, there will be a charge of one week of accommodation.
- 7) Changes to bookings made during the stay are subject to a payment of € 100.00.
- 8) The student is liable for any damages caused to the accommodation.
- 9) For students that stay in a shared student apartment, the school requires a security bond of € 100.00 or a credit card imprint upon arrival on the first day of school. The security bond will be returned at the end of the stay, after a check of the apartment and confirmation has been made that no damages or loss has occurred to the property.
- 10) In the case of the student not abiding by the rules and regulations set by the proprietor, the proprietor reserves the right to evict the student from the property. The school will then not be held responsible for organising alternative accommodation for the student.

8. RESPONSIBILITY OF THE SCHOOL

The School declines any responsibility for injuries sustained by the student or damage to their property, either within the school premises or during outside activities organised by the school. Students are required to have travel insurance and the school encourages students to take out travel insurance or else the student assumes the full responsibility of no covered insurance.

9. YOUR ARRIVAL

The school provides a transfer service from Naples and Salerno train stations or Naples airport to the students' accommodation. For those students who have booked their accommodation in a student flat, please note that if the transfer service is not required, the keys to their accommodation can be collected at the Salerno train station at either 14:30 or 20:00. If the student arrives after 22:00, the transfer service is compulsory for all students and a surcharge will be applied. In the case of any delay not communicated to the school, the transfer service will not be granted.

I have read and understood the General Conditions of Accademia Leonardo S.r.l. from point 1 to point 9 and I agree with the above terms and conditions.

Student's name: _____

Signature acceptance: _____