

SCHOOL GENERAL CONDITIONS

1. ENROLMENT AND PAYMENT TERMS AND CONDITIONS

To confirm student's enrolment, an initial deposit of € 140.00 is required when accommodation has not been requested. If accommodation is requested then an additional deposit will be required depending on the type of accommodation, which will be communicated to the student by the school.

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

The student must pay the remaining balance of the course fee, accommodation fee and any other service fee that they have booked, in cash or by credit card on the first day of the course.

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 require 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, 9:00-13:15 with a coffee break between 11:00-11:15.

Daily Italian lessons are from 9:00-11:00 and the cookery lessons from 11:15-13:15. A total of two hours of Italian lessons and two hours of cookery lessons 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 10 students.

Please note in the case a class being composed of **ONE student** the duration of the one-week course will be reduced to 4 days per week.

Lessons may be organised for the afternoon under special circumstances.

Prior to or on the course start date, every student shall complete an entry Italian test to determine the appropriate level of study. Students should arrive at school by 9.00am on the start day of their course unless otherwise agreed with school.

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

3. COURSE CANCELLATION

In the case of a cancellation, the school must be notified 15 working days (not including Saturday and Sunday) prior to the course start date via e-mail. The school shall grant a reimbursement to the student, however a cancellation fee of € 100.00 will be charged.

If cancellation of the course is communicated to the school later than 15 days prior to the scheduled course start date, the school will retain the deposit and any amount paid towards the course and/or accommodation booked, which can be used again by the student for a later enrolment (to be used within a 24 month period). In the case of the student not arriving at the school on the day specified, when the deposit has not been paid previously but credit card details have been given as a guarantee, the school will charge a cancellation fee of € 140.00.

For cancellations due to Visa rejections, a written notification and receipt of relevant supporting documentation must be presented to Accademia Leonardo at least 15 working days before the arrival date listed on the booking confirmation form. Upon receipt of relevant supporting documentation, 80% of the tuition and accommodation fee will be refunded. A cancellation fee equivalent to 1 week of accommodation and tuition will apply if written evidence of the Visa rejection is received less than 15 days prior to the arrival date.

4. COURSE INTERRUPTION

Students will not receive any reimbursement in case of intermittent or discontinued attendance of the course. Students who decide to leave the course due to personal choice and through no fault of the school, will not receive any reimbursement. Students should notify the school of any problem or concern they may have within the first week of commencing their course so the school can address any issue immediately.

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. If the change occurs 15 days before the start of the course the school cannot guarantee the accommodation service.

7. ACCOMMODATION (organised by the school)

- 1) The school is able to provide accommodation / host family on request.
- 2) Check-in is on the Sunday before the start of the course and the check out 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 pay for any extra night(s) of accommodation to the school or the proprietor.
- 3) To prolong the stay in the accommodation provided by the school, the student is required to communicate it in the office at least 2 weeks in advance. Otherwise, the school cannot guarantee the assignment of the same accommodation.
- 4) The school will send all accommodation details and information to the student, seven days before their arrival date.
- 5) Any overnight guest at the student's accommodation is prohibited.
- 6) Should the student leave the accommodation prior the Accommodation Period End Date as stated above, a reimbursement shall not be granted.
- 7) In case of cancellation of the accommodation less than one-week notice, there will be a charge of one week of accommodation.
- 8) Changes to bookings made during the stay are subject to a penalty of € 100.00.
- 9) The student is liable for any damages caused to the accommodation.
- 10) 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 a confirmation has been made that no damages or loss has occurred to the property.
- 11) In the case of the student not abiding by the rules and regulations set by the proprietor, the proprietor reserves the rights 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 attain 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 the students who have booked their accommodation in a shared flat, 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: _____