

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 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 from 9:00 to 13:00 with a coffee break between 11:00 to 11:30.

Daily lessons are from 9:00 to 11:00 and from 11:30 to 13:00 for a total of three and a half hours per day.

In the event of a change in lesson times, the school will communicate the change in time in advance. In particular circumstances, lessons may be organised in the afternoon under.

The maximum classroom capacity is 10 students.

Please note that, for our Italian Standard courses, Intensive courses, Intensive plus courses and Senior 50+ courses, if there is only **ONE student** per class, the duration of the daily lessons will be **2 hours** instead of 4 hours and for **TWO students** per class the duration it will be **3 hours** instead of 4 hours.

For the afternoon lessons of the Italian Intensive Course, if there is only **ONE student** per class, the duration of the afternoon classes will be **1 hour** instead of 2 hours and for **TWO students** per class it will be **1 hour and 30 minutes** instead of 2 hours.

Before or on the course start date, student will be required to complete an entry test to determine the appropriate level of study.

Students must arrive at school by 9.00 am on the day the course starts, unless otherwise agreed with school.

The school is open from **9:00 to 17:00** from Monday to Thursday and from **9:00 to 13:00** on Fridays.

The reception is open from **9:00 to 13:00** from Monday to Friday.

3. COURSE CANCELLATION

In the case of cancellation, the School must be informed by e-mail within 15 working days of the start date of the course. The school will charge a penalty of € 100.00 per student and a penalty for the accommodation which is communicated at the time of booking; 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 retain the deposit and any other amount paid for the course and accommodation booked, which can be reused by the student for a future reservation within a period of 12 months.

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

For cancellations due to *Visa rejections*, a written notification and receipt of the relevant supporting documentation must be provided to Accademia Leonardo at least 30 days before the arrival date. Upon receipt of this documentation, 90% of the course amount will be reimbursed and a penalty for the accommodation communicated at the time of booking.

If the documentation is received by the school less than 30 days before the arrival date, a penalty equivalent to one-week course will be charged for courses up to 8 weeks; a penalty of 15% of the course amount will be charged for courses from 12 to 48 weeks, plus the accommodation penalty communicated at the time of booking.

4. COURSE INTERRUPTION

Students will not receive any reimbursement in the event of non-continuous attendance or interruption of the course. Students who decide to leave the course due to 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 promptly resolved.

5. COURSES LONGER THAN 4 WEEKS

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

6. CHANGES TO COURSE START DATES

Students can freely change their start and end dates and their period of attendance of the course. The School must be informed of these changes before the start date of the course.

7. ACCOMMODATION (organised by the school)

- 1) The school is able to help students find accommodation / a host family upon request;
- 2) Check-in is expected on the Sunday before the start of the course and checkout on the Saturday following the last day of the course, unless otherwise agreed. Early check-in and late checkout is available upon request. The student must pay for any extra nights of accommodation to the school or the owner;
- 3) The school sends all accommodation details and information to students seven days before the arrival date;
- 4) Any overnight stay of guests at the student's accommodation is prohibited.
- 5) If the student leaves the accommodation before the end date of the period indicated above, no refund will be provided.
- 6) In case of cancellation of the booking with less than fifteen working days' notice, the penalty communicated at the time of the booking will be charged;
- 7) Changes to bookings made during the stay are subject to a payment of € 100.00.
- 8) The student is responsible for any damages caused to the accommodation.
- 9) For students staying in a shared apartment, the school requires a deposit of € 100.00 or a credit card as guarantee upon arrival on the first day of school. The deposit will be returned at the end of the stay, after having checked the apartment and ensured that no damages or losses have been found in the property.
- 10) In the event that the student does not comply with the rules and regulations set by the owner, the owner reserves the right to evict the student from the property. The school will therefore not be held responsible for arranging alternative accommodation for the student.

8. RESPONSIBILITY OF THE SCHOOL

The School declines any responsibility for injuries occurred to the students or damage to their belongings, either within the school premises and during external activities organised by the school. Students are required to have travel insurance and the school encourages students to purchase travel insurance. Students assume full responsibility for lack of insurance coverage.

9. YOUR ARRIVAL

The school provides a transfer service from Naples airport/train station to student accommodation.

For students who have booked accommodation in a shared apartment, please note that if the transfer service is not requested, the keys to the accommodation can be collected at a location communicated by the school at a time to be established. If the student arrives after 9.00 pm, the transfer service is mandatory for all students and a supplement will be applied. In case of delay not communicated to the driver, the transfer service will not be guaranteed.

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: _____