

## ::: General Conditions

### ENROLMENT

The student fills in the application form and sends it to the school along with a deposit of 155 Euros (1,000 Euros in case of School Year Programme, 500 Euros in case of School Semester Programme) or the full amount.

Internship Programme: students must send their application form at least 60 days before the language course starting date.

**First Step** Student sends application form indicating type and duration of language course and work experience required, together with a detailed resume (C.V.) and the completed work experience questionnaire (supplied by the school on request).

**Second Step** School answers saying whether the application is acceptable or not.

**Third Step** If the application is accepted student pays full fee (language course + internship). School sends confirmation and student documents needed to obtain study visa (if necessary).

**All courses: enrolment shall be considered valid upon receipt of written confirmation from the school.**

### BALANCE

The balance must be paid at least 15 days before the beginning of the course.

### HOW TO PAY

Online (by credit card)

Bank Transfer:

Bank name: MONTE DEI PASCHI DI SIENA

Account holder: SOC. COOP.VA DILIT r.l.

IBAN: IT88S0103003268000001050354

BIC/SWIFT: PASCITMMXXX

Please state student's name, course title and starting date with all payments.

Bank charges are to be met by the sender.

### CANCELLATIONS

Cancellations made before beginning of course

- Cancellation must be communicated in writing (fax or telegram).

Deposits are not refundable.

- 30 days before beginning of course: balance will be refunded.

- Between 29 and 15 days before beginning of course: 20% of balance will be forfeited.

- Less than 15 days before beginning of course: entire sum will be forfeited.

### CANCELLATIONS MADE AFTER BEGINNING OF COURSE

- The full tuition fee is forfeited. However, in the case of enrolments longer than three months the Director will evaluate the possibility of allowing credit for part of the tuition fee.

- If the student decides not to attend classes or to shorten the course, he/she is not entitled to any refund. Deposits and fees are not transferable from person to person.

### COURSE CHANGES

If a change of type or date of course is required, the student must notify the registration office at least 30

days before the beginning of the course. Other changes rest at the discretion of the Director. (However, on no account can a change be made from group classes to individual classes after the beginning of the course.)

### VISAS

Students coming from countries that require a visa to study in Italy need to contact the Italian Embassy in their home country beforehand to complete the formalities. A certificate of enrolment is one of the requirements for obtaining a visa.

In order to receive a certificate of enrolment the student must pay the full tuition fee(s).

Cancellation due to rejection of visa application

A. If we receive such a cancellation within 7 days before the beginning of the course, the student forfeits € 200 plus any expenses paid on his/her behalf (like TNT, health insurance, etc.). The balance is paid back when all relevant documents, including the official Embassy note giving the reasons for rejecting the visa, are handed in to the School. It is, however, possible to start the course at a later date.

B. If such a cancellation is made less than 7 days before the beginning of the course, the entire sum is forfeited.

### RESEARCH

The school keeps its teaching methods up to date thanks to the constant research it carries out. This means that from time to time lessons are filmed or audio-recorded. This filming and/or recording is carried out under the supervision and responsibility of the Head of the Research Department, who is also responsible for the storing and/or use of any consequent video-tapes, dvds, audio-cassettes etc. This material is used for no other purpose than for methodological research. In any case each student can exercise their right to be excluded from any such filming or recording simply by signing a note in Reception.

### PUBLIC HOLIDAYS

No lessons will take place on public holidays (see further information in fees & dates pages). No refund will be made for these days.

### COURSE CANCELLATION

The school reserves the right to cancel a course if the minimum number of students is not reached.

### RESPONSIBILITY

The school is not liable for the loss of personal objects on the premises.

### INSURANCE

Students are advised to take out medical and personal insurance before leaving their home country. Moreover, students are also advised to insure themselves against loss of fees through non-arrival, absence for any reason, or unforeseen termination of their courses.

The school reserves the right to adjust fees in the event of particular international monetary situations.

Dilit IH

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info@dilit.it - www.dilit.it

# ::: Application Form

(please send to: Soc. Coop.va Dilit, via Marghera, 22 00185 Roma)

## Personal details

Surname ..... First Name .....  Mr  Ms  
 Address .....  
 Home Tel. .... Work Tel. .... e-mail/fax .....  
 Nationality ..... Passport No. ....  
 Date and place of birth ..... Profession .....  
 Languages known .....  
 Knowledge of Italian  none  a little  average  good  very good  
 Where and for how long have you studied Italian? .....  
 Why are you studying Italian? .....  
 How did you hear about the school? .....  
 Where did you get this application form? .....

## Course details

I would like to enrol for the following course(s):  
 ..... from ..... to ..... No. of weeks .....  
 ..... from ..... to ..... No. of weeks .....  
 School Year Programme   
 School Semester Programme  from .....  
 Internship Programme  from ..... to ..... No. of weeks .....  
 Summer Residential in Castelfusano  from ..... to ..... No. of weeks .....

## Accommodation in Rome

Room in a flat  Standard  Independent flat  
 Room with a family  Standard Plus  Hotel (with breakfast):  
 Single room  Breakfast (with family)  Bed & Breakfast  
 Double room  Half board (with family)  Single room  
 Double room  Double room  
 Max. price ..... euros

## Accommodation in Castelfusano

Single room  Smoker  
 Double room  Non-smoker

Do you suffer from any allergies? .....  
 Transfer  Arrivals details if already known .....  
 I have sent ..... euros as deposit , as full amount   
 I have read the General Conditions and I accept them.

Signature (of the parents for minors) .....

Date .....

Representative

### Privacy Act (n° 196 of 30 June 2003)

We inform you that, in conformity with the Privacy Act (D.LGS 196/2003), the personal details you supply via the completion of this application form will be used, processed and stored with the sole purpose of carrying out the activity or service concerned. As required by the above-mentioned law, your details, which are supplied optionally, will be stored and processed, on paper and/or computers, and in any case using means which will guarantee security and privacy. The area of use will be limited to Italy and your details may be communicated, with the above-mentioned purpose, to subjects who cooperate with the school in the organisation of the activity or service concerned. Your details will be kept for the whole duration of the activity and afterwards with the aim of organising and running similar initiatives. You may at any time exercise your right as per article 7 of D.Lgs 196/2003 to inspect your details, have them cancelled, rectified, updated or completed, as well as stop them being used for the declared purpose. The owner of the above-mentioned use, processing and storing of details is Dilit Srl, Via Marghera 22, 00185 Roma. The person responsible is Mr Giorgio Piva. Your details will be treated by staff belonging to the following departments: Directors of Studies Administration, Reception and School Directors

### Permission to use my personal details

I, the undersigned, declare that I have read the information as of Article 13 of the D.Lgs 196/2003 and express my consent as of articles 23 and the following of the same law to the treatment of my personal details for the purposes outlined in this information sheet.

Signature ..... Date .....