.:: 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 Academic Year Programme, 500 Euros in case of Preparatory Course for Italian Universities) 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.

ACCOMMODATION
Payment must be made in advance or on arrival.

CANCELLATIONS
Not valid for students requiring documents to apply for a VISA.
Cancellations made before beginning of course
• Cancellation must be communicated in writing (fax or e-mail).
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.
Recommended insurance services offered by: guard.me international insurance.

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

.:: 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 _____

Academic Year Programme ☐

Preparation Course ☐
for Italian Universities

Internship Programme ☐ from _____ to _____ No. of weeks _____

Accommodation in Rome

☐ Room in a flat   ☐ Standard   ☐ Indipendent 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

                                                Max. price _____ euros

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 ……………………………