

## TERMS AND CONDITIONS

### PAYMENT

A non-refundable Registration fee is required. This fee covers the administrative cost surrounding the registration process.

To register to the course, the registration fee (50,00 €) plus the 20% of the cost of the course must be paid by bank transfer.

No part of your booking is confirmed until payment is received.

The payment of the balance of the total course fee must be paid within 15 days before the beginning of the course by bank transfer.

Banking coordinates:

IBAN: IT 94 H01030 03243 000000422241

Account number: 422241

Heading: Scuola Idioma di Samanta Patarini Swift/Bic:

PASCITM1R43

Bank: Banca Monte dei Paschi di Siena S.p.A. Bank

Branch: Roma - Agency 43

Bank Address: Via Annia Regilla, 97 00178 Roma, Italy

### CANCELLATION AND REFUNDS

Cancellation by the participant of a course booking is possible until two weeks (15) before the course starting date.

Cancellation request must be sent to the school by e-mail [info@scuolaidioma.it](mailto:info@scuolaidioma.it), within 15 days before the beginning of the course. The school will refund the amount received, (net of the bank charges) except the registration fee, which can be applied to a future course during the following 12 months.

*Registration fee is non-refundable.*

Course fee are non-refundable once the course has started.

Cancellations made with less than two weeks notice (15 days) before the start of our courses are subject to a 100% cancellation charge.

### ACCOMMODATION

The school can help the student to find the perfect place to stay.

Scuola Idioma acts as an intermediary in hotel, hostel and B&B bookings and cannot be held liable for any extra charges, complaints, misrepresentations, disputes, breakages or actions between the hotel/hostel/B&B and customer. Any disputes must be taken up directly with the accommodation

provider, not with the school.

## INDIVIDUAL LESSONS

All private lesson cancellations should be made by contacting the school at least one day in advance, 24:00 hours before the lesson, to reschedule it.

## ASSURANCE

All students are insured against accidents and incidents within the school walls during school hours. Students are not insured against illness, theft or loss of personal property, nor against injuries and accidents outside the school walls.

Any travel insurance must be taken out by the student in his/her original Country.

Guardian's presence is required for groups of students underage.

## VISAS, DOCUMENTS and CERTIFICATES

Students who need a study visa or other documents should contact the competent authorities for information.

The preliminary information is the sole responsibility of the student.

The school is not responsible for processes involving obtaining a visa or other documents, and yes undertakes exclusively to provide the necessary documents to be taken to the relevant authorities.

In the case of non-granting of the visa or otherwise, the school undertakes to carry out the Italian course with others terms to be agreed.

## PRIVACY

In accordance with Art. 13 of the Decree Law 196/2003 on Personal Data Protection, Idioma School (We) inform you that the use of certain services on our website requires that you provide certain personal data through registration forms or by sending email message, and that this information will be incorporated and will be analyzed in the files of Idioma School with the aim of offering and providing our services. In order to process your request for information /enrolment in courses or newsletter, subscription is required to provide authorization for the process of your personal data.

The data will be processed by electronic means and paper and will be kept at the School Idioma. At any time you may exercise your rights as owner of the data and, in accordance with Art. 7 of Decree Law 196/2003, you may require the confirmation of the existence of personal data relating to you, even if not yet recorded, and the communication of these data in an intelligible form. You can request updates, corrections and removal of your personal data, in part or completely.