

## Scuola Leonardo da Vinci® - Florence, Milan, Rome, Turin, Viareggio: General Conditions of Participation

### Extract of the general conditions of participation to facilitate registration.

The full general conditions of participation can be consulted on the homepage of the Scuola Leonardo da Vinci® - Florence, Milan, Rome, Turin at the URL: <https://www.scuolaleonardo.com/conditions-of-participation.html>.

#### A) Enrolment and payment:

The request for registration must be sent directly to the School of your choice, and can be managed independently only by people of legal age: those under 18 must present the request through their parents or legal guardian, who will confirm on their behalf acceptance of these Conditions, by filling out and signing the relevant forms.

Please register at least 4 weeks before the beginning of each course you have chosen.

The minimum age for attending the courses is 16.

Together with the request for registration, the School must receive the payment of the enrolment fee and a deposit amounting to 20% of the full price of each chosen course as an advance on the full fee. Taken together, these make up the confirmation deposit which will not be refunded in case of cancellation. Students needing a visa must follow a different procedure (see below, paragraph Visa).

Upon receiving the registration and the payment, the School will confirm by email without delay.

The outstanding amount of the full fee for each chosen course must be paid at least 14 days before the course itself starts. For "last minute" registrations (made at least 14 days before the beginning of each chosen course), the School requires immediate payment of the enrolment fee and the full fee for each chosen course.

The School accepts payment by bank transfer (in this case, make sure banking expenses are charged to you, choosing the "OUR" banking expenses payment option) or by credit card (see the form at the bottom of the registration request).

#### B) Lessons:

Lessons are normally held from Monday through Friday, but for reasons of organisation and/or force majeure also on Saturday, and may be held in the morning or in the afternoon. Courses are not held on local and national holidays, and are unrecoverable. Please check the list of holidays on our calendar.

#### C) Cancellation:

The request for cancellation must be sent to the School in writing, by return registered mail or by email, at least 15 days before the beginning of the course. In this case, the enrolment fee and the deposit (confirmation deposit) for each chosen course will not be refundable.

Cancellations which come too late (that is from the 14th day before the beginning of the course onwards) will be equivalent to a no show, and this will not give right to a refund.

If the cancellation has been made after attending or having had access, in whole or in part, to the course, the student will not be entitled to any refund. The courses will start on the dates indicated by the School. No refund will be made to a student who begins the course late, who leaves before the end of the session or who misses lessons without a valid reason.

#### D) Changes in delivering the service:

The School will make sure each course is provided in the manner described on the portal <https://www.scuolaleonardo.com/> or elsewhere (e.g. in brochures).

The School may withdraw at any time, without any liability towards the student, should it not be able to provide in full the chosen course for reasons not under its reasonable control: in this case the School will not be liable for any costs incurred by or on behalf of the student (by way of example and not limitation: medical costs due to Covid-19 infection, accommodation and repatriation) but will communicate to the latter the cancellation of each course providing the latter with an opportunity to choose, no later than 15 days after receiving such notice, between:

- should the course originally chosen be on-site, the activation of a similar on-line course;
- in any case, the delivery of a voucher for receiving a similar service, to be used within 24 months after being issued, and after agreeing with the School on the new educational calendar.

#### E) Lodgings:

The School provides the students - according to the preferences they express - with useful advice on finding suitable accommodation (with families, in shared flats, private flats, studios, residences, B&B, hotels of every class, etc.), facilitating direct contact with the owners or management.

Minors may lodge only with families on a half-pension basis.

The School will also provide all the information necessary for making the booking (such as indicative prices, check-in/check-out rules, etc.), however this will be managed independently by the student or the person acting in the student's place, directly with the host and, we suggest, sufficiently in advance.

#### F) Insurance:

Students enrolled in the courses delivered by the School are insured against any accidents which may occur during the on-site lessons and during the activities organised by the School.

During their stay in Italy, the students must be insured personally for illnesses and accidents (Italian law). Citizens of countries of the European Union, Switzerland, Liechtenstein, Norway and Iceland are entitled to receive free health care in Italy if they hold the European health insurance card (EHIC-Card), which they can collect at the Social Security centre of their country of origin, before leaving for Italy. Non-EU students must check with the competent authorities of their own country whether they are insured for a stay abroad.

We also strongly recommend students to take out insurance against failure to refund payments made at our School in case of illness, costs due to a pandemic situation, repatriation, delayed annulment, failure to show up (so-called no show), absence at courses or advance departure.

#### G) Visa:

Should the student need an entry visa for Italy, we suggest first of all taking a look at the information available on the webpage

<https://vistoperitalia.esteri.it/home/en>, and getting in contact with the nearest Italian Embassy or Consulate in order to check details on how the visa and the following permit of stay will be issued and how long it will take.

The student must be sure to apply for the Visa in time to get it before the beginning of the course, promptly advising the School by email of any delay or rejection, in order to agree on a new beginning date for the course/courses, compared to the one originally booked.

The student is responsible for obtaining the Visa, and for all related expenses.

Once the School has received the registration request and evidence that the advance and overall payment has been effected for each chosen course along with the enrolment fee (necessary to confirm the booking), the School will send - by email/conventional postal delivery - the specific registration certificate for the Visa (fulfilling one of the requirements for validly obtaining issue of the Visa) and any other document within its competence which may be needed.

In case of annulment/cancellation of the booking due to failure to obtain the Visa, whatever the reason for such rejection, the School will refund the amount paid for each course chosen, after receiving a copy of the letter of rejection of the Visa, issued by the Italian Authority (Embassy or Consulate), withholding an administrative tax of 200.00 Euro plus the confirmation deposit for each course which has been booked.

#### H) Personal data:

The personal data provided by the student at the time of registration will be processed by the School in compliance with the provisions of EU Regulation 2016/679 GDPR of the European Parliament and Council and of the Legislative Decree No. 196/2003 as specified in greater detail in the privacy information notice published on the home page of the website of Scuola Leonardo da Vinci® at the URL: <https://www.scuolaleonardo.com/privacy-policy.html>.

#### I) Photo and video shots:

The School reserves the right to use photos and/or video shots taken during the courses or the free time activities, to illustrate its promotional material.

At the time of registration, the student (or the person acting in the student's place in case of a minor) must choose whether to consent or not to the publication of such material.

Any such use of an image is to be considered entirely free of cost, and the School expressly guarantees it will be used in contexts which do not affect the personal dignity and standing of the person concerned.

#### K) Acceptance of the General Conditions of Participation:

By signing the registration form or any other document in writing concerning the registration, the student accepts the General Conditions of Participation.

### Payment:

#### Payment by bank:

I have already paid the amount of: \_\_\_\_\_ Euro via Bank (incl. transfer costs - 'OUR' Instruction)

#### Payment by Credit Card:

Please charge the amount of: \_\_\_\_\_ Euro by means of the following Card:

MasterCard  
 Diners Club

Visa  
 JCB

American Express  
 China Union Pay - CUP

\_\_\_\_\_  
Card number

\_\_\_\_\_  
Card Security Code

\_\_\_\_\_  
valid through

Card holder's name: \_\_\_\_\_

Card holder's signature: \_\_\_\_\_