



GENERAL TERMS AND CONDITIONS

1. Registration:

Registration has to be made, if possible, at least 4 weeks before the course starts (this is valid for individual courses, courses in small groups, standard courses). In case there are less than 4 weeks until the beginning of the course, we kindly ask to contact the School to make sure that the course is still available.

The registration form has to be completely filled in and signed (please check the course you would like to attend by writing down the correct starting and end date of the course and course code) and to be sent to the school by e-mail, fax or by ordinary mail. On registration it is necessary to make a deposit of 30 % of the total course fees by bank transfer. It is necessary to attach to the form a copy of the bank transfer.

The balance of the course fees has to be paid in full to the school at least 2 weeks before the course start date or, in agreement with the School, latest at the beginning of the course.

Language holiday courses have special payment conditions established on registration with the group.

Students applying for a visa have to pay the full amount on registration. In case the visa application is denied, the student will receive a refund of the amount paid less 150 Euro administration fees.

2. Payment:

Bank transfers have to be made to the following bank account:

BANCA SELLA, SEDE DI PIAZZA CASTELLO, TORINO
IBAN IT40 X 03268 01000 053884700990
SWIFT CODE SELBIT2BXXX

Bank transfer charges, or other charges incurred for the payment of the course fees, are strictly for the account of the student!

In agreement with the School, the deposit and the balance of the course fee can be paid in cash or by credit cash in the office of the School.

3. Cancellation:

a) Cancellation must be notified to L'Italiano Porticando by e-mail. In case of cancellation up to 4 weeks before the course's starting date, the school will refund the deposit. The registration fee (60,00 Euro) included in the deposit is non-refundable.

If cancellation is made up to two weeks before the start date, 50% of the course fees will be refunded, less the non-refundable registration fee.

For cancellations made less than two weeks before the start date or for courses started and not completed no refund will be made.

The school reserves the right to change prices, dates and times if there are not enough registrations for a course. The students will be informed in time.

b) Cancellation of private lessons:

Single **private lessons** have to be cancelled by the students at least 24 hours before the fixed date. Otherwise, these hours will be considered as taken and will be lost for the student.

The package of hours bought must be used within 12 months of the starting date. After this deadline the hours remaining will be considered lost.

4. Insurance:

Neither L'Italiano Porticando, its staff or tutors are responsible for any injury, or loss of things or damages to things during the courses. Students are advised to take out all appropriate travel, medical and cancellation insurances in their country of origin before departure.

The school is solely responsible for injuries and damages to things caused by the school.

The law of Italy governs any contract between L'Italiano Porticando Srl and the student. Court of jurisdiction is Turin.

5. Accommodation:

If requested by the student, the school can provide information about accommodation in Turin and arrange it for the student.

After having been provided with the contact of the accommodation (host-family, B&B, Hotel ...), the student will contact them to communicate time of arrival and departure and all details regarding payment. The School is not responsible for any kind of problems coming up with the accommodation and the student is asked to respect the rules and conditions of the accommodation booked.

6. Obligations of the Student:

The students is obliged to:

- obtain all required legal documents to enter and stay in Italy;
- purchase an insurance policy in case of long term stay with student visa
- notify the School of any possible absence (mandatory for students with student visa)
- follow the rules established in the School
- respect the rules and conditions established in the places of accomodation

7. Courses:

Private lessons, Courses in small groups, Standard courses, Online courses, Combined Courses and Cultural courses include the language lessons or the lessons about cultural topic chosen (each lesson of 55 minutes), the registration fees, an entry test, the school's free afternoon activities (for on site courses), course book and certificate of attendance.

Special topic courses, Language holiday courses include:

- language tuition (15 or 30 lessons of 55 minutes in the morning) and extra-curricular activities in the afternoon
- registration fees covering the costs for the course book and administrative costs for the course organisation
- cultural activities and excursions, accommodation, guided visits to museums, seminars as described in the details of the course.

8. COVID-19 Emergency

Due to COVID-19 sanitary emergency the School created a COVID safety protocol in order to ensure safety for employees and students. This protocol, among other things, requires the student to notify the School in the self-declaration form of his current health state and possible contacts with COVID infected subjects in the last 14 days before the beginning of the course. The student will be given the COVID protocol implemented by the School which he/she is expected to follow during his stay at School.

The School reserves the right to cancel the course purchased by the student or move it online in case there aren't the necessary conditions for conducting lessons face-to-face or in case of a lockdown introduced by the competent authorities. In case of any changes to the course made by the School, the student will not lose anything he already paid for.

Cancellations and postponement requests from the student can only be accepted if attendance to the course is impossible (closed borders, positive COVID-19 test, proven impossibility of remote connection to the course). In such case the School will offer an alternative or refund the amount paid withholding the registration fee of €60 (non-refundable).

9. National holidays:

There are no lessons on weekends and on national holidays (1/1, Easter, Easter Monday, 13/4, 1/5, 2/6, 15/8, 1/11, 08/12, 24/12, 25/12, 26/12, 31/12). The hours missed will be spread over the remaining days of the week in which there is a holiday.

Date

Signature