



**L'Italiano Porticando**

**REGISTRATION FORM - COURSES 2024**

***L'Italiano Porticando***

Via Pietro Micca, 20 - 10122 Torino

E-mail [info@italianoporticando.com](mailto:info@italianoporticando.com)

Tel.: 0039 011 518 70 79 - fax: 0039 011 513 08 40

**PERSONAL INFORMATION**

<b>First Name</b>	
<b>Surname</b>	
<b>Sex</b>	F <input type="checkbox"/> M <input type="checkbox"/> <input type="checkbox"/>
<b>Nationality</b>	
<b>Address (home)</b> (street, number, city)	
<b>Address (Italy)</b> (street, number, city)	
<b>Passport n. + expire date</b> (only for visa)	
<b>Profession</b>	
<b>Place and date of birth</b>	
<b>Telephone</b>	
<b>E-mail</b>	
<b>Tax number</b> (for residents only)	

**KNOWLEDGE OF THE ITALIAN LANGUAGE**

A1 BEGINNER		<b>Where did you learn Italian?</b>
A2 ADVANCED BEGINNER		
B1 INTERMEDIATE LEVEL		
B2 ADVANCED INTERMEDIATE LEVEL		<b>Which book did you use?</b>
C1 LOWER ADVANCED		
C2 ADVANCED (PROFICIENCY)		

<b>COURSES</b>			
Please cross the course you'd like to attend.			
<b>Standard courses</b>			
Standard courses			
Standard courses for university students			
<b>Standard evening courses</b>			
For residents			
<b>Individual courses</b>			
Long term individual course			
Intensive individual course			
<b>Small groups courses</b> – (2-4 students)			
<b>Combined courses</b>			
Standard + individual		Standard + architecture	
Standard + business Italian		Standard + cinema	
Standard + conversation		Standard + Italian Music	
Standard + literature		Standard + history of Turin	
Standard + history of art		Standard + tango	
<b>Online courses</b>			
Individual classes			
Small group (da 2 a 3 students)			
Online courses (min. 4 students)			
<b>50+ courses</b> (Dates according to course programme 2024)			
<b>CELI/CILS exams preparation course</b>			
Individual classes			
Group courses			
<b>Special topic courses to discover Turin</b>			
Italian and Italy's unification	(1st week of the month)		
Italian in contemporary Turin	(2nd week of the month)		
Italian for Gourmets	(3rd week of the month)		
Italian in Italy's motor city	(4th week of the month)		
<b>Turin - Milan: learn Italian between art and culture, only a stone throw away from nature</b>			
1 week in Turin – 1 week in Milan			
2 weeks in Turin – 2 weeks in Milan			
<b>Italian in Turin and Genoa</b>			
1 week in Turin - 1 week in Genoa			
2 weeks in Turin - 2 weeks in Genoa			
<b>Torino – Acqui Terme: learn Italian and discover Piedmont</b>			
Individual course			
Small group course (2-4 persone)			
<b>MORE COURSES (not to be combined with standard courses)</b>			
<b>Outdoor conversation classes in Turin</b>			
Individual course			
Small group course (2-4 persone)			
<b>Percorsi torinesi – intensive cultural courses</b>			
Individual course			
Small group course (2-4 persone)			

<b>I'M INTERESRED IN:</b>			
<b>Cultural courses</b>			
Italian Literature		History of Italy's Unification	
History of Italian Art		Contemporary Turin	
History of Italian Architecture		History of Italian cinema	
History of Turin		History of Italian music	
<b>Workshops and local products tasting</b>			
Piedmontese cuisine cooking class			
Tasting of wines and of products of the region			
Tasting of chocolate specialities			

<b>START AND END DATES OF THE COURSE</b>		
Start date of the course	End date of the course	Number of hours
<b>Particular educational wishes</b>		

<b>ACCOMMODATION</b>				
Do you want the school to provide for your accommodation?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please fill in the following table:				
	Single Room	Double Room	Breakfast	Half Board
<b>Home-stay</b>				
<b>B&amp;B</b>				----
<b>Hotel</b>				----
<b>Apartment</b>			----	----
<b>Arrival</b>		<b>Departure</b>		
<b>Special requirements / wishes (smoking, food, allergies, other):</b>				

<b>Pick-up from Turin's airport Caselle</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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**Date**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Privacy Policy in accordance with Regulation (EU) 2016/679 (GRPR 2016&679)**

In accordance with Article 13 of Legislative Decree no. 196/2003 and with the new Regulation (EU) 2016/679 (GDPR 2016/679) giving dispositions on the protection of natural people and other subjects with regard to the processing of personal data, the company L'italiano Porticando Srl guarantees that the personal data provided by you will be processed according to the dispositions of the above mentioned Regulation. The company, furthermore, guarantees that all information provided by you during all activities at school will be treated and processed with absolute confidentiality. The company declares that the employees have been informed about the need to respect the obligation of confidentiality.

You may in any time exercise your rights in writing to L'italiano Porticando Srl, postal address Via Pietro Micca, 20 – 10122 Torino or to the following e-mail address [info@italianoporticando.com](mailto:info@italianoporticando.com). Attached to this registration form you'll find the complet information on GDPR.

I, \_\_\_\_\_, confirm furthermore that I've read and understood the information on the processing of my personal data and consent to the treatment of the data included in this document to sign up for a language course.

**Signature**

\_\_\_\_\_

## 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. In agreement with the school's students' office payment can also be made by credit card or cash at the school.

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 participants 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 from 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
- purchase a health insurance policy (EU citizens need form E111)
- 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 accommodation

### 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 onsite 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 (museum tickets, bus tickets and meals are not included, unless not explicitly included in the programme description)
- 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. 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

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## Information on the processing of personal data as per EU REGULATION 679/2016

This document is drafted pursuant to Articles 13 and 14 of the new Regulation (EU) 2016/679 (GDPR 2016/679) laying down provisions for the protection of persons and other subjects regarding the processing of personal data, we wish to inform you that the personal data you provide will be processed in accordance with the above-mentioned legislation on the protection and management of personal data processing.

The purpose of this information sheet is to describe the methods of processing of your personal data and the services provided by L'ITALIANO PORTICANDO S.r.l.

**The Data Controller is the company L'ITALIANO PORTICANDO S.r.l. with registered office in Via Pietro Micca 20 - 10122 Turin (TO) in the person of ROSARIA COSTANZO**

**L'ITALIANO PORTICANDO S.r.l. processes personal data in accordance with the principles of correctness, lawfulness, transparency and integrity and confidentiality laid down in the Regulation; in particular, the data controller collects data on the following legal bases**

1. Consent (where foreseen, because it concerns health data);
2. fulfilment of contractual and legal obligations to which the data controller is subject;
3. overriding legitimate interest of the owner or of third parties to whom the data are communicated.

**L'ITALIANO PORTICANDO S.r.l. processes personal data for the following purposes**

- to comply with legal requirements; in order to comply with obligations required by law, by a regulation, or EU legislation, or with the instructions of authorities or supervisory bodies;
- to consulting this domain;
- to manage the contractual and/or pre-contractual relationship: specifically, for the purpose of planning and providing customised assistance services while preparing for the chosen training activities (e.g. for the acquisition of pre-contractual information and to perform contractually agreed services and operations);
- to pursue a legitimate interest: to carry out preliminary checks in connection with the finalisation of the contract, to execute a request from the customer and/or potential customer; for quality control, research, and development in order to improve products and services;
- to communicate commercial information and to send advertising/information material on goods and services of your interest, including by automated and conventional means, electronic mail and related web applications, by virtue of your expressed consent;
- to process, subject to your consent, the personal data provided voluntarily and those acquired during the use of the service/s offered, for analysis activities, including for statistical purposes, automated and/or manual, aimed at detecting your choices, preferences, and personal interests, to improve the services provided to you and to propose further services deemed to be of greater interest to you.

**In fact, any refusal to provide the requested data will result in L'ITALIANO PORTICANDO S.r.l. failing to provide the service insofar as the data are necessary for it.**

The company declares that the data collected **WILL NOT BE** communicated to third parties and that **there will not be a transfer to third countries.**

The data will be kept for the entire contractual period. At the end of this period, the company will archive all data for a period of ten years, as requested by current legislation. After this period the company will proceed to the definitive deletion of the processed data from all archives. The deletion of data older than 10 years will be carried out in June and December of each calendar year.

The data collected will be used by **L'ITALIANO PORTICANDO S.r.l.** for the full and proper performance of the contract; they may be disclosed and known to third parties for the defence of rights, as well as in fulfilment of obligations under the law or regulations and upon request of the competent Authorities.

**L'ITALIANO PORTICANDO S.r.l.** has no automated decision-making process relating to natural persons, including **profiling.**

Turin, 01/12/2023

**L'ITALIANO PORTICANDO S.r.l.**  
**Rosaria Costanzo**  
**Legal representative**

## **Rights of data subject**

**In order to fulfil the obligations laid down in EU Regulation 679/2016 (Articles 15 to 22), we would like to remind you what the rights of the data subjects are:**

- request confirmation of the existence or non-existence of their personal data;
- obtain information on the purposes of the processing, the categories of personal data, the recipients or categories of recipients to whom the personal data have been or will be disclosed and, where possible, the storage period;
- obtain rectification and deletion of data;
- obtain the restriction of processing;
- obtain portability of data, i.e. receive them from a data controller, in a structured, commonly used and machine-readable format, and transmit them to another data controller without hindrance;
- object to the processing at any time as well as in the case of processing for direct marketing purposes;
- oppose automated decision-making concerning natural persons, including profiling;
- withdraw consent at any time without affecting the lawfulness of the processing based on the consent given before the withdrawal;
- file a complaint with a supervisory authority at <http://www.garanteprivacy.it/>.

### **How to exercise Your rights.**

*You may exercise your rights sending a written request to L'ITALIANO PORTICANDO S.r.l. their registered office **Via Pietro Micca, 20 – 10122 Torino** or to their email address [info@italianoporticando.com](mailto:info@italianoporticando.com) .*

**I, the undersigned, declare to have received the report above.**

**In light of the report above, I, the undersigned:**

- DO**  **DO NOT express my consent** to the processing of my personal data, including those belonging to special categories of data.
- DO**  **DO NOT express my consent** to the providing of my personal data to public authorities and to independent Companies in order to accomplish the purposes listed in this report.
- DO**  **DO NOT express my consent** to the processing of any of my personal data belonging to special categories as listed in the report above.
- DO**  **DO NOT express my consent** to the sending of e-mails, post and/or SMS and/or phone calls, newsletter, commercial communication and/or advertisement about the Company products or services.
- DO**  **DO NOT express my consent** to the publication of photos and videos on any website or social media owned by L'Italiano Porticando S.r.l.

Turin, \_\_\_\_/\_\_\_\_/\_\_\_\_

NAME OF THE PERSON CONCERNED

\_\_\_\_\_  
SIGNATURE  
\_\_\_\_\_