

## Terms & Conditions

### Terms of Payment and Cancellation

1. In order to finalise the reservation it is required to make a down payment of Euro 200,- or to pay the whole course fee at once (full course payment is required for visa applications) within 7 days from the booking.
2. In case of down payment, the residual payment needs to be made up on arrival or within the first day of course commencement.
3. Scuola Tricolore reserves the right to cancel the booking, reimbursing the payments already made.
4. The accommodation fee needs to be paid in cash within the first two days of course commencement.
5. In case of cancellation of an earlier made reservation, a written confirmation needs to be sent to Scuola Tricolore, preferably by fax or e-mail.
6. In case of cancellation up to 21 days of course commencement, we will reimburse all payments made excluding € 50,- for administration cost and other incurred costs.
7. Between 21 days up to date course commencement we will reimburse all payments made, excluding € 200,- for incurred costs and opportunity cost.
8. If the cancellation is made after the course has been started, the total entire fees are retained, i. e. no refunds will be made.
9. All courses start on the published fixed dates. No reductions or refunds apply in case of late arrivals, early departure or missed lessons.
10. In case the students doesn't receive from the Italian Embassy a Visa, he/she is entitled to receive back the money paid, excluding 200€ for Scuola Tricolore's costs. In this case Scuola Tricolore requires a written confirmation from the Italian Embassy testifying the refusal of the Visa. Once the Visa is obtained, there will be no refund.

### Courses & Prices

1. Scuola Tricolore does not charge enrolment fees, seasonal fees, fees for study material or entrance fees. Prices stated are always 'final' prices.
2. All prices stated, include VAT.
3. A students' admission to a course can only be granted if Scuola Tricolore received a down payment on the course or the full payment the course.
4. Each teaching hour comprises 55minutes of teaching.
5. On national holidays the school is closed. For those days there will be no reimbursements.
6. In case a student enrolls in a group course of 30 hours and no other students are participating in the second part of the course in the afternoon, Scuola Tricolore will convert the 2 hours each day into 1 hour individual, as one individual hour equals 2 group hours.
7. Courses, course hours, partial courses/ lessons or course fees cannot be transferred to another person/ student.
8. Individual classes can be postponed, but require a minimum 24 hours' notice.
9. Group courses cannot be converted into individual lessons.

### Liability

1. Scuola Tricolore has liability insurance for anything that might happen to the student due to Scuola Tricolore or its teachers.
2. Students are liable for any damage caused to the school, its facilities or accommodation.
3. Scuola Tricolore is not responsible for any accidents, illness, theft or loss of objects that happen outside the scholastic centre.

### Insurance

1. We advice students form the EU to request an E111 form (for urgent assistance) or E128 form (for any assistance).
2. It is advisable for students coming from other countries (non-EU) to procure a health insurance certificate form their respective countries and their institutes, or a private insurance.

### Visas

1. Students that will need a visa, have to contact the Italian Embassy in their respective countries among procedure and formalities.
2. If your stay does not exceed 90 days, you need to call yourself in, within 8 days form your arrival at the 'questura' (police office) to apply for tourist/study visa. Scuola Tricolore will declare and confirm your purpose.
3. Students, whose stay exceeds 90 days, need to apply for a visa at the Italian Embassy in their respective country. Scuola Tricolore is available to produce the documents relating to the course in order to obtain an Entry Visa exclusively for study purposes, upon payment of the full amount of the course.
4. Once the visa has been obtained, it is not possible to either cancel or change the dates of the course for which the visa has been awarded. If a student, having entered Italy with a study visa, does not attend lessons for two consecutive days without informing the school beforehand, the school will assume the responsibility of informing the police of the said student's unjustified absence.

### Accommodation

1. Scuola Tricolore will inform students on availability of different sorts of accommodation, which the student can choose from.
2. Scuola Tricolore books and reserves the accommodation for the student after a payment has been received on the course.
3. In all other matters, it is important to know that Scuola Tricolore only functions as an intermediary and cannot be held responsible for any problems or liability that might arise between landlord and student.

### Minors & Miscellaneous

1. Students not yet 18 can only access the courses of Scuola Tricolore with the explicit authorisation of a parent or guardian.
2. If desired by a parent or guardian, we can arrange the student to be housed in a guest family.

### Photographs and video pictures

1. The School reserves the right to use photographs and/or video pictures taken during the class hours or free time activities to the purpose of publishing promotional material. This right can be interdicted by the student with a written statement to be received by the school within one month from the day of the photo-shoot.

### Privacy

1. The student agrees with the treatment and management of his personal data as stated by Italian Law.
2. Scuola Tricolore will use personal data only for administrative and internal marketing purposes.

This contract applies to Italian Law. Any legal disputes will be treated in the court of Genoa.