



# APPLICATION FORM

## PERSONAL DETAILS

Ms  Mr.

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Place of birth: \_\_\_\_\_ Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport N°: \_\_\_\_\_

Date of issue: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place of issue: \_\_\_\_\_

Full address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

Address in Italy: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

## COURSE DETAILS

Chosen Course: \_\_\_\_\_ City: \_\_\_\_\_

LEVEL: \_\_\_\_\_ From: \_\_\_\_\_ Time: \_\_\_\_\_ / \_\_\_\_\_

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LEVEL: \_\_\_\_\_ From: \_\_\_\_\_ Time: \_\_\_\_\_ / \_\_\_\_\_

## ACCOMMODATION

**HOTEL:**  Single Room  Double Room  
**HOTEL APARTMENT:**  Apartment for 1 person  Apartment for 2 persons  
**HOMESTAY:**  Half board

**APARTMENT:**  Single Room (Independent)  Double Room  
**APARTMENT:**  Single Room (Shared)  Double Room  
**BED & BREAKFAST:**  Single Room  Double Room

## PERSONAL DATA

The student authorizes the school "Istituto Dante Alighieri" to use his/her personal data in accordance with the current Italian law (n° 196/2003) which also foresees this information will be kept in archival form. At any given time the student may request for this information to be eliminated.

I accept the conditions of booking as stated in the brochure.

Date \_\_\_\_\_

Signature \_\_\_\_\_



# GENERAL CONDITIONS

## ENROLMENT

The student must fill in the application form and mail it in to the school together with valid proof of payment and 2 recent photographs.

## ENTRY VISA

The following information is necessary to obtain an Entry Visa to Italy:

- Last name and First name
- Date, city, and country of birth. Nationality.
- Passport number plus the date and the city in which the passport was issued.
- Address and residence in country of the origin.

Students who receive their Certification to obtain a Residence Permit or an Entry Visa for Italy cannot ask for reimbursements of any kind if they should withdraw from the course.

## PAYMENTS

All sums must be received in full by the school of your choice before the beginning of each course.

Types of payment acceptable:

- International Cheque
- Travellers Cheque
- Credit Cards: AMERICAN EXPRESS, VISA, MASTERCARD.
- International Bank Transfer

## CANCELLATIONS

Courses may be cancelled by sending **fax communication** to the “*Istituto Dante Alighieri*” school of your choice.

- If the fax is received up to 20 weekdays before the commencement of the course itself, 20% of the course fee shall be forfeited and withheld by the Institute.
- If the fax is received from 19 up to 10 weekdays before the commencement of the course, 30% of the course fee shall be forfeited and withheld.
- If the fax is received 9 weekdays or less before the commencement of the course, the entire fee shall be forfeited and withheld.

There is no refund for students who begin a course late or should decide not to terminate such course. Course fees cannot be transferred to other students.

If the student should find it necessary to postpone or interrupt the course for very serious reasons, he may ask for a “*letter of credit*” for that portion of the course he will not be attending. The “*letter of credit*” is valid for the ongoing academic year. With a minimum of four weeks’ notice and the agreement of the Director of Studies, students on courses of 24 weeks or longer may take a break in their studies.

## CHANGE OF COURSE

Participation fees for group courses cannot under any circumstances be transferred to individual classes unless the student is willing to pay a penalty fee of € 120,00 for the requested change. In any event, changes are not possible subsequent to the course activation date.

## COURSES

The Institute has the right to postpone group courses to later dates if the minimum number of students per group is not reached. Where insufficient bookings lead us to cancel any course mentioned in the brochures, we will make every effort to offer an alternative course.