



## LEONARDO DA VINCI ART SCHOOL GENERAL CONDITIONS

### **Application**

The application form must be compiled and submitted at the school or on our website. The confirmation will be sent to you as soon as possible.

### **Payment**

Along with their application, the students are required to effect an advanced payment of 70 € as part of the tuition fee. We must receive statement of the paid balance before the beginning of the course. The balance will be paid upon arrival at the school on the first day of class.

For late enrolments (i.e. less than one week) the total tuition fee must be paid at the moment of the enrolment.

### **How to pay**

All payments may be made by credit card (see application form), by International Post Money or by bank transfer. If you transfer sums via bank, you will be charged for bank transfer costs.

### **Cancellation**

Cancellations must be communicated to the school by e-mail, at least 21 days before of the beginning of the course. If a booking is cancelled 21 days prior to the beginning of the course, attendance fees will be refunded with the exception of the 70€ enrolment fee (which is not refundable). After this time no refund will be made.

In case of cancellation with the intention of postponing the starting date of the course, the sum that has already been paid may be used for participating in a course within 12 months from the starting date of the original enrolment.

### **Public holidays**

Lessons are not held on national and local public holidays and will not be refunded.

The school will remain closed for the following public holidays:

January 6<sup>th</sup> – Epiphany

Easter Monday

April 25<sup>th</sup> – Liberation Day

May 1<sup>st</sup> – International Workers' Day

August 15<sup>th</sup> – Assumption Day

November 1<sup>st</sup> – All Saints' Day

December 8<sup>th</sup> – Immaculate Conception

December 23<sup>rd</sup> to January 6<sup>th</sup> – Christmas Holidays

### **Personal data**

Students authorize the Scuola Leonardo da Vinci Arte e Cultura to collect their personal data for the purpose of enrolment.

The school reserves the right to use photographs or videos taken during courses or free time activities to illustrate informative or promotional material on the website or social networks.

### **Changes to programs and prices**

The school reserves the right to modify their course programs and prices at any time.

The types of courses are only Basic (6 hours per week), Semi-intensive (10 hours per week) and Intensive (20 hours per week), and it is not possible to make personalized programs with different schedules than those already settled for each type of course. If students want to increase the number of hours, they have free access to the school in the morning for studio hours without the guidance of a teacher.

### **Insurance**

Students are not insured against illness, accidents, theft or loss of personal possessions, either by the schools or by those organizing housing. We therefore recommend get a personal insurance policy.

### **Lodging**

The school will communicate the housing address 10 days before the beginning of the course. Housing fees must be paid upon arrival in cash, to the school's secretary. The school only acts as intermediary between students and landlords and cannot be responsible for the relations between them. Students must be aware of the "Lodging Regulations" that can be consulted on our website.

### **Communications**

All requests and communications regarding absences or change in the schedule or program, must be made directly to the school's office, not through the teachers, sending an e-mail to [info@arteleonardo.com](mailto:info@arteleonardo.com). Otherwise, lessons cannot be recovered or changes to the program and schedules applied.

### **Visa**

European citizens do not require a visa to enter Italy and are allowed to stay how long they want. Citizens of other countries, like United States or Mexico and many others, are requested to apply for a student visa only if they are going to stay in Italy for longer than 90 days. Citizens of other countries instead must apply for a visa for any period of time they intend to stay in Italy (even for a stay shorter than 90 days).

The student is the sole responsible for the whole visa application procedure, the only service that the School can provide is that of issuing a Certificate of Enrolment necessary to obtain the visa, after the application and the full payment of the course fees have been received.

Therefore, students must contact personally their nearest Italian Embassy or Consulate in order to check the regulations regarding entry permits to Italy.

In case the Italian Consulate should not grant the visa, an original document that proves that the visa has been refused will be needed by the school to make a refund.

### **Acceptance of our terms**

By signing the registration form or any other written form of registration, or sending the online application, the participant accepts our General Condition and Privacy Terms.