



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 by email as soon as possible.
- Only students over 17 years old can apply for group classes, any student under this age will need to book private lessons.

Payment

- Along with their application, the students are required to make an advanced payment of 70€ (barring exceptions stated on our website) as part of the tuition fee.
- The balance must be paid within the Friday (4pm Italian time) prior to the starting of the course.
- Accommodation, if requested, will be paid separately during check-in.

How to pay

- All payments may be made by credit card (see application form), or bank transfer (the students will be charged for bank transfer fees).
- Bank transfers are available only for payments made within 2 weeks from the starting of the course.

Cancellation

- Cancellations must be communicated to the school by email, at least 21 days before of the beginning of the course. If a booking is canceled 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 6th – Epiphany

Easter Monday

April 25th – Liberation Day

May 1st – International Workers' Day

June 2nd – Republic Day

June 24th – Saint John's Day

August 15th – Assumption Day

November 1st – All Saints' Day

December 8th – Immaculate Conception

December 19th to January 6th – 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 other 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, from 11:00 to 14:30, for studio hours without the guidance of a teacher.
- It is not possible to transfer the payment made for an Italian language course or Art History course to an art course and vice versa.

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 getting a personal insurance policy.

Lodging

- The school can help students find accommodations in Florence, but cannot guarantee their availability for the requested dates.
- We recommend sending a request for lodgings at least 4 weeks before the starting of the course, requests made 1 week prior to the starting of the course will not be accepted.
- The school only acts as an intermediary between students and landlords and cannot be responsible for the relations between them, nor for any problems encountered in the apartment.
- 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. Otherwise, lessons cannot be recovered or changes to the program and schedules applied.
- It is possible to recover lessons only if the absence was due to health problems and if communicated at least 24 hours in advance.

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 the 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.
- Other countries may request a visa for any period of time, even for a stay shorter than 90 days, it will be responsibility of the student to get informed about Visa regulations through the embassy.
- The deadline for applications from students that need a visa is 3 months prior to the selected starting date of the course.
- 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. Documents will be sent only after receiving the application and payments.
- If students applying for an Art Course require assistance with providing documents for the Visa application, they must apply for an intensive course and at least 2 weeks of Italian Language course. Tuition fees for these courses must be paid in full in advance along with a 50€ fee for the shipping of the original documents.
- Students must personally contact 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.
- The courses for which the study visa has been granted cannot be canceled or modified or replaced with other courses.

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.