

# TERMS AND CONDITIONS

## ■ AGE

Summer programmes in Lignano and Florence are suitable for students aged 14-17, in Milan for students aged 15-17.

## ■ ENROLMENT

The student fills in the Application Form and sends it to Linguaviva Admission Office in Florence along with,

- **registration fee of € 80**
- **deposit of 30%** of the global fee.

Proof of payment should be sent with the application form at least 4 weeks before the beginning of the course.

Enrolment is considered valid upon receipt of written confirmation by the school.

## ■ PAYMENT

The balance of the global fee must be paid in full **2 weeks** before course starting date.

The acceptance of the student at the Summer Programme is subject to this payment.

Following methods of payment for both deposit and balance are possible:

- Credit Card (Mastercard or Visa)
- Bank transfer to:

**Banca Intesa San Paolo**

**Via Nazionale 93/95, 50123 FLORENCE**

Account name: LINGUAVIVA srl

Account number: 100000000803

IBAN: IT 27 P030 6902 9041 0000 0000 803

Swift: BCIT IT MM

Please indicate for whom the payment is being made by stating the student's name and the course starting date. Bank charges are to be met by the student.

## ■ RESIDENTIAL ACCOMMODATION IN LIGNANO

The students will be hosted in rooms with 3-4 beds and private bathroom with other students of the same sex and age. We ask you to inform us in advance if they prefer to be lodged with friends. We provide 3 hot meals every day, except when students are going on a full day excursion, they will be provided with a packed lunch.

## ■ HOMESTAY ACCOMMODATION IN FLORENCE AND MILAN

Students will be hosted in homestay families in twin rooms with full board. Accommodation in single rooms can be arranged upon request

and availability. We ask you to inform us in advance if they prefer to share the room with a friend. We provide 3 meals every day. During the week lunch will be provided by the school.

## ■ CANCELLATIONS

Cancellations must be communicated in writing.

The registration fee and the deposit of 30% **are not refundable** nor are they transferable to another person. If a cancellation is made less than **1 week** before the programme starts, the whole tuition fee is forfeited.

If the student decides not to attend classes or to shorten the course, he/she is not entitled to any refund.

## ■ COURSE CHANGES

If a change to the starting date of the course is required, the student must notify the registration office at least 30 days before the beginning of the course.

## ■ COURSE VARIATION OR CANCELLATION

Programmes are subject to alteration, rearrangement or change in the event of unsuitable conditions beyond our control.

The school reserves the right to cancel a course if the minimum number of students is not reached.

## ■ MEDICAL SERVICES

We strongly recommend the student to be provided with all necessary documents in order to benefit from free of charge hospital admission in case of emergency, and to state if he/she suffers from any chronic illness, allergy or dietary problem.

## ■ RESPONSIBILITY AND INSURANCE

The school is not liable for the loss of student's property on the centre premises.

Students are advised, before leaving their home country, to insure themselves against loss of fees through cancellation, non-arrival, absence for any reason, unforeseen termination of their courses, travel and repatriation.

## ■ PERMISSION TO TAKE OUT THE STUDENT

If a relative or friend wishes to take out the student for a day or a weekend, it is essential that you indicate the name of the person when enrolling.

In this occasion the person will be responsible for the student's safety and conduct.

## ■ PERMISSION FOR EVENING OUT IN FLORENCE AND MILAN

Parents written permission is required if students wish to go out in the evening and on what time students should return the homestay.

## ■ CONDUCT AND DISCIPLINE

The student is expected to observe certain rules of conduct based on mostly accepted standards of courtesy and consideration for others. Programme code of conduct will be shared with all participants along with pre-arrival documents. Smoking is not allowed in any area of the Centre.

Students must not drink alcohol and must not possess or use illegal drugs. We shall notify parents of any serious contravention of discipline, including non-attendance or disturbance of classes. We may, as a last resort, ask parents to withdraw any child who continually disrupts the course or refuses to comply with normal standards of behaviour.

In such circumstances there will be no refund of fees, and any additional cost incurred will be passed to parents for settlement.

## ■ PERSONAL DATA

We collect or store personal information about children under the age of 18 in the context of managing bookings and directly related products, and for safeguarding purposes. Permission is obtained directly from a legal adult guardian to collect this information through our Parental Consent Form. We request special category data relating to the health of the child and by signing the application form, parents/guardians agree to inform us of any condition, including allergies, that could affect the child or his/her medical treatment.

## ■ USE OF PHOTOS AND COMMENTS

Permission is given for the use of student comments or testimonials and photographs/images of students in the official promotional material for Linguaviva with acceptance of these terms and conditions.

If parents/legal guardian do not wish us to use these images, please inform the school in writing on or before students' arrival.

## ■ VALIDITY OF TERMS AND CONDITIONS

These General Conditions, together with the programme details, form the basis of any contract between the parents and the School. This contract is subject to Italian laws