

TERMS AND CONDITIONS

PAYMENT

Registration Fee

A non-refundable Registration fee is required. This fee covers the administrative cost surrounding the registration process.

Registration fee (50 €) **plus** the total **cost** of the **course** must be paid by bank transfer within 15 days before the beginning of the course and a copy of the payment receipt must be sent by e-mail.

No part of your booking is confirmed until payment is received.

Banking coordinates:

IBAN: IT 94 H01030 03243 000000422241

Account number: 422241

Heading: Scuola Idioma di Samanta Patarini

Swift/Bic: PASCITM1R43

Bank: Banca Monte dei Paschi di Siena S.p.A.

Bank Branch: Roma - Agency 43

Bank Address: Via Annia Regilla, 97 00178 Roma, Italy

CANCELLATION AND REFUNDS

Cancellation by the participant of a course booking is possible until two weeks (15) before the course starting date.

Cancellation request must be sent to the school by e-mail info@scuolaidioma.it, within 15 days before the beginning of the course. The school will refund the amount received, (net of the bank charges) except the registration fee, which can be applied to a future course during the following 12 months.

Registration fee is non-refundable.

Course fee are non-refundable once the course has started.

Cancellations made with less than two week's notice (15 days) before the start of our courses are subject to a 100% cancellation charge.

ACCOMMODATION

The school can help the student to find the perfect place to stay. After a formal request, the student will be contacted by the host structure in order to agree the terms of payment. Scuola Idioma acts as an intermediary in hotel, hostel and B&B bookings and cannot be held liable for any extra charges, complaints, misrepresentations, disputes, breakages or actions between the hotel/hostel/B&B and customer. Any disputes must be taken up directly with the accommodation provider, not with the school.

INDIVIDUAL LESSONS

All **private lesson cancellations** should be made by contacting the school at least one day in advance. Lessons cancelled after 6pm the day before the lesson will be charged as a completed class.

ASSURANCE

All students are insured against accidents and incidents within the school walls during school hours. Students are not insured against illness, theft or loss of personal property, nor against injuries and accidents outside the school walls.

VISA

Students from countries where a Visa is required for purposes of study can obtain a certificate of enrolment in our courses which can then be presented to the appropriate authorities

In this case the entire cost of the course, for which they will receive the certificate and an invoice, must be paid in advance. If the student does not obtain the visa, the school will refund the full amount (after deduction of bank charges). The presentation of the document that testifies the refusal of the authorities is necessary.

PRIVACY

In accordance with Art. 13 of the Decree Law 196/2003 on Personal Data Protection, Idioma School (We) inform you that the use of certain services on our website requires that you provide certain personal data through registration forms or by sending email message, and that this information will be incorporated and will be analyzed in the files of Idioma School with the aim of offering and providing our services. In order to process your request for information /enrolment in courses or newsletter, subscription is required to provide authorization for the process of your personal data. The data will be processed by electronic means and paper and will be kept at the School Idioma. At any time you may exercise your rights as owner of the data and, in accordance with Art. 7 of Decree Law 196/2003, you may require the confirmation of the existence of personal data relating to you, even if not yet recorded, and the communication of these data in an intelligible form. You can request updates, corrections and removal of your personal data, in part or completely.