

REGULATIONS

Enrolment

- For the enrolment of under-eighteens the written authorization of the parents is needed.
- To effect enrolment an enrolment form must be completed and sent by fax, post or e-mail to the central office in Pisa, with the receipt of the advance payment requested.
- The advance payment is the equivalent of 30% of the total price of the course chosen, plus 70 euro enrolment fee

Type of payment

The advance payment can be paid by:

- 1) international postal order,
- 2) payment into Current Bank Account:
Banca Intesa S.p.A.
Filiale di Pisa - Corso Italia, 2
Istituto Linguistico Mediterraneo s.n.c.
c/c n° 07183924/01/89
ABI 3069 - CAB 14020
IBAN: IT7600306914020071839240189
Swift address: BCIT IT MM 590

Attention: in the code IBAN, after IT76 there is the letter "O"

- The receipt of the advance payment must be sent to the Secretary of the Pisa office.
- On receipt of the advance payment the Secretary in Pisa will confirm the enrolment and at the same time transmit the the address of the accommodation.
- The **balance** must be paid on the day of the course entry test.
- Any bank charges must be paid directly to the school with the balance.

The lessons

- The lessons take place from Monday to Friday and do not take place on public holidays of the Italian calendar. Lessons missed for holidays will be made up.
- On the day of the entry test lessons are not held.
- The absolute beginners must begin the course on the dates indicated on the calendar of the courses.
- If the number of enrolments makes it necessary, the lessons will be held in the afternoon.
- In the rare cases in which, after the entry test, there is only one student in a class, the 4 hours of group lessons will be converted into 2 hours of individual lessons. If, on the other hand, there are 2 or 3 students the 4 group lessons will be reduced to 1 hour (3 lessons instead of 4) in consideration of the fact that lessons in such small groups are more intensive.

Cancellation

- If a cancellation is communicated within 30 days of the beginning of the course, the advance-payment will be refunded minus bank or postal charges, if less than 30 days, the advance-payment will be withheld.
- Once the course has begun, no refund is made, either for discontinuous attendance of the lessons, or for abandonment of the course. If the course is abandoned for reasons beyond the control of the student, there is the possibility of receiving a voucher, to be used within 12 months.
- The payment for the course is not transferable to another person.

Visa for purposes of study

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, he/she must inform the school in writing enclosing a document that testifies the refusal of the authorities or all the original documents received by the school. In this case the school will refund the entire sum paid for the course, after deduction of postal or bank charges, minus the enrolment fee of 70 euro.

After the issue of the certificate, it is no longer possible to obtain a cancellation or change of dates without returning the original enrolment certificate.

Once the visa has been obtained, in the event of non-attendance of the course a refund will not be given. In the case of serious reasons it will be possible to have a voucher that can be used by another person and is valid for 12 months from the date of issue. The expenses for sending the certificate by courier or express post are born by the student. The Istituto Linguistico Mediterraneo will communicate to the appropriate authorities the name of the students, for whom the certificate has been issued for the application for the Visa, who have been absent from lessons for more than 2 days without informing the Secretary.

Accommodation

- The service of reservation of accommodation is free of charge and the school is not responsible for the relations between the student and the owner.
- Payment of the outstanding amount for the balance the accommodation booked by the school must be made within two days of arrival
- If the student decides to change accommodation, he/she must inform the owner at least 2 weeks in advance. These two weeks must in any case be paid.
- The costs of any damage caused to the accommodation must be reimbursed directly to the owner.
- In the accommodation booked by the school, students must behave in such a way as not disturb neighbours or any co-tenants.
- The booking of the accommodation is strictly personal and the presence of guests must be negotiated directly with the owner.

Insurance

Students are covered by insurance only inside the school. We therefore advise students to take out insurance before leaving their country of origin.

ENROLMENT FORM

Print the form, fill it in, either typewritten, or in legible handwriting, and send it by e-mail to: info@ilm.it, or by mail to: Istituto Linguistico Mediterraneo, Via Battisti N°3 – C.P. 209, I-56100 Pisa (Italia) or by fax at ++39 050 48157

Mrs.		Miss		Mr.	
Name:					
Surname:					
Date of birth:			Nationality:		
Address:					
Postal code:			City:		
State:			Country:		
Tel.:		Fax:		e-mail:	
Passport N°				Valid until:	
Date and time of arrival:				I will travelling by car YES NO	
Allergies:					
Profession:				Smoker YES NO	

I have heard about your school from: _____

Present knowledge of the Italian language

None		Little		Medium		Good	
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I would like to book the following course (type of course) _____
from _____ to _____ for _____ weeks.

I choose the school in:	PISA		VIAREGGIO	
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Accommodation

Please, do not reserve any accommodation		
I would like to reserve accommodation (<i>please indicate two possibilities</i>)		
Family	Bed and breakfast	
	Half board	
Room in apartment with common kitchen and bathroom		
Apartment		
Hotel		
If possible, I would like a single room		
<i>(if single rooms are not available, the school will automatically reserve a bed in a double room)</i>		

I have paid 30% of the total price of the course chosen and of the accommodation + 70 Euro enrolment fee by:

International money order	
Payment into Current Bank Account (please, communicate the Transfer Reference Number)	

I declare that I have read the school regulations and accept them

In virtue of D. Lgs. n. 196/03 I authorize Istituto Linguistico Mediterraneo to handle my personal details in order to carry out the enrolment: Yes No (Yes is mandatory)

In virtue of D. Lgs. n. 196/03 I authorize Istituto Linguistico Mediterraneo to handle my personal details in order to promote the study courses at the school: Yes No (yes is not mandatory)

Date _____

Signature _____