



Istituto Linguistico Mediterraneo  
Study in Italy

This enrollment form has to be sent to [info@ilm.it](mailto:info@ilm.it)  
Istituto linguistico Mediterraneo Via Cesare Battisti 3, 56125 Pisa - Italia -

## Preparatory course for admission to Italian University - Pisa -

Mr

Ms

Name:

Surname:

Birth date:

Birth place:

Full Address:

Passport number:

Nationality:

Email address:

Phone number:

## Course

I want to attend the Preparatory course for admission to Italian Universities:

From:

to:

My level of knowledge of Italian language is:

Beginner

False Beginner

Low Intermediate

High Intermediate

## Accommodation\*

I prefer accommodation:

Shared apartment single room

Shared apartment double room

From:

to:

*\*Accommodation has to be booked for at least 4 weeks.*

I heard about your school through: \_\_\_\_\_

I have read the Conditions for Participation in the course attached to this registration form. I approve them by signing the participation conditions themselves and sending acceptance to [info@ilm.it](mailto:info@ilm.it) together with this registration form

Date \_\_\_\_\_

Signature \_\_\_\_\_

# Conditions of Participation in Preparatory courses for admission to Italian Universities

## Enrollment

In order to enroll the form must be filled and sent by post or e-mail to the head office in Pisa, with proof of payment.

On receipt of the payment the secretary in Pisa will confirm the enrollment and at the same time send the accommodation details.

## Payments

Together with the application form, students have to send proof of payment for the total amount of the course in which students want to enroll and for 4 weeks accommodation.

## The lessons

Each lesson consists in 55 minutes in Pisa.

Lessons take place from Monday to Friday and do not take place on public holidays (see our web site calendar). Lessons missed for holidays will be compensated by small trips or other free activities. Private lessons will be made up.

The absolute beginners in Italian must begin their course on the dates indicated on the course calendar.

If the number of enrollments makes it necessary, the lessons will be held in the afternoon.

In the rare case that, after the entry test, there is only one student in a group, the 4 group lessons will be converted into 2 hours individual lessons.

The minimum number of students for each group course is 5 people and the maximum number is 15 people.

If in a group there are only 2 or 3 students the 4 group lessons will be reduced by 1 lesson (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 prior to 21 days before the starting course date, the advance payment will be refunded minus bank or postal charges and the enrollment fee. If it is communicated less than 21 days before, the advance payment will be withheld.

Once the course has begun, no refund is made, either for irregular attendance of lessons, or for abandonment of the course. If the course is abandoned for reasons beyond the control of the student, a voucher will be provided to be used within 12 months it is not transferable to other students.

No reductions or refunds apply in case of late arrivals, early departures or missed lessons.

In case of cancellation due to Visa refusal, please ask for our special conditions of cancellation.

*Students are expected to behave correctly towards teachers and other students. The school reserves the right to temporarily or permanently remove the students who disturb the lessons. In this case, no refund is due for missed lessons.*

## Visa for study purposes

If you need a Visa to study in Italy we recommend you contact the nearest Italian Embassy or Consulate to enquire about eligibility and requirements and check [www.esteri.it/visti/](http://www.esteri.it/visti/)

For the enrollment, as soon as we receive the booking and the evidence of payment of the total tuition fee, we will send an enrollment certificate, the invoice and all specific documentation necessary for a Visa.

If the student does not obtain the visa, he/she must inform the school in writing, enclosing a document that testifies the refusal (Refusal Letter in original). In this case the school will refund the entire sum paid for the course, after deduction of postal or bank charges, minus the enrollment fee.

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

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Once the visa has been obtained in the event of non-attendance of the course a refund will not be given.

## Accommodation

The school books accommodation on behalf of the students but it is not responsible for the relations between student and owner.

If the student decides to change accommodation, he/she must inform the school 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 to disturb neighbors or any co-tenants.

The booking of the accommodation is strictly for students and the presence of guests must be negotiated directly with the school.

### **Insurance**

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

### **Special conditions**

Students who have learning problems, who have problems with concentrations or situations certified by hospitals that make learning difficult, must inform the school in writing when they arrive in Italy.

They will then have to present the relative medical documentation, legally translated and with apostille to the chosen University in order to have a longer time to take the admission test to the University. To avoid problems when enrolling at the University, students are requested to prepare legalized documentation BEFORE arriving in Italy.

### **Policy on Privacy**

Your personal data will be processed exclusively for the purpose to process the application, to inform you about our study programs and to send periodical communications and promotions effected by ILM.

We wish to inform you that your Personal Data sent with a request of informations and/or with the request of booking or the subscription of our newsletter will involve the processing of your personal data in accordance with Art. 13 Decree Law 196/2003.

The ILM – Istituto linguistico Mediterraneo keeps your personal information in full respect for your rights and in compliance with the security measures provided by law.

Conferring the aforesaid data and acquiring consent is obligatory for the transmission of your Personal Data, newsletter subscription, booking request and information request and the relevant processing of your personal data received in this manner.

The data will be processed with both digital mediums and on paper, and will be saved and archived on file in our head office in Via Battisti 3, Pisa, Italy.

The data will not be shared with third parties.

You are entitled at any time to exercise your rights in regard to the data processing Owner, in accordance with Art. 7 of Decree Law 196/2003, that is, you can request confirmation of the existence or not of personal data concerning yourself, even if not yet recorded, and communication of said data in intelligible form.

You are also entitled to request updating, rectification and supplementation of the data.

The data processing Owner is ILM – Istituto linguistico Mediterraneo sas

Processing of your personal data (Data, Photo and video)

Your data will be handled and processed according to the GDPR standard. 2016/679

**I have read these Conditions of Participation carefully and I accept them in full**

Date \_\_\_\_\_

Signature \_\_\_\_\_ \*\*

**\*\* Please sign each of the two pages of this Conditions of Participation**