

ENROLMENT FORM

Print the form, fill it in, either typewritten, or in legible handwriting, and send it by e-mail to: info@ilm.it,

| | | | | | |
|---------------------------|--|------|---------------------------------------|---------|--|
| Mrs. | | Mrs. | | | |
| 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 |
|------|--------|--------|------|

I would like to book the following course (type of course) _____
 from _____ to _____ for _____ weeks.

| | | | |
|-------------------------|-------------|------------------|--|
| I choose the school in: | PISA | VIAREGGIO | |
|-------------------------|-------------|------------------|--|

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 have paid 30% of the total price of the course chosen / total amount for Visa apply

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

I declare that I have read the school Conditions of participation 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 _____

CONDITIONS OF PARTICIPATION

1.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 email 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

2.Payment

The advance payment can be paid by: 1) international postal order, 2) payment into Current Bank Account: 3) Credit Card

Istituto Linguistico Mediterraneo - Via C. Battisti N°3 I-56100 Pisa (Italy)

Banca CR Firenze - Pisa Branch - **Corso Italia, 2**

c/c n° 0718/39240189

IBAN: IT78S0616014000071839240189 - **BIC:** CRFIIT3F - **Branch code:** 01706

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.

3.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.

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.

The school reserves the right to turn GB classes into MI classes with three individual lessons per week in case that the number of group students is lesser than three.

4.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.

5.Visa for purposes of study

Students from countries where a visa is required for purposes of study can obtain a certificate of enrollment 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.

6.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 to 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.

7.Insurance

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

8.Photo and video

the school reserves the right to use photo or video recording taken during the course or the free time activities for promotional purposes only.

If the student does not agree with the publication of this material, you must let the school know in writing within a month from the photo or video recording.

This material has no commercial value and do not constitute a contractual agreement.