

**PERSONAL DETAILS**

Title (Mr, Mrs, etc):

First Name(s):

Surname (Family Name):

Date of Birth (dd/mm/yyyy):

Nationality:

Passport or Identification Number:

(Please also attach a copy of the pages in your passport showing your photograph and passport number)

**CONTACT DETAILS**

Address:

Agent (If Applicable):

Telephone:

E-Mail:

**COURSE DETAILS (please refer to our fees & dates info)**

Course Name:

Start Date:

No. Weeks of Study:

**CONFIRM YOUR CURRENT LEVEL OF ITALIAN (please attach level test)**

How long have you been studying Italian? Where?

Beginner

Elementary

Pre-Intermediate

Intermediate

Upper-Intermediate

Advanced

Proficiency

Other (pls specify)\_\_\_\_\_

## ACCOMMODATION (please refer to our fees & dates info)

Do you require accommodation?  Yes  No

Preferred Accommodation:  Homestay  B&B A  B&B B  Countryhouse  Family

Duration of Stay (weeks): Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

Any Special Requirements (Dietary, Medical, Pets)?

.....

.....

## TRANSFER (a private taxi will meet you and take you directly to your accommodation)

Transport fees will be paid cash directly to the driver.

Do you require a transfer?  Yes  No

Airport Rome Ciampino - Arrival Time: .....

Airport Rome Fiumicino - Arrival Time: .....

Railway Station Orte - Arrival Time: .....

## PAYMENT CALCULATION

Course total:

.....

+ 80 € course registration and accommodation fee:

.....

**Total:** **Deposit (30%):** **Balance to be paid on arrival:**

**ACCOMMODATION TOTAL:** **TO BE PAID ON ARRIVAL**  
**CREDIT CARD DETAILS (as security for the booking)**

## METHOD OF PAYMENT

At the time of booking the students can choose whether they intend to pay the full cost of the course or a 30% non-refundable deposit. Payments can be made in cash, by bank transfer or credit card.

The balance of the course must be paid on the first day of the course at latest.

**ACCOMMODATION MUST BE PAID ON ARRIVAL AT THE B&B/COUNTRYHOUSE/FAMILY**

If students do not pay the balance due on the first day they will not be allowed to attend the course and will lose their right to accommodation. Bank charges should be paid by the student.

**Bank Transfer** – please send us a copy of the payment receipt

Send your bank transfer to:

Language Service S.A.S. di Raffaella D'Ubaldi

UniCredit Banca di Roma

Agenzia Viterbo 3

IBAN: IT 37 0 02008 14502 000400886378

ABI: 02008 CAB: 14502 CIN: O SWIFT: UNCRITM1612

Upon receipt of deposit, the school will confirm your registration.

## DECLARATION AND SIGNATURE

I hereby declare that all information given is true and complete and that I agree to the Language Service General Conditions as detailed in this Enrolment Form.

Signature: ..... Date: .....

## GENERAL CONDITIONS (please read carefully before registration)

1.

The language school is responsible for the accurate processing of courses and reservation of your accommodation. This does not include any offers from any third-party.

### 2. Enrolment

If you want to participate in one of our courses, please use the application form. If you would like to get further information or have any questions concerning your enrollment, please do not hesitate to contact us. Once your booking has been confirmed, you may be requested to pay in advance. Payment can be made by bank transfer. The remaining costs are taken on arrival in cash or by credit or debit card.

### 3. Days without teaching

There is no teaching taking place on the following days: 01.01., 06.01., 25.04., 01.05., 15.08., 01.11., 08.12., 24.12., 25.12.

**The lessons will be partly given on other days.** Please contact us for more information.

### 4. Lessons

One lesson of teaching lasts 55 minutes.

5.

The Minimum age for general Italian courses is 16. There is no upper age limit.

6.

When necessary, the school reserves the right to alter the timetable and/or transfer students from one class to another.

### 7. Accommodation

Accommodation may only be used by those who booked it; guests must **sign up**. It is not allowed to use the accommodation for unusual purposes, the cost of any damage the student or visitors cause will **be deducted**. Every participant is committed to leaving the rooms in good and clean condition.

8.

The school has an active policy to provide a safe environment for staff and students; free from violence, abuse and discrimination of any kind. The school has a zero tolerance policy towards bullying, verbal or physical violence and drug taking. If your behaviour contradicts this, we reserve the right to remove you from the school without compensation.

### 9. Arrival

Day of Arrival is the Sunday before the first lesson. If you intend on arriving earlier, please contact us in order to make additional arrangements regarding transport and accommodation.

### 10. Placement and starting day

The assessment test will take place on the first day of teaching. (Monday 9 a.m. at the school). Lessons will start immediately after the test.

11.

The accommodation is valid only for the person and dates specified. Any changes to the dates must be sent to us in writing or by email at least 2 weeks before the arrival date.

### 12. Attendance

You are expected to attend all classes. Failure to do so may result in changes to the final certificate you shall receive as proof of study (which is important for university credits).

### 13. Departure

Departure is on Saturday before 10 a.m. Please contact us if you wish to stay longer.

### 14. Cancellation and changes

- Cancellation until 21 days before the beginning of the course: 30% of the fee must be paid.
  - Cancellation until 7 days before: 50% of the fee must be paid.
  - Failure to show without prior written notice will result in the full fee being charged.
- These fees will not be requested from the participant if the participant names a **substitute**.

### 15. Responsibility

Language Service s.a.s. cannot be held responsible for any actions and programs organised by third parties.

**We recommend purchasing travel insurance.**

### 16. Legal case

Any legal case arising from this may be heard in Viterbo/Italy.