



COURSE ENROLLMENT FORM

PERSONAL DETAILS:

Name
Surname
Nationality
Sex M F
Date of birth
City
Address
Passport number
Telephone numbers: - home/office
- mobile
- fax
E-mail

I WISH TO ENROLL IN THE FOLLOWING COURSE:

Course Ref. Course start date Course length (n.of weeks)
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IF YOU WANT TO ENROLL IN INTERMEDIATE/ADVANCED COURSES, YOU NEED TO CHECK YOUR KNOWLEDGE OF ITALIAN BEFORE, FILLING IN THE PLACEMENT-TEST ON-LINE (ON OUR WEBSITE www.inlinguacomo.it) AND RETURNING YOUR RESULTS TO OUR SCHOOL IN COMO.

I WANT TO PAY BY:

Credit card Bank transfer

Total Course fee _____

Our bank details for money transfer:

Account holder: **Palenque srl**

Banca Intesa - ABI 03069 - CAB 10910 - C.C. 100000000229 -CIN: L

swift code: BCI TIT 33390

IBAN: IT17L0306910910100000000229

Terms and conditions of the agreement: ACCEPTED

(The signature below is to confirm and accept all terms and conditions above and behind, the signature can be apposed even from the local guarantee in Italy which assumes all the responsibility from confirmation and acceptance from the student).

Signature _____

Date _____

Conditions of participants

1. MINIMUM AGE – If the school should accept a student under the age of 18 years it's not responsible for the supervision of these minors after lesson time. This remains the responsibility of the parents or legal guardians.

2. TUITION FEE INCLUDE - Lessons, Certificate, use of library and self-study center, Social activities if not various indicated.

3. TUITION FEE DO NOT INCLUDE - Accommodation, Examination Fees, Transfer from and to the railway / Airport, Bank charges, Insurance, Internet-point access and other fees not expressly mentioned under the title "fee include".

4. ENROLLMENT AND PAYMENT - Applications should reach the school office at least 30 days before the beginning of the course together the **deposit** (30% of the Total fee). In case of last-minute enrollment (less than 15 days of the beginning of the course) it is necessary to pay the total fee in full (sending us by fax/email copy of the bank transfer) .

In case of no show no refundable is possible.

5. BALANCE - The balance must be paid within 15 days of the course starting date. In case of no show the student authorizes us to charge on its credit card (without any extra request of charging by the school) the total fee.

6. METHODS OF PAYMENT - To be admitted into the course you will have to produce evidence of payment. Payment can be made by: Bank transfer, Cash or Credit card.

7. POSTPONING - In case of postponing the beginning of the course the following penalties will be applied: between 2 and 1 week (50,00 Euros of penalty fee), less than 1 week (100 Euros penalty fee) .

8. STUDENT VISA - Western European citizens do not require a visa to enter Italy, if they don't plan to stay longer than 90 days. Citizens of other countries should contact their nearest Italian Embassy or Consulate to check the details regarding entry permits. Our Certificate of enrollment fulfils one of the requirements to obtain a visa. This certificate can only be issued by our Committee after a registration has been received and the registration fee paid. You are responsible for obtaining visas and for any visa-related expenses.

9. PUBLIC HOLIDAYS - No lessons will take place on public holidays. No refund will be made for these lessons.

10. RESPONSIBILITY - The school reserves the right to exclude a student from the school or accommodation if they are acting in a way which is detrimental to the school or other students. In such cases, the school is under no obligation to make any refund or cover any expense brought about by this action. The school is not liable for the loss, damage or injury to persons or property.

11. INSURANCE - Students are advised to take out medical and personal insurance before leaving their home country. Moreover, students are also advised to insure themselves against loss of fees through non-arrival, absence for any reason or unforeseen termination of their courses.

12. PERSONAL DATA - The participant authorizes inlingua Como to include her/his personal data on a mailing list for the purpose of enrollment. The participant may also periodically receive informative, publicity or promotional material. The participant may at any time, in accordance with Italian law (l. 196/03), request that her/his personal data be removed from the mailing list of the School.

13. ACCEPTANCE - By signing the registration form or any other written form of registration, the participant accepts the "General Conditions of Participation" and in particular in case of no show he/she authorizes us to charge on his/her credit card (without any extra request of charging by the school) the total amount.

14. CANCELLATION POLICY - Notice of cancellation must be given by registered letter, telegram, fax. We will issue the refund directly to the person who paid for the course. The refund will be in the form of a Credit Note or check. Of course refunds will be paid within 30 days of the cancellation date just as before. More than 30 days before the beginning of the course 10% of the paid amount is non refundable; From 30 days and 15 days before the beginning of the course 30% the deposit (30% of total fee) is non refundable; Less than 15 days before or after the start of the course 100% of the total fee is not refundable.

15. LANGUAGE OF THE LESSONS - In keeping with communicative teach methodology, all of our lessons are conducted in the language of the course if not otherwise specified.

16. GROUP COURSES – A minimum of 3 students is required for all group courses. In the event of insufficient applications for a course, the school reserves the right to offer an alternative course of equal value.

PLEASE, SEND THE APPLICATION FORM (enclosing the cash order of your bank transfer) BACK TO:

INLINGUA COMO – Via B. Luini, 3 – 22100 Como (CO) – ITALY

www.inlingua.com – como@inlingua.it – tel. +39 031 43 100 92 – fax. +39 031 43 100 91