1. Attendance Attendance to lectures is compulsory. Students who are absent for 5 days in any course will not be allowed to take the relative exam.

2. Programs The student accepts the academic programs presented by the Accademia Italiana which may be changed according to necessity as considered by the A.I.

3. Time-table The student accepts the time-table of the courses and agrees to arrive to lectures on time. Students who arrive more than 10 minutes late will not be admitted to class.

4. Payments The student agrees to pay the enrollment and tuition fees. The enrollment fee will not be returned in case the student renounces attendance. This fee will, however be returned in case the direction of the school decides not to admit the student. The tuition fee must be paid by the first day of lessons and will not be refunded in case of partial attendance of the course. Each year the prices of the courses will be increased to keep up with cost of living increases. Students who have already paid for more than one semester will not be required to pay the difference for semesters that they have paid in advance. In the case that a student who has chosen to pay the two semesters together in one payment (tuition fee discounted) decides to withdraw from the course after having attended only one semester or less, this student will have no right to a refund.

5. Accommodation The Accademia Italiana offers an information service, providing names of owners of apartments. All agreements, including economic ones are made directly between the student and the landlord. Since the school reserves the accommodation for the student, however, the student must pay the first month's rent, even if, for personal reasons he will not make use of the accommodation chosen.

6. Materials The Accademia Italiana provides the students with lecture notes and illustrative materials while textbooks, colors, fabrics, and paper, photocopies, and all other materials necessary are to be provided by the student.

7. Exams The Accademia Italiana will publish a yearly exam calendar for each of the different kinds of courses offered. Students who have not completed payment of all fees will not be admitted to exams.

8. Activation/Cancellation of courses The Accademia Italiana will activate a course only if a minimum of 8 participants have enrolled. The Accademia Italiana will promptly communicate the decision not to activate a course to those already enrolled and the enrollment fee in this case will be refunded.

9. Deferral of studies In the case that a student decides to suspend studies until a future academic year the Accademia Italiana will request that the student pay a fee of Euro 250,00 for each year of studies suspended, up to a maximum of three years allowed. In the case that the student does not resume studies no refunds will be due.

10. Intellectual property rights Each and every project created by the students within the courses of the Accademia Italiana, under the guidance of the faculty and staff of the Institute will be considered intellectual property of the Accademia Italiana. The Accademia Italiana will have the right to use these materials and images in any way and for any reasons it deems necessary, including but not limited to advertising, information, academic research, educational projects, promotions, etc.

11. Responsibility The Accademia Italiana will not be responsible for any items lost or damaged or left unattended anywhere within the Institute or during any manifestations organized by the Institute.

12. Damages The student is responsible for any possible damages caused personally to people or things on the property of the Accademia Italiana.

13. Legal forum Any eventual controversy will be under the jurisdiction of the forum of Florence, Italy.

14. Privacy The student authorizes the Accademia Italiana to communicate to third parties his or her personal data for academic necessities and in the fulfillment of the obligations of Italian law n.675 of 31/12/96.

The undersigned_____
             (first name and last name)

declares to have read and accepted the rules of the Accademia Italiana

Date

Student's signature_____