

PAYMENTS

Payment must be made by bank transfer to the school Bank Account at Banca Popolare di Ravenna: IBAN: IT53H056401310000000014230 - BIC/SWIFT: BPMOITB1BPR.

The payment should be addressed to: **MIDA TRAINING CENTER S.R.L.** which is the firm which owns Scuola Palazzo Malvisi Ravenna.

Terms of payments must be agreed in writing.

For each Payment **MUST** be clearly indicated whom it refers to: students name and period.

CANCELLATION OF THE COURSE

In case of cancellation after the enrolment has been sent and up to one month before the beginning of the course, the school will retain the deposit.

If cancellations come up within the month before the beginning of the course, the school will charge 50% of the amount for both course and accommodation.

There is no refund in any circumstances of cancellation after arrival. If the course is longer than 2 weeks Student may apply for a credit for the unused part of the course. This may be used within one year and cannot be transferred to another student.

Please be aware: there is **NO** credit for cancelled lessons for the first 2 weeks of a course.

Applications for a course credit must be written on a form available at the school office. Responses will be written and discussions will not be entered into.

CANCELLATION OF THE ACCOMMODATION

After arrival to cancel the accommodation costs: €100, 00.

You must give written notice as follows:

- 1 week's notice: Shared apartments, Standard and Executive Home stays;
- 2 weeks' notice: Studio apartments;
- 48 hours' notice: Three, Four Star Hotels and Bed&Breakfast.

Where notice is not received, accommodation fees for the above periods will be added to the cancellation fee. Accommodation refunds may take around 30 days to process. Refunds cannot be processed until the school has been fully paid for all services booked.

CHANGE OF THE ACCOMMODATION

After the arrival it is possible to change the accommodation but there is a cost of 50,00 € for general expenses, unless, of course, in case of claims or School omissions or mistakes.

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.

PERSONAL DATA

Students authorize Scuola Palazzo Malvisi to include her/his personal data on a mailing list for enrolment purposes. Student may also periodically receive informative publicity or promotional material. Students may at any time, in accordance with the Italian law (art. 13, 675/96), request that her/his personal data be removed from the mailing list of the School.

RESPONSIBILITY

The school is not liable for the loss of property on the premises.
The school acts as intermediary between students and landlords and cannot be responsible for the relations between them.

THE SCHOOL RESERVES THE FOLLOWING RIGHTS

To change course schedule or location and accommodation in the event of unforeseen circumstances beyond our control.

To refuse claims which have not been made by a student during her/his stay at Scuola Palazzo Malvisi Ravenna.

To make changes to this document and to the price-list without any prior notice.

Please note:

- During High Season lessons can take place either in the morning or in the afternoon.
- In the event of insufficient students in a class (less than 3), a different schedule of lessons will be offered, as follows:
 - in the case of 2 students: 15 lessons with 2 students plus 5 lessons in the group closest to the their level;
 - in the case of 1 student: 10 individual lessons plus 10 lessons in the group closest to the his/her level
- Group courses cannot be transformed into individual courses.
- Students who are absent for whatever reason from a group course are not entitled to any refund, fee reduction or replacement lessons.

Ravenna, June 2009

Scuola Palazzo Malvisi

Director

Michele Merola

