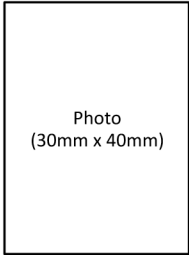


ABC de' Conti Application Form

Please fill in this form completely.

Date / /

Family Name		First Name		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Nationality		Date of Birth (dd/mm/yy)		Place of Birth	
Home Address		City		State	
Zip Code		Country		E-mail	
Home Telephone		Cell phone			
Occupation					
<i>(Address in Italy if any)</i>					
<i>Home Telephone</i>		<i>Cell phone</i>			
How did you know ABC de' Conti?					
Program you are					
<input type="checkbox"/> Basic Italian Language Course		<input type="checkbox"/> Group <input type="checkbox"/> Semi Private <input type="checkbox"/> Private Lessons			
		<input type="checkbox"/> Group Lessons + α <input type="checkbox"/> Semi Private Lesson + α			
<input type="checkbox"/> Intensive Course		<input type="checkbox"/> Semi Private <input type="checkbox"/> Private Lessons			
<input type="checkbox"/> Italian Language Plus		<input type="checkbox"/> 24 weeks course (<input type="checkbox"/> Group <input type="checkbox"/> Semi Private Lessons)			
		<input type="checkbox"/> 48 weeks course (<input type="checkbox"/> Group <input type="checkbox"/> Semi Private Lessons)			
<input type="checkbox"/> Home-Stay at the Teacher's home		<input type="checkbox"/> Standard <input type="checkbox"/> Intensive			
<input type="checkbox"/> "Business Italian"		<input type="checkbox"/> Semi Private <input type="checkbox"/> Private Lessons			
<input type="checkbox"/> Italian Language Business Training Course		<input type="checkbox"/> 8-weeks Basic Business Course <input type="checkbox"/> 6-month Business Course			
		<input type="checkbox"/> 6-month Basic Italian + Business Course <input type="checkbox"/> 12-month Basic Italian + Business Course			
<input type="checkbox"/> Italian Language Interpreter Training Course					
<input type="checkbox"/> Internship					
<input type="checkbox"/> Weekly Art and Culinary Art Course		Major ()			
<input type="checkbox"/> 1-Day Culture Cours		Major ()			
<input type="checkbox"/> Preparation Course for Accademia di Belle Arti					
<input type="checkbox"/> Summer Course		<input type="checkbox"/> Italian Language Course <input type="checkbox"/> English Language Course			
		<input type="checkbox"/> Enjoy Italy Course <input type="checkbox"/> Italian Language & Art History Course			
<input type="checkbox"/> Christmas Course		<input type="checkbox"/> Italian Language Course <input type="checkbox"/> English Language Course <input type="checkbox"/> Italian Language & Art History Course			
<input type="checkbox"/> Other Course		()			
Duration					
		<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/> 12 <input type="checkbox"/> 24 <input type="checkbox"/> 48 weeks <input type="checkbox"/> Other duration()			
Starting date(dd/mm/yy) / /		<input type="checkbox"/> 6 <input type="checkbox"/> 12 <input type="checkbox"/> 18 <input type="checkbox"/> 24 <input type="checkbox"/> 36 months <input type="checkbox"/> Other duration()			
Require the Accomodation					
<input type="checkbox"/> Yes: Double/triple Room		<input type="checkbox"/> Yes: Single Room *You must pay additional charge		<input type="checkbox"/> No	
Airport pick up					
<input type="checkbox"/> Pick-up		<input type="checkbox"/> Drop-off		<input type="checkbox"/> Not Necessary	



Pavment Procedure (Students will make the payment in either bank account according to the payment detail provided by the enrollment advisor.)

Italy

Bank Name: BANCO POSTA
 Account number : 000084496884
 Account Holder : ACCADEMIA RIACI
 CODE IBAN: IT26 W076 0102 8000 0008 4496 884
 CODE BIC/SWIFT: BPPHITRRXXX
 CIN:W ABI:07601 CAB: 02800

Japan

Bank Name: SUMITOMO MITSUI BANKING CORPORATION
 SWIFT CODE/BIC: SMBC JP JT
 Branch Name: AZABU BRANCH
 Account number: 270 - 107029
 Account Holder: ACCADEMIA RIACI TOKYO OFFICE

※ Please add the following amount to the course fee, to cover the charges levied by the receiving bank.
 • Course fee from €3,000 less than €5,000 : add €48
 • from €5,000 less than €12,000 : add €68
 • over €12,000 : add €116

GENERAL CONDITIONS

1. The Enrollment Fee of ABC de' Conti is to be paid upon registration of ABC de' Conti and the Tuition Fee of ABC de' Conti is to be paid no less than 30 days before the start of the relevant course. Payments can be made only in cash, by bankwire transfer or international postal / money order to the account indicated by ABC de' Conti. ABC de' Conti will provide the student with a certificate of payment confirmation. In case of a wire transfer, the certificate will be issued only when the completion of the transfer has been confirmed by the school at its receiving bank account. ABC de' Conti may, at its sole discretion, exclude from any course and/or examinations any registered student who fails to pay the applicable Tuition Fee within the period stated above or any other period as may be agreed with ABC de' Conti. ABC de' Conti reserves the right to claim back from any such student any reasonable expenses incurred in reliance upon his/her registration on the course.
2. The Enrollment Fee paid to ABC de' Conti is not refundable unless ABC de' Conti decides not to grant the student a place on the relevant course. Cancellation will only be accepted if made in writing to ABC de' Conti. If cancellation occurs not less than 180 days prior to the start of the relevant course, ABC de' Conti shall refund 100% of the Tuition Fee, 50% of the Tuition Fee will be refunded if cancellation occurs not less 60 days prior to the start of the relevant course; 30% of the Tuition Fee will be refunded if cancellation occurs one day before the class starts and no refund shall be made if cancellation occurs after the start of the relevant course. For students who do not hold an EU passport, there will be no refund after certificate of admission has been issued.
3. The Tuition Fee includes tuition and diploma or certificate of attendance as specified for the course.
4. ABC de' Conti will be responsible for preparing a laboratory and basic equipments for student use. However, expenses for any materials needed for each student's course and projects shall be covered by the student.
5. Specific information such as the duration of the course shall be communicated to the student upon registration. Examinations must be taken at the end of the relevant course. No student shall be allowed to take the examinations after the end of the relevant course and ABC de' Conti shall not, in this case, issue any final certificate of attendance or the official diploma to the student.
6. Attendance is compulsory. No student shall be allowed to take examinations unless he/she attends at least 80% of the lessons. No final certificate shall be issued unless the student maintains the required attendance record until the end of the course and achieves the required pass mark in the examinations. In case students do not attend lessons, there will be no refund of the Tuition Fee.
7. By enrolling on any course offered by ABC de' Conti, students agree to comply fully with the disciplinary rules of ABC de' Conti as this represents a condition of the agreement between students and ABC de' Conti. Compliance with the disciplinary rules shall involve a good attendance record, a rigorous respect of the schedule of lessons and a responsible attitude towards the staff of ABC de' Conti. Failure to adhere fully to these rules may result in disciplinary measures being taken against the offending student (which, for the avoidance of doubt, may involve the expulsion of the student from the relevant course). To the fullest extent permitted by Italian law, ABC de' Conti reserves the right to claim damages in relation to any loss caused by the student.
8. Courses are organized according to the schedules, dates and programs established by the teachers appointed by ABC de' Conti, which reserves the right, at any time, to amend any aspect of the course as may be necessary.
9. The examination papers, together with any material produced by the students during the examinations (hereon referred to as The Material) shall be deemed to be the property of ABC de' Conti. Students hereby assign by way of future assignment all copyrights arising in the Material and in particular allow ABC de' Conti to exhibit, reproduce and/or publish such Material.
10. If a student wishes to change the course after registering with ABC de' Conti, the school will consult with the school management in order to make arrangements for changing the course with a separate course of the student's choice, with a handling fee of 20% of the tuition.
11. ABC de' Conti reserves the right to cancel the course prior to the beginning of the courses if less than a quorum to start a course is present. Students who are registered in a course that is canceled will be notified, and the Enrollment Fee and the Tuition Fee will be a full refund.
12. ABC de' Conti doesn't take any responsibilities for accidental loss of personal belongings and valuables in school or outside school.
13. Students must be responsible in case of any damage or vandalism of school property by the student.
14. ABC de' Conti is closed on Italian national holidays and school holidays such as summer holidays, winter holidays and Easter holidays.
15. No variation to this agreement shall be valid unless agreed in writing between the parties.
16. For programs held in Florence campuses, the agreement between ABC de' Conti and students shall be subject to the Italian law and the parties hereby agree that the Italian courts in Florence shall have sole jurisdiction over any dispute arising out of this agreement.

[Revised as of March 1, 2021]

HOUSING RULES AND REGULATIONS

1. Housing check-in day is on Sunday, while check-out is on Saturday. Check-in and check-out on any other day are on additional charge.
2. Housing request deadline is 30 days before the course starts. We suggest students apply for housing at the same time as the course application.
3. Once the student arrives in Italy, NO REFUND will be made for any reason whatsoever in the event of a student deciding to cancel change or vacate an assigned apartment.
4. The accommodation address will be indicated 7 days before the registered check-in date (the address of the accommodation may change. Please check the latest information).
5. To cancel a reservation, the applicant must notify the school at least 90 days before the registered check-in date. The amount of refund will be 70% of the paid fee (after deducting 22% of the tax, as well as bank commissions).
6. The shared apartments provided by the school are located in Florence, around 20-30min by bus/bicycle to the city center. Each apartment may consist of 2 or 3 bedrooms with a shared kitchen, and a shared bathroom. Students cannot choose where to be placed.
7. Students cannot choose their roommates or flatmates depending on their personal preferences, except for the cases that the school considers justified.
8. If a student requests a single room (available at an extra charge), he/she will be provided of a separate room with one bed, but still will share the kitchen and the bathroom with the other flatmates.
9. All residents need to clean rooms, kitchen, and bathroom. Commodities such as soap, detergent, toilet paper, etc. must be purchased by residents. The kitchen is equipped with utensils. There are no face-towels or hand-towels. Bath-towels and bed sheets are replaced regularly.
10. Only some apartment has a WIFI connection, but its availability and the cost depend on each apartment which cannot be chosen by the student. The apartment telephone must not be used except for emergency, or explicit agreement with the landlord.
11. Air conditioning (for cooling) is not common in Florence. If you would like accommodation with air conditioning, please inquire.
12. As for the heating in winter, according to the Italian law on energy saving, the heating system is available for 8 hours a day during November to March. Most buildings have a central heating system. If you modify the central control of the heating system without permission, there may be a legal consequence to the guarantor.
13. Students are to keep the accommodation keys in good care. If they lose the keys, it may be needed to change the entire door lock of the building, and the school is not responsible for such cost. The landlord reserves right to debit such fee to the student.
14. Some bedrooms do not have keys or even if there is, in most cases, it closes only from inside. Please keep important belongings inside a locked suitcase.
15. Only students who reserved the rooms can be allowed inside the apartment. It is not allowed to invite friends or relatives to eat together or hold parties. Such parties can be reported to the police by neighbors, and the landlord may charge those responsible for any damage.
16. According to Italian anti-terrorism law, any landlord needs to notify the local police all the people hosting in their properties. Any failure to do that will be punished severely by state law. Therefore, students are not allowed to invite friends or relatives without prior permission of the landlord.
17. It is prohibited by the law to make loud noise after midnight. It may be reported by the neighbors and be fined. Also, the landlord may refuse continued stay in the accommodation on such ground.
18. The students staying in the shared apartments must follow the accommodation rules. Noncompliance with these rules may be grounds for being expelled from the accommodation. The school is not responsible for compensating for the paid rent in such a case.
19. Mediating any disagreement between roommates or flatmates is not the school's competency. Problems with the landlord, however, are to be resolved via school office.

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I hereby agree to the admission terms and general conditions and accommodation general conditions and apply for the course.

Date

Signature