



ENROLMENT FORM

SOCIETA' DANTE ALIGHIERI - Comitato di Firenze
Via Gino Capponi, 4 - 50121 FIRENZE -
Tel./Fax: +39-055-2478981 - Email: info@dantealighieri.it

Fill out this form and send it to us by mail or fax along with the receipt of payment (deposit)

Personal Data

First name _____

Last name _____

Place of birth _____

Date of birth _____

Gender M F

Nationality _____

Mother tongue _____ Job title _____

Address _____

Tel _____ Fax _____

E-mail _____

Knowledge of the Italian Language:

- None
- A1 – contact level
- A2 – survival level
- B1 – threshold level
- B2 – progress level
- C1 – effectiveness level
- C2 – mastery level

Choose the language course and any other courses you want to attend

A. Group Course _____

B. Other (specify) _____

Date: from _____ until _____



Housing Assistance

- None
- Family
- Student apartment
- Independent flat
- Hotel

- 1. Single room
- Double room
- 2. Bed & breakfast
- breakfast and dinner
- self cooking

Arrival in Florence _____ hour _____

Payment

I have paid the deposit of Euro _____ by:

- International money order
- Wire transfer

Credit card: I wish to pay the deposit of Euro _____ by:

- Mastercard/Eurocard
- Visa/Bancamericard

Cardholder's first and last name: _____

Number: _____ Expiration date _____/_____/_____

Signature of cardholder: _____

I authorize the Società Dante Alighieri Comitato di Firenze to use the personal data provided by me, in accordance to the Law (art. 13, Lei 196/03), and I want to inform that I have read, understood, and accepted the terms and conditions for participation:

Signature _____ Date _____



Terms and Conditions

Enrolment and Payment

- In order to enter a course at SDA Comitato di Firenze, you must send your enrolment form duly filled in with the receipt of the deposit payment.
- The deposit is equal to 30% of the course(s) chosen.
- Enrollment forms and deposits should be received at least 30 days prior to the beginning of the course.
- The total balance must be paid within the first week of lessons, according to the methods indicated in this form.
- Payments should be completed and sent by means international money order, bank wire transfer or credit card.

Cancellations:

- Cancellations required a written form (fax, email, telegram, registered letter) at least 30 days prior the beginning of the course.
- If a cancellation is communicated less than 30 days prior to the beginning of the course, the deposit will NOT be refunded, and the student can use it as a valid deposit for another course within the next 12 months.

Study Visas:

- EU citizens do not need a visa. We do advise that they request a E111 from the Health Services of the country, if they want to be covered by the Italian National Health Service.
- NON EU citizens, should enquire at the nearest Italian Embassy or Consulate or at the website: http://www.esteri.it/visti/index_eng.asp whether they will require a study visa, or not where and how to apply.
- SDA Comitato di Firenze is not responsible for course cancellations due to the Consulate/Embassy denying to issue a study visa.

Insurance:

It is advisable to have insurance that covers you for accidents, illness, theft or loss: SDA Comitato di Firenze and apartment landlords cannot be held responsible.

Lessons:

- The lessons and extra-curricular activities take place from Monday to Friday, from 9:00am to 6:00pm. Each lesson lasts 55 minutes. If students are absent lessons cannot be made up.

Accommodation

- Accommodation will be available for students starting one day before the beginning of the course to one day after the end of the course
- SDA Comitato di Firenze acts only as a liaison for contacts between students and landlords.
- Students are not obliged to use the housing service provided by the school.
- SDA Comitato di Firenze cannot be held responsible for contacts between students and landlords once they got in touch directly.

Personal Information

Purposes:

Information about you is necessary to provide exclusively services about formation and occasional communication for administrative purposes, execution of anonymous statistics studies, and operations for customer satisfaction, in order to publish news about our work and offers.

Checking Information:

We also inform that checking your personal required data is necessary to provide services, and execute the activities mentioned above, except the information described in accommodation service which is completely optional, and it has the purpose to find a possible accommodation.

Data Treatment Modality:

About the purposes mentioned before, the treatment of personal data is done not only by manual procedures in writing registrations, but also by logic information related to the same purposes, in a way to provide security and discretion for personal data.



Communication Extent:

We also inform that the purposes by which the data may be informed are:

- For the regular data, the Commercial Studies for meeting the fiscal obligations determined by law;
- For the item accommodation service which is made available for accommodation procedures.

The SDA Comitato di Firenze informs that, in accordance to art. 7 from Law Decreet 196/2003, students are entitled to:

- a) know about the existence of a file containing data concerning them;
- b) be informed about the name of the person in charge of using personal data;
- c) obtain (by request) under the responsibility of the person in charge of data: the confirmation of personal data existence, its communication and origin, and also the purposes for its use;
- d) cancel or change all or part of data stored, in an anonymous way, in case of law violation;
- e) update and correct;
- f) be sure that the new data are communicated to whom it might concern;
- g) disagree, completely or in part, by legitimate reasons, with having their data stored;
- h) change their own authorization, not agreeing completely or in part, with the use of their personal data for commercial information purposes, or market researches, or similar commercial communication.

I authorize the SDA Comitato di Firenze to use the personal data provided by me, in accordance to the Law (art. 13, Lei 196/03).

- At any time students will be able to have free access to their own data in order to update, change, integrate them, or only disagree about their use, making a request by registered mail, fax, or telegram to SDA Comitato di Firenze, with official location in Florence, Via Gino Capponi 4, 50121, as well as by e-mail to segreteria@dantealighieri.it. Requests made by e-mail must be accepted.
- The responsible for the use of personal data is: Società Dante Alighieri – Comitato di Firenze
- The responsible person for personal data is: Antonella Paoletti.
- Location where personal data are treated is: Via Gino Capponi, 4 - Firenze

Signature _____ Date _____