



APPLICATION FORM

(please send to: Soc. Coop.va Dilit, via Marghera, 22 00185 Roma)



Personal details

Surname _____ First Name _____ Mr Ms
 Address _____ e-mail _____
 Tel. _____ Cell. _____ Emergency contact phone _____
 Nationality _____ Passport No. _____
 Date and place of birth _____ Profession _____
 Languages known _____
 Knowledge of Italian none a little average good very good

Course details

I would like to enrol for the following course(s):

_____ from _____ to _____ No. of weeks _____
 _____ from _____ to _____ No. of weeks _____

Accommodation

Room in a flat Standard Independent flat
 Room with a family Standard Plus Hotel (with breakfast)
 Single room Breakfast (with family) Bed & Breakfast
 Double room (only two friends) Half board (with family) Single room
 Double room

Do you suffer from any allergies? _____

Transfer Arrivals details if already known _____

I have sent _____ euros as deposit , as full amount

I have read the General Conditions and I accept them.

Date _____ Signature (of parents for minors) _____

Information on the basis of articles 13-14 of the EU General Data Protection Regulation of 2016/679

Dear Madam/Sir,
in line with article 13 of the European Union Regulation 2016/679 and with regard to the information we receive, with a view to protecting persons and other subjects concerning the use of personal information, we inform you of the following:

1. Use of information about you

Any information collected about you will be treated as confidential and will only be used for considering any applications you make to us, the selection of your language level and the administration of your course and accommodation.

Information about allergies is necessary to be able to offer you the best service for your state of health.

2. How information about you is kept

Personal data about you will be kept in digital and/or paper form.

3. Confirmation of acceptance

Your confirmation requested at point 1 is compulsory in order to proceed with enrolment and provision of services. Without it we cannot proceed.

In the case of refusal to give information about allergies, the school declines any relevant responsibility.

4. Sharing of data

Data supplied may be shared with subjects working with the school on organising social activities and connected services.

The data will not be sent to countries outside the European Union.

5. The subject in charge of data management

The subject in charge is: Società Cooperativa DIL.IT r.l., Via Marghera, 22 - 00185 ROMA. Partita Iva: 01094361001, Codice Fiscale: 02645750585

6. Your rights

At any time, you can exercise, on the basis of articles 15-22 of European Union Regulation 2016/679, your right to:

- a) get confirmation of the existence or otherwise of your personal data;
- b) get information about why the data is being kept, what sort of personal data it is, what category of subject it has been sent to or will be sent to and, where possible, how long it will be kept for;
- c) have the data corrected and/or cancelled;
- d) limit the use of the data;
- e) data portability, in other words, receive the data from the subject in charge of data management, in a structured form in common use and readable by an automatic device, and send it to another subject in charge of data management without hindrance;
- f) stop the use of your data at any moment and especially in the case of direct marketing uses;
- g) stop automatic decision processes concerning people, including profiling;
- h) revoke at any moment any consent given previously without prejudicing the legitimacy of data use based on such consent;
- i) file a complaint with the relevant authorities.

You can exercise these rights by applying to: "Società Cooperativa DIL.IT r.l." at their legal address: Via Marghera, 22 - 00185 ROMA or by email at info@dilit.it
I the undersigned declare I have received the above information.

Place and date

• I the undersigned, _____, in the light of the information received concerning the use of my personal information (not consenting means the operation requested will be interrupted)

consent do not consent

Signature _____

• I the undersigned, _____, in the light of the information received concerning the use of information about my health, in particular about any allergies I may have

consent do not consent

Signature _____

General Condition

ENROLMENT

The student fills in the application form and sends it to the school along with a deposit of 200 Euros (1,000 Euros in case of Academic Programmes) or the full amount.

Internship Programme: students must send their application form at least 60 days before the language course starting date.

First Step Student sends application form indicating type and duration of language course and work experience required, together with a detailed resume (C.V.) and the completed work experience questionnaire (supplied by the school on request).

Second Step School answers saying whether the application is acceptable or not.

Third Step If the application is accepted student pays full fee (language course + internship). School sends confirmation.

All courses: enrolment shall be considered valid upon receipt of written confirmation from the school.

BALANCE

The balance must be paid at least 15 days before the beginning of the course.

HOW TO PAY

Online (by credit card)

Bank Transfer:

Bank name: MONTE DEI PASCHI DI SIENA

Account holder: SOC. COOP.VA DILIT r.l.

IBAN: IT88S0103003268000001050354

BIC/SWIFT: PASCITMXXX

Please state student's name, course title and starting date with all payments.

Bank charges are to be met by the sender.

ACCOMMODATION

Payment can be made on arrival.

CANCELLATIONS

Not valid for students requiring documents to apply for a VISA.

Cancellations made before beginning of course

- Cancellation must be communicated in writing (fax or e-mail).

Deposits are not refundable.

- 30 days before beginning of course: balance will be refunded.
- Between 29 and 15 days before beginning of course: 20% of balance will be forfeited.
- Less than 15 days before beginning of course: entire sum will be forfeited.

CANCELLATIONS MADE AFTER BEGINNING OF COURSE

- The full tuition fee is forfeited. However, in the case of enrolments longer than three months the Director will evaluate the possibility of allowing credit for part of the tuition fee.
- If the student decides not to attend classes or to shorten the course, he/she is not entitled to any refund.

Deposits and fees are not transferable from person to person.

COURSE CHANGES

If a change of type or date of course is required, the student must notify the registration office at least 30 days before the beginning of the course. Other changes rest at the discretion of the Director. (However, on no account can a change be made from group classes to individual classes after the beginning of the course.)

VISAS

Students coming from countries that require a visa to study in Italy need to contact the Italian Embassy in their home country beforehand to complete the formalities. A certificate of enrolment is one of the requirements for obtaining a visa.

In order to receive a certificate of enrolment the student must pay the full tuition fee(s).

Cancellation due to rejection of visa application

A. If we receive such a cancellation within 7 days before the beginning of the course, the student forfeits € 350 plus any expenses paid on his/her behalf (like TNT, health insurance, etc.). The balance is paid back when all relevant documents, including the official Embassy note giving the reasons for rejecting the visa, are handed in to the School. It is, however, possible to start the course at a later date.

B. If such a cancellation is made less than 7 days before the beginning of the course, the entire sum is forfeited.

C. No refund once the Visa has been granted.

RESEARCH

The school keeps its teaching methods up to date thanks to the constant research it carries out. This means that from time to time lessons are filmed or audio-recorded. This filming and/or recording is carried out under the supervision and responsibility of the Head of the Research Department. It is used for no other purpose than for methodological research. In any case each student can exercise their right to be excluded from any such filming or recording simply by signing a note in Reception.

PUBLIC HOLIDAYS

No lessons will take place on public holidays (see further information in fees & dates pages). No refund will be made for these days.

COURSE CANCELLATION

The school reserves the right to cancel a course if the minimum number of students is not reached or by reason of force majeure.

RESPONSIBILITY

The school is not liable for the loss of personal objects on the premises and for any expenses incurred because of a prolonged stay due to health reasons or other.

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.

Recommended insurance services offered by: **guard.me** international insurance.

The school reserves the right to adjust fees in the event of particular international monetary situations.

Dilit IH

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info@dilit.it - www.dilit.it