



ALCE Study Italian in Bologna



TERMS & CONDITIONS

- 1) Age.** Students must be 18 years old or over (17 with parental permission)
- 2) Number of Students per class** maximum 8 students per class, 3-5 on average (6-7 during summer peak months).
- 3) Classes.** Each class hour lasts 60 minutes. There is one 15 minutes break from 11:00 to 11:15 am.
- 4) Fees** include: tuition, welcome pack, student information handbook, use of resource centre, free Internet access - placement test and end of course certificate / individual report.
The balance must be paid at least 30 days before the beginning of the course.
Fees do not include: Exam fees, meals, private insurances and bank charges.
A registration fee of €40 will be charged on all courses. Registration fee does not include course books. All students must buy a course **book and materials** (according to the number of weeks studied, ex €35 for 1-5 weeks). These fees will be included on all invoices (extra fees may be charged depending on progression; book cost is €30 per level).
- 5) Excursions.** Excursions are not included in the cost (except Master Class course 40+). Most social and cultural activities are though free of charge (please see monthly schedule). Details on monthly/ weekly programmes on school board.
- 6) ALCE Calendar.** The School will be closed on the following 2019 public holidays: 22 April, 25 April, 1 May, 15 August, 4 October, 1 November- courses will not be made up (except private courses).
3 week-Christmas break: the school is closed from 16 December 2019 to 6 January 2020.
- 7) Accommodation.** All accommodation booked by ALCE is subject to an **administration fee of €40**. If a student changes family or accommodation, a second administration fee may be charged in some cases. Students need to give at least 2 weeks' notice if they want to change accommodation. See 10) below for cancellation conditions.
- 8) Insurances.** All students are advised to take out private medical and travel insurances. On request basic public health insurance can be provided (up to 6 months 90€, up to 12 months 160€). All EU nationals should bring E1.11 form covering public medical care.
- 9) Visas.** EU nationals do not require Visa. Non-EU nationals should contact their local Italian Embassy or Consulate. Please check the special refunding policy for students who apply for student Visa (Type D)
- 10) Booking and Cancellations.** Cancellation: after course confirmation **until 60 days** before the beginning of course: all fees refunded less a charge of €95 (admin. expenses); **30 days** before beginning of course: balance will be refunded less a charge of €240 (deposit). If a booking/accommodation is cancelled between **29 and 14 days** before the start of the course you will be entitled to a refund, less a charge of €240 and 2 weeks of accommodation fees. Between **13 and 7 days** (in addition, the accommodation fees - 4 weeks - will not be refundable). If the cancellation arrives **later**, the entire sum will be forfeited. If any refund is due, the refund will be done 60 days after cancellation. For any individual courses, we have to be advised at least 24 working hours before the course so it can be made up.
- 11) Changing Course.** If a student changes the date of a course, an extra registration fee will be charged. If an accommodation was booked, our cancellation fees will apply. If a student decreases course type (for special programmes such as Master Class, PLUS, combined course, GI30), cancellation fees stated in 10) will apply. It is not possible to convert group courses into private courses (unless with special school consent under the school conditions).
- 12) Refunds.** No refund can be made after a course has started. In the case of illness, students may ask for a course to be postponed to a later date. In this case the school will require a medical certificate. A course cannot be carried over into the next calendar year. If an accommodation was also booked, conditions stated in 10) will apply.