



## 2024 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 €50** will be charged on all bookings. 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 €35 per level).

**5) Airport Transfers.** We can arrange for you to be met at Bologna airport and taken by car to your accommodation. The cost of this services is €65 from /to airport and €50 from /to railway station - one way. Please note that other rates are foreseen for transfers done in June, July and August, for out of hour arrivals (after 8 pm), and for extra waiting time (see the Dates and Fees document).

*For arrivals to the school apartments after the last check-in time (5 pm), it is mandatory to book a transfer, including assisted check-in.*

**6) Excursions.** Excursions are not included in the cost (except Master Class course 45+). Most social and cultural activities are though free of charge (please see monthly schedule). Details on monthly/ weekly programmes on school board.

**7) ALCE Calendar.** The School will be closed on the following 2024 public holidays: 1 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 2024 to 6 January 2025.

**8) Accommodation.** All accommodation booked by ALCE is subject to an **administration fee of €50**. If a student changes family or accommodation, a second administration fee will be charged. Students need to give at least 2 weeks' notice if they want to change accommodation. See 11) below for cancellation conditions.

**9) 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 €160, up to 12 months €300). All EU nationals should bring the European Health Insurance Card (EHIC) covering public medical care.

**10) 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)

**11) Booking and Cancellations.** Enrolment must be accompanied by a deposit of €250, which can be paid by credit card (**add 3%**), or bank transfer.

**Up to 60 days** before beginning of course: all fees refunded less a charge of €150 (admin. expenses); **from 59 to 45 days** prior to the beginning of the, all fees refunded less a charge of €250 (admin. expenses).

In the following cases, **in addition to a charge of €250** (administrative expenses), **balance of the fees will be refunded less a charge of a percentage of the remaining amount**, according to the cancellation time.

**From 44 to 30 days** prior to the beginning of the Program, course: balance of the fees will be refunded less a charge of 25% of the remaining amount. If a booking is cancelled **between 29 and 14 days** before the start of the course you will be entitled to a refund, less a charge of 45%. If a booking is cancelled **between 13 and 8 days** before the start of the course you will be entitled to a refund, less a charge of 70%. Any refund will be made within 90 working days.

*Example 1: total invoice of €1.520 – cancellation 40 days prior to the beginning of the program: charge €1.520-250 = €1.270 - 25% (€317,50) = €952,50 amount to be refunded*

*Example 2: total invoice of €2.190 – cancellation 20 days prior to the beginning of the program: charge €2.190-250 = €1.940 – 45% (€873) = €1.067 amount to be refunded*

If the cancellation arrives late, entire sum will be forfeited. After the start of the program, liability amounts to the full program cost and no refund will be made.

**12) 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 11) will apply.

It is not possible to convert group courses into private courses.

**13) 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 11) will apply.