

## **TERMS AND CONDITIONS**

### **1. REGISTRATION AND PAYMENT**

To confirm registration, the student must leave a deposit of **Euro 100,00** and send a receipt of payment by either mail, fax (+39 090 9283214) or internet ([info@laboling.it](mailto:info@laboling.it)) to the school office. The remainder of payment for the course and accommodation can be made before arrival or on the first day of the course. Payment can be made in cash or by bank. We do not accept credit card.

**LABOLING – SOCIETA' COOPERATIVA**  
**Intesa Sanpaolo S.p.A. – Filiale di Milazzo**  
**Via dei Mille 47 - 98057 Milazzo (Messina) Italia**  
**IBAN: IT43P0306982292100000000743**  
**BIC: BCITITMM**

All bank charges are paid by the student. The student must also specify the mode of payment and include their name, surname and period of the course.

### **2. ITALIAN LANGUAGE AND CULTURE COURSE**

Lessons are from Monday to Friday and last 45 minutes. Group lessons are usually held in the morning but sometimes in the afternoon. The times for individual lessons will be decided on with the students, however the final decision lies with the school. On the first day of the course all students, except beginners, will do an entrance test to verify their level of Italian. The school notes 6 levels. Attending a four-week course, however, does not guarantee a step up to the next level. There is a maximum number of 10 students per class. If, after doing the entrance test, a student results as the only one or if there are two students of that particular level, there will be 3 or 4 instead of 4 or 6 lessons a day. This is due to the intensity of individual lessons.

### **3. HOLIDAYS**

The school is closed for the following national holidays: January 1, January 6, Easter Monday, April 25, May 1, June 2, August 15, November 1, December 8, December 25 – 26. The lessons are not recuperated.

### **4. ACCOMMODATION**

The accommodation is available from 12 am on the Saturday prior to the course and should be vacated at 10 am on the Saturday after the course.

All accommodation is selected by the Laboling.

Guests are not permitted in the accommodation that is provided by the school.

Payment for the independent accommodation should be paid in the school office at least 15 days prior to the stay.

Students are responsible for any damage caused. In the host family accommodation, the double room is for two people only.

## 5. CANCELLATIONS AND REFUNDS

**Course.** The school should be informed, in writing, of any requests changes, refunds or cancellations.

For cancellations made up to 20 days prior to the start of the course 20% of the deposit will be withheld.

For cancellations made after this time there will be no refunds but the deposit will be valid for a subsequent course.

For cancellations made during the course there will be no refunds.

**Accommodation.** If a student must leave early, no money will be refunded.

If a student cancels the accommodation one week in advance of arrival (one month for July, August and September) all payment made for the accommodation will be refunded.

## 6. VISA

Students from outside the European Community who would like to attend a course in Italian language and culture for more than 90 days need a *Visto d'entrata* (student's entry visa).

This can be obtained from the Italian Embassy in the student's country

([www.esteri.it/visti/](http://www.esteri.it/visti/)). Laboling can only give the registration certificate when it has received

all payments necessary for the Italian course, the chosen accommodation and the

registration fee. Students who don't get a visa will be refunded only when the original copy

of the refusal has been sent to Laboling. Bank fees are paid by the student. The registration

fee of € 50 will not be refunded. Once the visa has been obtained it is impossible to cancel

or change the date of the course. Within 8 days of arrival in Italy, the student must report to the police, to get the *Permesso di soggiorno* (permission of stay), and present the following:

- The request form;
- Valid passport or equivalent with relevant visa;
- A photocopy of the above ;
- 4 recent and identical passport photographs;
- Stamp duty of € 16,00;
- All documentation necessary for the type of *Permesso di soggiorno* (permission of stay) applied for.

## 7. INSURANCE

All students must have health insurance. Students from the European Community who have a European Medical Card or an E111-form, have the right to free medical care.