

Enrolment Form
September 2011 – July 2012
Please see below for Terms and Conditions

Title:	First Name:	Surname:
Address:		
Tel:		Fax:
Email:		Date of Birth:
Nationality:		Passport no:
How did you hear about the British Institute? Recommendation/ Mailing/ Website/ Newspaper article/ Other (please state):		

I wish to enrol on the following courses:		
Course title:	Start date:	No. of weeks:

In accordance with article 13 of the Italian law on privacy n. 196, 30th June 2003 (196/2003) we need your consent before we can hold your personal details. We ask, therefore, that you read through the conditions below and sign (or type your name) in the box provided expressing your consent so we can process your booking.

- The Data Controller; The British Institute of Florence, is granted permission to hold personal details in keeping with the Resolution for the safeguarding of personal data (pursuant to Leg. Dec n. 196/2003)
- Personal data is processed with automated tools; and in accordance with Privacy legislation, will be collected and processed with the purpose of performing the requested service or services, course correspondence and publicity about upcoming events and courses at the British Institute. Personal data will not be disclosed to third parties
- The parties to whom the personal data refer to have the right, at any time, to obtain confirmation as to whether their data is being processed, or not, and to know the contents and origin, check their correctness or to request their integration or updating, or their rectification (pursuant to art. 7 of Leg. Dec. n. 196/2003).
- Pursuant to the same article, said subjects have the right to ask that their data be deleted, transformed to anonymous form or blocked, in the event of any violations of law; or to oppose, in any case and for legitimate reasons, that they be processed.
- Such requests need to be addressed to the Data Controller: The British Institute of Florence, Lungarno Guicciardini 9, 50125, Firenze

I, the undersigned, have read and understand the conditions listed above in accordance with article 13 of Italian law 196/2003 and consent to my personal details being held.

Name of Student (please use block capitals):	Date:
Signature:	

Accommodation – we charge a €40 fee for this service – accommodation is available from the day before the course starts until the day after it finishes.

Date of arrival: _____ Date of departure: _____

Please indicate your preference below and tick here if you would be willing to share a room in a homestay or student flat
(prices are lower for shared rooms)

1. HOMESTAY	room with breakfast	from € 25 per night
	room with use of kitchen	from € 25 per night
	room with half board	from € 35 per night

Please state if you have any special requirements eg diet _____

2. PENSIONE/HOTEL	1 star	from € 65 per night
	2 star	from € 85 per night
	3 star	from € 110 per night

3. STUDENT FLATS Single room (shared bathroom/kitchen) from € 550.00 per 4 week period
Flats are limited and may be subject to minimum stay of 4 weeks. Prices do not include utilities.
[Rooms in flats are only available for students aged 18 to 26]

PRIVATE APARTMENT The Institute is unable to search for private apartments, but can provide a list of agencies on request.

PAYMENT – Full details can be found with our terms and conditions below

MasterCard / Visa Card Number	Expiry Date:
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Please sign here to authorise debit from your MasterCard or Visa card (cardholder must sign)

Name of Cardholder (please use block capitals):	Date:
Signature:	

General Terms & Conditions

Course Fees

A deposit of 50% of the course fee is payable at the time of enrolment together with the €40 fee for accommodation if applicable. The balance is payable three weeks before the start date. If you are paying in a currency other than euro, payment should be made using the rate of exchange current at the date of payment. Unless instructed otherwise we will debit the balance from the card details provided 3 weeks before the start of the course.

How to pay

- by debit/credit card: we accept Visa or MasterCard – we add a charge of €4 for each card transaction.
- by bank transfer into our sterling account or, if you prefer, in Euros into our Italian account

If you are paying by bank transfer please state the reference of the payment and name of student, and post or fax a copy of the payment confirmation to us. We recommend that you only use the Barclays account if you are paying in sterling. If you pay into our Barclays account in a currency other than sterling there may be bank charges for which you, the sender, are liable. If the amount received in our Barclays account is less than the sum due we will let you know and ask you to pay the difference on your arrival in Florence. Please check the position regarding bank charges before you make your payment.

Cancellations

All cancellations must be made in writing to the Admissions Secretary by special delivery letter, fax or email.

Please contact us if you have not received an acknowledgement of your cancellation within 2 days.

- Cancellations received up to **6 weeks** before the start date of course: 80% of deposit will be refunded less the cost of any transfer
- Cancellations received **between 3 and 6 weeks** before the start date of course: No refund of deposit but balance of any course fees paid in advance will be refunded less the cost of any transfer
- Cancellations **less than 3 weeks** before the start date of course: No refund of deposit or balance of course fees.

The accommodation administration fee will not be refunded in the event of cancellation. You may wish to consider taking out insurance in the event that you are unable to attend the course due to illness or other unforeseen circumstances.

Cancellation by The British Institute of Florence

The Institute reserves the right to cancel a course if the minimum number of students is not reached by 6 weeks before the beginning of the course or if the course is cancelled for reasons beyond the Institute's control. In the unlikely event of a course being cancelled, course fees paid in advance will be refunded in full but the Institute will have no responsibility for any other costs you may incur as a result of the cancellation and you are advised to take out appropriate insurance.

Accommodation

Students pay directly to the landlord/hotel/pensione concerned, enclosing a deposit if requested. Once confirmed, all bookings are binding and any cancellation will be subject to a cancellation fee, payable to the landlord/hotel/pensione concerned, equivalent to 15 days at the daily rate.

Students are required to settle all accommodation charges for bookings of one month or less upon arrival. For students booked for more than one month, payment must be made for the first month upon arrival and monthly in advance thereafter.

While all reasonable efforts will be made to ensure that accommodation is of a reasonable standard and is in accordance with the requirements of the student, the Institute accepts no liability in respect of the accommodation provided. In the unlikely event that students encounter a serious problem they should contact our Accommodation Adviser immediately Monday - Friday 9.30am - 5.30pm (local time) on: +39 055 2677 8200 or email:

accommodation@britishinstitute.it

We charge a € 40 administration fee for arranging accommodation, payable at the time of enrolment. This fee is not refundable in the event of cancellation.

Academic hours

Please note that when the length of lessons is stated in hours, academic hours are implied: 1 academic hour = 50 minutes.

Public Holidays

The Institute is closed on public holidays and there is no refund for classes which would otherwise take place on those days.

General

All prices are correct at the time of going to press. The Institute reserves the right to modify course programmes and prices. The Institute accepts no liability for the loss or damage to the personal possessions of students and students are liable for any damage caused by them to the Institute's property or premises. The Institute accepts no responsibility for the actions or activities of students. The admission of individual students under the age of 18 is at the discretion of the Director.

Where to send your enrolment form

by email: info@britishinstitute.it

by fax: +39 055 2677 8222

by post: The British Institute of Florence, Piazza Strozzi 2, 50123 Firenze, Italia