

# ISTITUTO PER L'ARTE E IL RESTAURO "PALAZZO SPINELLI"

Via Maggio, 13 - Firenze

## SUMMER COURSES 2010

### ADMINISTRATIVE RULES

#### 1. REGISTRATION

The student (last and first names in block letters):

by enrolling in the following Summer Courses of:

Month	Code	Courses	Timetable

commits himself/herself to comply with the present Regulations as well as with any other provisions, academic or administrative, issued by the Director.

#### 2. TRAINING PLAN

The number of hours indicated in each training plan comprises theoretical lessons, practical workshop lessons, visits to exhibitions and to companies, conferences and lectures by experts, study seminars, research and filing activities. For organizational or didactic needs, the Institute can modify at any time the arrangement and the organization of the academic plan and of the weekly class schedule. The Institute likewise reserves itself the right to expel from the school any student whose behaviour is not morally irreprehensible inside and outside the Institute.

#### 3. TUITION PAYMENTS

The entire tuition fee must be paid to the Administrative Office of Istituto per l'Arte e il Restauro (Via Maggio 13, Florence, Italy) or sending a cheque or a postal order to the Institute.

#### 4. BOOKING

Due to the fact that the courses are reserved to a limited number of participants, students who should like to sign up may book to secure a place. In this case the administrative regulations must be anticipated by fax with the receipt of the payment of € 280,00. To complete enrolment the student must send the remaining documents and the remaining payment fee within two weeks before the beginning of the chosen course.

#### 5. SERVICES

The tuition fee includes didactic assistance, all the tools and materials for general use, the most important materials and instruments for personal safety in group works, a white Palazzo Spinelli griffed overall, Inail accident insurance, and accident & casualty insurance with Assicurazioni Generali, the issue of certificates and administrative fees. All students of the Institute may use, free of charge, the Internet Point of the Institute during the time period decided by the Direction. The tuition fee does not include any other expenses not mentioned here.

#### 6. ENTIRE REIMBURSEMENT OF THE TUITION FEES

##### 5.1. Right of recess

According to the Italian law n. 185 of the 22/05/1999 and European law D97/7/CE, the student can recess from the enrollment contract within 10 (ten) working days after enrollment is confirmed by the Institute, sending to the Institute a fax followed in 48 hours by a registered letter. In case of recess, for any reason, i.e. in case of change of mind, the Institute will refund the entire global tuition fee.

##### 5.2. No available places

Tuition fees will be entirely refunded if there are no places available in the chosen course.

##### 5.3. Cancellation of the course

Tuition fees will be entirely refunded when the course has been cancelled for not having reached the minimum number of 10 participants within the application deadlines (usually 15 days before the course starts). In the event of insufficient applications for the course, the student may attend an alternative course with a 10% discount.

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#### 7. PARTIAL REIMBURSEMENT OF THE TUITION FEES

Without prejudice to the right of recess as of point 5.1, the Institute will partially refund the student of the sum paid, as follows:

- 30% if cancellation is 30 days before the beginning of the course;
- 20% if cancellation is between 29th and 16th day before the beginning of the course;
- 10% if cancellation is between 15th and 4th day before the beginning of the course.

Cancellations must be sent to the Institute in writing. Instead of reimbursement, students who withdraw from a workshop before the beginning of lessons may wish to have at their disposal the entire sum to attend one of the workshops which will be organized by the Institute in the next 2 years.

#### 8. CANCELLATION AFTER THE BEGINNING OF THE COURSE

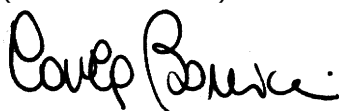
If cancellation is 3 days before the beginning of the course or after the course has been started, the whole fee is forfeited, and the Institute will retain the entire tuition fees.

Florence (Italy), February 10, 2010

Istituto per l'Arte e il Restauro

The Administrative Director

(Mrs. Carla Bonini)



#### APPLICANT'S SECTION

I have read all terms and conditions and fully agree to them all.

Date and signature:

Florence (Italy) \_\_\_\_\_

*First Student's signature (compulsory)*

#### Eventual integrative notes, changes and agreements

Entry Credits reductions: Euros

Special Fidelity reductions: Euros

Italian and Foreign Institutions Agreement reductions: Euros

Other (please specify): Euros

The total amount of reductions will be distributed in the rates provided by the Administrative Regulations.

*In absence of notes mark this section with X and sign again*

I have read all terms and conditions and fully agree to all items, specially to 1, 3, 6, 7, 8, and to the notes, agreements, and modifications above.

Date and signature:

Florence (Italy) \_\_\_\_\_

*Second Student's signature (compulsory)*

#### INSTITUTE'S SECTION