

## Enrolment Form: Sept. 2016 – July 2017

Terms and Conditions on page 2

<b>Title:</b>	<b>First Name:</b>	<b>Surname:</b>
<b>Address:</b>		
<b>Email:</b>		<b>Tel:</b>
<b>Date of Birth:</b>		<b>Nationality:</b>

<b>I wish to enrol on the following courses:</b>		
Course title:	Start date:	No. of weeks:
If there are any health-related matters you wish to make us aware of (eg. serious allergies or mobility difficulties), you can either note these here or inform your teacher on arrival:		

In accordance with article 13 of the Italian law on privacy n. 196, 30<sup>th</sup> 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 details provided on this form will be used solely for the following purposes: course correspondence and publicity about upcoming events and courses at the Institute.
- These details will be kept: as a paper document and on our computer database, in accordance with law 196/2003.
- Your details are required by the British Institute of Florence in order to accept your enrolment. In the case that details are not provided this could result in partial or complete cancellation of your booking.
- The Institution stated is: The British Institute of Florence, Lungarno Guicciardini n. 9/black.
- The person responsible for the handling of this data is the Director of the British Institute of Florence.
- You can exercise your rights regarding the handling of your personal details, according to the articles of law 196/2003, at any time.

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 (cheaper) in a homestay or student flat

1. **HOMESTAY:**

room with breakfast	from € 25 per night	<input type="checkbox"/>
room with use of kitchen	from € 25 per night	<input type="checkbox"/> (Limited availability)
room with half board	from € 35 per night	<input type="checkbox"/>

Please state if you have any special requirements eg diet:.....

2. **SINGLE ROOM IN STUDENT FLAT** (shared bathroom/kitchen): available for students aged 17 to 25 – from € 550.00 for 4 weeks   
(Rooms in student flats are limited and are subject to a minimum stay of 4 weeks. Prices do not include utilities.)

3. **PENSIONE/HOTEL:**

1 star	from € 65 per night	<input type="checkbox"/>
2 star	from € 85 per night	<input type="checkbox"/>
3 star	from € 110 per night	<input type="checkbox"/>

4. **LANFREDINI APARTMENT:** available for students over 30 – minimum stay 4 weeks (details and photos on our website)

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

<b>PAYMENT</b> (full details can be found with our terms and conditions below)	
<b>MasterCard / Visa Card Number:</b>	<b>Expiry Date:</b>
<b>Name of Cardholder</b> (please use block capitals):	<b>Date:</b>
<b>Signature</b> (cardholder must sign here to authorize debit from credit card):	

<b>How did you hear about the British Institute of Florence?</b>			
Recommendation	<input type="checkbox"/>	Brochure	<input type="checkbox"/>
Newspaper/magazine article	<input type="checkbox"/> (please state which):	Internet search	<input type="checkbox"/>
Social media	<input type="checkbox"/> (please state which):	Link from website	<input type="checkbox"/> (please state which):
		Other	<input type="checkbox"/> (please state which):

## 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 – there is no fee for card transactions.
- in **sterling** by bank transfer into our Barclays account in the UK – please let us know if you wish to do this and we will provide you with our bank details.
- in **euro** by bank transfer – please let us know if you wish to pay in Euro as it may be preferable for you to pay into our euro account in Italy.

**If you are paying into our Barclays sterling account, please state name of student when making the payment and email, 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 their landlords and our Accommodation Adviser immediately Monday – Thursday 9.00 – 17.00 and Friday 11.00 – 19.00 (local time) on: +39 055 2677 81 or email: [info@britishinstitute.it](mailto:info@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: for **Italian** and **Combined** programmes - [info@britishinstitute.it](mailto:info@britishinstitute.it)  
for **History of Art** programmes – [hoa@britishinstitute.it](mailto:hoa@britishinstitute.it)

by fax: +39 055 2677 8222

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