

Italian Language / History of Art

Title: _____ Name: _____ Surname: _____

Date of Birth: / /
D D M M Y Y Y Y Email: _____

Telephone: _____ Nationality: _____

Current postal address: _____

I would like to enrol on the following course/courses: Italian Language History of Art

Start date: / Number of weeks: _____ Level of Italian / Course title: _____
D D M M

One-to-one Italian / Individual sessions History of Art: I would like to book classes / sessions falling on the dates ticked below:

<input type="checkbox"/>	JAN	<input type="checkbox"/>	FEB	<input type="checkbox"/>	MAR	<input type="checkbox"/>	APR	<input type="checkbox"/>	MAY	<input type="checkbox"/>	JUNE	<input type="checkbox"/>	JULY	<input type="checkbox"/>	SEPT	<input type="checkbox"/>	OCT	<input type="checkbox"/>	NOV	<input type="checkbox"/>	DEC
<input type="checkbox"/>	01	<input type="checkbox"/>	02	<input type="checkbox"/>	03	<input type="checkbox"/>	04	<input type="checkbox"/>	05	<input type="checkbox"/>	06	<input type="checkbox"/>	07	<input type="checkbox"/>	08	<input type="checkbox"/>	09	<input type="checkbox"/>	10	<input type="checkbox"/>	11
<input type="checkbox"/>	12	<input type="checkbox"/>	13	<input type="checkbox"/>	14	<input type="checkbox"/>	15	<input type="checkbox"/>	16	<input type="checkbox"/>	17	<input type="checkbox"/>	18	<input type="checkbox"/>	19	<input type="checkbox"/>	20	<input type="checkbox"/>	21	<input type="checkbox"/>	22
<input type="checkbox"/>	23	<input type="checkbox"/>	24	<input type="checkbox"/>	25	<input type="checkbox"/>	26	<input type="checkbox"/>	27	<input type="checkbox"/>	28	<input type="checkbox"/>	29	<input type="checkbox"/>	30	<input type="checkbox"/>	31				

INFORMATION ON THE PROCESSING OF PERSONAL DATA (Article 13 of the Regulation (EU) 2016/679 GDPR)

- *The British Institute of Florence*, as owner (with registered headquarters in Florence, Palazzo Lanfredini, Lungarno Guicciardini No. 9, email: info@britishinstitute.it; PEC: britishinstitute@pec.it) will process the personal data provided within this form, using paper, computer and data transmission methods, in compliance with the principles set out in Regulation (EU) 2016/679 (GDPR) for the purposes of: registration to the courses indicated in this form, sending correspondence concerning courses, including requests for feedback, and other urgent communications. The aforementioned data may also be used to communicate events, courses or other initiatives of *The British Institute of Florence*.
- The usage of the data provided in this form is necessary for the execution of the contract of which you are a part. In order to enrol on your course, consent to process the personal data on this form must be granted to *The British Institute of Florence*. The communication of events, courses and other initiatives of *The British Institute of Florence* can be carried out only with the prior consent expressed at the bottom of this form which may be revoked at any time.
- The data will be processed for the entire duration of the course and, subsequently, for a further period of 5-10 years in compliance with the legal provisions relating to the conservation of administrative/accounting documentation as well as for historical archiving purposes through conservation in our student archives.
- The data will be processed exclusively by the staff and collaborators of *The British Institute of Florence* as authorized, or by companies / individuals expressly appointed as external processors for administrative and accounting obligations as well as for possible management of disputes. If expressly permitted by you, your data relating to participation and evaluation of the course may be published on our website, or in articles or informative materials of *The British Institute of Florence*. Apart from these cases, the data will not be disclosed to third parties or disseminated.
- The complete list of authorised treatment and external managers can be viewed at the headquarters of *The British Institute of Florence*.
- As an interested party, you have the right to ask *The British Institute of Florence* to access your personal data and to rectify or cancel them or limit the processing of your data to oppose the processing (articles 15 and following of the GDPR). The appropriate application to *The British Institute of Florence* is presented by contacting the following email address: info@britishinstitute.it
- Should conditions be breached, you have the right to file a complaint with the Data Protection Authority as a supervisory authority in accordance with regulation procedures.

CONSENT

- I authorise the processing of my personal data for the purposes related to the conclusion and execution of the course enrolment contract, including sending correspondence relating exclusively to the courses, including requests for feedback on the same, and other urgent communications.

Date: _____ Signature: _____

- I authorise the processing of my personal data for the communication of events, courses or other initiatives of *The British Institute of Florence*.

Date: _____ Signature: _____

PAYMENT (See terms and conditions below) Please provide card details for mail-in enrolments by phone/email after signing for authorisation here:

Visa MasterCard - - - Expiry Date: /

Cash Bank Transfer **Name of Cardholder** (please use block capitals): _____

Date: _____ Signature: _____

General Terms & Conditions

Course Fees

All fees are listed in Euro. A deposit of 50% of the course fee is payable at the time of enrolment. 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.

Payment

- 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. We cannot proceed with your registration until you email or post 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 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 enrolment: 80% of deposit will be refunded less the cost of any administrative fees.
- Cancellations received **between 3 and 6 weeks** before the start date of enrolment: No refund of deposit but balance of any course fees paid in advance will be refunded less the cost of any administrative fees.
- Cancellations **less than 3 weeks** before the start date of course: No refund of deposit or balance of course fees.

Temporary Cancellation Policy (in response to the Coronavirus situation)

All cancellations must be made in writing to the Admissions Secretary by special delivery letter or email. Please contact us if you have not received an acknowledgement of your cancellation within 2 days.

If you have already enrolled for our courses in March, April, May, June or July 2020:

- You may postpone your course to any time up to July 2021 with no loss of fees
- You may cancel at any time before the start of your course and receive a refund of 80% of any money paid to the Institute, less administration costs.

The same policy will apply to people who have not yet enrolled, but wish to reserve a place on courses from now until July 2020. We expect to revert to our normal cancellation policy in September 2020.

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 3 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.

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.

Accommodation

An administration fee is applied for arranging accommodation. This 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.

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:



Italian and Combined programmes
info@britishinstitute.it
The British Institute of Florence
Piazza Strozzi 2, 50123 Firenze, Italia

History of Art programmes
hoa@britishinstitute.it
The British Institute of Florence
Lungarno Guicciardini 9, 50125 Firenze, Italia

