

History of Art / Italian Language

Registration

Completed enrolment forms and enquiries can be emailed to: bif@britishinstitute.it or left with our reception staff in Palazzo Lanfredini

Title: _____ Name: _____ Surname: _____

Date of Birth: ____ / ____ / _____ Email: _____
DD MM YYYY

Country or local timezone: _____ Phone: _____

Enrolment

Fees will be calculated based on the duration of enrolment requested below. All fees will be confirmed prior to processing of payment.

History of Art
 Italian Language
 Full Course/s
 Selected Sessions
 Online Only

JAN FEB MAR APR MAY JUN JUL SEP OCT NOV DEC
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Duration

If you would like to register for individual lessons or lectures during a month selected above, tick dates you would like to join below:

1 2 3 4 5 6 7 8 9 10 11
 12 13 14 15 16 17 18 19 20 21 22
 23 24 25 26 27 28 29 30 31

Payment

Credit card details for mail-in enrolments can be communicated by phone once fees are confirmed after signing for authorisation below:

Cash
 Transfer
 Visa
 Mastercard

- - -

 Name of Cardholder

/
M M Y Y

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 for 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 _____

History of Art / Italian Language

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.

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.

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.