



Enrollment Form

Fill out this form and send it to us by mail or fax along with
2 photos and receipt of payment (deposit)

Via Roma 4, 50123 Firenze, Italia
Tel.: +39 055211599 – Fax: +39 0552399994
info@accademiaeuropeafirenze.it

1. Personal Data

First Name: _____ Last Name: _____

Place of Birth _____ Date of Birth: (dd/mm/yyyy) _____

Nationality: _____ Gender: M F

Address: _____

City: _____ Country _____ Post Code: _____

Telephone: _____ Fax: _____ E-mail: _____

Profession: _____ Mother tongue: _____

Other Languages spoken/studied: _____

Knowledge of the Italian Language: None Elementary Intermediate Advanced

How did you find Accademia Europea di Firenze? University Consulate Italian Cultural Institute Ex-Student Enit Agency Internet Other _____

2. Choose the language course and any other courses you want to attend:

Language course: _____ Other courses: _____

Date: from _____ until _____

For Singing courses: Have you already studied, if yes, for how long? _____

What type of voice? Soprano Mezzosoprano Contralto Tenor Baritone Basso

For Art or Music courses: Have you already studied, if yes, for how long? _____

Discipline/Instrument? _____

3. Housing Assistance

Would you like the school to find you an accommodation? Yes No

What type of accommodation? (check one)

Student apartment/single room

Family/single room with breakfast

Family/double room with breakfast

Hotel/Pension: single room with breakfast

Single Apartment

Student apartment/double room

Family/single room with breakfast & dinner

Family/double room with breakfast & dinner

Hotel/Pension: double room with breakfast

Are you vegetarian? Yes No

Do you smoke? Yes No

Do you have any allergies? _____

4. Payment

I have paid the deposit of Euro _____ by:

International money order Bank check Wire Transfer

Credit card: I wish to pay the deposit of Euro _____ by:

Mastercard/Eurocard Visa/Bancamericard Diners Club JCB

Cardholder's first and last name: _____

Number: _____ Expiration date _____ / _____

Signature of cardholder: _____

Bank details
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Conditions and Regulations

Signing in and payment

- For signing in the Accademia Europea di Firenze, it is necessary to send an application form and a copy of the deposit receipt of the partial payment..
- The partial payment to be paid is about 50% of the fee for the course selected.
- The application form and receipt must be sent until 30 days before the courses start.
- The total payment must be done until the first week of the course in accordance to the procedures indicated in the confirmation message.

The payment must be done by international postal money order, banking deposit, international banking check, or credit card.

Cancellation:

- The cancellation must be sent to the Accademia Europea di Firenze through a registered mail, fax, or telegram at least 30 days before the start of the selected course.
- In case it does not happen, for the value which was paid will not be given reimbursement; however, it will be possible to use it for signing in any other course that starts in any period within the 12 months after the course which cancellation was requested.

Visa:

- The students from any country member of European Community do not need to have a visa. However, it is advisable to ask information to Health institutions how to get benefits by the Italian medical free assistance.
- The students from countries which are not members of European Community must go to an Italian diplomatic representative authority (Embassy, Council) in their countries to present the Accademia Europea application certificate, and request a visa for studies purposes.
- The Accademia Europea di Firenze is not responsible for any cancellation due to not accepting visas when arriving in Italy.

Insurance:

It is advisable to have insurance for accidents, diseases, robbery, or loss: the Accademia Europea di Firenze is not responsible for any of these cases.

Lessons:

- The lessons and optional activities are conducted from Monday to Friday, from 9 am. to 5.30 pm. Each lesson lasts 45 minutes, and the occasional missed lessons for any external reason will not be recovered.

Accommodation:

- The Accademia Europea di Firenze only makes easier the contact between the students and accommodation agents.
- The students are not required to use this service.
- The Accademia Europea is not responsible for the negotiation between the students and accommodation agents.

* **The information asked on item 3 (accommodation service) is not obligatory. It has voluntary purposes in order to offer facilities only for the students to find any kind of accommodation, making it clear that the AEF has not the obligation to find any accommodation for each one of the students; in case this information is not given, the Accademia will have no conditions to help the search for an adequate accommodation.**

Personal Information

Purposes:

Information about you is necessary to provide exclusively services about formation and occasional communication for administrative purposes, execution of anonymous statistics studies, and operations for customer satisfaction, in order to publish news about our work and offers.

Checking Information:

We also inform that checking your personal required data is necessary to provide services, and execute the activities mentioned above, except the information described in item 3 (accommodation service) which is completely optional, and has the purpose to find a possible accommodation.

Data Treatment Modality:

About the purposes mentioned before, the treatment of personal data is done not only by manual procedures in writing registrations, but also by logic information related to the same purposes, in a way to provide security and discretion for personal data.

Communication Extent:

We also inform that the purposes by which the data may be informed are:

- For the regular data, the Commercial Studies for meeting the fiscal obligations determined by law;
- For the item 3 data (accommodation service) which is made available for accommodation procedures.

The Accademia Europea di Firenze informs that in accordance to art. 7 from Law Decree 196/2003, the students will have rights to:

- a) know about the existence of a file containing data concerned to them;
- b) be informed about the name of the person in charge of using personal data;
- c) obtain (by request) under the responsibility of the person in charge of data: the confirmation of personal data existence, its communication and origin, and also the purposes for its use;
- d) cancellation or changing all or part of data stored, in an anonymous way, in case of law violation;
- e) the update, correction, and data integration;
- f) the certification that the changing information was informed to those which the data was communicated and/or announced;
- g) disagree, completely or in part, by legitimate reasons, with having their data stored;
- h) change their own authorization, not agreeing completely or in part, with the use of their personal data for commercial information purposes, or market researches, or similar commercial communication.

I authorize the Accademia Europea di Firenze to use the personal data provided by me, in accordance to the Law (art. 13, Lei 196/03).

- At any time the clients will be able to have free access to their own data in order to update, change, integrate it, or only disagree about its use, making a request by registered mail, fax, or telegrama to Accademia Europea di Firenze, with official location in Florence, Via Roma 4, 50123, as well as by e-mail to privacy@accademiaeuropeafirenze.it. The requests made by e-mail must be accepted.
- The responsible for the use of personal data is: **ACCADEMIA EUROPEA DI FIRENZE**
- The responsible person for personal data is: **De Matteis Massimo**.
- Location where personal data is treated: **Via Roma, 4**

I authorize the Accademia Europea di Firenze to use the personal data provided by me, in accordance to the Law (art. 13, Lei 196/03), and I want to inform that I have read, understood, and accepted the terms and conditions for participation:

Date: _____ Signature: _____

Banking deposit with no cost for consignee:

Accademia Europea di Firenze Srl
Bank account: 014161

Bank: Cassa di Risparmio di Firenze – Agenzia 16
Via degli Speciali 14/16R, 50123 Firenze, Italia

SWIFT CRFIIT3F
IBAN – IT69/ W / 0616002816000014161C00