



## GENERAL CONDITIONS

### **Enrolment**

To confirm your enrolment in the course and the reservation of accommodation (if requested), a deposit of 30% of the tuition must be paid.

The registration fee is valid for a year and includes the level evaluation test, the accommodation finding service, certificates, some of the cultural activities and the course material. The final payment is due by the beginning of the course. No refund or recuperation of the lessons is provided for statutory holidays.

Class in group courses: on average 6-7 students, maximum 10.

Courses may be held either mornings or afternoon according to the organisational requirements of the school.

### **Accommodation**

The accommodation is available from the Sunday prior to the beginning of the course until the Sunday after the end of the course.

Arrival time: from 6 to 8pm - Departure: by 12 noon. The address with all necessary information will be sent approximately 2 weeks before the beginning of the course. Accommodation must be paid directly to the landlord.

### **Payment**

Centro Machiavelli accepts the following methods of payment:

- 1) Payment on-line by PayPal at the following link: <https://www.centromachiavelli.it/en/en-pos.php>.
- 2) Bank transfer made out to "Centro Machiavelli s.r.l." to account n° 00012234, BIC/SWIFT code: BCITITMM, c/o BANCA INTESA SANPAOLO - branch 68471, Via Bufalini, 4 - 50122 Firenze. IBAN code: IT05 P030 6902 8871 0000 0012 234. Bank charges must be covered by the sender.

A copy of the receipt or the payment should be sent to the school office by email to [school@centromachiavelli.it](mailto:school@centromachiavelli.it).

### **Cancellation and refund**

Any cancellation must be made in writing to the school office. The registration fee is not refundable. If the cancellation is made:

- 30 days or more prior to the beginning of the course, the refund is 80% of the amount paid;
- 29 to 15 days prior to the beginning of the course, the refund is 50% of the amount paid;
- 14 days or less prior to the beginning of the course, no refund whatsoever will be paid.

In the case of a travel visa being declined by an Italian Consular office, the student is entitled to a refund of 90% of the sum paid, available by sending all of the original documents emitted by the school to the school office and a copy of the letter explaining the refusal to grant the visa by the Embassy or Consulate.