

Application Form

Student's Details								
Title:		Name:			Surname:			
Nationality:				Date of birth (DD/MM/YYYY):				
Place of birth:				Passport/ID number:				
Place of issue:			Date of issue:		Expiry date:			
Address:				Post code:				
City:				Country:				
Email:				Telephone:				
Emergency contact person's name and surname:								
Relationship to applicant:			Telephone :		Email:			
Course Details								
Adults 17+ years								
Level according to the CEFR <i>(please take our online assessment test before completing this form)</i>		<input type="checkbox"/> Beginner	<input type="checkbox"/> A1	<input type="checkbox"/> A2	<input type="checkbox"/> B1	<input type="checkbox"/> B2	<input type="checkbox"/> C1	<input type="checkbox"/> C2
Course start date (DD/MM/YYYY):					Duration (weeks):			
<input type="checkbox"/> Quick Italian		<input type="checkbox"/> General Italian		<input type="checkbox"/> Intensive Italian		<input type="checkbox"/> CILS Preparation		
<input type="checkbox"/> One-to-one course <input type="checkbox"/> 12 hours <input type="checkbox"/> 24 hours <input type="checkbox"/> 36 hours <input type="checkbox"/> 45 hours <input type="checkbox"/> 60 hours <input type="checkbox"/> Other: _____ hours		<input type="checkbox"/> Two-to-one course <input type="checkbox"/> 12 hours <input type="checkbox"/> 24 hours <input type="checkbox"/> 36 hours <input type="checkbox"/> 45 hours <input type="checkbox"/> 60 hours <input type="checkbox"/> Other: _____ hours						

Teenagers 11-16 years						
Level according to the CEFR <i>(please take our online assessment test before completing this form)</i>		<input type="checkbox"/> Beginner	<input type="checkbox"/> A1	<input type="checkbox"/> A2	<input type="checkbox"/> B1	<input type="checkbox"/> B2
Course start date (DD/MM/YYYY):				Duration (weeks):		
<input type="checkbox"/> Quick Italian		<input type="checkbox"/> General Italian		<input type="checkbox"/> Intensive Italian		
<input type="checkbox"/> One-to-one course <input type="checkbox"/> 12 hours <input type="checkbox"/> 24 hours <input type="checkbox"/> 36 hours <input type="checkbox"/> 45 hours <input type="checkbox"/> 60 hours <input type="checkbox"/> Other: _____ hours		<input type="checkbox"/> One-to-one course <input type="checkbox"/> 12 hours <input type="checkbox"/> 24 hours <input type="checkbox"/> 36 hours <input type="checkbox"/> 45 hours <input type="checkbox"/> 60 hours <input type="checkbox"/> Other: _____ hours				
Juniors 7-10 years						
Level according to the CEFR <i>(please take our online assessment test before completing this form)</i>		<input type="checkbox"/> Beginner	<input type="checkbox"/> A1	<input type="checkbox"/> A2		
Course start date (DD/MM/YYYY):				Duration (weeks):		
<input type="checkbox"/> Quick Italian		<input type="checkbox"/> General Italian				
<input type="checkbox"/> One-to-one course <input type="checkbox"/> 12 hours <input type="checkbox"/> 24 hours <input type="checkbox"/> 36 hours <input type="checkbox"/> 45 hours <input type="checkbox"/> 60 hours <input type="checkbox"/> Other: _____ hours Minimum age : 10 years		<input type="checkbox"/> One-to-one course <input type="checkbox"/> 12 hours <input type="checkbox"/> 24 hours <input type="checkbox"/> 36 hours <input type="checkbox"/> 45 hours <input type="checkbox"/> 60 hours <input type="checkbox"/> Other: _____ hours Minimum age: 10 years				

Accommodation			
Do you require accommodation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Arrival date (DD/MM/YYYY):		Departure date (DD/MM/YYYY):	
Homestay			
<input type="checkbox"/> Single room, shared bathroom, self-catering			
<input type="checkbox"/> Single room, shared bathroom, bed and breakfast			
<input type="checkbox"/> Single room, shared bathroom, half-board			
<input type="checkbox"/> Double/twin room, shared bathroom, self-catering <i>(only 2 students booking together)</i>			
<input type="checkbox"/> Double/twin room, shared bathroom, bed and breakfast <i>(only 2 students booking together)</i>			
<input type="checkbox"/> Double/twin room, shared bathroom, half-board <i>(only 2 students booking together)</i>			
Private bathroom (on request)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Allergies/intolerances/diseases/medications to report:		Special diet:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Requests:			
Self-Catering Shared Apartment			
<input type="checkbox"/> Single room, shared bathroom			
<input type="checkbox"/> Double/twin room, shared bathroom <i>(only 2 students booking together)</i>			
Independent Apartment			
<i>(please contact us for further information and requests)</i>			
<input type="checkbox"/> 1-bedroom apartment, 1 or 2 guests			
<input type="checkbox"/> 2-bedroom apartment, 3 guests			
<input type="checkbox"/> 2-bedroom apartment, 4 guests			
<input type="checkbox"/> Bigger apartment or villa			

Hotel

Single room

Twin room (*only 2 students booking together*)

Double room (*only 2 students booking together*)

Double room for single occupancy

Triple room (*only 3 students booking together*)

Meals

Bed and breakfast

Half-board

Requests:

B&B

Single room

Twin room (*only 2 students booking together*)

Double room (*only 2 students booking together*)

Double room for single occupancy

Triple room (*only 3 students booking together*)

Requests:

Aiport Transfers

Do you require our transfer service on arrival?

Yes

No

Flight number:

Date:

Arrival time:

Do you require our transfer service on departure?

Yes

No

Flight number:

Date:

Pick-up time:

Under 18s

If you are under 18 years of age, please ask a parent or legal guardian to complete this section and to sign this application.

Surname:

Name:

Relationship to applicant:

Telephone:

Email:

Address:

Booking Method

Direct booking

Through the following agency :

Payment Method

Bank Transfer

Bank details:

Account holder: Tredun Srl
 Bank name: Credito Siciliano SPA, Via Libertà, Palermo
 IBAN: IT09U052160460900000009547
 BIC/SWIFT code: BPCVIT2S

Please email us your proof of payment

Credit card (*only students making the payment at the school*)

Cash (*only students making the payment at the school*)

Terms and Conditions

These Terms and Conditions apply both to the student and to his or her parent or guardian if the student is under the age of 18 years (the person who signs the Application Form). The words 'you' and 'your', therefore, apply to both the student and his or her parent or legal guardian.

Conditions of Enrolment

1. In order to apply for a course and accommodation, students are required to complete the Application Form provided and pay either the total amount or a 30% deposit. The remaining fees have to be paid no later than 14 days prior to the course start date. The School cannot reserve a place nor arrange accommodation until the amount due is paid.
2. All courses are offered subject to demand. Where internal organisational reasons lead us to cancel any course, we will make every effort to offer you an alternative course.
3. If we are unable to accept your application for a specific course, we will offer you an alternative course or course start date. If these are not acceptable to you, we will refund the amount paid.
4. We reserve the right not to accept any application. In the event that your application is declined, all fees received will be refunded in full.
5. Once your application has been received and the enrolment has been formally confirmed, a binding contract exists between you and I.L.S. - Tredun Srl.
6. Once a contract exists, all fees are due for the full period of your course.
7. Payments may not be made in instalments.
8. The person signing the application takes responsibility for paying all required fees.
9. Fees must be received as described in Point 1. Failure to comply with our payment terms may result in your enrolment being cancelled.
10. We reserve the right not to admit you to a course where the appropriate payment has not been received.
11. In compliance with Italian government regulations, I.L.S. will not accept cash payments in excess of €2.999,00.
12. You must pay any bank charges incurred in making the payment to the School.

Your Course and Accommodation

1. All students, with the exception of beginners, are kindly requested to take the assessment test available on www.ilspa.eu before the course starts.
2. Group courses start on Mondays (with the exception of bank holidays and the school's closing days) and finish on Fridays.
3. All students are expected to complete the course in which they have enrolled and to attend all classes.
4. If you are dissatisfied with your course, accommodation or any other service provided by I.L.S., you are required to promptly inform the School in writing in order that a solution may be found without delay. Once a complaint has been brought to our attention, we will make every effort to resolve the problem within 24 hours.
5. We will not accept a complaint after the end of the course, if it has not been brought to our attention as explained in Point 4.
6. We expect all our students to be well motivated, polite and considerate towards others and to observe such rules as are at the time in force.
7. We reserve the right to ask any student who does not comply with the above to leave the course. In this case, no refund of fees will be made, and any extra costs involved will be the responsibility of the student or his/her parents or guardian.
8. By enrolling you on a course, your parents/guardians are granting you permission to attend any activities organised by the School.
9. As a minimum number of 3 students at the same level is required for all courses, in the event that 1 or 2 students only request a specific course, the number of lessons delivered weekly will be reduced accordingly. In this case prices will remain the same. I.L.S. guarantees that equivalent results are achieved at the end of the course.
10. The School observes the following holidays: 1 and 2 November, Christmas Eve, Christmas Day, Boxing Day, New Year's Eve, New Year's Day, 6 January, Easter Day, Easter Eve, 25 April, 1 May, 15 May, 2 June, 14 and 15 August. Students will be informed of any other closing dates upon booking. Classes missed for public holidays will not be made up at a later time.
11. We do not accept liability for the loss of or damage to any person's property while on the school's premises.
12. We do not accept any liability for loss or damage in which our students are involved.
13. We will hold you liable for any willful damage you may cause to the school's premises and you will be asked to pay for the cost of repair or replacement.

Visas

1. If you come from a country whose nationals are required to be in possession of a visa to enter Italy, it is your responsibility to obtain that visa.
2. I.L.S. staff are available to assist students who require a study visa to attend an Italian language course. You are required to complete the Application Form provided and pay 30% of the total amount due for your selected course. On receipt of the completed Application Form, plus the amount due, we will send you a letter confirming that your application has been received. This can be used to support your application for a visa with the competent authorities (Italian Consulate or Italian Embassy). A place on the course will be kept open for you in the meanwhile.
3. The booking itself will not be confirmed until you inform the School in writing that you are in possession of the visa and provide the relevant documents.
4. If your application for a visa is unsuccessful, you are required to provide a copy of the letter of refusal from the Italian authorities. On receipt of that, we will refund you the fees paid less a €50,00 administration fee. Any bank charges incurred for the refund will be at your expense.
5. Accommodation can only be booked after the visa has been obtained and the document that certifies it has been provided.
6. After you have obtained the visa and received a formal booking confirmation from I.L.S., any cancellation will be subject to the conditions described in the 'Cancellations' section below.

Applicants with disabilities

If you have any physical, mental or learning impairment or special educational needs please inform us prior to enrolment. We will be pleased to advise on the suitability of our school, educational programmes, activities and accommodation to you as an individual.

Cancellations

1. All cancellations must be made in writing.
2. If we receive a cancellation request within 30 days prior to the course start date, you will be responsible for paying a €50,00 fee. If accommodation has been arranged, an additional accommodation finding fee of €40,00 will be charged. The remaining amount paid at the time of reservation will be refunded within the next 10 working days. Any bank charges will be at your expense.
3. If cancellation is notified between 29 and 15 days prior to the course start date, you will be responsible for paying 30% of the total amount due for the course. If accommodation has been arranged, 30% of the accommodation fee plus the €40,00 accommodation booking fee will also be charged. The remaining amount paid at the time of reservation will be refunded within the next 10 working days. Any bank charges will be at your expense.
4. If cancellation is notified 14 days or less prior to the course start date, there is no refund in any circumstances. In this event the fee paid for the course may be used as a credit note to enroll in a new course within a 1-year period. No credit notes may be issued for accommodation in any circumstances. Credit notes may not be transferred to another student. If you enroll in a new course using a credit note, you will be responsible for paying the €50,00 registration fee again. Any accommodation requested at the time of the new booking will have to be paid in full, including the €40,00 accommodation booking fee.
5. There is no refund in any circumstances and no credit note may be issued if you decide to withdraw from your course after it has started or to leave your accommodation. Any problems with the accommodation have to be reported to I.L.S. promptly in order that a solution or suitable alternative arrangements may be found.

Refunds

1. The refunds provided for above may only be made to the person (student or guardian) or organisation (e.g. the agent) from whom we received the original payment. Refunds may only be returned to the same bank account from which the payment originated.
2. Refunds will not be given for any activities (e.g. an excursion) missed.
3. All refunds will be made in € Euro.
4. Any bank charges incurred to make a refund will be at your expense.

Force Majeure

In the event of 'force majeure' such as fire, flooding, infectious diseases and other events outside the company's control which may cause the closure of the School, no refund will be made to students, except at the School's discretion in exceptional circumstances.

Your Agreement to these Terms and Conditions

1. By signing the Application Form, you or your parent/guardian grants permission for I.L.S. to include you in photographic images or videos of the School and to use the images for the promotion of the School in brochures, in social media and on the School's website.
2. Signing the Application Form implies your understanding and acceptance of these Terms and Conditions.
3. By signing the Application Form, you or your parent/guardian authorises I.L.S. Tredun Srl to process your personal data in compliance with Legislative Decree 196/2003.

Signature:	
Date:	

Agent's stamp and signature (if applicable):	
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