

# SHORT COURSES - APPLICATION FORM

Please fill in this form completely.

## 1. Personal Information

Last Name	First Name	<input type="checkbox"/> Male
		<input type="checkbox"/> Female
Nationality	Date of Birth (dd/mm/yy)	Place of Birth
(Home address) Street and Number	City	State
Zip Code	Country	E-mail
Home Telephone	Cell phone	
Occupation		
Education		
Work Experience		
How did you find out about Accademia Riaci?		

## 2. Program You are applying \*I prefer to attend classes in Italian with English interpreter

- |                                           |                                               |                                                    |                                                |                                           |
|-------------------------------------------|-----------------------------------------------|----------------------------------------------------|------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Interior Design  | <input type="checkbox"/> Product Design       | <input type="checkbox"/> Graphic Design            | <input type="checkbox"/> Fashion Design        | <input type="checkbox"/> Furniture Design |
| <input type="checkbox"/> Shoemaking       | <input type="checkbox"/> Footwear Design      | <input type="checkbox"/> Bag Making & Leather Arts | <input type="checkbox"/> Bag Design            | <input type="checkbox"/> Floral Design    |
| <input type="checkbox"/> Jewelry Making   | <input type="checkbox"/> Jewelry Design       | <input type="checkbox"/> Textile Design            | <input type="checkbox"/> Glass Art             | <input type="checkbox"/> Woodworking      |
| <input type="checkbox"/> Illustration     | <input type="checkbox"/> Painting and Drawing | <input type="checkbox"/> Restoration of Paintings  | <input type="checkbox"/> Furniture Restoration |                                           |
| <input type="checkbox"/> Architecture     | <input type="checkbox"/> Ceramics             | <input type="checkbox"/> Art History               |                                                |                                           |
| <input type="checkbox"/> Italian Language | <input type="checkbox"/> Italian Home Cooking | <input type="checkbox"/> Gelato Course             |                                                |                                           |

3. Start Date      month      day      year      (dd/mm/yyyy)

## 4. Duration

- 1 week     2 weeks     3 weeks     4 weeks     5 weeks     6 weeks     8 weeks     10 weeks     12 weeks
- Course type:  Standard Program  
 Intensive Program

## 5. Housing (Shared Apartment)

- Twin Room       Single Room       Unnecessary

## 6. Enclosing the following documents

- Application Form     Photocopy of your passport or ID     Portfolio of 12 Art works (Advanced Students Only)

## 7. Payment Procedure \*No payment is necessary during the application process.

### INTERNATIONAL STUDENTS (Transfers in EUR)

Recipient : ACCADEMIA RIACI TOKYO OFFICE  
Account number : 270107029  
Address : 5-15-20-702 Minami-Azabu, Minato-ku, Tokyo 106-0047, JAPAN  
Recipient bank : SUMITOMO MITSUI BANKING CORPORATION (SMBC)  
SWIFT/BIC code : SMBCJPJT or SMBCJPJTXXX

### ITALIAN STUDENTS

Recipient : ACCADEMIA RIACI  
IBAN : IT26W076010280000084496884  
Address : Via dei Conti 4, 50123 Firenze FI, Italy  
Recipient bank : POSTE ITALIANE  
SWIFT/BIC code : BPPIITRRXXX

### INTERNATIONAL STUDENTS (Transfers in USD)

Recipient : LA DOVINA CO LTD  
Account number : 2700108718  
Address : 5-15-20-702 Minami-Azabu, Minato-ku, Tokyo 106-0047, JAPAN  
Recipient bank : SUMITOMO MITSUI BANKING CORPORATION (SMBC)  
SWIFT/BIC code : SMBCJPJT or SMBCJPJTXXX

### JAPANESE STUDENTS (Yen )

銀行名 : 三井住友銀行  
口座名 : アカデミアリアチ東京オフィス  
支店名 : 麻布支店  
口座種類 : 普通  
口座ナンバー : 0960698

## GENERAL CONDITIONS

1. Formal admission to ACCADEMIA RIACI and payment of tuition and fees are prerequisites to registration. All students, by virtue of registering, agree to comply with the regulations of the school and to pay all applicable tuition and registration fees before the course start date. Payments can be made exclusively by wire transfer to the bank account indicated by the Office of Admissions. ACCADEMIA RIACI will provide the student with a certificate of payment confirmation. The certificate of enrollment will be issued only after receiving the confirmation of the wire transfer by the Office of Admissions. ACCADEMIA RIACI may, at its sole discretion, exclude from any course and/or examinations any registered student who fails to pay the applicable Tuition Fee within the period stated above or any other period as may be agreed with ACCADEMIA RIACI. ACCADEMIA RIACI reserves the right to claim back from any such student any reasonable expenses incurred in reliance upon his/her registration on the course.

2. Enrollment Fee and Deposit paid to ACCADEMIA RIACI are non-refundable unless ACCADEMIA RIACI decides not to grant the student a place on the relevant course. If cancellation occurs not less than 180 days prior to the course start date, ACCADEMIA RIACI will refund 100% of the Tuition (excluding Enrollment Fee and Deposit); 50% of the Tuition (excluding Enrollment Fee and Deposit) will be refunded if cancellation occurs at least 30 days before the course start date. No refund will be made if cancellation occurs less than 30 days before the course start date. For students who do not hold an EU passport, there will be no refund after the Certificate of Enrollment has been issued.

3. Tuition includes a Certificate of Attendance or a Diploma issued after completion of the course.

4. ACCADEMIA RIACI will be responsible for preparing a basic equipment for student use. However, expenses for any materials needed for each student's course and projects are not included in the course fees.

5. Transportation costs to commute to the school or the off-campus laboratories are NOT included in the tuition fee. Students need to purchase a bus/train pass at their own expense.

6. Specific information during the course such as detailed timetable of the course shall be communicated to the student upon course start. Examinations must be taken at the end of the relevant course. No student shall be allowed to take the examinations after the end of the relevant course. If the student does not take the examina-

tions at the end of the course, or does not achieve the required pass mark in the examinations, ACCADEMIA RIACI shall not issue any final certificate of completion or the official diploma to the student.

7. Class attendance is MANDATORY. No student will be allowed to the final examinations unless he/she attends at least 80% of the lessons. No certificate of attendance shall be issued unless the student maintains the required attendance record until the end of the course. If a student does not attend lessons, tuition and fees won't be refunded.

8. By enrolling in any course offered by ACCADEMIA RIACI, students agree to comply fully with the disciplinary rules of ACCADEMIA RIACI as this represents a condition of the agreement between students and ACCADEMIA RIACI. Compliance with the disciplinary rules shall involve a good attendance record, a rigorous respect of the schedule of lessons and a responsible attitude towards the staff of ACCADEMIA RIACI. Failure to adhere fully to these rules may result in disciplinary measures being taken against the offending student (which, for the avoidance of doubt, may involve the expulsion of the student from the relevant course). To the fullest extent permitted by Italian law, ACCADEMIA RIACI reserves the right to claim damages in relation to any loss caused by the student.

9. Courses are organized according to the schedules, dates, and programs established by the teachers appointed by ACCADEMIA RIACI, which reserves the right, at any time, to amend any aspect of the course as may be necessary.

10. The examination papers, together with any material produced by the students during classes shall be deemed to be the property of ACCADEMIA RIACI. Students hereby assign all copyrights arising in any material produced by the students to ACCADEMIA RIACI and in particular allow ACCADEMIA RIACI to exhibit, reproduce and/or publish such material.

11. Changing a course (the subject or the course start date) is possible only if the new course begins within 365 days from the initial start date, and within the following conditions:

a) if course change request is notified until 180 to 30 days before the course start date:

For Academy Courses: by paying the enrollment fee of the registered course.

For other courses: by paying the 20% of the sum of tuition and enrollment fee of the registered course.

For Package courses: 20% of the total course fee.

b) if course change request is notified after 30 days before the course start date:

For Academy Courses: by paying the enrollment fee of the registered course and 50% of its tuition.

For other courses: by paying the enrollment fee of the registered course and 50% of its tuition.

For Package courses: 50% of the total course fee.

There is NO REFUND of the fees already paid. Students can allocate the fees already paid, deducting the above course change fees, to the payment for new courses.

12. ACCADEMIA RIACI reserves the right to cancel a course due to low enrollment or other circumstances beyond the school's control. Students who are registered in a course that is canceled will be notified, and the course fees will be fully refunded.

13. ACCADEMIA RIACI assumes no responsibility for damaged, lost, or stolen personal items.

14. Students who damage or vandalize school property will be responsible for its repair and/or replacement.

15. ACCADEMIA RIACI is closed on Italian public and school holidays, such as spring break, fall break, summer, and Christmas holidays.

16. No variation of this agreement shall be effective unless in writing and signed by or on behalf of each of the parties.

17. For all programs held by ACCADEMIA RIACI, including those held off its campus, the agreement between ACCADEMIA RIACI and students shall be subject to the Italian law and the parties hereby agree that the Italian courts in Florence shall have sole jurisdiction over any dispute arising out of this agreement.

By completing the application form for any of the courses offered by Accademia Riacy, you acknowledge that you have read, understand and agree to the "General Conditions".

[ Revised as of March 1, 2021 ]

## HOUSING RULES AND REGULATIONS

1. Housing check-in day is on Sunday, while checkout is on Saturday. Check-in and check-out on any other day are on additional charge.

2. Housing request deadline is 30 days before the course starts. We suggest students apply for housing at the same time as the course application.

3. Once the student arrives in Italy, NO REFUND will be made for any reason whatsoever in the event of a student deciding to cancel change or vacate an assigned apartment.

4. The accommodation address will be indicated 7 days before the registered check-in date (the address of the accommodation may change. Please check the latest information).

5. To cancel a reservation, the applicant must notify the school at least 90 days before the registered check-in date. The amount of refund will be 70% of the paid fee (after deducting 22% of the tax, as well as bank commissions).

6. The shared apartments provided by the school are located in Florence, around 20-30min by bus/bicycle to the city center. Each apartment may consist of 2 or 3 bedrooms with a shared kitchen, and a shared bathroom. Students cannot choose where to be placed.

7. Students cannot choose their roommates or flatmates depending on their personal preferences, except for the cases that the school considers justified.

8. If a student requests a single room (available at an extra charge), he/she will be provided of a separate room with one bed, but still will share the kitchen and the bathroom with the other flatmates.

9. All residents need to clean rooms, kitchen, and bathroom. Commodities such as soap, detergent, toilet paper, etc. must be purchased by residents. The kitchen is equipped with utensils. There are no face-towels or hand-towels. Bath-towels and bed sheets are replaced regularly.

10. Only some apartment has a WIFI connection, but its availability and the cost depend on each apartment which cannot be chosen by the student. The apartment telephone must not be used except for emergency, or explicit agreement with the landlord.

11. Air conditioning (for cooling) is not common in Florence. If you would like accommodation with air conditioning, please inquire.

12. As for the heating in winter, according to the Italian law on energy saving, the heating system is available for 8 hours a day during November to March. Most buildings have a central heating system. If you modify the central control of the heating system without permission, there may be a legal consequence to the guarantor.

13. Students are to keep the accommodation keys in good care. If they lose the keys, it may be needed to change the entire door lock of the building, and the school is not responsible for such cost. The landlord reserves right to debit such fee to the student.

14. Some bedrooms do not have keys or even if there is, in most cases, it closes only from inside. Please keep important belongings inside a locked suitcase.

15. Only students who reserved the rooms can be allowed inside the apartment. It is not allowed to invite friends or relatives to eat together or hold parties. Such parties can be reported to the police by neighbors, and the landlord may charge those responsible for any damage.

16. According to Italian anti-terrorism law, any landlord needs to notify the local police all the people hosting in their properties. Any failure to do that will be punished severely by state law. Therefore, students are not allowed to invite friends or relatives without prior permission of the landlord.

17. It is prohibited by the law to make loud noise after midnight. It may be reported by the neighbors and be fined. Also, the landlord may refuse continued stay in the accommodation on such ground.

18. The students staying in the shared apartments must follow the accommodation rules. Noncompliance with these rules may be grounds for being expelled from the accommodation. The school is not responsible for compensating for the paid rent in such a case.

19. Mediating any disagreement between roommates or flatmates is not the school's competency. Problems with the landlord, however, are to be resolved via school office.

### ACCADEMIA RIACI PRIVACY POLICY

Accademia Riacy is registered to hold your personal data under the European Reg (UE) 2016/679 and Italian privacy law (our privacy policy is available on our official web site). This information will be used for administrative purposes. I hereby agree to comply with the above regulations and I authorize the use of my personal information by Accademia Riacy, in accordance with Reg. (UE) 2016/679 General Data Protection Regulation and Italian law on privacy.

© 2024 Accademia Riacy

I have read, understood and agree to the above terms and conditions.

Signature

Date



**Accademia Riacy**

Via dei Conti, 4 - 50123 Firenze, Italia +39-055-289831 (Phone) +39-055-212791 (Fax)  
info@accademiariaci.info <https://www.accademiariaci.info/>