### General Conditions

1. Formal admission to ACCADEMIA RIACI and payment of tuition and fees are prerequisites for registration. All students, by the act of registering, agree to comply with the regulations of the school, the rules of the shared apartments, and the contracts of residence. The student must be present before the course starts 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 attendance can be requested at any time by contacting ACCADEMIA RIACI at its sole discretion, exclusive from any course and examination, any registered student who fails to apply the applicable Tuition fee within the period stated above or any other penalty as laid down by ACCADEMIA RIACI. By the act of registering, the student agrees that the school reserves the right to claim back from any such student any reasonable expenses incurred in relation to holding registration on the course.

2. Enrolment fees paid to ACCADEMIA RIACI are non-refundable unless ACCADEMIA RIACI decides not to grant the student a place in the course. If cancellation occurs more than 70 days before the course start date, ACCADEMIA RIACI will refund 100% of the Tuition (excluding Enrolment Fee & Airport Transfer Fee). If the student cancels his/her enrolment within the period of 70 days before the course start date, the Airline Ticket will be refunded if cancellation occurs more than 30 days before the course start date. If the student cancels his/her enrolment less than 30 days before the course start date, the student will not be refunded, and the Course fees will be fully refunded.

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 the students, expenses for any materials needed for each student's course and projects are not included in the tuition fees. Students must provide their own equipment and materials for their projects.

5. Specific information during the course such as detailed location of the course will be communicated to the student upon course start. Examinations must be taken at the end of the course. No student shall be allowed to take exams before the course start date. Examinations must be taken at the end of the course. Timetable of the course shall be communicated to the student (the address of the accommodation may change. Please check the latest information).

6. Students are required to stay at the school dormitories during the course. The accommodation address will be indicated 7 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). ACCADEMIA RIACI reserves the right to cancel a course due to low enrolment or other circumstances beyond the school's control. Students who are registered in a course that is not cancelled, and the Course fees will be fully refunded.

7. ACCADEMIA RIACI reserves no responsibility for damage, losses or accidents occurring in the student's accommodation. Students who damage or vandalize school property will be responsible for the damage and may be expelled from the school.

8. ACCADEMIA RIACI is closed on Italian public and school holidays. Such holidays are December 25th, January 1st, and Christmas holidays.

9. No variation of the agreement shall be effective unless in writing and signed by or on behalf of each party.

10. For all programs held in ACCADEMIA RIACI, including those held off-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.

11. By complying the application form for any of the courses offered by ACCADEMIA RIACI, you acknowledge that you have sole jurisdiction over any dispute arising out of this agreement.

12. Mediating any disagreement between roommates or flatmates is not the school's responsibility. The school is not responsible for compensating for the paid rent in such a case.

13. Students who damage or vandalize school property will be responsible for the damage and may be expelled from the school.

14. Any violation of the agreement will be referred to the court of law. There is NO REFUND of the fees already paid. Students can decline the fees already paid, destroy the above course contract and 50% of the tuition fee will be refunded, and the Course fees will be fully refunded.

15. Students who damage or vandalize school property will be responsible for the damage and may be expelled from the school.

16. ACCADEMIA RIACI is closed on Italian public and school holidays. Such holidays are December 25th, January 1st, and Christmas holidays.

17. It is prohibited by the law to make loud noise after midnight. It may be reported by the people hosting in their properties. Any failure to do that will be punished severely by state police.

18. ACCADEMIA RIACI is not responsible for providing all the services mentioned in the curriculum and programs established by the teachers appointed by ACCADEMIA RIACI. The students are responsible for all the study materials. Only some apartments have a WIFI connection, but its availability and the cost depend on each apartment which cannot be chosen by the student. The apartment telephone must be used except for emergencies, or explicit agreement with the landlord.

19. ACCADEMIA RIACI will not be held liable for any unusual or unforeseeable events, such as natural disasters, war, strikes, strike, tear, war, strikes, fire, snow, strike, summer, and Christmas holidays.

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### Housing Rules and Regulations

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

2. Housing request deadline is 30 days before the course start. 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 shared apartments provided by the school are located in Florence, around 20-30min by foot from 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.

5. Students must not bring guests who are not included in the checklist of private guests to the shared apartments. Students must not bring guests who are not included in the checklist of private guests to the shared apartments.

6. Students cannot use their rooms or flatmates depending on their personal preferences, except for the cases that the school considers justified.

7. Students must open the windows in case of need and patients depending on their personal preferences, except for the cases that the school considers justified.

8. In student requests a single room available at extra charge. In the case of a separate room with one bed, will sit the kitchen and the bathrooms with the other bedrooms.

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 fixed-beds or hand-towels. Both beds and sheets are replaced regularly.

10. Some apartments have a WIFI connection, but it has availability and the cost depend on each apartment which cannot be chosen by the student. The apartment telephone must be used except for emergencies, or explicit agreement with the landlord.

### Program You are applying

Please check your program you are applying in the back of this page.

- **Diploma of degree**
- **Copy of identification**
- **Copy of the recommender**

**Admission to**

- **Master Course**
- **Portfolio of 12 Art works attached to email**
- **5 recommendation letters from faculty, work supervisor, etc., if available.**

### Housing Request

- **Student/Room**
- **Room Type**: Twin room
- **Single room**: No
- **Not necessary**: No

### Payment Procedure

By Wire Transfer Only
Accademia Riaci
Via De‘Conti 4, 50123 - Firenze Italia Tel. +39-055-298931 Fax. +39-055-212791
accademiariaci@accademiariaci.info http://www.accademiariaci.info

One-Year / Atelier courses:
Complete the ACCADEMIA RIACI application form and email it to the ADMISSIONS OFFICE. The original required documents (see next column) must be sent by mail to the ADMISSIONS OFFICE. The application will be accepted only if the accepted student within 10 days from the date of acceptance. If you are not accepted, ACCADEMIA RIACI refunds the Enrollment Fee and the Deposit Fee. ACCADEMIA RIACI confirms your payment by a Certificate of Enrollment will be issued.

Required Documents:
- One Academic transcript of your previous education in English or Spanish.
- A copy of High School diploma or its equivalent (please indicate the name of the school).
- A Certificate of Acceptance from an Italian University (if you apply to an Italian University). If you are not an EU student, you need to submit a full admission file according to EU and/or American regulations.
- A copy of the Student Visa issued by the Italian Consulate.
- A Citizen’s ID (or Passport) for non-EU students.
- Two passport photos (3 cm x 4 cm).

One-Year Semester:
Due to the COVID-19 pandemic, all courses are conducted online.

Accademia Riaci
Via De Conti 4, 50123 - Firenze Italia Tel. +39-055-298931 Fax. +39-055-212791
accademiariaci@accademiariaci.info http://www.accademiariaci.info
1. Formal admission to ACCADEMIA RIACI and payment of tuition fees are prerequisites for registration. All students, by enrolling in any course of ACCADEMIA RIACI, agree to comply fully with the corresponding regulations of the course and the ACCADEMIA RIACI as well as with all the housing regulations. They hereby consent to the right of ACCADEMIA RIACI to exclude from any course and/or examinations any student who fails to apply the applicable rules.

2. Housing request deadline is 30 days before the course starts. If a student decides to cancel change or vacate an assigned apartment, he/she must inform ACCADEMIA RIACI in writing and signed by or on behalf of each of the parties. Housing cancellation occurs less than 30 days before the course start date: ACCADEMIA RIACI reserves the right to claim damages in relation to any loss of revenue.

3. Students have the right to claim back from any such student any payment for the course and/or examinations fee previously paid.

4. The accommodation address will be indicated 7 days before the registered check-in date in the guest book. Students are to have their own transport or organized pick-up service for their arrival.

5. Tuition includes a Certificate of Attendance or a Diploma of Graduation (depending on the course), which, for the avoidance of doubt, may only be issued by ACCADEMIA RIACI after the student has completed the course and sat the final examination. It will be issued only after receiving the confirmation of the wire transfer or the bank's telex number for the payment of the tuition fee and attendance record, a rigorous respect of the schedule of lessons, and a responsible attitude towards the staff of ACCADEMIA RIACI. Students hereby assign all copyrights arising in any material produced by the students to the property of ACCADEMIA RIACI. Students agree to comply with the regulations of the school and the disciplinary rules 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 include the expulsion of the student from the relevant course).

6. Class attendance is MANDATORY. No student will be allowed to the final examinations unless the attendance is at least 80% of the lessons. No certificate of attendance will be issued unless the student manifests the required attendance record. A student who fails to attend at least 80% of the lessons, tuition and fees will not be refunded.

7. By enrolling in any course offered by ACCADEMIA RIACI, students agree, by signing fully with the disciplinary rules of the agreement between students and ACCADEMIA RIACI, that the student reserves the right to claim damages in relation to any loss of revenue.

8. Courses are organized according to the schedules, dates, and programs established by the ACCADEMIA RIACI; the registered course, which takes any changes will be written in the guest book. If you modify the central control of the heating system without the landlord’s responsibility, the landlord reserves the right to debit such fee to the student.

9. The shared apartments provided by the school are located in Florence, around 20-30 min by public transport from ACCADEMIA RIACI. Students must be aware that the school is not responsible for the repair and/or replacement. Students who lose the keys, it may need to change the entire door lock of the building and the school is not responsible for such cost. The landlord reserves the right to claim any amount that the student does not pay.

10. Students 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 frows or hand-towels. Both towels and bath sheets are replaced regularly.

11. Each student apart has a WiFi connection. It is not available and the cost depend on each apartment which cannot be chosen by the student. The apartment must not be used for except emergency or agreed with the landlord.

12. If you need to change the course, you must inform ACCADEMIA RIACI. If the course change request is notified after 30 days before the course start date: For Package courses: 20% of the total course fee. For ACCADEMIA RIACI the right to cancel a course due to low enrolment or other circumstances beyond the school’s control. Students who are registered in a course that is not longer provided, the total fees will be fully refunded.

13. Students who damage or decorate the property will be responsible for its repair and/or replacement.

14. ACCADEMIA RIACI reserves the right to cancel a course in the event of a student deciding to cancel change or vacate an assigned apartment.

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

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 this will be punished severely by law. Therefore, students are not allowed to invite friends or relatives without prior permission reported to the police by neighbors, and the landlord may charge those responsible for any such cost. The landlord reserves the right to claim any amount that the student does not pay.

17. It is prohibited by the law to make loud noise after midnight. It may be reported by the police. Therefore, students are not allowed to invite friends or relatives without prior permission reported to the police by neighbors, and the landlord may charge those responsible for any such cost. The landlord reserves the right to claim any amount that the student does not pay.

18. Some bedrooms do not have keys or even if there is, in most cases, it closes only from 10 pm. Students who lose the keys, it may need to change the entire door lock of the building and the school is not responsible for such cost. The landlord reserves the right to claim any amount that the student does not pay.

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