

# APPLICATION FORM Summer 2018

Photo  
(30mmX40mm)

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"/> Shoe Making        | <input type="checkbox"/> Shoe Design          | <input type="checkbox"/> Bag Making               | <input type="checkbox"/> Bag Design           |
| <input type="checkbox"/> Jewelry Making     | <input type="checkbox"/> Jewelry Design       | <input type="checkbox"/> Fashion Business         | <input type="checkbox"/> Glass Art            |
| <input type="checkbox"/> Illustration       | <input type="checkbox"/> Painting and Drawing | <input type="checkbox"/> Restoration of Paintings | <input type="checkbox"/> Textile Design       |
| <input type="checkbox"/> Ceramics           | <input type="checkbox"/> Art History          | <input type="checkbox"/> Bookbinding              | <input type="checkbox"/> Italian Home Cooking |
| <input type="checkbox"/> Flower Arrangement | <input type="checkbox"/> Italian Language     | <input type="checkbox"/> English Language         | <input type="checkbox"/> Other                |

## 3. Start Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (dd/mm/yyyy)

## 4. Duration

- 2 weeks (14 days)  4 weeks (28 days)  6 weeks (42 days)  8 weeks (56 days)  12 weeks (84 days)

\*excluding school holidays

## 5. Housing (Shared Apartment)

- Twin Room  Single Room \*You must pay additional charge.  Unnecessary

## 6. Enclosing the following documents

- Application Form  Photocopy of your passport or ID  1 passport-size photo (3cmX4cm)

Please send us the following items, if you have. (No mandatory)  Portfolio of 12 Art works

## 7. Payment Procedure

### International Students

- Bank Name: SUMITOMO MITSUI BANKING CORPORATION** Branch Name: AZABU BRANCH Branch Address: 4-1-3 Nishiazabu Minato-ku Tokyo 106-0031 JAPAN  
SWIFT Code/BIC: SMBC JP JT Account Holder: ACCADEMIA RIACI TOKYO OFFICE Account Holder's Address: 5-15-20-702 Minamiazabu Minato-ku Tokyo  
106-0047 JAPAN Account number: 270-107029

### Italian Students

- Bank Name: Banco Posta** Account Holder's Name: Accademia Riaci Account Holder's Address: Via De' Conti, 4-50123 Firenze, Italia  
TEL: +39-055-289831  
CODE IBAN: IT26 W076 0102 8000 0008 4496 884 CODE BIC/SWIFT: BPPIITRRXXX CIN: W ABI: 07601 CAB: 02800 N.CONTO: 000084496884

\*If sending fee by bank transfer, you should add Euro 68 to the total amount payable to cover the charges made by bank.

**I have read and agree to the GENERAL CONDITIONS.**

Signature

Date



**Accademia Riaci**

Via De' Conti, 4 - 50123 Firenze, Italia  
accademiariaci@accademiariaci.info

+39-055-289831 (Phone) +39-055-212791 (Fax)  
http://www.accademiariaci.info

## GENERAL CONDITIONS

1. The Enrollment Fee of ACCADEMIA RIACI is to be paid upon registration of ACCADEMIA RIACI and the Tuition Fee is to be paid before the start of the relevant course. For courses other than Academic Courses\*, a Deposit Fee of 20% of the Tuition Fee and the Enrollment Fee is to be paid upon registration, and the rest is to be paid before the start of the relevant course. Payments can be made only in cash, by bank wire transfer or international postal order to the account indicated by ACCADEMIA RIACI. ACCADEMIA RIACI will provide the student with a certificate of payment confirmation. In case of a wire transfer, the certificate will be issued only when the completion of the transfer has been confirmed by the school at its receiving bank account. 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. The Enrollment Fee and the Deposit Fee paid to ACCADEMIA RIACI are not refundable unless ACCADEMIA RIACI decides not to grant the student a place on the relevant course. If cancellation occurs not less than 90 days prior to the start of the relevant course, ACCADEMIA RIACI shall refund 100% of the Tuition Fee (except for the Enrollment Fee and the Deposit), 50% of the Tuition Fee (except for the Enrollment Fee and the Deposit) will be refunded if cancellation occurs not less than 60 days prior to the start of the relevant course; 30% of the Tuition Fee (except for the Enrollment Fee and the Deposit) will be refunded if cancellation occurs one day before the class starts and no refund shall be made if cancellation occurs after the start of the relevant course. For students who do not hold a EU passport, there will be no refund after certificate of enrollment has been issued to a student to apply for the Italian VISA, unless the application is rejected due to reasons under Accademia Riacci's responsibility.

3. The Tuition Fee includes tuition and diploma or certificate of attendance as specified for the course.

4. ACCADEMIA RIACI will be responsible for preparing a laboratory and basic equipments for student use. However, expenses for any materials needed for each student's course and projects shall be covered by the student.

5. Specific information such as the duration of the course shall

be communicated to the student upon registration. 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 and ACCADEMIA RIACI shall not, in this case, issue any final certificate of attendance or the official diploma to the student.

6. Attendance is compulsory. No student shall be allowed to take examinations unless he/she attends at least 80% of the lessons. No final certificate shall be issued unless the student maintains the required attendance record until the end of the course and achieves the required pass mark in the examinations. In case students do not attend lessons, there will be no refund of the Tuition Fee.

7. By enrolling on 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.

8. 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.

9. The examination papers, together with any material produced by the students during the examinations (hereon referred to as The Material) shall be deemed to be the property of ACCADEMIA RIACI. Students hereby assign by way of future assignment all copyrights arising in the Material and in particular allow ACCADEMIA RIACI to exhibit, reproduce and/or publish such Material.

10. Course Change (to change the subject of the course or the date of the course) is possible with following conditions if the new course starts within 1 year from the initial course start:  
Course Change Fee:

Before the 30 days prior to the course start:  
Academic Courses: Enrollment Fee of the registered course  
Courses other than Academic Courses: 20% of the Tuition Fee and the Enrollment Fee of the registered course  
Package Courses: 20% of the registered course fee

After 30 days prior to the course start:  
Academic Course: Enrollment fee of the registered course and 50% of its Tuition  
Courses other than Academic Courses: 50% of the Tuition Fee and the Enrollment fee of the registered course  
Package Courses: 50% of the registered course fee

There is no refund of the fees already paid. Students can allocate the fees already paid, deducting the Course Change Fee, to the payment for the new courses.

11. ACCADEMIA RIACI reserves the right to cancel the course prior to the beginning of the courses if less than a quorum to start a course is present. Students who are registered in a course that is canceled will be notified, and the Enrollment Fee and the Tuition Fee will be a full refund.

12. ACCADEMIA RIACI doesn't take any responsibilities for accidental loss of personal belongings and valuables in school or outside school.

13. Students must be responsible in case of any damage or vandalization of school property by the student.

14. ACCADEMIA RIACI is closed on Italian national holidays and school holidays such as summer holidays, winter holidays and Easter holidays.

15. No variation to this agreement shall be valid unless agreed in writing between the parties.

16. For programs held in Florence campuses, 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.

\*Academic Courses are: Basic Course, One-Year Course, Semester Course, Atelier Course, Preparation Course for Accademia di Belle Arti, Master Course, and Professional Interpretation Course.

## ACCOMMODATION GENERAL CONDITIONS

1. The Check-in date for accommodation is on Sunday and Checkout is on Saturday. Check-in and Checkout on any other day is an additional charge as written on the list. If the additional days rate exceeds additional week rate the cheaper will apply. We strongly recommend you to check in at least 1 week prior to the course start.

2. The deadline for accommodation request is 60 days before the entrance, or at the same time of application.

3. In order to place a reservation for 2 months or more, you need to pay a deposit fee equivalent to 1-month fee. This deposit fee is not refundable, and the last 1 month's rent is taken from the deposit. For deposit amount for accommodation of less than 2 months, please inquire. If you reserve a Residence, please reserve preferably 4 months before check-in.

4. In order to issue a certificate of accommodation, you need to pay the deposit fee of 3 months. After the certificate is issued, you cannot cancel the reservation.

5. In order to place a reservation, your Credit card information is needed as a guarantee deposit for the accommodation. Credit card will not be charged unless the student fails to pay the rent or, there is damage to the accommodation that cannot be covered by the deposit fees the student has paid in advance.

6. The address of your accommodation will be indicated 7 days before your arrival. We need to be informed at least 7 days in advance of your arrival time. (The address of the accommodation may change please check the latest information.)

7. The remaining rent of the accommodation for the period of time you reserved must be paid on the first day on your arrival in cash to the school office. The rent of the last month will be taken from the deposit you have paid on reservation.

8. If you would like to cancel the reservation of the accommodation, you must notify the school at least 60 days before. Otherwise, you need to pay the rent for the subsequent month or cannot receive refund. The amount of refund will be 70% of the paid fee (after deducting 22% of the tax, as well as bank commissions). After issuing the certificate of accommodation for the purpose of VISA application, you cannot cancel the reservation.

9. School accommodation is basically in flats, located in the city distributed to different sites near city center. Each flat has usually several rooms, and each room has 1, 2 or sometime 3 beds. Students using the same flat will share kitchen and bathroom. Students are automatically allocated to their accommodation, and cannot choose.

10. The roommates are decided based on gender. Students cannot choose their roommates or flat mates depending on their personal preferences, except for the cases that the school considers justified.

11. If you request a single room, you may use a separate room with one bed, but still share kitchen and bathroom with the others.

12. Each residents need to clean their rooms, kitchen, and bathroom by themselves. 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 or sometimes need to do laundry by themselves.

13. Some apartment has Internet connection, but its availability and the cost depends on the flat, and cannot be chosen by the student. Telephone of the flat must not be used except for emergency, or explicit agreement with the owner.

14. Air-conditioning for cooling is not common in Florence. If you would like accommodation with air conditioning, please request Residence.

15. As for the heating system in winter, according to the Italian law on energy saving, heating system is available for 8 hours/day during November to March (at max.20°). Most buildings have central heating system due to high heating. In winter, therefore, we advice students to bring enough warm clothes, too. If you modify the central control of the heating system without permission, there may be legal consequence to the guarantor. The landowner reserves right to debit such legal fee to the credit card of the student.

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

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

18. Only students who reserved the rooms can be allowed inside the apartment. It is not allowed to invite friends to eat together, or hold parties. Such parties can be reported to the police by neighbors, and the landlord may charged you for damage or may refuse continued stay in the accommodation.

19. 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, you are not allowed to invite friends or family to stay in your flat overnight without permission of the landlord in advance. Otherwise, the landlord may refuse your continued stay in the room, and the school cannot help the student.

20. 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.

21. The students staying at shared flat must follow the rule of usage of the flat. Those who chose a home stay option must follow the family's rule as one of the family. It is not permitted to invite over friends. Any failure to follow accommodation rules constitutes ground for being expelled from the accommodation. The school is not responsible for compensating for the paid rent in such a case.

22. Mediating any disagreement between roommates or flat mates is not the school's competency. Problems with the landowner, however, are to be resolved via school office.