

# babilonia



## ITALIAN LANGUAGE SCHOOL

Centro di Lingua & Cultura Italiana  
via del Ginnasio 20 - 98039 Taormina, Sicilia, Italy  
tel/fax (+39) 0942 23441 - [www.babilonia.it](http://www.babilonia.it) - [info@babilonia.it](mailto:info@babilonia.it)

## ENROLMENT FORM

We kindly ask you to fill in this form and fax it back to us at (+39) 094223441.

Then send it by regular mail including the € 250 deposit.

Sending this enrolment form will automatically mean acceptance of the General Regulations. Please, fill in this form with your personal data in CAPITAL LETTERS. Thank you!

Name:	Family name:
Address:	
ZIP code:	Town:
State/Country:	
Telephone:	Fax:
E-mail:	
Nationality:	Job:
Date of birth:	Age:

Knowledge of Italian:  none  low  intermediate  fair  very good.

How did you hear about the school?

Our brochure. Where did you find it?

Internet, using a search engine. Which one?

Internet. using a link. To what?

Agency. Which one?

Magazines. Which one?

Friends. Who?

I am a former student.

By another school. Which one?

I just walked in.

## SCHEDULE 2006

<b>January</b> 16.01	<b>April</b> 03.04 and 17.04	<b>July</b> 03.07 and 17.07	<b>October</b> 25.09 and 09.10 and 23.10
<b>February</b> 30.01 and 13.02	<b>May</b> 01.05 and 15.05	<b>August</b> 31.07 and 14.08	<b>November</b> 13.11 and 27.11
<b>March</b> 27.02 and 13.03	<b>June</b> 05.06 and 19.06	<b>September</b> 28.08 and 11.09	<b>December</b> 11.12

The school closes on 15<sup>th</sup> December and reopens on January, 16<sup>th</sup>

**ABSOLUTE BEGINNERS:** Even though students can begin their course every Monday, we highly recommend that all students begin on our specified scheduled dates. Absolute beginners wanting to enrol in a group course must begin on the scheduled dates.

**PUBLIC HOLIDAYS:** a refund will be made for Public Holidays on the following basis:

Semi-standard Course = 20 € - Standard course = 30 € - Standard Plus Course = 65 € - Intensive Course = 70 €

**PLEASE NOTE:** on April, 17<sup>th</sup> and May 01<sup>st</sup> all courses will actually start on the following Tuesday (April, 18<sup>th</sup> and May 02<sup>nd</sup>) as those dates are National Holidays (Easter Monday and Labour Day) and the school will be closed.

**ENROLMENT FEE:** one time fee valid for all language courses for the whole year 50 €uro

## PRICES INCLUDE

- free Internet access
- teaching materials
- oral and written entrance test
- certificate of attendance
- in-school and outdoor insurance
- free extra-curricular activities
- student card for discount in town
- air-conditioned classroom



# ENROLMENT FORM

## LANGUAGE COURSES

■ **SEMI-STANDARD:** 2 hours a day language analysis OR communicative tasks  
from: to: total number of weeks:  
please, choose between language analysis OR communicative tasks

■ **STANDARD:** 4 hours a day language analysis & communicative tasks  
from: to: total number of weeks:

■ **STANDARD PLUS:** 4 hours in group PLUS 1 hour individual lesson a day  
from: to: total number of weeks:

■ **INTENSIVE:** 6 hours a day language analysis & communicative tasks  
from: to: total number of weeks:

■ **INDIVIDUAL LESSONS:** one-to-one  
from: to: total number of hours:

■ **CLOSED GROUP LESSONS:** two-to-one  
from: to: total number of hours:  
please, write the name of your partner:

■ **CELI EXAM PREPARATION COURSE (please, see description):**  
from: to: total number of weeks:

## CULTURE COURSES

■ **THE SICILIAN WRITERS IN ITALIAN LITERATURE**  
from: to: total number of weeks:

■ **THE HISTORY OF SICILY:**  
from: to: total number of weeks:

■ **ART HISTORY IN SICILY:**  
from: to: total number of weeks:

## ACCOMMODATION

*please, specify the name of your room mate in case of double room:*

■ **INDEPENDENT APARTMENT**  single  double  
from: to: total number of weeks:

■ **ROOM IN SHARED APARTMENT**  single  double  
from: to: total number of weeks:

■ **HOME- STAY**  single  double  
 breakfast only  
 half board  
 full board  
from: to: total number of weeks:

■ **PENSION, 2 star hotel**  single  double  
from: to: total number of weeks:

■ **HOTEL, 3 star hotel**  single  double  
from: to: total number of weeks:

## PICK-UP SERVICE from/to CATANIA AIRPORT

■ 1 person ■ 2 people ■ 3 people

*if you are sharing the taxi, please, specify who your travel mates are:*

■ **ONE WAY** day of arrival:  
time of arrival:  
flight number:  
coming from:  
■ **RETURN (IF REQUESTED)** day of departure:  
time of departure:  
flight number:  
to:

## EXTRA COURSES to be added to the language course

■ **"CASALINGA" COOKING CLASSES**  
3 days a week, 3 1/2 hours a day  
from: to: total number of weeks:

■ **"COOKING CLASSES FOR REAL CHEFS**  
3 days a week, 3 1/2 hours a day  
from: to: total number of weeks:

■ **WINE TASTING FOR BEGINNERS**  
in 2 weeks: 6 lessons (1,5 h. each), including visit to a wine cellar  
from: to: total number of weeks:

■ **PRODUCE OF SICILY: WINE, OIL & CHEESE**  
3 lessons (1,5 h. each), including tasting  
from: to: total number of weeks:

■ **THE SICILIAN WAY TO CERAMICS**  
3 days a week, 1 1/2 hours a lesson  
from: to: total number of weeks:  
please, specify:

■ **HIKING, TREKKING & ECO-TOURING**  
2 half days + 1 full day eco-tour a week  
from: to: total number of weeks:

■ **"PADI" INTERNATIONAL DIVING LICENCE**  
in 2 weeks: 5 theory lessons + 5 times diving with gas tanks  
from: to: total number of weeks:

■ **DIVING FOR BEGINNERS**  
1 afternoon session  
from: to: total number of weeks:

■ **MOUNTAIN BIKING**  
2 half days + 1 full day sport activity a week  
from: to: total number of weeks:

■ **GOLF FOR BEGINNERS**  
2 lessons a week with golf teacher + 2 car rental, petrol not included  
from: to: total number of weeks:

■ **PLAYING GOLF**  
2 green fees per week + 2 golf car + golf equipment + 2 car rental,  
petrol not included  
from: to: total number of weeks:

■ **BUSINESS & EXECUTIVE**  
2days a week, 2 hour lesson a day  
from: to: total number of weeks:  
please, specify:

■ **COMMERCIAL CORRESPONDENCE**  
2 days a week, 2 hour lesson a day.  
from: to: total number of weeks:

In signing this agreement, I confirm having read completely the Regulations and I agree with all their content.

Place and Date:

Signature:

All enrolments are subject to the following General Conditions, which become legally binding on acceptance of enrolment by BABILONIA – Italian Language School

**LESSONS** All group classes run Monday through Friday except during official Italian holidays. Students must present themselves at school on their first day at 09.00. One class hour equals 55 minutes. Group lessons are usually held in the mornings, however on occasion (generally during high season) these group lessons may be scheduled in the afternoon. Individual lessons are generally held before or after group classes. The number of course hours includes the entrance/placement test (mandatory) and final exam (given on request). Completion of a particular 4-week course does not guarantee advancement to the next level. In the rare event that a student arrives, takes the entrance exam and is the only student for a particular level, that student's tuition cost will be converted to private one-to-one lessons. The standard 4-hour course will be converted to 2 hours of individual tuition. In the event that there are only 2 students for a particular level, the number of hours for the class will be reduced by 1 hour per day (for example: 3 hours instead of 4 for the Standard class) given the more intense nature of a small class size. In case of complaints, a student can address our administration office to talk to the Director of Studies. The policy for complaints is on display in our school administration office.

**NATIONAL HOLIDAYS** The school is closed on Easter Monday, Liberation Day (25/4) Labour Day (1/5), Day of the Republic (2/6), Assumption of Mary (15/8), All Saints' Day (1/11), and Immaculate Conception (8/12).

**ACCOMMODATION** Finding accommodation is a free service for all students accordingly enrolled. All housing is on a first reserved first served basis and is strictly booked from weekend to weekend. On the day of departure students must vacate their accommodation by 10.30. The school acts only as an intermediary regarding lodging, and takes no responsibility regarding the relationship between the landlord and the student. All of the accommodation available through the school has been selected by our Accommodation Manager, according to our Inspection Scheme for cleanliness, comfort, and location. Since all accommodation is privately owned and operated, there are minor differences in amenities, but all meet a standard level of quality and convenience and are regularly checked by our school. In matching housing needs with what is available, everyone must keep in mind the seasonal and limited nature of housing resources in Taormina, not to mention the modest price that students pay for their accommodation. In case of complaints, a student can address our administration office to talk to the Apartment Manager. The policy for complaints is on display in our school administration office.

**PICK-UP BOOKING CONDITIONS** This service must be reserved at least one week in advance of arrival. All last minute flight changes or late flights (on Saturdays and Sundays) must be immediately communicated directly to the taxi service. The telephone number of the taxi service is always provided by our office to the student who is responsible for informing the taxi service. The school is not responsible if agents do not notify the student of the stated conditions or if the student does not follow the conditions given. This service is not cancellable within 48 hours of your arrival.

**EXTRA COURSES** Extra courses are operated through external partners who are liable for the services provided.

**DEPOSIT** A  $\text{€} 250$  non-refundable deposit is required to secure reservations. Payments for the deposit can be made by cash, bank transfer, International Cheque or by Western Union.

**BALANCE** All fees must be paid in full at the latest on the first day of your arrival at school. If payment in full has not been received within the first day the student will not be allowed to start his/her course. **On no account can the tuition fee paid for group classes be transferred to individual classes, after the beginning of a course.** The rent for accommodation has to be paid directly to the landlords. On the first day of arrival students are given a copy of their bill to be paid cash to the landlords.

**PAYMENT CONDITIONS** Payments for the language course can be made by cash, bank transfer, Travellers' Cheque,

International Cheque, by Visa or Mastercard or by Western Union. Payments for pick-up, extra courses or any other extra service can be made by cash, bank transfer, Travellers' Cheque, International Cheque. For these payments no credit card is accepted. All payments, if paid by cheque must be made out to the individual receiving parties. Our registration office will coordinate all necessary information. Bank charges are to be met in full by the student. For International cheques an additional  $\text{€} 10$  must be included to cover bank expenses. Our bank information (for bank transfers) is:

Bank name	MONTE DEI PASCHI
Branch name	Agenzia di Taormina
Address	Piazza Duomo, 98039 Taormina, Italy
IBAN Code	IT 86 W 01030 82590 00000241831
BIC Code	PASCITMMCAT
Transfer for	BABILONIA srl

Please, clearly specify for whom the payment is made

**CHANGES TO BOOKINGS** BABILONIA reserves the right to levy an additional administration fee of  $\text{€} 150$  to cover the costs of any changes that are requested to pre-booked courses or accommodation after we have confirmed the student's place in school. It is possible to upgrade the course for a more intensive course during the study-stay but the contrary is not possible, without paying an additional enrolment fee.

**CANCELLATIONS AND REFUND POLICY** The following are BABILONIA charges and refunds for cancellation or withdrawal from a course: the school must be informed immediately of any requested changes or withdrawal notices or cancellations in writing; the deposit is non-refundable; deposits and fees are not transferable from person to person. If BABILONIA rejects an application, the applicant is entitled to a full refund within 30 days.

**REFUNDS OF TUITION OR ACCOMMODATION FEES PRIOR TO ARRIVAL** The  $\text{€} 250$  is never refundable after an enrolment has been accepted by BABILONIA and the school has sent a confirmation for the course and/or any other related service.

#### REFUNDS OF TUITION FEES AFTER COURSE START DATE

If a student does not attend, withdraws or shortens his/her course after the course has begun, tuition fees will not be refunded. **No refunds are allowed for a delayed start or premature departure.** Student tuition is never refunded due to absence from class and study hours subsequently lost can not be made up. For entitlement to a refund, a 2 week notice period is required and the refund of any tuition in excess of this period will be refunded in full, less a cancellation fee of  $\text{€} 150$ .

#### REFUNDS OF ACCOMMODATION FEES AFTER ARRIVAL

No refund is allowed for a delayed arrival or premature departure. Should a student withdraw from his/her accommodation after arrival without satisfying the Administration Office with a valid motive, a 2 week notice is required. In this case, any accommodation fees paid in excess of this period will be refunded in full, less a cancellation fee of  $\text{€} 150$ . In the event of a fully justifiable reason for withdrawal, with the help of our Apartment Manager, the Administration Office will move the student to another apartment or find an alternative solution.

#### "PERMESSO DI SOGGIORNO" PERMIT & VISAS

Once in Italy, every non-EU student must request a "Permesso di Soggiorno" at the local Police Station within 8 days of their arrival. Documents needed:

- photocopy of passport and original passport
- 5 passport size photos
- official stamp costing  $\text{€} 14,00$
- photocopy of credit card or other financial method which shows that you have the means financially to cover your stay in Italy
- photocopy of insurance policy which covers all risks to foreign citizens during their stay in Italy. If you don't have your own personal insurance which covers all risks during your stay in Italy, you can obtain insurance cover by paying directly at the Post Office with a payment transfer form (ask our office to help) to be sent to the below address.

I.N.A. – Istituto Nazionale Assicurazioni –  
 Agenzia Generale di Roma  
 Via del Tritone 181, 00187 Roma  
 c/c n° 71270003 (account number)

causale: copertura assicurativa per Permesso di Soggiorno  
 $\text{€} 38,73$  (for stay up to 6 months)  
 $\text{€} 77,46$  (for stay up to 12 months)

Applicants who are not citizens of the European Union and who want to enrol for a period exceeding 3 months need to make a request for a Visa for Study Purposes at their home country Italian Embassy beforehand. To complete formalities, a Certificate of Enrolment is one of the requirements for obtaining a visa. BABILONIA will issue a Certificate of Enrolment to students who apply for a Visa for Study Purposes only after receiving full payment of their bill (including accommodation and/or any extra services required) and only for the duration of the language course. If the applicant wishes to have the original Certificate of Enrolment sent by express courier DHL this cost is to be met by the student. If the Visa application is rejected by the Italian Embassy, after receiving the Certificate of Enrolment, the applicant is entitled to a complete refund within 30 days less an Administration Fee of  $\text{€} 50$  (all bank expense are to be met in full by the student). After having obtained the Visa for Study Purposes, it is not possible to cancel or change the dates of courses for which the Visa has been obtained. For students who have been granted a Visa for Study Purposes, BABILONIA takes the responsibility of informing the Authorities in case of no-show for 2 consecutive days, without any justified reason.

**ACCIDENT AND MEDICAL INSURANCE** We advise students to take out medical and personal insurance before leaving their home country. Citizens from the European Union are entitled to free medical care in Italy if they hold an E111 Form which can be obtained from their local health authority in their home country before departing for Italy. Citizens not of the European Union must conform to the requirements issued by the Italian Government. Details can be obtained at their local Italian Embassies. BABILONIA has insurance for those liabilities expressly imposed by Italian law and for in-door and out-door activities organised by the school.

**RESOLUTION OF DISPUTES** If a student wishes to complain about any aspect of the service, the complaint should be made in the first instance to the BABILONIA office. In the event that the matter is not resolved, the student or student's agent should make a complaint in writing to the Director of BABILONIA. Such complaints will be investigated provided that:

- the complaint is received within one month of the course finishing
- the complaint was initially registered in writing
- all bills relating to the student making the complaint have been settled in full

**LIABILITIES** BABILONIA and its staff and representatives are not held liable for any loss, damage or injury to persons or property however caused, except where liability is expressly imposed by Italian law. BABILONIA is not held liable in the event that any service contract to be provided by BABILONIA should become impossible to supply for any cause or reason beyond the control of BABILONIA.

**VALID PRICES** Prices in the brochure are valid from January, 1<sup>st</sup> until December, 31<sup>st</sup>.

**EXPULSION** BABILONIA reserves the right to dismiss any student whose conduct is unsatisfactory at the discretion of the centre Director, whose decision is final. There will be no refund for fees in cases of expulsion and any billed but unpaid fees become payable immediately.

**ACCEPTANCE OF THIS REGULATION** All enrolments are subject to the above mentioned General Conditions, which become legally binding on acceptance of enrolment by BABILONIA. By BABILONIA's acceptance of an applicant's electronic and/or signed form of registration or any other written form of registration (also through agencies and representatives), the applicant tacitly agrees to accept these General Conditions.