

**Admission Pack  
2021-22**

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# STUDY PROGRAMMES



## The first step to expertise: a short course.

The aim is to give as much opportunity as possible to aspiring fashion, art or design professionals to experience these magical worlds, with each course allowing participants to grasp the key principles and notions of their chosen subject. These short courses provide a first approach to candidates with no previous experience or training in the specific area.

Course types offered:

**COURSES FOR TEENAGERS** 16-17 years old (3 weeks in school)

**SHORT COURSES** (2 weeks in school)

**SHORT COURSES** (3 weeks in school)

**SHORT COURSES - ONLINE OPTION** (2 weeks online)

**SHORT COURSES - ONLINE OPTION** (3 weeks online)

**SHORT COURSES - ONLINE OPTION** (4 weeks online)

**SHORT COURSES - ONLINE OPTION** (6 weeks online)



## COURSES FOR TEENAGERS

These courses focus on personal enrichment and enjoyment aimed at young and aspiring creatives who may be considering university level study. At this level of study there are no exams or assessments to worry about. Courses are specifically crafted for anyone interested in learning about design and creative processes, from the very basics, through to some of the more interesting and complex elements. No prior technical or software skills are required.

### COURSE DURATION

3 weeks

### COURSES

**Styling Photography for Social Media**  
**Style Yourself: my Fashion Profile**  
**Fashion Design: Your First T-Shirt Collection**

## SHORT COURSES

Short courses offer the same level of proficiency and technical skill as core courses, however focus solely on one specific area for the full duration of the course. Participants explore various skills within design and fashion contexts, looking at design awareness, concepts, techniques and presentation, offering a chance to acquire a more in-depth instrumental and cultural base in their chosen study area.

### COURSE DURATION

2 weeks

### COURSES

**Trend Forecasting**  
**Interior Design for Professionals**

### COURSE DURATION

3 weeks

### COURSES

**Art in Fashion**  
**Digital Graphic Design**  
**Fashion Business**  
**Fashion Buying**  
**Fashion Design**  
**Fashion Image & Business**  
**Fashion Image & Styling**  
**Interior Design**  
**Marketing for Luxury**  
**Product Design**  
**Social Media for Fashion**

## SHORT COURSES - ONLINE OPTION



**Online Courses**, with all classes, talks and seminars held entirely online, offer the same syllabus and contents as courses delivered in school.

### COURSE DURATION

2 weeks online

### COURSE

**Interior Design for Professional**

### COURSE DURATION

3 or 4 weeks online

### COURSES

**Art in Fashion**  
**Digital Graphic Design**  
**Fashion Business**  
**Fashion Design**  
**Fashion Image & Styling**  
**Interior Design**  
**Marketing for Luxury**  
**Product Design**  
**Social Media For Fashion**

Istituto Marangoni offers the exclusive opportunity to enroll to this **6-weeks online courses**, to all potential participants, no matter where they are in the world. By attending this short course – with lessons delivered three days a week, in the late afternoon time slot – participants have the chance to start their learning of the basics of the most recent digital applications and tools that fashion companies and brands worldwide are adopting.

### COURSE DURATION

6 weeks online

### COURSES

**Big Data and Artificial Intelligence for Fashion (London)**  
**Digital Art & Fashion (Firenze)**  
**Digital Environment for Social Media (Milano Design)**  
**Digital Jewellery Design (Milano Design)**  
**eXtended Reality for Design (London)**  
**Fashion Digital Illustration (Milano Fashion)**  
**Fashion Digital Marketing & PR (Milano Fashion)**  
**Fashion Luxury Retail Strategies (Paris)**  
**Fashion Luxury Storytelling in the Digital Era (Paris)**  
**Fashion Omnichannel Distribution (Milano Fashion)**  
**Fashion Styling and Industry Portfolio Development (London)**  
**My Haute Couture Sketchbook (Paris)**  
**New Textiles for Luxury Fashion Design (Paris)**  
**Personal Portfolio Preparation (Milano Fashion)**  
**Responsible Fashion (London)**  
**Video Editing for Social Media (Milano Design)**



**MARANGONI  
/MILANO**

<b>THE MILANO SCHOOL OF FASHION</b>				
<b>Short Courses - Online Formula (3 weeks online)</b>	<b>14 Jun - 2 Jul 2021</b>	<b>12 - 30 Jul 2021</b>	<b>6 - 24 Sep 2021</b>	<b>10 - 28 Jan 2022</b>
FASHION DESIGN	Eng - Ita - Por	Eng - Ita - Spa	Eng - Ita	Eng - Ita - Por
FASHION BUSINESS	Eng - Ita		Eng - Ita	Eng - Ita - Por
FASHION IMAGE & STYLING	Eng - Ita - Por	Eng - Ita - Spa	Eng - Ita	Eng - Ita - Por
SOCIAL MEDIA FOR FASHION	Eng - Ita	Eng - Ita	Eng - Ita	Eng - Ita
MARKETING FOR LUXURY				Eng - Ita - Por
<b>Short Courses - Online Formula (6 weeks online)</b>	<b>25 Oct - 3 Dec 2021 (6:30pm CET)</b>			
FASHION DIGITAL MARKETING & PR	Eng - Ita			
FASHION ONMICHANNEL DISTRIBUTION	Eng - Ita			
FASHION DIGITAL ILLUSTRATION	Eng - Ita			
PERSONAL PORTFOLIO PREPARATION	Eng - Ita			
<b>Courses for Teenagers (3 weeks in school)</b>	<b>10 - 28 Jan 2022</b>			
STYLE YOURSELF: MY FASHION PROFILE	Eng - Ita			
FASHION DESIGN: YOUR FIRST T-SHIRT COLLECTION	Eng - Ita			
<b>Short Course (2 weeks in school)</b>	<b>10 - 21 Jan 2022</b>			
TREND FORECASTING	Eng - Ita			
<b>Short Courses (3 weeks in school)</b>	<b>14 Jun - 2 Jul 2021</b>	<b>12 - 30 Jul 2021</b>	<b>6 - 24 Sep 2021</b>	<b>10 - 28 Jan 2022</b>
FASHION DESIGN	Eng - Ita - Por	Eng - Ita - Spa	Eng - Ita	Eng - Ita - Por
FASHION BUSINESS	Eng - Ita - Por		Eng - Ita	Eng - Ita - Por
FASHION IMAGE & STYLING	Eng - Ita - Por	Eng - Ita - Spa	Eng - Ita	Eng - Ita - Por
MARKETING FOR LUXURY				Eng - Ita
SOCIAL MEDIA FOR FASHION		Eng - Ita	Eng - Ita	Eng - Ita
FASHION IMAGE & BUSINESS	Eng - Ita			



<b>THE MILANO SCHOOL OF DESIGN</b>				
<b>Short Courses - Online Formula (2 weeks online)</b>		<b>13 - 24 Sep 2021</b>		
INTERIOR DESIGN FOR PROFESSIONALS		Eng - Ptg		
<b>Short Courses - Online Formula (3 weeks online)</b>		<b>14 Jun - 2 Jul 2021</b>	<b>12 - 30 Jul 2021</b>	<b>6 - 24 Sep 2021</b>
INTERIOR DESIGN		Eng - Ita	Eng - Ita	Eng - Ita
PRODUCT DESIGN		Eng - Ita		Eng - Ita
DIGITAL GRAPHIC DESIGN		Eng - Ita		Eng - Ita
<b>Short Courses - Online Formula (6 weeks online)</b>		<b>14 Jun - 23 Jul 2021</b>		<b>25 Oct - 3 Dec 2021</b>
DIGITAL JEWELLERY DESIGN		Eng - Ita		Eng - Ita
VIDEO EDITING FOR SOCIAL MEDIA		Eng - Ita		Eng - Ita
DIGITAL ENVIRONMENT FOR SOCIAL MEDIA		Eng - Ita		Eng - Ita
<b>Short Courses (3 weeks)</b>		<b>14 Jun - 2 Jul 2021</b>	<b>12 - 30 Jul 2021</b>	<b>6 - 24 Sep 2021</b>
INTERIOR DESIGN		Eng - Ita	Eng - Ita	Eng - Ita
PRODUCT DESIGN		Eng - Ita		Eng - Ita
DIGITAL GRAPHIC DESIGN		Eng - Ita		Eng - Ita
<b>Short Courses (2 weeks in school)</b>		<b>18 - 29 Apr 2022</b>		
INTERIOR DESIGN FOR PROFESSIONALS		Eng - Ita		

# SHORT PROGRAMMES

## Short Courses

THE MILANO SCHOOL OF FASHION

### SHORT COURSES - ONLINE OPTION

COURSE DURATION  
3 week online

**Fashion Design**  
**Fashion Business**  
**Fashion Image & Styling**  
**Social Media For Fashion**  
**Marketing For Luxury**

Tuition Fee only € 2.600

COURSE DURATION  
6 week online

**Fashion Digital Marketing & PR**  
**Fashion Omnichannel Distribution**  
**Fashion Digital Illustration**  
**Personal Portfolio Preparation**

Tuition Fee only € 3.000

### SHORT COURSES

COURSE DURATION  
2 weeks in school

**Trend Forecasting**

Tuition Fee only € 2.600  
Full package with accommodation in twin room € 3.540  
Full package with accommodation in single room € 3.800

COURSE DURATION  
3 weeks in school

**Fashion Design**  
**Fashion Business**  
**Fashion Image & Styling**  
**Marketing For Luxury**  
**Social Media For Fashion**  
**Fashion Image & Business**

Tuition Fee only € 4.100  
Full package with accommodation in twin room € 5.500  
Full package with accommodation in single room € 5.900

### COURSES FOR TEENAGERS (16-17 years old)

COURSE DURATION  
3 weeks

**Style Yourself: my Fashion Profile**  
**Fashion Design: Your First T-Shirt Collection**

Full package with accommodation in families € 5.900

# SHORT PROGRAMMES

## Short Courses

THE MILANO SCHOOL OF DESIGN

### SHORT COURSES - ONLINE OPTION

COURSE DURATION  
2 week online

#### Interior Design for Professionals

Tuition fee only € 1.600

COURSE DURATION  
3 week online

#### Interior Design Product Design Digital Graphic Design

Tuition Fee only € 2.600

COURSE DURATION  
6 week online

#### Digital Jewellery Design Video Editing for Social Media Digital Environment for Social Media

Tuition Fee only € 3.000

### SHORT COURSES

COURSE DURATION  
2 weeks in school

#### Interior Design for Professionals

Tuition fee only € 3.500

COURSE DURATION  
3 weeks in school

#### Interior Design Product Design Digital Graphic Design

Tuition Fee only € 4.100  
Full package with accommodation in twin room € 5.500  
Full package with accommodation in single room € 5.900



# Application Form

## SHORT PROGRAMMES

## Short Courses

You can apply in the following ways:

1. New online enrolment service: visit the Istituto Marangoni website <https://www.istitutomarangoni.com/en/> and fill out the registration form for your chosen course and pay directly online through credit card or bank transfer.
2. Admission form sent by email or by post must include the following documents.

Istituto Marangoni Milano • The School of Fashion • Via Verri, 4  
20121 Milano • Italia • admissions.milano@istitutomarangoni.com  
t. + 39 02 7631 6680

1a · Personal data			Personal information
Family name	Name		
Place of birth	Date of birth (dd/mm/yy)	Sex m / f	
Nationality	Fiscal code (only for Italian residents)		
1b · Permanent address			
Street address	City/state		
Postcode/zip code	Country		
Tel. - country code	Area code	Number	
Email	Mobile number		
1c · Address for correspondence (only if different from permanent address)			
Street address	City/state		
Postcode/zip code	Country		
Tel. - country code	Area code	Number	
Email	Mobile number		
1d · Parent or legal representative (in case of students under age of 18)			
Family name	Name		
Place of birth	Date of birth (dd/mm/yy)	Sex m / f	
Nationality	Fiscal code (only for Italian residents)		
Street address	City/state		
Postcode/zip code	Country		
Tel. - country code	Area code	Number	
Email	Mobile number		
1e · Guardian (in case of students under age of 18 - if applicable)			
Family name	Name		
Place of birth	Date of birth (dd/mm/yy)	Sex m / f	
Nationality	Fiscal code (only for Italian residents)		
Street address	City/state		
Postcode/zip code	Country		
Tel. - country code	Area code	Number	
Email	Mobile number		
2a · Previous studies			Education and work
Name of institute or university	From/to		
City and country	Qualification and subject		
2b · Indicate your most recent working experience:			
Company	City/state		
Role	From/to		
3 · Have you previously applied to, or studied at Istituto Marangoni?			Documents
Yes <input type="checkbox"/> Which course _____ No <input type="checkbox"/>			

## 4 · I am applying for admission to the Short course:

THE MILANO SCHOOL OF FASHION

Short Courses - Online Formula (3 weeks online)	14 Jun - 2 Jul 2021	12 - 30 Jul 2021	6 - 24 Sep 2021	10 - 28 Jan 2022
FASHION DESIGN	<input type="checkbox"/> Eng <input type="checkbox"/> Ita <input type="checkbox"/> Por	<input type="checkbox"/> Eng <input type="checkbox"/> Ita <input type="checkbox"/> Spa	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita <input type="checkbox"/> Por
FASHION BUSINESS	<input type="checkbox"/> Eng <input type="checkbox"/> Ita		<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita <input type="checkbox"/> Por
FASHION IMAGE & STYLING	<input type="checkbox"/> Eng <input type="checkbox"/> Ita <input type="checkbox"/> Por	<input type="checkbox"/> Eng <input type="checkbox"/> Ita <input type="checkbox"/> Spa	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita <input type="checkbox"/> Por
SOCIAL MEDIA FOR FASHION	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita
MARKETING FOR LUXURY				<input type="checkbox"/> Eng <input type="checkbox"/> Ita <input type="checkbox"/> Por

Short Courses - Online Formula (6 weeks online)	25 Oct - 3 Dec 2021 (6:30pm CET)
FASHION DIGITAL MARKETING & PR	<input type="checkbox"/> Eng <input type="checkbox"/> Ita
FASHION ONMICHANNEL DISTRIBUTION	<input type="checkbox"/> Eng <input type="checkbox"/> Ita
FASHION DIGITAL ILLUSTRATION	<input type="checkbox"/> Eng <input type="checkbox"/> Ita
PERSONAL PORTFOLIO PREPARATION	<input type="checkbox"/> Eng <input type="checkbox"/> Ita

Courses for Teenagers (3 weeks in school)	10 - 28 Jan 2022
STYLE YOURSELF: MY FASHION PROFILE	<input type="checkbox"/> Eng <input type="checkbox"/> Ita
FASHION DESIGN: YOUR FIRST T-SHIRT COLLECTION	<input type="checkbox"/> Eng <input type="checkbox"/> Ita

Short Course (2 weeks in school)	10 - 21 Jan 2022
TREND FORECASTING	<input type="checkbox"/> Eng <input type="checkbox"/> Ita

Short Courses (3 weeks in school)	14 Jun - 2 Jul 2021	12 - 30 Jul 2021	6 - 24 Sep 2021	10 - 28 Jan 2022
FASHION DESIGN	<input type="checkbox"/> Eng <input type="checkbox"/> Ita <input type="checkbox"/> Por	<input type="checkbox"/> Eng <input type="checkbox"/> Ita <input type="checkbox"/> Spa	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita <input type="checkbox"/> Por
FASHION BUSINESS	<input type="checkbox"/> Eng <input type="checkbox"/> Ita <input type="checkbox"/> Por		<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita <input type="checkbox"/> Por
FASHION IMAGE & STYLING	<input type="checkbox"/> Eng <input type="checkbox"/> Ita <input type="checkbox"/> Por	<input type="checkbox"/> Eng <input type="checkbox"/> Ita <input type="checkbox"/> Spa	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita <input type="checkbox"/> Por
MARKETING FOR LUXURY				<input type="checkbox"/> Eng <input type="checkbox"/> Ita
SOCIAL MEDIA FOR FASHION		<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita
FASHION IMAGE & BUSINESS	<input type="checkbox"/> Eng <input type="checkbox"/> Ita			

All lessons held in Milano can be supplied with a translation service.

**5a · I pay tuition fee for the 1 week short course for teenagers:** full package in families<sup>1</sup> € 1.900**5b · I pay tuition fee for the 2 week online short course:** tuition fee only € 1.600**5c · I pay tuition fee for the 3 week online short course:** tuition fee only € 2.600**5d · I pay tuition fee for the 6 weeks online short course:** tuition fee only € 3.000**5e · I pay tuition fee for the 2 week short course:** tuition fee only € 2.600 full package in twin room € 3.540 full package in single room € 3.800**5f · I pay tuition fee for the 3 week short course:** tuition fee only € 4.100 full package in twin room € 5.500 full package in single room € 5.900 full package in families<sup>1</sup> € 5.900**5g · I pay tuition fee for the 2 week cross school course:** tuition fee only € 2.600 full package in twin room € 3.540 full package in single room € 3.800**6 · I pay tuition fee by wire transfer:****Istituto Marangoni / Milano School**

Bank: IntesaSanPaolo

Via Marconi 2, ang. Piazza Diaz - 20123 Milano

Account: 1000 0006 1585

SWIFT CODE: BCITITMM

IBAN NUMBER: IT 29 M 030 6901 6291 0000 0061 585

**When making the bank transfer, please use full name as stated in your passport as a payment reference.**

Please send a copy of the bank transfer together with the application form.

**7 · I pay tuition fee by credit card:** I am paying the school fee by credit card:  Visa  American Express  Mastercard  Eurocard

Name as it appears on the card

Credit card number

Expiry date

Cardholder full address

Cardholder signature

**8 · Please send the following documents for the Short course:**

- Photocopy of passport or id card (for student under 18, please provide the parent/legal representative's and guardian's passport or ID card).
- Photocopy bank transfer of the tuition fee.
- Signed terms and conditions 2021-22.

In certain circumstances, Istituto Marangoni reserves the right to cancel an advertised course. For example, if it is judged that the number of enrolled students is likely to compromise our exacting standard and if certain other unforeseen situations arise. In these circumstances notification will be made to all concerned, a month before the beginning of the course. The institute is not legally bound.

All students already enrolled will receive a full refund. Cancellation with written notice 60 days before the course starting date: full refund; 59-30 days before starting date: 50% refund; within 29 days: no refund will be issued.

Please check at your Italian Embassy / Consulate whether you need an entry visa.

This application form together the waiver of responsibility letter, must be signed by a parent or guardian if the student is 16 or 17 years of age.

By submitting this application, I certify to Istituto Marangoni that all information in this application and in my supporting documentation is true.

I have read the present prospectus and I agree to the general conditions concerning the courses and to the cancellation policy (ex art. 1341 C.C.).

date

student's (or legal representative's) signature

1) Option available only for Short Courses for teenagers.

# Application Form

## SHORT PROGRAMMES

## Short Courses

You can apply in the following ways:

1. New online enrolment service: visit the Istituto Marangoni website <https://www.istitutomarangoni.com/en/> and fill out the registration form for your chosen course and pay directly online through credit card or bank transfer.
2. Admission form sent by email or by post must include the following documents.

□ Istituto Marangoni Milano • The School of Design • Via Cerva, 24 • 20122 Milano • Italia • [admissions.design@istitutomarangoni.com](mailto:admissions.design@istitutomarangoni.com)  
t. + 39 02 7631 6680

1a · Personal data			Personal information
Family name	Name		
Place of birth	Date of birth (dd/mm/yy)	Sex m / f	
Nationality	Fiscal code (only for Italian residents)		
1b · Permanent address			
Street address	City/state		
Postcode/zip code	Country		
Tel. - country code	Area code	Number	
Email	Mobile number		
1c · Address for correspondence (only if different from permanent address)			
Street address	City/state		
Postcode/zip code	Country		
Tel. - country code	Area code	Number	
Email	Mobile number		
1d · Parent or legal representative (in case of students under age of 18)			
Family name	Name		
Place of birth	Date of birth (dd/mm/yy)	Sex m / f	
Nationality	Fiscal code (only for Italian residents)		
Street address	City/state		
Postcode/zip code	Country		
Tel. - country code	Area code	Number	
Email	Mobile number		
1e · Guardian (in case of students under age of 18 - if applicable)			
Family name	Name		
Place of birth	Date of birth (dd/mm/yy)	Sex m / f	
Nationality	Fiscal code (only for Italian residents)		
Street address	City/state		
Postcode/zip code	Country		
Tel. - country code	Area code	Number	
Email	Mobile number		
2a · Previous studies			Education and work
Name of institute or university	From/to		
City and country	Qualification and subject		
2b · Indicate your most recent working experience:			
Company	City/state		
Role	From/to		
3 · Have you previously applied to, or studied at Istituto Marangoni?			Documents
Yes <input type="checkbox"/> Which course _____ No <input type="checkbox"/>			



**4 · I am applying for admission to the Short course:**

THE MILANO SCHOOL OF DESIGN

Short Courses - Online Formula (2 weeks online)	13 - 24 Sep 2021
INTERIOR DESIGN FOR PROFESSIONALS	<input type="checkbox"/> Eng <input type="checkbox"/> Ptg

Short Courses - Online Formula (3 weeks online)	14 Jun - 2 Jul 2021	12 - 30 Jul 2021	6 - 24 Sep 2021	10 - 28 Jan 2022
INTERIOR DESIGN	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita
PRODUCT DESIGN	<input type="checkbox"/> Eng <input type="checkbox"/> Ita		<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita
DIGITAL GRAPHIC DESIGN	<input type="checkbox"/> Eng <input type="checkbox"/> Ita		<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita

Short Courses - Online Formula (6 weeks online)	14 Jun - 23 Jul 2021	25 Oct - 3 Dec 2021
DIGITAL JEWELLERY DESIGN	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita
VIDEO EDITING FOR SOCIAL MEDIA	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita
DIGITAL ENVIRONMENT FOR SOCIAL MEDIA	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita

Short Courses (3 weeks)	14 Jun - 2 Jul 2021	12 - 30 Jul 2021	6 - 24 Sep 2021	10 - 28 Jan 2022
INTERIOR DESIGN	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita
PRODUCT DESIGN	<input type="checkbox"/> Eng <input type="checkbox"/> Ita		<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita
DIGITAL GRAPHIC DESIGN	<input type="checkbox"/> Eng <input type="checkbox"/> Ita		<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita

Short Courses (2 weeks in school)	18 - 29 Apr 2022
INTERIOR DESIGN FOR PROFESSIONALS	<input type="checkbox"/> Eng <input type="checkbox"/> Ita

All lessons held in Milano can be supplied with a translation service.

**5a · I pay tuition fee for the 2 week online short course:** tuition fee only € 1.600**5b · I pay tuition fee for the 3 week online short course:** tuition fee only € 2.600**5c · I pay tuition fee for the 6 week online short course:** tuition fee only € 3.000**5d · I pay tuition fee for the 2 week short course:** tuition fee only € 3.500**5e · I pay tuition fee for the 3 week short course:**

tuition fee only € 4.100  
 full package in twin room € 5.500  
 full package in single room € 5.900

**6 · I pay tuition fee by wire transfer:****Istituto Marangoni / Milano School**

Bank: IntesaSanPaolo

Via Marconi 2, ang. Piazza Diaz - 20123 Milano

Account: 1000 0006 1585

SWIFT CODE: BCITITMM

IBAN NUMBER: IT 29 M 030 6901 6291 0000 0061 585

**When making the bank transfer, please use full name as stated in your passport as a payment reference.**

Please send a copy of the bank transfer together with the application form.

**7 · I pay tuition fee by credit card:** I am paying the school fee by credit card:  Visa  American Express  Mastercard  Eurocard

Name as it appears on the card

Credit card number

Expiry date

Cardholder full address

Cardholder signature

**8 · Please send the following documents for the Short course:**

- Photocopy of passport or id card (for student under 18, please provide the parent/legal representative's and guardian's passport or ID card).
- Photocopy bank transfer of the tuition fee.
- Signed terms and conditions 2020-21.

In certain circumstances, Istituto Marangoni reserves the right to cancel an advertised course. For example, if it is judged that the number of enrolled students is likely to compromise our exacting standard and if certain other unforeseen situations arise. In these circumstances notification will be made to all concerned, a month before the beginning of the course. The institute is not legally bound.

All students already enrolled will receive a full refund. Cancellation with written notice 60 days before the course starting date: full refund; 59-30 days before starting date: 50% refund; within 29 days: no refund will be issued.

Please check at your Italian Embassy / Consulate whether you need an entry visa.

This application form together the waiver of responsibility letter, must be signed by a parent or guardian if the student is 16 or 17 years of age.

By submitting this application, I certify to Istituto Marangoni that all information in this application and in my supporting documentation is true.

I have read the present prospectus and I agree to the general conditions concerning the courses and to the cancellation policy (ex art. 1341 C.C.).

date

student's (or legal representative's) signature

# CONDIZIONI GENERALI PER L'ISCRIZIONE AI PROGRAMMI BREVI 2021-22

## Milano • Firenze

Il modulo di domanda di ammissione ("domanda di ammissione") e le seguenti clausole contrattuali ("contratto") dettano le basi per la vostra richiesta di studio all'Istituto Marangoni Srl ("Istituto", "noi", "nostro") e saranno parte integrante di ogni accordo tra voi e l'Istituto ("l'accordo"). Le clausole illustrano i vostri diritti e doveri, così come i nostri obblighi e i limiti delle nostre responsabilità nei vostri confronti. È pertanto molto importante leggere e comprendere tali clausole prima di completare la domanda di ammissione. In particolare, si prega di notare al punto 9 i limiti della nostra responsabilità nei vostri confronti. Per ulteriori chiarimenti, vi preghiamo di contattare un membro del nostro personale prima di presentare la vostra domanda di ammissione.

### 1. Domanda e iscrizione.

1.1 La domanda di ammissione (una volta da noi accettata in conformità con il punto 1.4) e il presente contratto regolano l'intero accordo tra le parti. Prima di presentare la domanda si prega di controllare che tutte le parti nel modulo della domanda di ammissione siano compilate correttamente.

1.2 Presentando la domanda di ammissione (sia direttamente che attraverso un rappresentante autorizzato ad agire in nome e per vostro conto); dichiarate di volervi iscrivere al corso prescelto in base alle presenti clausole contrattuali, e l'Istituto può accettare o rifiutare tale offerta a propria discrezione.

1.3 Il versamento della retta scolastica dovrà essere effettuato precedentemente o contestualmente alla presentazione della domanda di ammissione e secondo le modalità specificate nel modulo stesso. Se il versamento fosse effettuato attraverso bonifico bancario, una copia del bonifico dovrà essere allegata alla domanda.

1.4 Al ricevimento della vostra retta scolastica, della domanda di ammissione compilata e dei documenti elencati sul modulo stesso o nel presente contratto, controlleremo la vostra conformità ai criteri di idoneità al corso da voi prescelto e vi verrà comunicato per iscritto l'accettazione o non accettazione al corso. Il contratto si intenderà concluso solo nel momento in cui l'Istituto le invierà l'accettazione scritta.

### 2. Versamento di rette e costi aggiuntivi.

2.1 Le rette scolastiche (le "rette") sono definite nel nostro admission pack e sul nostro sito web [www.istitutomarangoni.com](http://www.istitutomarangoni.com) e sono da voi dovute in conformità con il punto 1.

2.2 La retta scolastica non è rimborsabile a meno che:

- l'Istituto respinga la vostra domanda in base al punto 1.4;
- il corso venga cancellato in base al punto 4.5 o al punto 4.9; o
- la vostra domanda venga presentata in base al punto 6.1, a condizione che vi comportiate in conformità con il punto 6.1.

2.3 Se la retta scolastica viene pagata con assegno o bonifico bancario o carta di credito, la domanda non verrà esaminata fino a che gli importi non verranno incassati. Provvederemo a fornirvi la conferma del versamento successivamente alla conferma di pagamento da parte della banca.

2.4 Il pagamento della retta scolastica non comprende tariffe aeree, trasporti, spese personali, cancelleria o pasti.

2.5 Il pacchetto "with accommodation" include il pernottamento in uno dei residence convenzionati con noi (di cui vengono fornite complete informazioni una volta portata a termine l'iscrizione) a partire da un giorno prima dell'inizio del corso fino a un giorno dopo il termine del corso e non include il trasporto dall'aeroporto al residence e viceversa. Eventuali notti extra o prenotazioni speciali che in qualche modo esulino questa formula devono essere organizzate dallo studente privatamente.

L'Istituto si riserva di assegnare il residence a sua discrezione sulla base della disponibilità dei posti e di cambiare tale assegnazione in qualunque momento si rendesse necessario per eventi non strettamente dipendenti dalla sua volontà dandone notifica tempestiva allo studente.

Al momento della presentazione della domanda di ammissione, sarà possibile scegliere il pacchetto "with accommodation" indicando la preferenza per la camera doppia oppure singola. Nel caso di sistemazione in camera doppia, l'Istituto si riserva di assegnare un compagno di stanza allo studente a sua discrezione. In generale, non sono previste modifiche rispetto al pacchetto confermato al momento della domanda di iscrizione.

L'Istituto non è responsabile per qualsiasi danno, inadempimento al regolamento del Residence da parte dello studente.

L'Istituto non è responsabile di oneri accessori connessi al soggiorno a Milano e/o a Firenze (per es. la tassa di soggiorno) che saranno a carico dello studente e da versare direttamente al Residence.

2.6 In caso di mancato pagamento totale o parziale delle tasse o di qualunque costo aggiuntivo, ci riserviamo il diritto (a nostra ragionevole discrezione) di prendere uno o più dei seguenti provvedimenti:

- sospendervi o espellervi dal corso;
- sospendere l'emissione di qualsiasi certificato;
- recedere da questo accordo su preavviso scritto.

### 3. I vostri obblighi sono:

3.1 asserire, garantire e assicurare che tutte le informazioni fornite nella vostra domanda d'iscrizione siano complete, aggiornate e veritiere.

3.2 Accettare di:

- iscrivervi all'inizio del corso al momento e luogo da noi stabilito;
- rispettare il presente accordo e il regolamento dell'Istituto, disponibile su Intranet degli Studenti, così come le ragionevoli richieste del nostro personale;
- rispettare in ogni momento tutti i requisiti imposti dalla legge, dai regolamenti e dagli ordini giudiziari.

3.3 Siete obbligati a frequentare il vostro corso per intero. Se la vostra frequenza al corso scendesse al di sotto dei limiti stabiliti dal regolamento dell'Istituto (indipendentemente dalla ragione di ogni assenza), non avrete diritto a ricevere un certificato finale.

### 4. I nostri diritti e doveri.

4.1 Forniremo un servizio educativo con ragionevole competenza e cura.

4.2 L'Istituto Marangoni si riserva il diritto di modificare i termini di questo contratto, dando congruo preavviso.

4.3 I corsi saranno tenuti secondo gli orari, le date e i programmi stabiliti dalla direzione, i quali si riserva di apportare, in qualsiasi momento, le eventuali necessarie variazioni.

4.4 Nel caso dei corsi che prevedono la presenza ("de visu") l'Istituto si riserva il diritto di annullare i medesimi prima del loro inizio dandone preavviso per iscritto (ove possibile), con almeno un mese di anticipo sull'inizio del corso, se:

- un numero insufficiente di studenti si iscrivesse al corso;
- non ci fossero le necessarie condizioni per l'avvio del corso.

4.5 Nel caso di annullamento del corso in base al punto 4.4, avrete diritto all'intero rimborso della retta scolastica e di ogni retta a noi già versata secondo questo accordo ad eccezione di quanto previsto dal RD 4/6/38 n. 1269 art. 27.

4.6 Nel caso dei corsi fully on line e dei corsi blended, l'Istituto si riserva il diritto per motivi organizzativi di annullare i medesimi prima del loro inizio dandone preavviso per iscritto (ove possibile) sino ad una settimana prima dell'inizio del corso;

4.7 Qualora un corso fully on line venga annullato l'Istituto si riserva la possibilità che lo studente sin da ora accetti, di indirizzare il medesimo ad un corso alternativo di tipologia analoga.

4.8 Qualora, per qualsiasi motivo, la parte del corso blended da effettuare in classe non possa essere erogata, l'Istituto si riserva la possibilità, che il medesimo sin da ora accetti, di realizzare l'intero corso in modalità on line.

### 5. Qualora l'Istituto sia impossibilitato ad erogare il corso alternativo di cui al precedente art. 4.7 o il corso fully on line di cui al punto 4.8, il medesimo verrà annullato e lo studente avrà diritto al rimborso della retta scolastica già versata ad eccezione di quanto previsto dal RD 4/6/38 n. 1269 art. 27

5.1 Le lezioni tenute a Milano possono essere impartite presso la sede di via Verri, 4, presso la sede di via Cerva, 24 e presso la sede di piazza S. Babila 3. Le lezioni tenute a Firenze sanno erogate presso la sede di via De' Tornabuoni 17.

5.2 Tutte le lezioni possono essere erogate con servizio di traduzione simultanea nella lingua prescelta per il corso.

### 6. Studenti minorenni (15-17 anni)

6.1 È minima degli studenti ammessi.

L'iscrizione ai corsi fully on line brevi per gli studenti minorenni è consentita solo a studenti che hanno compiuto il 15° anno di età; agli studenti minorenni non è consentita l'iscrizione ai corsi blended.

Nel caso di studenti minorenni (15-17 anni) è necessario inviare la seguente documentazione:

- Application Form sottoscritta dai genitori, inclusa la sezione 1d – Parent or Legal Representative;
- General Conditions firmate dai genitori;
- Manleva compilata e firmata dai genitori;
- Copia della carta di identità/passaporto dello studente;
- Copia della carta di identità/passaporto di entrambi i genitori.

6.2 Autorizzazione al viaggio.

Qualora la legislazione nazionale dello stato di provenienza dello studente preveda l'obbligo in capo allo stesso di dotarsi di autorizzazione al viaggio sottoscritta dai genitori esercenti la potestà per recarsi in uno stato diverso da quello di appartenenza, sarà obbligo e responsabilità dello studente e dei genitori adempiere alle corrispondenti normative.

6.3 Dichiarazione di presenza.

Ai sensi della L. 68/07 lo straniero che proviene da paesi che non applicano l'accordo di Schengen assolve l'obbligo di rendere dichiarazione di presenza nel momento in cui il timbro di frontiera viene apposto sul documento di viaggio; lo straniero che proviene da paesi che applicano l'accordo di Schengen dovrà presentare la dichiarazione di presenza alla questura entro otto giorni dall'ingresso.

6.4 Vigilanza dello studente.

I corsi brevi dell'Istituto vengono tenuti in collaborazione con l'Istituto LINGUAVIVA S.R.L. con sede legale in via Fiume, 17 - 50123 Firenze - ITALIA Tel. (+39) 055 294359 Fax +39 055 283667 C.F. - P. IVA 03076490485, e con sede operativa anche a Milano in corso Buenos Aires 43, il quale si farà direttamente carico e sarà responsabile della gestione dello studente in ogni attività da svolgersi fuori dai locali di Istituto Marangoni. Ogni studente dovrà quindi attenersi alle disposizioni impartite dai responsabili designati di LINGUAVIVA S.R.L. e dovrà attenersi alle loro decisioni e indicazioni. Il servizio di pick up degli studenti presso l'aeroporto, o altro luogo di arrivo situato nella città sede dei corsi, verrà fornito solo dietro specifica richiesta comunicata ad Istituto Marangoni con congruo anticipo; qualora il servizio di pick up non venga richiesto, o non sia possibile fornirlo, la presa in gestione dello studente e la conseguente responsabilità avranno corso a far tempo dall'arrivo dello studente stesso nella casa famiglia assegnata.

6.5 Alloggio.

L'iscrizione ai corsi brevi per gli studenti minorenni è ammessa solo nella soluzione comprensiva di servizio di alloggio. Gli studenti saranno alloggiati in case famiglia. Nell'alloggio in casa famiglia ci si aspetta che lo studente aiuti a tenere pulita e in ordine la propria stanza e che si attenga alle regole della civile convivenza senza recare disturbo ai propri ospiti.

6.6 Assistenza medica.

Lo studente è obbligato a portare con sé i documenti necessari ad accedere al servizio di assistenza sanitaria o, in caso di studenti internazionali che non possano avervi accesso, a dotarsi di apposita assicurazione medica. Si raccomanda inoltre di avere con sé ogni altra certificazione attestante eventuali malattie croniche, allergie o intolleranze alimentari che dovranno essere segnalate e comunicate per iscritto con anticipo a Istituto Marangoni che provvederà a sua volta ad informare Linguaviva.

6.7 Responsabilità e assicurazione.

La scuola non è responsabile per la perdita e il furto di qualsiasi effetto personale o somme di denaro di proprietà dello studente, né dentro né fuori dai locali della scuola. Si raccomanda inoltre gli studenti di stipulare idonea assicurazione a copertura di rischi per perdita economica, in seguito a cancellazione del corso per mancato arrivo in Italia e/o termine anticipato del corso, spese mediche, spese di viaggio per necessità di rimpatrio immediato e a copertura di danni eventualmente arrecati a terzi.

6.8 Frequenza obbligatoria delle lezioni.

La frequenza di tutte le lezioni è obbligatoria per tutti gli studenti. In caso di indisposizione e quindi impossibilità a recarsi a scuola, lo studente dovrà informare il proprio responsabile o chiedere alla famiglia ospitante di farlo. La prima volta che lo studente si assenterà senza giustificazione riceverà un richiamo, la seconda volta verrà rimpatriato a sue spese.

6.9 Attività extra-didattiche.

Il corso potrebbe prevedere, in aggiunta ai momenti di lezione in aula, un programma di attività extra-didattiche (come ad es. visite, escursioni).

6.10 Partecipazione alle attività.

La partecipazione alle attività ricreative, in caso di corso lo preveda, obbligatoria. In caso di indisposizione e quindi impossibilità a partecipare ad una attività, lo studente dovrà informare il proprio Leader prima dell'inizio dell'attività. La prima volta che lo studente si assenterà senza giustificazione riceverà un richiamo, la seconda volta verrà rimpatriato a sue spese.

6.11 Permesso di uscita.

Lo studente per allontanarsi non accompagnato dalla Località di Studio, deve avere il consenso scritto dei genitori, che dovrà essere inviato ad Istituto Marangoni ed a LINGUAVIVA S.R.L. . Sul permesso devono essere indicati: periodo di assenza dalla Località di Studio (massimo 2 giorni), recapito presso cui sarà reperibile durante l'assenza, nominativo della persona che lo avrà in custodia durante tale assenza, data di rientro nella Località di Studio. Quando la persona incaricata verrà a prendere lo studente dovrà mostrare il documento di identità indicato nel modulo di permesso e confermare la data e l'ora del rientro. Il consenso non è richiesto nel caso di escursioni organizzate da Istituto Marangoni o LINGUAVIVA S.R.L. .

6.12 Condotta e disciplina.

Gli studenti devono attenersi alle regole di condotta e disciplina, tipiche dei contesti scolastici basate sulla cortesia e alla considerazione del prossimo anche per quanto riguarda la parte di didattica on line. Durante le attività scolastiche ed extrascolastiche lo studente dovrà rispettare ed osservare le leggi vigenti nel paese di soggiorno, dovrà vestire sempre in modo appropriato al contesto e dovrà rispettare gli orari previsti, dovrà astenersi dal praticare l'autostop. Non è consentito fumare in nessuna delle aree dell'istituto. Gli studenti non devono bere alcolici, possedere o far uso di droghe. La scuola notificherà ai genitori ogni violazione delle regole, inclusa la mancata frequenza dei corsi o disturbo alla classe. L'Istituto si riserva la facoltà di chiedere ai genitori dello studente che continui a disturbare la classe e si rifiuti di comportarsi in maniera concorde agli standard di comportamento sopra citati il ritiro dello stesso dal corso riservandosi comunque verrà rimpatriato a sue spese. In queste circostanze l'Istituto si riserva di trattenere le somme versate per l'iscrizione al corso senza alcuna possibilità di rimborso

di ulteriori spese aggiuntive dovute all'interruzione anticipata della partecipazione al corso; le spese di rimpatrio saranno a carico della famiglia.

6.13 Uso delle immagini fotografiche e dei commenti

Con l'iscrizione ai corsi i genitori e gli studenti minorenni acconsentono all'uso del materiale fotografico/immagini, raffiguranti gli studenti minori, per scopi promozionali o didattici della scuola.

### 7. Ottemperanza ai visti.

7.1 Gli studenti con obbligo di visto devono verificare presso l'ambasciata italiana o consolato del proprio paese d'origine, se necessitano di un visto d'ingresso per un soggiorno di 2 settimane o 3 settimane in Italia. Se necessario, l'ufficio iscrizioni del campus fornirà allo studente tutta la documentazione necessaria per ottenere un visto.

### 8. Diritti di recesso, trasferimenti di corso e revoca.

Nel caso di presentazione della domanda di ammissione a mezzo web, fax, posta o posta elettronica (ma non di persona) sussiste un diritto di recesso di quattordici (14) giorni: entro 14 giorni dalla data di ricevimento della lettera di accettazione in base al punto 1.4 avete il diritto di recedere dal presente contratto comunicandoci la vostra decisione via posta r.r., fax o posta elettronica certificata contattando i riferimenti forniti sul nostro sito web. Nel caso di recesso in base al presente punto vi rimborseremo la tassa d'iscrizione (o tassa unica) e ogni altra retta versata da voi (o dal vostro rappresentante) entro 30 giorni dal ricevimento di tale comunicazione

### 9. Polizza di rimborso.

9.1 Vi rimborseremo la retta scolastica e ogni altra retta versata se non vi accetteremo al corso in base al punto 1.4.

9.2 Nel caso di cancellazione da parte vostra, saranno applicati i seguenti rimborsi:

9.3 per i corsi che prevedono la presenza in classe ("de visu"):

a) se ci fornite un preavviso scritto della cancellazione dal corso 60 giorni o più prima dell'inizio del corso, avrete diritto al rimborso del 100% della retta scolastica;

b) se ci fornite un preavviso scritto della cancellazione dal corso 59-30 giorni prima dell'inizio del corso, avrete diritto al rimborso del 50% della retta scolastica; e

c) se cancellate il corso in ogni momento successivo, non avrete diritto ad alcun rimborso della retta scolastica.

9.4 Per i corsi che prevedono la frequenza on line e per i corsi blended non è prevista la possibilità di richiedere la cancellazione né il rimborso di quanto versato.

### 10. Condivisione delle informazioni e protezione dati.

10.1 Ai sensi del d.lgs. 196/2003 e successive modificazioni "codice della privacy" lo studente autorizza l'Istituto Marangoni S.r.l. al trattamento dei dati personali nel rispetto della normativa vigente, dati il cui trattamento lo studente riconosce necessari ai fini dell'esecuzione del contratto.

### 11. Responsabilità.

11.1 Subordinatamente alle condizioni di questo punto 9, nessuna parte sarà responsabile per alcuna perdita subita dall'altra a risultato dell'accordo, a meno che e nella misura in cui tale perdita sia stata causata da negligenza o colpa grave.

11.2 La totale responsabilità di parte Istituto Marangoni relativamente a questo accordo (derivante dal contratto o illecito, compresa la negligenza) non potrà in ogni caso eccedere le rette del corso o ogni copertura assicurativa che potremmo avere, qualunque sia quella più elevata.

11.3 Sarete responsabili del risarcimento di ogni danno da voi causato alle nostre sedi o ai nostri beni.

11.4 Questo punto non esclude o limita in ogni modo:

- la responsabilità di ciascuna parte per decesso o lesioni personali causate dalla sua negligenza; o
- la responsabilità di ciascuna parte per frode o mistificazione fraudolenta; o
- ogni altra questione per cui sarebbe illecito o illecito escludere o cercare di escludere la responsabilità di ciascuna parte.

### 12. Eventi al di là del nostro controllo.

12.1 Non saremo passibili o responsabili per alcuna mancanza di prestazione, o ritardo nella prestazione, di alcuno dei nostri obblighi sotto questi termini che sia causata da un evento al di fuori del nostro ragionevole controllo, comprese, ma non a titolo esclusivo, modifiche nelle normative vigenti, condotta o ritardi da parte di ogni autorità governativa, o rifiuto da parte di ognuna di tali autorità di concedere ogni necessaria approvazione o licenza ed in genere per cause forza maggiore non dipendenti dall'Istituto, ivi incluso a titolo esemplificativo e non esaustivo scioperi, nazionali e locali, ritardo o inadempienze di terzi e fornitori, guerra, sommossa, tumulto civile, danno doloso, conformità a qualsiasi legge o ordine governativo, regola, regolamento o direzione, guasto di impianti o macchinari, incendi, inondazioni, tempeste, pandemie, epidemie o altri focolai di malattia o infezione, interruzioni nella fornitura pubblica di elettricità, riscaldamento, illuminazione, aria condizionata o apparecchiature di telecomunicazione ("eventi di forza maggiore").

12.2 I nostri obblighi sotto questi termini saranno sospesi per il periodo in cui sussisterà l'evento di forza maggiore e l'arco temporale per assolvere questi obblighi verrà esteso per la durata di quel periodo. Adotteremo ragionevoli provvedimenti per far concludere l'evento di forza maggiore o per trovare una soluzione per cui i nostri obblighi sotto questi termini possano essere assolti nonostante l'evento di forza maggiore.

### 13. Proprietà intellettuale.

13.1 Il diritto d'autore, diritto di disegno e tutti gli altri diritti di proprietà intellettuale contenuti nel materiale di ogni corso, documenti di valutazione e altri documenti o articolo da noi preparato o prodotto (il che comprende ogni materiale predisposto dai nostri dipendenti, collaboratori o rappresentanti) in relazione ai corsi apparterrà a noi e ai nostri licenziati, nel modo più assoluto.

13.2 Non potete utilizzare i materiali, documenti o altri articoli descritti nel punto 11.1 per nessuno scopo commerciale.

13.3 Gli elaborati degli studenti redatti e ritirati durante esami e prove scritte, e tutti i materiali prodotti dallo studente durante il corso restano di proprietà dell'Istituto Marangoni Srl che si riserva la facoltà di esporli, riprodurli e pubblicarli. Lo studente (o il legale rappresentante) fornisce il proprio consenso con la sottoscrizione del presente contratto.

13.4 Subordinatamente al seguente punto 11.5, garantite e assicurate che gli elaborati siano vostre opere originali e non siano completamente o sostanzialmente copiate da alcun altro lavoro o materiale o alcuna altra fonte e per quanto ne siate a conoscenza, non violino i diritti di alcuna parte terza.

13.5 Nel caso in cui il diritto d'autore o altra proprietà intellettuale esistente nell'elaborato o parte di esso appartenga a terze parti, garantite e assicurate di aver richiesto loro il permesso e/o l'autorità di trasferirvi gli elaborati stessi ed in ogni caso vi impegnate a tenere indenne e manlevare l'Istituto da ogni e qualsiasi responsabilità per l'utilizzo di materiale elaborato, ideato e/o prodotto da terzi.

13.6 Concordate e prendete atto che avremo la proprietà degli elaborati, il che comprende (ma non a titolo esclusivo) i disegni del progetto, gli schizzi, i campioni, i modelli, le prove e i pezzi finiti.

### 14. Foro convenzionale.

14.1 Questo accordo sarà regolato dalla legge italiana. In caso di controversia che dovesse intercorrere tra Istituto Marangoni S.r.l. ed uno studente (o il suo legale rappresentante) relativamente al presente contratto avrà giurisprudenza esclusiva l'autorità giudiziaria italiana e competenza esclusiva il foro di Milano.

Firma

Milano, il

Ai sensi e per gli effetti dell'art. 1341 e dell'art 1342 cod. civ. si dichiara di aver letto, compreso e accettato le seguenti clausole art. 2. (Versamento di rette e costi aggiuntivi.); art 3. (vostri obblighi); art 4.7 (modifica del corso fully on line con altro fully on line); art. 4.8 (modifica del corso da blended a fully on line); art 5. (Studenti minorenni 15-17 anni); art 6. (Ottemperanza ai visti); art. 7. (Diritti di recesso trasferimenti di corso e revoca.); art. 8. (Polizza di rimborso.); art. 10. (Responsabilità); art 11. (Eventi al di là del nostro controllo.); art. 12. (Proprietà intellettuale.); art. 13. (Foro convenzionale.)

Firma

Milano, il

**Clausola aggiuntiva alle condizioni di pagamento valida per tutte le iscrizioni ai Corsi Brevi in presenza di Istituto Marangoni relativamente agli intake di giugno, luglio e settembre 2021.**

Con riferimento alle iscrizioni ai corsi brevi in presenza, in considerazione delle attuali contingenze legate alla situazione Covid-19, la presente clausola va ad integrare quanto previsto nelle condizioni generali di contratto e sostituisce quanto disposto nel punto 9.2 unicamente al verificarsi di uno dei seguenti casi:

1. lock-down totale a causa Covid-19 ufficialmente disposto da parte degli organi sanitari o di governo del Paese di residenza dello studente e per la fascia di età` cui lo stesso appartiene, che persista sino alla data di inizio del corso;
2. lock-down totale e/o blocco in ingresso in base al Paese di provenienza dello studente a causa Covid-19 ufficialmente disposto da parte degli organi sanitari o di governo del Paese in cui il corso deve svolgersi che persista sino alla data di inizio del medesimo e/o disposizione da parte degli organi sanitari o di governo italiani che renda impossibile per Istituto Marangoni lo svolgimento dei corsi in presenza;
3. totale impossibilità a raggiungere la destinazione del corso di studi per comprovate limitazioni agli spostamenti (es. blocco del traffico aereo, impossibilità ad ottenere il visto ove richiesto, blocco in ingresso) imposte per la fascia di età` cui appartiene lo studente a causa Covid-19, dagli organi di governo o sanitari del Paese di provenienza dello studente stesso, o del Paese in cui il corso deve svolgersi e che persista sino alla data di inizio del medesimo, solo ove non si riesca ad indicare differenti itinerari che consentano l'arrivo dello studente presso la sede del corso.

Qualora si verifichi uno qualsiasi dei casi sopra citati da 1 a 3, Istituto Marangoni garantirà allo studente la possibilità di partecipare al corso in modalità` online, con diritto di rimborso della differenza tra l'importo della retta scolastica relativa alla modalità in presenza ("de visu") e quella relativa alla modalità online, a condizione che:

- a) lo studente fornisca documentazione ufficiale con valenza legale rilasciata dalle autorità` governative, sanitarie o dei trasporti, attestante il verificarsi di una delle condizioni indicate nel presente paragrafo nei punti 1 e 3;
- b) la predetta documentazione superi la valutazione di validità` della Direzione;

In ultima istanza e solo dopo aver valutato tale opzione, sarà possibile richiedere il posticipo del corso ad intake successivo a condizione che:

- a) lo studente, prima della domanda, abbia provveduto al versamento per intero della retta scolastica;
- b) lo studente fornisca documentazione ufficiale con valenza legale rilasciata dalle autorità` governative, sanitarie o dei trasporti, attestante il verificarsi di una delle condizioni indicate nel presente paragrafo nei punti 1 e 3;
- c) la predetta documentazione superi la valutazione di validità` della Direzione;
- d) invii la propria richiesta tramite PEC o raccomandata non oltre 30 giorni prima della data di inizio prevista per il corso al quale è iscritto. Le richieste presentate fuori dai predetti termini ove adeguatamente motivate verranno valutate caso per caso.

Milano, li

Firma dello studente

Ai sensi e per gli effetti dell'art. 1341 e 1342 cod. civ. dichiara di aver letto, compreso e accettato la precedente clausola

Milano, li

Firma dello studente

## Informativa art. 13 Regolamento UE 679/16 (GDPR)

### 1) Perché ricevi questa comunicazione

Istituto Marangoni S.r.l., in qualità di Titolare del Trattamento, vuole informarti su quali dati raccoglie e con quali modalità, in modo da garantire il rispetto dei tuoi diritti e delle tue libertà fondamentali, con particolare riferimento alla riservatezza e alla sicurezza con cui i dati vengono trattati.

### 2) Quali dati personali raccogliamo

Istituto Marangoni S.r.l. raccoglie e conserva i tuoi dati anagrafici e identificativi (quali ad esempio nome, cognome, indirizzo di residenza, indirizzo email, corsi di interesse, cittadinanza, sesso, luogo e data di nascita, numero di telefono) attraverso i seguenti canali:

- compilazione form;
  - form cartacei raccolti in occasione dell'accredito all'Open Day Istituto Marangoni;
  - altri eventi organizzati presso il nostro Campus o in altre sedi.
- Possiamo chiedere ai canali social di inviare informazioni sui nostri corsi in base ai profili dei loro utenti e secondo quanto previsto dalla loro politica sul trattamento dei dati, ma non siamo a conoscenza del tuo nominativo.

### 3) Per quali finalità usiamo i tuoi dati personali

Istituto Marangoni S.r.l. utilizza i tuoi dati per le seguenti finalità:

- accreditarti in occasione di eventi promossi dal nostro Campus come ad esempio l'Open Day Istituto Marangoni;
- contattarti e inviarti informazioni sui nostri corsi tramite mail o telefono a seguito delle tue richieste;
- aggregare e analizzare le informazioni raccolte per migliorare la nostra offerta didattica.

#### 3.2 Previa tuo specifico consenso:

- inviarti comunicazioni relative alle iniziative del Campus, alle nostre Borse di studio, ai nostri corsi e agli eventi che ti potrebbero interessare;
- inserimento dei tuoi dati nelle nostre banche dati al fine di effettuare attività di profilazione per portarti inviare proposte e offerte in linea con i tuoi interessi.

Istituto Marangoni S.r.l. utilizza i tuoi dati per le seguenti finalità:

### 4) Per quanto tempo conserviamo i tuoi dati personali

Conserviamo i tuoi dati per 3 anni dall'ultimo contatto con te, a meno che tu non voglia richiederne la cancellazione prima. Dopo questo termine saranno cancellati o resi anonimi per motivi statistici.

### 5) La sicurezza dei tuoi dati personali

Il trattamento dei tuoi dati avverrà mediante strumenti idonei a garantirne la riservatezza, l'integrità e la disponibilità. Il trattamento è effettuato su supporto cartaceo e mediante sistemi informativi e/o automatizzati e comprenderà tutte le operazioni o complesso di operazioni previste all'art. 4 del GDPR e necessarie al trattamento in questione, ivi inclusa la comunicazione nei confronti dei soggetti incaricati al trattamento stesso. I dati in questione non saranno oggetto di diffusione; invece, saranno o potranno essere comunicati a soggetti, pubblici o privati, che operano nell'ambito delle finalità sopra descritte.

### 6) Chi può accedere ai tuoi dati personali

Possono accedere ai tuoi dati esclusivamente persone autorizzate nell'ambito delle mansioni assegnate da Istituto Marangoni S.r.l.. Potrebbero altresì avere accesso ad alcuni dei tuoi dati persone autorizzate dipendenti di Galileo Global Education (Società Capogruppo, proprietaria di Istituto Marangoni S.r.l.), nonché di NABA (Nuova Accademia S.r.l.) e Domus Academy S.r.l., le cui quote sono detenute integralmente da Istituto Marangoni S.r.l. I dati personali non saranno in alcun modo diffusi, potranno essere inoltre comunicati e trattati da soggetti terzi debitamente nominati quali Responsabili del

trattamento, come ad esempio collaboratori esterni e società che forniscono specifici servizi strumentali.

I dati personali potranno inoltre essere accessibili o potranno essere comunicati a soggetti cui la facoltà di accedere ai suoi dati personali sia riconosciuta da disposizioni di legge o di normativa secondaria o comunitaria.

### 7) Dove risiedono i tuoi dati personali

La gestione e la conservazione dei tuoi dati personali avverrà su server ubicati all'interno dell'Unione Europea del Titolare e di società terze incaricate e debitamente nominate quali Responsabili del trattamento. I dati non saranno oggetto di trasferimento al di fuori dell'Unione Europea.

### 8) È obbligatorio acconsentire al conferimento dei tuoi dati?

La trasmissione dei tuoi dati è facoltativa, se non acconsenti non potrai venire a conoscenza delle nostre iniziative, dei nostri eventi e dei corsi che attiveremo.

### 9) Quali sono i tuoi diritti in relazione al GDPR?

Secondo le disposizioni del GDPR, Istituto Marangoni S.r.l. garantisce i seguenti diritti:

- ottenere la conferma che sia o meno in corso un trattamento di dati personali che ti riguardano e in tal caso, ottenere l'accesso ai dati personali (Diritto di accesso art. 15);
- ottenere la rettifica dei dati personali inesatti che ti riguardano senza ingiustificato ritardo (Diritto di Rettifica art. 16);
- ottenere la cancellazione dei dati personali che ti riguardano senza ingiustificato ritardo, Istituto Marangoni S.r.l. ha l'obbligo di cancellare senza ingiustificato ritardo i tuoi dati personali, se sussistono determinate condizioni (Diritto all'oblio art. 17);
- ottenere la limitazione del trattamento in determinate ipotesi (Diritto alla limitazione del trattamento art. 18);
- ricevere in un formato strutturato, di uso comune e leggibile da dispositivo automatico i dati personali che ci hai fornito e poterli eventualmente trasmettere a un altro Titolare del trattamento (Diritto alla portabilità dei dati art. 20);
- opporci in qualsiasi momento, per motivi connessi alla tua situazione particolare, al trattamento dei dati personali che ti riguardano (Diritto di opposizione art 21);
- ricevere senza ingiustificato ritardo comunicazione della violazione dei dati personali subita da Istituto Marangoni S.r.l. (Art. 34);
- revocare il consenso espresso in qualsiasi momento (Condizioni per il consenso art. 7).

### 10) Per ogni richiesta puoi rivolgerti ai contatti forniti da Titolare del Trattamento.

Se ritieni che non abbiamo rispettato i tuoi diritti in materia di protezione dei dati personali, puoi rivolgerti all'Autorità Garante per la protezione dei dati personali. In alternativa, se risiedi in un altro Paese, puoi contattare il Garante per la protezione dei dati personali locale.

### 11) Titolare del Trattamento

Il Titolare del Trattamento è  
Istituto Marangoni S.r.l. - Via Pietro Verri, 4, 20121 Milano MI  
Telefono: 02 7631 6680. E-mail [privacy@istitutomarangoni.com](mailto:privacy@istitutomarangoni.com)  
Il Responsabile per la protezione dei dati è  
Frareg S.r.l. - Viale Jenner 38 - 20159 Milano MI  
mail: [dpo@frareg.com](mailto:dpo@frareg.com) - Telefono: 0269010030

### 12) Aggiornamento della presente informativa

La presente Informativa può subire variazioni. Eventuali modifiche sostanziali ti saranno comunicate via mail o attraverso il nostro sito internet.

- SI  NO Dichiaro di aver preso visione dell'informativa ex. Art. 13 del GDPR 679/16 e acconsento al trattamento dei miei dati (si obbligatorio).
- SI  NO Acconsento al trattamento dei miei dati per la pubblicazione delle tue fotografie e/o filmati per iniziative didattiche o istituzionali, anche su sito internet del Titolare e/o sui social network
- SI  NO Acconsento al trattamento dei miei dati per la pubblicazione delle tue fotografie e/o filmati per iniziative infopromozionali, anche su sito internet del Titolare e/o sui social network
- SI  NO Acconsento al trattamento dei miei dati per ricevere informazioni su iniziative del Campus, Borse di studio, corsi ed eventi che ti potrebbero interessare
- SI  NO Acconsento al trattamento dei miei dati per finalità di profilazione.

Data

Firma leggibile dell'interessato

**Individuazione della responsabilità genitoriale secondo il diritto italiano e autorizzazione da parte dei genitori all'iscrizione di percorsi formativi del minore.**

lo sottoscritto/a (padre) nato/a il \_\_\_\_\_ a \_\_\_\_\_

e residente in \_\_\_\_\_ via \_\_\_\_\_ C.F. \_\_\_\_\_

e

lo sottoscritto/a (madre) nato/a \_\_\_\_\_ a \_\_\_\_\_

e residente in \_\_\_\_\_ via \_\_\_\_\_ C.F. \_\_\_\_\_

nella nostra qualità di esercenti la potestà sul

minore (cognome nome) nato/a il \_\_\_\_\_ a \_\_\_\_\_

e residente in \_\_\_\_\_ via \_\_\_\_\_

con la presente autorizziamo nostro figlio/a ad iscriversi

al corso di formazione \_\_\_\_\_

che si terrà dal \_\_\_\_\_ al \_\_\_\_\_

presso la sede di Milano: via Verri 4, via Cerva 24 e/o piazza S.Babila 3 oppure presso la sede di Firenze in via De' Tornabuoni 17.

Dichiariamo fin d'ora, in proprio ed in nome e per conto di nostro figlio

di essere a conoscenza e di accettare che la responsabilità di Istituto Marangoni S.r.l. è relativa esclusivamente agli orari scolastici ed esclusivamente per gli spazi di Istituto Marangoni Milano di Via Verri 4, Via Cerva 24 e/o piazza S.Babila 3 oppure Istituto Marangoni Firenze di Via De' Tornabuoni 17, mentre la responsabilità di Linguaviva S.r.l. è relativa a tutte le altre circostanze escluse le ore di libera uscita stabilite e comunicate nei programmi.

- 1) Autorizziamo espressamente nostro figlio minore ad allontanarsi non accompagnato dalla scuola, o dall'alloggio assegnatogli, negli orari di libera uscita stabiliti nei programmi e comunicati all'atto dell'iscrizione, o nelle altre occasioni specificatamente da noi autorizzare e a voi segnalate con apposita e separata comunicazione, manlevando Istituto Marangoni e Linguaviva S.r.l. da qualsiasi responsabilità per eventuali danni arrecati o subiti in tali circostanze.
- 2) Manleviamo Istituto Marangoni S.r.l. e Linguaviva S.r.l. da ogni responsabilità riconducibile al di fuori del contratto di servizio offerto.
- 3) Dichiariamo inoltre di aver provveduto a stipulare una assicurazione sul minore e di essere in regola con la vigente normativa sanitaria.
- 4) Manleviamo anticipatamente da ogni e qualsiasi responsabilità presente e futura Istituto Marangoni in relazione a danni e incidenti a cose o persone durante lo svolgimento del corso.
- 5) Per qualsiasi controversia inerente l'esecuzione o l'interpretazione del contratto con I.M. sarà competente in via esclusiva il Foro di Milano.

Firma del Genitore \_\_\_\_\_

Firma del Genitore \_\_\_\_\_

Data \_\_\_\_\_

Ai sensi e per gli effetti dell'art. 1341 e dell'art 1342 cod. civ. si dichiara di aver letto, compreso e accettato le seguenti clausole art. 1 (autorizzazione del minore all'allontanamento non accompagnato), art. 2 (manleva per fatti estranei al contratto), art. 3 (dichiarazione di assicurazione), art. 3 (manleva per i danni), art. 5 (foro convenzionale).

Firma del Genitore \_\_\_\_\_

Firma del Genitore \_\_\_\_\_

Data \_\_\_\_\_



# GENERAL CONDITIONS FOR THE ENROLMENT ON TO THE SHORT PROGRAMMES 2021-22

## Milano • Firenze

The application form and these enrolment terms ("terms") set out the basis of your application to be enrolled as a student at Istituto Marangoni Srl ("the institute", "we", "our") and will form part of any agreement between the institute and you ("the agreement"). The terms set out your rights and obligations, as well as our obligations and limitations of our liability to you. Therefore, it is very important that you read and understand these terms before you complete the application form. In particular, please note our limitation of liability to you in clause 9. For any further clarification, please make contact with one of our employees before submitting your application form.

### 1. Application and Enrolment.

1.1 The application form (once accepted by us in accordance with clause 1.4) and these terms set out the whole agreement between the parties. Please check that all the parts in the application form are correctly filled before you submit it.

1.2 By submitting the application form (whether directly or via an agent authorised to act on your behalf):

You declare to enrol to your chosen course on the basis of these terms, and the Istituto will accept or decline your offer at its own discretion.

1.3 Payment of the tuition fee must be made before or at the time of submitting the application form and in the manner specified in the application form. If the payment is made by electronic transfer, a copy of the bank transfer must be attached to the application form.

1.4 On receipt of your tuition fee, of the completed application form and of the documents listed in the application form itself or in these terms, we will check that you satisfy the eligibility criteria to undertake your chosen course and you will be advised in writing if you have been accepted or not to the course. The agreement will have effect only when the Istituto will deliver to you the written acceptance.

### 2. Payment of Fees and Additional Costs.

2.1 The tuition fees (the "fees") are detailed in our admission pack and on our website [www.istitutomarangoni.com](http://www.istitutomarangoni.com) and are payable by you in accordance with clause 1.

2.2 The tuition fee is non-refundable unless:

- The institute refuses your application pursuant to clause 1.4;
- We cancel the course pursuant to clause 4.5 or to clause 4.9; or
- You submit your application in accordance with clause 6.1, provided that you act in accordance with clause 6.1.

(d) and in all cases described into clause 7.

2.3 If you pay your tuition fee by cheque or bank transfer or credit card, we will not process your application until the cheque or funds have been cleared. Upon receipt of confirmation of payment from the bank, we will provide you with confirmation of payment.

2.4 your payment does not include air fare, transportation, personal expenses, art supplies or meals.

2.5 the "with accommodation" package includes overnight stay in one of our partner Apartment Hotels (list and complete information will be provided after enrolment). Accommodation starts from the day before the first day of course, and ends the following day after the last day of course. It does not include transfers from the airport to the apartment hotel and vice versa. Extra nights or special bookings with personal requirements must be handled directly by the student.

The Institute has the right to assign lodging in the apartment hotels at its own discretion, based on the availability of places, and to change the allocation at any moment, for any service reason non strictly dependant by the Institute itself. Should this event occur, the Institute will promptly inform the student. At the moment when you submit your application form, you can select the package "with accommodation" and indicate if you want to stay in twin room or single room. If you stay in twin room, roommates are assigned by the Institute at its own discretion. In general, it is not possible to modify the package confirmed at the moment when you submit your application.

The Institute is not liable for any damage or non-fulfilment to the Apartment House Regulations on the part of the student.

The Institute is not responsible for any extra fees related to the students' stay in Milano and/or in Firenze (e.g. tourist tax) which will be paid by the student directly at Residence.

2.6 If you fail to pay any part of your fee or any additional cost, we reserve the right (at our reasonable discretion) to take one or more of the following actions:

- Suspend or expel you from your course;
- Withhold the issue of any certificate;
- Terminate this agreement on written notice.

### 3. Your obligations.

3.1 You represent, warrant and undertake that all the information provided on your application form is complete, up-to-date and true in all respects.

3.2 You agree to:

- Enrol at the start of your course and at a time and place as directed by us;
- Comply with these terms and the rules of the school, available on the student's intranet, as well as the reasonable requests of our employees;
- Comply with all requirements imposed by law, regulation or judicial order at any time. These may include criminal checks and health checks.

3.3 You are required to attend your course in full. If your attendance on the course falls below the limits set by the Istituto Marangoni regulation (regardless of the reason for any absence), no final certificate shall be issued.

### 4. Our rights and obligations.

4.1 We shall provide a teaching service with reasonable skill and care.

4.2 Istituto Marangoni reserves the right to revise and amend the terms of this agreement giving reasonable notice.

4.3 Course will be held at the hours, dates and programs established by the management which reserves the right to make the necessary alteration at any time.

4.4 For courses involving the physical attendance of the student in the classroom ("de visu"), the Istituto reserves the right to cancel the same prior to their commencement by giving you notice in writing (where possible) with at least ONE month prior to the start of the course, if:

- Insufficient numbers of students enrol on the course; or
- There are not the required conditions for the start of the course.

4.5 In the event that we cancel the course pursuant to clause 4.4, you will be entitled to a full refund of your enrolment fee and any fee already paid to us under this agreement, except for the provisions of RD 4/6/38 n. 1269 art. 27.

4.6 In case a fully online or a blended course is canceled, the Istituto reserves the right for organisational reasons to cancel the same prior to their commencement, giving you notice in writing (where possible) until one week prior to the start of the course.

4.7 If a fully online course is canceled, the Istituto reserves the right, that you accept from the outset, to direct you to an alternative course with the same typology.

4.8 If, for any reason, the weeks in school of the blended option cannot be held, the Istituto reserves the right, that you accept from the outset, to deliver the course fully online.

4.9 If the Istituto is not able to deliver the alternative course pursuant to clause 4.7 or the fully online course pursuant to clause 4.8, the same will be

canceled and you will be entitled to a full refund of the enrolment fee already paid, except for provisions of RD 4/6/38 n. 1269 art. 27.

4.10 The lessons held in Milano can be delivered in via Verri, 4 and in via Cerva, 24.

All lessons can be supplied with a simultaneous translation service.

### 5. Students below the age of majority (15-17 years old)

5.1 Minimum age of admitted students.

Enrolment in fully online short courses for students who have not reached the age of majority is allowed only to those who already turned 15 years old and older; underage students are not allowed to enroll in courses in blended option.

In case of minors (15-17 years old) the following documents will be required:

- Application Form signed by parents, section 1d – Parent or Legal Representative – included;
- General Conditions signed by parents;
- Waiver Letter signed by parents;
- Passport/ID copy of the student;
- Passport/ID copy of both student's parents.

5.2 Authorisation to travel.

Whenever the national legislation of the home country of the student requires a mandatory authorisation to travel signed by the parents-guardians of the student to travel to a country other than his/her own, it will be the responsibility and duty of the student and his/her parents to meet such requirements of law.

5.3 Declaration of presence.

Pursuant to the Law No. 68/07, a foreigner hailing from countries that do not adhere to the Schengen Agreement meets the obligation to provide the declaration of presence when the border stamp is applied to the travel document; a foreigner hailing from countries that adhere to the Schengen Agreement shall submit the statement of presence to the Police Headquarters within eight days from the date of arrival.

5.4 Student oversight.

The short courses offered by the institute are held in cooperation with the LINGUAVIVA S.R.L. with registration office in via Fiume, 17 - 50123 Florence – ITALY Tel. (+39) 055 294359 Fax +39 055 283667 VAT number 03076490485, and offices in Milan in corso Buenos Aires 43, which will be directly responsible and in charge of managing the student in every activity to be carried out outside Istituto Marangoni's facilities. Therefore, every student shall comply with the instructions provided by the appointed Leaders of LINGUAVIVA S.R.L. and respect their decisions and guidance. The pick-up service at the airport, or in another city area, will be provided only upon request communicated to Istituto Marangoni with adequate advance. In the absence of the pick-up service, Istituto Marangoni will take the responsibility of the student only upon his/her arrival in the assigned family house.

5.5 Accommodation.

Enrolment to short courses for students that are minors is allowed only when signing up for the package including accommodation. Students will be staying with local families. When staying with a local family, it is expected that student participates in keeping the room clean and tidy and that he/she respects the rules of social coexistence, without causing inconveniences to the hosts.

5.6 Medical assistance.

The student must carry with him/her the documents necessary to access the medical assistance service or, in the case of international students who would not have access to it, it is necessary to acquire adequate medical insurance coverage. It is also advised to carry any other documentation stating chronic ailments, allergies or food intolerances which will have to be notified and communicated in advance to Istituto Marangoni, who will in turn inform LINGUAVIVA.

5.7 Liability and insurance.

The school is not liable for loss or theft of any personal property or cash owned by the student, neither within or without the school premises. Students are also advised to take on suitable insurance coverage against the risk of financial loss to cover for course cancellation due to failed arrival in Italy and/or early termination of the course, medical expenses, travel expenses in the case of emergency return of the student to his/her home country and against any damages that may be caused by third parties.

5.8 Mandatory attendance.

Attendance to the lessons is mandatory for all students. In the case of inability and impossibility to attend, the student shall inform his/her manager or request to the hosting family to do so. The first time that the student fails to attend lessons without justification will be reprimanded, the second time he/she will be sent back to his/her own country of origin at his/her expenses.

5.9 Extra-curricular activities carried out.

The course could include, in addition to classroom lessons, a series of scheduled extra-curricular activities (such as, for example, visits and field trips).

5.10 Participation to the activities.

Participation to recreational activities, if applicable, is mandatory. If the student is unwell and thus cannot participate to one of the activities, he/she shall inform his/her Leader prior to the start of the activity. The first time that the student fails to attend lessons without justification will be reprimanded, the second time he/she will be sent back to his/her own country of origin at his/her expenses.

5.11 Exit permit.

The student, in order to leave the Study Place, shall receive written approval from his/her parents and such permit must be sent to Istituto Marangoni and LINGUAVIVA S.R.L. The permit must specify: period of absence from the Study Place (maximum 2 days), contact information where it will be possible to contact the student during his/her absence, name of the person who will act as guardian of the student during said absence and date of return to the Study Place. When the person in charge will pick up the student, he/she shall show an identity document matching what is indicated in the permit and confirm the date and time of return. Authorisation is not required in the case of field trips organised by Istituto Marangoni or LINGUAVIVA S.R.L.

5.12 Conduct and discipline.

Students must comply with the rules of conduct and discipline typical of school environments based on courtesy and respect for others, and this also applies to online courses. During school activities and extra-curricular activities, the student shall comply with the laws in force in the country of stay, always dress appropriately and respect the established timetables, as well as refrain from hitchhiking. No smoking is allowed in any area of the institute. Students are not allowed to drink alcoholic beverages. Possession or use of illegal drugs is forbidden. The school will notify the parents of any violation to the rules, including non-attendance to the courses or any disorderly conduct in class. The institute reserves the right to request to the parents of any student who continues to demonstrate disorderly conduct in class and who refuses to behave according to the aforementioned rules of conduct to withdraw the student from the course, reserving in any case the right to return the student to his/her home country at its expense. In these cases, the institute reserves the

right to withhold the amounts paid for the enrolment to the course without the possibility of reimbursement for any additional costs due to the early termination of the student's participation to the course.

5.13 Use of photos and comments

By enrolling the student to the course, the parents of students who are minors authorise the use of photographic material/pictures depicting the minors for promotional or educational purposes.

6. Compliance to Visa procedure.

6.1 check with your Italian embassy or consulate whether you need an entry visa for a two-week or three-week stay in Italy. If you need, we will provide you all relevant documents to obtain your visa.

### 7. Cancellation rights, Course Transfers and Termination.

7.1 If you submitted your application form online, by fax, regular mail or electronic mail (but not in person), a fourteen (14) day cancellation right will apply. You are entitled to cancel the agreement within fourteen days of the date on which you receive our acceptance letter in accordance with clause 1.4. If you decide to cancel the present agreement, you must notify us within fourteen days by post (with return receipt), fax or certified e-mail to the contact details provided on our website. In the event of cancellation in accordance with the present clause, we will refund the enrolment fee (or single fee) and any other fees already paid by you (or by your representative) within 30 days of receiving such notice.

### 8. Refund policy.

8.1 We will refund the tuition fee and any other fee paid to us if we do not accept you on the course pursuant to clause 1.4.

8.2 Upon cancellation by you the following refunds shall apply:

8.3 For courses that require physical attendance of the student in the classroom ("de visu"):

(a) If you provide us with written notice of cancellation of the course 60 days or more prior to the commencement of the course you will be entitled to a refund of 100% of the fees;

(b) If you provide us with written notice of cancellation of the course 59-30 days prior to the commencement of the course you will be entitled to a refund of 50% of the fees; and

(c) If you cancel the course at any time thereafter you will not be entitled to a refund of the fees.

8.4 For courses delivered in the online and blended option there is no possibility to ask for the cancellation or refund of the sum already paid.

### 9. Information Sharing and Data Protection.

9.1 Pursue to Law Decree 196/2003 and its successive amendments "Code of Privacy" the student authorizes the Istituto Marangoni Srl to process the personal data in respect of the current law and regulations, data that the student recognizes have to be processed for the execution of the agreement.

### 10. Liability.

10.1 Subject to the provisions of this clause 9, neither party shall be responsible for any loss that the other suffers arising out of the agreement unless and to the extent that such loss was caused by negligence or serious misconduct.

10.2 The total liability of Istituto Marangoni regarding this agreement (whether in contract or tort, including negligence) shall not in any event exceed the fees for the course or any insurance cover we may have whichever shall be the higher.

10.3 You will be liable to pay for any damage you cause to our premises or property.

10.4 This clause does not exclude or limit in any way:

(a) Either party's liability for death or personal injury caused by its negligence; or

(b) Either party's liability for fraud or fraudulent misrepresentation; or

(c) any other matter for which it would be illegal or unlawful to exclude or attempt to exclude either party's liability.

### 11. Events outside Our Control.

11.1 We will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under this agreement that is caused by an event outside our reasonable control, including without limitation changes in applicable laws, actions or delays by any government authority, or refusals by any such authority to grant any necessary consents or licences and in general for causes of force majeure not depending by the Istituto, herewith included by way of example and not exhaustive, local and national strikes, and delays or defaults of third parties or suppliers, war, uprising, civil riot, willful misconduct, compliance with any law or government order, rule, regulation or direction, malfunction of plant and equipment, fire, flooding, storm, pandemic, epidemic or other outbreak of illness or contamination, interruption in the public supply of electricity, heating, lighting, air conditioning or telecommunication equipment ("force majeure events").

11.2 Our obligations under these terms will be suspended for the period that the force majeure event continues, and the time to perform these obligations shall be extended for the duration of that period; we will take reasonable steps to bring the force majeure event to an end or to find a solution by which our obligations under these terms can be performed despite the force majeure event.

### 12. Intellectual Property.

12.1 The copyright, design right and all other intellectual property rights in any course materials, examination papers and other documents or items that we prepare or produce (which shall include for any materials prepared by our employees, contractors or agents) in connection with your course will belong to us, or our licensors, absolutely.

12.2 You may not use the materials, documents or other items detailed in clause 11.1 for any commercial purpose.

12.3 the work provided by the students edited and collected during the exams or written essays and all the materials produced by the students during the course remain property of Istituto Marangoni Srl which reserves the right to display reproduce and publish them. The student agrees to assign to us this right whether on or after the signature of this agreement.

12.4 Subject to clause 11.5 below, you warrant and undertake that the works are your original work and are not copied wholly or substantially from any other work or material or any other source and so far as you are aware, do not infringe the rights of any third parties.

12.5 Where the copyright or other intellectual property subsisting in the works or any part of the work belongs to a third party, you warrant and undertake that you have the required third party consents and/or authority to assign the works to us and in any case you will hold harmless and indemnify the Istituto from each and every responsibility for the use of third party developed, designed or manufactured material.

12.6 You agree and acknowledge that we shall own the works, which shall include (without limitation) your design drawings, sketches, samples, patterns, trials and finished pieces.

### 13. Conventional Court.

13.1 This agreement shall be governed by Italian Law. In any controversy that may incur between Istituto Marangoni Srl and the student in regard of this present agreement the exclusive jurisdiction is assigned to the Italian judicial Authority and the exclusive jurisdiction to the Court of Milan.

Signature

Milano, date

Under the terms of art. 1341 and 1342 art. Cod. Civ. we declare to have read, understood and accepted the following clauses art. 2. (Payment of Fees and Additional Costs.); art. 3. (Your obligations.); art. 4.7 (modification of the fully online course with another fully online course); art. 4.8 (modification of the course from blended to fully online option); art. 5. (Students below the age of majority 15-17 years old); art. 6. (Compliance to Visa procedure.); art. 7. (Cancellation rights, Course Transfers and Termination. art. 8. (Refund policy.); art. 10. (Liability.); art. 11. (Events outside our Control.); art. 12. (Intellectual Property.); art. 13. (Conventional Court)

Signature

Milano, date

**Additional clause to payment conditions valid for all enrolments to Short Courses involving the physical attendance of the student in the classroom (named “de visu”) and related to June, July and September 2021.**

With reference to the enrollments to “de visu” Short Courses related to June, July and September 2021 Intakes, in consideration of the Covid-19 current situation, this clause is an integration to the general contract conditions and replaces point 8.2 of the same from b) to c) only in the following instances:

1. declaration of a full lock-down due to Covid-19 ordered by health or government authorities of the student’s city of residence and age group to which they belong which lasts until the start date of the course;
2. declaration of a full lock-down due to Covid-19 ordered by health or government authorities of the city in which the course is due to take place, which lasts until the start date of the course and/or arrangements by the Italian health or government authorities that make it impossible, up to 30 days from the course start, for Istituto Marangoni to conduct the courses “de visu”;
3. total impossibility to reach the destination of the course of study due to proven limitations to travel (i.e. blocking of air traffic, inability to obtain the visa) imposed for the age group of which the student belongs due to Covid- 19, by the government or health authorities of the student’s city of origin or city where the course is due to take place which last until the start date of the course, and only where Istituto Marangoni fails to indicate different itineraries that allow the student to arrive at the course location;

If any of the above cases from 1 to 3 occurs, Istituto Marangoni will guarantee to the student to join to the on line course and will refund the difference between “de visu” short course enrolment fee and the on line course one, provided that:

- a) the student provides official documentation with legal value issued by government, health or transport authorities, certifying the occurrence of one of the conditions indicated in this paragraph in points 1 and 3;
- b) the aforementioned documentation passes the school's board validity assessment;

As last resort and only after having evaluated the above option (on line short course), it will be possible to ask for the course postponement to the following intake, provided that:

- a) the student, before presenting the request, has fulfilled the payment of the tuition fee in full;
- b) the student provides official documentation with legal value issued by government, health or transport authorities, certifying the occurrence of one of the conditions indicated in this paragraph in points 1 and 3;
- c) the aforementioned documentation passes the school's board validity assessment;
- d) sends their refund request via PEC or registered letter no later than 30 days before the scheduled start date for the course in which they are enrolled. Requests presented outside the aforementioned terms with adequate motivation will be assessed on a case-by-case basis.

Milan, date:

Signature of the student

Pursuant with and according to the provisions of art. 1341 and 1342 cod. civ. declares to have read, understood and accepted the aforementioned clauses

Milan, date:

Signature of the student



## Information pursuant to Art. 13 of EU Regulation 679/16 (GDPR)

### 1) Why are you receiving this communication?

Istituto Marangoni S.r.l., as Data Controller, wishes to inform you about what type of data we collect and through which methods, in order to guarantee respect for your rights and your fundamental freedoms, with particular reference to the confidentiality and security with which the data is processed.

### 2) What personal data do we collect?

Istituto Marangoni S.r.l. collects and stores your personal and identifying data (such as given name, surname, residential address, email address, courses of interest, citizenship, gender, place and date of birth, telephone number) through the following channels:

- completion of web forms;
  - paper forms collected at the time of accreditation at the Marangoni Institute Open Day;
  - other events organised at our Campus or at other locations.
- We can ask social media channels to send information about our courses based on their users' profiles and according to their data processing policy, but we are not aware of your name .

### 3) For what purposes do we use your personal data?

Istituto Marangoni S.r.l. uses your data for the following purposes:

- to accredit you during events promoted by our Campus, such as the Istituto Marangoni Open Day;
- to contact you and send you information about our courses via email or a telephone call following any request you make;
- to aggregate and analyse the information collected to improve our range of educational courses.

3.2 Subject to your express consent:

- to send you communications relating to Campus initiatives, our scholarships, our courses and events that might be of interest to you;
- to insert your data into our databases to implement profiling activities in order to send you proposals and offers in line with your interests.

Istituto Marangoni S.r.l. uses your data for the following purposes:

### 4) How long do we retain your personal data?

We keep your data for 3 years from our last contact with you, unless you wish to request its deletion before then. After this deadline, it will be deleted or made anonymous for statistical reasons.

### 5) The security of your personal data

Your data will be processed using equipment that guarantees confidentiality, integrity and availability. The processing is carried out on paper and through computerised and/or automated systems and will include all of the operations or sets of operations envisaged in Art. 4 of the GDPR which are necessary for the processing in question, including communication with the subjects assigned to the processing itself. The data concerned will not be disseminated, however, it will or may be communicated to public or private entities or individuals, within the context of the purposes described above.

### 6) Who can access your personal data?

Only authorised persons can access your data in the context of the tasks assigned by Istituto Marangoni S.r.l..

Your data may also be accessed by authorised persons employed by Galileo Global Education (Parent Company, owner of Istituto Marangoni S.r.l.), as well as NABA (Nuova Accademia S.r.l.) and Domus Academy S.r.l., whose shares are wholly owned by Istituto Marangoni S.r.l.

Personal data will not be disseminated in any way, in addition, it may be communicated and processed by third parties duly appointed as Data Processors,

such as external collaborators and companies that provide specific technical services.

Personal data may also be accessible or may be disclosed to those whose right to access your personal data is recognised by the provisions of law or secondary or EC regulatory provisions.

### 7) Where is your personal data stored?

Your personal data will be managed and stored on servers located within the European Union and belonging to the Data Controller and/or third-party companies appointed and duly identified as Data Processors. Your data will not be transferred outside the European Union.

### 8) Is it mandatory to consent to the provision of your data?

The transmission of your data is optional. If you do not consent, you will not be able to learn about our initiatives, our events and the courses that we will organise.

### 9) What are your rights in relation to the GDPR?

In accordance with the provisions of the GDPR, Istituto Marangoni S.r.l. guarantees you the following rights:

- to obtain confirmation of whether or not your personal data is being processed and, if so, obtain access to such data (Article 15, Right of access);
- to obtain, without undue delay, the rectification of inaccurate personal data concerning you (Article 16, Right to rectification);
- to obtain the erasure of personal data concerning you without undue delay. Istituto Marangoni S.r.l. is obliged to erase personal data without undue delay, provided certain conditions apply (Article 17, 'Right to be forgotten');
- to obtain the restriction of processing in certain cases (Article 18, Right to restriction of processing);
- to receive, in a structured format, in common use and readable by an automatic device, the personal data that you have provided to us and where applicable to transmit it to another Data Controller (Article 20, Right to data portability);
- to object at any time, for reasons connected with your particular situation, to the processing of personal data concerning you (Article 21, Right to object);
- to receive, without undue delay, communication of any personal data breach suffered by Istituto Marangoni S.r.l. (Article 34);
- to withdraw your expressed consent at any time (Article 7, Conditions for consent).

### 10) If you have any questions please refer to the contact details provided by the Data Controller.

If you believe that we have not complied with your rights regarding the protection of personal data, you can contact the Italian Data Protection Authority (Autorità Garante per la protezione dei dati personali). Alternatively, if you live in another country, you can contact your local Data Protection Authority.

### 11) Data Controller

The Data Controller is:

Istituto Marangoni S.r.l. - Via Pietro Verri, 4, 20121 Milano MI  
Telefono: 02 7631 6680. E-mail [privacy@istitutomarangoni.com](mailto:privacy@istitutomarangoni.com)

Data Protection Officer (DPO) is:

Frareg S.r.l. – Viale Jenner 38 – 20159 Milano MI  
email: [dpo@frareg.com](mailto:dpo@frareg.com) - Telefono: 0269010030

### 12) Updates to this Information Notice

This Information Notice may be subject to change. Any substantial changes will be communicated to you via email or through our website.

- YES  NO I declare that I have read the Information Notice in relation to Art. 13 of the GDPR 679/16 and consent to the processing of my data (yes mandatory).
- YES  NO I agree to the processing of my data for the publication of your photographs and/or videos for educational or institutional purposes, including on the Holder's website and/or on their social networks
- YES  NO I agree to the processing of my data for the publication of your photographs and/or videos for info-promotional purposes, including on the Holder's website and/or on their social networks.
- YES  NO I consent to the processing of my data to receive information on Campus initiatives, scholarships, courses and events that may be of interest to me
- YES  NO I consent to the processing of my data for profiling purposes.

Form

Date

Legible signature of the Data Subject

**Subject: identification of parental responsibility under Italian law and authorization by the same parent enrolling the minor in a training course.**

I, the undersigned (parent/guardian 1) \_\_\_\_\_ born in \_\_\_\_\_

and resident in \_\_\_\_\_ street \_\_\_\_\_

and

undersigned (parent/guardian 2) \_\_\_\_\_ born in \_\_\_\_\_

and resident in \_\_\_\_\_ street \_\_\_\_\_

in our quality of exercising parental authority over

the child \_\_\_\_\_ born in \_\_\_\_\_

and resident in \_\_\_\_\_ street \_\_\_\_\_

hereby authorize our son / daughter

to enroll in a training course \_\_\_\_\_

to be held from \_\_\_\_\_ to \_\_\_\_\_

presso la sede di Milano: via Verri 4, via Cerva 24 e/o piazza S.Babila 3 oppure presso la sede di Firenze in via De' Tornabuoni 17.

Dichiariamo fin d'ora, in proprio ed in nome e per conto di nostro figlio

\_\_\_\_\_

at the Istituto Marangoni school of via Verri 4, via Cerva 24, and/or piazza S.Babila 3 in Milan, or in the school of via De' Tornabuoni 3 in Florence.

I/we hereby declare to be aware and to accept that the responsibility of Istituto Marangoni S.r.l. is exclusively related to the spaces of Istituto Marangoni Milan in Via Verri 4, Via Cerva 24 and Piazza S.Babila 3 and/or Istituto Marangoni Florence in Via De 'Tornabuoni 17 only during school schedules, whereas the responsibility of Linguaviva S.r.l. is related to all other circumstances, except during free time hours previously established and communicated in the programme.

1. I/we authorize our minor son/daughter to leave unaccompanied the school and the accommodation during free time hours, as previously established in the programme, and communicated at the time of enrollment and/or on any other occasions specifically authorize by me/us and reported by separate communication, releasing Istituto Marangoni and Linguaviva Srl from any responsibility for eventual damages caused or suffered in such circumstances.
2. I/we explicitly declare to release Istituto Marangoni S.r.l. and Linguaviva S.r.l. from any responsibility outside the contract of services offered.
3. I/we further declare to have organized a health insurance plan covering our minor son/daughter and to be in compliance with current health regulations.
4. I/we release Istituto Marangoni in advance from any and all present and future responsibility in relation to accidents and damages to property and/or persons that may occur during the programme.
5. For any dispute concerning the interpretation or the execution of the contract with Istituto Marangoni, the Court of Milan will have exclusively jurisdiction.

Parent/guardian 1 \_\_\_\_\_ parent/guardian 2 \_\_\_\_\_

Milan, date \_\_\_\_\_

Under the terms of art. 1341 and 1342 art cod. Civ. we declare to have read, understood and accepted the following clauses art. 1 (minor's consent to leave unaccompanied), art. 2 (indemnity against responsibility for acts unrelated to the contract), art. 3 (statement of assurance), art. 3 (indemnity for damage), art. 5 (conventional court).

Parent/guardian 1 \_\_\_\_\_ parent/guardian 2 \_\_\_\_\_

Milan, date \_\_\_\_\_

**MARANGONI  
/FIRENZE**

<b>THE FIRENZE SCHOOL OF FASHION &amp; ART</b>		
<b>Short Courses - Online Formula (3 weeks online)</b>	<b>14 Jun - 2 Jul 2021</b>	<b>10 - 28 Jan 2022</b>
FASHION DESIGN	Eng - Ita	Eng - Ita
FASHION BUSINESS	Eng - Ita	Eng - Ita
FASHION IMAGE & STYLING	Eng - Ita	Eng - Ita
ART IN FASHION	Eng - Ita	Eng - Ita
<b>Short Courses (3 weeks in school)</b>	<b>12 - 30 Jul 2021</b>	<b>10 - 28 Jan 2022</b>
FASHION DESIGN	Eng - Ita	Eng - Ita
FASHION BUSINESS		Eng - Ita
FASHION IMAGE & STYLING		Eng - Ita
FASHION IMAGE & BUSINESS		
ART IN FASHION		Eng - Ita
MARKETING FOR LUXURY	Eng - Ita	
<b>Short Courses - Online Formula (6 weeks online)</b>	<b>25 Apr - 3 Jun 2022 (6.30pm CET)</b>	
DIGITAL ART FOR FASHION	Eng - Ita	

# SHORT PROGRAMMES

## Short Courses

THE FIRENZE SCHOOL OF FASHION & ART

### SHORT COURSES

COURSE DURATION  
3 weeks in school

**Fashion Design**  
**Fashion Business**  
**Fashion Image & Styling**  
**Fashion Image & Business**  
**Marketing for Luxury**  
**Art in Fashion**

Tuition Fee only € 4.100  
Full package with accommodation in twin room<sup>1</sup> € 5.500

### SHORT COURSES - ONLINE OPTION

COURSE DURATION  
3 week online

**Art in Fashion**  
**Fashion Design**  
**Fashion Business**  
**Fashion Image & Styling**

Tuition Fee only € 2.600

COURSE DURATION  
6 week online

**Digital Art for Fashion**

Tuition Fee only € 3.000

<sup>1</sup>) A limited number of single rooms are available for an additional supplement. Please contact the Admissions Team in order to check availability: [admissions.firenze@istitutomarangoni.com](mailto:admissions.firenze@istitutomarangoni.com)



# Application Form

## SHORT PROGRAMMES

# Short Courses

You can apply in the following ways:

1. New online enrolment service: visit the Istituto Marangoni website <https://www.istitutomarangoni.com/en/> and fill out the registration form for your chosen course and pay directly online through credit card or bank transfer.
2. Admission form sent by email or by post must include the following documents.

Istituto Marangoni Firenze • The School of Fashion & Art  
Via De' Tornabuoni 17 • 50123 Firenze • Italia  
admissions.firenze@istitutomarangoni.com • t. + 39 05 50351220

1a • Personal data			Personal information
Family name	Name		
Place of birth	Date of birth (dd/mm/yy)	Sex m / f	
Nationality	Fiscal code (only for Italian residents)		
1b • Permanent address			
Street address	City/state		
Postcode/zip code	Country		
Tel. - country code	Area code	Number	
Email	Mobile number		
1c • Address for correspondence (only if different from permanent address)			
Street address	City/state		
Postcode/zip code	Country		
Tel. - country code	Area code	Number	
Email	Mobile number		
1d • Parent or legal representative (in case of students under age of 18)			
Family name	Name		
Place of birth	Date of birth (dd/mm/yy)	Sex m / f	
Nationality	Fiscal code (only for Italian residents)		
Street address	City/state		
Postcode/zip code	Country		
Tel. - country code	Area code	Number	
Email	Mobile number		
1e • Guardian (in case of students under age of 18 - if applicable)			
Family name	Name		
Place of birth	Date of birth (dd/mm/yy)	Sex m / f	
Nationality	Fiscal code (only for Italian residents)		
Street address	City/state		
Postcode/zip code	Country		
Tel. - country code	Area code	Number	
Email	Mobile number		
2a • Previous studies			Education and work
Name of institute or university	From/to		
City and country	Qualification and subject		
2b • Indicate your most recent working experience:			
Company	City/state		
Role	From/to		
3 • Have you previously applied to, or studied at Istituto Marangoni?			Documents
Yes <input type="checkbox"/> Which course _____ No <input type="checkbox"/>			

**4 - I am applying for admission to the Short course:**

THE FIRENZE SCHOOL OF FASHION &amp; ART

Short Courses - Online Formula (3 weeks online)	14 Jun - 2 Jul 2021	10 - 28 Jan 2022
FASHION DESIGN	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita
FASHION BUSINESS	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita
FASHION IMAGE & STYLING	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita
ART IN FASHION	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita
Short Courses (3 weeks in school)	12 - 30 Jul 2021	10 - 28 Jan 2022
FASHION DESIGN	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	<input type="checkbox"/> Eng <input type="checkbox"/> Ita
FASHION BUSINESS		<input type="checkbox"/> Eng <input type="checkbox"/> Ita
FASHION IMAGE & STYLING		<input type="checkbox"/> Eng <input type="checkbox"/> Ita
FASHION IMAGE & BUSINESS		
ART IN FASHION		<input type="checkbox"/> Eng <input type="checkbox"/> Ita
MARKETING FOR LUXURY	<input type="checkbox"/> Eng <input type="checkbox"/> Ita	
Short Courses - Online Formula (6 weeks online)	25 Apr - 3 Jun 2022 (6.30pm CET)	
DIGITAL ART FOR FASHION	Eng <input type="checkbox"/> Ita	

All lessons can be supplied with a translation service.



**5a · I pay tuition fee for the 3 week short course:**

- tuition fee only € 4.100  
 full package in twin room<sup>1</sup> € 5.500  
 full package in families<sup>2</sup> € 5.900

**5b · I pay tuition fee for the 3 week online short course:**

- tuition fee only € 2.600

**5c · I pay tuition fee for the 6 week online short course:**

- tuition fee only € 3.000

**6 · I pay tuition fee by wire transfer:****Istituto Marangoni / Firenze School**

Bank: IntesaSanPaolo

Via Marconi 2, ang. Piazza Diaz - 20123 Milano

Account: 1000 0006 1585

SWIFT CODE: BCITITMM

IBAN NUMBER: IT 29 M 030 6901 6291 0000 0061 585

**When making the bank transfer, please use full name as stated in your passport as a payment reference.**

Please send a copy of the bank transfer together with the application form.

**7 · I pay tuition fee by credit card:**

- I am paying the school fee by credit card:  Visa  American Express  Mastercard  Eurocard

Name as it appears on the card

Credit card number

Expiry date

Cardholder full address

Cardholder signature

**8 · Please send the following documents for the Short course:**

- Photocopy of passport or id card (for student under 18, please provide the parent/legal representative's and guardian's passport or ID card).
- Photocopy bank transfer of the tuition fee.
- Signed terms and conditions 2021-22.

In certain circumstances, Istituto Marangoni reserves the right to cancel an advertised course. For example, if it is judged that the number of enrolled students is likely to compromise our exacting standard and if certain other unforeseen situations arise. In these circumstances notification will be made to all concerned, a month before the beginning of the course. The institute is not legally bound.

All students already enrolled will receive a full refund. Cancellation with written notice 60 days before the course starting date: full refund; 59-30 days before starting date: 50% refund; within 29 days: no refund will be issued.

Please check at your Italian Embassy / Consulate whether you need an entry visa.

This application form together the waiver of responsibility letter, must be signed by a parent or guardian if the student is 16 or 17 years of age.

By submitting this application, I certify to Istituto Marangoni that all information in this application and in my supporting documentation is true.

I have read the present prospectus and I agree to the general conditions concerning the courses and to the cancellation policy (ex art. 1341 C.C.).

date

student's (or legal representative's) signature

1) A limited number of single rooms are available for an additional supplement. Please contact the Admissions Team in order to check availability: [admissions.firenze@istitutomarangoni.com](mailto:admissions.firenze@istitutomarangoni.com)

2) Option available only for Short Courses for teenagers.

# CONDIZIONI GENERALI PER L'ISCRIZIONE AI PROGRAMMI BREVI 2021-22

## Milano • Firenze

Il modulo di domanda di ammissione ("domanda di ammissione") e le seguenti clausole contrattuali ("contratto") dettano le basi per la vostra richiesta di studio all'Istituto Marangoni Srl ("Istituto", "noi", "nostro") e saranno parte integrante di ogni accordo tra voi e l'Istituto ("l'accordo"). Le clausole illustrano i vostri diritti e doveri, così come i nostri obblighi e i limiti delle nostre responsabilità nei vostri confronti. È pertanto molto importante leggere e comprendere tali clausole prima di completare la domanda di ammissione. In particolare, si prega di notare al punto 9 i limiti della nostra responsabilità nei vostri confronti. Per ulteriori chiarimenti, vi preghiamo di contattare un membro del nostro personale prima di presentare la vostra domanda di ammissione.

### 1. Domanda e iscrizione.

1.1 La domanda di ammissione (una volta da noi accettata in conformità con il punto 1.4) e il presente contratto regolano l'intero accordo tra le parti. Prima di presentare la domanda si prega di controllare che tutte le parti nel modulo della domanda di ammissione siano compilate correttamente.

1.2 Presentando la domanda di ammissione (sia direttamente che attraverso un rappresentante autorizzato ad agire in nome e per vostro conto); dichiarate di volervi iscrivere al corso prescelto in base alle presenti clausole contrattuali, e l'Istituto può accettare o rifiutare tale offerta a propria discrezione.

1.3 Il versamento della retta scolastica dovrà essere effettuato precedentemente o contestualmente alla presentazione della domanda di ammissione e secondo le modalità specificate nel modulo stesso. Se il versamento fosse effettuato attraverso bonifico bancario, una copia del bonifico dovrà essere allegata alla domanda.

1.4 Al ricevimento della vostra retta scolastica, della domanda di ammissione compilata e dei documenti elencati sul modulo stesso o nel presente contratto, controlleremo la vostra conformità ai criteri di idoneità al corso da voi prescelto e vi verrà comunicato per iscritto l'accettazione o non accettazione al corso. Il contratto si intenderà concluso solo nel momento in cui l'Istituto le invierà l'accettazione scritta.

### 2. Versamento di rette e costi aggiuntivi.

2.1 Le rette scolastiche (le "rette") sono definite nel nostro admission pack e sul nostro sito web [www.istitutomarangoni.com](http://www.istitutomarangoni.com) e sono da voi dovute in conformità con il punto 1.

2.2 La retta scolastica non è rimborsabile a meno che:

- l'Istituto respinga la vostra domanda in base al punto 1.4;
- il corso venga cancellato in base al punto 4.5 o al punto 4.9; o
- la vostra domanda venga presentata in base al punto 6.1, a condizione che vi comportiate in conformità con il punto 6.1.

2.3 Se la retta scolastica viene pagata con assegno o bonifico bancario o carta di credito, la domanda non verrà esaminata fino a che gli importi non verranno incassati. Provvederemo a fornirvi la conferma del versamento successivamente alla conferma di pagamento da parte della banca.

2.4 Il pagamento della retta scolastica non comprende tariffe aeree, trasporti, spese personali, cancelleria o pasti.

2.5 Il pacchetto "with accommodation" include il pernottamento in uno dei residence convenzionati con noi (di cui vengono fornite complete informazioni una volta portata a termine l'iscrizione) a partire da un giorno prima dell'inizio del corso fino a un giorno dopo il termine del corso e non include il trasporto dall'aeroporto al residence e viceversa. Eventuali notti extra o prenotazioni speciali che in qualche modo esulino questa formula devono essere organizzate dallo studente privatamente.

L'Istituto si riserva di assegnare il residence a sua discrezione sulla base della disponibilità dei posti e di cambiare tale assegnazione in qualunque momento si rendesse necessario per eventi non strettamente dipendenti dalla sua volontà dandone notifica tempestiva allo studente.

Al momento della presentazione della domanda di ammissione, sarà possibile scegliere il pacchetto "with accommodation" indicando la preferenza per la camera doppia oppure singola. Nel caso di sistemazione in camera doppia, l'Istituto si riserva di assegnare un compagno di stanza allo studente a sua discrezione. In generale, non sono previste modifiche rispetto al pacchetto confermato al momento della domanda di iscrizione.

L'Istituto non è responsabile per qualsiasi danno, inadempimento al regolamento del Residence da parte dello studente.

L'Istituto non è responsabile di oneri accessori connessi al soggiorno a Milano e/o a Firenze (per es. la tassa di soggiorno) che saranno a carico dello studente e da versare direttamente al Residence.

2.6 In caso di mancato pagamento totale o parziale delle tasse o di qualunque costo aggiuntivo, ci riserviamo il diritto (a nostra ragionevole discrezione) di prendere uno o più dei seguenti provvedimenti:

- sospendervi o espellervi dal corso;
- sospendere l'emissione di qualsiasi certificato;
- recedere da questo accordo su preavviso scritto.

### 3. I vostri obblighi sono:

3.1 asserire, garantire e assicurare che tutte le informazioni fornite nella vostra domanda d'iscrizione siano complete, aggiornate e veritiere.

3.2 Accettare di:

- iscrivervi all'inizio del corso al momento e luogo da noi stabilito;
- rispettare il presente accordo e il regolamento dell'Istituto, disponibile su Intranet degli Studenti, così come le ragionevoli richieste del nostro personale;
- rispettare in ogni momento tutti i requisiti imposti dalla legge, dai regolamenti e dagli ordini giudiziari.

3.3 Siete obbligati a frequentare il vostro corso per intero. Se la vostra frequenza al corso scendesse al di sotto dei limiti stabiliti dal regolamento dell'Istituto (indipendentemente dalla ragione di ogni assenza), non avrete diritto a ricevere un certificato finale.

### 4. I nostri diritti e doveri.

4.1 Forniremo un servizio educativo con ragionevole competenza e cura.

4.2 L'Istituto Marangoni si riserva il diritto di modificare i termini di questo contratto, dando congruo preavviso.

4.3 I corsi saranno tenuti secondo gli orari, le date e i programmi stabiliti dalla direzione, i quali si riserva di apportare, in qualsiasi momento, le eventuali necessarie variazioni.

4.4 Nel caso dei corsi che prevedono la presenza ("de visu") l'Istituto si riserva il diritto di annullare i medesimi prima del loro inizio dandone preavviso per iscritto (ove possibile), con almeno un mese di anticipo sull'inizio del corso, se:

- un numero insufficiente di studenti si iscrivesse al corso;
- non ci fossero le necessarie condizioni per l'avvio del corso.

4.5 Nel caso di annullamento del corso in base al punto 4.4, avrete diritto all'intero rimborso della retta scolastica e di ogni retta a noi già versata secondo questo accordo ad eccezione di quanto previsto dal RD 4/6/38 n. 1269 art. 27.

4.6 Nel caso dei corsi fully on line e dei corsi blended, l'Istituto si riserva il diritto per motivi organizzativi di annullare i medesimi prima del loro inizio dandone preavviso per iscritto (ove possibile) sino ad una settimana prima dell'inizio del corso;

4.7 Qualora un corso fully on line venga annullato l'Istituto si riserva la possibilità che lo studente sin da ora accetti, di indirizzare il medesimo ad un corso alternativo di tipologia analoga.

4.8 Qualora, per qualsiasi motivo, la parte del corso blended da effettuare in classe non possa essere erogata, l'Istituto si riserva la possibilità, che il medesimo sin da ora accetti, di realizzare l'intero corso in modalità on line.

### 5. Qualora l'Istituto sia impossibilitato ad erogare il corso alternativo di cui al precedente art. 4.7 o il corso fully on line di cui al punto 4.8, il medesimo verrà annullato e lo studente avrà diritto al rimborso della retta scolastica già versata ad eccezione di quanto previsto dal RD 4/6/38 n. 1269 art. 27

5.1 Le lezioni tenute a Milano possono essere impartite presso la sede di via Verri, 4, presso la sede di via Cerva, 24 e presso la sede di piazza S. Babila 3. Le lezioni tenute a Firenze sanno erogate presso la sede di via De' Tornabuoni 17.

5.2 Tutte le lezioni possono essere impartite con servizio di traduzione simultanea nella lingua prescelta per il corso.

### 6. Studenti minorenni (15-17 anni)

6.1 È minima degli studenti ammessi.

L'iscrizione ai corsi fully on line brevi per gli studenti minorenni è consentita solo a studenti che hanno compiuto il 15° anno di età; agli studenti minorenni non è consentita l'iscrizione ai corsi blended.

Nel caso di studenti minorenni (15-17 anni) è necessario inviare la seguente documentazione:

- Application Form sottoscritta dai genitori, inclusa la sezione 1d – Parent or Legal Representative;
- General Conditions firmate dai genitori;
- Manleva compilata e firmata dai genitori;
- Copia della carta di identità/passaporto dello studente;
- Copia della carta di identità/passaporto di entrambi i genitori.

### 6.2 Autorizzazione al viaggio.

Qualora la legislazione nazionale dello stato di provenienza dello studente preveda l'obbligo in capo allo stesso di dotarsi di autorizzazione al viaggio sottoscritta dai genitori esercenti la potestà per recarsi in uno stato diverso da quello di appartenenza, sarà obbligo e responsabilità dello studente e dei genitori adempiere alle corrispondenti normative.

### 6.3 Dichiarazione di presenza.

Ai sensi della L. 68/07 lo straniero che proviene da paesi che non applicano l'accordo di Schengen assolve l'obbligo di rendere dichiarazione di presenza nel momento in cui il timbro di frontiera viene apposto sul documento di viaggio; lo straniero che proviene da paesi che applicano l'accordo di Schengen dovrà presentare la dichiarazione di presenza alla questura entro otto giorni dall'ingresso.

### 6.4 Vigilanza dello studente.

I corsi brevi dell'Istituto vengono tenuti in collaborazione con l'Istituto LINGUAVIVA S.R.L. con sede legale in via Fiume, 17 - 50123 Firenze - ITALIA Tel. (+39) 055 294359 Fax +39 055 283667 C.F. - P. IVA 03076490485, e con sede operativa anche a Milano in corso Buenos Aires 43, il quale si farà direttamente carico e sarà responsabile della gestione dello studente in ogni attività da svolgersi fuori dai locali di Istituto Marangoni. Ogni studente dovrà quindi attenersi alle disposizioni impartite dai responsabili designati di LINGUAVIVA S.R.L. e dovrà attenersi alle loro decisioni e indicazioni. Il servizio di pick up degli studenti presso l'aeroporto, o altro luogo di arrivo situato nella città sede dei corsi, verrà fornito solo dietro specifica richiesta comunicata ad Istituto Marangoni con congruo anticipo; qualora il servizio di pick up non venga richiesto, o non sia possibile fornirlo, la presa in gestione dello studente e la conseguente responsabilità avranno corso a far tempo dall'arrivo dello studente stesso nella casa famiglia assegnata.

### 6.5 Alloggio.

L'iscrizione ai corsi brevi per gli studenti minorenni è ammessa solo nella soluzione comprensiva di servizio di alloggio. Gli studenti saranno alloggiati in case famiglia. Nell'alloggio in casa famiglia ci si aspetta che lo studente aiuti a tenere pulita e in ordine la propria stanza e che si attenga alle regole della civile convivenza senza recare disturbo ai propri ospiti.

### 6.6 Assistenza medica.

Lo studente è obbligato a portare con sé i documenti necessari ad accedere al servizio di assistenza sanitaria o, in caso di studenti internazionali che non possano avervi accesso, a dotarsi di apposita assicurazione medica. Si raccomanda inoltre di avere con sé ogni altra certificazione attestante eventuali malattie croniche, allergie o intolleranze alimentari che dovranno essere segnalate e comunicate per iscritto con anticipo a Istituto Marangoni che provvederà a sua volta ad informare Linguaviva.

### 6.7 Responsabilità e assicurazione.

La scuola non è responsabile per la perdita e il furto di qualsiasi effetto personale o somme di denaro di proprietà dello studente, né dentro né fuori dai locali della scuola. Si raccomanda inoltre gli studenti di stipulare idonea assicurazione a copertura di rischi per perdita economica, in seguito a cancellazione del corso per mancato arrivo in Italia e/o termine anticipato del corso, spese mediche, spese di viaggio per necessità di rimpatrio immediato e a copertura di danni eventualmente arrecati a terzi.

### 6.8 Frequenza obbligatoria delle lezioni.

La frequenza di tutte le lezioni è obbligatoria per tutti gli studenti. In caso di indisposizione e quindi impossibilità a recarsi a scuola, lo studente dovrà informare il proprio responsabile o chiedere alla famiglia ospitante di farlo. La prima volta che lo studente si assenterà senza giustificazione riceverà un richiamo, la seconda volta verrà rimpatriato a sue spese.

### 6.9 Attività extra-didattiche.

Il corso potrebbe prevedere, in aggiunta ai momenti di lezione in aula, un programma di attività extra-didattiche (come ad es. visite, escursioni).

### 6.10 Partecipazione alle attività.

La partecipazione alle attività ricreative, in caso il corso lo preveda, obbligatoria. In caso di indisposizione e quindi impossibilità a partecipare ad una attività, lo studente dovrà informare il proprio Leader prima dell'inizio dell'attività. La prima volta che lo studente si assenterà senza giustificazione riceverà un richiamo, la seconda volta verrà rimpatriato a sue spese.

### 6.11 Permesso di uscita.

Lo studente per allontanarsi non accompagnato dalla Località di Studio, deve avere il consenso scritto dei genitori, che dovrà essere inviato ad Istituto Marangoni ed a LINGUAVIVA S.R.L. . Sul permesso devono essere indicati: periodo di assenza dalla Località di Studio (massimo 2 giorni), recapito presso cui sarà reperibile durante l'assenza, nominativo della persona che lo avrà in custodia durante tale assenza, data di rientro nella Località di Studio. Quando la persona incaricata verrà a prendere lo studente dovrà mostrare il documento di identità indicato nel modulo di permesso e confermare la data e l'ora del rientro. Il consenso non è richiesto nel caso di escursioni organizzate da Istituto Marangoni o LINGUAVIVA S.R.L. .

### 6.12 Condotta e disciplina.

Gli studenti devono attenersi alle regole di condotta e disciplina, tipiche dei contesti scolastici basate sulla cortesia e alla considerazione del prossimo anche per quanto riguarda la parte di didattica on line. Durante le attività scolastiche ed extrascolastiche lo studente dovrà rispettare ed osservare le leggi vigenti nel paese di soggiorno, dovrà vestire sempre in modo appropriato al contesto e dovrà rispettare gli orari previsti, dovrà astenersi dal praticare l'autostop. Non è consentito fumare in nessuna delle aree dell'istituto. Gli studenti non devono bere alcolici, possedere o far uso di droghe. La scuola notificherà ai genitori ogni violazione delle regole, inclusa la mancata frequenza dei corsi o disturbo alla classe. L'Istituto si riserva la facoltà di chiedere ai genitori dello studente che continui a disturbare la classe e si rifiuti di comportarsi in maniera concorde agli standard di comportamento sopra citati il ritiro dello stesso dal corso riservandosi comunque verrà rimpatriato a sue spese. In queste circostanze l'Istituto si riserva di trattenere le somme versate per l'iscrizione al corso senza alcuna possibilità di rimborso

di ulteriori spese aggiuntive dovute all'interruzione anticipata della partecipazione al corso; le spese di rimpatrio saranno a carico della famiglia.

### 6.13 Uso delle immagini fotografiche e dei commenti

Con l'iscrizione al corso i genitori e gli studenti minorenni acconsentono all'uso del materiale fotografico/immagini, raffiguranti gli studenti minori, per scopi promozionali o didattici della scuola.

### 7. Ottemperanza ai visti.

7.1 Gli studenti con obbligo di visto devono verificare presso l'ambasciata italiana o consolato del proprio paese d'origine, se necessitano di un visto d'ingresso per un soggiorno di 2 settimane o 3 settimane in Italia. Se necessario, l'ufficio iscrizioni del campus fornirà allo studente tutta la documentazione necessaria per ottenere un visto.

### 8. Diritti di recesso, trasferimenti di corso e revoca.

Nel caso di presentazione della domanda di ammissione a mezzo web, fax, posta o posta elettronica (ma non di persona) sussiste un diritto di recesso di quattordici (14) giorni: entro 14 giorni dalla data di ricevimento della lettera di accettazione in base al punto 1.4 avete il diritto di recedere dal presente contratto comunicandoci la vostra decisione via posta r.r., fax o posta elettronica certificata contattando i riferimenti forniti sul nostro sito web. Nel caso di recesso in base al presente punto vi rimborseremo la tassa d'iscrizione (o tassa unica) e ogni altra retta versata da voi (o dal vostro rappresentante) entro 30 giorni dal ricevimento di tale comunicazione

### 9. Polizza di rimborso.

9.1 Vi rimborseremo la retta scolastica e ogni altra retta versata se non vi accetteremo al corso in base al punto 1.4.

9.2 Nel caso di cancellazione da parte vostra, saranno applicati i seguenti rimborsi:

9.3 per i corsi che prevedono la presenza in classe ("de visu"):

- se ci fornite un preavviso scritto della cancellazione dal corso 60 giorni o più prima dell'inizio del corso, avrete diritto al rimborso del 100% della retta scolastica;
- se ci fornite un preavviso scritto della cancellazione dal corso 59-30 giorni prima dell'inizio del corso, avrete diritto al rimborso del 50% della retta scolastica; e
- se cancellate il corso in ogni momento successivo, non avrete diritto ad alcun rimborso della retta scolastica.

9.4 Per i corsi che prevedono la frequenza on line e per i corsi blended non è prevista la possibilità di richiedere la cancellazione né il rimborso di quanto versato.

### 10. Condivisione delle informazioni e protezione dati.

10.1 Ai sensi del d.lgs. 196/2003 e successive modificazioni "codice della privacy" lo studente autorizza l'Istituto Marangoni S.r.l. al trattamento dei dati personali nel rispetto della normativa vigente, dati il cui trattamento lo studente riconosce necessari ai fini dell'esecuzione del contratto.

### 11. Responsabilità.

11.1 Subordinatamente alle condizioni di questo punto 9, nessuna parte sarà responsabile per alcuna perdita subita dall'altra a risultato dell'accordo, a meno che e nella misura in cui tale perdita sia stata causata da negligenza o colpa grave.

11.2 La totale responsabilità di parte Istituto Marangoni relativamente a questo accordo (derivante dal contratto o illecito, compresa la negligenza) non potrà in ogni caso eccedere le rette del corso o ogni copertura assicurativa che potremmo avere, qualunque sia quella più elevata.

11.3 Sarete responsabili del risarcimento di ogni danno da voi causato alle nostre sedi o ai nostri beni.

11.4 Questo punto non esclude o limita in ogni modo:

- la responsabilità di ciascuna parte per decesso o lesioni personali causate dalla sua negligenza; o
- la responsabilità di ciascuna parte per frode o mistificazione fraudolenta; o
- ogni altra questione per cui sarebbe illecito o illecito escludere o cercare di escludere la responsabilità di ciascuna parte.

### 12. Eventi al di là del nostro controllo.

12.1 Non saremo passibili o responsabili per alcuna mancanza di prestazione, o ritardo nella prestazione, di alcuno dei nostri obblighi sotto questi termini che sia causata da un evento al di fuori del nostro ragionevole controllo, comprese, ma non a titolo esclusivo, modifiche nelle normative vigenti, condotta o ritardi da parte di ogni autorità governativa, o rifiuto da parte di ognuna di tali autorità di concedere ogni necessaria approvazione o licenza ed in genere per cause forza maggiore non dipendenti dall'Istituto, ivi incluso a titolo esemplificativo e non esaustivo scioperi, nazionali e locali, ritardo o inadempienze di terzi e fornitori, guerra, sommossa, tumulto civile, danno doloso, conformità a qualsiasi legge o ordine governativo, regola, regolamento o direzione, guasto di impianti o macchinari, incendi, inondazioni, tempeste, pandemie, epidemie o altri focolai di malattia o infezione, interruzioni nella fornitura pubblica di elettricità, riscaldamento, illuminazione, aria condizionata o apparecchiature di telecomunicazione ("eventi di forza maggiore").

12.2 I nostri obblighi sotto questi termini saranno sospesi per il periodo in cui sussisterà l'evento di forza maggiore e l'arco temporale per assolvere questi obblighi verrà esteso per la durata di quel periodo. Adotteremo ragionevoli provvedimenti per far concludere l'evento di forza maggiore o per trovare una soluzione per cui i nostri obblighi sotto questi termini possano essere assolti nonostante l'evento di forza maggiore.

### 13. Proprietà intellettuale.

13.1 Il diritto d'autore, diritto di disegno e tutti gli altri diritti di proprietà intellettuale contenuti nel materiale di ogni corso, documenti di valutazione e altri documenti o articolo da noi preparato o prodotto (il che comprende ogni materiale predisposto dai nostri dipendenti, collaboratori o rappresentanti) in relazione ai corsi apparterrà a noi e ai nostri licenziati, nel modo più assoluto.

13.2 Non potete utilizzare i materiali, documenti o altri articoli descritti nel punto 11.1 per nessuno scopo commerciale.

13.3 Gli elaborati degli studenti redatti e ritirati durante esami e prove scritte, e tutti i materiali prodotti dallo studente durante il corso restano di proprietà dell'Istituto Marangoni Srl che si riserva la facoltà di esporli, riprodurli e pubblicarli. Lo studente (o il legale rappresentante) fornisce il proprio consenso con la sottoscrizione del presente contratto.

13.4 Subordinatamente al seguente punto 11.5, garantite e assicurate che gli elaborati siano vostre opere originali e non siano completamente o sostanzialmente copiate da alcun altro lavoro o materiale o alcuna altra fonte e per quanto ne siate a conoscenza, non violino i diritti di alcuna parte terza.

13.5 Nel caso in cui il diritto d'autore o altra proprietà intellettuale esistente nell'elaborato o parte di esso appartenga a terze parti, garantite e assicurate di aver richiesto loro il permesso e/o l'autorità di trasferirvi gli elaborati stessi ed in ogni caso vi impegnate a tenere indenne e manlevare l'Istituto da ogni e qualsiasi responsabilità per l'utilizzo di materiale elaborato, ideato e/o prodotto da terzi.

13.6 Concordate e prendete atto che avremo la proprietà degli elaborati, il che comprende (ma non a titolo esclusivo) i disegni del progetto, gli schizzi, i campioni, i modelli, le prove e i pezzi finiti.

### 14. Foro convenzionale.

14.1 Questo accordo sarà regolato dalla legge italiana. In caso di controversia che dovesse intercorrere tra Istituto Marangoni S.r.l. ed uno studente (o il suo legale rappresentante) relativamente al presente contratto avrà giurisprudenza esclusiva l'autorità giudiziaria italiana e competenza esclusiva il foro di Milano.

Firma

Milano, li

Ai sensi e per gli effetti dell'art. 1341 e dell'art 1342 cod. civ. si dichiara di aver letto, compreso e accettato le seguenti clausole art. 2. (Versamento di rette e costi aggiuntivi.); art 3. (vostri obblighi); art 4.7 (modifica del corso fully on line con altro fully on line); art. 4.8 (modifica del corso da blended a fully on line); art 5. (Studenti minorenni 15-17 anni); art 6. (Ottemperanza ai visti); art. 7. (Diritti di recesso trasferimenti di corso e revoca.); art. 8. (Polizza di rimborso.); art. 10. (Responsabilità); art 11. (Eventi al di là del nostro controllo.); art. 12. (Proprietà intellettuale.); art. 13. (Foro convenzionale.)

Firma

Milano, li

**Clausola aggiuntiva alle condizioni di pagamento valida per tutte le iscrizioni ai Corsi Brevi in presenza di Istituto Marangoni relativamente agli intake di giugno, luglio e settembre 2021.**

Con riferimento alle iscrizioni ai corsi brevi in presenza, in considerazione delle attuali contingenze legate alla situazione Covid-19, la presente clausola va ad integrare quanto previsto nelle condizioni generali di contratto e sostituisce quanto disposto nel punto 9.2 unicamente al verificarsi di uno dei seguenti casi:

1. lock-down totale a causa Covid-19 ufficialmente disposto da parte degli organi sanitari o di governo del Paese di residenza dello studente e per la fascia di età` cui lo stesso appartiene, che persista sino alla data di inizio del corso;
2. lock-down totale e/o blocco in ingresso in base al Paese di provenienza dello studente a causa Covid-19 ufficialmente disposto da parte degli organi sanitari o di governo del Paese in cui il corso deve svolgersi che persista sino alla data di inizio del medesimo e/o disposizione da parte degli organi sanitari o di governo italiani che renda impossibile per Istituto Marangoni lo svolgimento dei corsi in presenza;
3. totale impossibilità a raggiungere la destinazione del corso di studi per comprovate limitazioni agli spostamenti (es. blocco del traffico aereo, impossibilità ad ottenere il visto ove richiesto, blocco in ingresso) imposte per la fascia di età` cui appartiene lo studente a causa Covid-19, dagli organi di governo o sanitari del Paese di provenienza dello studente stesso, o del Paese in cui il corso deve svolgersi e che persista sino alla data di inizio del medesimo, solo ove non si riesca ad indicare differenti itinerari che consentano l'arrivo dello studente presso la sede del corso.

Qualora si verifichi uno qualsiasi dei casi sopra citati da 1 a 3, Istituto Marangoni garantirà allo studente la possibilità di partecipare al corso in modalità` online, con diritto di rimborso della differenza tra l'importo della retta scolastica relativa alla modalità in presenza ("de visu") e quella relativa alla modalità online, a condizione che:

- a) lo studente fornisca documentazione ufficiale con valenza legale rilasciata dalle autorità` governative, sanitarie o dei trasporti, attestante il verificarsi di una delle condizioni indicate nel presente paragrafo nei punti 1 e 3;
- b) la predetta documentazione superi la valutazione di validità` della Direzione;

In ultima istanza e solo dopo aver valutato tale opzione, sarà possibile richiedere il posticipo del corso ad intake successivo a condizione che:

- a) lo studente, prima della domanda, abbia provveduto al versamento per intero della retta scolastica;
- b) lo studente fornisca documentazione ufficiale con valenza legale rilasciata dalle autorità` governative, sanitarie o dei trasporti, attestante il verificarsi di una delle condizioni indicate nel presente paragrafo nei punti 1 e 3;
- c) la predetta documentazione superi la valutazione di validità` della Direzione;
- d) invii la propria richiesta tramite PEC o raccomandata non oltre 30 giorni prima della data di inizio prevista per il corso al quale è iscritto. Le richieste presentate fuori dai predetti termini ove adeguatamente motivate verranno valutate caso per caso.

Milano, li

Firma dello studente

Ai sensi e per gli effetti dell'art. 1341 e 1342 cod. civ. dichiara di aver letto, compreso e accettato la precedente clausola

Milano, li

Firma dello studente

## Informativa art. 13 Regolamento UE 679/16 (GDPR)

### 1) Perché ricevi questa comunicazione

Istituto Marangoni S.r.l., in qualità di Titolare del Trattamento, vuole informarvi su quali dati raccoglie e con quali modalità, in modo da garantire il rispetto dei tuoi diritti e delle tue libertà fondamentali, con particolare riferimento alla riservatezza e alla sicurezza con cui i dati vengono trattati.

### 2) Quali dati personali raccogliamo

Istituto Marangoni S.r.l. raccoglie e conserva i tuoi dati anagrafici e identificativi (quali ad esempio nome, cognome, indirizzo di residenza, indirizzo email, corsi di interesse, cittadinanza, sesso, luogo e data di nascita, numero di telefono) attraverso i seguenti canali:

- compilazione form;
  - form cartacei raccolti in occasione dell'accredito all'Open Day Istituto Marangoni;
  - altri eventi organizzati presso il nostro Campus o in altre sedi.
- Possiamo chiedere ai canali social di inviare informazioni sui nostri corsi in base ai profili dei loro utenti e secondo quanto previsto dalla loro politica sul trattamento dei dati, ma non siamo a conoscenza del tuo nominativo.

### 3) Per quali finalità usiamo i tuoi dati personali

Istituto Marangoni S.r.l. utilizza i tuoi dati per le seguenti finalità:

- accreditarti in occasione di eventi promossi dal nostro Campus come ad esempio l'Open Day Istituto Marangoni;
- contattarti e inviarti informazioni sui nostri corsi tramite mail o telefono a seguito delle tue richieste;
- aggregare e analizzare le informazioni raccolte per migliorare la nostra offerta didattica.

#### 3.2 Previo tuo specifico consenso:

- inviarti comunicazioni relative alle iniziative del Campus, alle nostre Borse di studio, ai nostri corsi e agli eventi che ti potrebbero interessare;
- inserimento dei tuoi dati nelle nostre banche dati al fine di effettuare attività di profilazione per porterti inviare proposte e offerte in linea con i tuoi interessi.

Istituto Marangoni S.r.l. utilizza i tuoi dati per le seguenti finalità:

### 4) Per quanto tempo conserviamo i tuoi dati personali

Conserviamo i tuoi dati per 3 anni dall'ultimo contatto con te, a meno che tu non voglia richiederne la cancellazione prima. Dopo questo termine saranno cancellati o resi anonimi per motivi statistici.

### 5) La sicurezza dei tuoi dati personali

Il trattamento dei tuoi dati avverrà mediante strumenti idonei a garantirne la riservatezza, l'integrità e la disponibilità. Il trattamento è effettuato su supporto cartaceo e mediante sistemi informativi e/o automatizzati e comprenderà tutte le operazioni o complesso di operazioni previste all'art. 4 del GDPR e necessarie al trattamento in questione, ivi inclusa la comunicazione nei confronti dei soggetti incaricati al trattamento stesso. I dati in questione non saranno oggetto di diffusione; invece, saranno o potranno essere comunicati a soggetti, pubblici o privati, che operano nell'ambito delle finalità sopra descritte.

### 6) Chi può accedere ai tuoi dati personali

Possono accedere ai tuoi dati esclusivamente persone autorizzate nell'ambito delle mansioni assegnate da Istituto Marangoni S.r.l.. Potrebbero altresì avere accesso ad alcuni dei tuoi dati persone autorizzate dipendenti di Galileo Global Education (Società Capogruppo, proprietaria di Istituto Marangoni S.r.l.), nonché di NABA (Nuova Accademia S.r.l.) e Domus Academy S.r.l., le cui quote sono detenute integralmente da Istituto Marangoni S.r.l. I dati personali non saranno in alcun modo diffusi, potranno essere inoltre comunicati e trattati da soggetti terzi debitamente nominati quali Responsabili del

trattamento, come ad esempio collaboratori esterni e società che forniscono specifici servizi strumentali.

I dati personali potranno inoltre essere accessibili o potranno essere comunicati a soggetti cui la facoltà di accedere ai suoi dati personali sia riconosciuta da disposizioni di legge o di normativa secondaria o comunitaria.

### 7) Dove risiedono i tuoi dati personali

La gestione e la conservazione dei tuoi dati personali avverrà su server ubicati all'interno dell'Unione Europea del Titolare e di società terze incaricate e debitamente nominate quali Responsabili del trattamento. I dati non saranno oggetto di trasferimento al di fuori dell'Unione Europea.

### 8) È obbligatorio acconsentire al conferimento dei tuoi dati?

La trasmissione dei tuoi dati è facoltativa, se non acconsenti non potrai venire a conoscenza delle nostre iniziative, dei nostri eventi e dei corsi che attiveremo.

### 9) Quali sono i tuoi diritti in relazione al GDPR?

Secondo le disposizioni del GDPR, Istituto Marangoni S.r.l. garantisce i seguenti diritti:

- ottenere la conferma che sia o meno in corso un trattamento di dati personali che ti riguardano e in tal caso, ottenere l'accesso ai dati personali (Diritto di accesso art. 15);
- ottenere la rettifica dei dati personali inesatti che ti riguardano senza ingiustificato ritardo (Diritto di Rettifica art. 16);
- ottenere la cancellazione dei dati personali che ti riguardano senza ingiustificato ritardo, Istituto Marangoni S.r.l. ha l'obbligo di cancellare senza ingiustificato ritardo i tuoi dati personali, se sussistono determinate condizioni (Diritto all'oblio art. 17);
- ottenere la limitazione del trattamento in determinate ipotesi (Diritto alla limitazione del trattamento art. 18);
- ricevere in un formato strutturato, di uso comune e leggibile da dispositivo automatico i dati personali che ci hai fornito e poterli eventualmente trasmettere a un altro Titolare del trattamento (Diritto alla portabilità dei dati art. 20);
- opporci in qualsiasi momento, per motivi connessi alla tua situazione particolare, al trattamento dei dati personali che ti riguardano (Diritto di opposizione art 21);
- ricevere senza ingiustificato ritardo comunicazione della violazione dei dati personali subita da Istituto Marangoni S.r.l. (Art. 34);
- revocare il consenso espresso in qualsiasi momento (Condizioni per il consenso art. 7).

### 10) Per ogni richiesta puoi rivolgerti ai contatti forniti da Titolare del Trattamento.

Se ritieni che non abbiamo rispettato i tuoi diritti in materia di protezione dei dati personali, puoi rivolgerti all'Autorità Garante per la protezione dei dati personali. In alternativa, se risiedi in un altro Paese, puoi contattare il Garante per la protezione dei dati personali locale.

### 11) Titolare del Trattamento

Il Titolare del Trattamento è  
Istituto Marangoni S.r.l. - Via Pietro Verri, 4, 20121 Milano MI  
Telefono: 02 7631 6680. E-mail [privacy@istitutomarangoni.com](mailto:privacy@istitutomarangoni.com)  
Il Responsabile per la protezione dei dati è  
Frareg S.r.l. - Viale Jenner 38 - 20159 Milano MI  
mail: [dpo@frareg.com](mailto:dpo@frareg.com) - Telefono: 0269010030

### 12) Aggiornamento della presente informativa

La presente Informativa può subire variazioni. Eventuali modifiche sostanziali ti saranno comunicate via mail o attraverso il nostro sito internet.

- SI  NO Dichiaro di aver preso visione dell'informativa ex. Art. 13 del GDPR 679/16 e acconsento al trattamento dei miei dati (si obbligatorio).
- SI  NO Acconsento al trattamento dei miei dati per la pubblicazione delle tue fotografie e/o filmati per iniziative didattiche o istituzionali, anche su sito internet del Titolare e/o sui social network
- SI  NO Acconsento al trattamento dei miei dati per la pubblicazione delle tue fotografie e/o filmati per iniziative infopromozionali, anche su sito internet del Titolare e/o sui social network
- SI  NO Acconsento al trattamento dei miei dati per ricevere informazioni su iniziative del Campus, Borse di studio, corsi ed eventi che ti potrebbero interessare
- SI  NO Acconsento al trattamento dei miei dati per finalità di profilazione.

Data

Firma leggibile dell'interessato

**Individuazione della responsabilità genitoriale secondo il diritto italiano e autorizzazione da parte dei genitori all'iscrizione di percorsi formativi del minore.**

lo sottoscritto/a (padre) nato/a il \_\_\_\_\_ a \_\_\_\_\_

e residente in \_\_\_\_\_ via \_\_\_\_\_ C.F. \_\_\_\_\_

e

lo sottoscritto/a (madre) nato/a \_\_\_\_\_ a \_\_\_\_\_

e residente in \_\_\_\_\_ via \_\_\_\_\_ C.F. \_\_\_\_\_

nella nostra qualità di esercenti la potestà sul

minore (cognome nome) nato/a il \_\_\_\_\_ a \_\_\_\_\_

e residente in \_\_\_\_\_ via \_\_\_\_\_

con la presente autorizziamo nostro figlio/a ad iscriversi

al corso di formazione \_\_\_\_\_

che si terrà dal \_\_\_\_\_ al \_\_\_\_\_

presso la sede di Milano: via Verri 4, via Cerva 24 e/o piazza S.Babila 3 oppure presso la sede di Firenze in via De' Tornabuoni 17.

Dichiariamo fin d'ora, in proprio ed in nome e per conto di nostro figlio

di essere a conoscenza e di accettare che la responsabilità di Istituto Marangoni S.r.l. è relativa esclusivamente agli orari scolastici ed esclusivamente per gli spazi di Istituto Marangoni Milano di Via Verri 4, Via Cerva 24 e/o piazza S.Babila 3 oppure Istituto Marangoni Firenze di Via De' Tornabuoni 17, mentre la responsabilità di Linguaviva S.r.l. è relativa a tutte le altre circostanze escluse le ore di libera uscita stabilite e comunicate nei programmi.

- 1) Autorizziamo espressamente nostro figlio minore ad allontanarsi non accompagnato dalla scuola, o dall'alloggio assegnatogli, negli orari di libera uscita stabiliti nei programmi e comunicati all'atto dell'iscrizione, o nelle altre occasioni specificatamente da noi autorizzare e a voi segnalate con apposita e separata comunicazione, manlevando Istituto Marangoni e Linguaviva S.r.l. da qualsiasi responsabilità per eventuali danni arrecati o subiti in tali circostanze.
- 2) Manleviamo Istituto Marangoni S.r.l. e Linguaviva S.r.l. da ogni responsabilità riconducibile al di fuori del contratto di servizio offerto.
- 3) Dichiariamo inoltre di aver provveduto a stipulare una assicurazione sul minore e di essere in regola con la vigente normativa sanitaria.
- 4) Manleviamo anticipatamente da ogni e qualsiasi responsabilità presente e futura Istituto Marangoni in relazione a danni e incidenti a cose o persone durante lo svolgimento del corso.
- 5) Per qualsiasi controversia inerente l'esecuzione o l'interpretazione del contratto con I.M. sarà competente in via esclusiva il Foro di Milano.

Firma del Genitore \_\_\_\_\_

Firma del Genitore \_\_\_\_\_

Data \_\_\_\_\_

Ai sensi e per gli effetti dell'art. 1341 e dell'art 1342 cod. civ. si dichiara di aver letto, compreso e accettato le seguenti clausole art. 1 (autorizzazione del minore all'allontanamento non accompagnato), art. 2 (manleva per fatti estranei al contratto), art. 3 (dichiarazione di assicurazione), art. 3 (manleva per i danni), art. 5 (foro convenzionale).

Firma del Genitore \_\_\_\_\_

Firma del Genitore \_\_\_\_\_

Data \_\_\_\_\_



# GENERAL CONDITIONS FOR THE ENROLMENT ON TO THE SHORT PROGRAMMES 2021-22

## Milano • Firenze

The application form and these enrolment terms ("terms") set out the basis of your application to be enrolled as a student at Istituto Marangoni Srl ("the institute", "we", "our") and will form part of any agreement between the institute and you ("the agreement"). The terms set out your rights and obligations, as well as our obligations and limitations of our liability to you. Therefore, it is very important that you read and understand these terms before you complete the application form. In particular, please note our limitation of liability to you in clause 9. For any further clarification, please make contact with one of our employees before submitting your application form.

### 1. Application and Enrolment.

1.1 The application form (once accepted by us in accordance with clause 1.4) and these terms set out the whole agreement between the parties. Please check that all the parts in the application form are correctly filled before you submit it.

1.2 By submitting the application form (whether directly or via an agent authorised to act on your behalf):

You declare to enrol to your chosen course on the basis of these terms, and the Istituto may accept or decline your offer at its own discretion.

1.3 Payment of the tuition fee must be made before or at the time of submitting the application form and in the manner specified in the application form. If the payment is made by electronic transfer, a copy of the bank transfer must be attached to the application form.

1.4 On receipt of your tuition fee, of the completed application form and of the documents listed in the application form itself or in these terms, we will check that you satisfy the eligibility criteria to undertake your chosen course and you will be advised in writing if you have been accepted or not to the course. The agreement will have effect only when the Istituto will deliver to you the written acceptance.

### 2. Payment of Fees and Additional Costs.

2.1 The tuition fees (the "fees") are detailed in our admission pack and on our website [www.istitutomarangoni.com](http://www.istitutomarangoni.com) and are payable by you in accordance with clause 1.

2.2 The tuition fee is non-refundable unless:

- The institute refuses your application pursuant to clause 1.4;
- We cancel the course pursuant to clause 4.5 or to clause 4.9; or
- You submit your application in accordance with clause 6.1, provided that you act in accordance with clause 6.1.

(d) and in all cases described into clause 7.

2.3 If you pay your tuition fee by cheque or bank transfer or credit card, we will not process your application until the cheque or funds have been cleared. Upon receipt of confirmation of payment from the bank, we will provide you with confirmation of payment.

2.4 your payment does not include air fare, transportation, personal expenses, art supplies or meals.

2.5 the "with accommodation" package includes overnight stay in one of our partner Apartment Hotels (list and complete information will be provided after enrolment). Accommodation starts from the day before the first day of course, and ends the following day after the last day of course. It does not include transfers from the airport to the apartment hotel and vice versa. Extra nights or special bookings with personal requirements must be handled directly by the student.

The Institute has the right to assign lodging in the apartment hotels at its own discretion, based on the availability of places, and to change the allocation at any moment, for any service reason non strictly dependant by the Institute itself. Should this event occur, the Institute will promptly inform the student. At the moment when you submit your application form, you can select the package "with accommodation" and indicate if you want to stay in twin room or single room. If you stay in twin room, roommates are assigned by the Institute at its own discretion. In general, it is not possible to modify the package confirmed at the moment when you submit your application.

The Institute is not liable for any damage or non-fulfilment to the Apartment House Regulations on the part of the student.

The Institute is not responsible for any extra fees related to the students' stay in Milano and/or in Firenze (e.g. tourist tax) which will be paid by the student directly at Residence.

2.6 If you fail to pay any part of your fee or any additional cost, we reserve the right (at our reasonable discretion) to take one or more of the following actions:

- Suspend or expel you from your course;
- Withhold the issue of any certificate;
- Terminate this agreement on written notice.

### 3. Your obligations.

3.1 You represent, warrant and undertake that all the information provided on your application form is complete, up-to-date and true in all respects.

3.2 You agree to:

- Enrol at the start of your course and at a time and place as directed by us;
- Comply with these terms and the rules of the school, available on the student's intranet, as well as the reasonable requests of our employees;
- Comply with all requirements imposed by law, regulation or judicial order at any time. These may include criminal checks and health checks.

3.3 You are required to attend your course in full. If your attendance on the course falls below the limits set by the Istituto Marangoni regulation (regardless of the reason for any absence), no final certificate shall be issued.

### 4. Our rights and obligations.

4.1 We shall provide a teaching service with reasonable skill and care.

4.2 Istituto Marangoni reserves the right to revise and amend the terms of this agreement giving reasonable notice.

4.3 Course will be held at the hours, dates and programs established by the management which reserves the right to make the necessary alteration at any time.

4.4 For courses involving the physical attendance of the student in the classroom ("de visu"), the Istituto reserves the right to cancel the same prior to their commencement by giving you notice in writing (where possible) with at least ONE month prior to the start of the course, if:

- Insufficient numbers of students enrol on the course; or
- There are not the required conditions for the start of the course.

4.5 In the event that we cancel the course pursuant to clause 4.4, you will be entitled to a full refund of your enrolment fee and any fee already paid to us under this agreement, except for the provisions of RD 4/6/38 n. 1269 art. 27.

4.6 In case a fully online or a blended course is canceled, the Istituto reserves the right for organisational reasons to cancel the same prior to their commencement, giving you notice in writing (where possible) until one week prior to the start of the course.

4.7 If a fully online course is canceled, the Istituto reserves the right, that you accept from the outset, to direct you to an alternative course with the same typology.

4.8 If, for any reason, the weeks in school of the blended option cannot be held, the Istituto reserves the right, that you accept from the outset, to deliver the course fully online.

4.9 If the Istituto is not able to deliver the alternative course pursuant to clause 4.7 or the fully online course pursuant to clause 4.8, the same will be

canceled and you will be entitled to a full refund of the enrolment fee already paid, except for provisions of RD 4/6/38 n. 1269 art. 27.

4.10 The lessons held in Milano can be delivered in via Verri, 4 and in via Cerva, 24.

All lessons can be supplied with a simultaneous translation service.

### 5. Students below the age of majority (15-17 years old)

5.1 Minimum age of admitted students.

Enrolment in fully online short courses for students who have not reached the age of majority is allowed only to those who already turned 15 years old and older; underage students are not allowed to enroll in courses in blended option.

In case of minors (15-17 years old) the following documents will be required:

- Application Form signed by parents, section 1d – Parent or Legal Representative – included;
- General Conditions signed by parents;
- Waiver Letter signed by parents;
- Passport/ID copy of the student;
- Passport/ID copy of both student's parents.

5.2 Authorisation to travel.

Whenever the national legislation of the home country of the student requires a mandatory authorisation to travel signed by the parents-guardians of the student to travel to a country other than his/her own, it will be the responsibility and duty of the student and his/her parents to meet such requirements of law.

5.3 Declaration of presence.

Pursuant to the Law No. 68/07, a foreigner hailing from countries that do not adhere to the Schengen Agreement meets the obligation to provide the declaration of presence when the border stamp is applied to the travel document; a foreigner hailing from countries that adhere to the Schengen Agreement shall submit the statement of presence to the Police Headquarters within eight days from the date of arrival.

5.4 Student oversight.

The short courses offered by the institute are held in cooperation with the LINGUAVIVA S.R.L. with registration office in via Fiume, 17 - 50123 Florence – ITALY Tel. (+39) 055 294359 Fax +39 055 283667 VAT number 03076490485, and offices in Milan in corso Buenos Aires 43, which will be directly responsible and in charge of managing the student in every activity to be carried out outside Istituto Marangoni's facilities. Therefore, every student shall comply with the instructions provided by the appointed Leaders of LINGUAVIVA S.R.L. and respect their decisions and guidance. The pick-up service at the airport, or in another city area, will be provided only upon request communicated to Istituto Marangoni with adequate advance. In the absence of the pick-up service, Istituto Marangoni will take the responsibility of the student only upon his/her arrival in the assigned family house.

5.5 Accommodation.

Enrolment to short courses for students that are minors is allowed only when signing up for the package including accommodation. Students will be staying with local families. When staying with a local family, it is expected that student participates in keeping the room clean and tidy and that he/she respects the rules of social coexistence, without causing inconveniences to the hosts.

5.6 Medical assistance.

The student must carry with him/her the documents necessary to access the medical assistance service or, in the case of international students who would not have access to it, it is necessary to acquire adequate medical insurance coverage. It is also advised to carry any other documentation stating chronic ailments, allergies or food intolerances which will have to be notified and communicated in advance to Istituto Marangoni, who will in turn inform Linguaviva.

5.7 Liability and insurance.

The school is not liable for loss or theft of any personal property or cash owned by the student, neither within or without the school premises. Students are also advised to take on suitable insurance coverage against the risk of financial loss to cover for course cancellation due to failed arrival in Italy and/or early termination of the course, medical expenses, travel expenses in the case of emergency return of the student to his/her home country and against any damages that may be caused by third parties.

5.8 Mandatory attendance.

Attendance to the lessons is mandatory for all students. In the case of inability and impossibility to attend, the student shall inform his/her manager or request to the hosting family to do so. The first time that the student fails to attend lessons without justification will be reprimanded, the second time he/she will be sent back to his/her own country of origin at his/her expenses.

5.9 Extra-curricular activities carried out.

The course could include, in addition to classroom lessons, a series of scheduled extra-curricular activities (such as, for example, visits and field trips).

5.10 Participation to the activities.

Participation to recreational activities, if applicable, is mandatory. If the student is unwell and thus cannot participate to one of the activities, he/she shall inform his/her Leader prior to the start of the activity. The first time that the student fails to attend lessons without justification will be reprimanded, the second time he/she will be sent back to his/her own country of origin at his/her expenses.

5.11 Exit permit.

The student, in order to leave the Study Place, shall receive written approval from his/her parents and such permit must be sent to Istituto Marangoni and LINGUAVIVA S.R.L. The permit must specify: period of absence from the Study Place (maximum 2 days), contact information where it will be possible to contact the student during his/her absence, name of the person who will act as guardian of the student during said absence and date of return to the Study Place. When the person in charge will pick up the student, he/she shall show an identity document matching what is indicated in the permit and confirm the date and time of return. Authorisation is not required in the case of field trips organised by Istituto Marangoni or LINGUAVIVA S.R.L.

5.12 Conduct and discipline.

Students must comply with the rules of conduct and discipline typical of school environments based on courtesy and respect for others, and this also applies to online courses. During school activities and extra-curricular activities, the student shall comply with the laws in force in the country of stay, always dress appropriately and respect the established timetables, as well as refrain from hitchhiking. No smoking is allowed in any area of the institute. Students are not allowed to drink alcoholic beverages. Possession or use of illegal drugs is forbidden. The school will notify the parents of any violation to the rules, including non-attendance to the courses or any disorderly conduct in class. The institute reserves the right to request to the parents of any student who continues to demonstrate disorderly conduct in class and who refuses to behave according to the aforementioned rules of conduct to withdraw the student from the course, reserving in any case the right to return the student to his/her home country at its expense. In these cases, the Institute reserves the

right to withhold the amounts paid for the enrolment to the course without the possibility of reimbursement for any additional costs due to the early termination of the student's participation to the course.

5.13 Use of photos and comments

By enrolling the student to the course, the parents of students who are minors authorise the use of photographic material/pictures depicting the minors for promotional or educational purposes.

### 6. Compliance to Visa procedure.

6.1 check with your Italian embassy or consulate whether you need an entry visa for a two-week or three-week stay in Italy. If you need, we will provide you all relevant documents to obtain your visa.

### 7. Cancellation rights, Course Transfers and Termination.

7.1 If you submitted your application form online, by fax, regular mail or electronic mail (but not in person), a fourteen (14) day cancellation right will apply. You are entitled to cancel the agreement within fourteen days of the date on which you receive our acceptance letter in accordance with clause 1.4. If you decide to cancel the present agreement, you must notify us within fourteen days by post (with return receipt), fax or certified e-mail to the contact details provided on our website. In the event of cancellation in accordance with the present clause, we will refund the enrolment fee (or single fee) and any other fees already paid by you (or by your representative) within 30 days of receiving such notice.

### 8. Refund policy.

8.1 We will refund the tuition fee and any other fee paid to us if we do not accept you on the course pursuant to clause 1.4.

8.2 Upon cancellation by you the following refunds shall apply:

8.3 For courses that require physical attendance of the student in the classroom ("de visu"):

(a) If you provide us with written notice of cancellation of the course 60 days or more prior to the commencement of the course you will be entitled to a refund of 100% of the fees;

(b) If you provide us with written notice of cancellation of the course 59-30 days prior to the commencement of the course you will be entitled to a refund of 50% of the fees; and

(c) If you cancel the course at any time thereafter you will not be entitled to a refund of the fees.

8.4 For courses delivered in the online and blended option there is no possibility to ask for the cancellation or refund of the sum already paid.

### 9. Information Sharing and Data Protection.

9.1 Pursue to Law Decree 196/2003 and its successive amendments "Code of Privacy" the student authorizes the Istituto Marangoni Srl to process the personal data in respect of the current law and regulations, data that the student recognizes have to be processed for the execution of the agreement.

### 10. Liability.

10.1 Subject to the provisions of this clause 9, neither party shall be responsible for any loss that the other suffers arising out of the agreement unless and to the extent that such loss was caused by negligence or serious misconduct.

10.2 The total liability of Istituto Marangoni regarding this agreement (whether in contract or tort, including negligence) shall not in any event exceed the fees for the course or any insurance cover we may have whichever shall be the higher.

10.3 You will be liable to pay for any damage you cause to our premises or property.

10.4 This clause does not exclude or limit in any way:

(a) Either party's liability for death or personal injury caused by its negligence; or

(b) Either party's liability for fraud or fraudulent misrepresentation; or

(c) any other matter for which it would be illegal or unlawful to exclude or attempt to exclude either party's liability.

### 11. Events outside Our Control.

11.1 We will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under this agreement that is caused by an event outside our reasonable control, including without limitation changes in applicable laws, actions or delays by any government authority, or refusals by any such authority to grant any necessary consents or licences and in general for causes of force majeure not depending by the Istituto, herewith included by way of example and not exhaustive, local and national strikes, and delays or defaults of third parties or suppliers, war, uprising, civil riot, willful misconduct, compliance with any law or government order, rule, regulation or direction, malfunction of plant and equipment, fire, flooding, storm, pandemic, epidemic or other outbreak of illness or contamination, interruption in the public supply of electricity, heating, lighting, air conditioning or telecommunication equipment ("force majeure events").

11.2 Our obligations under these terms will be suspended for the period that the force majeure event continues, and the time to perform these obligations shall be extended for the duration of that period; we will take reasonable steps to bring the force majeure event to an end or to find a solution by which our obligations under these terms can be performed despite the force majeure event.

### 12. Intellectual Property.

12.1 The copyright, design right and all other intellectual property rights in any course materials, examination papers and other documents or items that we prepare or produce (which shall include for any materials prepared by our employees, contractors or agents) in connection with your course will belong to us, or our licensors, absolutely.

12.2 You may not use the materials, documents or other items detailed in clause 11.1 for any commercial purpose.

12.3 the work provided by the students edited and collected during the exams or written essays and all the materials produced by the students during the course remain property of Istituto Marangoni Srl which reserves the right to display reproduce and publish them. The student agrees to assign to us this right whether on or after the signature of this agreement.

12.4 Subject to clause 11.5 below, you warrant and undertake that the works are your original work and are not copied wholly or substantially from any other work or material or any other source and so far as you are aware, do not infringe the rights of any third parties.

12.5 Where the copyright or other intellectual property subsisting in the works or any part of the work belongs to a third party, you warrant and undertake that you have the required third party consents and/or authority to assign the works to us and in any case you will hold harmless and indemnify the Istituto from each and every responsibility for the use of third party developed, designed or manufactured material.

12.6 You agree and acknowledge that we shall own the works, which shall include (without limitation) your design drawings, sketches, samples, patterns, trials and finished pieces.

### 13. Conventional Court.

13.1 This agreement shall be governed by Italian Law. In any controversy that may incur between Istituto Marangoni Srl and the student in regard of this present agreement the exclusive jurisdiction is assigned to the Italian judicial Authority and the exclusive jurisdiction to the Court of Milan.

Signature

Milano, date

Under the terms of art. 1341 and 1342 art. Cod. Civ. we declare to have read, understood and accepted the following clauses art. 2. (Payment of Fees and Additional Costs.); art. 3. (Your obligations.); art. 4.7 (modification of the fully online course with another fully online course); art. 4.8 (modification of the course from blended to fully online option); art. 5. (Students below the age of majority 15-17 years old); art. 6. (Compliance to Visa procedure.); art. 7. (Cancellation rights, Course Transfers and Termination. art. 8. (Refund policy.); art. 10. (Liability.); art. 11. (Events outside our Control.); art. 12. (Intellectual Property.); art. 13. (Conventional Court)

Signature

Milano, date

**Additional clause to payment conditions valid for all enrolments to Short Courses involving the physical attendance of the student in the classroom (named “de visu”) and related to June, July and September 2021.**

With reference to the enrollments to “de visu” Short Courses related to June, July and September 2021 Intakes, in consideration of the Covid-19 current situation, this clause is an integration to the general contract conditions and replaces point 8.2 of the same from b) to c) only in the following instances:

1. declaration of a full lock-down due to Covid-19 ordered by health or government authorities of the student’s city of residence and age group to which they belong which lasts until the start date of the course;
2. declaration of a full lock-down due to Covid-19 ordered by health or government authorities of the city in which the course is due to take place, which lasts until the start date of the course and/or arrangements by the Italian health or government authorities that make it impossible, up to 30 days from the course start, for Istituto Marangoni to conduct the courses “de visu”;
3. total impossibility to reach the destination of the course of study due to proven limitations to travel (i.e. blocking of air traffic, inability to obtain the visa) imposed for the age group of which the student belongs due to Covid- 19, by the government or health authorities of the student’s city of origin or city where the course is due to take place which last until the start date of the course, and only where Istituto Marangoni fails to indicate different itineraries that allow the student to arrive at the course location;

If any of the above cases from 1 to 3 occurs, Istituto Marangoni will guarantee to the student to join to the on line course and will refund the difference between “de visu” short course enrolment fee and the on line course one, provided that:

- a) the student provides official documentation with legal value issued by government, health or transport authorities, certifying the occurrence of one of the conditions indicated in this paragraph in points 1 and 3;
- b) the aforementioned documentation passes the school's board validity assessment;

As last resort and only after having evaluated the above option (on line short course), it will be possible to ask for the course postponement to the following intake, provided that:

- a) the student, before presenting the request, has fulfilled the payment of the tuition fee in full;
- b) the student provides official documentation with legal value issued by government, health or transport authorities, certifying the occurrence of one of the conditions indicated in this paragraph in points 1 and 3;
- c) the aforementioned documentation passes the school's board validity assessment;
- d) sends their refund request via PEC or registered letter no later than 30 days before the scheduled start date for the course in which they are enrolled. Requests presented outside the aforementioned terms with adequate motivation will be assessed on a case-by-case basis.

Milan, date:

Signature of the student

Pursuant with and according to the provisions of art. 1341 and 1342 cod. civ. declares to have read, understood and accepted the aforementioned clauses

Milan, date:

Signature of the student

## Information pursuant to Art. 13 of EU Regulation 679/16 (GDPR)

### 1) Why are you receiving this communication?

Istituto Marangoni S.r.l., as Data Controller, wishes to inform you about what type of data we collect and through which methods, in order to guarantee respect for your rights and your fundamental freedoms, with particular reference to the confidentiality and security with which the data is processed.

### 2) What personal data do we collect?

Istituto Marangoni S.r.l. collects and stores your personal and identifying data (such as given name, surname, residential address, email address, courses of interest, citizenship, gender, place and date of birth, telephone number) through the following channels:

- completion of web forms;
  - paper forms collected at the time of accreditation at the Marangoni Institute Open Day;
  - other events organised at our Campus or at other locations.
- We can ask social media channels to send information about our courses based on their users' profiles and according to their data processing policy, but we are not aware of your name .

### 3) For what purposes do we use your personal data?

Istituto Marangoni S.r.l. uses your data for the following purposes:

- to accredit you during events promoted by our Campus, such as the Istituto Marangoni Open Day;
- to contact you and send you information about our courses via email or a telephone call following any request you make;
- to aggregate and analyse the information collected to improve our range of educational courses.

3.2 Subject to your express consent:

- to send you communications relating to Campus initiatives, our scholarships, our courses and events that might be of interest to you;
- to insert your data into our databases to implement profiling activities in order to send you proposals and offers in line with your interests.

Istituto Marangoni S.r.l. uses your data for the following purposes:

### 4) How long do we retain your personal data?

We keep your data for 3 years from our last contact with you, unless you wish to request its deletion before then. After this deadline, it will be deleted or made anonymous for statistical reasons.

### 5) The security of your personal data

Your data will be processed using equipment that guarantees confidentiality, integrity and availability. The processing is carried out on paper and through computerised and/or automated systems and will include all of the operations or sets of operations envisaged in Art. 4 of the GDPR which are necessary for the processing in question, including communication with the subjects assigned to the processing itself. The data concerned will not be disseminated, however, it will or may be communicated to public or private entities or individuals, within the context of the purposes described above.

### 6) Who can access your personal data?

Only authorised persons can access your data in the context of the tasks assigned by Istituto Marangoni S.r.l..

Your data may also be accessed by authorised persons employed by Galileo Global Education (Parent Company, owner of Istituto Marangoni S.r.l.), as well as NABA (Nuova Accademia S.r.l.) and Domus Academy S.r.l., whose shares are wholly owned by Istituto Marangoni S.r.l.

Personal data will not be disseminated in any way, in addition, it may be communicated and processed by third parties duly appointed as Data Processors,

such as external collaborators and companies that provide specific technical services.

Personal data may also be accessible or may be disclosed to those whose right to access your personal data is recognised by the provisions of law or secondary or EC regulatory provisions.

### 7) Where is your personal data stored?

Your personal data will be managed and stored on servers located within the European Union and belonging to the Data Controller and/or third-party companies appointed and duly identified as Data Processors. Your data will not be transferred outside the European Union.

### 8) Is it mandatory to consent to the provision of your data?

The transmission of your data is optional. If you do not consent, you will not be able to learn about our initiatives, our events and the courses that we will organise.

### 9) What are your rights in relation to the GDPR?

In accordance with the provisions of the GDPR, Istituto Marangoni S.r.l. guarantees you the following rights:

- to obtain confirmation of whether or not your personal data is being processed and, if so, obtain access to such data (Article 15, Right of access);
- to obtain, without undue delay, the rectification of inaccurate personal data concerning you (Article 16, Right to rectification);
- to obtain the erasure of personal data concerning you without undue delay. Istituto Marangoni S.r.l. is obliged to erase personal data without undue delay, provided certain conditions apply (Article 17, 'Right to be forgotten');
- to obtain the restriction of processing in certain cases (Article 18, Right to restriction of processing);
- to receive, in a structured format, in common use and readable by an automatic device, the personal data that you have provided to us and where applicable to transmit it to another Data Controller (Article 20, Right to data portability);
- to object at any time, for reasons connected with your particular situation, to the processing of personal data concerning you (Article 21, Right to object);
- to receive, without undue delay, communication of any personal data breach suffered by Istituto Marangoni S.r.l. (Article 34);
- to withdraw your expressed consent at any time (Article 7, Conditions for consent).

### 10) If you have any questions please refer to the contact details provided by the Data Controller.

If you believe that we have not complied with your rights regarding the protection of personal data, you can contact the Italian Data Protection Authority (Autorità Garante per la protezione dei dati personali). Alternatively, if you live in another country, you can contact your local Data Protection Authority.

### 11) Data Controller

The Data Controller is:

Istituto Marangoni S.r.l. - Via Pietro Verri, 4, 20121 Milano MI  
Telefono: 02 7631 6680. E-mail [privacy@istitutomarangoni.com](mailto:privacy@istitutomarangoni.com)

Data Protection Officer (DPO) is:

Frareg S.r.l. – Viale Jenner 38 – 20159 Milano MI  
email: [dpo@frareg.com](mailto:dpo@frareg.com) - Telefono: 0269010030

### 12) Updates to this Information Notice

This Information Notice may be subject to change. Any substantial changes will be communicated to you via email or through our website.

- YES  NO I declare that I have read the Information Notice in relation to Art. 13 of the GDPR 679/16 and consent to the processing of my data (yes mandatory).
- YES  NO I agree to the processing of my data for the publication of your photographs and/or videos for educational or institutional purposes, including on the Holder's website and/or on their social networks
- YES  NO I agree to the processing of my data for the publication of your photographs and/or videos for info-promotional purposes, including on the Holder's website and/or on their social networks.
- YES  NO I consent to the processing of my data to receive information on Campus initiatives, scholarships, courses and events that may be of interest to me
- YES  NO I consent to the processing of my data for profiling purposes.

Form

Date

Legible signature of the Data Subject



**Subject: identification of parental responsibility under Italian law and authorization by the same parent enrolling the minor in a training course.**

I, the undersigned (parent/guardian 1) \_\_\_\_\_ born in \_\_\_\_\_

and resident in \_\_\_\_\_ street \_\_\_\_\_

and

undersigned (parent/guardian 2) \_\_\_\_\_ born in \_\_\_\_\_

and resident in \_\_\_\_\_ street \_\_\_\_\_

in our quality of exercising parental authority over

the child \_\_\_\_\_ born in \_\_\_\_\_

and resident in \_\_\_\_\_ street \_\_\_\_\_

hereby authorize our son / daughter

to enroll in a training course \_\_\_\_\_

to be held from \_\_\_\_\_ to \_\_\_\_\_

at the Istituto Marangoni school of via Verri 4, via Cerva 24, and/or piazza S.Babila 3 in Milan, or in the school of via De' Tornabuoni 3 in Florence.

I/we hereby declare to be aware and to accept that the responsibility of Istituto Marangoni S.r.l. is exclusively related to the spaces of Istituto Marangoni Milan in Via Verri 4, Via Cerva 24 and Piazza S.Babila 3 and/or Istituto Marangoni Florence in Via De 'Tornabuoni 17 only during school schedules, whereas the responsibility of Linguaviva S.r.l. is related to all other circumstances, except during free time hours previously established and communicated in the programme.

1. I/we authorize our minor son/daughter to leave unaccompanied the school and the accommodation during free time hours, as previously established in the programme, and communicated at the time of enrollment and/or on any other occasions specifically authorize by me/us and reported by separate communication, releasing Istituto Marangoni and Linguaviva Srl from any responsibility for eventual damages caused or suffered in such circumstances.
2. I/we explicitly declare to release Istituto Marangoni S.r.l. and Linguaviva S.r.l. from any responsibility outside the contract of services offered.
3. I/we further declare to have organized a health insurance plan covering our minor son/daughter and to be in compliance with current health regulations.
4. I/we release Istituto Marangoni in advance from any and all present and future responsibility in relation to accidents and damages to property and/or persons that may occur during the programme.
5. For any dispute concerning the interpretation or the execution of the contract with Istituto Marangoni, the Court of Milan will have exclusively jurisdiction.

Parent/guardian 1 \_\_\_\_\_ parent/guardian 2 \_\_\_\_\_

Milan, date \_\_\_\_\_

Under the terms of art. 1341 and 1342 art cod. Civ. we declare to have read, understood and accepted the following clauses art. 1 (minor's consent to leave unaccompanied), art. 2 (indemnity against responsibility for acts unrelated to the contract), art. 3 (statement of assurance), art. 3 (indemnity for damage), art. 5 (conventional court).

Parent/guardian 1 \_\_\_\_\_ parent/guardian 2 \_\_\_\_\_

Milan, date \_\_\_\_\_



**MARANGONI  
/PARIS**

<b>THE PARIS SCHOOL OF FASHION</b>			
<b>Short Courses - Online Formula (6 weeks)</b>	<b>7 Jun - 16 Jul 2021 (6.30pm CET)</b>	<b>30 Aug - 8 Oct 2021 (6.30pm CET)</b>	<b>10 Jan - 18 Feb 2022 (6.30pm CET)</b>
NEW TEXTILE FOR LUXURY FASHION DESIGN	Eng	Eng	Eng
FASHION LUXURY RETAIL STRATEGIES	Eng	Eng	Eng
FASHION LUXURY STORYTELLING IN DIGITAL ERA	Eng	Eng	Eng
MY HAUTE COUTURE SKETCHBOOK	Eng	Eng	Eng
<b>Short Courses (3 week online)</b>	<b>14 Jun - 2 Jul 2021</b>		
FASHION DESIGN	Eng		
FASHION IMAGE & BUSINESS	Eng		
<b>Short Courses for teenagers (3 weeks in school)</b>	<b>30 Aug - 17 Sep 2021</b>		
STYLE YOURSELF: MY FASHION PROFILE	Eng		
<b>Short Courses (3 weeks in school)</b>	<b>14 Jun -2 Jul 2021</b>	<b>30 Aug - 17 Sep 2021</b>	<b>10 - 28 Jan 2022</b>
FASHION DESIGN	Eng	Eng	Eng
FASHION IMAGE & BUSINESS	Eng	Eng	Eng
SOCIAL MEDIA FOR FASHION		Eng	

# SHORT PROGRAMMES

## Short Courses

THE PARIS SCHOOL OF FASHION

### SHORT COURSES - ONLINE OPTION

COURSE DURATION  
6 week online

**New Textiles for Luxury Fashion Design**  
**Fashion Luxury Retail Strategies**  
**Fashion Luxury Storytelling in the Digital Era**  
**My Haute Couture Sketchbook**

Tuition Fee only € 3.000

### SHORT COURSES

COURSE DURATION  
3 weeks in school

**Fashion Design**  
**Fashion Image & Business**  
**Social Media for Fashion**

Tuition Fee only € 4.100  
Full package with accommodation in twin room € 5.500  
Full package with accommodation in single room € 6.600

### SHORT COURSES - ONLINE OPTION

COURSE DURATION  
3 week online

**Fashion Design**  
**Fashion Image & Business**

Tuition Fee only € 2.600

### COURSES FOR TEENAGERS (16-17 years old)

COURSE DURATION  
3 weeks in school

**Style Yourself: my Fashion Profile (for teenagers only)**

Tuition Fee only € 4.100



# Application Form

## SHORT PROGRAMMES

### Short Courses

You can apply in the following ways:

1. New online enrolment service: visit the Istituto Marangoni website <https://www.istitutomarangoni.com/en/> and fill out the registration form for your chosen course and pay directly online through credit card or bank transfer.
  2. Admission form sent by email or by post must include the following documents.
- Istituto Marangoni Paris • The School of Fashion • 48, Rue de Miromesnil • 75008 Paris • France • [admissions.paris@istitutomarangoni.com](mailto:admissions.paris@istitutomarangoni.com)  
 t. +33 (0)1 47 20 08 44

#### 1a · Personal data

Family name	Name	
Place of birth	Date of birth (dd/mm/yy)	Sex m / f
Nationality	Fiscal code (only for Italian residents)	

Personal information

#### 1b · Permanent address

Street address	City/state	
Postcode/zip code	Country	
Tel. - country code	Area code	Number
Email	Mobile number	

#### 1c · Address for correspondence (only if different from permanent address)

Street address	City/state	
Postcode/zip code	Country	
Tel. - country code	Area code	Number
Email	Mobile number	

#### 1d · Parent or legal representative (in case of students under age of 18)

Family name	Name	
Place of birth	Date of birth (dd/mm/yy)	Sex m / f
Nationality	Fiscal code (only for Italian residents)	
Street address	City/state	
Postcode/zip code	Country	
Tel. - country code	Area code	Number
Email	Mobile number	

#### 1e · Guardian (in case of students under age of 18 - if applicable)

Family name	Name	
Place of birth	Date of birth (dd/mm/yy)	Sex m / f
Nationality	Fiscal code (only for Italian residents)	
Street address	City/state	
Postcode/zip code	Country	
Tel. - country code	Area code	Number
Email	Mobile number	

#### 2a · Previous studies

Name of institute or university	From/to
City and country	Qualification and subject

Education and work

#### 2b · Indicate your most recent working experience:

Company	City/state
Role	From/to

#### 3 · Have you previously applied to, or studied at Istituto Marangoni?

Yes  Which course \_\_\_\_\_ No

Documents

## 4 · I am applying for admission to the Short course:

THE PARIS SCHOOL OF FASHION

Short Courses - Online Formula (6 weeks)	7 Jun - 16 Jul 2021 (6.30pm CET)	30 Aug - 8 Oct 2021 (6.30pm CET)	10 Jan - 18 Feb 2022 (6.30pm CET)
NEW TEXTILE FOR LUXURY FASHION DESIGN	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng
FASHION LUXURY RETAIL STRATEGIES	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng
FASHION LUXURY STORYTELLING IN DIGITAL ERA	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng
MY HAUTE COUTURE SKETCHBOOK	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng
<b>Short Courses (3 week online)</b>	<b>14 Jun - 2 Jul 2021</b>		
FASHION DESIGN	<input type="checkbox"/> Eng		
FASHION IMAGE & BUSINESS	<input type="checkbox"/> Eng		
<b>Short Courses for teenagers (3 weeks in school)</b>	<b>30 Aug - 17 Sep 2021</b>		
STYLE YOURSELF: MY FASHION PROFILE	<input type="checkbox"/> Eng		
<b>Short Courses (3 weeks in school)</b>	<b>14 Jun -2 Jul 2021</b>	<b>30 Aug - 17 Sep 2021</b>	<b>10 - 28 Jan 2022</b>
FASHION DESIGN	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng
FASHION IMAGE & BUSINESS	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng
SOCIAL MEDIA FOR FASHION		<input type="checkbox"/> Eng	



**5a · I pay tuition fee for the 6 week online short course:**

tuition fee only € 3.000

**5b · I pay tuition fee for the 3 week online short course:**

tuition fee only € 2.600

**5c · I pay tuition fee for the 3 weeks short course for teenagers:**

tuition fee only € 4.100

**5d · I pay tuition fee for the 3 weeks short course:**

tuition fee only € 4.100  
 full package in twin room € 5.500  
 full package in single room € 6.600

**5e · I pay tuition fee for the 3 Weeks Short Course Fashion Photography (Paris - Milano - Paris):**

tuition fee only € 4.100  
 full package in twin room € 5.500  
 full package in single room € 6.600

**6 · I pay tuition fee by wire transfer:**

Beneficiary name: Istituto Marangoni France  
 Bank name: BNP Paribas  
 Paris Centre Affaires et Conseil (03120)  
 Account: 00010088264  
 SWIFT CODE: BNPAFRPPPCP  
 IBAN NUMBER: FR76 3000 4025 8700 0100 8826 433

**When making the bank transfer, please use full name as stated in your passport as a payment reference.**

Please send a copy of the bank transfer together with the application form.

**7 · I pay tuition fee by credit card:**

I will receive an email from the Admissions office with a secured link to proceed with the payment of the course by credit card

**8 · Please send the following documents for the Short course:**

- Photocopy of passport or identity card (for student under 18, please provide the parent/legal representative's and guardian's passport or ID card).
- Photocopy bank transfer of the tuition fee.
- Signed terms and conditions 2021-22.

In certain circumstances, Istituto Marangoni reserves the right to cancel an advertised course. For example, if it is judged that the number of enrolled students is likely to compromise our exacting standard and if certain other unforeseen situations arise. In these circumstances notification will be made to all concerned, a month before the beginning of the course. The institute is not legally bound.

All students already enrolled will receive a full refund. Cancellation with written notice 60 days before the course starting date: full refund; 59-30 days before starting date: 50% refund; within 29 days: no refund will be issued.

Please check at your French Embassy / Consulate whether you need an entry visa.

This application form must be signed by a parent or guardian if the student is 16 or 17 years of age. Also the waiver of responsibility letter must be signed if the student is international.

By submitting this application, I certify to Istituto Marangoni that all information in this application and in my supporting documentation is true.

I have read the present prospectus and I agree to the general conditions concerning the courses and to the cancellation policy.

date

student's (or legal representative's) signature

# CONDITIONS GÉNÉRALES POUR L'INSCRIPTION DANS LES PROGRAMMES DE COURTE DURÉE 2021-22

## Paris

Le dossier de candidature et les présentes conditions d'inscription (ci-après dénommées les « conditions ») définissent le cadre de votre demande d'inscription en qualité d'étudiant et de son représentant légal à Istituto Marangoni France Sas (l'« Institut », « nous », « notre ») et feront partie de tout accord conclu entre l'institut et vous-même (l'« accord »). Les conditions définissent vos droits et obligations, ainsi que nos obligations et les limites de notre responsabilité envers vous. Par conséquent, il est très important que vous et votre représentant légal lisiez et compreniez les présentes conditions avant de remplir le dossier de candidature. Veuillez retenir surtout notre limitation de responsabilité envers vous, visée à l'article 9. Pour toute précision supplémentaire, veuillez prendre contact avec l'un de nos membres du personnel avant de soumettre votre dossier de candidature.

### 1. Candidature et inscription.

1.1 Le dossier de candidature (une fois accepté par nos services conformément à l'article 1.4) et les présentes conditions constituent la totalité de l'accord conclu entre les parties. Avant de déposer votre dossier de candidature, veuillez vérifier que toutes les parties de celui-ci sont correctement remplies.

1.2 En déposant le dossier de candidature (que ce soit directement ou par l'intermédiaire d'un mandataire autorisé à agir en votre nom) :

Vous déclarez vous inscrire au cours de votre choix sur la base des présentes conditions, et Istituto Marangoni peut accepter ou refuser cette demande, à sa propre discrétion.

1.3 Le paiement des frais de scolarité doit être effectué avant ou lors du dépôt de la candidature, de la manière indiquée dans le dossier de candidature. Si le paiement est effectué par virement électronique, une copie du virement bancaire doit être jointe au dossier de candidature.

1.4 Dès réception de votre paiement des frais de scolarité, du dossier de candidature complété et des documents énumérés dans le dossier de candidature ou dans les présentes conditions, nous vérifierons si vous répondez aux critères d'admissibilité au cours de votre choix et nous vous informerons par écrit si vous êtes accepté(e) ou non dans ce cours. L'accord entrera en vigueur uniquement lorsque Istituto Marangoni vous aura adressé une acceptation écrite.

### 2. Paiement des frais et des coûts supplémentaires

2.1 Les frais de scolarité (les « frais ») sont décrits en détail dans notre dossier d'admission et sur notre site internet [www.istitutomarangoni.com](http://www.istitutomarangoni.com) et sont à acquitter conformément à l'article 1.

2.2 Les frais de scolarité ne sont pas remboursés, sauf si :

(a) Istituto Marangoni refuse votre candidature en vertu de l'article 1.4 ;

(b) Nous annulons le cours en vertu de l'article 4.5 ou de l'article 4.9, ou

(c) Vous soumettez votre candidature conformément à l'article 6.1, à condition d'agir conformément à l'article 6.1.

(d) et dans tous les cas décrits dans l'article 7.2.

2.3 Si vos frais de scolarité sont acquittés par chèque ou par virement

bancaire ou par carte de crédit, votre demande sera traitée après que le chèque ou les fonds ont été portés au crédit de notre compte. Dès réception de la confirmation de paiement de la banque, nous vous fournirons une confirmation de paiement.

2.4 Votre paiement n'inclut pas les billets d'avion, le transport, les dépenses personnelles, les fournitures scolaires ou les repas.

2.5 Le pack "avec logement" comprend des nuits en chambre double réservées auprès de nos hôtels ou appart hôtels partenaires (le nom et les informations complètes vous seront fournies après l'inscription). La réservation à l'hôtel ou l'appart hôtel commence la veille de votre premier jour de cours, et se termine le lendemain du dernier jour des cours. Ce pack n'inclut pas les transferts de l'aéroport à l'hôtel ou appart hôtel, ni de l'hôtel ou appart hôtel vers l'aéroport. Les nuits supplémentaires ou autres demandes de réservations particulières doivent être faites par l'étudiant ou son représentant légal directement. Istituto Marangoni se garde le droit de réserver les logements dans des appartements hôtels à sa seule discrétion, selon les disponibilités, et de changer de d'hôtel à n'importe quel moment, pour une raison de service qui ne dépend pas de l'Institut lui-même. Si cela venait à se produire, l'Institut en informerait immédiatement l'étudiant et son représentant légal. Tous les logements sont prévus pour deux personnes. Le choix des colocataires se fait par Istituto Marangoni à sa propre discrétion. L'Institut ne peut être tenu pour responsable en cas de dégâts ou du non respect du règlement de l'appartement hôtel de la part de l'étudiant et de son représentant légal.

2.6 Si vous omettez de payer une partie de vos frais ou tout coût supplémentaire, nous nous réservons le droit (à notre discrétion raisonnable), de prendre l'une ou plusieurs des mesures suivantes :

(a) Vous suspendre ou vous expulser de votre cours ;

(b) Refuser la délivrance de tout certificat ;

(c) Mettre fin au présent accord moyennant un avis écrit.

### 3. Vos obligations.

3.1 Vous déclarez, garantissez et convenez que tous les renseignements fournis avec votre dossier de candidature sont complets, mis à jour et exacts à tous égards.

3.2 Vous vous engagez à :

(a) Vous inscrire dès le début de votre cours et au moment et à l'endroit que nous vous aurons indiqués ;

(b) Vous conformer à toutes les exigences imposées par la loi, par tout règlement ou toute ordonnance judiciaire à tout moment. Celles-ci peuvent inclure des vérifications d'antécédents judiciaires et des bilans de santé.

3.3 Vous êtes tenu(e) de suivre le cours dans son intégralité. Si

vous êtes absent(e) de votre présence en cours est en-dessous des limites fixées par le règlement de l'Istituto Marangoni (quelle que soit la raison de votre absence), aucun certificat final ne vous sera délivré.

### 4. Nos droits et obligations.

4.1 Nous nous engageons à fournir un service d'enseignement avec une compétence et une diligence raisonnables.

4.2 Istituto Marangoni se réserve le droit de réviser et de modifier les conditions du présent accord moyennant un préavis raisonnable.

4.3 Les cours auront lieu dans les heures, les dates et selon les programmes mis en place par la direction qui se réserve le droit de procéder à toute modification nécessaire à tout moment.

4.4 Pour les cours qui nécessitent la présence physique de l'étudiant en classe « de visu », Istituto Marangoni se réserve le droit d'annuler le cours avant son début en vous adressant un préavis par écrit au moins UN mois avant la date prévue du cours) si :

(a) Le nombre d'étudiants inscrits en cours est insuffisant, ou

(b) Les conditions requises pour que le cours ait lieu ne sont pas réunies.

4.5 Dans le cas où nous annulons le cours en vertu de l'article 4.4, vous aurez droit à un remboursement complet de vos droits d'inscription et de l'ensemble des frais déjà acquittés à Istituto Marangoni en vertu du présent accord.

4.6 En cas d'annulation d'un cours dispensé entièrement en ligne ou d'un cours de l'option mixte, Istituto Marangoni se réserve le droit d'annuler le cours avant son début en vous adressant un préavis par écrit (si possible d'au moins d'une semaine avant la date prévue du cours).

4.7 En cas d'annulation d'un cours dispensé entièrement en ligne, Istituto Marangoni se réserve le droit, que vous acceptez dès le départ, de vous proposer un cours alternatif avec la même typologie.

4.8 Si pour une raison quelconque, les semaines à l'école du cours de l'option mixte ne peuvent pas avoir lieu, Istituto Marangoni se réserve le droit, que vous acceptez dès le départ, de dispenser le cours entièrement en ligne.

4.9 Si Istituto Marangoni n'est pas en mesure de dispenser le cours alternatif conformément à l'article 4.7 ou le cours dispensé entièrement en ligne conformément à l'article 4.8, le cours sera annulé et vous aurez droit à un remboursement complet des frais d'inscription déjà payés.

### 5. Respect de la procédure d'obtention de visa.

5.1 Veuillez vérifier auprès de l'ambassade ou du consulat de France dans votre pays d'origine si vous avez besoin d'un visa d'entrée sur le territoire français pour un séjour de deux ou trois semaines. En cas de besoin, nous vous fournirons tous les documents nécessaires à l'obtention du visa.

### 6. Droits d'annulation, de changement de cours et de résiliation.

6.1 Si vous avez soumis votre dossier de candidature en ligne, par fax, courrier ou e-mail (et non en personne), un délai de rétractation de sept (7) jours s'appliquera. Vous avez le droit de mettre fin au présent accord dans le délai de sept jours à compter de la date de réception de la lettre d'acceptation conditionnelle conformément à l'article 1.4

Si vous décidez d'annuler notre accord, vous devez nous en informer dans le délai de sept jours par courrier adressé par la poste, par télécopie ou par courriel à l'adresse figurant sur notre site internet. En cas d'annulation conformément à l'article 6.1, nous vous rembourserons les frais de scolarité et tous les autres frais déjà acquittés à Istituto Marangoni (par vous ou par votre tuteur), dans le délai de 30 jours à compter de la réception dudit courrier.

### 7. Politique de remboursement.

7.1 Nous vous rembourserons les frais de scolarité et tous les autres frais acquittés à Istituto Marangoni si vous n'êtes pas admis en cours conformément à l'article 1.4.

7.2 En cas d'annulation de votre propre chef, vous pourrez prétendre aux remboursements suivants :

7.3. Pour des cours qui nécessitent une présence physique de l'élève en classe (« de visu ») :

(a) Si vous nous adressez un préavis écrit d'annulation du cours dans un délai de 60 jours ou plus avant le début du cours, vous aurez droit à un remboursement de 100% des frais ;

(a) Si vous nous adressez un préavis écrit d'annulation du cours dans un délai de 59 à 30 jours avant le début du cours, vous aurez droit à un remboursement de 50% des frais ; et

(c) Toute annulation du cours à tout moment en dehors des délais précités ne vous donne droit à aucun remboursement des frais.

7.4. Pour des cours dispensés entièrement en ligne et pour l'option mixte il n'est pas possible de demander le remboursement de la somme déjà payé.

### 8. Responsabilité.

8.1 Sous réserve des dispositions du présent article 8, aucune partie ne sera responsable d'aucune perte que l'autre partie pourrait subir, découlant de l'accord, sauf si, et dans la mesure où, ladite perte a été causée par négligence ou faute grave.

8.2 La responsabilité totale des parties en vertu du présent accord (que ce soit en responsabilité contractuelle ou délictuelle, y compris en cas de négligence) ne pourra en aucun cas dépasser le montant des frais de cours ou d'une couverture d'assurance, le montant à retenir étant le plus élevé des deux.

8.3 Vous serez responsable des dommages causés à nos locaux ou biens.

8.4 Cet article n'exclut ni ne limite en aucune façon :

(a) La responsabilité de chaque partie en cas de décès ou de blessures causés par sa négligence, ou

(b) La responsabilité de chaque partie pour toute déclaration fautive ou frauduleuse ; ou

(c) Toute autre question relative à laquelle il serait illégal ou interdit

d'exclure ou de tenter d'exclure la responsabilité de chacune des parties.

### 9. Événements hors de notre contrôle.

9.1 Nous ne saurions être tenus responsables de tout défaut d'exécution ou de retard dans l'exécution de nos obligations en vertu du présent accord, causé par un événement hors de notre contrôle raisonnable, y compris mais non de façon limitative, de toute modification des lois applicables, des actions ou des retards de toute autorité gouvernementale ou de tout refus d'accorder toute autorisation ou licence nécessaires émanant de ladite autorité, et, de manière générale, des cas de force majeure, qui ne dépendent pas de Istituto Marangoni, et notamment à titre d'exemple et non exhaustif, de toute grève locale et nationale et des retards ou des manquements imputables aux tiers ou aux fournisseurs, guerre, soulèvement, émeute civile, inconduite délictuelle, respect de toute loi, ordonnance, règle ou directive du gouvernement, dysfonctionnement des installations et du matériel, incendie, inondation, tempête, pandémie, épidémie ou autre écosystème de maladie ou contamination, interruption de la fourniture publique d'électricité, de chauffage, d'éclairage, de climatisation ou d'équipements de télécommunication (« cas de force majeure »).

9.2 Nos obligations en vertu des présentes conditions seront suspendues pour la période pendant laquelle le cas de force majeure persiste et le délai d'exécution desdites obligations sera prorogé pour la durée de ladite période ; nous prendrons des mesures raisonnables pour mettre fin au cas de force majeure ou pour trouver une solution permettant l'exécution de nos obligations en vertu des présentes conditions en dépit du cas de force majeure.

### 10. Droits de propriété intellectuelle.

Les documents, matériels et outils utilisés par l'institut pour la formation, ainsi que tous les droits de propriété intellectuelle qu'ils contiennent sont la propriété exclusive de l'institut ou de tout tiers dont il a obtenu l'autorisation préalable. L'étudiant et son représentant légal s'interdisent toute utilisation, reproduction ou exploitation à d'autres fins que la formation à laquelle il s'est inscrit. L'étudiant et son représentant légal autorisent l'institut, de manière non exclusive, à communiquer, exposer, reproduire, publier et représenter, tous les travaux réalisés par lui dans le cadre de sa scolarité (vêtement, photographie, book, portfolio, business plan, etc..) à des fins de promotion, de publicité, de communication et de documentation des activités de l'institut et d'une manière générale de valorisation de ses enseignements, sur tous modes et tous types de supports et formes d'exploitation connus et inconnus (notamment papiers, sites internet et intranet de l'institut, réseaux sociaux types Facebook, Instagram etc., plaquettes publicitaires, brochures, cartes, stands, affiches, exposition des travaux d'étudiants, vidéos, films, etc..).

La présente autorisation, donnée à titre gratuit, est valable pour le monde entier sans limite de durée.

La présente autorisation n'autorise pas l'institut à exploiter à d'autres fins que celles énoncées, les créations réalisées pendant les études de l'étudiant et notamment à les céder à des fins commerciales à des tiers.

### 11. Droit à l'image.

L'étudiant autorise l'institut, de manière non exclusive, à utiliser son image, son nom et son âge et à faire état de tout élément relatif à sa formation ou son parcours professionnel. Si l'étudiant est mineur, cette autorisation est réputée donnée par son/ses représentant(s) légal(s)/légaux par l'acceptation des présentes.

Cette autorisation couvre tous procédés et supports de communication existants et en particulier les supports suivants : mise en ligne sur le site internet de l'institut, supports de presse, publication sur les différentes plaquettes, annuaires et autres documents promotionnels de l'institut (affiches, publicités dans des magazines régionaux, nationaux, internationaux).

Cette autorisation concerne toutes les images, les interviews, les enregistrements audio ou vidéo concernant l'étudiant que l'institut serait susceptible de détenir, que l'étudiant les ait remis directement à l'institut ou que l'institut ait pu les réaliser. L'institut aura la possibilité de les utiliser en totalité ou en partie. En particulier, il est précisé que, en cas de support vidéo, l'institut est autorisé à en extraire des photographies.

La présente autorisation, donnée à titre gratuit, est valable pour le monde entier sans limite de durée.

Elle est destinée à assurer la présentation et la promotion de l'activité de l'institut.

L'institut s'engage à ne pas céder à des tiers la banque d'images ainsi constituée et à ne pas l'exploiter à des fins commerciales.

### 12. Informatique et Liberté.

En application de la loi 78-17 du 6 janvier 1978, il est rappelé que les données nominatives qui sont demandées à l'étudiant et son représentant légal sont nécessaires au traitement de son inscription.

Ces données peuvent être communiquées aux éventuels partenaires de l'institut chargés de l'exécution, du traitement, de la gestion et du paiement des inscriptions.

L'étudiant et son représentant légal disposent, conformément aux réglementations nationales et européennes en vigueur d'un droit d'accès permanent, de modification, de rectification et d'opposition s'agissant des informations le concernant.

Ce droit peut être exercé par lettre simple adressée à l'institut.

### 13. Loi applicable et tribunal

Les présentes conditions générales d'inscription sont régies par le droit français et les parties conviennent qu'en cas de litige seuls les tribunaux français seront compétents.

Les présentes conditions générales d'inscription sont établies en deux exemplaires datés et signés par l'étudiant et son représentant légal.

J'ai lu et j'accepte les conditions générales du campus:

Paris, date:

Signature de l'étudiant

**Clause supplémentaire aux conditions de paiement valable pour toutes les inscriptions aux programmes de courte durée physique par rapport aux inscriptions de Juin, Juillet et Septembre 2021.**

Concernant les inscriptions aux programmes de courte durée en présence, compte tenu de la situation actuelle de la Covid-19, cette clause est une intégration aux conditions générales du contrat et remplace le point 7.2 uniquement dans les cas suivants :

1. déclaration d'un confinement total à cause de la Covid-19 ordonné par les autorités sanitaires ou gouvernementales de la ville de résidence de l'étudiant et du groupe d'âge auquel il appartient et qui dure jusqu'à la date de début des cours;
2. déclaration d'un confinement total et/ou interdiction d'entrée basée sur le pays d'origine de l'étudiant à cause de la Covid-19 ordonnées par les autorités sanitaires ou gouvernementales de la ville dans laquelle les cours doivent avoir lieu, qui dure jusqu'à la date de début du cours et / ou des dispositions prises par le service de santé ou les autorités gouvernementales françaises qui empêchent qu'Istituto Marangoni dispose les cours en présentiel;
3. impossibilité totale d'atteindre la destination du programme d'études en raison de limitations de voyage (blocage du trafic aérien, impossibilité d'obtenir un visa si nécessaire, blocage à l'entrée ) imposées pour le groupe d'âge auquel appartient l'étudiant à cause de la Covid-19, par le gouvernement ou les autorités sanitaires de la ville d'origine de l'étudiant ou la ville où les cours doivent avoir lieu et qui durent jusqu'à la date de début des cours, et uniquement lorsque l'Istituto Marangoni ne peut pas proposer des itinéraires alternatifs permettant à l'étudiant d'arriver sur le lieu des cours;

Si l'un des cas ci-dessus de 1 à 3 se produit, Istituto Marangoni garantira à l'étudiant la possibilité de participer aux cours en ligne avec le droit au remboursement de la différence entre le montant des frais de scolarité relatifs au cours en présentiel et celui relatif au cours en ligne, à condition que:

- a) l'étudiant fournit des documents officiels ayant une valeur légale délivrés par les autorités gouvernementales, sanitaires ou des transports, certifiant la survenance de l'une des conditions indiquées dans ce paragraphe aux points 1 et 3;
- b) la documentation susmentionnée réussit l'évaluation du conseil de l'école;

Après une étude de la demande de l'étudiant qui sera évaluée par l'école au cas par cas, en dernier recours et seulement après avoir évalué l'option ci-dessus (cours en ligne), Istituto Marangoni pourra évaluer la possible de reporter l'inscription de l'étudiant à la rentrée suivante à condition que:

- a) l'étudiant, avant de présenter sa demande, a réglé la totalité des frais de scolarité;
- b) l'étudiant fournit des documents officiels ayant une valeur légale délivrés par les autorités gouvernementales, sanitaires ou des transports, certifiant la survenue de l'une des conditions indiquées dans ce paragraphe aux points 1 et 3;
- c) la documentation susmentionnée réussit l'évaluation du conseil de l'école;
- d) envoie sa demande de report par lettre recommandée avec accusé de réception au plus tard 30 jours avant la date prévue de début du cours auquel l'étudiant est inscrit. Les demandes présentées en dehors des conditions susmentionnées avec une motivation adéquate seront évaluées au cas par cas.

Paris, date:

Signature de l'étudiant

Conformément aux dispositions de l'art. 1102 et 1110 cod. civ. déclare avoir lu, compris et accepté les clauses susmentionnées

Paris, date:

Signature de l'étudiant

## Note informative en vertu de l'art. 13 du règlement UE 679/16 (RGPD)

### 1) Pourquoi recevez-vous cette communication ?

En sa qualité de responsable du traitement, Istituto Marangoni Sas souhaite vous informer sur les données qu'elle collecte et de quelle manière, afin de garantir le respect de vos droits et libertés fondamentales, une référence particulière étant faite à la confidentialité et la sécurité avec lesquelles vos données sont traitées.

### 2) Quelles sont les données à caractère personnel que nous collectons ?

Istituto Marangoni Sas recueille et conserve vos données personnelles et d'identification (nom, prénom, adresse de résidence, adresse électronique, cours qui vous intéressent, nationalité, sexe, lieu et date de naissance, numéro de téléphone) à travers les canaux suivants :

- formulaire en ligne remplis ;
  - formulaire papier recueillis à l'occasion de l'accréditation à la Journée portes ouvertes d'Istituto Marangoni ;
  - d'autres événements organisés sur notre Campus ou dans d'autres lieux.
- Nous pouvons demander à des réseaux sociaux d'envoyer des informations sur nos cours en fonction des profils de leurs utilisateurs et conformément à leur politique de traitement des données, mais nous ne connaissons pas votre nom.

### 3) À quelles fins utilisons-nous vos données personnelles ?

Istituto Marangoni Sas utilise vos données personnelles aux fins suivantes :

- votre accréditation à l'occasion d'événements promus par notre Campus tels que la Journée portes ouvertes d'Istituto Marangoni ;
- vous contacter et vous envoyer des informations sur nos cours par courriel ou par téléphone suite à vos demandes ;
- regrouper et analyser les informations recueillies afin d'améliorer notre offre éducative.

3.2 Sous réserve de votre consentement spécifique :

- vous envoyer des communications sur les activités du Campus, nos bourses d'études, nos cours et des événements susceptibles de vous intéresser ;
- saisir vos données dans nos bases de données afin d'effectuer des activités de profilage pour pouvoir vous envoyer des propositions et des offres en fonction de vos intérêts.

Istituto Marangoni Sas utilise vos données personnelles aux fins suivantes :

### 4) La durée de conservation de vos données personnelles

Nous conserverons vos données pendant 3 ans à compter du dernier contact avec vous, à moins que vous ne souhaitiez en demander la suppression au préalable. Une fois ce délai passé, elles seront supprimées ou rendues anonymes pour des raisons de statistiques.

### 5) La sécurité de vos données personnelles

Vos données sont traitées à l'aide d'instruments qui en garantissent la confidentialité, l'intégrité et la disponibilité. Le traitement est effectué sur papier et au moyen de systèmes informatiques et/ou automatisés et comprend toutes les opérations ou l'ensemble d'opérations prévues à l'art. 4 du RGPD nécessaires au traitement en question, y compris la communication avec les entités responsables du traitement. Les données en question ne seront pas diffusées ; au contraire, elles sont communiquées ou peuvent l'être à des entités publiques ou privées opérant dans le cadre des finalités décrites ci-dessus.

### 6) Qui peut accéder à vos données personnelles ?

Seules les personnes autorisées dans le cadre des fonctions assignées par Istituto Marangoni Sas peuvent accéder à vos données personnelles. Certaines de vos données peuvent également être consultées par des employés autorisés de Galileo Global Education (société mère et propriétaire de l'Istituto Marangoni Sas), ainsi que NABA (Nuova Accademia S.r.l.) et Domus Academy S.r.l., dont les actions sont détenues à 100 % par Istituto Marangoni Sas. Les données personnelles ne sont pas divulguées de quelque façon que ce soit ; elles peuvent être communiquées et traitées par des tiers dûment désignés comme responsables du traitement des données, tels que des contractants ex-

ternes et des sociétés qui fournissent des services spécifiques.

Les données personnelles peuvent également être accessibles ou peuvent être communiquées à des sujets dont le droit d'accès à vos données personnelles est reconnu par la loi ou la législation secondaire ou communautaire.

### 7) Où se trouvent vos données personnelles ?

La gestion et le stockage de vos données personnelles se font sur des serveurs situés dans l'Union Européenne du responsable du traitement et des sociétés tierces chargées et dûment désignées comme responsables du traitement des données. Les données ne sont pas transférées en dehors de l'Union européenne.

### 8) Est-il obligatoire de consentir à l'attribution de vos données ?

La transmission de vos données est facultative, mais si vous n'y consentez pas, vous ne pouvez pas prendre connaissance des activités, des événements et des cours que nous proposons.

### 9) Quels sont vos droits par rapport au RGPD ?

Conformément aux dispositions du RGPD, Istituto Marangoni Sas garantit les droits suivants :

- obtenir la confirmation du traitement ou non des données personnelles vous concernant et, le cas échéant, obtenir l'accès à vos données personnelles (art. 15, droit d'accès) ;
- obtenir sans délai la rectification des données personnelles inexacts vous concernant (art. 16, droit de rectification) ;
- obtenir l'annulation des données personnelles vous concernant sans retard injustifié ; Istituto Marangoni Sas a l'obligation de supprimer sans retard injustifié vos données personnelles si certaines conditions sont remplies (art. 17, droit à l'oubli) ;
- obtenir la limitation du traitement dans certains cas (art. 18, droit à la limitation du traitement) ;
- recevoir dans un format structuré, couramment utilisé et lisible par un dispositif automatique, les données personnelles que vous avez fournies et être en mesure de les transmettre à un autre responsable du traitement (art. 20, droit à la portabilité des données) ;
- s'opposer à tout moment, pour des raisons liées à votre situation particulière, au traitement des données personnelles vous concernant (art. 21, droit d'opposition) ;
- recevoir sans retard indu la communication de la violation des données personnelles subie par Istituto Marangoni Sas (art. 34) ;
- révoquer votre consentement à tout moment (art. 37, conditions applicables au consentement).

### 10) Pour toute demande, vous pouvez nous contacter aux coordonnées fournies par le responsable du traitement.

Si vous pensez que nous n'avons pas respecté vos droits en matière de protection de vos données personnelles, vous pouvez contacter l'autorité pertinente chargée de la protection des données (en France, la Commission nationale de l'informatique et des libertés) Si vous résidez dans un autre pays, vous pouvez contacter l'autorité locale chargée de la protection des données.

### 11) Responsable du traitement

Le responsable du traitement est :  
Istituto Marangoni Sas - Via Pietro Verri, 4, 20121 Milano MI  
Telefono: 02 7631 6680. E-mail [privacy@istitutomarangoni.com](mailto:privacy@istitutomarangoni.com)

Chargé de la protection des données est :  
Frareg S.r.l. – Viale Jenner 38 – 20159 Milano MI  
email: [dpo@frareg.com](mailto:dpo@frareg.com) - Telefono: 0269010030

### 12) Mise à jour de la présente note informative

La présente note informative est susceptible d'être modifiée. Toute modification substantielle vous sera communiquée par courriel ou par l'intermédiaire de notre site web.

- OUI  NO Je déclare avoir pris connaissance des informations telles que visées à l'art. 13 du RGPD 679/16 et je consens au traitement de mes données (oui obligatoire).
- OUI  NO Je consens au traitement de mes données pour la publication de vos photos et / ou vidéos pour des initiatives éducatives ou institutionnelles, y compris sur le site web du Titulaire et / ou des réseaux sociaux
- OUI  NO Je consens au traitement de mes données pour la publication de vos photos et / ou vidéos pour des initiatives d'informations et de promotions, y compris sur le site web du Titulaire et / ou des réseaux sociaux
- OUI  NO Je consens au traitement de mes données pour recevoir des informations sur les activités du Campus, les bourses d'études, les cours et les événements susceptibles de m'intéresser.
- OUI  NO Je consens au traitement de mes données à des fins de profilage.

Formulaire

Date

Signature lisible de la personne concernée



# GENERAL CONDITIONS FOR THE ENROLMENT ON TO THE SHORT PROGRAMMES 2021-22

## Paris

The application form and these enrolment terms ("terms") set out the basis of your application to be enrolled as a student and his legal representative at Istituto Marangoni France Sas ("the institute", "we", "our") and will form part of any agreement between the institute and you ("the agreement"). The terms set out your rights and obligations, as well as our obligations and limitations of our liability to you. Therefore, it is very important that you read and understand these terms before you complete the application form. In particular, please note our limitation of liability to you in clause 9. For any further clarification, please make contact with one of our employees before submitting your application form.

### 1. Application and Enrolment.

1.1 The application form (once accepted by us in accordance with clause 1.4) and these terms set out the whole agreement between the parties. Please check that all the parts in the application form are correctly filled before you submit it.

1.2 By submitting the application form (whether directly or via an agent authorised to act on your behalf):

You declare to enrol to your chosen course on the basis of these terms, and the Istituto may accept or decline your offer at its own discretion.

1.3 Payment of the tuition fee must be made before or at the time of submitting the application form and in the manner specified in the application form. If the payment is made by electronic transfer, a copy of the bank transfer must be attached to the application form.

1.4 On receipt of your tuition fee, of the completed application form and of the documents listed in the application form itself or in these terms, we will check that you satisfy the eligibility criteria to undertake your chosen course and you will be advised in writing if you have been accepted or not to the course. The agreement will have effect only when the Istituto will deliver to you the written acceptance.

### 2. Payment of Fees and Additional Costs.

2.1 The tuition fees (the "fees") are detailed in our admission pack and on our website [www.istitutomarangoni.com](http://www.istitutomarangoni.com) and are payable by you in accordance with clause 1.

2.2 The tuition fee is non-refundable unless:

(a) The institute refuses your application pursuant to clause 1.4; (b) We cancel the course pursuant to clause 4.5 or to clause 4.9; or

(c) You submit your application in accordance with clause 6.1, provided that you act in accordance with clause 6.1.

(d) and in all cases described into clause 7.

2.3 If you pay your tuition fee by cheque or bank transfer or credit card, we will not process your application until the cheque or funds have been cleared. Upon receipt of confirmation of payment from the bank, we will provide you with confirmation of payment.

2.4 your payment does not include air fare, transportation, personal expenses, art supplies or meals.

2.5 The "with accommodation" package includes overnight stay in one of our partner Hotels or Apartment Hotels (list and complete information will be provided after enrolment). Accommodation starts from the day before the first day of course, and ends the following day after the last day of course. It does not include transfers from the airport to the hotel or apartment hotel and vice versa. Extra nights or special bookings with personal requirements must be handled directly by the student and his legal representative.

The Institute has the right to assign lodging in the hotels or apartment hotels at its own discretion, based on the availability of places, and to change the allocation at any moment, for any service reason non strictly dependant by the Institute itself. Should this event occur, the Institute will promptly inform the student and his legal representative.

All apartments house two people. Rooms are assigned by the institute at its own discretion.

The Institute is not liable for any damage or non-fulfilment to the Hotel or Apartment House Regulations on the part of the student and his legal representative.

2.6 If you fail to pay any part of your fee or any additional cost, we reserve the right (at our reasonable discretion) to take one or more of the following actions:

(a) Suspend or expel you from your course;  
(b) Withhold the issue of any certificate;  
(c) Terminate this agreement on written notice.

### 3. Your obligations.

3.1 You represent, warrant and undertake that all the information provided on your application form is complete, up-to-date and true in all respects.

3.2 You agree to:

(a) Enrol at the start of your course and at a time and place as directed by us;  
(b) Comply with all requirements imposed by law, regulation or judicial order at any time. These may include criminal checks and health checks.

3.3 You are required to attend your course in full. If your attendance on the course falls below the limits set by the Istituto Marangoni regulation (regardless of the reason for any absence), no final certificate shall be issued.

### 4. Our rights and obligations.

4.1 We shall provide a teaching service with reasonable skill and care.

4.2 Istituto Marangoni reserves the right to revise and amend the terms of this agreement giving reasonable notice.

4.3 Course will be held at the hours, dates and programs established by the management which reserves the right to make the necessary alteration at any time.

4.4 For courses involving the physical attendance of the student in the classroom ("de visu"), the Istituto reserves the right to cancel the same prior to their commencement by giving you notice in writing with at least ONE month prior to the start of the course, if:

(a) Insufficient numbers of students enrol on the course; or  
(b) There are not the required conditions for the start of the course.

4.5 In the event that we cancel the course pursuant to clause 4.4, you will be entitled to a full refund of your enrolment fee and any fee already paid to us under this agreement.

4.6 In case a fully online or a blended course is canceled, the Istituto reserves the right for organisational reasons to cancel the same prior to their commencement, giving you notice in writing (where possible) until one week prior to the start of the course.

4.7 If a fully online course is canceled, the Istituto reserves the right, that you accept from the outset, to direct you to an alternative course with the same typology.

4.8 If, for any reason, the weeks in school of the blended option cannot be held, the Istituto reserves the right, that you accept from the outset, to deliver the course fully online.

4.9 If the Istituto is not able to deliver the alternative course pursuant to clause 4.7 or the fully online course pursuant to clause 4.8, the same will be canceled and you will be entitled to a full refund of the enrolment fee already paid.

### 5. Compliance to Visa procedure.

5.1 check with your French embassy or consulate whether you need an entry visa for a two-week or three-week stay in France. If you need, we will provide you all relevant documents to obtain your visa.

### 6. Cancellation rights, Course Transfers and Termination.

6.1 If you submitted your application form online, by fax, post or email (but not in person), a seven (7) day cancellation right will apply. You are entitled to cancel the agreement within seven days of the date on which you receive our acceptance letter in accordance with clause 1.4. If you decide to cancel the present agreement, you must notify us within seven days by post fax or e-mail to the contact details provided on our website. In the event of cancellation in accordance with the present clause, we will refund the tuition fee and any other fees already paid by you (or by your sponsor) within 30 days of receiving such notice.

### 7. Refund policy.

7.1 We will refund the tuition fee and any other fee paid to us if we do not accept you on the course pursuant to clause 1.4.

7.2 Upon cancellation by you the following refunds shall apply:

7.3 For courses that require physical attendance of the student in the classroom ("de visu"):

(a) If you provide us with written notice of cancellation of the course 60 days or more prior to the commencement of the course you will be entitled to a refund of 100% of the fees;

(b) If you provide us with written notice of cancellation of the course 59-30 days prior to the commencement of the course you will be entitled to a refund of 50% of the fees; and

(c) If you cancel the course at any time thereafter you will not be entitled to a refund of the fees.

7.4 For courses delivered in the online and blended option there is no possibility to ask for the cancellation or refund of the sum already paid.

### 8. Liability.

8.1 Subject to the provisions of this clause 8, neither party shall be responsible for any loss that the other suffers arising out of the agreement unless and to the extent that such loss was caused by negligence or serious misconduct.

8.2 The total liability of Istituto Marangoni regarding this agreement (whether in contract or tort, including negligence) shall not in any event exceed the fees for the course or any insurance cover we may have whichever shall be the higher.

8.3 You will be liable to pay for any damage you cause to our premises or property.

8.4 This clause does not exclude or limit in any way:

(a) Either party's liability for death or personal injury caused by its negligence; or

(b) Either party's liability for fraud or fraudulent misrepresentation; or

(c) any other matter for which it would be illegal or unlawful to exclude or attempt to exclude either party's liability.

### 9. Events outside Our Control.

9.1 We will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under this agreement that is caused by an event outside our reasonable control, including without limitation changes in applicable laws, actions or delays by any government authority, or refusals by any such authority to grant any necessary consents or licences and in general for causes of force majeure not depending by the Istituto, herewith included by way of example and not exhaustive, local and national strikes, and delays or defaults of third parties or suppliers, war, uprising, civil riot, willful misconduct, compliance with any law or government order, rule, regulation or direction, malfunction of plant and equipment, fire, flooding, storm, pandemic, epidemic or other outbreak of illness or contamination, interruption in the public supply of electricity, heating, lighting, air conditioning or telecommunication equipment ("force majeure events").

9.2 Our obligations under these terms will be suspended for the period that the force majeure event continues, and the time to perform these obligations shall be extended for the duration of that period; we will take reasonable steps to bring the force majeure event to an end or to find a solution by which our obligations under these terms can be performed despite the force majeure event.

### 10. Intellectual Property.

All documents, materials and tools used by the institute for training, and all intellectual property rights contained therein are the exclusive property of the institute or any third party, which it has obtained prior authorization for. The student and his legal representative is prohibited to use, reproduce, or use for any purposes other than for the programme in which he/she is enrolled. The student and his legal representative authorises the institute, non-exclusively, to communicate, display, reproduce, publish and represent all the work done by him/her as part of his/her education, (outfit, book, portfolio, business plans etc...) for promotional purposes, advertising, communication and documentation of the Institute's activities and general valuation of its teachings on all modes and all types of media and forms of exposure known and unknown (including papers, internet and intranet sites of the institute, social networks such as Facebook, Instagram etc..., advertising brochures, pamphlets, maps, stands, posters, exhibition of student works, videos, films, etc...). This authorisation given free of charge is valid worldwide without time limit. The institute is not authorised to use, for purposes other than those stated, the creations made during the studies of the student, specifically for commercial purposes to third parties.

### 11. Image Right.

The student authorises the institute, non-exclusively, to use his/her image, name and age and to report any details of his/her education or professional path.

If the student is a minor, the authorisation is given by his/her legal representative(s).

This authorisation covers using all existing supports and communication media, particularly the following: the Institute website, news, media, publishing, various brochures, directories and other promotional materials of the institute (posters, advertising in regional magazines, national, international).

This authorisation also applies to all images, interviews, audio or video recordings of the student that the institute would be likely to hold, whether the student has given them directly to the institute or the institute has realised themselves. The Institute will have the opportunity to use them in whole or in part. In particular, it is specified that, in the case of video support, the institute is authorised to extract photographs.

This authorisation, given free of charge, is valid worldwide without time limit. It is intended to ensure the presentation and promotion of the activity of the institute. The institute undertakes not to transfer to third parties its image bank and not to exploit it for commercial purposes.

### 12. "Informatique et liberté" law.

Pertaining to the law 78-17 of January 6, 1978, it is reminded that personal data requested from the student and his legal representative is required to process the enrolment.

This data may be disclosed to the institute's partners who are responsible for the implementation, processing, management and payment of enrolment.

The student and his legal representative has, in accordance with national and European regulations, a permanent right of access, modification, rectification and opposition with regard to information about him/her.

This right may be exercised by letter addressed to the institute.

### 13. Applicable law and courts.

The present terms and conditions for enrolment are subject to French law and the parties agree that in any case of dispute only the French courts will be competent authorities. These terms and conditions of enrolment are established in duplicate, dated and signed by the student and his legal representative.

I have read and I accept terms and conditions:

Paris, date:

Student's signature

**Additional clause to payment conditions valid for all enrolments to Short Courses involving the physical attendance of the student in the classroom (named “de visu”) and related to June, July and September 2021.**

With reference to the enrollments to “de visu” Short Courses related to June, July and September 2021 Intakes, in consideration of the Covid-19 current situation, this clause is an integration to the general contract conditions and replaces point 7.2 only in the following instances:

1. declaration of a full lock-down due to Covid-19 ordered by health or government authorities of the student’s city of residence and age group to which they belong which lasts until the start date of the course;
2. declaration of a full lock-down due to Covid-19 ordered by health or government authorities of the city in which the course is due to take place, which lasts until the start date of the course and/or arrangements by the French health or government authorities that make it impossible, up to 30 days from the course start, for Istituto Marangoni to conduct the courses “de visu”;
3. total impossibility to reach the destination of the course of study due to proven limitations to travel (i.e. blocking of air traffic, inability to obtain the visa) imposed for the age group of which the student belongs due to Covid- 19, by the government or health authorities of the student’s city of origin or city where the course is due to take place which last until the start date of the course, and only where Istituto Marangoni fails to indicate different itineraries that allow the student to arrive at the course location;

If any of the above cases from 1 to 3 occurs, Istituto Marangoni will guarantee to the student to join to the on line course and will refund the difference between “de visu” short course enrolment fee and the on line course one, provided that:

- a) the student provides official documentation with legal value issued by government, health or transport authorities, certifying the occurrence of one of the conditions indicated in this paragraph in points 1 and 3;
- b) the aforementioned documentation passes the school’s board validity assessment;

After the school examines the request of the student that will be assessed on a case-by-case basis, as a last resort and only after having evaluated the above option (on line short course), it will be possible to ask for the course postponement to the following intake, provided that:

- a) the student, before presenting the request, has fulfilled the payment of the tuition fee in full;
- b) the student provides official documentation with legal value issued by government, health or transport authorities, certifying the occurrence of one of the conditions indicated in this paragraph in points 1 and 3;
- c) the aforementioned documentation passes the school’s board validity assessment;
- d) sends their postponement request via certified mail or registered letter no later than 30 days before the scheduled start date for the course in which they are enrolled. Requests presented outside the aforementioned terms with adequate motivation will be assessed on a case-by-case basis.

Paris, date:

Signature of the student

Pursuant with and according to the provisions of art. 1102 and 1110 cod. civ. declares to have read, understood and accepted the aforementioned clauses

Paris, date:

Signature of the student

## Information pursuant to Art. 13 of EU Regulation 679/16 (GDPR)

### 1) Why are you receiving this communication?

Istituto Marangoni Sas, as Data Controller, wishes to inform you about what type of data we collect and through which methods, in order to guarantee respect for your rights and your fundamental freedoms, with particular reference to the confidentiality and security with which the data is processed.

### 2) What personal data do we collect?

Istituto Marangoni Sas collects and stores your personal and identifying data (such as given name, surname, residential address, email address, courses of interest, citizenship, gender, place and date of birth, telephone number) through the following channels:

- completion of web forms;
  - paper forms collected at the time of accreditation at the Marangoni Institute Open Day;
  - other events organised at our Campus or at other locations.
- We can ask social media channels to send information about our courses based on their users' profiles and according to their data processing policy, but we are not aware of your name .

### 3) For what purposes do we use your personal data?

Istituto Marangoni Sas uses your data for the following purposes:

- to accredit you during events promoted by our Campus, such as the Istituto Marangoni Open Day;
- to contact you and send you information about our courses via email or a telephone call following any request you make;
- to aggregate and analyse the information collected to improve our range of educational courses.

3.2 Subject to your express consent:

- to send you communications relating to Campus initiatives, our scholarships, our courses and events that might be of interest to you;
- to insert your data into our databases to implement profiling activities in order to send you proposals and offers in line with your interests.

Istituto Marangoni Sas uses your data for the following purposes:

### 4) How long do we retain your personal data?

We keep your data for 3 years from our last contact with you, unless you wish to request its deletion before then. After this deadline, it will be deleted or made anonymous for statistical reasons.

### 5) The security of your personal data

Your data will be processed using equipment that guarantees confidentiality, integrity and availability. The processing is carried out on paper and through computerised and/or automated systems and will include all of the operations or sets of operations envisaged in Art. 4 of the GDPR which are necessary for the processing in question, including communication with the subjects assigned to the processing itself. The data concerned will not be disseminated, however, it will or may be communicated to public or private entities or individuals, within the context of the purposes described above.

### 6) Who can access your personal data?

Only authorised persons can access your data in the context of the tasks assigned by Istituto Marangoni Sas.

Your data may also be accessed by authorised persons employed by Galileo Global Education (Parent Company, owner of Istituto Marangoni Sas), as well as NABA (Nuova Accademia S.r.l.) and Domus Academy S.r.l., whose shares are wholly owned by Istituto Marangoni Sas

Personal data will not be disseminated in any way, in addition, it may be communicated and processed by third parties duly appointed as Data Processors,

such as external collaborators and companies that provide specific technical services.

Personal data may also be accessible or may be disclosed to those whose right to access your personal data is recognised by the provisions of law or secondary or EC regulatory provisions.

### 7) Where is your personal data stored?

Your personal data will be managed and stored on servers located within the European Union and belonging to the Data Controller and/or third-party companies appointed and duly identified as Data Processors. Your data will not be transferred outside the European Union.

### 8) Is it mandatory to consent to the provision of your data?

The transmission of your data is optional. If you do not consent, you will not be able to learn about our initiatives, our events and the courses that we will organise.

### 9) What are your rights in relation to the GDPR?

In accordance with the provisions of the GDPR, Istituto Marangoni Sas guarantees you the following rights:

- to obtain confirmation of whether or not your personal data is being processed and, if so, obtain access to such data (Article 15, Right of access);
- to obtain, without undue delay, the rectification of inaccurate personal data concerning you (Article 16, Right to rectification);
- to obtain the erasure of personal data concerning you without undue delay. Istituto Marangoni Sas is obliged to erase personal data without undue delay, provided certain conditions apply (Article 17, 'Right to be forgotten');
- to obtain the restriction of processing in certain cases (Article 18, Right to restriction of processing);
- to receive, in a structured format, in common use and readable by an automatic device, the personal data that you have provided to us and where applicable to transmit it to another Data Controller (Article 20, Right to data portability);
- to object at any time, for reasons connected with your particular situation, to the processing of personal data concerning you (Article 21, Right to object);
- to receive, without undue delay, communication of any personal data breach suffered by Istituto Marangoni Sas (Article 34);
- to withdraw your expressed consent at any time (Article 7, Conditions for consent).

### 10) If you have any questions please refer to the contact details provided by the Data Controller.

If you believe that we have not complied with your rights regarding the protection of personal data, you can contact the Italian Data Protection Authority (Autorità Garante per la protezione dei dati personali). Alternatively, if you live in another country, you can contact your local Data Protection Authority.

### 11) Data Controller

The Data Controller is:

Istituto Marangoni Sas - Via Pietro Verri, 4, 20121 Milano MI  
Telefono: 02 7631 6680. E-mail [privacy@istitutomarangoni.com](mailto:privacy@istitutomarangoni.com)

Data Protection Officer (DPO) is:

Frareg S.r.l. – Viale Jenner 38 – 20159 Milano MI  
email: [dpo@frareg.com](mailto:dpo@frareg.com) - Telefono: 0269010030

### 12) Updates to this Information Notice

This Information Notice may be subject to change. Any substantial changes will be communicated to you via email or through our website.

- YES  NO I declare that I have read the Information Notice in relation to Art. 13 of the GDPR 679/16 and consent to the processing of my data (yes mandatory).
- YES  NO I agree to the processing of my data for the publication of your photographs and/or videos for educational or institutional purposes, including on the Holder's website and/or on their social networks
- YES  NO I agree to the processing of my data for the publication of your photographs and/or videos for info-promotional purposes, including on the Holder's website and/or on their social networks.
- YES  NO I consent to the processing of my data to receive information on Campus initiatives, scholarships, courses and events that may be of interest to me
- YES  NO I consent to the processing of my data for profiling purposes.

Form

Date

Legible signature of the Data Subject





**MARANGONI  
/LONDON**

<b>THE LONDON SCHOOL OF FASHION &amp; DESIGN</b>			
<b>Short Courses - Online Formula (3 weeks)</b>	<b>14 Jun - 2 Jul 2021</b>	<b>13 Sep -1 Oct 2021</b>	<b>17 Jan - 2 Feb 2022</b>
FASHION DESIGN	Eng	Eng	Eng
FASHION BUSINESS	Eng	Eng	Eng
FASHION IMAGE & STYLING	Eng	Eng	Eng
MARKETING FOR LUXURY		Eng	Eng
INTERIOR DESIGN	Eng	Eng	Eng
<b>Short Courses – Online Formula (6 weeks)</b>	<b>2 Aug - 10 Sep 2021 (6.30pm GMT)</b>		
RESPONSIBLE FASHION		Eng	
FASHION STYLING AND INDUSTRY PORTFOLIO DEVELOPMENT		Eng	
BIG DATA AND ARTIFICIAL INTELLIGENCE FOR FASHION		Eng	
EXTENDED REALITY FOR DESIGN		Eng	
<b>Short Courses (3 weeks in school)</b>	<b>14 Jun - 2 Jul 2021</b>	<b>13 Sep - 1 Oct 2021</b>	<b>17 Jan - 4 Feb 2022</b>
FASHION DESIGN	Eng	Eng	Eng
FASHION BUSINESS	Eng	Eng	Eng
FASHION IMAGE & STYLING	Eng	Eng	Eng
MARKETING FOR LUXURY		Eng	Eng
INTERIOR DESIGN	Eng	Eng	Eng

# SHORT PROGRAMMES

## Short Courses

THE LONDON SCHOOL OF FASHION & DESIGN

### SHORT COURSES - ONLINE OPTION

COURSE DURATION  
3 week online

**Fashion Design**  
**Fashion Business**  
**Fashion Image & Styling**  
**Marketing for Luxury**  
**Interior Design**

Tuition fee only £ 2,300

COURSE DURATION  
6 week online

**Responsible Fashion**  
**Fashion Styling and Industry Portfolio Development**  
**Big Data and Artificial Intelligence for Fashion**  
**eXtended Reality for Design**

Tuition Fee only £ 2,700

### SHORT COURSES

COURSE DURATION  
3 weeks in school

**Fashion Design**  
**Fashion Business**  
**Fashion Image & Styling**  
**Marketing for Luxury**  
**Interior Design**

Tuition Fee only £ 3,400  
Full package with accommodation in single room £ 4,600



# Application Form

## SHORT PROGRAMMES

# Short Courses

You can apply in the following ways:

1. New online enrolment service: visit the Istituto Marangoni website <https://www.istitutomarangoni.com/en/> and fill out the registration form for your chosen course and pay directly online through credit card or bank transfer.
2. Admission form sent by email or by post must include the following documents.

Istituto Marangoni London • The School of Fashion & Design • 30, Fashion Street • London E1 6PX • UK • [admissions.london@istitutomarangoni.com](mailto:admissions.london@istitutomarangoni.com).  
t. +44 (0)20 7377 9347

1a · Personal data			Personal information
Family name	Name		
Place of birth	Date of birth (dd/mm/yy)	Sex m / f	
Nationality	Fiscal code (only for Italian residents)		
1b · Permanent address			
Street address	City/state		
Postcode/zip code	Country		
Tel. - country code	Area code	Number	
Email	Mobile number		
1c · Address for correspondence (only if different from permanent address)			
Street address	City/state		
Postcode/zip code	Country		
Tel. - country code	Area code	Number	
Email	Mobile number		
1d · Parent or legal representative (in case of students under age of 18)			
Family name	Name		
Place of birth	Date of birth (dd/mm/yy)	Sex m / f	
Nationality	Fiscal code (only for Italian residents)		
Street address	City/state		
Postcode/zip code	Country		
Tel. - country code	Area code	Number	
Email	Mobile number		
1e · Guardian (in case of students under age of 18 - if applicable)			
Family name	Name		
Place of birth	Date of birth (dd/mm/yy)	Sex m / f	
Nationality	Fiscal code (only for Italian residents)		
Street address	City/state		
Postcode/zip code	Country		
Tel. - country code	Area code	Number	
Email	Mobile number		
2a · Previous studies			Education and work
Name of institute or university	From/to		
City and country	Qualification and subject		
2b · Indicate your most recent working experience:			
Company	City/state		
Role	From/to		
3 · Have you previously applied to, or studied at Istituto Marangoni?			Documents
Yes <input type="checkbox"/> Which course _____ No <input type="checkbox"/>			

## 4 · I am applying for admission to the Short course:

THE LONDON SCHOOL OF FASHION &amp; DESIGN

Short Courses - Online Formula (3 weeks)	14 Jun - 2 Jul 2021	13 Sep - 1 Oct 2021	17 Jan - 2 Feb 2022
FASHION DESIGN	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng
FASHION BUSINESS	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng
FASHION IMAGE & STYLING	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng
MARKETING FOR LUXURY		<input type="checkbox"/> Eng	<input type="checkbox"/> Eng
INTERIOR DESIGN	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng

Short Courses – Online Formula (6 weeks)	2 Aug - 10 Sep 2021 (6.30pm GMT)
RESPONSIBLE FASHION	<input type="checkbox"/> Eng
FASHION STYLING AND INDUSTRY PORTFOLIO DEVELOPMENT	<input type="checkbox"/> Eng
BIG DATA AND ARTIFICIAL INTELLIGENCE FOR FASHION	<input type="checkbox"/> Eng
EXTENDED REALITY FOR DESIGN	<input type="checkbox"/> Eng

Short Courses (3 weeks in school)	14 Jun - 2 Jul 2021	13 Sep - 1 Oct 2021	17 Jan - 4 Feb 2022
FASHION DESIGN	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng
FASHION BUSINESS	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng
FASHION IMAGE & STYLING	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng
MARKETING FOR LUXURY		<input type="checkbox"/> Eng	<input type="checkbox"/> Eng
INTERIOR DESIGN	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng	<input type="checkbox"/> Eng

**5a · I pay tuition fee for the 3 week online short course:** tuition fee only £ 2,300**5b · I pay tuition fee for the 6 week online short course:** tuition fee only € 2,700**5d · I pay tuition fee for the 3 week short course in school:** tuition fee only £ 3,400  
 full package in single room £ 4,600**6 · I pay tuition fee by wire transfer:****Istituto Marangoni / London School**

Bank: RBS - Royal Bank of Scotland  
 62/63, Threadneedle st. - EC2R 8LA London  
 Account number: 23154083  
 SWIFT CODE: 16-00-15  
 Swift: RBOSGB2L  
 IBAN NUMBER: GB95 RBOS 1600 1523 1540 83

**When making the bank transfer, please use full name as stated in your passport as a payment reference.**

Please send a copy of the bank transfer together with the application form.

**7 · I pay tuition fee by debit or credit card:**

I am paying the school fee by credit card:  Visa  American Express  Mastercard  Eurocard

Security Code:

Name as it appears on the card

Credit card number

Expiry date

Cardholder full address

Cardholder signature

**8 · Please send the following documents for the Short course:**

- Photocopy of passport or identity card (for students under 18, please provide the parent/legal representative's and guardian's<sup>2</sup> passport or ID card).
- Photocopy bank transfer of the tuition fee.
- Signed terms and conditions 2021-22.

In certain circumstances, Istituto Marangoni reserves the right to cancel an advertised course. For example, if it is judged that the number of enrolled students is likely to compromise our exacting standard and if certain other unforeseen situations arise. In these circumstances notification will be made to all concerned, a month before the beginning of the course. The institute is not legally bound.

All students already enrolled will receive a full refund. Cancellation with written notice 60 days before the course starting date: full refund; 59-30 days before starting date: 50% refund; within 29 days: no refund will be issued.

Please check at your British Embassy / Consulate whether you need an entry visa.

This application form together the waiver of responsibility letter, must be signed by a parent or guardian if the student is 16 or 17 years of age.

By submitting this application, I certify to Istituto Marangoni that all information in this application and in my supporting documentation is true. I have read the present prospectus and I agree to the general conditions concerning the courses and to the cancellation policy.

date

student's (or legal representative's) signature

# GENERAL CONDITIONS TO THE ENROLMENT IN THE SHORT PROGRAMMES 2021-22

## London

Welcome to the Istituto Marangoni's terms and conditions for short programmes (the "Terms"). Please read these Terms and any documents referred to within them carefully and make sure you understand them before applying to Istituto Marangoni. You will find all policies, regulations and procedures relevant to your studies in Policies, Regulations and Procedures for Students located at: <https://www.istitutomarangoni.com/en/campus/london/london-school-regulatory-documentation>

Please note that during your time as a student with us, it is Istituto Marangoni's policy to use your personal email address to communicate with you. Please check your emails regularly to make sure you stay up to date and please ensure you make us aware if you change your email address at any time.

If you are under 18 at the time of submitting an application form please ensure that you and your Parent (as defined below) read and understand these Terms. If you do not understand any part of these Terms (or any of the documents referred to in the Terms), please discuss it with our admissions team by phone on +44 (0)20 7377 9347 or email them at [admissions.london@istitutomarangoni.com](mailto:admissions.london@istitutomarangoni.com) before applying to Istituto Marangoni.

These Terms form part of any contract between you and Istituto Marangoni Ltd (registered in England and Wales with company number 4551096) ("Istituto Marangoni", "School", "we", "us", or "our") under which we agree to enrol you as a student on one of our programmes and provide you with our education services.

These Terms set out your rights and obligations as well as our obligations and the limitations of liability to you under any agreement between you and us. In particular, please note the terms dealing with changes to these Terms set out in term 1.3, additional costs set out in term 3.6, changes to the Programme and other variations set out in term 7 and our limitation of liability to you set out in term 13.

To help you navigate through these Terms, we have set out hyperlinks below to the different sections. Please click on the links below to take you to the relevant section:

1. Our Contract
2. Application Process
3. Fees and Additional Costs
4. Cancellation
5. Your Obligations
6. Our Obligations
7. Changes to programmes and other variations
8. Students under the age of 18
9. Visa Compliance
11. Refund and Compensation Policy
12. Information Sharing and Data Protection
13. Liability
14. Intellectual Property
15. General
16. Complaints

The definitions set out below apply in these Terms:

"Additional Costs" has the meaning set out in term 3.6;  
"Blended Course" means a course which is delivered partly on campus and partly online;

"Internationally Student" means a student who requires a short term study visa to take one of our short programmes in the United Kingdom;

"Parent" means a natural parent, or any person who, although not a natural parent, has parental responsibility for a child or young person, including: (i) a "legal guardian" (being an individual who has legal authority to care for a child under 18 years of age); or (ii) a "carer" (being an individual who is responsible for caring for a child under 18 years of age);

"Programme" means the programme specified in your application form;

"Tuition Fees" means the fees detailed in our admission pack and on our website [www.istitutomarangoni.com](http://www.istitutomarangoni.com);

"UKVI" has the meaning set out in term 9.2.4; and

"UKVI Rules" means the UKVI rules located at: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-part-3-students>

Any words following the terms "including", "include", "in particular", "for example" or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

### 1. OUR CONTRACT

1.1 These Terms and the following documents together form the contract between you and us ("Our Contract"):

(a) the application form and any terms set out within it, and in any terms contained in the admissions pack [or provided in the online admissions system portal (as may be applicable to the Programme you wish to apply for)];

(b) our policies, procedures and regulations;

(i) the student handbook: see <https://www.istitutomarangoni.com/en/campus/london/london-school-regulatory-documentation/>

(ii) [the relevant programme specifications: see <https://www.istitutomarangoni.com/en/campus/london/courses-in-london/>]

(iii) the code of conduct: see <https://www.istitutomarangoni.com/en/campus/london/london-school-regulatory-documentation/>

(iv) the student code of conduct: see <https://www.istitutomarangoni.com/en/campus/london/london-school-regulatory-documentation/>

(v) the terms set out in the complaints procedure and appeals procedure, see <https://www.istitutomarangoni.com/en/campus/london/london-school-regulatory-documentation/>

1.2 Our Contract is formed when we accept your application for a Programme at the School, in accordance with term 2.6 or 2.7 (as applicable). Therefore please check that you have read and understood these Terms and each of the documents listed in term 1.1 above, before applying. In addition, please check that the details in your application form and in any other document you provide to the School in connection with your application are accurate and up to date with no material omissions. By submitting the application form (whether directly or via an agent authorised to act on your behalf), you offer to enroll on your chosen Programme on the basis of these Terms.

1.3 We may revise and amend these Terms from time to time and will give you prior notice of any changes to our Terms. In the unlikely event that any amendment materially changes our Contract to your detriment, you may choose to withdraw from your Programme, terminate our Contract and claim a refund under term 11.1.5 and/or compensation under term 11.3.7. To claim a refund and/or compensation under this term, please follow our complaints procedure at <https://www.istitutomarangoni.com/en/campus/london/london-school-regulatory-documentation/>.

### 2. APPLICATION PROCESS

2.1 The "application form" referred to in these Terms is available to you via our online admissions portal at <http://admission.istitutomarangoni.com/eng> or it can be downloaded (or otherwise provided to you via email) as part of the admissions pack <http://www.istitutomarangoni.com/brochure/en/admission-pack-international-fashion-design.pdf>

2.2 Tuition Fees must be paid before or at the time of submitting the application form and in the manner specified in the application form. If payment is made by electronic transfer, a copy of the bank transfer must be submitted to us with the application form. We will not process your application until we have received cleared funds. On confirmation of payment from our bank, we will confirm receipt of payment to you.

2.3 On receipt of the Tuition Fee, your completed application form and the documents listed in the application form or in these Terms, we will check that you satisfy the eligibility criteria for your chosen Programme. If you are an International Student additional obligations apply, as described on the application form and in term 9.2.

2.4 If you do not satisfy our eligibility criteria, we may refuse your application unless we decide, in our absolute discretion, that you have demonstrated similar academic potential as is required by our eligibility criteria, in which case we will consider you for a place on the Programme. If we refuse your

application, we will refund you in accordance with term 11.2.2(i).

2.5 If you satisfy the eligibility criteria, we will consider you for a place on the Programme, but a place is not guaranteed. We may decline your application for other reasons such as over-subscription or under-subscription for the relevant Programme or if you have previously cancelled an application to us or otherwise withdrawn from a programme. If we decline your application, we will refund you in accordance with term 11.2.2(i).

2.6 We will advise you in writing as to whether we have accepted your application. Our Contract will be formed when we send you our written acceptance.

2.7 We might not permit you to enrol with the School, if:

(a) [you fail to report to the School within [INSERT PERIOD IF REQUIRED] after the date notified to you for commencement of your on-campus tuition;]

(b) you have not paid all the Tuition Fees;

(c) you do not have the correct visa documentation;

(d) you have provided materially incorrect, misleading, untrue or fraudulent information or you have withheld any information that might be relevant to your application for a place on a Programme; and/or

(e) you fail to provide us, by the date specified by us, with any documentation or any other information reasonably requested by us in the application pack or otherwise (which includes a signed parental consent form if you are under 18 years old on [1 September of the year that you are enrolling on a Programme] OR [the start date of your Programme]).

In the circumstances described above, we may immediately on written notice either (a) suspend you from the Programme or (b) withdraw you from the Programme and terminate our Contract.

If we withdraw you from the Programme for the reasons described in term 2.10.1, you might not receive a refund: please see term 11.1.7 below.

If we withdraw you from the Programme for the reasons described in term 2.10.2, you might not receive a refund: please see term 3.10 below. If we withdraw you from the Programme for the reasons described in terms 2.10.3 to 2.10.5 we will refund any Tuition Fees and any other fees paid to us under our Contract (subject to deduction of the administration charge described in term 11.4.3). In the circumstance described in term 2.10.2 (non-payment), we will contact you to discuss the options that may be available to you to resolve the issue prior to suspending or withdrawing you from the Programme.

### 3. FEES AND ADDITIONAL COSTS

#### Additional Costs

3.1 In addition to the Tuition Fees, you may also be required to pay the following additional costs ("Additional Costs"):

(a) administration fees payable to us, including:

(i) if you are an International Student, a fee of £250 to return fees paid by you if your visa application is refused;]

(ii) charges for any late or dishonoured payments ("default payments");

(iii) [a fee of £250 for any programme transfer or programme deferral granted in accordance with term 10.3 or 10.5 (as applicable).]

(iv) [courier charges (for sending copies of certificates).]

(v) charges we may reasonably incur as a result of your failure to comply with these Terms or the student handbook or code of conduct;

(vi) an administrative fee of £250 in respect of refunds in the circumstances set out in term 11.4.3.

(b) [cost of materials, text books, printing costs, equipment, art supplies and other related items (depending on the course you are studying) to support your studies (as may be applicable to your Programme and as listed on the webpage for your Programme located at <https://www.istitutomarangoni.com/en/campus/london/courses-in-london/>] (or [the Fashion & Cities course, please see the information on the application form]);

(c) fees payable to third parties, including air fares, travel costs and accommodation fees, personal expenses. . We have no control over or responsibility for fees payable to third parties;

(d) personal expenses and meals; and

(e) health insurance, insurance for travel delays or cancellation and emergency return travel to the home country, and insurance for loss or damage to personal property (all of which is recommended).

3.2 Additional Costs are payable by you as and when requested by us or by a third party (as the case may be).

#### General

3.3 If you fail to pay all or any part of your Tuition Fees or any other fees payable under the Contract for any reason, we may take legal action against you to recover the fees payable to us, plus our reasonable expenses for the costs of taking such an action. We also reserve the right (provided the unpaid amount is more than trivial and relates to the Tuition Fees and not accommodation costs or other non-academic costs) to take one or more of the following actions:

(a) suspend, exclude or withdraw you from your Programme;

(b) 3.10.3 3.10.4 withhold and the issue of any certificate;

(c) and/or

(d) terminate our Contract immediately on written notice and we will refund any Tuition Fees and any other fees already paid to us under our Contract unless your Programme has already commenced and we are unable to recruit another student in your place. If we are able to recruit another student in your place we will refund any fees paid to us under our Contract less:

(i) an administration charge of £250;

(ii) our reasonable administration costs relating to the recruitment of the replacement student; and

(iii) our reasonable administration costs for dealing with your termination and withdrawal from the Programme.

Prior to taking any action listed in this term 3.10, we will try to contact you to request payment and discuss how the issue may be resolved.

### 4. CANCELLATION

4.1 You have the legal right to change your mind and cancel our Contract without giving a reason within 14 days starting from the day after we accept your application for a place on the Programme (the "Cooling-off Period"). If you do so, subject to term 4.2 below, we will refund any Tuition Fees and any other fees already paid to us by you or on your behalf. Any refund payable under this term will be paid within 14 days of you cancelling our Contract.

4.2 If we accept your application for a Programme which starts during the Cooling-off Period and you cancel our Contract during the Cooling-off Period but after the Programme has started, you must pay for the part of the Programme that has been provided until the time that we are informed of your decision to cancel our Contract, in accordance with term 4.3, below.

4.3 How to cancel our Contract within the Cooling-off Period: Please let us know by a clear statement that you wish to cancel our Contract. You may use the form at <https://www.istitutomarangoni.com/en/campus/london/london-school-regulatory-documentation/> to notify us, but you are not obliged to do so. If you would like to use this form please print it off, complete it as indicated and send it by post or email to the address provided on the form. Alternatively you may let us know by sending us a clear statement that you wish to cancel our Contract by email to [admissions.london@istitutomarangoni.com](mailto:admissions.london@istitutomarangoni.com). We will promptly acknowledge in writing receipt of your cancellation.

4.4 You may terminate our Contract after expiry of the Cooling-off Period, but you must do so in accordance with term 10.1 below.

### 5. YOUR OBLIGATIONS

5.1 You represent, warrant and undertake that all the information provided on your application form is complete, up-to-date (as of the date submitted to us) and accurate in all respects and that there are no material omissions. It is your obligation to promptly notify us of any changes.

5.2 You agree to:

(a) enrol at the start of your Programme, at the time and the place directed by us;

(b) attend lectures, seminars and tutorials and submit assignments as required for your Programme and as described in our Attendance Policy set out in the student handbook: see <http://www.istitutomarangoni.com/en/campus/london/> unless agreed otherwise with us because of extenuating circumstances;

(c) comply with:

(i) these Terms, the student handbook, the programme specification, the code

of conduct, the complaints and appeals procedure and the student code of conduct (see links in term 1.1 above), whether the Programme is a Blended Course or online only;

any applicable rules, regulations and/or policies related to your Programme and notified to you: see <https://www.istitutomarangoni.com/en/campus/london/london-school-regulatory-documentation/>

(ii) the reasonable requests of our staff;

(iii) all requirements imposed by law, regulation or judicial order at any time, for example requirements under health and safety laws, equality laws, and anti-terrorism laws. These may also include criminal checks, health checks, adherence to our English language requirement (if applicable); and

(iv) if you are an International Student, any rules and/or requirements imposed by the UKVI;

(d) keep us informed of:

(i) any change in your visa status, if you are an International Student or any non-British/EEA national; and

(ii) any changes to your personal information (including your email address, home address and next of kin) provided in your application form or notified to us at any other time and, if you are an International Student, you must also comply with term 9.2.13;

(e) declare any criminal charges pending against you and any criminal convictions on your application form or immediately after receipt of any such charge or conviction if these arise during your Programme;

(f) submit your own work and not plagiarise the work of others;

(g) behave appropriately at all times and in such a manner as not to:

(i) cause a nuisance, injury or damage to other persons (in particular, other students, our staff, contractors, agents and any visitors);

(ii) intentionally or recklessly misuse, damage or interfere with equipment or facilities made available to you by us or to any of our property;

(iii) impede or prevent the provision of any programme of study offered by us; or

(iv) cause damage to our reputation.

5.3 If you fail to comply with your obligations, we may at our discretion:

(a) notify you of such failure and where appropriate arrange a meeting with you; and/or

(b) if your breach is material or persistent, immediately on written notice, dismiss you from your Programme and terminate our Contract (as per our disciplinary procedures: see –

<https://www.istitutomarangoni.com/en/campus/london/london-school-regulatory-documentation/> In these circumstances, you would not be entitled to a full refund: please see term 11.2.3.

5.4 Non-UK students must have adequate health insurance. It is important that you notify us of any welfare or medical conditions, disabilities or allergies that you have when you make your application so that we can care for you appropriately and make any reasonable adjustments as may be necessary. You should also notify us of any other medical conditions where special arrangements may be required. Please also notify us, when submitting your application form or as soon as possible thereafter of any medical condition (including pregnancy) and any health care or medical procedures you may require during the Programme, if this may affect your ability to fully attend the Programme. If an independent medical practitioner acting in their reasonable discretion considers that any medical procedures you notify us of in accordance with this term are avoidable or could be undertaken at another time (other than during the period in which the Programme is ongoing), then we may ask you to postpone such treatment and if you refuse, we may terminate our Contract immediately on written notice. In these circumstances, you would not be entitled to a full refund: please see term 11.2.3.

5.5 You are required to attend your Programme in full. If you are unable to attend any session, you must inform your manager. If your attendance on the Programme falls below the limits set by the student handbook (regardless of the reason for any absence), we will provide written notice to you that continued failure to attend the Programme might result in your dismissal from the Programme. If, following such notice, your attendance on the Programme continues to be unsatisfactory in our reasonable discretion, we may on written notice, dismiss you with immediate effect at any time from the Programme and terminate our Contract. In these circumstances, you would not be entitled to a full refund: please see term 11.2.3.

Prior to taking any action listed in terms 5.5.1 and 5.5.2, we will try to meet with you to discuss your attendance and any reasons you have for your absence(s). If there are, in our reasonable discretion, extenuating circumstances for your absence(s) and we have reasonable grounds to believe you can complete your Programme within the allocated time period, despite such absence(s), we may allow you to continue on your Programme.

5.6 If you do not achieve the required pass marks for any assessments or coursework, as set out in the student handbook, you shall not be entitled to receive a final certificate.

### 6. OUR OBLIGATIONS

6.1 We shall provide an education service with reasonable skill and care.

### 7. CHANGES TO PROGRAMMES AND OTHER VARIATIONS

The School will use all reasonable endeavours to deliver the Programme in accordance with the programme specifications located at <https://www.istitutomarangoni.com/en/campus/london/courses-in-london/> (and as otherwise notified to you). Programme start and end dates are not expected to change. However, we may need to alter dates, make variations to the content and methods of delivery of programmes, change tutors and locations from the published timetable, or make other reasonable changes with the overall aim of facilitating or improving the provision of any programme and to ensure that the School delivers the best quality of educational experience to you. Some examples of these changes and the reasons for such changes may include:

(a) Keeping our programme content and delivery up to date and relevant. We may need to implement technical adjustments and/or improvements, for example: to reflect developments in academic teaching, research and/or professional standards/requirements; to address any results from our regular student feedback sessions.

(b) To reflect changes in relevant laws, statutory, awarding body, regulatory and/or professional body requirements and/or sector regulation.

(c) Altering the location of your Programme. For example, to allow the School to provide the best facilities and academic provision for its students.

7.2 In making any such changes, we will aim to keep the changes to the minimum necessary to achieve the required quality of experience and will notify the affected students and applicants in advance about any changes that are required.

7.3 If we intend to make a material change to your Programme we will consult with you and take reasonable steps to obtain student consent (and, where appropriate, the consent of applicants who have been accepted and who may be directly affected by the change) and we will inform the affected students and (where appropriate, affected applicants) if we decide to implement the change(s). If you did not consent to the change and our implementation of the change materially affects you to your detriment, where appropriate, we will work with you to try to reduce the effect on you or find an appropriate solution.

7.4 If any change we make pursuant to term 7.1 above materially affects you to your detriment, you may withdraw from the Programme, terminate our Contract immediately by written notice and claim a refund under term 11.1.5 and/or compensation under term 11.3.7, by following our complaints procedure at: <https://www.istitutomarangoni.com/en/campus/london/london-school-regulatory-documentation/>

### Events Outside Our Control

7.5 The School will do all that it reasonably can to provide educational services as described on its website or in its prospectus or other documents issued by it. Sometimes

circumstances or events may arise which are outside our reasonable control ("Events Outside Our Control") which mean we cannot provide educational services as described. Examples (without limitation) of Events Outside Our Control include:

(a) industrial action by School staff or third parties;



(b) the unanticipated departure of key members of School staff or unavoidable specialist staff absence;

(c) insufficient uptake of a programme;

(d) acts of terrorism or a security threat, civil unrest or war;

(e) epidemic, pandemic or other outbreak of illness or contamination;

(f) damage or interruption or lack of access to buildings, facilities or equipment;

(g) interruption in the supply of electricity, heating, lighting, air conditioning or telecommunications;

(h) severe weather conditions, fire or flood;

(i) changes in applicable laws, regulations, actions or delays by any government authority or local authority, including restrictions on movement or travel;

(j) withdrawal of validation approval for the Programme; or

(k) refusal by any government or local authority to grant any necessary licence or withdrawal of any existing licence.

7.6 In these circumstances, the School will provide as much notice as possible and will take all reasonable steps to minimise the resultant disruption to our services and to the affected students by, for example, delivering a modified version of the Programme (including changing a Blended Course to an on-line only course), providing alternative premises, or offering affected students the chance to move to another programme. For further information on how continuity and quality of study will be preserved for current students and potential students if a risk to their continued study crystallises, please see the School's Student Protection Plan. If due to an Event Outside Our Control we are unable to continue to provide the Programme, we will promptly notify you of this in writing and (if we are unable to transfer you to another programme, or you do not wish to transfer) either you or we may terminate our Contract immediately by giving written notice to the other party, and in such circumstances our liability to you will be limited to:

(a) a refund of the Tuition Fees taking into consideration (where applicable) the proportion of the Programme completed at the time of termination of our Contract; and

(b) any compensation payable to you under our refund and compensation policy set out at term 11.3.7.

Change in Location of your Programme

7.7 Where there is a change in the location of your Programme, and you decide to continue on the Programme, you may be entitled to compensation under our refund and compensation policy set out at term 11.3.7. You may claim compensation by following our complaints procedure at <https://www.istitutomarangoni.com/en/campus/london/london-school-regulatory-documentation/>

8. STUDENTS UNDER THE AGE OF 18

8.1 Students under 18 may not enrol for Blended Courses and may enrol for fully online short courses only. We cannot accept applications from students who will be under [15] OR [17] at the time of enrolment.

8.2 For students who will be aged [15]-17 years at the date of enrolment, the following documents and information will be required with the application:

(a) application form signed by a Parent

(b) a copy of these conditions signed by a Parent

(c) waiver letter signed by a Parent

(d) [certified copy of] the passport/ID document of the student

(e) [certified copy of] passport/ID document of both the student's Parents

(f) Confirmation of the student's travel and accommodation arrangements.

8.3 If the national law of the student's home country requires an authorisation to travel abroad to be signed by the Parent(s) of the student, the student and his/her Parent(s) shall be responsible for obtaining or providing one.

9. VISA COMPLIANCE (FOR INTERNATIONAL STUDENTS)

(a) You represent, warrant and undertake that you are entering into this Contract for the purposes of undertaking and completing your Programme and not for any other purpose, including without limitation to seek employment or healthcare during the period of your Programme.

(b) We will provide you with an invitation letter in support of your application for a short term study visa. UK Visas and Immigration ("UKVI") grants such applications in its sole discretion and we do not accept any responsibility for the success or failure of any student visa application.

(c) You must adhere to all rules, regulations and requirements as stipulated by UKVI.

(d) You agree to keep us updated on the progress and outcome of your visa application and let us know of any delays in receiving your visa.

(e) You will inform us immediately if your visa application is refused and send us a copy of the visa refusal letter as soon as possible and in any event within 5 days of you receiving it. In the event that you do not wish to re-apply for a student visa, we will refund you in accordance with term 11.2.2(iv) or term 11.2.4.

(f) On enrolment you must provide us with the following information:

(i) your current original passport containing your UK immigration status document and original BRP (if applicable), to enable us to take a photocopy/electronic copy of the relevant page; and

(ii) any original documents relied on in support of your application;

(g) An enrolment and at all times during your studies of the Programme you must provide us with:

(i) your up-to-date contact details, including your UK residential address, telephone number (landline and mobile), email address and contact details of your next of kin;

(ii) if you are under 18, consent from your Parent(s) to your care arrangements in the UK, details of any changes to these care arrangements and the consent of your Parent(s) to such changes;

(iii) prior notification of any intended absence from your Programme for any period together with the reason for such absence and any supporting evidence;

(iv) prior notification of any intended withdrawal from your Programme, with supporting evidence of re-enrolment with a different sponsor, change of immigration category or re-entry into your home country, to be provided as soon as it becomes available;

(v) notification of any changes to your nationality, name, gender or facial appearance (for UKVI biometrics purposes); and

(vi) any other information or change in circumstances which could affect your immigration and visa status.

9.2 You (as an International Student) must not work in the UK under any circumstances (except as part of a course accredited work placement).

9.3 If, for any reason, you withdraw or we withdraw you from the Programme after your visa has been granted, you must provide us with confirmation that you have returned overseas or that you remain overseas and have not entered the UK.

10. Withdrawal, Termination, Programme Transfer and Programme Deferrals.

10.1 Withdrawal by you after the Cooling-off Period:

After the Cooling-off Period you may still withdraw from the Programme and terminate our Contract at any time by giving notice in writing to [academicservices.london@istitutomarangoni.com](mailto:academicservices.london@istitutomarangoni.com). Withdrawal from the Programme and termination of our Contract will take effect from receipt of your written notice. You may be entitled to a full or partial refund as set out in term 11.1.

10.1 Withdrawal by us:

In addition to any other rights of termination that we may have under these Terms, we may withdraw you from the Programme and terminate our Contract immediately by notice in writing if:

(a) you have provided materially incorrect, misleading, untrue or fraudulent information or you have withheld any information: (i) that might be relevant to your application for a place on a Programme, (see term 2.10.4); or (ii) at any other time;

(b) you do not pay the Tuition Fees as required under terms 3.1 and 3.3;

(c) you do not attend on-campus for the start of your Programme (for Blended Courses only);

(d) we decide that you may not continue as a student of the School due to a breach of the student handbook, and/or our Code of Conduct – see: <http://www.istitutomarangoni.com/en/campus/london/>

(e) your behaviour represents a serious risk to the safety, health and/or welfare of yourself or others; or

(f) you commit a material breach of our Contract, and if such breach is remediable, you fail to remedy it within 30 days after being notified in writing to do so,

or in accordance with terms 5.3, 5.4, 5.5, 9.2.11 and 9.8.

In such circumstances, you may be entitled to a full or partial refund as set out in terms 2.9, 2.10, 3.10.6 or 11.2.

Programme Transfers and Deferrals

10.2 Subject to term 10.4 below, we may grant Programme transfers (transfer from one programme at Istituto Marangoni London to another programme at Istituto Marangoni London) in our absolute discretion provided that at all times you apply in writing no later than one week after the commencement of the Programme and pay an administration fee of £250.

10.3 Subject to term 10.6 below, we may grant programme deferrals in our absolute discretion provided at all times you apply in writing no later than one week after the commencement of the Programme and pay an administration fee of £250.

11. REFUND AND COMPENSATION POLICY

11.1 Refunds for students who choose to withdraw for convenience or because of changes to these Terms or to the Programme.

11.1.1 This term 11.1 applies to students who decide to withdraw from the Programme under term 1.3, 4, 7.4, 10.1, or who do not enrol within two weeks of the enrolment date (for Blended Courses).

11.1.2 If you cancel our Contract within the Cooling-off Period we will provide you with a refund as described in term 4.1.

11.1.3 If you withdraw from the Programme under term 10.1 (for convenience), and we are unable to recruit another student on to your Programme in your place, you will not be entitled to a refund of any fees paid to us under our Contract unless a complaint investigation reveals that your cancellation is as a direct result of an error by the School, in which case we will provide you with an appropriate refund taking into consideration the proportion of the Programme completed at the time of the cancellation.

11.1.4 If you withdraw from the Programme under term 10.1 (for convenience), and we are able to recruit another student onto your Programme in your place, we will provide you with a full refund of your Tuition Fees paid to us under our Contract subject to the following deductions:

(i) an administration fee of £250 for dealing with your recruitment;

(ii) our reasonable administration costs relating to the recruitment of the replacement student;

(iii) our reasonable administration costs for dealing with your withdrawal from the Programme; and

(iv) your tuition and assessment costs and the costs of any other services provided to you up to the date of such withdrawal, dismissal, cancellation or termination (if applicable).

11.1.5 If you withdraw from the Programme under term 1.3 (because we have made a material change to these Terms) or term 7.4 (because we have made a material change to the Programme), in addition to any compensation that you might be entitled to, we will refund you as follows:

(i) if you withdraw prior to the Programme start date, we will provide a full refund of the Tuition Fees; or

(ii) if you withdraw on or after the Programme start date, we will provide you with an appropriate refund taking into consideration the proportion of the Programme completed at the time of termination of our Contract.

11.1.6 If you fail to report to the School within 2 weeks of the enrolment date notified to you, and we are unable to recruit another student on to your Programme in your place, you will not be entitled to a refund of any fees paid to us under our Contract unless (a) a complaint investigation reveals that your cancellation is as a direct result of an error by the School, or (b) in our reasonable discretion, there are extenuating reasons for your absence.

11.2 Refunds for students withdrawn from a Programme by the School

11.2.1 This term 11.2 applies to students withdrawn from a Programme by the School or refused a place on a Programme.

11.2.2 Subject to term 11.4.3 below, we will refund the Tuition Fees, and any other fees paid to us under our Contract (i):

(i) we do not accept your application for a place on the Programme;

(ii) we terminate our Contract because you do not meet the relevant English language requirement; or

(iii) your visa application is refused for reasons other than those set out in term 11.2.3(ix) (in these circumstances we will require a copy of the refusal letter before processing your refund).

11.2.3 This term 11.2.3 applies to students who have withdrawn from the Programme in any of the following situations:

(i) where you have not completed your enrolment at the beginning of your Programme (term 10.2.4), other than for reasons mentioned in term 11.2.2 above;

(ii) where you have breached the student handbook and/ or Code of conduct (term 10.2.5);

(iii) where you have breached your obligations under our Contract in a material or persistent way (term 5.3);

(iv) where you refuse to postpone medical treatment in the circumstances outlined in term 5.4);

(v) where your attendance falls below the limits set by the student handbook (term 5.5)

(vi) where we withdraw sponsorship as a result of your non-compliance with our Contract or any UKVI Rules or other requirements (International Students only: term 9.8); or

(vii) where your visa application is refused for reasons such as you have provided incorrect, incomplete, fraudulent or misleading information or documentation to the UKVI or you have deliberately submitted a visa application with the intention of being refused a visa, you will only be entitled to a refund if we are able to recruit another student onto the Programme in your place (and in the circumstances set out in this term 11.2.3 (ix), if you have provided us with a copy of your refusal letter), we will refund your Tuition Fees, subject to the following deductions:

(b) an administration charge of £250 for dealing with your recruitment;

(c) our reasonable administration costs relating to the recruitment of the replacement student;

(d) our reasonable administration costs for dealing with your termination and withdrawal from the Programme; and

(e) your tuition and assessment costs and the costs of any other services provided to you up to the date of termination of our Contract.

For refunds where your visa application has been refused, we will require a copy of the refusal letter as soon as possible. The earlier you provide this, the higher the chance of recruiting a replacement student, enabling us to refund you.

11.3 Refunds and Compensation policy for non-continuation of study.

11.3.1 The School has published a Student Protection Plan that sets out how continuation of study will be preserved for current and potential students if a risk to their continued study crystallises. The Student Protection Plan outlines the types of risk that might apply and explains the approach the School would take if these risks were to materialise.

11.3.2 This term 11.3 sets out the circumstances in which the School will refund Tuition Fees and any other relevant fees paid to us under our Contract and provide compensation where necessary if the School is no longer able to preserve the continuation of study for one or more students.

11.3.3 The School considers refunds and compensation a remedy of last resort and is committed to using its best endeavours to ensure all students are able to continue and complete their studies at the School.

11.3.4 A reference to the School no longer being able to preserve the continuation of study means that the School has terminated or intends to terminate a Programme, on which:

(i) you have accepted a place but not yet enrolled; or

(ii) you have enrolled but have not yet completed your Programme.

11.3.5 This term 11.3 will not apply to individuals who have completed their Programme unless a claim is submitted via our complaints procedures within one month of the student's completion of studies.

11.3.6 In addition to your rights set out in these Terms, you also have additional statutory remedies under the Consumer Rights Act 2015 and the Higher Education and Research Act 2017.

11.3.7 Where we are no longer able to preserve the continuation of study due to:

(i) an Event Outside Our Control; or

(ii) any other circumstance or event that is described as being a risk to the

continuation of your Programme (as set out in our Student Protection Plan and you decide to transfer to another programme or withdraw from your Programme or we have to terminate our Contract, OR

(iii) we make a change a material change to these Terms (under term 1.3) or a material change to the Programme (under term 7.4), we will:

(iv) consult and communicate with students;

(v) offer students advice and support to help them decide whether or not to transfer to another programme;

(vi) assess compensation claims from eligible students following the procedures set out at 11.3.8;

(vii) compensate eligible students to adequately cover additional travel costs within the UK for students affected by a change in location of their programme (if any);

(viii) refund students in accordance with term 7.6 or term 11.1.5 (as applicable);

(ix) communicate with applicants who have not yet enrolled on a programme, to include an offer of advice and support to help them decide whether or not to apply for a different programme at the School or find a suitable alternative.

11.3.8 To claim any compensation that you may be entitled to under our Contract, please follow our Student Complaints Procedure set out at <https://www.istitutomarangoni.com/en/campus/london/london-school-regulatory-documentation/>

11.3.9 If a student is dissatisfied with the outcome of a claim for compensation under this policy, the student may be able to apply for review by the Office of the Independent Adjudicator for Higher Education (OIA). [ <http://www.oiahe.org.uk/> ]

11.4 Refund Payments

11.4.1 Refunds will only be made to the bank and account holder (or financial institution) that originally paid the Tuition Fees or other fees and will not be paid in cash.

11.4.2 All refund payments payable under terms 2.10, 3.10, 11.1.4, 11.2.2 and 11.2.3 will be subject to a deduction of an administration charge of £250.

12. INFORMATION SHARING AND DATA PROTECTION

12.1 Please refer to our Privacy Policy at [www.istitutomarangoni.com/en/terms-of-use-and-privacy/](http://www.istitutomarangoni.com/en/terms-of-use-and-privacy/) for details of how we use the information that we collect from you.

12.2 The Higher Education Statistics Agency Limited (HESA) is the body responsible for collecting and disseminating information about higher education in the UK and the Designated Data Body for England ([www.hesa.ac.uk/about](http://www.hesa.ac.uk/about)). You are also advised that HESA is a Controller of your information. HESA's wholly-owned subsidiary company HESA Services Limited acts as a Processor to do work on behalf of HESA and other organisations described in the Student Collection Notice here: [www.hesa.ac.uk/fpn](http://www.hesa.ac.uk/fpn), but may also act as a Controller. Reference to "your provider" refers to the higher education provider which you attend. This notice relates to information about you which will be collected by your provider and passed to HESA and to other organisations as described in the Student Collection Notice. This notice sets out information about HESA and other controllers of your data, how and why they process your data, the legal bases for this processing, and your rights under data protection legislation. This notice is regularly reviewed and sometimes updated, for example when organisations change their name, or to clarify how your information is used. Updates may be made at any time and you will always find the most up to date version at [www.hesa.ac.uk/fpn](http://www.hesa.ac.uk/fpn).

13. LIABILITY

13.1 Nothing in our Contract shall exclude or limit in any way our liability:

13.1.1 for death or personal injury caused by our negligence;

13.1.2 for fraud or fraudulent misrepresentation; or

13.1.3 which cannot be excluded or limited under laws relating to discrimination, occupier's liability or health and safety.

13.2 Subject to terms 7.6 and 13.1 above, if we fail to comply with the terms of our Contract:

(a) our total liability for loss or damage you suffer as a foreseeable result of our failure to provide the Programme, either at all or to a reasonable standard, shall not exceed:

(i) the total Tuition Fees payable by you for the Programme;

(ii) any reasonable costs already incurred by you in relation to the Programme, such as visa fees, accommodation costs and travel costs directly relating to the Programme;

(iii) any compensation you are entitled to under our refund and compensation policy set out at term 11.3; and

(b) we shall not be liable for any loss or damage that is not foreseeable, or for indirect losses which happen as a side effect of the main loss or damage and which are not foreseeable. Loss or damage is foreseeable if it is obvious that it will happen or if, at the time the Contract between us was made, both you and we knew it might happen. In particular we shall not be liable for the loss or theft of your property or cash, unless caused by our staff.

13.3 You will be liable to pay for any damage you cause to our premises or property.

14. INTELLECTUAL PROPERTY

14.1 The copyright, design right and all and any other intellectual property rights in any programme materials, examination papers and any other documents or items that we prepare, produce (which shall include any materials prepared or produced by our employees, contractors or agents) or otherwise provide in connection with your Programme belong to us, or our licensors.

14.2 You may not use the materials, documents or other items detailed in term 14.1 for any commercial purpose.

14.3 If you create intellectual property rights (IPR) during your studies or research, the standard position is that, subject to term 14.4 below, you will own such rights, unless you and we agree otherwise.

15. GENERAL

15.1 If any court or competent authority decides that any of the provisions of these terms are invalid, unlawful or unenforceable to any extent, such term will, to that extent only, be severed from the remaining terms, which will continue to be valid to the fullest extent permitted by law.

15.2 If we fail, at any time while these terms are in force, to insist that you perform any of your obligations under these terms, or if we do not exercise any of our rights or remedies under these terms, that will not mean that we have waived such rights or remedies and will not mean that you do not have to comply with those obligations. If we do waive a default by you that will not mean that we will automatically waive any subsequent default by you. No waiver by us of any of these terms shall be effective unless we expressly say that it is a waiver and we tell you so in writing.

15.3 A person who is not party to the Contract (including without limitation any party that is responsible in whole or part for your fees) shall not have any rights under or in connection with it under the Contracts (Rights of Third Parties) Act 1999.

15.4 The Contract shall be governed by English law and you and we agree to the non-exclusive jurisdiction of the English courts.

16. COMPLAINTS

16.1 The School recognises there may be occasions where students wish to raise legitimate complaints relating to their programme, or the facilities and services provided by the School. It is important to both students and staff to know that such complaints will be dealt with seriously and transparently, and without fear of retribution. To ensure that this happens, the School has in place a Student Complaints Procedure and an Student Appeals Procedure, which details procedures and parameters for making a complaint, alongside what action may be taken in response to complaints: see – <https://www.istitutomarangoni.com/en/campus/london/london-school-regulatory-documentation/>

16.2 If having exhausted all stages of the School's internal complaints procedure, a student considers that the School has failed to consider and respond to their complaint appropriately, the student can refer their complaint to the Awarding Body (in respect of validated provision) and then to the Office of the Independent Adjudicator for Higher Education, which provides an independent scheme for the review of student complaints.

16.3 If you have a complaint about our admission process, please see our complaints procedure for further information: see <https://www.istitutomarangoni.com/en/campus/london/london-school-regulatory-documentation/>

I have read and I accept terms and conditions:

London, date:

Student's signature

**Additional clause to payment conditions valid for all enrolments to Short Programmes involving the physical attendance of the student in the classroom (named “de visu”) and related to June, July and September 2021.**

The definition below applies in this special provision:

“Lock-Down” means an order, advice, request, guidance or similar communication by health or government authorities due to the current corona virus pandemic as follows:

- (a) to impose a full lockdown on your city of residence and age group to which you belong which lasts until the start date of the Programme which make it impossible for you to commence the Short Programme as anticipated;
- (b) to impose a full lockdown on the city in which the Short Programme is due to take place, which lasts until the start date of the Short Programme and/or to implement measures that make it impossible, up to 30 days from the Short Programme start, for the School to deliver the Short Programme as originally offered
- (c) to implement measures that make it totally impossible to reach the destination of the Short Programme due to proven limitations to travel (i.e. blocking of air traffic, inability to obtain the visa) imposed for the age group to which you belong due to Covid-19 in your city of origin or city where the Short Programme is due to take place which last until the start date of the Short Programme, where the School fails to propose different itineraries that allow you to arrive at the course location

1. In place of the provisions of paragraph 7.6 of the General Terms (which shall not apply in the circumstances set out in these Additional Terms), we are offering this special provision to Students who have been accepted on a Short Programme and who are affected by a Lock-Down as defined above:

2. In the case of a Lock-Down, we will:

- (a) guarantee you to join to the on line Short Programme and will refund the difference between “de visu” Short Programme enrolment fee and the on line course one; or
- (b) As last resort and only after having evaluated the above option (on line Short Programme), we may offer you deferral of commencement of the Short Programme to the following intake.

3. To qualify for one of the alternatives outlined at 2 above, you must comply with the following, where applicable:

- (a) notify us promptly by email on becoming aware of a Lock-Down; and
- (b) to be entitled to a deferment, you must have paid all fees due to Istituto Marangoni in accordance with term 3 of the General Terms; and
- (c) you must respond promptly by email to any offers we make to you.

4. If you do not follow the procedure set out above you might still be entitled to a deferment, but such requests will be assessed by the School on a case by case basis.

I confirm that I have read, understood and accept the above Additional Terms:

\_\_\_\_\_  
(insert name of student)

## Information pursuant to Art. 13 of EU Regulation 679/16 (GDPR)

### 1) Why are you receiving this communication?

Istituto Marangoni Ltd, as Data Controller, wishes to inform you about what type of data we collect and through which methods, in order to guarantee respect for your rights and your fundamental freedoms, with particular reference to the confidentiality and security with which the data is processed.

### 2) What personal data do we collect?

Istituto Marangoni Ltd collects and stores your personal and identifying data (such as given name, surname, residential address, email address, courses of interest, citizenship, gender, place and date of birth, telephone number) through the following channels:

- completion of web forms;
  - paper forms collected at the time of accreditation at the Marangoni Institute Open Day;
  - other events organised at our Campus or at other locations.
- We can ask social media channels to send information about our courses based on their users' profiles and according to their data processing policy, but we are not aware of your name .

### 3) For what purposes do we use your personal data?

Istituto Marangoni Ltd uses your data for the following purposes:

- to accredit you during events promoted by our Campus, such as the Istituto Marangoni Open Day;
- to contact you and send you information about our courses via email or a telephone call following any request you make;
- to aggregate and analyse the information collected to improve our range of educational courses.

3.2 Subject to your express consent:

- to send you communications relating to Campus initiatives, our scholarships, our courses and events that might be of interest to you;
- to insert your data into our databases to implement profiling activities in order to send you proposals and offers in line with your interests.

Istituto Marangoni Ltd uses your data for the following purposes:

### 4) How long do we retain your personal data?

We keep your data for 3 years from our last contact with you, unless you wish to request its deletion before then. After this deadline, it will be deleted or made anonymous for statistical reasons.

### 5) The security of your personal data

Your data will be processed using equipment that guarantees confidentiality, integrity and availability. The processing is carried out on paper and through computerised and/or automated systems and will include all of the operations or sets of operations envisaged in Art. 4 of the GDPR which are necessary for the processing in question, including communication with the subjects assigned to the processing itself. The data concerned will not be disseminated, however, it will or may be communicated to public or private entities or individuals, within the context of the purposes described above.

### 6) Who can access your personal data?

Only authorised persons can access your data in the context of the tasks assigned by Istituto Marangoni Ltd.

Your data may also be accessed by authorised persons employed by Galileo Global Education (Parent Company, owner of Istituto Marangoni Ltd), as well as NABA (Nuova Accademia S.r.l.) and Domus Academy S.r.l., whose shares are wholly owned by Istituto Marangoni Ltd

Personal data will not be disseminated in any way, in addition, it may be communicated and processed by third parties duly appointed as Data Processors,

such as external collaborators and companies that provide specific technical services.

Personal data may also be accessible or may be disclosed to those whose right to access your personal data is recognised by the provisions of law or secondary or EC regulatory provisions.

### 7) Where is your personal data stored?

Your personal data will be managed and stored on servers located within the European Union and belonging to the Data Controller and/or third-party companies appointed and duly identified as Data Processors. Your data will not be transferred outside the European Union.

### 8) Is it mandatory to consent to the provision of your data?

The transmission of your data is optional. If you do not consent, you will not be able to learn about our initiatives, our events and the courses that we will organise.

### 9) What are your rights in relation to the GDPR?

In accordance with the provisions of the GDPR, Istituto Marangoni Ltd guarantees you the following rights:

- to obtain confirmation of whether or not your personal data is being processed and, if so, obtain access to such data (Article 15, Right of access);
- to obtain, without undue delay, the rectification of inaccurate personal data concerning you (Article 16, Right to rectification);
- to obtain the erasure of personal data concerning you without undue delay. Istituto Marangoni Ltd is obliged to erase personal data without undue delay, provided certain conditions apply (Article 17, 'Right to be forgotten');
- to obtain the restriction of processing in certain cases (Article 18, Right to restriction of processing);
- to receive, in a structured format, in common use and readable by an automatic device, the personal data that you have provided to us and where applicable to transmit it to another Data Controller (Article 20, Right to data portability);
- to object at any time, for reasons connected with your particular situation, to the processing of personal data concerning you (Article 21, Right to object);
- to receive, without undue delay, communication of any personal data breach suffered by Istituto Marangoni Ltd (Article 34);
- to withdraw your expressed consent at any time (Article 7, Conditions for consent).

### 10) If you have any questions please refer to the contact details provided by the Data Controller.

If you believe that we have not complied with your rights regarding the protection of personal data, you can contact the Italian Data Protection Authority (Autorità Garante per la protezione dei dati personali). Alternatively, if you live in another country, you can contact your local Data Protection Authority.

### 11) Data Controller

The Data Controller is:

Istituto Marangoni Ltd - 30, Fashion Street, London E1 6PX • United Kingdom  
t. +44 (0)20 7377 9347. E-mail [privacy@istitutomarangoni.com](mailto:privacy@istitutomarangoni.com)

Data Protection Officer (DPO) is:

Frareg S.r.l. – Viale Jenner 38 – 20159 Milano MI  
email: [dpo@frareg.com](mailto:dpo@frareg.com) - Telefono: 0269010030

### 12) Updates to this Information Notice

This Information Notice may be subject to change. Any substantial changes will be communicated to you via email or through our website.

- YES  NO I declare that I have read the Information Notice in relation to Art. 13 of the GDPR 679/16 and consent to the processing of my data (yes mandatory).
- YES  NO I agree to the processing of my data for the publication of your photographs and/or videos for educational or institutional purposes, including on the Holder's website and/or on their social networks
- YES  NO I agree to the processing of my data for the publication of your photographs and/or videos for info-promotional purposes, including on the Holder's website and/or on their social networks.
- YES  NO I consent to the processing of my data to receive information on Campus initiatives, scholarships, courses and events that may be of interest to me
- YES  NO I consent to the processing of my data for profiling purposes.

Form

Date

Legible signature of the Data Subject



**istitutomarangoni**   
enhancing talent since 1935

[ISTITUTOMARANGONI.COM](http://ISTITUTOMARANGONI.COM)