HOW TO ENROL

Ass. Culturale Umbria Lab

HOW TO APPLY
The application process is composed of two parts; enrolment (the basic application process) and acceptance (payment process).

Step One: Enrolment Procedure
Send the registration form (signed) by e-mail to learnlive.agenda@gmail.com along with a A Photocopy / Scanned copy of your passport information/photo page.

Step Two: Acceptance
Upon receipt of the LearnLive "Letter of Acceptance" the program enrolment fee is due. Once the fee has been paid send proof of payment by e-mail to learnlive.agenda@gmail.com.
Once the payment information is received your place in the program is confirmed and guaranteed.

GENERAL INFORMATION
Limited enrolment
All programs have limited enrolment and applicants are processed on a first come first served basis. Student enrolment is not confirmed until the application process is complete and Enrolment Fee paid in full.

The deadline for applying to this course is the 31st may 2014

Requirements
No perfoming skills are required
Students must have basic knowledge of italian language (at least level A3)

Accommodation
The school supports students in looking for accommodation in Narni
Students may choose between private houses, Bed&Breakfast, Hotels or youth hostels upon availability. Most of these options are walking distance from the school.

Private Apartments
http://www.lestanzedelgiglio.it
30€ per person (minimum 2 person per room)
Bed and breakfast
20/30€ per room
http://www.rifugiocolombo.altervista.org/
Hostel
from 22€ per person
http://www.ostellocentrosperanza.it/
Private rooms
Variuos private rooms are available upon request, have a look at Air B&b website (https://www.airbnb.com), price are between 25€ and 50€ per night

LearnLive acts as the intermediary in passing on your housing request and processing payments.

Program Cost
The course fee is 900€ (1150 USdollars/780£)
Candidates who enroll within the 30th April 2014 are entitled to a 15% reduction of the total fee.
The fee includes all the didactic materials.
Mininum amount of students is 6 and maximum is 15.
The fee does not include accomodation and travel costs

Payment procedure
The Enrolment Fee may be paid by international wire transfer (SWIFT) or through Paypal directly to the school. (Payment procedures will be displayed on the acceptance letter)

The transfer must be addressed to:

Associazione Culturale Umbria Lab
Via S. Andrea, 24 Terni (Italy)

IBAN: IT 50Y 07601 14400 00000 8833649
SWIFT: BPPIITRRXXX

Withdrawal
• In order to withdraw from a program, the applicant must send a letter of withdrawal to the secretary of the school.
• Withdrawals must be made two calendar months prior to the program start date; only the course fee will be refunded; UmbriaLab will keep 20% of the full fee for administrative reasons.
• The Enrolment fee is only refunded in the case of an applicant who is refused a student visa by the Italian Consulate.
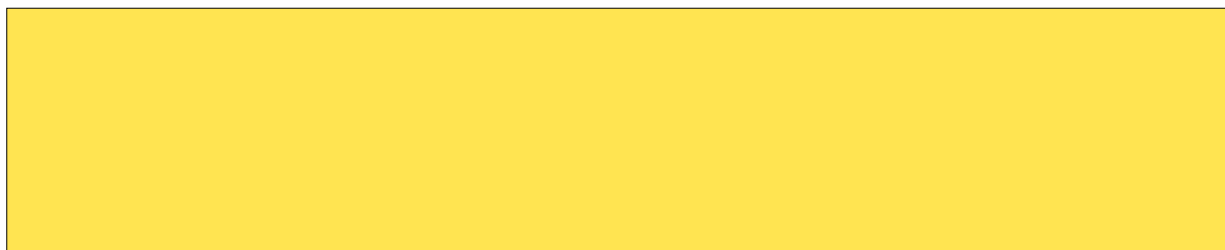
Course Cancellation
UmbriaLab reserves the right to cancel programs up to 30 days before the start date. Students enroled in a cancelled program will be notified by telephone or mail and have the full refund of all fees paid.

Health and accident insurance
All non-European Union students must obtain private health insurance to cover them while in Italy as a condition of the requirements for a student visa as well as per per LL institutional policy.

UmbriaLab reserves the inalienable right to make any modifications necessary to the present document, if they are deemed an improvement to the service provided to students, with regard to both academic goals and the optimum organization of related activities.

General Information

☐ **I have read the General Information and I agree to it.**

Signature