

ENROLEMENT PROCEDURE AND REGULATIONS

Conditions of enrollement and payment

1. All the services and prices listed here are exclusively meant for **members of our association PANDORA Scuola di Lingue e Culture**.
2. The minimum age for enrollement is **18**. Younger students are only accepted if accompanied by an adult legal guardian.
3. Group courses are held in **classes** composed of a minimum of 3 and a maximum of 12 students. In the event that this requirement is not fulfilled, the school will provide alternative solutions (Individual or One-on-Two courses) with an hourly package corresponding to the commercial value of the course originally chosen by the student.
4. At least 3 weeks before the beginning of the chosen course the following documents must be delivered to the school:
 - the **application form** filled in its entirety;
 - the **payment receipt** for 30% of the total cost of the course plus the 40 euros registration fee;
 - a photocopy or scan of the **valid identification document** used to fill the application form;
 - a recent **picture** (passport size) of the applicant.

The delivery of the documents can be done via email.

The **registration fee** is not a deposit and will not be refunded. This cost includes: the annual membership fee for Association Pandora; placement test at the start of the course and certificate of attendance once the course is completed; textbook and teaching materials; the service of an intermediary for accommodation; a guided tour in the town of Macerata.

5. **Payment** can be made by means of:

- Credit transfer to the Association Pandora bank account (any credit transfer fees must be paid by the student):

- Credit transfer to the Association Pandora Paypal account:

The school **does not accept** direct **credit card** payments.

6. The fee for the chosen course must be paid in full **before** the beginning of the course. For the admission to the course the student will need to show proof of the payment.

7. In case of **withdrawal** from the course notice must be sent to the school in written form at least 30 days before the beginning of the course, in which case a full refund of the course's fee, excluding banking fees and the registration fee, is guaranteed. No refund is possible for cancellations made 29 days or less before the beginning of the course.

8. No refunds, total or partial, are possible after the course has started.