



MATRICULATION FORM TO THE THREE-YEAR BACHELOR OF ARTS DEGREE (BA) PROGRAM IN ENGLISH LANGUAGE – Italian Students

(PLEASE WRITE CLEARLY AND IN CAPITAL LETTERS)

SECTION I: PERSONAL INFORMATION

I, THE UNDERSIGNED

LAST NAME _____

FIRST NAME _____

Place of birth _____ Country (_____) _____

Date of birth _____ gender: F () M ()

Nationality _____

Fiscal Code _____

Permanent Address

Town _____ Country _____

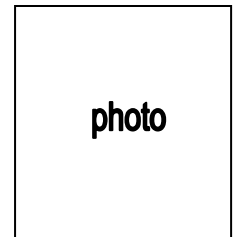
Address _____ ZIP Code _____

Telephone nr. _____ Mobile _____ e-mail _____ @ _____

Temporary Address (only if different from the permanent address)

Town _____

Address _____ street nr. _____ ZIP Code _____



SECTION II: SECONDARY SCHOOL

I DECLARE TO HAVE OBTAINED THE FOLLOWING SECONDARY EDUCATION QUALIFICATIONS:

Type of Secondary School _____

Issued by Italian Secondary School Foreign Secondary School

School year 2016/17 2015/16 other _____

Grades obtained _____ / _____ (specify the grades obtained according to the evaluation system used in the country where the diploma was awarded)

Grades in letters: _____ / _____

Name of Secondary School _____ State School Legally accredited.

City _____ Country _____

I hereby attach a self-certification of the Italian Secondary school qualification which I'm not able to submit in original yet

SECTION III: REGISTRATION

ASK

To be admitted to the academic year 2017/18 to 1st 2nd 3rd year of the 3 Year of

Bachelor of Arts Degree (BA) course (180 credits)

Diploma Program Course (Non-Academic Course not providing credits)

In:

GRAPHIC DESIGN & ART DIRECTION

FASHION DESIGN

DESIGN

NEW TECHNOLOGIES FOR APPLIED ARTS



SEZIONE IV: PREVIOUS ACADEMIC CAREER

DECLARES:

Not to have applied to another course in this Institute nor in any other Italian or foreign Academy/University or College

Also DECLARES:

- with this matriculation form is the first time I have applied to the University System
- This isn't the first time I have applied to the University System. I have applied to the University System before this matriculation and:
(select option)

➤ Option 1 - I have obtained an Academic Degree/University Diploma

Name of qualification _____

Date _____ in the Academic Year 2016/17 2015/16 Other _____

at

the University _____

Fine Arts Academy _____

City _____

Country _____

Grades obtained _____ / _____

(specify the grades obtained according to the evaluation system used in the country where the diploma was awarded)

Grades in letter: _____ / _____

- Please attach copy of the Academic Degree /University Diploma Certificate

➤ Option 2 - I have applied for transfer

from the University _____

from Fine Arts Academy of _____

Name of Faculty / Course _____

City _____

Country _____

Matriculation date _____

➤ Option 3 - I have withdrawn from my studies or have quit a previous academic career at:

University _____

Fine Arts Academy _____

Name of Faculty / Course _____

Country _____

Matriculation date _____

In the Academic Year _____ dated _____

- Please attach copy of the Certificate of withdrawal



I have requested an assessment of my previous educational credits (Form available from the Academic Registration Office)

SECTION V: DOCUMENTS TO ENCLOSE

- For students that have a **qualification issued by an Italian Secondary school**:
Qualification in original institute's certificate affidavit NABA certified copy
- Students who have been **awarded with a non-Italian high school diploma** (see bottom of the page*)
- An original authenticated copy of your high school diploma**, translated and legalized by the Italian diplomatic authorities
 - Letter of Academic Eligibility and Suitability** by the Italian Embassy or Consulate abroad in charge in the area and accompanied by an official translation in Italian
 - Certificate stating your previous partial academic or high school studies must be only submitted if you want to move to NABA and you have previously studied in some other academies or if you have been awarded with a high school diploma achieved in a period shorter than 12 years of school attendance**
- A photocopy of your identity card or passport** (including document number, date and place of issue)
- A photocopy of your Fiscal Code**
- The ID card of the guarantor/s** (see section VIII general conditions)
- Information in accordance with the Italian personal data protection Act Art. 13 legislative decree 196/2003** (Personal data protection policy) - Attachment 1 Inf. 4/01
- 2 passport-size photographs** (please attach photo in the space above on page 1)
- English proficiency certificate** (IELTS 5.0 only for non native speakers):
English language test (name): _____
Test score: _____ Test date: _____
- Receipt of payment** of the application fee of 800,00 euros and of the regional tax for the right to education of 140,00 euros (in case of payment through bank transfer, the receipt of payment must be attached to the application form)
- Supporting financial documents** in order to define the tuition fee according to the income bracket – see “Income Bracket assignment guide”
- exempted from the submission of the individual income tax return, belonging to the 5th bracket.
- English Language Certificates:**
- YES** (Language Certificate to be evaluated.
(Send a copy to the following email address: languagecentre@laureatedesign.it. Original certificate must then be presented to the Language Centre in NABA).
 - NO** (need to take Laureate English test)

Milano, _____

(Student Signature)

*The undersigned **declares** to be acknowledged with the fact that the enrollment form of the student with a foreign Degree is accepted upon the following conditions:

- a) the degree evaluated by the documents submitted and by the declaration of value allows the access to the course chosen by the student in the Academy.
- b) the foreign degree has been awarded after a minimum of years of education required by ministerial dispositions for enrolling to academic studies.

The undersigned declares also to be acknowledged with the fact that a Board of Examiners designed by the Chief will evaluate the validity of the Declaration of Value of the foreign degree. In case the Declaration of Value is not considered suitable by the Board, the student will be enrolled to the Diploma program Course (auditor) of the same course, without obtaining the academic formative credits and the I level Academic Bachelor degree (ref. Academy Didactic Regulations art. 21/2).

Milan, _____

(Student Signature)



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SECTION VI: TAX, CONTRIBUTIONS AND TUITION FEES

I the undersigned AGREE TO THE PAYMENT OF THE FOLLOWING AMOUNTS WITHIN THE ESTABLISHED DEADLINES:

ENROLMENT FEE FOR THE ACADEMIC YEAR 2017/18	€ _____
ACADEMIC CONTRIBUTION that goes towards the functioning of the NABA infrastructures and services	€ _____
REGIONAL TAX subject to any adjustment that may be indicated in the regional tender published in July 2018	€ 140,00
TUITION FEE FOR THE ACADEMIC YEAR 2017/18	€ _____,00
TOTAL AMOUNT	€ _____,00

SECTION VII: FUNDING AND SCHOLARSHIP

I the undersigned DECLARE TO BE THE RECIPIENT OF THE FOLLOWING NABA FUNDING/SCHOLARSHIP:

partial exemption of
contributions/tuition fee

NABA scholarship:

funding granted: _____

€ _____,00

SECTION VIII: GENERAL CONDITIONS

1. In accordance with the article 54, 1st paragraph of the Consumer Code: for signed contracts, contractual proposals of registration at distance, and for any contract negotiated outside the site of “Nuova Accademia” (NABA), it is recognized to the student the right to withdraw from the contract without the risk of incurring in any extra expenditure and without the payment of any penalty, within fifteen working days from the conclusion of the contract. The student willing to withdraw shall send a written notification containing name and surname, the address of the student, date and place, student’s signature; it will be considered termination date, the date when the written notification will be received. The written notification shall be addressed to: Nuova Accademia Srl – Via C. Darwin 20, 20143 Milano (MI).

2. If a student withdraws from the contract lawfully, he/she has the right to get a refund of all the payments made order to NABA, included the delivery costs of the enrollment fee, without undue delay, within and in any event not later than fourteen days from the day on which NABA is informed of the student’s decision and has recognized the legitimacy of withdrawal. NABA will carry out such reimbursement using the same means of payment the student used for the initial transaction, unless he/she has expressly agreed otherwise and provided that the student shall not incur any costs as a result of such reimbursement.

3. NABA will activate courses only if a minimum of 10 participants will enroll (minimum nr. of students to activate an undergraduate program). If the number of 10 students will not be achieved, the course will not take place. NABA will promptly communicate to the student if a course will be run or not. NABA will inform students at least 30 days prior the beginning of the course whether it will not be run. In such event, NABA will refund the students in the shortest possible term. NABA is exempted by any extra costs incurred by students (i.e. travel, food, accommodation...) for the enrollment and admission process.

4. NABA reserves the right (up to 30 days before beginning of program) to:

- Cancel a course
- Change a course
- Change location of classes

If a student withdraws up to 1 day before beginning of the program, the student has the right to get a refund of the tuition fee. Refund is not available for enrollment fee. If NABA is responsible for course cancellation, NABA will refund the student twice what has been paid.

5. Enrolment to a course, together with the payment of the required enrollment fee, creates a binding agreement to follow the course and to pay the full fees. NABA reserves the right (excepting what’s stated on paragraphs 1-2-3) to dismiss or expel a student at any time for non-payment of fees or any other due amount, failure to meet the ongoing attendance requirement, late commencement of study and/or withdrawal from courses commenced under any circumstances (personal reason, health problem, family related problem...). No refunds will be granted to the student (including any prepaid fees or deposits) dismissed under this paragraph; the student must pay the total amount of the tuition and the academic contribution fee, with stipulated terms and deadlines.

However NABA reserves the right to grant a 30% refund (of the academic contribution fee and tuition fee) to the student enrolled in the 1st year, if withdrawal application is received within 60 days from the beginning of the course; therefore, the student must pay in any case 70% of the tuition fee and academic contribution fee.

Fees (application fee excluded) will be refunded only if visa is rejected and the student sends a rejection declaration issued by the Italian Embassy or Consulate.

6. Deferral of future academic years: in the event the student freezes his/her participation to the course within June 30, and defers to a future academic year, NABA reserves the

right to require a payment of Euro 250 as suspension fee for each deferred year. Requests of deferral will be accepted for a maximum of 3 academic years. The tuition fee and the didactic contribution already paid by the student will be valid for the academic year of attendance. Whereas in the event the student decides not to continue his/her studies, the tuition fee and the didactic contribution already paid will not be refunded.

7. NABA reserves the right to use its discretion to determine number of courses and type of courses yearly set up for each program. NABA guarantees to enrolled students the minimum courses required to obtain the diploma as defined by MIUR (Ministry of Education, University and Research) or any other present normative.

8. Subjects may change for academic purposes or for Ministerial reasons related to the AFAM reform system (AFAM is the system of "Alta Formazione Artistica e Musicale", including all public and private Fine Arts and Music Academies recognized by the Ministry itself).

9. Classes will take place weekly, according to what is foreseen in the yearly academic calendar.

10. NABA programs are taught in Italian or in English. Students are required to submit evidence of their knowledge of the language according to the chosen program at matriculation time. Should the student not be able to submit one of the required certificates, NABA will test the student's language knowledge (for English using the Laureate English level test) and will assign them their level. If the obtained level is below the required one, students will have to attend a specific remedial course - to be arranged with the Language Center - in order to reach the required level.

Every student enrolled in an undergraduate course taught in Italian, who does not have one of the listed English certificates, has to sit the Laureate English test to assess their level of English. Test results are in line with the levels established by the European Framework of Reference for Languages. The result of the test will either grant them the credits for English or will place them at a level of English for which attendance to one or more courses will be required before graduation.

11. NABA guarantees to students access to educational areas for all the duration of classes as foreseen for the academic year, and for the number of hours necessary to complete the program. Further access to didactic structures is subject to didactic scheduling needs and logistic availability.

12. NABA shall not be liable for any failure or delay in the performance, in whole or part, of any of our obligations arising from or attributable to acts, events, omissions or accidents beyond or reasonable control including, but not limited, to strikes lockouts or other industrial disputes (involving our workforce or the workforce of any other party), act of god, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulations or direction, accident breakdown of plant or machinery, fire, flood, storm, pandemics, epidemics or other outbreaks of disease or infection in the public supply of electricity, heating, lighting, air conditioning or telecommunications equipment.

13. Each and every Intellectual Property Rights that will result from the creative and inventive activities related to the projects that will be carried out by individual students or groups of students, within an educational project, under the guidance of NABA's teachers and / or directors, and any and all materials created, designed and carried out by students during the academic activity (i.e. essays,

researches, sketches/drawings, models, presentations) will be exclusive property and ownership of NABA and will be for free and out righted remised to NABA. NABA will hold each and every right for taking advantage of the material and use it for economic purposes. Moreover, NABA will also have the right to use the material for any and all purposes such as advertisements, promotion, internal policy, information, didactic research, educational projects etc... (These are not exhaustive examples). Consequently, NABA will hold each and every right to register the Intellectual Property Rights and copyrights in national, European and international registers, without prejudice to the student right to be recognized as author.

14. Enrolment fee and tuition fee do not include photocopies, lecture notes, color printings, materials to be used for all project workshops, as well as computer rendering of the final thesis, participation to exhibits or contests.

15. Late payments of the tuition fee, or any of its instalments, will imply a fine of €50 up to 30 days delays and €100 for further delay. However students are not allowed to enter classes until the time they pay the overdue amount. In case of late payment, the student's attendance will not be registered and this absence will not be justified.

16. In case of persistent delay NABA reserves the right to require the immediate payment of the outstanding amount, suspending or excluding from the program and from exams the defaulting student as well as to start the necessary legal action for retrieving the total amount including all expenses: interests, fines, legal billings and everything else as per art 15.

17. Students are expected to conduct themselves at all times in a manner which demonstrates respect for NABA and its staff, fellow students / delegates and property. Breaches of the Student Code of Conduct can amount to gross misconduct, which may lead to expulsion from study (without refund) and refund for damage property.

18. NABA reserves the right to seek compensation for any damages incurred by the student to the premises and equipment. The student is required to use them correctly and to respect the cleanliness of the premises and areas of common use.

19. It is forbidden to bring dogs and others animals on NABA campus.

20. NABA is not responsible under any condition for any object lost or property left unattended in the Academy structures. Students are expected to maintain areas and spaces cleaned.

21. Tuition Fee is yearly upgraded by annual ISTAT (inflation rate) from the following academic year from enrollment date.

22. EU Students of the 1st year of the course that will not present the family income documentation relating to the allocation of income bracket within the start of the courses, will be assigned automatically to the highest family income bracket. EU Students from 2nd and 3rd year need to present the whole fiscal documentation required in order to have their family income bracket evaluated and the relevant tuition fee determined accordingly. The deadline to submit the requested documentation is November 30 of each year. The new evaluation will be carried out within December, 31st. Students failing to deliver all documents by the established deadline will be assigned to the maximum income bracket.



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23. Enrolment fee and tuition fee do not include the Graduation Thesis Fee of Euro 520,00 to be paid at the beginning of the 3rd year contextually to the registration to the program.

Additionally, a tax of € 90,84 (which may vary according to the Academic Diploma Regulation of the Academic Year of Graduation) for the Italian Agenzie delle Entrate (Internal Revenue Service) will be requested in order to receive the Degree on parchment paper.

24. The enrollment of the student in possession of a foreign secondary school diploma is accepted upon the following conditions:

a. The awarded Diploma allows the access to the Academic course chosen by the student; this requirement is confirmed by the declaration of value of the foreign diploma and the official Italian translation of the original study title.

b. the foreign diploma has been awarded after the minimum number of years of education required by ministerial dispositions for enrolling to academic studies.

A Board of Examiners designed by the Chief Academic Officer will evaluate the validity of the Declaration of Value of the foreign secondary school Diploma. In case the Declaration of Value is not considered suitable by the Board, the student will be enrolled to the Diploma program Course (auditor) of the same course, without obtaining the academic formative credits and the 1st level Academic Bachelor degree (ref. Academy Didactic Regulations art. 21/2). In case the foreign diploma does not meet the requirements of the Italian Ministry of Education, this fact does not represent just cause of unilateral withdrawal and the refusal of the student to accept the enrollment into the Diploma program will have consequences and effects in accordance with Articles 5 and/or 16.

25. Any controversy falls within the competence of the Milan legal court.

Milano, _____

(Student signature)

Please refer to art.13 of the Italian legislative decree 196/2003 for the personal data processing, in accordance with the terms of the current legislation. The applicant can contact Nuova Accademia Srl concerning the data processing procedures email - privacy@laureatedesign.it

For everything that is not covered herein, with reference to NABA enrollment regulations, please read "Application Form and Admission Procedure for three-year Bachelor of Arts degree 2017/18" and "Income Bracket assignment guide".

I hereby declare that I read, in addition to the information about the course chosen by the student, articles 1) and 2) referring to information and instructions about the right of withdrawal, the effects of withdrawal and the procedures to exercise such right.

Following art. 1341 e 1342 c.c. I declare to have read and approved articles: 3) Non activation of the course 4) Cancellation and/or changement of the Course and its location 5) Obligation to pay fees, contribution to didactics, tuition fee 6) Deferral of future academic years 7) NABA's right to use its discretion to determine number of courses 12) NABA's exoneration from liability 13) NABA intellectual property rights 14) Costs excluded from the fees, rates and contributions 15) Fine for late payments 16) Persistent delay in the payment of fees-consequences-suspension or exclusion from the program and from the exams 20) NABA's exoneration from liability in case of loss and misplacement of student's personal effects 21) Yearly adjustment of the tuition fee 22) Obligation to submit documentation of family income bracket - consequences in case of no-show 23) Graduation Thesis Fee 25) Milan legal court

(Student signature)

As a guarantee of all contractual obligations the guarantor/s are the following:

- Student father Mr. _____, _____
(father's signature)
- Student mother Ms. _____, _____
(mother's signature)
- (other) _____ Mr/Ms _____, _____
(signature)

Here in attachment the ID card of the guarantor/s

MATRICULATION OFFICE ONLY

Student _____ Student ID number _____ Academic year 2017/18

Acceptance of the application form
(Administration office signature)

Please refer to art.13 of the Italian legislative decree 196/2003 for the personal data processing, in accordance with the terms of the current legislation. The applicant can contact Nuova Accademia Srl concerning the data processing procedures email - privacy@laureatedesign.it



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**INFORMATION IN ACCORDANCE WITH THE ITALIAN PERSONAL DATA PROTECTION ACT
ART. 13 LEGISLATIVE DECREE 196/2003**

“Personal data protection policy”

Under the Legislative Decree 196/2003, we hereby inform you that the processing of personal data will be based on the principles of correctness, lawfulness and transparency. The personal data provided will also be registered and electronically stored by NABA. NABA adopts appropriate security, logical and physical procedures to ensure adequate data protection. Furthermore, the data may be communicated by means and procedures strictly necessary to fulfil the obligations related to the Academy's activity and in particular to:

- Fulfil the contractual and legal obligations towards the person concerned.
- Carry out the necessary formalities to undertake and to continue a relationship with the Academy.
- Handle the collection and payments arising from the contracts.
- Allow third parties to carry out technical and organizational tasks.

You have the right to know the origin and the use of your personal data in our possession. You also have the right to update, integrate, or cancel your data or you can have your data blocked or deny their processing; in this respect, you may contact the person in charge of processing your personal data:

NABA - Via Darwin, 20 - 20143 Milan; email - privacy@laureatedesign.it

I the undersigned:

Surname: _____ Name: _____

Place of Birth : _____ Date of Birth _____

Permanent Address: _____ ZIP Code _____

Town: _____ Country . _____

Providing your personal data is optional. However, without your personal data and without your permission, we cannot accept your Matriculation form to NABA and therefore we cannot provide the services and activities you have requested.

YES, I AGREE

NO, I DO NOT AGREE

Date, _____ Signature _____

We also ask you to express your agreement or non-agreement to allow your parents or your tutor to obtain data or general information and/or specific to your training path and/or academic life.

We inform you that this agreement is optional and will not prevent NABA to supply the required services.

YES, I AGREE

NO, I DO NOT AGREE

Date, _____ Signature _____

Your personal data concerning your academic career or personal records might be transmitted to NABA partner companies only to offer you the Housing Service which consists of:

1. Information about available options and services
2. Instructions on how to book and to choose different options
3. Instructions on how to access the website

We inform you that this agreement is optional and will not prevent NABA to supply the required services.

YES, I AGREE

NO, I DO NOT AGREE

Date, _____ Signature _____

Furthermore, the data may be disclosed to controlling companies, controlled companies and affiliates in order to provide you information regarding activities promoted by the Academy. The collected personal data will NOT be spread.

We inform you that this agreement is optional and will not prevent NABA to supply the required services.

YES, I AGREE

NO, I DO NOT AGREE

Date, _____ Signature _____

NOTE: "Personal data" means "any information concerning an individual, legal person, entity or association, identified or identifiable, even indirectly by referring to any other information, including a personal identification number". "Processing" means "any operation or set of operations carried out with or without the support of electronic or computer-based means, regarding data collection, registration, organization, preservation, elaboration, modification, selection, extraction, comparison, use, interconnection, block, communication, diffusion, cancellation and distribution".

**TREATMENT OF PERSONAL DATA: DECLARATION AGREEMENT ACCORDING TO LEGISLATION N. 196/2003
RELEASING DECLARATION FOR FREE SERVICES**

According to Legislation n. 196/2003 "Protection of people and other subjects with regards to personal data", and having read the legislation, I authorize Nuova Accademia di Belle Arti di Milano to use copies (made by film, magnetic or photographic support, or any other mean) of my picture or images of any work I produced within NABA, even scaled or adapted, as long as ethics are respected. These could be used, with no time limitations and no charge, for any marketing initiative to promote the activities supplied and/or produced by NABA in any form or mean, in Italy and in any foreign Country where similar legislation to 196/2003 apply.

We inform you that this agreement is optional and will not prevent NABA to supply the required services.

YES, I AGREE

NO, I DO NOT AGREE

Date, _____ Signature _____



**MATRICULATION FORM TO THE 3-YEAR BACHELOR OF ARTS DEGREE (BA)
PROGRAM IN ENGLISH LANGUAGE – Italian Student**

SURNAME _____

NAME _____

COURSE _____ **YEAR** _____

has submitted the Matriculation form on _____

GENERAL CONDITION

1. In accordance with the article 54, 1st paragraph of the Consumer Code: for signed contracts, contractual proposals of registration at distance, and for any contract negotiated outside the site of "Nuova Accademia" (NABA), it is recognized to the student the right to withdraw from the contract without the risk of incurring in any extra expenditure and without the payment of any penalty, within fifteen working days from the conclusion of the contract. The student willing to withdraw shall send a written notification containing name and surname, the address of the student, date and place, student's signature; it will be considered termination date, the date when the written notification will be received. The written notification shall be addressed to: Nuova Accademia Srl – Via C. Darwin 20, 20143 Milano (MI).

2. If a student withdraws from the contract lawfully, he/she has the right to get a refund of all the payments made order to NABA, included the delivery costs of the enrollment fee, without undue delay, within and in any event not later than fourteen days from the day on which NABA is informed of the student's decision and has recognized the legitimacy of withdrawal. NABA will carry out such reimbursement using the same means of payment the student used for the initial transaction, unless he/she has expressly agreed otherwise and provided that the student shall not incur any costs as a result of such reimbursement.

3. NABA will activate courses only if a minimum of 10 participants will enroll (minimum nr. of students to activate an undergraduate program). If the number of 10 students will not be achieved, the course will not take place. NABA will promptly communicate to the student if a course will be run or not. NABA will inform students at least 30 days prior the beginning of the course whether it will not be run. In such event, NABA will refund the students in the shortest possible term. NABA is exempted by any extra costs incurred by students (i.e. travel, food, accommodation...) for the enrollment and admission process.

4. NABA reserves the right (up to 30 days before beginning of program) to:

- Cancel a course
- Change a course
- Change location of classes

If a student withdraws up to 1 day before beginning of the program, the student has the right to get a refund of the tuition fee. Refund is not available for enrollment fee. If NABA is responsible for course cancellation, NABA will refund the student twice what has been paid.

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However NABA reserves the right to grant a 30% refund (of the academic contribution fee and tuition fee) to the student enrolled in the 1st year, if withdrawal application is received within 60 days from the beginning of the course; therefore, the student must pay in any case 70% of the tuition fee and academic contribution fee.

Fees (application fee excluded) will be refunded only if visa is rejected and the student sends a rejection declaration issued by the Italian Embassy or Consulate.

6. Deferral of future academic years: in the event the student freezes his/her participation to the course within June 30, and defers to a future academic year, NABA reserves the right to require a payment of Euro 250 as suspension fee for each deferred year. Requests of deferral will be accepted for a maximum of 3 academic years. The tuition fee and the didactic contribution already paid by the student will be valid for the academic year of attendance. Whereas in the event the student decides not to continue his/her studies, the tuition fee and the didactic contribution already paid will not be refunded.

7. NABA reserves the right to use its discretion to determine number of courses and type of courses yearly set up for each program. NABA guarantees to enrolled students the minimum courses required to obtain the diploma as defined by MIUR (Ministry of Education, University and Research) or any other present normative.

8. Subjects may change for academic purposes or for Ministerial reasons related to the AFAM reform system (AFAM is the system of "Alta Formazione Artistica e Musicale", including all public and private Fine Arts and Music Academies recognized by the Ministry itself).

9. Classes will take place weekly, according to what is foreseen in the yearly academic calendar.

10. NABA programs are taught in Italian or in English. Students are required to submit evidence of their knowledge of the language according to the chosen program at matriculation time. Should the student not be able to submit one of the required certificates, NABA will test the student's language knowledge (for English using the Laureate English level test) and will assign them their level. If the obtained level is below the required one, students will have to attend a specific remedial course - to be arranged with the Language Center - in order to reach the required level. Every student enrolled in an undergraduate course taught in Italian, who does not have one of the listed English certificates, has to sit the Laureate English test to assess their level of English. Test results are in line with the levels established by the European Framework of Reference for Languages. The result of the test will either grant them the credits for English or will place them at a level of English for which attendance to one or more courses will be required before graduation.

11. NABA guarantees to students access to educational areas for all the duration of classes as foreseen for the academic year, and for the number of hours necessary to complete the program. Further access to didactic structures is subject to didactic scheduling needs and logistic availability.

12. NABA shall not be liable for any failure or delay in the performance, in whole or part, of any of our obligations arising from or attributable to acts, events, omissions or accidents beyond or reasonable control including, but not limited, to strikes lockouts or other industrial disputes (involving our workforce or the workforce of any other party), act of god, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulations or direction, accident breakdown of plant or machinery, fire, flood, storm, pandemics, epidemics or other outbreaks of disease or infection in the public supply of electricity, heating, lighting, air conditioning or telecommunications equipment.

13. Each and every Intellectual Property Rights that will result from the creative and inventive activities related to the projects that will be carried out by individual students or groups of students, within an educational project, under the guidance of NABA 's teachers and / or directors, and any and all materials created, designed and carried out by students during the academic activity (i.e. essays, researches, sketches/drawings, models, presentations) will be exclusive property and ownership of NABA and will be for free and out righted remised to NABA. NABA will hold each and every right for taking advantage of the material and use it for economic purposes. Moreover, NABA will also have the right to use the material for any and all purposes such as advertisements, promotion, internal policy, information, didactic research, educational projects etc... (These are not exhaustive examples). Consequently, NABA will hold each and every right to register the Intellectual Property Rights and copyrights in national, European and international registers, without prejudice to the student right to be recognized as author.

14. Enrolment fee and tuition fee do not include photocopies, lecture notes, colour printings, materials to be used for all project workshops, as well as computer rendering of the final thesis, participation to exhibits or contests.

15. Late payments of the tuition fee, or any of its instalments, will imply a fine of €50 up to 30 days delays and €100 for furthers delay. However students are not allowed to enter classes until the time they pay the overdue amount. In case of late payment, the student's attendance will not be registered and this absence will not be justified.



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16. In case of persistent delay NABA reserves the right to require the immediate payment of the outstanding amount, suspending or excluding from the program and from exams the defaulting student as well as to start the necessary legal action for retrieving the total amount including all expenses: interests, fines, legal billings and everything else as per art 15.

17. Students are expected to conduct themselves at all times in a manner which demonstrates respect for NABA and its staff, fellow students / delegates and property. Breaches of the Student Code of Conduct can amount to gross misconduct, which may lead to expulsion from study (without refund) and refund for damage property.

18. NABA reserves the right to seek compensation for any damages incurred by the student to the premises and equipment. The student is required to use them correctly and to respect the cleanliness of the premises and areas of common use.

19. It is forbidden to bring dogs and others animals on NABA campus.

20. NABA is not responsible under any condition for any object lost or property left unattended in the Academy structures. Students are expected to maintain areas and spaces cleaned.

21. Tuition Fee is yearly upgraded by annual ISTAT (inflation rate) from the following academic year from enrollment date.

22. EU Students of the 1st year of the course that will not present the family income documentation relating to the allocation of income bracket within the start of the courses, will be assigned automatically to the highest family income bracket. EU Students from 2nd and 3rd year need to present the whole fiscal documentation required in order to have their family income bracket evaluated and the relevant tuition fee determined accordingly. The deadline to submit the requested documentation is November 30 of each year. The new evaluation will be carried out within

December, 31st. Students failing to deliver all documents by the established deadline will be assigned to the maximum income bracket.

23. Enrolment fee and tuition fee do not include the Graduation Thesis Fee of Euro 520,00 to be paid at the beginning of the 3rd year contextually to the registration to the program.

Additionally, a tax of € 90,84 (which may vary according to the Academic Diploma Regulation of the Academic Year of Graduation) for the Italian Agenzie delle Entrate (Internal Revenue Service) will be requested in order to receive the Degree on parchment paper.

24. The enrollment of the student in possession of a foreign secondary school diploma is accepted upon the following conditions:

a. The awarded Diploma allows the access to the Academic course chosen by the student; this requirement is confirmed by the declaration of value of the foreign diploma and the official Italian translation of the original study title.

b. the foreign diploma has been awarded after the minimum number of years of education required by ministerial dispositions for enrolling to academic studies.

A Board of Examiners designed by the Chief Academic Officer will evaluate the validity of the Declaration of Value of the foreign secondary school Diploma. In case the Declaration of Value is not considered suitable by the Board, the student will be enrolled to the Diploma program Course (auditor) of the same course, without obtaining the academic formative credits and the 1st level Academic Bachelor degree (ref. Academy Didactic Regulations art. 21/2). In case the foreign diploma does not meet the requirements of the Italian Ministry of Education, this fact does not represent just cause of unilateral withdrawal and the refusal of the student to accept the enrollment into the Diploma program will have consequences and effects in accordance with Articles 5 and/or 16.

25. Any controversy falls within the competence of the Milan legal court.

Milano, _____

(Student signature)

Please refer to art.13 of the Italian legislative decree 196/2003 for the personal data processing, in accordance with the terms of the current legislation. The applicant can contact Nuova Accademia Srl concerning the data processing procedures email - privacy@laureatedesign.it

For everything that is not covered herein, with reference to NABA enrollment regulations, please read "Application Form and Admission Procedure for three-year Bachelor of Arts degree 2017/18" and "Income Bracket assignment guide".

I hereby declare that I read , in addition to the information about the course chosen by the student, articles 1) and 2) referring to information and instructions about the right of withdrawal , the effects of withdrawal and the procedures to exercise such right.

Following art. 1341 e 1342 c.c. I declare to have read and approved articles: 3) Non activation of the course 4) Cancellation and/or changement of the Course and its location 5) Obligation to pay fees, contribution to didactics, tuition fee 6) Deferral of future academic years 7) NABA's right to use its discretion to determine number of courses 12) NABA's exoneration from liability 13) NABA intellectual property rights 14) Costs excluded from the fees, rates and contributions 15) Fine for late payments 16) Persistent delay in the payment of fees-consequences-suspension or exclusion from the program and from the exams 20) NABA's exoneration from liability in case of loss and misplacement of student's personal effects 21) Yearly adjustment of the tuition fee 22) Obligation to submit documentation of family income bracket - consequences in case of no-show 23) Graduation Thesis Fee 25) Milan legal court

Milano, _____

(Student signature)

As a guarantee of all contractual obligations the guarantor/s are the following:

- Student father Mr. _____
- Student mother Ms. _____
- (other) _____ Mr/Ms _____

(Student signature)

**Acceptance of the application form
(Administration office signature)**