



# NABA

NUOVA ACCADEMIA  
DI BELLE ARTI



## APPLICATION FORM AND ADMISSION PROCEDURE



**Foundation Course**

MILAN

A.Y. 2024/25

February 2025



# APPLICATION FORM AND ADMISSION PROCEDURE

## Foundation Course

Academic Year 2024/25 – February 2025

### STUDENT DETAILS (TO BE FILLED OUT IN CAPITAL LETTERS)

|  |        |   |
|--|--------|---|
| Family name  |        |   |
| First name   |        |   |
| Birth date   | Gender | <input type="checkbox"/> F <input type="checkbox"/> M |
| Place of birth (City and Country)  |        |   |
| Citizenship  |        |   |
| Country of residence of the family (if within EU for at least 3 years)   |        |   |
| Permanent address (street name, zip code, town, Country)   |        |   |
| Address for correspondence (street name, zip code, town, Country)  |        |   |
| Home phone nr. (including country and area code)   |        |   |
| Mobile phone nr. (including country and area code)   |        |   |
| Email address  |        |   |
| Name of the Higher/Senior Secondary School attended, including location  |        |   |
| Date entered/date departed   |        |   |
| Educational System to which the Secondary school diploma belongs to<br>(Ex. IGCSE, IB, Abitur, in case the diploma does not have a specific name,<br>please specify the country where the diploma is issued) |        |   |
| Have you ever applied to NABA or attended a course at NABA?  |        |   |

### I WOULD LIKE TO APPLY TO THE

☐ Foundation Course On Campus in ☐ Foundation Course Blended (available for the English track only)

| PROGRAMME  | LANGUAGE                         |                                  |
|--|----------------------------------|----------------------------------|
| <input type="checkbox"/> Design  | <input type="checkbox"/> Italian | <input type="checkbox"/> English |
| <input type="checkbox"/> Fashion Design  | <input type="checkbox"/> Italian | <input type="checkbox"/> English |
| <input type="checkbox"/> Fashion Marketing Management                              | <input type="checkbox"/> Italian | <input type="checkbox"/> English |
| <input type="checkbox"/> Graphic Design and Art Direction                          | <input type="checkbox"/> Italian | <input type="checkbox"/> English |
| <input type="checkbox"/> Comics and Visual Storytelling                            | <input type="checkbox"/> Italian | <input type="checkbox"/> English |
| <input type="checkbox"/> Creative Technologies (New Technologies for Applied Arts) | <input type="checkbox"/> Italian | <input type="checkbox"/> English |
| <input type="checkbox"/> Film and Animation  | <input type="checkbox"/> Italian | <input type="checkbox"/> English |
| <input type="checkbox"/> Painting and Visual Arts                                  | <input type="checkbox"/> Italian | <input type="checkbox"/> English |
| <input type="checkbox"/> Set Design  | <input type="checkbox"/> Italian | <input type="checkbox"/> English |

### I AM SENDING THE FOLLOWING DOCUMENTS

- ☐ The present application form (pages 2, 3, 4, 5, 8, 9)
- ☐ Copy of the passport
- ☐ English language certificate (IELTS 5.0 - only for Programmes in English language)
- ☐ Italian language certificate (A2 level according to CEFRL- only for Programmes in Italian language)
- ☐ Copy of the higher secondary school diploma (translated in Italian or English\*) or 11<sup>th</sup>/12<sup>th</sup> year school attendance certificate
- ☐ Copy of the higher secondary school transcripts (translated in Italian or English\*)
- ☐ a digital passport-sized photo

\*Translation is not needed for documents written in English, French, or Spanish.

**I hereby declare that I have fully read, understood and accepted the general conditions specified in the chapter of the Admission Procedure.**

### OTHER INFORMATION How did you hear about NABA?

- |   |   |
|---|---|
| <input type="checkbox"/> Brochure                               | <input type="checkbox"/> A NABA representative (Please give the name) |
| <input type="checkbox"/> Website (Please give the name)         | <input type="checkbox"/> School (Please give the name)                |
| <input type="checkbox"/> Press (Please give the name)           | <input type="checkbox"/> Other (Please state)                         |
| <input type="checkbox"/> Alumni (Please give the name)          | <input type="checkbox"/> Search engine (Please give the name)         |
| <input type="checkbox"/> Exhibition/Fair (Please give the name) | <input type="checkbox"/> Social media channels (Please give the name) |

Date

Student's signature

PLEASE E-MAIL YOUR DOCUMENTS TO: **admissions@naba.it**



## **INFORMATION PURSUANT TO ART. 13 OF EU REGULATION 679/16 (GDPR)**

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

Nuova Accademia S.r.l., as Data Controller, wishes to inform you about the type of data we collect and the methods we use to do this, in order to guarantee respect for your fundamental rights and freedoms, with particular reference to the confidentiality and security with which the data are processed.

### **2) What personal data we collect**

For the pursuit of the purposes set out below, the Controller will, as appropriate and where necessary, process personal data belonging to the following categories

Nuova Accademia S.r.l. collects and stores your personal data at the time of enrolment/registration:

- Identifying data such as given name, surname, residential address, email address, studies completed, citizenship, gender, place and date of birth, telephone number, copy of identity card/passport;
- Your banking data and/or those belonging to the person making the payment;
- Possible person to be contacted for administrative aspects, including payments;
- Information about your/your family income, assets;
- Possible rental lease for non-resident students;
- Any medical certifications proving disability;
- Academic career / curriculum vitae;
- Copy of identity card/passport of the person who acts as the student's legal guardian;
- Student's images.

The data are collected at the time of enrolment through completion of the matriculation form and by the sending of the required documentation or uploading it onto the personal student area.

The following data are collected subsequent to enrolment/registration:

- Tax documentation necessary to verify/confirm the student's income bracket;
- Any medical certifications proving illness or disability;
- Student's images/recordings collected during events;
- Data related to academic evaluations.

### **3) For what purposes we use your personal data**

Nuova Accademia S.r.l. uses your data for the following purposes:

- To fulfil pre-contractual and contractual obligations, to allow your enrolment in the course of your choice, as well as the provision of services connected to it;
- To handle money collections and payments, deriving from contractual obligations, including credit recovery;
- To provide online services, including the issue of the electronic student grades booklet;
- To create your user account and your relative email account;
- To create your student ID card;
- To enable access to web-based platforms and to apps connected to Nuova Accademia S.r.l., in order to allow access to/modification of the study plan, exams enrolments, refusal of grades, in accordance with the student regulations, presentation of final diploma examination admission application, and displaying of presences and absences;
- To handle academic activities;
- To provide support services to certified disabled students or to students with certified learning difficulties;
- To fulfil the obligations arising from the Law, Regulations, EU legislation or an order of the Authorities (including checks relating to the provision of cash contributions and/or scholarships and/or benefits in general, if entitlement to receive these is ascertained);
- To aggregate and analyze the information collected to improve our range of educational courses;

■ For academic courses recognized by the MUR (Italian Ministry of Education, University and Research), to comply with requests and instructions from the MUR;

■ To respond to requests for checking academic qualifications, received from other Institutes where the student may ask to enrol;

■ To exercise the rights of the Data Controller.

At the end of the course of study some requests relating to confirmation of your academic qualification and the relative final grade may be communicated to other Institutes or to the MUR.

In relation to the above purposes, the legal bases for the processing of your personal data are the following:

- Your consent;
  - Performance of a contract to which you are a party or adoption of pre-contractual measures taken at your request;
  - Compliance with legal obligations to which the Controller is subject;
  - Legitimate interest of the Controller.
- Further information regarding these legal bases may be obtained upon request to the Controller.

### **3.1) Subject to your express consent:**

Nuova Accademia S.r.l. asks for your consent in order to:

■ Use your photographs and/or films for educational, institutional or promotional purposes, on Nuova Accademia S.r.l. websites and social networks (e.g. Facebook, Youtube, etc.);

■ Inform parents or legal guardians about general and/or specific news relating to your course of studies and/or academic performance;

■ Provide an alternative contact for administrative purposes for the sending of communications regarding payments and reminders;

■ Transmit your personal data to Nuova Accademia S.r.l. partner Companies offering housing services;

■ Insert your name in the career service online platform designed to promote intermediation between job supply and demand;

■ Send you communications and/or promotional offers relating to Campus initiatives, our scholarships, courses and events that may be of interest to you.

Nuova Accademia S.r.l. is part of the Galileo Global Education Italia Group. Upon your explicit consent, the data may be transferred to other Institutes of the Galileo Global Education Italia Group to promote courses based on the aptitudes and interests of each student or to enrich their studies.

The data may also be collected by the Galileo Global Education Italia Group in aggregate form to perform statistical analyses.

Upon your explicit consent, data collected by Galileo Global Education Italia Group may also be sent to third-party companies such as for example NielsenIQ, IPSOS or other companies, for the purpose of conducting employability surveys to understand the employability status of students of the Group worldwide.

### **4) How long we retain your personal data**

For the purposes referred to in point 3.1 we retain your personal data for the whole duration of the time you spend on Campus and even beyond the 10-year period of limitation from the termination of the relationship to comply with legal obligations and for purposes of judicial protection.

Students' files are kept on paper or IT support for a period of 50 years, in order to respond to any requests from former students in relation to academic career, course credits or diplomas. Where a deadline is set, the data will be destroyed or made anonymous after the deadline has expired.

For the purposes referred to in point 3.2, we keep your data until consent is revoked and we guarantee the exercise of the rights of the data subject as referred to in point 9.

### **5) The security of your personal data**

Your data will be processed using equipment that guarantees their 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 data processing, including communication with the subjects assigned to the processing itself. The data will not be disseminated; however, they will or may be communicated to public or

private entities or individuals who operate 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 Nuova Accademia S.r.l..

Personal data will not be disseminated in any way; in addition, they may be communicated and processed by third parties duly appointed as Data Processors, such as external collaborators and companies that provide specific technical services.

Your data may also be accessed by authorised persons employed by Galileo Global Education Italia, as well as employees of Istituto Marangoni S.r.l. and Domus Academy, belonging to the same Group Galileo Global Education Italia. 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 European Union regulatory provisions.

Your data (limited to your telephone number and e-mail address), for the purposes set out in point 3.1, may be processed by third party research companies such as for example NielsenIQ, IPSOS or other companies.

Your personal data may also be processed for eventual programmes organised by the Group's partner Universities: the list will be made available upon request by the Controller.

#### 7) Transfer of personal data

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.

**Please note:** In the event of any transfer of personal data to third countries, these will be transferred by the Controller, in compliance with Articles 44 et seq. of the GDPR, using appropriate safeguards to ensure their protection.

Further information regarding these appropriate safeguards may be obtained upon request to the Controller.

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

The disclosure of your data referred to in point 3.1 is necessary to conclude and execute the contract; for the purposes referred to in point

3.2 it is optional. If you do not consent, you can still proceed with your enrolment.

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

In accordance with the provisions of the GDPR, Nuova Accademia

S.r.l. guarantees the following rights:

- Right to withdraw consent [Art. 7(3) of the EU Regulation] (right to withdraw the consent given. Note: withdrawal of consent does not affect the lawfulness of the processing based on the consent before withdrawal);
- Right of access [Art. 15 of the EU Regulation] (right to obtain confirmation of the existence or otherwise of personal data relating to you and a copy of such data in intelligible form);
- Right to erasure ("right to be forgotten") [Art. 17 of the EU Regulation] (right to have your data erased);
- Right to restriction of processing [Art. 18 of the EU Regulation] (right to obtain restriction of processing, e.g. in case the accuracy of the data is contested or in case of unlawful processing);
- Right to data portability [Art. 20 of the EU Regulation] (right to receive in a structured, commonly used and machine-readable format the personal data concerning you that have been provided to the Controller and the right to transmit such data to another Data Controller without undue delay);
- Right to object [Article 21 of the EU Regulation] (right to object to the processing of your personal data);
- Right not to be subject to automated decision-making [Art. 22 of the EU Regulation] (right not to be subject to a decision based solely on automated processing).

The above rights may be exercised in writing by sending an e-mail to [dpo@naba-da.com](mailto:dpo@naba-da.com). Further information on the processing of personal data may be requested at any time from the same contact. It is also specified that the exercise of your rights shall not prejudice and/or harm the rights and freedoms of others.

The Controller undertakes to respond to requests within one month, except in the case of particularly complex requests, for which a maximum of three months may be required. In any case, the Controller will explain the reason for the delay within one month of the request.

The outcome of the request will be provided in writing (at your request) or electronically (and in this case, free of charge). The Controller specifies that you may be required to pay a fee if your requests are manifestly unfounded, excessive or repetitive: in this regard, the Controller will keep track of the requests.

The Controller, in compliance with Article 19 of the GDPR, undertakes to inform the recipients to whom your personal data have been communicated of any rectification, erasure or restriction of processing requested by you, where possible.

#### 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. Alternatively, if you live in another country, you can contact your local Data Protection Authority.

#### 11) Data Controller

The Data Controller is Nuova Accademia S.r.l. Via C. Darwin 20 – 20143 Milano

Email [privacy@naba.it](mailto:privacy@naba.it)

The Data Protection Officer e-mail is [dpo@naba-da.com](mailto:dpo@naba-da.com).

#### 12) Update 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 student platform.

**Acknowledgement of the Privacy Notice and giving of consent**

I declare that I have carefully read and understood every part of the above-mentioned Privacy Notice, and I declare that I am aware of the possibility of data transfer to eventual Group's partner Universities. In the latter case, I understand that the data will be processed in accordance with the provisions of the partner University and the agreements in place between the partner University and the Controller.

In addition,

- ☐ I give my consent to the processing of my data (mandatory in order to proceed with enrolment);
- ☐ I agree to inform my parents or guardians about general and/or specific news about my course of study and/or academic performance;
- ☐ I give my consent to the use of my photographs and/or videos for the Controller's information-promotional initiatives;
- ☐ I give my consent to receive information and/or promotional offers from the Controller or from other schools of Galileo Global Education Italia about Campus initiatives, scholarships, courses and events that may be of interest to me;
- ☐ I give my consent for profiling purposes;
- ☐ I agree to the insertion of my name in the career service online platform designed to promote intermediation between job supply and demand
- ☐ I give my consent to provide my phone number and my e-mail address to NABA and to Galileo Global Education Italia Group for a potential employability survey carried out by third party companies.

Place and date \_\_\_\_\_ Signature (legible) of Data Subject \_\_\_\_\_

## 1. ADMISSION TERMS AND CONDITIONS

### 1.1 AUDIENCE

The Foundation Course is a propaedeutic interdisciplinary programme aimed at candidates with a secondary school diploma or other appropriate diplomas, who do not meet all the admission requirements for their chosen NABA Bachelor of Arts, such as 12 years of previous education, US High school diploma with 3 APs, UK HS diploma with 3 A levels, Chinese diploma with GK or YK exam.

It provides applicants with adequate and sufficient linguistic and educational/cultural competences in the relevant fields to enable their enrolment in the first Academic Year of the relevant BA.

The programme lasts approximately nine months (480 hrs) and courses are taught either in English or in Italian.

Upon successfully completing the foundation course, students are awarded a certificate issued by NABA.

### 1.2 APPLICATION DEADLINE

The deadline for submitting an application is one month prior to the course beginning.

### 1.3 ADMISSION REQUIREMENTS

Applicants wishing to enrol in the Foundation Course Programme shall meet the entry requirements outlined below:

- At least 11 years of previous education
- English language certificate (IELTS 5.0 - only for the Programme in English language)
- Italian language certificate (A2 level according to QCER - only for the Programme in Italian language)

### 1.4 ADMISSION PROCEDURE

The evaluation of an application is based on the positive assessment of the Admission Committee who will evaluate whether the application documents meet the requirements.

Within 7 days from the application submission, the Admissions Office will inform the candidate about the acceptance and, in case of positive feedback, will send the official acceptance offer to the student.

The admission will stay conditional until the language certificate is submitted to the school.

## 2. CONSULAR PROCEDURES (NON EU STUDENTS ONLY)

START THE PRE-ENROLMENT PROCESS THROUGH THE UNIVERSITALY PLATFORM

UnivertItaly is a website developed by the Italian Ministry of University and Research (MUR) with the aim of supporting students thorough their study experience in Italy.

The MUR established that all International Non-European students willing to study in an Italian Academy or University should undertake the pre-enrolment procedures (a-bis) through UnivertItaly.

The pre-enrolment will give you the possibility to study at NABA and allows you to obtain the study VISA from the Italian authorities. Students are asked to pre-enrol and submit a copy of the passport, High school diploma and transcripts on the UnivertItaly platform at <https://www.univertitaly.it/index.php/> between March and November of each year. This procedure is MANDATORY.

Usually it takes 90 days to get the study visa, which is why we suggest you to start the procedure as soon as possible.

### 3. APPLICATION FOR A STUDY VISA TO ITALY (ONLY FOR NON EU STUDENTS)

Non-European citizens must get an entry visa for enrolment to Italian Universities/Academies, called STUDIO per Immatricolazione Università - tipo D nazionale.

The visa must be requested to the Italian Diplomatic-Consular Representatives in the student's country of residence. **For a complete list of Italian diplomatic authorities worldwide, please visit:** <http://vistoperitalia.esteri.it>

## 4. TUITION FEES

### TUITION FEE FOR EU AND EFTA\* CITIZENS

#### FOUNDATION COURSE ON CAMPUS

The tuition fees for the Foundation Course – Academic Year 2024/25 – February 2025 amount to €14.000 to be paid as follows:

| DEALINES FOR PAYMENTS              | EURO               | PAYMENTS DETAILS  |
|------------------------------------|--------------------|-------------------|
| 20 days after the admission letter | € 4.000,00         | Pre-enrolment fee |
| January 17th, 2025                 | € 5.000,00         | Tuition Fee       |
| May 17th, 2025                     | € 5.000,00         | Tuition Fee       |
| <b>Total yearly fees</b>           | <b>€ 14.000,00</b> |                   |

#### FOUNDATION COURSE BLENDED

The tuition fees for the Foundation Course – Academic Year 2024/25 – February 2025 amount to €10.000 to be paid as follows:

| DEALINES FOR PAYMENTS              | EURO               | PAYMENTS DETAILS  |
|------------------------------------|--------------------|-------------------|
| 20 days after the admission letter | € 4.000,00         | Pre-enrolment fee |
| January 17th, 2025                 | € 3.000,00         | Tuition Fee       |
| May 17th, 2025                     | € 3.000,00         | Tuition Fee       |
| <b>Total yearly fees</b>           | <b>€ 10.000,00</b> |                   |

### TUITION FEE FOR NON-EU CITIZENS

#### FOUNDATION COURSE ON CAMPUS

The tuition fees for the Foundation Course – Academic Year 2024/25 – February 2025 amount to €14.000 to be paid as follows:

| DEALINES FOR PAYMENTS              | EURO               | PAYMENTS DETAILS  |
|------------------------------------|--------------------|-------------------|
| 20 days after the admission letter | € 4.000,00         | Pre-enrolment fee |
| November 17th, 2024                | € 10.000,00        | Tuition Fee       |
| <b>Total yearly fees</b>           | <b>€ 14.000,00</b> |                   |

#### FOUNDATION COURSE BLENDED

The tuition fees for the Foundation Course – Academic Year 2024/25 – February 2025 amount to €10.000 to be paid as follows:

| DEALINES FOR PAYMENTS              | EURO               | PAYMENTS DETAILS  |
|------------------------------------|--------------------|-------------------|
| 20 days after the admission letter | € 4.000,00         | Pre-enrolment fee |
| November 17th, 2024                | € 6.000,00         | Tuition Fee       |
| <b>Total yearly fees</b>           | <b>€ 10.000,00</b> |                   |

## 5. PAYMENT MODALITIES

### A. By Flywire

NABA has partnered with Flywire in order to streamline the process of international payments. Flywire allows you to pay securely from any country and any bank, generally in your home currency.

By making your payment with Flywire you can

- Track your payments from start to finish
- Save on bank fees and exchange rates
- Contact their multilingual customer support team with any questions, day or night

To get started, visit [www.flywire.com/pay/naba](http://www.flywire.com/pay/naba) to begin the payment process.

### B. By wire transfer

#### NABA BANK DETAILS FOR PAYMENTS

- Account holder: Nuova Accademia srl, Via C. Darwin 20, 20143 Milano, Italy
- Bank name and agency: BPM - Agenzia 10 MI
- International bank details
- BIC/SWIFT CODE: BAPPIT22
- IBAN: IT28L0503401610000000020020
- Reference: Student's name and surname

Please notice that all bank, credit card and third party charges have to be covered by the student.

All fees are VAT free according to the law D.P.R. 26/10/1972 nr. 633

## 6. IN SHORT: HOW TO BECOME A NABA STUDENT

| NABA STEPS  | IMPORTANT STEPS FOR NON-EU STUDENTS  |
|---|--|
| <b>1.SUBMIT YOUR APPLICATION</b> <ul style="list-style-type: none"> <li>→ Application form filled in and signed</li> <li>→ Copy of your passport</li> <li>→ English language certificate (for Programmes in English language)</li> <li>→ Italian language certificate (for Programmes in Italian language)</li> <li>→ Copy of the higher secondary school diploma (translated in Italian or English) or 11<sup>th</sup>/12<sup>th</sup> year school attendance certificate</li> <li>→ Copy of the higher secondary school transcripts (translated in Italian or English)</li> <li>→ a digital passport-sized photo</li> </ul> | <b>1. PRE-ENROLMENT THROUGH UNIVERSITALY PLATFORM</b><br>in order to access the Foundation Course in Italy, Non-European citizens pre-enrol and submit a passport copy, a copy of the High school diploma and transcripts on the Universtlaly platform at <a href="https://www.universitaly.it/index.php/">https://www.universitaly.it/index.php/</a><br><i>WHEN: The pre-enrolment applications can be submitted during the whole year. Please note that it takes around 90 days to get the study visa, that's why we suggest you start the procedure as soon as possible</i> |
| <b>2. WAIT FOR YOUR ADMISSION ASSESSMENT</b>  |  |
| <b>3.RECEIVE YOUR ADMISSION PACK</b> <ul style="list-style-type: none"> <li>→ Offer Letter</li> <li>→ Useful information</li> </ul>   | <b>2.STUDY VISA</b><br>Non-European citizens must apply for Study Visa.<br>The visa must be requested to the Italian Diplomatic-Consular Representatives in the student country of residence   |
| <b>4.CONFIRM YOUR ACCEPTANCE</b> <ul style="list-style-type: none"> <li>→ Pay the pre-enrolment fee</li> </ul>  | <b>3. PERMIT OF STAY</b><br>Non-European citizens should apply for the Permit of Stay to the Police Office located in the city where they dwell. NABA Academic Registration Office will provide students with the necessary support throughout the process.<br><i>WHEN: within 8 days from the arrival in Italy.</i>   |
| <b>5.CONFIRM YOUR ENROLMENT</b> <ul style="list-style-type: none"> <li>Pay the balance of the tuition fee</li> </ul>  |  |



## 7. GENERAL CONDITIONS

1. In accordance with the article 52, 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 fourteen working days from the conclusion of the contract (upon receiving the contract/enrolment form). The student willing to withdraw shall send a written notification by registered mail 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 registered mail will be received. The written notification shall be addressed to: Nuova Accademia Srl – Via C. Darwin 20, 20143 Milano (MI).

2. If the student withdraws legitimately from the contract as laid down in the previous article, he or she will be refunded all the payments he/she has made in favour of NABA.

3. NABA will activate courses only if a minimum of participants will enrol. If a minimum of participants 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 enrolment and admission process.

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

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

The European and International student must pay the total amount of the tuition (Pre-enrollment fee and tuition fee) no later than 30 days before the start of the chosen Course. Students who withdraw prior to 30 days before the start of the Course will be entitled to a full refund of the amount paid, excluding the amount paid as Pre-enrollment Fee. Students who withdraw in the 30 days prior the start of the Course by filling the appropriate form will not be entitled to a any refund of the amounts paid up to that time. If, on the other hand, the student should be affected by a final rejection order for a visa application, NABA shall refund to the student all the sums that he/she has paid up to that time.

Alternatively, the student shall have the opportunity to defer his/her participation to another course or subsequent intake, notifying this intention to NABA by means of written communication. NABA, 30 days prior the start of the Course for which the student initially enrolled, will not accept student applications for another Course or subsequent intake unless the request is caused by force majeure and/or problems regarding Visa application.

In the event that NABA accepts the application form to enroll in another Course, subsequent intake, the student is obliged to pay the entire annual amount of the Academic contribution, tuition fees and the application of the penalty of € 500,00 by the start of the Academic Year to which they were initially pre-enrolled/enrolled.

In the event that, however, the student decides to withdraw 30 days before the start of the Course, to enroll in the following semester and, if this request is accepted by NABA, he will be required to pay, no later than 3 months before the start of the subsequent intake chosen, a fixed fee of Euro 500,00, as well as the payment of the total amount of the tuition fee. NABA, if the student does not pay the above-mentioned sums within the above mentioned terms, reserves the right to cancel the student's course enrolment and will have the right to retain any fee paid by the student up to that moment.

If NABA withdraws, the student shall be entitled to demand from NABA double the Pre-enrollment Fee already paid, excluding the regional tax.

5. Enrolment to a course, together with the payment of the required enrolment 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.

6. Classes will take place according to what is foreseen in the yearly academic calendar.

7. NABA guarantees to students access to educational areas for all the duration of classes as per the Academic Year timetable, and the number of hours, which are necessary to complete the programme. Further access to campus spaces is subject to didactic needs and logistic availability.

8. NABA is not responsible for any deficiency or delay in the performance, in whole or in part arising from or attributable to failure to comply with any obligation, caused by or attributable to acts and failure to comply with obligations by third parties, events, omissions and/or accidents beyond possible and reasonable control, such as, but not limited to, strikes or other disputes involving our staff or other third-party personnel, natural disasters, wars, revolts, civil uprisings, voluntary damages, in accordance with any law or governmental regulations, rules or directives, accidental breakdowns of plant or machinery, fires, floods, storms, pandemics, epidemics or other spreads of diseases and/or infections in the failed public supply of energy and services, telecommunications and/or Information Technology.

together with the rejection declaration is sued by the Italian Embassy or Consulate.

9. Lessons, both in person and online (synchronous and asynchronous), teaching materials and any related content (i.e., but not limited to, handouts, slides and manuals, software, trademarks, logos, signs, names, trade names, designs, models, inventions, etc.) created and prepared for the courses by NABA (by its employees and collaborators and/or licensees) ("Materials") are subject to copyright and related rights, and to industrial property rights, according to current applicable laws and regulations. Any and all Intellectual Property Rights on the Materials provided and/or made available to Students are owned and/or at full disposal of NABA and/or its licensors. For the whole course period, and even after its completion, Students are not allowed to use the Materials for purposes which differ from and are not strictly related to the execution and the attendance of the courses object of this contract. The Materials may be used by Students only for carrying out the activities directly related to the attendance of educational services offered by NABA and may be reproduced, even in a form that is different than the one in which they were provided, only if and in the manner expressly indicated by NABA. In the specific case of the streaming of audiovisual contents, synchronous and asynchronous, Students are authorized to perform only the transitory or accessory acts, essential and functional to the visualization on screen. Unless otherwise indicated, the download of the Materials is prohibited. Also, it is forbidden to use the Materials, in whole or in part and in any form, for commercial purposes and for any other purpose beyond the scope of this contract. Students undertake to observe the utmost diligence in the use of the Materials, avoiding taking, directly or indirectly, any action and/or deed that may be detrimental of Intellectual Property Rights on the Materials. Students shall promptly notify in writing NABA of any actual or potential infringement of Intellectual Property Rights on the Materials deriving from any action and/or deed of third party of which they become aware during the course period. Any and all Intellectual Property Rights resulting from the creative and/or inventive activity related to the activities, studies, experimentation, and project design carried out by the student individually or in group within the scope of a didactic project under the guidance of NABA's professors and/or directors, and any material produced, conceived and realized by the student individually or the group itself during the academic activity (including, by way of example and not exhaustively of handouts, presentations, texts, projects or other, with the exception of the diploma thesis), will be the exclusive property and ownership of NABA and is deemed to have been definitively and free of charge assigned by the student to NABA, which will have every right to exploit, economically utilize and dispose of it for any reason (including, by way of example and not exhaustively: advertising, promotional, internal strategy, informative or research, didactic or experimental purposes). Consequently, every right of deposit and registration of Intellectual Property Rights in national, community, international registers is reserved to NABA, without prejudice to the students' rights to be recognized as authors. The Intellectual Property Rights of the diploma thesis, as better described in NABA's Intellectual Property Regulations, available at the following link <https://www.naba.it/chi-siamo/regolamento-della-proprietà-intellettuale> (in Italian language) - <https://www.naba.it/en/about-us/regulation-of-intellectual-property> (in English language), belong to the student, who is entitled, in addition to the moral rights, to the rights of economic utilization. In case of the student's alienation of the rights of economic utilization, the student agrees to grant NABA the right of pre-emption, as regulated in Art. 5 of the Regulations.

10. 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.

11. Students are required to comply with the regulations regarding the norms of behavior which have to be respected inside the Academy (the Code of conduct), the norms of use of the students email account, the Academy computers and the personal badge available in the personal area of the NABA website in the section Didactic Regulations. Breaches of the norms may lead to the application of disciplinary actions corresponding with the seriousness and recurrence of the facts, and which may include the temporary or permanent suspension from the Academy.

12. 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.

13. It is forbidden to bring dogs and other animals in NABA.

14. NABA is not responsible under any condition for any object lost or property left unattended in the Academy structures.

15. The enrolment to a course is under the condition that students have all the required papers to enter the country and live in Italy as per the Italian law in force during the Academic Year in which the mentioned students want to study at NABA. NABA is not responsible for the release of the permit to study in Italy and for the VISA, which will have to be obtained by the students themselves and at their expense from the competent authorities. This is also recognized in the event that the student requests and obtains the transfer of an internal course during the enrolment period. Students are aware and agree that should they not be able to attend the chosen course for one of the reasons mentioned above or any other reasons, NABA has the right to keep any sum paid to the academy in order to cover the up-to-then expenses. NABA has the right to claim for greater damages. If the course hasn't started yet, NABA commits itself to refund the fees already paid by the student (application fee excluded) only if VISA is rejected by the competent Authority and only if the student informs NABA by a written notification.

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

Place and date

Student signature

For everything that is not covered herein, with reference to NABA enrolment regulations, please read "Application Form and Admission Procedure. Please refer to art.13 of the European Regulation UE 679/16 (GDPR) 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@naba.it](mailto:privacy@naba.it)

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

Place and date

Student signature

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Following art. 1341 e 1342 c.c. I declare to have read and approved articles:

2) Missing refund of application fee 3) Non-activation of the course 4) Cancellation and/or change of the Course and its location 5) Obligation to pay fees tuition fee 9) NABA intellectual property rights 10) Costs excluded from the fees, rates and contributions 14) NABA's exoneration from liability in case of loss and misplacement of student's personal effects 15) Visa and stay permit requirements 16) Milan legal court.

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Place and date

Student signature

**GUARANTOR**

In my/our capacity of guarantor(s) I/we hereby subscribe to guarantee all obligations:

**Father of the student** - Father's name and last name

Mr

Father's signature

**Mother of the student** - Mother's name and last name

Mrs

Mother's signature

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Following art. 1341 e 1342 c.c. I declare to have read and approved articles:

2) Missing refund of application fee 3) Non-activation of the course 4) Cancellation and/or change of the Course and its location 5) Obligation to pay fees tuition fee 9) NABA intellectual property rights 10) Costs excluded from the fees, rates and contributions 14) NABA's exoneration from liability in case of loss and misplacement of student's personal effects 15) Visa and stay permit requirements 16) Milan legal court.

Guarantor signature

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Here in attachment is the ID Card/passport of the above-mentioned guarantor