

# ENROLLMENT FORM TO THE THREE-YEAR BACHELOR OF ARTS DEGREE (BA) PROGRAM / DIPLOMA PROGRAM (AUDITOR)

**International Students** (PLEASE WRITE CLEARLY AND IN CAPITAL LETTERS)

## SECTION I: PERSONAL INFORMATION

### THE UNDERSIGNED

Last name	
_____	
First name	
_____	
Place of birth	
_____	
Country of birth	
_____	
Date of birth	Gender <input type="checkbox"/> F <input type="checkbox"/> M
_____	
Fiscal Code	
_____	
Citizenship	
_____	
Country of residence of the family (if within EU for at least 3 years)	
_____	



**For NON-EU citizens only:**

*please indicate the Italian Embassy/Consulate of reference for your visa application (including A-bis pre-enrollment procedure for BA programs).*

**Italian Embassy/Consulate of reference:**

City	Country
------	---------

### PERMANENT ADDRESS

Town	Country
_____	
Address	Street nr.                      ZIP Code
_____	
Telephone	Mobile
_____	
E-mail	
_____	

### TEMPORARY ADDRESS (only if different from the permanent address)

Town		
_____		
Address	Street nr.	ZIP Code
_____		

## SECTION II: REGISTRATION

Ask to be admitted to the academic year 2021/2022 to  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup> year of:

- Bachelor of Arts Degree (BA) course (180 credits)
- Diploma Program Course (Non-Academic Course not providing credits)

### PROGRAMMES

	LANGUAGE		CAMPUS	
<input type="checkbox"/> Graphic Design and Art Direction	<input type="checkbox"/> English	<input type="checkbox"/> Italian	<input type="checkbox"/> Milan	<input type="checkbox"/> Rome
<input type="checkbox"/> Design	<input type="checkbox"/> English	<input type="checkbox"/> Italian	<input type="checkbox"/> Milan	
<input type="checkbox"/> Fashion Design	<input type="checkbox"/> English	<input type="checkbox"/> Italian	<input type="checkbox"/> Milan	<input type="checkbox"/> Rome
<input type="checkbox"/> Creative Technologies	<input type="checkbox"/> English	<input type="checkbox"/> Italian	<input type="checkbox"/> Milan	
<input type="checkbox"/> Media Design and Multimedia Arts	<input type="checkbox"/> English	<input type="checkbox"/> Italian	<input type="checkbox"/> Milan	<input type="checkbox"/> Rome
<input type="checkbox"/> Set Design	<input type="checkbox"/> English	<input type="checkbox"/> Italian	<input type="checkbox"/> Milan	
<input type="checkbox"/> Painting and Visual Arts	<input type="checkbox"/> English	<input type="checkbox"/> Italian	<input type="checkbox"/> Milan	<input type="checkbox"/> Rome



### SECTION III: SECONDARY SCHOOL

#### DECLARE TO HAVE OBTAINED THE FOLLOWING SECONDARY EDUCATION QUALIFICATION

Type of Secondary School

Issued by  Italian Secondary School  Foreign Secondary School

School year  2020/2021  2019/2020  Other

Grade obtained / Grade in letter /

*(if available specify the grade obtained according to the evaluation system used in the country where the diploma was awarded )*

Name of Secondary School

Public School  Private Legally accredited

City

Country

### SECTION IV: PREVIOUS ACADEMIC CAREER

#### DECLARE

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

#### ALSO DECLARE:

this is the first time I have ever applied to the University System in Italy or abroad

OR

this is NOT the first time I have applied to the University System in Italy or abroad. In fact:

*(please tick one of the following options )*

#### OPTION 1 - I have already obtained an Academic Degree/University Diploma

Name of qualification

Date In the Academic Year  2020/2021  2019/2020  Other

Name of University/ Fine Arts Academy/College

City

Country

Grade obtained / Grade in letter /

*(if available specify the grade obtained according to the evaluation system used in the country where the diploma was awarded )*

Year of Matriculation

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

#### OPTION 2

I have applied for transfer from the

I have withdrawn from my studies or have quit a previous academic career at the

University/ Fine Arts Academy/College

Name of Faculty / Course

City \_\_\_\_\_

Country \_\_\_\_\_

Matriculation date \_\_\_\_\_

Year of Withdrawal /Transfer \_\_\_\_\_

**- Withdrawn: Please attach copy of the Certificate of withdrawal**

**SECTION V: DOCUMENTS TO ATTACH TO THE PRESENT FORM**

- For students who have a qualification issued by an **Italian** Senior secondary school, the study title is submitted:
  - original senior secondary school diploma     official certificate issued by the senior secondary school
  - self-declaration     copy of the diploma authenticated by NABA
  
- For students who have been awarded a non-Italian secondary school diploma (see notes at the end of section V\*), please submit:
  - Original authenticated copy of your secondary school diploma**, translated and legalized by the Italian diplomatic authorities
  - Declaration of Value** of your secondary school diploma issued by the Italian Embassy or Consulate in the country the study title was issued.

Important: the foreign diploma must be obtained at the end of a period of study lasting at least 12 years; if the diploma was obtained after either 10 or 11 years of education, it must be integrated with additional 1 or 2 years of college or university; all exams must be passed and admission respectively to the second or third year of your university must be granted. This additional study path shall be translated and legalized by the Italian diplomatic authorities and be integrated in the Declaration of Value.
  
- For **transfer students**, please also submit:
  - University transcripts** including all passed exams, the awarded credit points, the subject area, final mark and date of passed exams, legalized by the Italian diplomatic authority in the country where the university is registered.
  
- A photocopy of your identity card or passport** (including document number, date and place of issue)
- A photocopy of your Fiscal Code** (obtained in Italy)
- Information in accordance with the Italian personal data protection policy 'Information pursuant to Art. 13 of EU Regulation 679/16 (GDPR)' - Attachment 1 Inf. 4/01**
- 1 passport-size photographs** (please attach photo in the space provided on page 1)
  
- Only for ITALIAN track students - **Italian Language Certificate** to be approved. Original certificate must be presented to the Academic Registration Office in NABA).

Italian Language test (name) \_\_\_\_\_

Test score \_\_\_\_\_ Test date \_\_\_\_\_

- English Language Certificates** (please refer to the Application form):
  - YES** ((Language Certificate to be approved. Original certificate must be presented to the Academic Registration Office in NABA).

English Language test (name) \_\_\_\_\_

Test score \_\_\_\_\_ Test date \_\_\_\_\_

- NO** (need to take the NABA English test)



**Only for non-EU students** - Copy of the receipt issued by the Italian Post Office, following the request for your Permit of stay (Permesso di soggiorno). A copy of the permit of stay must be handed in as soon as it is received.

**Receipt of payment of the pre-enrollment fee** and of the regional tax for the right to education (in case of payment through bank transfer, the receipt of payment must be attached to the enrollment form).

**Supporting financial documents** in order to define the tuition fee according to the income bracket (only for students residing in the EU or EFTA countries) – see “Income Bracket assignment guide”

OR

exempted from the submission of financial documents because I belong to the highest income bracket.

Place and date \_\_\_\_\_

(Student signature) \_\_\_\_\_

**(\*) DECLARATION OF VALUE**

*The undersigned declares to have acknowledged that the matriculation to the BA program of a student with a foreign Secondary School Diploma is accepted upon the following conditions:*

*a) the submitted declaration of value allows the access to the NABA BA course chosen by the student*

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

*The undersigned also acknowledges that a Board of Examiners designed by the Director of Education 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 credits and the 1st level Academic Bachelor degree (ref. Academy Didactic Regulations art. 21/2).*

Place and date \_\_\_\_\_

(Student signature) \_\_\_\_\_

**SECTION VI: TAX, CONTRIBUTION AND TUITION FEES**
**TAX, CONTRIBUTION AND TUITION FEES - STUDENTS NOT RESIDENT IN THE EU - Total tuition fee: € 18.200,00**

The fees for the Bachelor of Arts Degree / Diploma Programs - Academic Year 2021/2022 - amount to € 18.200,00 per academic year (corresponding to the 6th income bracket).

Deadlines for payments	Euro	Payment Details	
30 days after the admission letter	€ 2.640,00	€ 2.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
06 September 2021	€ 15.560,00	€ 1.000,00	Academic Contribution Fee
		€ 14.560,00	Tuition Fee

**TAX, CONTRIBUTION AND TUITION FEES – STUDENTS RESIDENT IN THE EU AND EFTA COUNTRIES**

If the Student (and his/her family) has been resident in a country belonging to the European Union for at least 3 years and the income is produced within the European Union, the fee can be adjusted to the economic and asset conditions of the student's original and de facto family. Students who do not fulfill all the requirements or do not stick to the submission deadlines in order to access the reduced fee brackets, will be automatically assigned to the highest income bracket. Please notice that the final confirmation of the income bracket assignment will be communicated by the Administration upon evaluation of the fiscal documents provided.

The fee, consisting of the following items: Pre-Enrollment Fee, Academic Contribution Fee and Tuition Fee, starting from the second academic year after the signing of the enrolment application, shall be increased at a fixed and pre-determined rate of 1% and starting from the third academic year after the signing of the enrolment application at the rate of 1.5%.

Deadlines for payments	Euro	Payment Details	
------------------------	------	-----------------	--

**6th income bracket – Pre-tax income over Euro 150.000 – Total tuition fee: € 18.200,00**

30 days after the admission letter	€ 2.640,00	€ 2.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
16 September 2021	€ 7.780,00	€ 500,00	Academic Contribution Fee
		€ 7.280,00	Tuition Fee
10 January 2022	€ 7.780,00	€ 500,00	Academic Contribution Fee
		€ 7.280,00	Tuition Fee

**5th income bracket – Pre-tax income from Euro 130.000 to Euro 150.000 - Total tuition fee: € 16.300,00**

30 days after the admission letter	€ 2.640,00	€ 2.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
16 September 2021	€ 6.830,00	€ 500,00	Academic Contribution Fee
		€ 6.330,00	Tuition Fee
10 January 2022	€ 6.830,00	€ 500,00	Academic Contribution Fee
		€ 6.330,00	Tuition Fee

**4th income bracket – Pre-tax income from Euro 100.000 to Euro 130.000 - Total tuition fee: € 13.500,00**

30 days after the admission letter	€ 2.640,00	€ 2.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
16 September 2021	€ 5.430,00	€ 500,00	Academic Contribution Fee
		€ 4.930,00	Tuition Fee
10 January 2022	€ 5.430,00	€ 500,00	Academic Contribution Fee
		€ 4.930,00	Tuition Fee

**3rd income bracket – Pre-tax income from Euro 70.000 to Euro 100.000 - Total tuition fee: € 11.740,00**

30 days after the admission letter	€ 2.640,00	€ 2.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
16 September 2021	€ 4.550,00	€ 500,00	Academic Contribution Fee
		€ 4.050,00	Tuition Fee
10 January 2022	€ 4.550,00	€ 500,00	Academic Contribution Fee
		€ 4.050,00	Tuition Fee

**2nd income bracket – Pre-tax income from Euro 45.000 to Euro 70.000 - Total tuition fee: € 8.890,00**

30 days after the admission letter	€ 2.640,00	€ 2.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
16 September 2021	€ 3.125,00	€ 500,00	Academic Contribution Fee
		€ 2.625,00	Tuition Fee
10 January 2022	€ 3.125,00	€ 500,00	Academic Contribution Fee
		€ 2.625,00	Tuition Fee



**1st income bracket – Pre-tax income from Euro 0 to Euro 45.000 - Total tuition fee: € 7.100,00**

30 days after the admission letter	€ 2.640,00	€ 2.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
16 September 2021	€ 2.230,00	€ 500,00	Academic Contribution Fee
		€ 1.730,00	Tuition Fee
10 January 2022	€ 2.230,00	€ 500,00	Academic Contribution Fee
		€ 1.730,00	Tuition Fee

Place and date \_\_\_\_\_

(Student signature) \_\_\_\_\_

## PAYMENT PROCEDURES

### 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.

### By Bank Transfer

NABA BANK DETAILS FOR PAYMENTS:

- Account holder: Nuova Accademia s.r.l., Via C. Darwin 20, 20143 Milano, Italy
- Bank name and agency: Gruppo Banco BPM, Agenzia 10 Mi
- International bank details: SWIFT CODE: BAPPIT22 IBAN CODE: IT28 L05034 01610 000000020020
- Reason for payment: Please clearly specify name of student/program chosen

Copy of the bank transfer payment shall be sent together with the matriculation form.

### By Credit Card

You can pay directly at NABA accounting office by:

- Credit cards (VISA, Mastercard, Amex, Union Pay).



## SECTION VII: GENERAL CONDITION

Article 1) For contracts and contractual proposals for online applications, as well as for contracts negotiated outside the headquarters of Nuova Accademia Srl (NABA), in accordance with Article 52, para. 1 of the Consumer Code, the student has the right to withdraw from the contract without incurring taxes of any kind and without the payment of any penalty within the time-limit of fourteen working days from the time the contract is concluded (the time of receipt of the contract/enrolment form).

Withdrawal shall be carried out by registered letter, in which the following are shown: student's first name and last name, student's address, the date and place, student's signature; as proof of delivery and for the purposes of the time-limit expiry, the delivery date of the registered letter shall be considered as valid. The registered letter must be addressed to Nuova Accademia Srl – Via C. Darwin 20, 20143 Milano (MI).

Article 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, excluding the Application Fee for the entrance examination, required for enrolment.

Article 3) NABA's commitment towards a student who enrolls on a Three-year course, Two-year Master's course or Academic Master's course is subject to the suspensive condition that a minimum number of 10 students enrolled is achieved, this being the minimum number necessary to activate each course. If this number is not achieved, the course in question will not be activated. Notice that the course cannot be activated will be given by NABA to the student at least 30 calendar days in advance of the programmed start of lessons; in this case NABA will refund, as soon as possible, the entire amounts paid. NABA shall not be liable for any costs (for example: travel, overnight stays, etc.) already incurred by the student for enrolment and in any way related to enrolment and attendance at the course, nor for any other damage of a different nature.

Article 4) NABA reserves the right, until the deadline of thirty calendar days before the start of lessons, to do the following:

- cancel the Course, withdrawing from the contract;
- modify the Course;
- change the location of the lessons.

The European and International student must pay the total amount of the tuition 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.

In the event the student, before the start of the Course, notifies, by written communication, his intention to defer his participation to a subsequent intake and if his request is accepted by NABA, he will be required to pay a fixed fee of Euro 250,00, as well as the payment of the total amount of the tuition no later than 3 months before the start of the subsequent intake chosen by the student.

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

Article 5) Notwithstanding the provisions of Articles 1, 2 and 3 the student who, having requested and obtained enrolment and signed this contract, during the academic year: a) does not regularly attend

lessons and/or does not sit exams; b) withdraws from the course, formalizing this decision through the completion of the appropriate form, whatever may be the reason for this behaviour and/or decision (including, but not limited to, reasons of health, reasons of a personal and/or family nature, work reasons and any other reason), may not request the repayment of sums paid and/or suspend payment of sums still owing by way of taxes, Academic contribution and tuition fees, remaining obliged to pay the whole sum due by the method and on the expiry dates established, and to pay the whole annual amount of the Academic contribution and tuition fees.

Article 6) It is agreed between NABA and the student and his/her guarantors that the payment of the Enrolment Fee for subsequent years shall constitute a necessary and sufficient condition to validate the enrolment itself; this payment shall be considered as the acceptance by conduct of consent on the part of the student and his/her guarantors of the General Conditions of Contract, including those that are the subject of specific approval according to Articles 1341 and 1342 of the Italian Civil Code; consequently all obligations assumed by each of the parties by signing this application shall be confirmed with the enrolment. The fee, consisting of the following items: Pre-Enrollment Fee, Academic Contribution Fee and Tuition Fee, starting from the second academic year after the signing of the enrolment application, shall be increased at a fixed and pre-determined rate of 1% and starting from the third academic year after the signing of the enrolment application at the rate of 1.5%.

Article 7) If the student should notify in writing a desire to suspend his or her studies for the academic year subsequent to the one in progress and this notification should be received within and no later than the expiry dates laid down for re-enrolment, a fixed fee of Euro 300.00 must be paid for each academic year of suspension of studies (for a maximum of three academic years). The tuition fees and academic contribution fee, if already paid, shall in this case only be considered and held as valid by NABA for the enrolment year subsequent to the suspension, if the student resumes his/her studies. If the student should decide not to resume studies at the end of the suspension period, the tuition fees, the re-enrolment fee and the academic contribution, if already paid, shall be permanently retained by NABA.

Applications to suspend studies for the academic year following that in progress, presented after the expiry dates laid down for re-enrolment, may not be taken into consideration and may not produce any effect with regard to payments made and still to be made.

If the student does not formalize either withdrawal from a course, or suspension of studies, or re-enrolment, within the expiry dates laid down for re-enrolment, he or she shall have the possibility, within a maximum period of 5 years, to resume his or her student career by paying a fixed fee of Euro 2,000.00. The procedure lays down that, upon prior application from the student to resume his/her academic career, NABA will proceed to carry out an academic assessment and a check on any educational debits, following which it will define the student's year of attendance. It is specified that the suspension of studies cannot be retroactive.

Article 8) NABA has the right to establish the number of courses and course-units activated annually for each diploma course. NABA will guarantee to students who have enrolled that course-units necessary for obtaining the diploma for the relative course of study, as defined by the MIUR (Ministry of Education, Universities and Research) or other regulations in force, will be activated.

Article 9) Course-units may vary according to academic choices or ministerial directives linked to the implementation of the reform of Institutions of Higher Artistic and Musical Education (AFAM/MIUR).

The lesson group allocated in the first year may undergo variations in subsequent years due to motivations linked to the teaching program and the choices made by the student when completing the study plan in relation to choice of specialisation and optional courses to be





selected.

Article 10) Lessons will be held weekly according to the provisions of the academic timetable defined annually.

Article 11) All students, on enrolment, must possess the prerequisite for knowledge of the language in which the course is held (Italian or English). In any case, with regard to those students who submit a certificate of linguistic competence (among those recognised by NABA), NABA reserves the right to ask at any time for additional documentation or to carry out checks relating to the certificate presented. If the student is unable to present one of the required certificates, NABA will test the student's knowledge of the language and will consequently assign a level to him or her.

Referring to the Two-year and Three-year Master's courses, if the level achieved is lower than that required (for Master's courses, this must not in any case be lower than B1), the student must attend a necessary remedial course – organized by NABA – in order to reach the required level (CEFR B1+) and only when this level is reached may he or she enrol and take the examinations.

For further details see Director's Decree No. 29 of 21/12/2017 and subsequent modifications (published in the MyNABA students' reserved area on the NABA website. Username and login password will be supplied following enrolment).

Students who do not achieve the language level required – as this is a pre-requisite for entry – will be enrolled on the Diploma Program (auditor) course. This situation does not represent a valid reason for unilateral withdrawal and the student's refusal to accept the enrolment on the Diploma Program (auditor) course will have consequences and effects in accordance with Articles 5, 16 and 17.

The student who does not present a valid language certificate (according to the linguistic requirements shown on the admission application) will be obliged to take the language test programmed by NABA. The student who has not presented a valid language certificate attesting to a suitable level and has not taken the test programmed by NABA will not be able to take part in the educational activities and will be removed from the lesson registers.

In addition, all students enrolled on Three-year courses are also obliged to take the NABA English language test to verify their level of language competence. The test results are expressed according to the thresholds defined by the Common European Framework of Reference for languages. If passed, this test entitles the student to acquire course credits; if not, it entails the attribution of a debit which must be rectified in order to achieve the qualification (level B1+).

Article 12) NABA guarantees to the student access to the buildings for the duration of lessons laid down for the academic year and for the number of hours necessary for achieving the academic qualification. Further access to the buildings is dependent on the requirements of the teaching program and on logistic availabilities.

Article 13) NABA is not liable for any failure or delay in delivering its services wholly or in part deriving from or attributable to non-compliance with any obligation, caused by or attributable to acts and non-compliance of obligations by third parties, events, omissions and/or accidents beyond possible and reasonable control, such as, by way of example but not limited to, strikes or other disputes involving its own personnel or personnel of other, third parties, natural disasters, wars, revolts, civil unrest, voluntary damage, in accordance with any law or government provisions, regulations or directives, accidental failure of equipment or machinery, fire, flood, storms, pandemics, epidemics or other spread of illnesses and/or infections, or in the lack of public supply of energy and services, telecommunications and/or information technology.

Article 14) Any and all Intellectual Property Rights deriving from the creative and/or inventive activity inherent in the activities, studies, experimentation, or design carried out by the student, individually or in

a group, within the context of an educational project under the guidance of NABA teachers and/or directors, and all materials created, designed and produced by the student or group itself during the academic work (including, by way of example but not limited to: lecture notes, presentations, texts, projects or other), shall be the exclusive property of NABA and is understood by the student from now on to be surrendered definitively and free-of-charge to NABA, who will be fully entitled to the exploitation, commercial usage and disposal of these for any reason (including, by way of example but not limited to, publicity or promotional purposes, internal strategy purposes, or for information or research, teaching or experimental purposes). Any entitlement to file and register Intellectual Property Rights in national, EU, or international registers is consequently reserved to NABA, except for the rights of the students to be acknowledged as authors.

Article 15) Contributions, fees and taxes do not include photocopying, lecture notes, colour prints and consumables for all practical exercises, or computer processing of theses, or participation in competitions and exhibitions.

Article 16) The late payment of amounts relating to taxes/academic contribution/tuition fees will incur the application of a penalty of an additional Euro 50.00 for a delay in payment of up to 30 days and Euro 100.00 for a greater delay. It is specified that in the case of arrears, the student's presences will not be registered and absences deriving from late payment will not be justified for any reason.

Article 17) In the case of late payments, NABA reserves the right to request immediately the balance of amounts outstanding, to suspend the student who is in arrears from attendance at the Course and from examinations and also to apply for the appropriate court orders to recover the sum owed including expenses, interest payable, interest on arrears, statutory taxes and other, as well as the penalty referred to in Article 16.

Article 18) The student is obliged to comply with the regulations concerning the rules of behaviour to be followed within the Academy, the rules for use of the student email account, the Academy's PCs and personal ID card, to be found in the MyNABA student reserved area in the section Academic courses > Rules and regulations. Non-compliance with these regulations may incur the application of disciplinary sanctions commensurate with the gravity and repetition of the facts ascertained, which may also involve suspension – temporary or permanent – from the Academy.

Article 19) NABA reserves the right to request compensation for any damages caused by the student to the premises and equipment. The student is obliged to use these correctly and to respect the cleanliness of the premises and the areas in common use.

Article 20) Introducing dogs or other animals into the NABA campus is prohibited.

Article 21) NABA will not act as guarantor or custodian of items left unattended or mislaid on the Academy's premises.

Article 22) First-year students on the Three-year course who have been resident for at least 3 years in a country of the European Union and who do not present the documentation relating to family income for assigning an income bracket before the start of courses, will be automatically assigned to the highest income bracket. The tax band determined for the enrolment year must be reconfirmed for subsequent years by presenting suitable documentation before 30 November. The band will remain unchanged until the entire documentation required has been presented within the time limits imposed.

Article 23) Students enrolled in the third year of the Three-year course or in the second year of the Two-year course are obliged to pay NABA





a contribution of Euro 540 for the final diploma examination and a tax to the Inland Revenue Agency for issue of the diploma parchment of Euro 90.84 (amount established subject to adjustment which may be shown in the academic diploma regulation for the academic year of registering for the final examination) within the payment time-limits as laid down. Students enrolled on a Master's course are obliged to pay NABA only the contribution of Euro 540 for the final diploma examination.

Article 24) An enrolment application by a student in possession of a foreign academic qualification is accepted on the following conditions:  
a- the qualification obtained allows admission to the study courses that the student has chosen to attend in the Academy; this requirement is shown by the declaration of value of the foreign academic qualification and by the certified copy of the final qualification.

b- the foreign qualification has been obtained at the end of a period of schooling whose duration corresponds with the minimum laid down by the Italian ministerial provisions in force for the purposes of admission to academic studies.

A special Evaluation Commission, appointed by the Director, will check the adequacy of the declaration of value of the foreign academic qualification. If the Evaluation Commission considers the documentation presented by the student to be inadequate, the student will be enrolled on the Diploma Program (auditor) course for the course chosen, without the acknowledgement of academic credits and without taking the academic diploma (NABA Academic Regulations Article 21/2). The inadequacy of the foreign qualification does not represent a valid reason for unilateral withdrawal and the student's refusal to accept the enrolment on the Diploma Program (auditor) course will have consequences and effects in accordance with Articles 5, 16 and 17.

Article 25) Enrolment on the academic course remains, in any case, conditioned by the student being in possession of all the requirements for entry and residence in Italy provided for by the laws in force with reference to the academic year to which the enrolment refers. The student acknowledges that in the period in which the study course is carried out NABA is exempt from all liability in respect of the issue and/or confirmation by the competent Authorities of a study visa and relative residence permit, which must be obtained by the student at his/her exclusive responsibility and at his/her own expense. The student also acknowledges the same in the case where he/she requests and obtains a course transfer during the enrolment period. The student acknowledges and agrees with NABA that if it is impossible, because of the reason described above, or for any other reason also beyond his or her control, to attend, or continue to attend the chosen course, NABA will be entitled to withhold, by way of reimbursement for costs and expenses it may have incurred and costs and/or compensation it may still incur, all sums paid by the student for whatever reason. In any case, this shall be without prejudice to any further losses.

If the admission procedure has not yet been started, NABA undertakes to refund the taxes already paid by the student (excluding the enrolment fee for the entrance examination) if the student is refused a visa by the competent Authorities and the student notifies NABA of this in writing, supplying as proof a declaration of refusal issued by the Italian Embassy or Consulate.

Article 26) This contract is governed and regulated by the Law of Italy and subject to Italian jurisdiction. For any dispute, the parties nominate the Milan court as the court with exclusive jurisdiction.

Place and date \_\_\_\_\_

(Student signature) \_\_\_\_\_

*For anything not expressly covered by this application with reference to the regulations governing enrolment on NABA courses, please see the "Admission Procedures for NABA three-year undergraduate courses" and "Guide to assignment of tax bands".*

*Reference should be made to the information contained in Article 13 of Regulation (EU) 679/16 (GDPR) explaining that the processing of data is essential for compliance with legal obligations. In order to exercise his or her rights, the data subject may apply to the Data Controller, Nuova Accademia Srl, email - privacy@naba.it I state that I have read, in addition to the information about the chosen course, Articles 1 and 2, both referring to the information and instructions regarding the right of withdrawal, the effect of the withdrawal itself as well as the methods of exercising this right.*

Place and date \_\_\_\_\_

(Student signature) \_\_\_\_\_

*According to Articles 1341 and 1342 of the Italian Civil Code, I state that I have read and specifically approved the following articles:*

*2) Non-refund of Pre-enrollment fee; 3) Non-activation of Course – NABA liability waiver; 4) Cancellation and/or modification of Course and its location; Deadline payment of the tuition; Withdrawal by student; Refund of pre enrollment Fee; Non-refund; Course Deferment; Payment of a fixed fee and Deadline payment of the tuition in case of Course Deferment; 5) Student's ongoing obligation to pay taxes, academic contribution and tuition fees; 6) Re-enrolment and adjustment of fees at the fixed and predetermined rate; 7 ) Suspension of studies and resuming student career; 8) NABA's right to establish the number of courses to be activated; 11) Verifying linguistic competence; Remedial courses; Exclusion from lessons; 13) Cases of NABA liability waiver; 14) Intellectual property rights due to NABA; 15) Costs excluded from taxes, fees and contributions; 16) Penalty for late payment; 17) Recurrent arrears of student – Consequences – Suspension from attendance at courses and examinations; 21) NABA liability waiver in the case of loss and/or mislaying of student's personal property; 22) Obligation to present documentation of family income – consequences in the case of non-presentation; 23) Fee for final Diploma examination; 24) Conditions for acceptance of application from student in possession of foreign academic qualification; 25) Visa and resident permit requirements – consequences in the case of non-renewal; 26) Law of Italy; Court of jurisdiction.*

Place and date \_\_\_\_\_

(Student signature) \_\_\_\_\_



## GUARANTORS

The following have offered to act as guarantor(s) and sign in guarantee of all obligations:

### STUDENT'S FATHER

Father's name and last name

Mr. \_\_\_\_\_

(Father's signature) \_\_\_\_\_

### STUDENT'S MOTHER

Mother's name and last name

Mrs. \_\_\_\_\_

(Mother's signature) \_\_\_\_\_

### OTHER

Name and last name

Mr./Ms \_\_\_\_\_

(Father's signature) \_\_\_\_\_

*According to Articles 1341 and 1342 of the Italian Civil Code, I state that I have read and specifically approved the following articles:*

*2) Non-refund of application fee; 3) Non-activation of Course – NABA liability waiver; 4) Cancellation and/or modification of Course and its location; Deadline payment of the tuition; Withdrawal by student; Refund of the Registration Fee; Non-refund; Course Deferment; Payment of a fixed fee and Deadline payment of the tuition in case of Course Deferment; 5) Student's ongoing obligation to pay taxes, academic contribution and tuition fees; 6) Re-enrolment and adjustment of fees at the fixed and predetermined rate; 7 )Suspension of studies and resuming student career; 8) NABA's right to establish the number of courses to be activated; 11) Verifying linguistic competence; Remedial courses; Exclusion from lessons; 13) Cases of NABA liability waiver; 14) Intellectual property rights due to NABA; 15) Costs excluded from taxes, fees and contributions; 16) Penalty for late payment; 17) Recurrent arrears of student – Consequences – Suspension from attendance at courses and examinations; 21) NABA liability waiver in the case of loss and/or mislaying of student's personal property; 22) Obligation to present documentation of family income – consequences in the case of non-presentation; 23) Fee for final Diploma examination; 24) Conditions for acceptance of application from student in possession of foreign academic qualification; 25) Visa and resident permit requirements – consequences in the case of non-renewal; 26) Law of Italy; Court of jurisdiction.*

*Guarantor Signature*

\_\_\_\_\_

Identity card(s) of above guarantor(s) attached.

\_\_\_\_\_

## ENROLLMENT OFFICE ONLY

Student \_\_\_\_\_

Student ID number \_\_\_\_\_ A.Y. 2021/2022

### Acceptance of the application form

(Administration office signature)



## 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

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 enrollment 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 fulfill 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 analyse the information collected to improve our range of educational courses;

- for academic courses recognized by the MIUR (Italian Ministry of Education, University and Research), to comply with requests and instructions from the MIUR;
- 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 MIUR.

### 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.

### 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.

**7) Where we store your 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.

**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:

- to obtain confirmation of whether or not your personal data are being processed and, if so, obtain access to such data (Article 15, Right of access);
- to obtain the rectification of inaccurate personal data concerning you without undue delay (Article 16, Right to rectification);
- to obtain the erasure of personal data concerning you without undue delay. Nuova Accademia 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 them 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 Nuova Accademia 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. 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 is Frareg S.r.l. – Viale Jenner 38 – 20159 Milano MI

Email: [dpo@frareg.com](mailto:dpo@frareg.com) - Tel: +390269010030

**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.

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 (mandatory in order to proceed with enrolment)

**I agree to the processing of my personal data for the specific purposes of point 3.2 as I indicate by ticking the boxes below:**

I agree to the use of my photographs and/or videos for educational, institutional or promotional purposes, on Nuova Accademia S.r.l. websites and social networks (e.g. Facebook, Youtube, etc.);

I agree to informing my parents or guardians about general and/or specific news about my course of study and/or academic performance;

I agree to the provision of an alternative contact for administrative purposes for the sending of communications regarding payments and reminders;

I agree to the transmission of my personal data to Nuova Accademia S.r.l. partner companies offering housing services;

I agree to the use of my photographs and/or videos for Nuova Accademia S.r.l. information-promotional initiatives;

I agree to the insertion of my name in the career service online platform designed to promote intermediation between job supply and demand;

I agree to receive information and/or promotional offers from Nuova Accademia S.r.l. or from other schools of Galileo Global Education Italia about Campus initiatives, scholarships, courses and events that may be of interest to me.

Place and date \_\_\_\_\_

Signature (legible) of Data Subject \_\_\_\_\_