



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

(PLEASE WRITE CLEARLY AND IN CAPITAL LETTERS)

SECTION I: PERSONAL INFORMATION

I, THE UNDERSIGNED

LAST NAME _____

FIRST NAME _____

Place of birth _____

Country of birth _____

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

Fiscal Code _____

Citizenship _____ Country of residence of the family _____
(if not in EU)

Permanent Address:

Town _____ Country _____

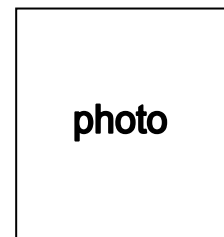
Address _____ ZIP Code _____

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

Temporary Address (only if different from the permanent address):

Town _____

Address _____ street nr. _____ ZIP Code _____



SECTION II: REGISTRATION

ASK

To be admitted to the academic year 2019/2020 to 1st 2nd 3rd year of the 3 Year of

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

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

in English language in:

MILAN CAMPUS
<input type="checkbox"/> DESIGN
<input type="checkbox"/> FASHION DESIGN
<input type="checkbox"/> GRAPHIC DESIGN AND ART DIRECTION
<input type="checkbox"/> MEDIA DESIGN AND MULTIMEDIA ARTS (Media Design e Arti Multimediali)
<input type="checkbox"/> CREATIVE TECHNOLOGIES (Nuove tecnologie per le arti applicate)
<input type="checkbox"/> PAINTING AND VISUAL ARTS (Pittura e Arti Visive)
<input type="checkbox"/> SET DESIGN (Scenografia)

ROME CAMPUS (*)
<input type="checkbox"/> FASHION DESIGN
<input type="checkbox"/> GRAPHIC DESIGN AND ART DIRECTION
<input type="checkbox"/> MEDIA DESIGN AND MULTIMEDIA ARTS (Media Design e Arti Multimediali)
<input type="checkbox"/> PAINTING AND VISUAL ARTS (Pittura e Arti Visive)

(*) New Rome location is subject to authorization by the MIUR (Italian Ministry of Education, University and Research). See the paragraph 26 of the General condition



SECTION III: SECONDARY SCHOOL

I DECLARE TO HAVE OBTAINED THE FOLLOWING SECONDARY EDUCATION QUALIFICATION:

Type of Secondary School _____

Issued by Italian Secondary School Foreign Secondary School

School year 2018/2019 2017/18 other _____

Grade obtained _____ / _____ Grade in letters: _____ / _____

(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

DECLARES:

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

Also DECLARES:

with this enrollment form **is the first time** I have applied to the University System

this **isn't the first time** I have applied to the University System. I have applied to the University System before this matriculation and:

select one option:

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

Name of qualification _____

Date _____ in the Academic Year 2017/18 2016/17 Other _____

At:

the University/ Fine Arts Academy _____

City _____

Country _____

Grade obtained _____ / _____ Grade in letters: _____ / _____

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

Please attach copy of the Academic Degree /University Diploma Certificate

➤ Option 2 - I have applied for transfer from

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

University/ Fine Arts Academy _____

Name of Faculty / Course _____

City _____

Country _____


Matriculation date _____

Year of Withdrawal /Transfer _____

Withdrawn: For withdrawn please attach copy of the certificate of withdrawal

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

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
- Students who have been **awarded with a non-Italian high school diploma** (see notes at the end of section V *) please submit:
- An original authenticated copy of your high 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 issued by the Italian Embassy or Consulate in the country the study title was issued.
- Certificate stating your previous partial academic or high school studies must be only submitted if** you want to move to NABA and you have previously studied in some other academies or if you have been awarded with a high school diploma achieved in a period shorter than 12 years of school attendance
- A photocopy of your identity card or passport** (including document number, date and place of issue)
- A photocopy of your Fiscal Code**
- The ID card of the guarantor/s** (see section VIII general conditions)
- Information in accordance with the Italian personal data protection policy 'Information pursuant to Art. 13 of EU Regulation 679/16 (GDPR)' - Attachment 1 Inf. 4/01**
- 2 passport-size photographs** (please attach photo in the space above on page 1)
- English proficiency certificate** (IELTS 5.0 only for non native speakers):
- English language test (name): _____
- Test score: _____ Test date: _____
- Receipt of payment** of the application fee of 1.200,00 Euros and of the regional tax for the right to education of 140,00 Euros
( in case of payment through bank transfer, the receipt of payment must be attached to the enrollment form)
- Supporting financial documents** in order to define the tuition fee according to the income bracket – see "Income Bracket assignment guide"
- exempted from the submission of the individual income tax return, belonging to the 6th bracket.
- English Language Certificates:**
- YES** (Language Certificate to be evaluated.
(Send a copy to the Language Centre of the Academy. Original certificate must then be presented to the same office - the Language Centre of the Academy).
- NO** (need to take English test in NABA)

Place and date, _____,

(Student Signature)

(*) **DECLARATION OF VALUE:**

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

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

The undersigned declares also to be acknowledged with the fact that a Board of Examiners designed by the 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 formative credits and the I level Academic Bachelor degree (ref. Academy Didactic Regulations art. 21/2).

Place and date, _____,

(Student Signature)



SECTION VI: TAX, CONTRIBUTIONS AND TUITION FEES

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

ENROLMENT FEE FOR THE ACADEMIC YEAR 2019/2020	€	1.200,00
ACADEMIC CONTRIBUTION that goes towards the functioning of the NABA infrastructures and services	€	2.000,00
REGIONAL TAX subject to any adjustment that may be indicated in the regional tender published in July 2020	€	140,00
TUITION FEE FOR THE ACADEMIC YEAR 2019/2020	€,00
TOTAL AMOUNT	€,00

SECTION VII: FUNDING AND SCHOLARSHIP

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

- NABA scholarship: partial exemption of contributions/tuition fee
- funding granted: _____ €,00

SECTION VIII: GENERAL CONDITIONS

1. In accordance with the article 54, 1st paragraph of the Consumer Code: for signed contracts, contractual proposals of registration at distance, and for any contract negotiated outside the site of "Nuova Accademia" (NABA), it is recognized to the student the right to withdraw from the contract without the risk of incurring in any extra expenditure and without the payment of any penalty, within fifteen working days from the conclusion of the contract (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 a student withdraws from the contract lawfully, he/she has the right to get a refund of all the payments made order to NABA, except for the application fee.

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

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

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

If a student withdraws up to 1 day before the beginning of the program, the student has the right to get a refund of the tuition

fee and Academic Contribution Fee. Refund is not available for the pre-enrollment fee including the Regional Tax.

If NABA is responsible for course cancellation, NABA will refund the student twice what has been paid.

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

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

6. (Only for 2nd, 3rd year and 'Fuori corso' students - students who have not completed the exams and/or the final exam within prescribed time):

Deferral of future academic years: in the event the student freezes his/her participation to the course within the re-enrollment deadlines, and defers to a future academic year, NABA reserves the right to require a payment of Euro 300,00 as suspension fee for each deferred year. Requests of deferral will be accepted for a maximum of 3 academic years. The academic contribution fee and the tuition fees already paid by the student will be valid for the academic year of attendance. Whereas in the event the student decides not to continue his/her studies, the



enrollment fee, the academic contribution fee and the tuition fees already paid will not be refunded.

(Only for 2nd, 3rd year and 'Fuori corso' students - students who have not completed the exams and/or the final exam within prescribed time):

If, within the prescribed deadline, the student does not proceed with the re-enrollment in the course or does not submit either the request of withdrawal or the request of suspension, he/she will have the possibility, within the period of maximum 5 years, to rejoin his academic career by paying a fixed fee of Euro 2.000,00. Following the student request to rejoin his/her career, the procedure requires both an academic evaluation and the assessment of any possible educational gap. After these checks, NABA will decide and inform the student about his/her year of attendance. It is made clear that the suspension of studies is not retroactive.

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

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

The group of the lessons assigned may change in the academic years following the first year for reasons related to the didactic planning and to the choices made by the student during the completion of the study plan in relation to the major of specialization and the optional courses chosen.

9. Classes will take place weekly, according to the academic timetable defined annually.

10. NABA programs are taught in Italian or in English. Students are required to submit evidence of their knowledge of the language according to the chosen program at enrollment time. Should the student not be able to submit one of the required certificates, NABA will test the student's language knowledge and will assign them their level. If the obtained level is below the required one, students will have to attend the language remedial courses, which are run by the Language Center - in order to reach the required level (CEFR B1+). Only after the achievement of the above mentioned level the student will be able to sit the exams. For further information please refer to the Director's Decree number 29 of 21/12/2017 (published in the student reserved area of NABA website called MyNABA. Username and password will be provided at enrollment time).

Students who will not reach the required English/Italian level – which is an entry requirement- at the end of the remedial course - will be enrolled in the Diploma program (auditor). This fact does not represent just cause of unilateral withdrawal and the refusal of the student to accept the enrollment into the Diploma program will have consequences and effects in accordance with Articles 5 and/or 16.

The students who do not submit a valid language certificate (as per the language requirements reported in the application form) will be required to sit the NABA Language Test scheduled a few days before the beginning of the program. If, only for serious personal reasons, the students do not attend the scheduled Language Test, they will be summoned on another date. There will be only 2 extra sessions available from the students arrival date on campus and, in case they do not show up in any of the 3 available testing sessions, they will not be able to take part in the academic activities and will be removed from the online class registers (attendance records).

Furthermore, all students enrolled in the three-year BA courses in Italian are also required to take the NABA English language test in order to determine the level of proficiency in the language. The test results are expressed according to the grading system defined by the European Framework of Reference for languages (CEFR). Students who obtain the required B1+ level will get the

credits for English, students who get a lower level, shall recover the academic obligation in order to obtain their degree qualification.

11. 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 program. Further access to campus spaces is subject to didactic needs and logistic availability.

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

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

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

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

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

16. NABA reserves the right to require to non-paying students the immediate payment of the outstanding amount, suspending or excluding them from the program and from exams as well as to start the necessary legal action for retrieving the total amount including all expenses: interests, fines, legal billings and everything else as per art 15.

17. Students are 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 also the temporary or permanent suspension from the Academy.

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



**DOMANDA DI IMMATRICOLAZIONE
UG – ENGLISH TRACK STUDENTI ITALIANI**

Mod. 4/07/01
Rev 1 del 20/12/2018
pag. 6 di 12

respect the cleanliness of the premises and areas of common use.

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

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

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

22. First-year Students residing for at least 3 years in a European Union country and who do not present the documentation related to the family income for the allocation of the income bracket within the start of the program, will be assigned automatically to the highest family income bracket. For the 2nd and 3rd year, students shall present all the fiscal documentation concerning the family income in order to confirm or re-evaluate the income bracket assigned at the time of first year enrollment, by November 30th.

The new evaluation of the income bracket will be done by December 31st. Students failing to submit the requested fiscal documentation within the established deadline, will be assigned to the highest income bracket.

23. Enrolment fee, Academic Contribution Fee and tuition fee do not include the Graduation Thesis Fee of Euro 540,00 to be paid at the beginning of the 3rd year together with the registration to the program.

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

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

a. The awarded Diploma allows the access to the Academic course chosen by the student; this requirement is confirmed by the declaration

of value of the foreign diploma and the official Italian translation of the original study title.

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

A Board of Examiners designed by the 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 formative credits and the 1st level Academic Bachelor degree (ref. Academy Didactic Regulations art. 21/2). In case the foreign diploma does not meet the requirements of the Italian Ministry of Education, this fact does not represent just cause of unilateral withdrawal and the refusal of the student to accept the enrollment into the Diploma program (auditor) will have consequences and effects in accordance with Articles 5 and/or 16.

25. The enrolment in a Degree program is under the conditions 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 expenses from the competent authorities.

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 rights 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 together with the rejection declaration issued by the Italian Embassy or Consulate.

26. New Rome location is subject to authorization by the MIUR (Italian Ministry of Education, University and Research).

In case of failure to obtain the recognition within 60 days before the start date of the course, the student will be entitled to a full refund of the amount paid.

NABA will refund the students in the shortest possible term. NABA is exempt by any extra cost incurred by students (i.e. travel, food, accommodation...) for the enrollment and admission process.

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

Place and date, _____,

(Student Signature)

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

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

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

Place and date, _____,

(Student Signature)

Following art. 1341 e 1342 c.c. I declare to have read and approved articles: 3) Non activation of the course 4) Cancellation and/or changement of the Course and its location 5) Obligation to pay fees, contribution to didactics, tuition fee 6) Deferral of future academic years and resume the academic career 7) NABA's right to use its discretion to determine number of courses 12) NABA's exoneration from liability 13) NABA intellectual property rights 14) Costs excluded from the fees, rates and contributions 15) Fine for late payments 16) Persistent delay in the payment of fees-consequences-suspension or exclusion from the program and from the exams 20) NABA's exoneration from liability in case of loss and misplacement of student's personal effects 21) Yearly adjustment of the tuition fee 22) Obligation to submit documentation of family income bracket - consequences in case of no-show 23) Graduation Thesis Fee 25) Visa and stay permit requirements 26) New Rome location subject to authorization by the MIUR, 27) Milan legal court

Place and date, _____,

(Student Signature)



**DOMANDA DI IMMATRICOLAZIONE
UG – ENGLISH TRACK STUDENTI ITALIANI**

Mod. 4/07/01
Rev 1 del 20/12/2018
pag. 7 di 12

GUARANTOR/S:

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

Student father	Mr.	
	(father's name and surname)	(father's signature)
Student mother	Ms.	
	(mother's name and surname)	(mother's signature)
(other) _____	Mr./Ms.	
	(name and surname)	(mother's signature)



Please attach the ID card of the guarantor/s

Place and date, _____, _____
(Student Signature)

ENROLLMENT OFFICE ONLY

Student _____ Student ID number _____ Academic year 2019/2020

**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.

3.2 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-da.com

The Data Protection Officer is Frareg S.r.l. – Viale Jenner 38 – 20159 Milano MI
Email: 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 _____



**DOMANDA DI IMMATRICOLAZIONE
UG – ENGLISH TRACK STUDENTI ITALIANI**

Mod. 4/07/01
Rev 1 del 20/12/2018
pag. 11 di 12

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

SURNAME _____ **NAME** _____

COURSE _____ **YEAR** _____

has submitted the Enrollment form on _____

THE PRESENT RECEIVED ATTENDS THE ONLY DOCUMENTATION DELIVERY. NO DOCUMENTATION CHECK IS NOT MADE THEREFORE THE RECEIPT DOES NOT CONSTITUTE THE COMPLETENESS AND ACCURACY OF DOCUMENTATION.

GENERAL CONDITION

1. In accordance with the article 54, 1st paragraph of the Consumer Code: for signed contracts, contractual proposals of registration at distance, and for any contract negotiated outside the site of "Nuova Accademia" (NABA), it is recognized to the student the right to withdraw from the contract without the risk of incurring in any extra expenditure and without the payment of any penalty, within fifteen working days from the conclusion of the contract (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 a student withdraws from the contract lawfully, he/she has the right to get a refund of all the payments made order to NABA, except for the application fee.

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

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

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

If a student withdraws up to 1 day before the beginning of the program, the student has the right to get a refund of the tuition fee and Academic Contribution Fee. Refund is not available for the pre-enrollment fee including the Regional Tax.

If NABA is responsible for course cancellation, NABA will refund the student twice what has been paid.

5. Enrolment to a course, together with the payment of the required enrollment fee, creates a binding agreement to follow the course and to pay the full fees. NABA reserves the right (except what's stated in paragraphs 1-2-3) to dismiss or expel a student at any time for non-payment of fees or any other due amount, failure to meet the ongoing attendance requirement, late commencement of study and/or withdrawal from courses commenced under any circumstances (personal reason, health problem, family related problem...). No refunds will be granted to the student (including any prepaid fees or deposits) dismissed under this paragraph; the student must pay the total amount of the tuition and the academic contribution fee, within stipulated terms and deadlines. However NABA reserves the right to grant a 30% refund (of the academic contribution fee and tuition fee) to the student enrolled in the 1st year, if withdrawal application is received within 60 days from the beginning of the course; therefore, the student must pay in any case 70% of the tuition fee and academic contribution fee.

6. (Only for 2nd, 3rd year and 'Fuori corso' students - students who have not completed the exams and/or the final exam within prescribed time):

Deferral of future academic years: in the event the student freezes his/her participation to the course within the re-enrollment deadlines, and defers to a future academic year, NABA reserves the right to require a payment of Euro 300,00 as suspension fee for each deferred year. Requests of deferral will be accepted for a maximum of 3 academic years. The academic contribution fee and the tuition fees already paid by the student will be valid for the academic year of attendance. Whereas in the event the student decides not to continue his/her studies, the enrollment fee, the academic contribution fee and the tuition fees already paid will not be refunded.

(Only for 2nd, 3rd year and 'Fuori corso' students - students who have not completed the exams and/or the final exam within prescribed time):

If, within the prescribed deadline, the student does not proceed with the re-enrollment in the course or does not submit either the request of withdrawal or the request of suspension, he/she will have the possibility, within the period of maximum 5 years, to rejoin his academic career by paying a fixed fee of Euro 2.000,00. Following the student request to rejoin his/her career, the procedure requires both an academic evaluation and the assessment of any possible educational gap. After these checks, NABA will decide and inform the student about his/her year of attendance. It is made clear that the suspension of studies is not retroactive.

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

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

The group of the lessons assigned may change in the academic years following the first year for reasons related to the didactic planning and to the choices made by the student during the completion of the study plan in relation to the major of specialization and the optional courses chosen.

9. Classes will take place weekly, according to the academic timetable defined annually.

10. NABA programs are taught in Italian or in English. Students are required to submit evidence of their knowledge of the language according to the chosen program at enrollment time. Should the student not be able to submit one of the required certificates, NABA will test the student's language knowledge and will assign them their level. If the obtained level is below the required one, students will have to attend the language remedial courses, which are run by the Language Center - in order to reach the required level (CEFR B1+). Only after the achievement of the above mentioned level the student will be able to sit the exams. For further information please refer to the Director's Decree number 29 of 21/12/2017 (published in the student reserved area of NABA website called MyNABA. Username and password will be provided at enrollment time). Students who will not reach the required English/Italian level – which is an entry requirement- at the end of the remedial course - will be enrolled in the Diploma program (auditor). This fact does not represent just cause of unilateral withdrawal and the refusal of the student to accept the enrollment into the Diploma program will have consequences and effects in accordance with Articles 5 and/or 16.

The students who do not submit a valid language certificate (as per the language requirements reported in the application form) will be required to sit the NABA Language Test scheduled a few days before the beginning of the program. If, only for serious personal reasons, the students do not attend the scheduled Language Test, they will be summoned on another date. There will be only 2 extra sessions available from the students arrival date on campus and, in case they do not show up in any of the 3 available testing sessions, they will not be able to take part in the academic activities and will be removed from the online class registers (attendance records).

Furthermore, all students enrolled in the three-year BA courses in Italian are also required to take the NABA English language test in order to determine the level of proficiency in the language. The test results are expressed according to the grading system defined by the European Framework of Reference for languages (CEFR). Students who obtain the required B1+ level will get the credits for English, students who get a lower level, shall recover the academic obligation in order to obtain their degree qualification.

11. 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 program. Further access to campus spaces is subject to didactic needs and logistic availability.

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

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

NABA will hold each and every right for taking advantage of the material and use it for economic purposes. Moreover, NABA will also have the right to use the material for any and all purposes such advertisements, promotion, internal



**DOMANDA DI IMMATRICOLAZIONE
UG – ENGLISH TRACK STUDENTI ITALIANI**

Mod. 4/07/01
Rev 1 del 20/12/2018
pag. 12 di 12

policy, information, didactic research, educational projects etc... (These are not exhaustive examples). Consequently, NABA will hold each and every right to register the Intellectual Property Rights and copyrights in national, European and international registers, without prejudice to the student right to be recognized as author.

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

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

16. NABA reserves the right to require to non-paying students the immediate payment of the outstanding amount, suspending or excluding them from the program and from exams as well as to start the necessary legal action for retrieving the total amount including all expenses: interests, fines, legal billings and everything else as per art 15.

17. Students are 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 also the temporary or permanent suspension from the Academy.

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

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

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

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

22. First-year Students residing for at least 3 years in a European Union country and who do not present the documentation related to the family income for the allocation of the income bracket within the start of the program, will be assigned automatically to the highest family income bracket. For the 2nd and 3rd year, students shall present all the fiscal documentation concerning the family income in order to confirm or re-evaluate the income bracket assigned at the time of first year enrollment, by November 30th.

The new evaluation of the income bracket will be done by December 31st. Students failing to submit the requested fiscal documentation within the established deadline, will be assigned to the highest income bracket.

Place and date _____, _____

(Student signature)

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. For everything that is not covered herein, with reference to NABA enrollment regulations, please read "Application Form and Admission Procedure for three-year Bachelor of Arts degree" and "Income Bracket assignment guide". I hereby declare that I read, in addition to the information about the course chosen by the student, articles 1) and 2) referring to information and instructions about the right of withdrawal, the effects of withdrawal and the procedures to exercise such right.

Place and date _____, _____

(Student signature)

Following art. 1341 e 1342 c.c. I declare to have read and approved articles: 3) Non activation of the course 4) Cancellation and/or change of the Course and its location 5) Obligation to pay fees, contribution to didactics, tuition fee 6) Deferral of future academic years and resume the academic career 7) NABA's right to use its discretion to determine number of courses 12) NABA's exoneration from liability 13) NABA intellectual property rights 14) Costs excluded from the fees, rates and contributions 15) Fine for late payments 16) Persistent delay in the payment of fees-consequences-suspension or exclusion from the program and from the exams 20) NABA's exoneration from liability in case of loss and misplacement of student's personal effects 21) Yearly adjustment of the tuition fee 22) Obligation to submit documentation of family income bracket - consequences in case of no-show 23) Graduation Thesis Fee 25) Visa and stay permit requirements 26) New Rome location subject to authorization by the MIUR, 27) Milan legal court

Place and date _____, _____

(Student signature)

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

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

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

