

## GENERAL TERMS AND CONDITIONS OF ENROLMENT FOR ACADEMIC COURSES

### - TEACHING PROGRAM

Alchimia Academic Courses are 1 or 2 years long and attendance is compulsory. The dates of the academic year are available on the calendar, under the Admissions section of the website (LINK). Lessons normally run from Monday to Friday. Sometimes it might be necessary to hold them on a Saturday or Sunday.

### - TUITION FEE AND TERMS OF PAYMENT

Course costs can be found on the section of the website "Tuition Fees & Terms of payment" (LINK). All payments must be made in euros. The student is responsible for all bank charges and commission fees.

### - TERMS OF CANCELLATION

The enrolment fee is non-refundable except in the following cases:

1. If the student withdraws from the course and notifies the Director (by email or mail) within 60 days before the start of the course (LINK Application deadline/Academic Calendar).
2. If the student is denied a study visa by the competent authorities and their course has not already started. In evidence, the student must provide the official documentation, showing refusal of the visa, to Alchimia.

The Administration fee is non-refundable.

### - NON-PAYMENT OF THE TUITION FEE

The tuition fee must be paid within 30 days of when each instalment is due. If not, Alchimia reserves the right to suspend the student from lessons, and from access to the school, until the fee has been paid.

If the entire tuition fee has not been paid by the end of the academic year, Alchimia also reserves the right not to admit the student to the next academic year and / or release any certification necessary for completion of the course.

In all of the above-mentioned cases, Alchimia reserves the right to take legal action for the immediate recovery of the fees due, without the need for prior notice.

- COMPULSORY PAYMENT OF FEES FOR THE ACADEMIC YEAR, ONCE THE COURSE HAS STARTED

Once a student has started a course, they must pay the entire tuition fee, according to the payment plan in the Enrolment form. This applies regardless of how often the student attends the course or whether they eventually withdraw from it.

Alchimia reserves the right to take legal action for the immediate recovery of any fees due, without the need for prior notice.

If a NON-EU student obtained their study visa through their certified enrolment to Alchimia AND then withdraws from a course, Alchimia will inform promptly both Italian and International immigration authorities.

- FAILED EXAMS AND REPETITION OF THE ACADEMIC YEAR

If a student fails an exam at the end of a semester, they will be allowed to retake the exam in the next examination period, for a maximum of two times per subject. Depending on the results of the student, the course coordinator and teaching director may, at their discretion, require the student to repeat the academic year. The student will be officially informed if this happens. Each repetition of an academic year will incur an additional cost for the student, equivalent to the annual tuition fee. This must be paid in accordance with the Terms of Payment for Fees.

- REQUESTS FOR SUSPENSION OF ATTENDANCE

Only one request for suspension can be made during a course. A request can be made only after the entire annual tuition fee for that academic year has been paid (regardless of the payment plan agreed in the enrolment form). The student must also have paid all the tuition fees for previous years of study. The credit in tuition fees, which the student gains from their suspended attendance, will be applied to the fees of the academic year in which the student returns to continue the course.

- ATTENDANCE AND GENERAL RULES

- The academic courses are 1- or 2-year programs. Class attendance is compulsory. No final degree will be issued to students who have 15% or more of unauthorised absences from lessons, or to students who do not complete the program as requested by the school.
- The student accepts the course schedule and agrees to arrive on time for lessons. Alchimia reserves the right to amend the schedule at any time. The student will be informed in advance about any changes.
- Alchimia provides the student with workshop machinery and tools and a fully equipped studio. The student is required to take care of the workshop space, which must be always tidy. The student is personally responsible for any damage caused to the property of ALCHIMIA.
- The student is required to leave, as documentation, the photos of their work made during the course to the school (high resolution, minimum JPG format at 300dpi), allowing ALCHIMIA to use this material only for publicity and crediting the author's name.

- In accordance with the internal rules, the student is advised not to leave any personal possessions or precious materials unattended in the workshop space of the school.
- The internal safety rules will be provided during the Orientation Day. They must be read, understood and signed.
- Any eventual dispute will be under the jurisdiction of the Court of Florence, Italy.

*The contractual relationship between Alchimia and the student, is entirely regulated by the Enrolment Form that the student signs.*

*The validity, interpretation and fulfilment of the Enrolment Form, as well as the contractual infringements and the prescription of any legal action, are regulated exclusively by Italian law.*

*For any dispute which might arise regarding the interpretation, validity, existence, efficacy, resolution or fulfilment of the Enrolment Form, the Court of Florence will be the competent and exclusive jurisdiction.*

#### **ALCHIMIA, CONTEMPORARY JEWELLERY SCHOOL IN FIRENZE**

P.ZZA PIATTELLINA 3R

50124 FIRENZE

+39 055 239615

info@alchimia.it

P.I.: 04891450480

[www.alchimia.it](http://www.alchimia.it)