

REGULATION

Dear Student,

Welcome to Tiberius International!

We hope your study holiday in Rimini can be one of the most enjoyable experiences to remember.

The Management, represented by Ms. Monica Golfieri, is always available to provide you with all the information and assistance for any type of need.

We invite you to promptly report any detail that may cause you discomfort.

Please read the following rules:

Lesson timetable

Start at 9:00 AM	Coffee break from 10:45 AM to 11:00 AM	End at 1:00 PM
Start at 2:30 AM	Coffee break from 4:15 PM to 4:30 PM	End at 6:30 PM

For the regular running of the programs, the punctuality of the start of lessons is essential, **those who arrive with unjustified delay will have to enter the class after the break.**

In the event that the class does not reach a minimum number (3 students), the management reserves the right to reduce the hours of lessons. **In case of illness**, to make up for any missed lessons, it is essential to **show a medical certificate**. Any absences or delays repeated frequently will be communicated to the Management who will notify the parents if the student is a minor.

Payments and Refunds

- **PAYMENTS MUST BE MADE WITHIN THE FIRST DAY OF SCHOOL.**
- **No refunds are provided in the event of postponed starts or early departures, as well as missed lesson hours without notice.**

For the request of Student Visa, the total amount of the course fees will not be refunded in case of visa denial. This sum will be available to the student to attend the course over the next 2 years.

Choice of courses and Final Test

Tiberius provides a textbook and / or any photocopies for the lessons.

Additional requests for material are charged to the student.

Once the course has been booked, it is no longer possible to change the type of course chosen. Any changes in study levels are also at the discretion of teachers. To take the final test and thus obtain the diploma, it is necessary to have attended eighty percent (80%) of class hours. The candidate must sign the consent to take the test.

Final exams are strictly held on THURSDAY of the last week of attendance at the courses, from **9:00 AM to 11:00 AM** or from **3:00 PM to 5:00 PM** indiscriminately for all levels. **The use of any electronic device is not allowed** during the tests, if the student is found to use it anyway, the test will be canceled.

During the study period, verification tests will be carried out at the discretion of the teacher.

Behavior of the student

Students are required to have a **polite and decent behavior**, teachers reserve the right to remove from lessons anyone who disturbs the performance of the teaching activity.

Extracurricular activities

The programs of extracurricular activities are announced at the beginning of the week. Upon joining, payment is required to guarantee participation, according to the methods that will be established. **In case of non-participation, the fees are non-refundable.**

Common and Personal Property

- **The management of Tiberius is not responsible for personal property left unattended in the Institute environments.**
- Any damage caused by students will be charged to them and must be immediately compensated.

Information on the processing of personal data

In accordance with the General Regulation on the Protection of Personal Data (EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016).

Personal data are kept for the period necessary to carry out the activities relating to pre-registration and / or registration. The data provided for registration will be kept for a maximum period of twenty-four months.

I authorize, free of charge and without time limits, pursuant to art. 10 and 320 of the Italian Civil Code. and art. 96 and 97 law 22.4.1941, n. 633 - Copyright law:

- The transmission and publication and / or dissemination in any form of audio, video or photographic material in which the undersigned appears represented or is in any case recognizable.
- The publication / dissemination may take place:
 - On the **websites** of the Tiberius International institute;
 - On the **social channels** of the Tiberius International institute (Facebook, Youtube, Instagram, Twitter);
 - In print and / or any other ways of publication.
- I authorize the use of my image: YES NO

Have a nice holiday in Rimini!

Day

____/____/____

Signature (of the guardian if underage)
