

***Accademia Vivarium Novum* Summer School of Latin 2012**
GENERAL REGULATIONS

ENROLMENT

1. Applications can only take place via the website by submitting the completed application form followed by payment by creditcard or wire transfer.

Applications via the website without immediate online payment will be considered as provisional applications. Following the provisional application the participant will receive information about the payment options. The participant cannot derive any rights from the provisional application.

2. By submitting the application form the participant declares to have received these regulations and in addition declares himself/herself in agreement with its contents.

3. Registration closes on the date indicated on the website or in the brochure. These date may be extended if there are still course places available, which is left to the discretion of the course provider.

4. The reception date of the full payment will be considered as the registration date.

PLACEMENT AND ADMISSION

5. In the event that the number of registrations exceeds the number of available places, the course provider reserves the right to close the registration before the date indicated. Any changes will be announced in the website.

6. The *Accademia Vivarium Novum* reserves the right to test the participant's starting level in order to assess whether it fits in with the level of the course. If the *Accademia Vivarium Novum* finds that the starting level is insufficient, it may decide not to admit the participant to the course. The *Accademia Vivarium Novum* may offer a place in a more basic level of the course, depending on the number of available places.

CANCELLATION BY THE *ACCADEMIA VIVARIUM NOVUM*

7. The *Accademia Vivarium Novum* reserves the right to cancel the course. The *Accademia Vivarium Novum* will within one week after the closing date (for registration) of the course either in writing or by e-mail inform participants of a cancellation due to lack of interest.

8. If in the opinion of the *Accademia Vivarium Novum* placement or admission is not possible, or if the *Accademia Vivarium Novum* has cancelled the course, the registration will be annulled without any costs and course fees already paid will be reimbursed as soon as possible.

CANCELLATION BY THE PARTICIPANT

9. Costs will be owed in the event of cancellation or if the participant interrupts the course or ends it prematurely. These costs are as follows:

- If the participant cancels more than 4 weeks before the start of the course, he/she will have to pay 15% of the full course fee.
- If the participant cancels within one month before the start of the course, he/she will have to pay the full course fee.

TERMS OF PAYMENT

10. The *Accademia Vivarium Novum* must have received the course fee owed before the first course session. The payment options are mentioned on the website www.vivariumnovum.net under *Ad Extra*.

11. If the course fee is not paid on time the *Accademia Vivarium Novum* shall be authorised to ban the participant from the course until the obligation to pay has been fulfilled.

LIFE ON CAMPUS

12. All participants are expected to follow the rules and policies of our campus (please read document 2 in the part of our website dedicated to summer activities), both during the lessons and in the free time. Any violation of those rules, may result in sanctions as serious as immediate termination of the participant's inscription and subsequent banning from the *Accademia's* campus. In the event of a sanction of this kind, the *Accademia Vivarium Novum* will not compensate neither the registration fee nor any further costs.

FINAL PROVISIONS

13. In the event of default on the part of the *Accademia Vivarium Novum* the compensation will never be more than the course fee and any directly related costs. The maximum compensation of these latter costs, such as travel expenses, has been set at € 200.

14. In those cases for which the terms and conditions of registration do not provide, the director of the *Accademia Vivarium Novum* will decide in reasonableness and in fairness.

15. Any disputes resulting from the agreement between the participant and the *Accademia Vivarium Novum* that cannot be resolved in mutual consultation will be brought before the court of Rome.

PRIVACY STATEMENT

16. All personal information provided by visitors to the *Accademia Vivarium Novum* website is treated with the utmost care, and is carefully processed and protected.