

**Accademia Vivarium novum**  
**Latin summer course - 2019**  
**GENERAL REGULATIONS**

**Enrollment**

1. Applications are only accepted via the website by submitting the completed application form followed by payment by credit card or wire transfer. Applications via the website without immediate online payment will be considered provisional applications. Following the provisional application the participant will receive information about the payment options. The participant can not derive any rights from a provisional application.
2. By submitting the application form the participant declares to have received these regulations and in addition declares him-/herself in agreement with its contents.
3. Registration closes on the date indicated on the website. This date may be extended if there are still places available, which is left to the discretion of the course provider.
4. The day the full payment is received will be considered the date of registration.

**Placement and admission**

5. In event of an excess of registrations in relation to the amount of available places, the course provider reserves the right to close the registration before the designated date. Any changes will be announced on the website.
6. The Accademia *Vivarium Novum* reserves the right to examine the participant's starting level in order to assess its compatibility with 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 for a less demanding 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 any possible cancellation due to lack of subscriptions.
8. If in the opinion of the Accademia *Vivarium novum* 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. If the participant cancels, interrupts or ends the course prematurely, the financial consequences are as follows:
  - If the participant cancels more than one month before the start of the course, he/she will have to pay 25% 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](http://www.vivariumnovum.net) under 'Summer Course'.
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 owed sum has been received.

**Life on the campus**

12. Due to the method's coherence, which is based on full immersion, the Accademia *Vivarium novum* does not warranty the success of the lessons if the student does not avoid the use of any other language but Latin during his stay at the Campus, does not follow all the lessons or does not, out of his own will, fully engage in private studies.
13. The gates of the campus will be closed from 23:30 to 7:30.
14. All participants are expected to follow the rules and policies of our campus, both in and outside the classroom. Any violation of these rules may result in sanctions including immediate termination of the participant's inscription and subsequent banning from the Accademia's campus. In the event of such a sanction, the Accademia *Vivarium novum* will not compensate neither the registration fee nor any further costs.

**Expected behaviour**

15. The Academy occupies a prestigious Villa, full of historical, artistical, and archeological interest, entrusted to us by the Italian Government. All visitors and guests within the Villa's premises are to treat it with utmost respect, and to refrain from behaviour that might cause harm to the place. The Academy reserves the right to sanction, in accordance to the law, any misbehaviour on the part of the participations, either by expulsion, or by claiming compensation for any damage caused, or both.

**Final provisions**

16. 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 for these latter costs, such as travel expenses, has been set at € 200.
17. 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.
18. 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**

19. All personal information provided by visitors to the Accademia *Vivarium novum* website is treated with the utmost care and is carefully processed and protected, according to the Italian D.Lgs. 196/2003.

**By filling and sending this form, the student states that he / she accepts these regulations:**

Given Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

**Accademia Vivarium novum**  
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**RULES AND POLICIES FOR LIFE ON THE CAMPUS**

All residents are expected to be familiar with these rules and policies before coming to the campus of the *Accademia Vivarium novum*. Violations of these rules are handled through the disciplinary procedures of the *Accademia Vivarium novum* and may be cause of legal actions against the responsible individual or individuals. Individuals who pose a clear and present danger to other participants are not eligible to live on the campus.

All room assignments and room transfers are made without regard to a student's race, religion, sexual orientation, or nationality. Participants of the opposite gender may not occupy the same room, unless they are a married couple.

**Violence, Harassment, and Human Rights**

Harassment, verbal abuse, physical abuse, and threats of physical abuse are specifically prohibited in every space of our campus. Violence and harassment is not tolerated. When a case is reported and documented, severe sanctions will be imposed, including the possibility of campus eviction and course suspension.

Staff members of the *Accademia* are mandatory reporters for violence and harassment. Whenever a staff member receives information about conduct in violation with these rules, the staff member will forward the information to the President of the *Accademia Vivarium novum* for review.

**Standards of Participant Behavior on campus**

Communal life on the campus entails certain rights and responsibilities for all members.

Any participant who commits, incites, or aids others in committing any acts of misconduct shall be subject to disciplinary action by the *Accademia Vivarium novum*. This applies to any participant regarding his/her own actions:

1. Unauthorized occupation or use or unauthorized entry into any area within campus, including participants' rooms.
  2. Interference with the right of access to campus facilities or with any contractual right of any person on campus.
  3. Individual or group activities within any area of the campus that cause a disturbance, including hallway sports, inappropriate behavior, or behavior that threatens the rights and safety of other persons and/or the property of the *Accademia*.
  4. Harassment, verbal or physical abuse, or the threat of physical abuse, including self-destructive behaviour, on campus or during any outdoor activity, or other conduct that threatens or endangers the health or safety of any person.
  5. Failure to respond to a summons from a residence staff member of the *Accademia* (including requests to meet to discuss alleged policy violations) and/or failure to follow directions from a staff member of the *Accademia*, acting in the performance of his duties.
  6. Obstruction or disruption of disciplinary procedures, administrative procedures, or any other authorized function or event of the *Accademia*.
  7. Tampering with or the misuse of fire alarms (including sounding a false fire alarm), fire extinguishers, or any fire equipment or limiting egress from the buildings by tampering with exit signs and doors.
  8. Unlawful manufacture, distribution, sale, use, or possession of illegal, addictive, dangerous, or controlled substances on the campus. Any kind of drug paraphernalia is prohibited.
  9. Theft, vandalism, misuse, or misappropriation of campus property or private property as well as possession of stolen goods.
  10. Possession or use of guns and other firearms.
  11. Possession or use of any explosives and combustible material.
  12. Misuse of room or building keys.
  13. Failure to follow emergency procedures.
  14. Violation of quiet hours and/or courtesy hours as determined by staff members.
  15. Setting a fire or the possession or use of candles or any type of open-flame (including incense) or open-filament device.
  16. Conviction of any crime committed on campus according to the Italian law.
- In addition to sanctions imposed under these rules, people living on campus are subject to prosecution in civil or criminal court for their behavior.

**Violations Warranting Eviction**

The following violations are considered significant violations of community standards and would normally result in a participants' permanent suspension from the campus. These examples are not intended to be a complete list; participants may be subject for eviction in other serious circumstances

- Possession/consumption of drugs or paraphernalia.
- Possession of a large amount of alcohol.
- Physical assault, including sexual assault.
- Possession of firearms and explosive material.
- Intentionally setting a fire, falsely pulling a fire alarm or causing a fire alarm to occur.

**Alcohol Policy**

It is not permitted to have or use large quantities of alcoholic beverages. We strongly recommend all participant to make use of wine and other alcoholic beverages only during lunch and dinner. In accordance to Italian law it is absolutely forbidden for minors to consume any amount or type of alcoholic beverage.

**Drug Policy**

Illegal, addictive, dangerous, or controlled substances are not allowed on campus. Possession of drugs or drug paraphernalia, use, manufacture, distribution, or sale of illegal drugs is prohibited.

A resident found guilty of violating the drug policy will ordinarily be suspended from the campus.

**Internet Acceptable Use Policy**

As an additional feature, the *Accademia Vivarium novum* will provide the participants of its courses with internet connections in designated spots. These connections shall however be considered a complimentary service, not a right. The *Accademia Vivarium novum* expects ethical and responsible behavior in the use of this network. Do not participate in any illegal or disruptive activity that will negatively impact the other users of the network or the reputation of the *Accademia*.

The following standards are in effect. This list is meant to be illustrative, not exhaustive.

- The participant is responsible for all activity originating from this connection. He/she must take reasonable precautions to prevent unauthorized use by others of this connection as well as his/her accounts, programs, or data.
- The participant should not engage in activities that consume excessive amounts of network bandwidth.
- The participant may not modify or extend campus network services and wiring. This applies to all network wiring, hardware and in-room jacks. The only device to be connected is a personal computer. Servers of any type, hubs or network printers may not be connected. Campus connections are provided for individual use only. The participant may not create accounts on his/her computing system that provide campus network access for anyone else.
- The participant may not participate in illegal activities such as software piracy (either the distribution of copyrighted software or illegal attainment of software or other copyrighted materials) from the campus connection.

At its discretion, the *Accademia* may use its capability to examine network resources for violations of this policy. Sanctions for violation of this policy may result in disconnection from the campus network, other disciplinary action, or referral to external authorities.

**Smoking Policy**

The use of smoking or smokeless tobacco products is prohibited in bedrooms and in public areas. Public areas include classrooms, the library, the dining room, hallways, stairways, elevators, restrooms, etc.. Students over 18 years of age may possess and are allowed to store tobacco and legal smoking products but may not use them in the indoor areas of our campus. Smoking is allowed in gardens and other outdoor areas of the campus.

**By filling in and sending this form, the student states that he/she accepts these rules and policies:**

Given Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature: \_\_\_\_\_