

BOOKING FORM

To enroll in a course, please digitally complete one booking form for each course of choice

Course CODE

Course Title

PERSONAL DETAILS

gender M F

name and surname (as on your passport)

place of birth (city and country)

date of birth (dd/mm/yyyy)

nationality

resident of

address

country

zip code

e-mail

telephone

fax

passport number (In case of VISA request)

HOW DID YOU HEAR ABOUT THE COURSES?

school web friends other

PARTICIPANT'S BACKGROUND

List relevant points of your educational background and/or professional experience (degree; specialization; current professional position) – Optional

By submitting this booking form, the participant declares to have the necessary academic qualification and /or professional experience to successfully attend the course of choice.

Personal data privacy will be covered under Italian Privacy Law nr 196/03. All personal data spontaneously provided by visitors, and with their permission, can be used by Domus Academy. In regards to special services, visitors will be given the appropriate information and may be asked, when necessary, for permission to use their personal data. The Responsible party for personal data processing at Domus Academy SpA, - Via G. Watt, 27 Milano - is the CEO, Maria Grazia Mazzocchi.

By submitting this booking form the participant gives Domus Academy SpA the permission to use its personal data in accordance with the above mentioned Italian Privacy Law nr 196/03

By submitting this booking form the participant declares to have read and understood the booking terms and conditions; agreeing to abide by the booking terms and conditions contained in the annex to the booking form and understanding that they shall take effect on receipt of the booking form by Domus Academy SpA

SIGNATURE FOR ACCEPTANCE

SIGNATURE FOR SPECIFIC ACCEPTANCE OF THE CLAUSES 8.1; 8.2; 8.3 10.1; 10.2 – 14.1; 14.2 – 18.1; 18.1.2 – 20 CONTAINED IN “BOOKING TERMS AND CONDITIONS” ANNEX

Please return the form completed in all its part (signatures included) by email or fax, together with the copy of the bank transaction receipt, to Domus Academy Short Courses Department:
Email: infoshortcourses@domusacademy.it - Fax nr +39 02 4222525

The booking will be confirmed only upon the applicant’s receipt of confirmation from the school by email.

BOOKING FORM ANNEX

BOOKING TERMS AND CONDITIONS

1. COURSES ENROLLMENT

It is not possible to enroll in two courses which are running contemporaneously. It is possible to enroll in two courses which run successively.

2. FEES

2.1 Full payment of the course fees must be received prior to commencement of the course. Your place in the course cannot be guaranteed until full payment is received. The registration will be confirmed only upon the applicant's receipt of confirmation from the school by email or fax.

2.2 All fees stated have VAT 20% excluded. When you settle the course payment, please make sure to add 20% VAT percentage to the (net) tuition fee for the course. In case of missing payment, the administration will formally ask you to refund the 20% VAT percentage.

3. METHODS OF PAYMENT

3.1 The payment of the course fee can be made through e-Commerce system, clicking on the link _ISCRIVITI/BOOK IN_ on the Domus Academy web-site www.domusacademy.com under the section dedicated to the specific course of interest.

or through bank transfer to:

DOMUS ACADEMY SPA
Unicredit Banca
Branch of Milano Richard
Account Nr. 000041099779
A.B.I. CODE: 02008
C.A.B. CODE: 01671
CIN CODE: T
IBAN CODE: IT51 T 02008 01671 000041099779
SWIFT CODE: UNCRITB1DF7

3.2 Make sure not to charge Domus Academy with bank expenses relating to your fee payment. In case this occurs, the administration will formally ask you to refund the bank expenses.

3.3 The copy of the transaction receipt must be sent by email or fax, together with the booking form completed in all its part to:

Domus Academy's Short Courses Department

Email: infoshortcourses@domusacademy.it - Fax nr +39 02 4222525

The transaction receipt must include as cause of payment: participant's name, code and title of the course paid.

3.4 If your company is paying for the course and you would prefer to receive a pro-forma invoice, please send to infoshortcourses@domusacademy.it an email containing the company's details (name of the company, address, VAT number) together with your booking form filled.

4. MINIMUM AGE REQUIREMENT

We cannot accept bookings from participant under 18 years of age.

5. MATERIALS AND EQUIPMENT

You should provide your own materials depending on the type of project that the workshop will require. Closer to the beginning of the course, we will send you a list of necessary materials.

6. APPLICATIONS AND ENROLLMENTS

6.1 If there are places available on a course we will accept bookings until one week prior the course's commencement.

6.2 Late applicants will usually have their place on the course confirmed by email. If, however, you have not received confirmation within 24 hours of your application, it is your responsibility to check the status of your booking which can be done by contacting the Short Course Office at +39 02 42414052.

6.3 Domus Academy reserves the right to close the enrollments to one or more courses by considering the number of the students already enrolled.

7. CANCELLATIONS BY DOMUS ACADEMY

7.1 Please note that courses have minimum attendance levels and may be cancelled if too few bookings are received.

7.2 We reserve the right to:

7.2.1 amend or cancel courses

7.2.2 change course location

7.2.3 substitute lecturers, project leaders and tutors.

7.3 If we cancel a course we shall attempt to give you at least 2 weeks notice and you will have the option of transferring to another course, if available, or of having a full refund of the fees returned to you as soon as possible.

7.4 We will not be liable for any losses (including, but not limited to: travel and accommodation costs) arising as a consequence of any modification or cancellation of courses or time-tabling constraints as set out above beyond the cost of the course.

8. CANCELLATIONS BY YOU

8.1 If you wish to cancel your place in a course, your request must be made in writing by email.

8.2 If your written request is received more than one month prior to the course start date you will be entitled to a full refund.

8.3 If your written request is received within one month of the course start date you will not be entitled to a refund.

9. TRANSFERS

You can ask to be transferred to another course up to one month prior to the course start date. The school reserves the right to evaluate the transfer's feasibility.

10. NON-ATTENDANCE

10.1 Non-attendance of a class or classes due to illness or for personal or professional reasons does not provide the right to refunds, extra tuition or a transfer.

10.2 However, in such an event we will consider all the circumstances and take actions which we consider to be fair and reasonable.

11. CLASS POSTPONEMENT BY DOMUS ACADEMY

If a class is postponed for reasons in which we are responsible, including staff illness, we will make every reasonable effort to reschedule the class.

12. FORCE MAJEURE

We shall not be liable for any failure or delay in the performance, in whole or part, of any our obligations arising from or attributable to acts, events, omissions or accidents beyond our reasonable control including, but not limited to strikes, lock-outs 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 regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm, pandemics, epidemics or other outbreaks of disease or infection, failure in the public supply of electricity, heating, lighting, air conditioning or telecommunications equipment.

13. OVERSEAS APPLICATIONS

Please ensure that your place is confirmed and the course is running before you make any travel arrangements. We do not offer refunds for travel or accommodation costs in accordance with Clause 7.4 above.

14. VISAS

14.1 We recommend you check with your travel agent or contact the Italian Embassy or consulate (as relevant) in your own country before you book your course.

14.2 A refund will not be offered if your visa application is declined, although we will offer you a transfer (subject to the conditions contained in Clause 10.2 above) if your visa is delayed.

15. LANGUAGE

All classes are taught in English, or Italian with simultaneous or consecutive translation into English.

16. PARTICIPANT'S CONDUCT

Participants are expected to conduct themselves in a professional manner and to recognize that other students also require support and assistance. If a student becomes persistently disruptive we may, at our discretion, ask the student to leave the course.

17. CERTIFICATES

On the last day we will issue a Certificate of Attendance to all participants who completed 80% or more of the course.

18. LEVEL'S CONSISTENCY

18.1 Applicants are requested to declare educational background and/or professional experience consistent with the level of the course chosen (see the booking form).

18.1.2 Domus Academy shall not be liable for any misrepresentation of them and we reserve the right to take such action that we consider to be necessary in this instance.

19. FURTHER INFORMATION

Our website clearly describes the courses being run by Domus Academy. Every care has been taken to ensure accuracy but changes may have been introduced after publication since it is the policy of Domus Academy to constantly monitor its course offerings as well as the performance and content of individual courses. Whilst every attempt will be made to provide the courses and services described, Domus Academy reserves the right to make changes as appropriate for reasons of operational efficiency or due to circumstantial.

20. APPLICABLE LAW

The only Law applicable for any dispute on regards of the present contract is the Italian Law and the place of jurisdiction is the court of Milan.