

## **TERMS OF ENROLMENT TO COURSES AND WORKSHOPS**

### **ENROLMENT**

Enrolment must be in writing by sending to the secretary Professione Libro by fax, e-mail or letter a fully completed and signed registration form with the copy of the payment quittance, by the terms indicated in the details of the workshop/course. After the workshop fee has been received, students will receive a confirmation of the enrolment in the workshop, with the course details and, in case, the tools and materials list. The order of definite enrolment will be determined by the order of payment.

If a workshop has already been fully enrolled, then further students wishing to enrol will be informed that their names can be placed on a waiting list, if they so wish.

### **CANCELLATION**

#### **BY STUDENTS**

Enrolment must be cancelled in writing.

##### **- International workshops/courses**

If the cancellation letter is posted four or more weeks before the workshop begins, the participation fee will be refunded minus a 15% cancellation charge.

If the cancellation letter is posted less than four weeks but more than two weeks before the workshop begins, then the participation fee will be refunded minus a 50% cancellation charge.

If the cancellation letter is posted less than two weeks before the workshop begins, then the participation fee will not be refunded, or will be charged to the student.

##### **- National workshops/courses**

If the cancellation letter is posted three weeks or more before the workshop/course begins, the participation fee will be refunded minus a 15% cancellation charge.

If the cancellation letter is posted less than three weeks before the workshop begins but before the closing date for the enrolments, then the participation fee will be refunded minus a 50% cancellation charge.

If the cancellation letter is posted after the closing date for the enrolments, then the workshop fee will not be refunded.

If the payment had not yet been made, the fee (for participation or cancellation) will be charged to the student.

No refund is provided for students who are enrolled but, without further notice, do not participate at the workshop.

#### **BY THE ORGANIZER**

If Professione Libro, unexpectedly and/or for unforeseen reasons, should be obliged to cancel the workshop, then the participation fee will be refunded in full.

### **LIABILITY**

Participation in the workshop is at students' own risk. The organizers cannot accept liability for bodily harm, or loss of or damage to students' personal property during a workshop.

### **LOCATION**

The workshop shall take place at the location named in the description form. If this location is changed, students will receive a communication notifying them of the change, and they will be then free to cancel their enrolment; if so, the workshop fee will be refunded in full.

### **LANGUAGE**

The courses are mainly be given in Italian and/or English; in the workshop description form is indicated when the teachers can assist students also in others languages.

### **FURTHER INFORMATION**

Please do not hesitate to contact us if you need any further information or clarification. Though the above formalities are binding, the organizers are free to deviate from them at their discretion, following personal correspondence and/or after due consideration.