

POLIMODA MASTER COURSES – SUMMARY OF ENROLMENT CONDITIONS

1. Didactic programme

Polimoda Master Courses duration is 32 weeks with mandatory attendance. The start and end dates of the course are notified at the time of admission and laid out in the enrolment contract.

Polimoda is entitled to make all changes it considers appropriate to the study program.

The weekly schedule provides that lessons can be held from Monday to Saturday.

Classes might be followed by an internship with a fashion company. Students will be admitted to the internship selection procedure only upon prior verification of the requirements and under the conditions laid down in the Students Regulations for Polimoda Master Courses (see Section Internship, Article 19 and 20) to be signed by the student, as below further specified, and to be provided in original paper copy to Polimoda, before the beginning of the course, as integral part of the enrolment contract.

Should the participation of the student to the internship selection procedure not lead to an internship opportunity, the study program will terminate at the end of classes and no claim or request may be raised against Polimoda in this respect.

If the student is admitted to the internship, the internship will be considered as part of the study program and the final diploma will be released at the end of the internship.

For NON EU STUDENTS only: Should the duration of the Italian permit of stay issued to the student or the denial of renewal of the permit or any other bureaucratic impediment arise to prevent the student from undertaking the internship, the study program will terminate at the end of classes and no claim or request may be raised against Polimoda in this respect.

In any case the tuition fee will remain unvaried.

2. Tuition fee and payment terms

The amount of the Tuition Fee can be found on the Courses section of the website <http://www.polimoda.com/it/corsi.html>.

The Tuition Fee includes the Enrolment Fee (€ 3.000,00 – three thousands/00) to be paid by the student within 7 (seven) days of receipt of the admission confirmation.

The enrolment contract, including the privacy information note and consent, will be sent to the student upon payment of the Enrolment Fee. A digital copy of the Enrolment Contract signed by the student must be sent to Polimoda within 15 days.

The payment of the balance of the tuition fee must be made within 15 (fifteen days) of receipt of the enrolment contract, failing which the student will be cancelled from the list of admitted students and will not be able to start the attendance of the course.

Payments can be made as follows:

- **at the Accounting Office**
 - by cash (for amounts up to € 500,00)
 - by ATM
 - by Credit Card,
- **by bank wire**
 - to Credito Cooperativo di Cambiano (Polimoda Bank Name), Agency: Via Maggio,84/r – 50125 Firenze - IBAN IT93B0842502803000030861280 - BIC CRACIT33XXX,

or

- to Monte dei Paschi di Siena (Polimoda Bank Name) – Agency: Via Di Soffiano 86 – 50143 Firenze - IBAN IT79W0103002862000000040576 - BIC PASCITM1W14

specifying the name and surname of the student and the name of the course in the reason for payment.

- **On line** Through the website www.polimoda.com

- **at any Post Office** For any amount, using Polimoda prefilled payment form (to be collected by Polimoda Accounting Office)

All payments must be made in euros; all bank charges and commission belong to the student.

Invoices for payment of the tuition fee may be sent by certified mail or delivered in hard copy.

3. Non-payment of the tuition fee– Sanctions

In the case of non-payment of the tuition fee for the entire due amount within 30 (thirty) days of each payment term, Polimoda is entitled for the entire duration of the arrears to the following cumulative rights: a) to immediately suspend the student from access to the library and to loans; b) to exclude the student from the various events that Polimoda may decide to organise to foster the encounter between the student and the companies operating in fashion sector; c) to suspend the student from interviews with the companies preparatory to the eventual organisation of internships; d) to exclude the student from the end-of-year fashion show and any other events that Polimoda may decide to organise for the participation of the student; e) to suspend the student from entry to the exams; f) in the event of non-payment of the tuition fee within the end of the course, in addition to the above mentioned penalties immediately applicable at the time of assessment of the arrears, not to issue to the student the final certifications necessary to complete the study program.

It is understood that the formal communication of the aforementioned sanctions will be made by Polimoda without any requirement for notice, being deemed sufficient to this end the forwarding of the notice by e-mail to the e-mail address resulting in the portal MyPolimoda. The moment arrears are rectified, Polimoda shall proceed without delay to reinstate the student to the utilisation of all the services and/or participation in all the events the attendance at which had previously been suspended, where this is considered by Polimoda to be still possible on the basis of the state of advancement of the individual activities involved.

Notwithstanding the foregoing it is in any case understood that in the event of non-payment of the tuition fee for the entire amount due within 60 (ninety) days of each payment term, Polimoda reserves the right not to admit the student already in arrears to the attendance of the lessons, thus forbidding access to places which host the various training activities, wherever located according to the chosen course. In case of rectification of the arrears Polimoda shall proceed without delay to readmit the student to attend classes, where still possible depending on the progress of learning activities. In all the cases mentioned above, however, without prejudice to any further legal protection, Polimoda nevertheless retains the entitlement to take legal action for the immediate recovery of the credit, without the need for prior notice.

4. Obligatory payment of the annual tuition fee upon commencement of the academic year

In any case, any student who has begun attending the course, will be obliged to pay the entire tuition fee, according to the schedule established in the enrolment contract, regardless of the student's attendance regularity and/or his / her subsequent abandonment of the course, should this occur.

In this case Polimoda can initiate legal proceedings to recover the credit immediately, with no need for any prior warnings.

5. Withdrawal from the course and refunds

5.1 The Enrolment Fee (€ 3.000,00 – three thousands/00) will be refunded only in the following cases:

- Cancellation of the course by Polimoda
- Official evidence of denial of the visa requested by the student.

5.2 Withdrawal from the course must be notified by the student to Polimoda by registered letter or e-mail or fax.

In case of withdrawal notified up to 60 (sixty) days prior to the beginning of the course the 100% of the tuition fee already paid by the student will be refunded to the same excluding the € 3.000,00 Enrolment Fee;

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In case of withdrawal notified between the 60th and the 30th day prior to the beginning of the course Polimoda will withhold the tuition fee already paid by the student for an amount equal to the 50% of the entire tuition fee and will reimburse to the student any amount exceeding such percentage.

No refund will be made to the student if withdrawal is notified less than 30 days before commencement of the course

5.3 All the provisions above stated are without prejudice to the derogation set forth in point 6 below.

5.4 Notice of withdrawal received from non-EU students will be promptly forwarded to the Questura of Florence.

6. Request for Postponement/ Suspension of attendance

6.1.1. This kind of requests may be presented and approved only according to the provisions hereinafter specified and **only upon payment, by the student, of the amount of the entire tuition fee regardless of the payment schedule envisaged in the enrolment contract signed by the student or agreed upon at a later time.** The amount paid by the student in order to benefit of postponement or suspension of attendance will be accounted to the tuition fee of the following edition of the course within which the student will start or resume his / her attendance. The amount paid by the student in order to benefit of postponement or suspension of attendance will be accounted to the tuition fee of the following edition of the course within which the student will start or resume his / her attendance.

6.1.2 By way of derogation from the provisions of point 5.2 above, **under no circumstances the amount referred to in point 6.1.1 above may be reimbursed to the student**, with the sole exceptions envisaged and within the limits laid down in points 6.2.2 and 6.3.2 below (non- activation of any edition of the course within the period of time during which the student may start or resume his / her attendance according to the provisions laid down below in point 6.2.1 and 6.3.1).

6.1.3 The suspension / postponement of attendance by non-EU students will be promptly notified to the Questura of Florence

6.2 Postponement of Attendance: the case of the student who immediately after enrolling, does not intend to begin attending the course for the chosen edition due to personal needs which have in the meantime developed

6.2.1 In this situation the student can request to postpone attending the course on a later edition, no later than the start date of the same edition of the course eventually scheduled in the next academic year. After said period the student may only start attending the course by undergoing the admission procedure once more, signing a new enrolment contract, paying the entire new tuition fee required at the time of the new enrolment, regardless of the amounts previously paid which will be withheld by Polimoda.

6.2.2 In the event that no edition of the course is activated within the period of time during which the student may start attendance according to the provisions laid down in point 6.2.1 above, the student can be admitted to a different Polimoda Master Course or, only in the case above specified, request the reimbursement of the tuition fee already paid excluding the enrolment fee (Euro 3000,00). No further claim or request may be brought by the student towards Polimoda in respect to such a case.

6.3 Suspension of Attendance: the case of a student who has begun attending the course, and who intends to suspend the course temporarily due to personal needs which have occurred in the meantime.

6.3.1 In this situation the student can request suspension of the course and to resume it in a later edition of the course, with the possibility of returning to attending the course on a later edition, no later than the start date of the same edition of the course eventually scheduled in the next academic year.

After this time the student may only return to attending the course by new admission procedure, signing a new enrolment contract and paying the entire tuition fee required at the time of the new enrolment, regardless of the amounts previously paid which will be withheld by Polimoda.

THE STUDENT'S ATTENDANCE MUST IN ANY CASE BE RESUMED FROM THE BEGINNING OF THE COURSE REGARDLESS THE NUMBER OF WEEKS ALREADY ATTENDED.

POLIMODA

The student who requests to suspend his / her attendance after having completed the sixteen week of the course, as indicated on the didactic calendar in the portal MyPolimoda, in order to resume his / her attendance will be required to correspond to Polimoda an additional amount equal to the 30% of the tuition fee, in addition to the tuition fee already paid in order to benefit of attendance suspension.

6.3.2 In the event that no edition of the course is activated within the period of time during which the student may resume his/her attendance according to the provisions laid down above in point 6.3.1 above, the student can be admitted to a different Polimoda Master Course, or, only in the case above specified, request the reimbursement of the tuition fee already paid for an amount equal to, in percentage, the number of weeks running between the date of request to suspend and the end date of lessons.

No further claim or request may be brought by the student towards Polimoda in respect to such a case.

7. Course cancellation

The course will only be activated if the minimum number of enrolled students, deemed appropriate by the competent Polimoda Board, has been reached; should enrolments not reach the required minimum number, the course will be cancelled and the entire tuition fee will be promptly reimbursed to the student, including the Enrolment fee (€ 3.000,00 three thousands/00). No further claim or request can be brought by the student towards Polimoda apart from reimbursement of the entire fee.

8. Applicable Law and Competent Court

The contractual relationship between Polimoda and students enrolled on its courses is entirely regulated by the enrolment contract and the Students Regulations for Polimoda Master Courses the student undertakes to sign by signing the enrolment contract, the existence, validity, interpretation and fulfilment of which, as well as the consequences of the enrolment contract infringements and the prescription of any legal action, are regulated exclusively by Italian law. For any dispute which might arise regarding the interpretation, validity, existence, efficacy, resolution, or fulfilment of the enrolment contract, the court of Florence will be the competent and exclusive jurisdiction.

9. Students Regulations

No later than the first day of the course the student will acknowledge and confirm his/her full acceptance of the Student Regulations for Polimoda Master Courses by delivering to Polimoda original paper copy of the said Regulations, printed directly from the website www.polimoda.com, together with original paper copy of the signed enrolment contract, if not previously sent, duly signed on all pages in the space provided. Failure to do so will prevent the student from attending the study programme.