

POLIMODA UNDERGRADUATE COURSES – SUMMARY OF ENROLMENT CONDITIONS

1. Didactic programme

Polimoda Undergraduate Courses are three or four year programs with mandatory attendance.

The start and end dates of the first academic year will be laid out in the enrolment contract. For successive academic years this information will be made available on the portal www.mypolimoda.com (see art. 10 of the Student regulations for Undergraduate courses).

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.

Students' regular progression through the course foresees that the study program classes will be followed by an internship in a fashion firm as necessary requirement for obtaining the diploma.

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 period, a final thesis or other research project may be substituted and undertaken at a distance for completion of the Diploma requirements.

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 admittance confirmation on the course**. The payment of the **balance of the tuition fee for the first academic year must be made within 15 (fifteen days) of receipt of the enrolment contract**, which will be sent to the student by Polimoda upon receipt of the payment of the Enrolment Fee, 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. Payment of the **following annual fees** must be made by and **no later than July 31st of each year**.

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.

The **Enrolment Contract**, including the **Privacy Informative Note and Consent**, to be sent to the student after the enrolment fee payment is made, must be returned by the student to Polimoda **duly signed on all pages**, within 15 days of receipt of the same.

3. Non-payment of the tuition fee– Sanctions

In the case of non-payment of the annual 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 students in their senior year and companies operating in fashion sector; c) to suspend the student from interviews with the companies preparatory to the organisation of internships; d) to exclude the student from the eventual end-of-year fashion show and any other events that may be organised for the participation of the students; e) to suspend the student from entry to the exams of the current year of study; f) in the event of non-payment of the entire annual tuition fee within the end of the academic year, in addition to the above mentioned penalties immediately applicable at the time of assessment of the arrears, not to issue to the student the formal certifications necessary for the prosecution of the study program and not to admit the student to the following academic year. 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 communication 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.

In the event of non-payment of the annual tuition fee within 90 (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 the 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 academic year, will be obliged to pay the entire annual tuition fee, according to the schedule established in point 2 of the present conditions, regardless of the student's attendance regularity and/or his/her subsequent abandonment of the course, should this occur.

In this case, Polimoda can however 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 (Euro 3000,00) already paid by the student will be refunded only in the following cases:

- Cancellation of the course by Polimoda
- Official evidence of denial of the study visa

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 academic year lessons, the 100% of the annual tuition fee already paid by the student will be refunded to the same, excluding the Euro 3.000,00 **Enrolment Fee in case of withdrawal from the first academic year;**

In case of withdrawal notified between the 60th and the 30th day prior to the beginning of the academic year lessons, Polimoda will withhold the annual tuition fee already paid by the student for an amount equal to the 50% of the entire annual 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 lessons of the academic year.

5.3 All the provisions above stated within this article 5 are without prejudice to the derogation set forth in the following article 6.

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

6. Repetition of the academic year

Based on course results already achieved, the Head of Education may consider it necessary for the student to repeat the academic year. In this case, the student will be formally notified. Each repetition of one academic year will incur an additional cost for the student, equivalent to the annual tuition fee, to be paid in the same modes and with the same deadlines set for academic years subsequent to the first year.

7. Request for Postponement/ Suspension of attendance

7.1 General Rules.

7.1.1 Such requests can be submitted and accepted, according to what is provided for below and only after the student has paid the entire annual tuition fee for the academic year in which the start of the course is foreseen in the contract (in the event of postponement) or for the academic year to be suspended (in the event of suspension), regardless of the payment plan established in the enrolment contract or subsequently agreed. The amount paid by the student in order to benefit of postponement or of suspension of attendance will be accounted to the tuition fee of the academic year in which the student later begins or returns to attending the course.

7.1.2 In addition, to accept the requests for suspension submitted during academic years other than the first one, the student must also have paid all due tuition fees for previous years of study.

7.1.3 Only one request for postponement or suspension can be granted during the entire duration of the course.

7.1.4 Under no circumstances the amounts referred to above in this point 7.1 can be reimbursed to the student, with the sole exceptions envisaged and within the limits laid down in points 7.2.2 and 7.3.2 below (non- activation of the course or non-activation of the year of study the student is supposed to start or to resume).

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

7.2 Postponement of attendance: the case of the student who immediately after enrolling, does not intend to begin attending the first year of study for the chosen edition due to personal needs which have in the meantime developed.

7.2.1 In this situation, the student can request to postpone attending the course on the start date of the same edition of the course that may be scheduled for the month of October of the following academic year. After this date, the student may only start attending a course by undergoing the admission procedure once more, signing a new enrolment contract, 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.

7.2.2 In the event that the first year of study will not be activated within the following academic year edition, the student can be admitted to a different undergraduate course, or request reimbursement of the tuition fee paid to be able to take advantage of postponement according to point 7.1.1 above, 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.

7.3 Suspension of attendance: the case of the 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.

7.3.1 In this situation, the student can request suspension of the course, both during the academic year and during the summer break between one academic year and another, referring to the academic year that will begin in the autumn, with the possibility of returning to attending the same edition of the course that may be scheduled for the month of October of the next academic year. After this time, the student may only return to attending the course by new admission, 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.

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IT IS UNDERSTOOD THAT THE TIMING OF RESUMING ATTENDANCE IN THE FOLLOWING ACADEMIC YEAR WILL BE DECIDED BY THE HEAD OF EDUCATION.

Students who submit applications for suspension during the academic year after completing attendance of the sixteenth week of classes, as stated in the course calendar published on the MyPolimoda web portal, and **who intend to return to attending the course from the beginning of the next academic year**, or who, according to the Head of Education opinion, needs re-attend the course from the beginning of the next academic year, **must pay an additional amount (equivalent to 50% of the annual tuition fee)**, in addition to the tuition fee already paid to be able to take advantage of suspension of attendance.

7.3.2 In the event that the year of study the student is supposed to resume is not activated in the following academic year, the student can be admitted to a different undergraduate course.

Alternatively, the tuition fee paid to benefit from suspension pursuant to point 7.1.1 can be refunded to the student, only in the case above wherein the year of study is not activated by Polimoda and only within the following limits:

- a. If the student has requested suspension of attendance before the start of lessons in the suspended academic year, as shown in the course calendar published on the MyPolimoda web portal: 100% refund.
- b. If the student has requested suspension of attendance after the start of lessons in the suspended academic year: refund of an amount that will be calculated as a percentage corresponding to the amount of the tuition fee relating to the weeks of lessons running between the date when the student requested suspension and the end date of lessons of the suspended academic year.

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

8. Course cancellation

The course will only be activated if the minimum number of enrolled students, deemed appropriate by the competent Polimoda Board, is reached. Should enrolments not reach the required minimum number, the course will be cancelled and the first year of study's tuition fee will be promptly reimbursed to the student, including the € 3.000,00 (three-thousands/00) paid as Enrolment Fee.

No further claim or request can be made by the student toward Polimoda apart from reimbursement of the entire fee.

9. Applicable Law and Competent Court

The contractual relationship between Polimoda and students enrolled on its courses is entirely regulated by the enrolment contract and Polimoda Students Regulations for Undergraduate Courses, as published on the website www.polimoda.com, that the student undertakes to sign by entering 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.

10. Students Regulations

No later than the first day of the course the student is required to acknowledge and confirm his/her full acceptance of the Polimoda Student Regulations for Undergraduate courses, which are an integral and substantive part of the enrolment contract, by delivering to the Polimoda original paper copy of the said Regulations, printed directly from the website www.polimoda.com and duly signed on all pages in the space provided, Failure to do so will prevent the student from attending the study program.