



# Registration Form

To be faxed to +39 (0)6 96708812 or emailed to [info@romebusinessschool.it](mailto:info@romebusinessschool.it)

Course Title \_\_\_\_\_

**Place and Date of Commencement** \_\_\_\_\_

<b>Participant:</b> Surname _____ Name _____	
Address _____	City _____
State _____	Zip _____ Country _____
Phone _____	Fax _____ Email _____

**Qualification:**  Student  Entrepreneur  Manager  Professional  Freelancer  Other \_\_\_\_\_

*Only for registration as an employee:*

**Company billing information:**

Company name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

VAT \_\_\_\_\_ Tax Code \_\_\_\_\_

**Point of Contact:**

Surname \_\_\_\_\_ Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**PAYMENT (to be made at the time of enrollment)**

Payment of Euro \_\_\_\_\_ made by

Bank transfer:

BANK ACCOUNT HOLDER: Rome Business School IBAN:

IT15W0200805219000102125005

BIC SWIFT CODE: UNCRITM178L

BANK ACCOUNT NUMBER: 102125005

BANK NAME: UNICREDIT

**Promotional Code (if available):**

\_\_\_\_\_

**CONTRACT CLAUSES**

- 1 - COMPLETION OF REGISTRATION:** Registration is considered complete upon receipt by the Rome Business School of this form, duly filled in and signed for acceptance, along with the payment.
- 2 - IMPOSSIBILITY TO PARTICIPATE:** In case of impossibility to participate in the course, the Rome Business School will be authorized to charge the full amount and retain the amount already paid, subject to the possibility of the participant to enroll in another edition or another course of equal amount.
- 3 - WITHDRAWAL:** In case of withdrawal of the participant from the course once it has already begun, the Rome Business School will be entitled to charge the entire fee and retain the amount already paid; the participant will retain the right to keep the educational materials distributed during the course.
- 4 - VISA REFUSAL:** The tuition fee including any deposit is fully refundable if a student fails to, through no fault of his/her own, secure a visa less € 480 administrative charges. Refunds will not be made if the student is responsible for the visa being refused. For example if the student's visa is refused due to lack of funds, presenting forged documents, he/she will not be eligible for a refund. The student will not be eligible for a refund if student did not apply for a visa. The applicant immediately informs Rome Business School about the visa refusal and must submit original refusal letter from the Italian Embassy. Processing period of refund will take a minimum of four weeks. Refund request more than six weeks after the visa refusal will not be considered. In line with money laundering laws any fee paid will only be refunded to the person who paid the fee, unless in exceptional cases in which the original payee can give authorization for the money to be deposited into another account. Students' attention is particularly drawn to the fact that where they fail to submit an application for a refund due to visa refusal 15 days prior to the Course Commencement Date, they will not qualify for a refund.
- 5 - EXCEPTIONAL CIRCUMSTANCES:** In all other cases a refund will not be made except in the unlikely event that the programme is cancelled or in exceptional circumstances at the discretion of the school for example, a bereavement involving the student's immediate family.

- 6 - CHANGE OF PROGRAMME:** For didactic and organizational reasons, the Rome Business School reserves the right to postpone scheduled classes and modify the programme and/or replace teachers. Any changes will be promptly communicated to the companies and participants.
- 7 - LIABILITY OF PARTICIPANTS:** Participants in the courses/ Master's Degrees are personally responsible for any damage caused to the classrooms, equipment and other items in the rooms used by the Rome Business School. Participants are also required to abide by the internal regulations (signing registers, using computer equipment, etc..).
- 8 - PRIVACY:** The processing of personal data is carried out by the Data Bank of the Rome Business School in compliance with the provisions of personal data protection laws. Your data will not be disclosed to third parties, and you may at any time request its erasure. Should you not wish to receive further communications about our activities, please tick this box
- 9 - DISPUTES:** In case of any dispute, the Court of Rome shall be competent, to the exclusion of any other Court.

date

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Signature

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