

Regulations courses for adults

- Whilst every effort is made to run all courses advertised, the British Council reserves the right to close or cancel courses if a minimum number of participants is not reached.
- The classes are formed by taking into account the overall preparation and aims of each student, so as to form homogeneous groups.
- The cost of the course does not include the course textbook, where indicated, or the enrolment fee for external exams.
- The British Council cannot take responsibility for loss or theft of valuables.
- The duration of the class hour is 54 minutes.
- The maximum number of students is 12 for Conversation, Business Skills, Legal English and Special courses; 14 for General English and Exam Preparation courses. .

Conditions and Payment Information

- Payment of courses can be made by cheque, bancomat, credit card (except American Express) or bank transfer. Cash can only be accepted for amounts less than €1000 as per Italian law.
- The amount paid for the pre-enrolment fee will be subtracted from the total amount due for the course fee.
- The course fee must be paid by the dates indicated in the brochure.
- If payment is not received by the due dates, the British Council reserves the right to offer the place to students on the waiting list.
- It is also possible to choose payment of the course fee by deferred credit card. In this case the course fee is divided into four instalments (six for Special Courses), without any price increase, as indicated in the course brochure.
- Only one discount can be applied per course.

Receipts

- On receipt of any payment, (pre-enrolment fee, instalment or full payment) a receipt will be issued for the amount paid.
- The British Council, as the United Kingdom's international organisation for educational opportunities and cultural relations - registered as a charity, does not have a VAT number, and consequently does not issue invoices. The receipt is fiscally valid and indicates the exemption from VAT: according to art. 10 of D.P.R. n. 633 and successive modifications, and of the ministerial resolution n. 416653 of 31.12.1986.
- Receipts are issued in the name of the student enrolled in the course.
- For students sponsored by their employers, the receipt can be made out to the company. The employer must provide written confirmation declaring that the student enrolled for the course has a regular contract of collaboration with the company and that they undertake to pay the fee corresponding to the selected course.
- The request for receipts issued in the name of an employer must be made to the Registrar BEFORE payment, as once a receipt has been issued in the name of the student IT IS NOT POSSIBLE to issue another receipt made out to the employer for the same payment or for subsequent payments relating to the same course.

Refunds and Withdrawals

- Refunds are made automatically only in the case of cancellation of a course by the management of the British Council, for example if a minimum number of participants is not reached.
- If a student is no longer able to follow the course on which they are enrolled, for serious and documentable reasons, a letter of credit will be issued, as long as 50% of the course has not taken place. The Teaching Centre Management reserves the right to give final approval on requests for credits, after examining the relevant documentation.
- Full payment: The amount of the credit will be calculated from the date of presentation of the written request, taking into account the amount of the course already attended and any administration costs.
- Deferred credit card instalments: This type of payment is considered a full payment, and is therefore subject to the same conditions: if a student is no longer able to follow the course on which they are enrolled, for serious and documentable reasons, a request for the instalments to be cancelled can be made, as long as 50% of the course has not taken place. The Teaching Centre Management reserves the right to give final approval, after examining the relevant documentation.
- The letter of credit is valid for one year from the date of issue and can be used for payment of a course programmed in the remaining part of the current scholastic year and/or for the following scholastic year, including Summer courses.
- The letter of credit can be transferred to another person.

Regulations courses for Young Learners

- Whilst every effort is made to run all courses advertised, the British Council reserves the right to close or cancel courses if a minimum number of participants is not reached.
- The classes are formed by taking into account the overall preparation and aims of each student, so as to form homogeneous groups.
- The cost of the course does not include the course textbook, where indicated, or the enrolment fee for external exams.
- The British Council cannot take responsibility for loss or theft of valuables.
- The duration of the class hour is 54 minutes.
- The maximum number of students is 12 for Caterpillar and Primary courses; 14 for all other courses.

Conditions and Payment Information

- Payment of courses can be made by cheque, bancomat, credit card (except American Express) or bank transfer. Cash can only be accepted for amounts less than €1000 as per Italian law.
- The amount paid for the pre-enrolment fee will be subtracted from the total amount due for the course fee.
- The course fee must be paid by the dates indicated in the brochure.
- The course fee can be paid in three instalments (two for March First Preparation), where indicated, with an increase of approx. 6% on the total course fee. If payment is not received by the due dates, the British Council reserves the right to offer the place to students on the waiting list.
- It is also possible to choose payment of the course fee by deferred credit card. In this case the course fee is divided into six instalments (four for March First Preparation), without any price increase, as indicated in the course brochure.
- Only one discount can be applied per student per course.

Receipts

- On receipt of any payment, (pre-enrolment fee, instalment or full payment) a receipt will be produced for the amount paid in the name of the student enrolled in the course.
- The British Council, as the United Kingdom's international organisation for educational opportunities and cultural relations - registered as a charity, does not have a VAT number, and consequently does not issue invoices. The receipt is fiscally valid and indicates the exemption from VAT: according to art. 10 of D.P.R. n. 633 and successive modifications, and of the ministerial resolution n. 416653 of 31.12.1986.

Refunds and Withdrawals

- Refunds are made automatically only in the case of cancellation of a course by the management of the British Council, for example if a minimum number of participants is not reached.
- If a student is no longer able to follow the course on which they are enrolled, for serious and documentable reasons, a letter of credit will be issued, as long as 50% of the course has not taken place. The Teaching Centre Management reserves the right to give final approval on requests for credits, after examining the relevant documentation.
- Full payment: The amount of the credit will be calculated from the date of presentation of the written request, taking into account the amount of the course already attended and any administration costs.
- Payment in Instalments: Withdrawals should be communicated in writing to the Registrar. In this case, the student is not entitled to a credit. Attendance of the course after the expiry of the due dates for instalments implies payment of the outstanding instalment.
- Deferred credit card instalments: This type of payment is considered a full payment, and is therefore subject to the same conditions: if a student is no longer able to follow the course on which they are enrolled, for serious and documentable reasons, a request for the instalments to be cancelled can be made, as long as 50% of the course has not taken place. The Teaching Centre Management reserves the right to give final approval, after examining the relevant documentation.
- The letter of credit is valid for one year from the date of issue and can be used for payment of a course programmed in the remaining part of the current scholastic year and/or for the following scholastic year, including Summer courses.
- The letter of credit can be transferred to another person.