

## Polimoda Undergraduate Courses – Summary of Enrolment Conditions

### 1. Didactic programme

**1.1** Polimoda Undergraduate Courses are three or four year programmes with mandatory attendance.

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

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

Some of the lessons may be conducted by the teacher from a remote location via video-link to Polimoda premises.

**1.2** Students' regular progression through the course foresees that the study programme classes will be followed by an internship in a fashion firm as necessary requirement for obtaining the final 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, the Head of Education will evaluate and decide what is the most appropriate action to take in order for a student to be awarded the Diploma.

**1.3 In any case the overall tuition fee will remain unvaried.**

### 2. Tuition fee and payment terms

**2.1** The amount of the Tuition Fee can be found on the Courses section of the website <https://www.polimoda.com/courses/>. 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, 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 31<sup>st</sup> of each year.

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

**2.3** 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.

The enrolment fee is NOT REFUNDABLE with the sole exception of the two following cases:

**a) Cancellation of the Study Programme** by Polimoda;

**b) Denial of the student visa:** In the event of refusal by the competent authorities to issue a study visa requested by the Student to be able to begin the Course, the full annual tuition fee paid in reference to the first year of attendance (including the enrolment fee of EUR 3,000.00) will be refunded to the Student, on condition that the Student has not started to attend the Course and submits to Polimoda the official documentation proving refusal of the visa.

**2.4** Considering that, once the Student has obtained the student visa necessary to attend the Course, the procedure for the annual renewal of the permit to stay, which the Student is responsible for, does not foresee that further visa requests be made, in no case will the tuition fee paid by the Student be reimbursed if the student for whatever reason submits a further request for a visa and the visa is refused.

### 3. Non-payment of the tuition fee– Sanctions

**3.1** 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 event 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

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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 programme 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.

**3.2** In the event of non-payment of the annual tuition fee within 90 (ninety) days of each payment term, Polimoda reserves the right, in addition to the application of penalties listed in point 3.1 above, 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.

**3.3** 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**

**4.1** In any case, any student who has begun attending the academic year, will be obliged to pay the entire annual tuition fee, as provided in the enrolment contract, regardless of the student's attendance regularity and/or his/her subsequent abandonment of the course, should this occur.

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

**5.2** In case of withdrawal from the Course, the annual tuition fee paid by The Student can be refunded only within the limits hereinafter set out, applicable to all academic years.

In case of withdrawal notified up to 60 (sixty) days prior to the date of 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 date of 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 the date of commencement of the lessons of the academic year, with the sole exception of reimbursement of the annual tuition fee to be paid for the first year of attendance, exclusively in the case of denial of the necessary study visa.

**5.3** Polimoda will promptly communicate to all pertinent Italian Authorities in charge of immigration policies, either based locally and abroad, any withdrawal from the study programme of Non-EU Students for whom Polimoda has certified their enrolment in the Course for the purposes of their visa application, in order for those same Authorities to update the Student's immigration status and undertake the subsequent applicable actions.

#### **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 tuition fee paid by the Student who has postponed or suspended his/her attendance, as for point 7.1.1 of this Article 7, can be reimbursed to the Student, including the following cases:

- a) denial of the student visa which may be necessary in order to attend the Course in the following academic year;
- b) non activation, in the following academic year, of the first year of study or of a different year of study in which the student is supposed to start his /her attendance
- c) non activation, in the following academic year, of the year of study in which the Student is supposed to resume his/her attendance;

**7.1.5** Polimoda will promptly communicate to all pertinent Italian Authorities in charge of immigration policies, either based locally and abroad, any postponement or suspension of attendance of the study programme regarding Non-EU Students for whom Polimoda has certified their enrolment in the Course for the purposes of their visa application.

**7.2 Postponement of attendance: the case of the student who immediately after enrolling, does not intend to begin attending 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 the 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, or the relevant year of study the Student is supposed to start his/her attendance with, will not be activated within the following academic year, the Student can only request to be admitted to a different undergraduate Course. No further claim or request may be brought by the Student, or on behalf of the Student, towards Polimoda in respect to such a case; therefore no refund of the tuition fee can be requested by the Student, or on behalf of the Student

**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 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

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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.

**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 full amount of the annual tuition fee to be paid as for Article 7, point 7.1.1. of the present enrolment contract.

**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 only request to be admitted to a different undergraduate Course.

No further claim or request may be brought by the Student, or on behalf of the Student, towards Polimoda in respect to such a case; therefore, no refund of the tuition fee can be requested by the Student, or on behalf of the Student.

## **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 annual tuition fee paid for the first year of study 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 or on behalf of the student towards Polimoda; therefore, should a cancellation of the course occur, under no circumstances Polimoda may be held liable for any expense incurred by the student (by way of a no-limiting example: purchase of airplane ticket, accommodation, insurance policies).

## **9. Applicable Law and Competent Court**

**9.1** The contractual relationship between Polimoda and the Student enrolled on its courses is entirely regulated by the enrolment contract and the **Student Regulations for Polimoda Undergraduate Courses** (published on the website [www.polimoda.com](http://www.polimoda.com)) the Student undertakes to sign by entering the enrolment contract.

**9.2** The existence, validity, interpretation and fulfilment of the enrolment contract, including the Student Regulations for Polimoda Master Courses, as well as the consequences of the enrolment contract infringements and the prescription of any legal action, are regulated exclusively by the Italian law.

**9.3** 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. Polimoda Student Regulations**

At the beginning of the Course, Student will be required to sign the above mentioned Student Regulations in order to acknowledge and confirm his/her full acceptance of the same, in the awareness that failure to do so will prevent the student from attending the study programme.