## **School Procedures**

As soon as we receive your deposit, we will confirm your registration and your accommodation, if requested.

The balance of the course fees must be settled on the first day of your course.

If you decide to cancel or to change the date of your course your deposit will not be refunded but it will be valid for a subsequent course within 12 months.

CULTURA ITALIANA AREZZO

ITALIAN LANGUAGE SCHOOL -

## **Attendance Policy**

## Intensive Courses and Evening Courses:

There will be no refund nor make-up lessons should a student fail to attend any of the lessons.

## Private Lessons and Semiprivate Lessons:

In case of absence students will have to inform the school by e-mail or telephone at least 24 hours prior to the lesson. In this case it will be possible to reschedule your lesson on a different day or at a different time. There will be no refund nor make-up lessons should a student fail to inform the school 24 hours prior to the lesson.

If you need further information, please do not hesitate to contact us