



# APPLICATION FORM AND ADMISSION PROCEDURE

**Foundation Year**

**MILAN**

Academic Year 2020/21 - February 2021

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## ADMISSION PROCEDURE

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## APPLICATION FORM

### FOUNDATION YEAR

Academic Year 2020/21 - February 2021

#### STUDENT DETAILS (TO BE FILLED OUT IN CAPITAL LETTERS)

Family name

First name

Birth date  Gender: Female  Male

Place of birth (City and Country)

Citizenship  Country of residence of the family (if within EU for at least 3 years)

Permanent address (Street name, Zip code, Town, Country)

Address for correspondance (Street name, Zip code, Town, Country)

Home phone number (Including Country and Area code)

Mobile phone number (including country and area code)

E-mail

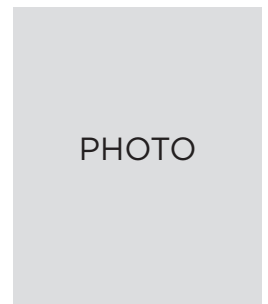
Skype Account

Name of the Higher/Senior Secondary School attended, including location

Date entered/date departed

Educational System to which the Secondary school diploma belongs to:  
(Ex. IGCSE, IB, Abitur, in case the diploma does not have a specific name, please specify the country where the diploma is issued)

Have you ever applied to NABA or attended a course at NABA?



I WOULD LIKE TO APPLY TO THE:

**PROGRAM OFFERED IN MILAN**

**LANGUAGE**

**FOUNDATION YEAR**

ITALIAN

ENGLISH

**I AM SENDING THE FOLLOWING DOCUMENTS:**

- › The present application form (pages 3, 4, 6, 11)
- › Copy of the passport
- › English language certificate (IELTS 4.0 - only for the Program in English language)\*
- › Italian language certificate (complete A2 level according to QCER - only for the Program in Italian language)\*\*
- › Copy of the higher secondary school diploma (translated in Italian or English) or 11<sup>th</sup>/12<sup>th</sup> year school attendance certificate
- › Copy of the higher secondary school transcripts (translated in Italian or English)
- › 2 passport-sized photos

*\* Student can also take English language certificate equal to IELTS 4.0 provided that the final result is equivalent to IELTS 4.0.*

*\*\* Student can also take Italian language certificate equal to complete A2 level provided that the final result is equivalent to complete A2 level.*

I hereby declare that I have fully read, understood and accepted the general conditions specified in the chapter 6 of the Admission Procedure.

## OTHER INFORMATION

### HOW DID YOU HEAR ABOUT NABA?

- Brochure
- Web site\*
- Press\*
- Alumni\*
- Exhibition/Fair\*
- A NABA representative\*
- School\*
- Other (please state)

*\*Please give the name*

Date \_\_\_\_\_

Student's signature \_\_\_\_\_

PLEASE E-MAIL YOUR DOCUMENTS TO: [admissions@naba.it](mailto:admissions@naba.it)

# PRIVACY INFORMATION SHEET

Information pursuant to Art. 13 of EU Regulation 679/16 (GDPR)

## 1) Why you are receiving this communication

Nuova Accademia S.r.l., as Data Controller, wishes to inform you about the type of data we collect and the methods we use to do this, in order to guarantee respect for your fundamental rights and freedoms, with particular reference to the confidentiality and security with which the data are processed.

## 2) What personal data we collect

Nuova Accademia S.r.l. collects and stores your personal data at the time of application:

- › identifying data such as given name, surname, residential address, email address, studies completed, citizenship, gender, place and date of birth, telephone number, copy of identity card/passport;
- › your banking data and/or those belonging to the person making the payment of the application fee (if applicable);
- › any medical certifications proving disability;
- › academic career/curriculum vitae;
- › student's images.

The data are collected at the time of registration by submitting the application form or through the institutional website.

### 3.1) For what purposes we use your personal data

Nuova Accademia S.r.l. uses your data for the following purposes:

- › to fulfil pre-contractual and contractual obligations, in order to verify the requirements for admission to the course you selected, as well as related services;
- › to handle money collections and payments;
- › to handle any communication with Nuova Accademia S.r.l. concerning the result of the verification of the admission requirements;
- › to provide all the information necessary for the issue of a visa (if applicable) and for the enrollment procedure;
- › to provide support services to disabled students or to students with certified learning difficulties;
- › to aggregate and analyse the information collected to improve our range of educational courses;
- › to comply with requests and instructions from the MIUR – Italian Ministry of Education, University and Research;
- › to exercise the rights of the Data Controller.

### 3.2) Subject to your express consent:

Nuova Accademia S.r.l. asks for your consent in order to:

- › use your photographs and/or films for educational, institutional or promotional purposes, on Nuova Accademia S.r.l. websites and social networks (e.g. Facebook, Youtube, etc.);
- › inform parents or guardians about admission results and enrollment procedures;
- › transmit your personal data to Nuova Accademia S.r.l. partner companies offering housing services;
- › send you communications and/or promotional offers about Campus initiatives, our scholarships, courses and events that may be of interest to you.

Nuova Accademia S.r.l. is part of the Galileo Global Education Italia Group. Upon your explicit consent, the data may be transferred to other Institutes of the Galileo Global Education Italia Group to promote courses based on the aptitudes and interests of each student or to enrich their studies.

The data may also be collected by the Galileo Global Education Italia Group in aggregate form to perform statistical analyses.

## 4) How long we retain your personal data

For the purposes referred to in point 3.1 we retain your personal data for the whole duration of the time you spend on Campus and even beyond the 10-year period of limitation from the termination of the relationship to comply with legal obligations and for purposes of judicial protection.

Students' files are kept on paper or IT support for a period of 50 years, in order to respond to any requests from former students in relation to academic career, course credits or diplomas. Where a deadline is set, the data will be destroyed or made anonymous after the deadline has expired.

For the purposes referred to in point 3.2, we keep your data until consent is revoked and we guarantee the exercise of the rights of the data subject as referred to in point 9.

## 5) The security of your personal data

Your data will be processed using equipment that guarantees their confidentiality, integrity and availability. The processing is carried out on paper and through computerised and/or automated systems and will include all of the operations or sets of operations envisaged in Art. 4 of the GDPR which are necessary for the data processing, including communication with the subjects assigned to the processing itself. The data will not be disseminated; however, they will or may be communicated to public or private entities or individuals who operate within the context of the purposes described above.

## 6) Who can access your personal data

Only authorised persons can access your data in the context of the tasks assigned by Nuova Accademia S.r.l.

Personal data will not be disseminated in any way; in addition, they may be communicated and processed by third parties duly appointed as Data Processors, such as external collaborators and companies that provide specific technical services.

Your data may also be accessed by authorised persons employed by Galileo Global Education Italia, as well as employees of Istituto Marangoni S.r.l. and Domus Academy, belonging to the same Group Galileo Global Education Italia. Personal data may also be accessible or may be disclosed to those whose right to access your personal data is recognised by the provisions of law or secondary or European Union regulatory provisions.

## 7) Where we store your personal data

Your personal data will be managed and stored on servers located within the European Union and belonging to the Data Controller and/or third-party companies appointed and duly identified as Data Processors. Your data will not be transferred outside the European Union.

## 8) Is it mandatory to consent to the provision of your data?

The disclosure of your data referred to in point 3.1 is necessary to conclude and execute the contract. For the purposes referred to in point 3.2 it is optional. If you do not consent, you can still proceed with your enrollment/registration application.

## 9) What are your rights in relation to the GDPR?

In accordance with the provisions of the GDPR, Nuova Accademia S.r.l. guarantees you the following rights:

- › to obtain confirmation of whether or not your personal data are being processed and, if so, obtain access to such data (Article 15, Right of access);
- › to obtain the rectification, without undue delay, of inaccurate personal data concerning you (Article 16, Right to rectification);
- › to obtain the erasure of personal data concerning you without undue delay. Nuova Accademia S.r.l. is obliged to erase personal data without undue delay, provided certain conditions apply (Article 17, Right to be forgotten);
- › to obtain the restriction of processing in certain cases (Article 18, Right to restriction of processing);
- › to receive, in a structured format, in common use and readable by an automatic device, the personal data that you have provided to us and where applicable to transmit them to another Data Controller (Article 20, Right to data portability);
- › to object at any time, for reasons connected with your particular situation, to the processing of personal data concerning you (Article 21, Right to object);
- › to receive, without undue delay, communication of any personal data breach suffered by Nuova Accademia S.r.l. (Article 34);
- › to withdraw your expressed consent at any time (Article 7, Conditions for consent).

## 10) If you have any questions please refer to the contact details provided by the Data Controller.

If you believe that we have not complied with your rights regarding the protection of personal data, you can contact the Italian Data Protection Authority. Alternatively, if you live in another country, you can contact your local Data Protection Authority.

## 11) Data Controller

The Data Controller is Nuova Accademia S.r.l. Via C. Darwin 20 - 20143 Milano

Email: [privacy@naba-da.com](mailto:privacy@naba-da.com)

The Data Protection Officer is Frareg S.r.l. - Viale Jenner 38 - 20159 Milano MI

Email: [dpo@frareg.com](mailto:dpo@frareg.com) - Tel.: +390269010030

## 12) Update to this Information Notice

This Information Notice may be subject to change. Any substantial changes will be communicated to you via email or through our student personal area.

- I declare that I have read the Information Notice in relation to Art. 13 of the GDPR 679/16 and consent to the processing of my data. I agree to the processing of my personal data for the specific purposes of point 3.2 as I indicate by ticking the boxes below:
- I agree to the use of my photographs and/or videos for educational, institutional or promotional purposes, on Nuova Accademia S.r.l. websites and social networks (e.g. Facebook, Youtube, etc.);
- I agree to informing my parents or guardians about admission results and enrollment;
- I agree to the transmission of my personal data to Nuova Accademia S.r.l. partner companies offering housing services;
- I agree to receive information from Nuova Accademia S.r.l. or from other schools of Galileo Global Education Italia about Campus initiatives, scholarships, courses and events that may be of interest to me.

Date \_\_\_\_\_

Signature (legible) of Data Subject \_\_\_\_\_

# 1. ADMSSION TERMS & CONDITIONS

## 1.1 AUDIENCE

The Foundation Year is a propaedeutic interdisciplinary program aimed at candidates with a secondary school diploma or other diplomas regarded as appropriate, who do not meet all admission requirements for their chosen NABA bachelor's degree course. It provides applicants with adequate and sufficient linguistic and educational/cultural competences in the relevant fields to enable their enrollment on the first academic year of the relevant BA.

The courses are taught in both English and Italian.

Upon successfully completing the foundation year, students are awarded a certificate issued by NABA.

## 1.2 APPLICATION DEADLINE

The deadline for submitting an application is one month prior to the course beginning.

## 1.3 ADMISSION REQUIREMENTS

Applicants wishing to enroll in the Foundation Year Program shall meet the entry requirements outlined below:

- › At least 11 years of previous education
- › English language certificate (IELTS 4.0 - only for the Program in English language)
- › Italian language certificate (A2 level according to QCER - only for the Program in Italian language)

## 1.4 ADMISSION PROCEDURE

The evaluation of an application is based on the positive assessment of the Admission Committee who will evaluate whether the application documents correspond to requirements.

Within 7 days from the application submission, the Admissions Office will inform the candidate about the acceptance and, in case of positive feedback, will send the official acceptance offer to the student.

The admission will stay conditional until the language certificate is submitted to the school.

# 2. TUITION FEES

The tuition fees for the Foundatition Year – Academic Year 2020/21 - February 2021 amount to €12.000 to be paid as follows:

## TUITION FEES AND PAYMENT MODALITIES

| DEADLINES FOR PAYMENTS             | EURO               | PAYMENTS DETAILS   |
|------------------------------------|--------------------|--------------------|
| 30 days after the admission letter | € 1.500,00         | Pre-enrollment fee |
| January 15 <sup>th</sup> 2021      | € 10.500,00        | Tuition Fee        |
| <b>TOTAL FEES</b>                  | <b>€ 12.000,00</b> |                    |

# 3. PAYMENT MODALITIES

## A. ONLINE BY CREDIT CARD

Please visit the website:

[https://naba-community.force.com/OLA\\_NABA\\_LoginRequestForm](https://naba-community.force.com/OLA_NABA_LoginRequestForm)

## B. BY FLYWIRE

NABA has partnered with flywire in order to streamline the process of international payments. Flywire allows you to pay securely from any country and any bank, generally in your home currency.

By making your payment with flywire you can

- › Track your payments from start to finish
- › Save on bank fees and exchange rates
- › Contact their multilingual customer support team with any questions, day or night

To get started, visit [www.flywire.com/pay/naba](http://www.flywire.com/pay/naba) to begin the payment process.

### C. BY WIRE TRANSFER

#### NABA BANK DETAILS FOR PAYMENTS

- › Account holder: Nuova Accademia s.r.l., Via C. Darwin 20, 20143 Milano, Italy
- › Bank name and agency: Gruppo Banco BPM, Agenzia 10 Mi
- › International bank details: SWIFTCODE: BAPPIT22 IBAN CODE: IT28 L05034 01610 000000020020
- › Reason for payment: Please clearly specify name of student/program chosen

### D. CASH

(only up to Euro 2.999,99) **OR CREDIT CARD PAYMENTS** (Visa, Mastercard, Amex, Union Pay) **directly at NABA** accounting office

*Please notice that all bank, credit card and third party charges have to be covered by the student.*

*The application fee is not refundable for any reason.*

*All fees are VAT free according to the law D.P.R. 26/10/1972 nr. 633*

## 4. APPLICATION FOR A STUDY VISA TO ITALY

*(ONLY FOR NON EU STUDENTS)*

To complete the pre-enrollment procedure with NABA, admitted students are requested to return the enrollment form and pay the pre-enrollment fee. Only then you will receive an official **enrollment certificate including information on the status of your admission to submit to the Italian Embassy or Consulate in your home Country in order to apply for your study visa**. For a complete list of Italian diplomatic authorities worldwide, please visit: <http://vistoperitalia.esteri.it>



# 5. IN SHORT: HOW TO BECOME A NABA STUDENT

## NABA STEPS

- 1 **SUBMIT YOUR APPLICATION**
  - › The present application form (pages 3, 4, 6, 11)
  - › Copy of the passport
  - › English language certificate (IELTS 4.0 - only for the Program in English language)
  - › Italian language certificate (complete A2 level according to QCER - only for the Program in Italian language)
  - › Copy of the higher secondary school diploma (translated in Italian or English) or 11th/12th year school attendance certificate
  - › Copy of the higher secondary school transcripts (translated in Italian or English)
  - › 2 passport-sized photos
- 2 **WAIT FOR YOUR ADMISSION ASSESSMENT**
- 3 **RECEIVE YOUR ADMISSION PACK**
  - › Offer Letter
  - › Useful information
- 4 **CONFIRM YOUR ACCEPTANCE**
  - › Pay the pre-enrollment fee
- 5 **CONFIRM YOUR ENROLLMENT**
  - › Pay the balance of the tuition fee
  - › Confirm your day of arrival in Milan
- 6 **ARRIVE ON CAMPUS**
  - › Attend the registration desks scheduled prior the program beginning

## IMPORTANT STEPS FOR NON-EU STUDENTS

- 1 **STUDY VISA**

Non-European citizens must apply for Study Visa.

**The visa must be requested to the Italian Diplomatic-Consular Representatives in the student country of residence.**

For Foundation Year Program it is not necessary to pre-enroll at the Italian Diplomatic-Consular Representatives in the student country of residence.
- 2 **PERMIT OF STAY**

Non-European citizens should apply for the Permit of Stay to the Police Office located in the city where they dwell. NABA Academic Registration Office will provide students with the necessary support throughout the process.

**WHEN: within 8 days from the arrival in Italy.**

## 6. GENERAL CONDITIONS

1. In accordance with the article 52, 1st paragraph of the Consumer Code: for signed contracts, contractual proposals of registration at distance, and for any contract negotiated outside the site of "Nuova Accademia" (NABA), it is recognized to the student the right to withdraw from the contract without the risk of incurring in any extra expenditure and without the payment of any penalty, within fourteen working days from the conclusion of the contract (upon receiving the contract/enrollment form).

The student willing to withdraw shall send a written notification by registered mail containing name and surname, the address of the student, date and place, student's signature; it will be considered termination date, the date when the registered mail will be received. The written notification shall be addressed to: Nuova Accademia Srl - Via C. Darwin 20, 20143 Milano (MI).

2. If a student withdraws from the contract lawfully, he/she has the right to get a refund of all the payments made order to NABA, except for the application fee.

3. NABA will activate courses only if a minimum of participants will enroll. If a minimum of participants will not be achieved, the course will not take place. NABA will promptly communicate to the student if a course will be run or not. NABA will inform students at least 21 days prior to the beginning of the course whether it will not be run. In such event, NABA will refund the students in the shortest possible term. NABA is exempted by any extra costs incurred by students (i.e. travel, food, accommodation...) for the enrollment and admission process.

4. NABA reserves the right (up to 30 days before the beginning of the program) to:

- Cancel a course
- Change a course
- Change location of classes.

If a student withdraws up to 1 day before the beginning of the program, the student has the right to get a refund of the tuition fee. Refund is not available for the pre-enrollment fee. If NABA is responsible for course cancellation, NABA will refund the student twice what has been paid.

5. Enrollment to a course, together with the payment of the required enrollment fee, creates a binding agreement to follow the course and to pay the full fees. NABA reserves the right (excepting what's stated on paragraphs 1-2-3) to dismiss or expel a student at any time for non-payment of fees or any other due amount, failure to meet the ongoing attendance requirement, late commencement of study and/or withdrawal from courses commenced under any circumstances (personal reason, health problem, family related problem...). No refunds will be granted to the student (including any prepaid fees or deposits) dismissed under this paragraph.

6. Classes will take place according to what is foreseen in the yearly academic calendar.

7. NABA guarantees to students access to educational areas for all the duration of classes as per the academic year timetable, and the number of hours, which are necessary to complete the program. Further access to campus spaces is subject to didactic needs and logistic availability.

8. NABA is not responsible for any deficiency or delay in the performance, in whole or in part arising from or attributable to failure to comply with any obligation, caused by or attributable to acts and failure to comply with obligations by third parties, events, omissions and/or accidents beyond possible and reasonable control, such as, but not limited to, strikes or other disputes involving our staff or other third-party personnel, natural disasters, wars, revolts, civil uprisings, voluntary damages, in accordance with any law or governmental regulations, rules or directives, accidental breakdowns of plant or machinery, fires, floods, storms, pandemics, epidemics or other spreads of diseases and/or infections in the failed public supply of energy and services, telecommunications and/or Information Technology.

9. Each and every Intellectual Property Rights that will result from the creative and/or inventive activity inherent to the activities, studies, experimentation, planning carried out by individual student or groups of students, within an educational project, under the guidance of NABA's teachers and/or directors, and any and all materials created, designed and carried out by students during the academic activity (including, by way of example but not limited to: notes, presentations, texts, projects or other) will be exclusive property and ownership of NABA and is intended by the student as of now transferred definitively and free of charge to the same, which will have every right of exploitation, economic use and disposal of it for any reason (including, by way of example but not limited to, advertising purposes, promotional, internal strategy, information or research, educational or experimental).

Consequently, NABA will hold each right to register the Intellectual Property Rights and copyrights in national, European and international registers, without prejudice to the student right to be recognized as author.

10. Enrollment fee, Academic Contribution Fee and tuition fee do not include photocopies, lecture notes, colour printings, materials to be used for all project workshops, as well as computer rendering of the final thesis, participation to exhibits or contests.

11. Students are required to comply with the regulations regarding the norms of behavior which have to be respected inside the Academy (the Code of conduct), the norms of use of the students email account, the Academy computers and the personal badge available in the personal area of the NABA website in the section Didactic > Regulations. Breaches of the norms may lead to the application of disciplinary actions corresponding with the seriousness and recurrence of the facts, and which may include the temporary or permanent suspension from the Academy.

12. NABA reserves the right to seek compensation for any damages incurred by the student to the premises and equipment. The student is required to use them correctly and to respect the cleanliness of the premises and areas of common use.

13. It is forbidden to bring dogs and others animals in NABA.

14. NABA is not responsible under any condition for any object lost or property left unattended in the Academy structures.

15. The enrollment to a course is under the conditions that students have all the required papers to enter the country and live in Italy as per the Italian law in force during the

Academic year in which the mentioned students want to study at NABA. NABA is not responsible for the release of the permit to study in Italy and for the VISA, which will have to be obtained by the students themselves and at their expenses from the competent authorities. This is also recognized in the event that the student requests and obtains the transfer of an internal course during the enrollment period. Students are aware and agree that should they not be able to attend the chosen course for one of the reasons mentioned above or any other reasons, NABA has the rights to keep any sum paid to the acade-

my in order to cover the up-to-then expenses. NABA has the right to claim for greater damages.

If the course hasn't started yet, NABA commits itself to refund the fees already paid by the student (application fee excluded) only if VISA is rejected by the competent Authority and only if the student informs NABA by a written notification together with the rejection declaration issued by the Italian Embassy or Consulate.

16. Any controversy falls within the competence of the Milan legal court.

Place and date \_\_\_\_\_

(Student signature) \_\_\_\_\_

*Please refer to art.13 of the European Regulation 679/16 (GDPR) for the personal data processing, in accordance with the terms of the current legislation.*

*The applicant can contact Nuova Accademia Srl concerning the data processing procedures email - [privacy@naba-da.com](mailto:privacy@naba-da.com)*

*Please refer to art.13 of the European Regulation UE 679/16 (GDPR) for the personal data processing, in accordance with the terms of the current legislation.*

*The applicant can contact Nuova Accademia Srl concerning the data processing procedures email - [privacy@naba.it](mailto:privacy@naba.it)*

*I hereby declare that I read, in addition to the information about the course chosen by the student, articles 1) and 2) referring to information and instructions about the right of withdrawal, the effects of withdrawal and the procedures to exercise such right.*

Place and date \_\_\_\_\_

(Student signature) \_\_\_\_\_

## GUARANTOR

In my/our capacity of guarantor(s) I/we hereby subscribe to guarantee all obligations:

### FATHER OF THE STUDENT

Father's name and last name

Mr. \_\_\_\_\_

(Father's signature) \_\_\_\_\_

### MOTHER OF THE STUDENT

Mother's name and last name

Mrs. \_\_\_\_\_

(Mother's signature) \_\_\_\_\_

### OTHER

Name and last name

Mr./Ms. \_\_\_\_\_

(Signature) \_\_\_\_\_

*Following art. 1341 e 1342 c.c. I declare to have read and approved articles:*

*3) Non activation of the course 4) Cancellation and/or changement of the Course and its location 5) Obligation to tuition fee 9) NABA intellectual property rights 10) Costs excluded from the fees, rates and contributions 14) NABA's exoneration from liability in case of loss and misplacement of student's personal 15) Visa and stay permit requirements 16) Milan legal court*

*Guarantor Signature*

\_\_\_\_\_

**Here in attachment the ID Card/passport of the above-mentioned guarantor**