

## ENROLLMENT FORM TO THE THREE-YEAR BACHELOR OF ARTS DEGREE (BA) PROGRAM / DIPLOMA PROGRAM (AUDITOR) February Intake - International Students

(PLEASE WRITE CLEARLY AND IN CAPITAL LETTERS)

### SECTION I: PERSONAL INFORMATION

I, THE UNDERSIGNED

LAST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

Place of birth \_\_\_\_\_

Country of birth \_\_\_\_\_

Date of birth \_\_\_\_\_ gender: F ( ) M ( )

Fiscal Code \_\_\_\_\_

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

photo

#### For NON-EU citizens only:

*please indicate the Italian Embassy/Consulate of reference for your visa application (including A-bis pre-enrollment procedure for BA programs) - Italian Embassy/Consulate of reference:*

City \_\_\_\_\_

Country \_\_\_\_\_

Perm  
anent  
Addre  
ss:  
Town  
\_\_\_\_\_

\_\_\_\_\_ Country \_\_\_\_\_

Address \_\_\_\_\_ ZIP Code \_\_\_\_\_

Telephone nr. \_\_\_\_\_ Mobile \_\_\_\_\_ e-mail \_\_\_\_\_ @ \_\_\_\_\_

Temporary Address (only if different from the permanent address)

Town \_\_\_\_\_

Address \_\_\_\_\_ street nr. \_\_\_\_\_ ZIP Code \_\_\_\_\_

### SECTION II: REGISTRATION

**ASK:** to be admitted to the academic year 2020/2021 – FEBRUARY INTAKE to 1<sup>st</sup> year of

☐ Bachelor of Arts Degree (BA) course (180 credits )

☐ Diploma Program Course (Non-Academic Course not providing credits)

In ☐ **ENGLISH LANGUAGE** ☐ **ITALIAN LANGUAGE** in:

#### MILAN CAMPUS

☐ DESIGN

☐ FASHION DESIGN

☐ GRAPHIC DESIGN AND ART DIRECTION

☐ MEDIA DESIGN AND MULTIMEDIA ARTS  
(Media Design e Arti Multimediali)

#### ROME CAMPUS

☐ FASHION DESIGN

☐ GRAPHIC DESIGN AND ART DIRECTION

☐ MEDIA DESIGN AND MULTIMEDIA ARTS  
(Media Design e Arti Multimediali)

☐ PAINTING AND VISUAL ARTS  
(Pittura e Arti Visive)



☐ CREATIVE TECHNOLOGIES  
(Nuove tecnologie per le arti applicate)

☐ PAINTING AND VISUAL ARTS  
(Pittura e Arti Visive)

☐ SET DESIGN (Scenografia)

### SECTION III: SECONDARY SCHOOL

#### I DECLARE TO HAVE OBTAINED THE FOLLOWING SECONDARY EDUCATION QUALIFICATION:

Type of Secondary School \_\_\_\_\_

Issued by ☐ Italian Secondary School ☐ Foreign Secondary School

School year ☐ 2019/2020 ☐ 2018/2019 ☐ other \_\_\_\_\_

Grade obtained \_\_\_\_\_ / \_\_\_\_\_ Grade in letter: \_\_\_\_\_ / \_\_\_\_\_

(if available specify the grade obtained according to the evaluation system used in the country where the diploma was awarded )

Name of Secondary School \_\_\_\_\_

☐ Public School ☐ Private Legally accredited

City \_\_\_\_\_ Country \_\_\_\_\_

### SECTION IV: PREVIOUS ACADEMIC CAREER

#### DECLARE:

Not to have applied to another course in this Institute nor in any other Italian or foreign Academy/University or College.

#### Also DECLARE:

☐ this **is the first time** I have ever applied to the University System in Italy or abroad

or

☐ this **is NOT the first time** I have applied to the University System in Italy or abroad. In fact (please tick one of the following options):

→ Option 1 - I have already obtained an Academic Degree/University Diploma

Name of qualification \_\_\_\_\_

Date \_\_\_\_\_ in the Academic Year ☐ 2019/2020 ☐ 2018/2019 ☐ Other \_\_\_\_\_

☐ Name of University/ Fine Arts Academy/College \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_

Grade obtained \_\_\_\_\_ / \_\_\_\_\_ Grade in letter: \_\_\_\_\_ / \_\_\_\_\_

(if available specify the grade obtained according to the evaluation system used in the country where the diploma was awarded )

Year of Matriculation \_\_\_\_\_

- Please attach copy of the Academic Degree /University Diploma Certificate

→ Option 2 - ☐ I have applied for transfer from the

☐ I have withdrawn from my studies or have quit a previous academic career at the

University/ Fine Arts Academy/College \_\_\_\_\_

 <b>NUOVA ACCADEMIA DI BELLE ARTI</b>	<b>DOMANDA DI IMMATRICOLAZIONE UG - STUDENTI INTERNAZIONALI INGLESE   FEBRUARY INTAKE</b>	<b>Mod. 4/07/02/bis</b> Rev 0 del 26/6/2020 pag. 3 di 12
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Name of Faculty / Course \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_

Matriculation date \_\_\_\_\_

Year of Withdrawal /Transfer \_\_\_\_\_

- Withdrawn: Please attach copy of the Certificate of withdrawal

#### SECTION V: DOCUMENTS TO ATTACH TO THE PRESENT FORM

- ☐ For students who have a **qualification issued by an Italian Senior secondary school**, the study title is submitted:

- ☐ original senior secondary school diploma
- ☐ official certificate issued by the senior secondary school
- ☐ self-declaration
- ☐ copy of the diploma authenticated by NABA

- ☐ For students who have been awarded a **non-Italian secondary school diploma (see notes at the end of section V\*)**, please submit:

- ☐ **Original authenticated copy of your secondary school diploma**, translated and legalized by the Italian diplomatic authorities
- ☐ **Declaration of Value of your secondary school diploma** issued by the Italian Embassy or Consulate in the country the study title was issued  
**Important:** the foreign diploma must be obtained at the end of a period of study lasting at least 12 years; if the diploma was obtained after either 10 or 11 years of education, it must be integrated with additional 1 or 2 years of college or university; all exams must be passed and admission respectively to the second or third year of your university must be granted. This additional study path shall be translated and legalized by the Italian diplomatic authorities and be integrated in the Declaration of Value.

- ☐ For transfer students, please also submit:

- ☐ **University transcripts** including all passed exams, the awarded credit points, the subject area, final mark and date of passed exams, legalized by the Italian diplomatic authority in the country where the university is registered.

- ☐ **A photocopy of your identity card or passport** (including document number, date and place of issue)

- ☐ **A photocopy of your Fiscal Code** (obtained in Italy)

- ☐ **Information in accordance with the Italian personal data protection policy 'Information pursuant to Art. 13 of EU Regulation 679/16 (GDPR)'** - Attachment 1 Inf. 4/01

- ☐ **2 passport-size photographs** (please attach photo in the space provided on page 1)ù

- ☐ Only for ITALIAN track students - **Italian Language Certificate** to be approved. Original certificate must be presented to the Academic Registration Office in NABA).

Italian Language test (name): \_\_\_\_\_  
 Test score: \_\_\_\_\_ Test date: \_\_\_\_\_

- ☐ **English Language Certificates** ( please refer to the Application form):

- ☐ **YES** (Language Certificate to be approved. Original certificate must be presented to the Academic Registration Office in NABA).  
 English language test (name): \_\_\_\_\_  
 Test score: \_\_\_\_\_ Test date: \_\_\_\_\_

- ☐ **NO** (need to take the NABA English test)

- ☐ Only for non-EU students - **Copy of the receipt issued by the Italian Post Office**, following the request for your Permit of stay (Permesso di soggiorno). A copy of the permit of stay must be handed in as soon as it is received.

- ☐ **Receipt of payment** of the pre-enrollment fee and of the regional tax for the right to education

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(in case of payment through bank transfer, the receipt of payment must be attached to the enrollment form).

☐ **Supporting financial documents** in order to define the tuition fee according to the income bracket (only for students residing in the EU or EFTA countries) – see “Income Bracket assignment guide”

OR

☐ exempted from the submission of financial documents because I belong to the highest income bracket.

**(\*) DECLARATION OF VALUE**

The undersigned declares to have acknowledged that the matriculation to the BA program of a student with a foreign Secondary School Diploma is accepted upon the following conditions:

- a) the submitted declaration of value allows the access to the NABA BA course chosen by the student
- b) the foreign diploma has been awarded after the minimum number of years of education required by ministerial dispositions for enrolling to academic studies.

The undersigned also acknowledges that a Board of Examiners designed by the Director of Education will evaluate the validity of the Declaration of Value of the foreign secondary school diploma.

In case the Declaration of Value is not considered suitable by the Board, the student will be enrolled to the Diploma program Course (auditor) of the same course, without obtaining the academic credits and the 1st level Academic Bachelor degree (ref. Academy Didactic Regulations art. 21/2).

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

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

#### SECTION VI: TAX, CONTRIBUTION AND TUITION FEES

##### TAX, CONTRIBUTION AND TUITION FEES - STUDENTS NOT RESIDENT IN THE EU - Total tuition fee: € 18.200,00

The tuition fees for the Bachelor of Arts Degree/Diploma Program – Academic Year 2020/21 amount to € 18.200 per academic year (corresponding to the 6th income bracket) to be paid as follows:

Deadlines for payments	Euro	Payment Details	
30 days after the admission letter	€ 1.640,00	€ 1.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
15 January 2021	€ 16.560,00	€ 1.000,00	Academic Contribution Fee
		€ 15.560,00	Tuition Fee

##### TAX, CONTRIBUTION AND TUITION FEES – STUDENTS RESIDENT IN THE EU AND EFTA COUNTRIES

If the Student (and his/her family) has been resident in a country belonging to the European Union for at least 3 years and the income is produced within the European Union, the fee can be adjusted to the economic and asset conditions of the student's original and de facto family. Students who do not fulfill all the requirements or do not stick to the submission deadlines in order to access the reduced fee brackets, will be automatically assigned to the highest income bracket. \*Please notice that the final confirmation of the income bracket assignment will be communicated by the Administration upon evaluation of the fiscal documents provided.

Deadlines for payments	Euro	Payment Details	
6th income bracket – Pre-tax income over Euro 150.000 – Total tuition fee: € 18.200,00			
30 days after the admission letter	€ 1.640,00	€ 1.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
15 January 2021	€ 8.280,00	€ 500,00	Academic Contribution Fee
		€ 7.780,00	Tuition Fee
15 May 2021	€ 8.280,00	€ 500,00	Academic Contribution Fee
		€ 7.780,00	Tuition Fee
5th income bracket – Pre-tax income from Euro 130.000 to Euro 150.000 - Total tuition fee: € 16.600,00			
30 days after the admission letter	€ 1.640,00	€ 1.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
15 January 2021	€ 7.480,00	€ 500,00	Academic Contribution Fee
		€ 6.980,00	Tuition Fee
15 May 2021	€ 7.480,00	€ 500,00	Academic Contribution Fee
		€ 6.980,00	Tuition Fee
4th income bracket – Pre-tax income from Euro 100.000 to Euro 130.000 - Total tuition fee: € 13.980,00			
30 days after the admission letter	€ 1.640,00	€ 1.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
15 January 2021	€ 6.170,00	€ 500,00	Academic Contribution Fee
		€ 5.670,00	Tuition Fee
15 May 2021	€ 6.170,00	€ 500,00	Academic Contribution Fee
		€ 5.670,00	Tuition Fee
3rd income bracket – Pre-tax income from Euro 70.000 to Euro 100.000 - Total tuition fee: € 12.040,00			
30 days after the admission letter	€ 1.640,00	€ 1.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
15 January 2021	€ 5.200,00	€ 500,00	Academic Contribution Fee
		€ 4.700,00	Tuition Fee
15 May 2021	€ 5.200,00	€ 500,00	Academic Contribution Fee
		€ 4.700,00	Tuition Fee
2nd income bracket – Pre-tax income from Euro 45.000 to Euro 70.000 - Total tuition fee: € 8.840,00			
30 days after the admission letter	€ 1.640,00	€ 1.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
15 January 2021	€ 3.600,00	€ 500,00	Academic Contribution Fee
		€ 3.100,00	Tuition Fee
15 May 2021	€ 3.600,00	€ 500,00	Academic Contribution Fee
		€ 3.100,00	Tuition Fee
1st income bracket – Pre-tax income from Euro 0 to Euro 45.000 - Total tuition fee: € 7.000,00			
30 days after the admission letter	€ 1.640,00	€ 1.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
15 January 2021	€ 2.680,00	€ 500,00	Academic Contribution Fee
		€ 2.180,00	Tuition Fee
15 May 2021	€ 2.680,00	€ 500,00	Academic Contribution Fee
		€ 2.180,00	Tuition Fee

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

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

## PAYMENT PROCEDURES

### 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.

### By BANK 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: SWIFT CODE: BAPPIT22 IBAN CODE: IT28 L05034 01610 000000020020
- Reason for payment: **Please clearly specify name of student/program chosen**

Copy of the bank transfer payment shall be sent together with the matriculation form.

## SECTION VII: GENERAL CONDITION

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 undergraduate, postgraduate or master program only if a minimum of 10 participants will enroll. If the minimum number of students will not be reached, the course will not take place. NABA will inform the student in the case a course will not be run at least 30 days prior the beginning of the course itself. In such event, NABA will refund the students in the shortest possible term. NABA is exempted to refund any extra cost incurred by the students (i.e. travel, food, accommodation...) for the enrollment and admission process; nor of any further damage of different nature.

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 and Academic Contribution Fee.

Refund is not available for the application fees, pre-enrollment fee including the Regional Tax.

Alternatively, students will have the opportunity to move the enrollment to an other course or intake informing NABA of his/her decision timely.

If NABA is responsible for course cancellation, NABA will refund the student twice what has been paid.

Students enrolled in the 1 year of the second intake may submit an internal change request from a NABA course to another NABA course of the same level within one month from the start of the course.

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.

Except what indicate by the articles 1-2-3, the student who, after having requested and obtained the registration and signed this contract, during the academic year: a) does not duly attend the lessons and/or does not take the exams ; b) formally withdraws from the course by completing the appropriate form, whatever the cause of his behavior and/or decision (including, for example and not exhaustively, personal and/or family reasons; work and any other reason), is not entitled to refund of the amount paid and/or to suspend the payment of the amount still due by way of Tax, Academic Contribution and Attendance fees, remaining obliged to pay the due amount according to the established manners and deadlines, and will remain bound to fulfill the payment of the annual amount of the Tuition and Contribution to teaching.

Students enrolled in the 1st year of three-year and two-year courses, whose withdrawal is formalized no later than the 14 days after the course beginning, will be obliged to pay 70% of the Tuition fee and of the Academic Contribution.

6. Between NABA, the student and his/her guarantors it is agreed that: the payment of the enrollment fee for the following years will be considered necessary and sufficient to validate the registration itself; this payment will be considered as a confirmations of the student's and his guarantors' agreement to the General Contact Conditions, including those subject to specific approval pursuant to Articles. 1341 and 1342 c.c.; consequently, upon registration, any obligation assumed by each of the parties as a result of signing this application will be confirmed. Starting from the academic year following the enrollment application, the tuition will be adjusted annually based on the Istat index.

7. In the event that the student informs in writing his/her intention to

8. suspend his studies for the academic year following the current and such information is received within the deadlines for re-enrollment, the student must pay a fixed fee of Euro 300,00 for each academic year of suspension (for a maximum of three academic years). The fee and the Academic Contribution already paid, in this case, will be considered valid by NABA for the enrollment in the academic year following suspension, only if the student resumes his/her studies. In the event that the student decides not to resume studies at the end of the suspension period, the tuition fee, re-enrollment fee and academic contribution, already paid, will be definitely acquired by NABA.

Applications for suspension of studies for the academic year following the current one, submitted after the re-enrollment deadlines, cannot be taken into consideration and will have no effect on the payments made and to be executed.

In the event that the student does not formalize within the re-enrollment deadlines, neither the withdrawal from the studies, nor the suspension of the studies, nor the re-registration, he/she will have the possibility, within the period of maximum 5 years, to rejoin his student career by paying a fixed fee of € 2,000.00. The procedure provides that, upon request by the student to rejoin his/her academic career, NABA will proceed to carry out an academic assessment and a verification of any educational debts, following which the student's year of attendance will be defined. It is specified that the suspension of studies cannot be retroactive.

9. NABA reserves the right to use its discretion to determine number of courses and type of courses yearly set up for each program. NABA guarantees to enrolled students the minimum courses required to obtain the diploma within the prescribed time as defined by MIUR (Ministry of Education, University and Research) or any other current normative.

10. Subjects may change for academic purposes or for Ministerial reasons related to the AFAM system (AFAM is the system of "Alta Formazione Artistica e Musicale", including all public and private Fine Arts and Music Academies recognized by the Ministry of Education itself).

The group of lessons assigned may change in the academic years following the first one for reasons related to didactic planning and to the choices made by the student during the completion of the study plan in relation to the major of specialization and the optional courses chosen.

11. Classes will take place weekly, according to the academic timetable defined annually.

12. 11. All students, upon enrollment, must possess the requisite of knowledge of the language in which the course is delivered (Italian or English). In any case, NABA reserves the right to request additional documentation at any time or to verify the certificate presented for those who deliver a certificate of linguistic suitability (among those recognized by NABA). If the student is unable to present one of the required certificates, NABA will test the student's language skills and assign him/her a level accordingly.

With the reference to Bachelors of Arts and Masters of Arts, if the obtained level is below the required one (for Masters, however, it must not be less than B1), students will have to attend the language remedial courses – organized by NABA in order to reach the required level (CEFR B1+) and only after the achievement of the above mentioned level the student will be able to sit the exams.

For further information, please refer to the Director's Decree number 29 of 21/12/2017 (published in the student reserved area of NABA website called MyNABA. Username and password will be provided at enrollment time).

Students who will not reach the required English/Italian level – which is an entry requirement will be enrolled in the Diploma program (auditor). This fact does not represent just cause of unilateral withdrawal and the refusal of the student to accept the enrollment into the Diploma program will have consequences and effects in accordance with Articles 5, 16 and 17.

The students who do not submit a valid language certificate (as per the language requirements reported in the application form) will be required to sit the Language Test that will be scheduled by NABA. The student who has not presented a valid language certificate attesting a suitable level and has not taken the test scheduled by NABA will not be able to participate in the educational activities and will be removed from the lesson records.

Furthermore, all students enrolled in the three-year BA courses in Italian are also required to take the NABA English language test in order to determine the level of proficiency in the language.

The test results are expressed according to the grading system defined by the European Framework of Reference for languages (CEFR). This test gives the right to the acquisition of credits if exceeded, otherwise it involves the attribution of a formative debt that must be remedied for the attainment of the degree (level B1 +).

13. 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.

14. 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.

15. 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.

16. 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.

17. Late payments of the Enrollment fee, Academic Contribution fee and tuition fee, or any instalment, will imply a fine of €50 up to 30 days delays and €100 for further delay. However students are not allowed to enter classes until the time they pay the overdue amount. In case of late payment, the student's attendance will not be registered and this absence will not be justified.

18. NABA reserves the right to require to non-paying students the immediate payment of the outstanding amount, suspending or excluding them from the program and from exams as well as to start the necessary legal action for retrieving the total amount including all expenses: interests, fines, legal billings and everything else as per art 16.

19. 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 also the temporary or permanent suspension from the Academy.

20. 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.

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



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

23. First-year Students residing for at least 3 years in a European Union country and who do not present the documentation related to the family income for the allocation of the income bracket within the start of the program, will be assigned automatically to the highest family income bracket.

The income bracket determined for the year of enrollment must be reconfirmed for subsequent years by presenting suitable documentation by November 30th. The income bracket will remain unchanged until the entire documentation requested is delivered within the set terms

24. Students enrolled in the 3rd year of one of the undergraduate courses or in the 2nd year of one of the postgraduate courses are required to pay NABA a contribution of 540 euros for the Final Thesis Exam and to the Italian Agenzia delle Entrate a tax of € 90,84 in order to receive the Degree on parchment paper (amount defined except for the adjustment that may be indicated in the academic diploma regulation of the Academic Year of Graduation) within the scheduled payment deadlines. Students enrolled in a Master's course are required to pay NABA only the contribution of € 540 for the Final Thesis Exam.

25. The enrollment of the student in possession of a foreign secondary school diploma is accepted upon the following conditions:

a. The awarded Diploma allows the access to the Academic course chosen by the student; this requirement is confirmed by the declaration of value of the foreign diploma and the official Italian translation of the original study title.

b. the foreign diploma has been awarded after the minimum number of years of education required by ministerial dispositions for enrolling to academic studies.

A Board of Examiners designed by the Director of Education will evaluate the validity of the Declaration of Value of the foreign secondary

school Diploma. In case the Declaration of Value not considered suitable by the Board, the student will be enrolled to the Diploma program Course (auditor) of the same course, without obtaining the academic formative credits and the 1st level Academic Bachelor degree (ref. Academy Didactic Regulations art. 21/2). In case the foreign diploma does not meet the requirements of the Italian Ministry of Education, this fact does not represent just cause of unilateral withdrawal and the refusal of the student to accept the enrollment into the Diploma program (auditor) will have consequences and effects in accordance with Articles 5, 16 and/or 17.

26. The enrollment in a Degree program 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.

27. 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 academy 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.

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

Place and date \_\_\_\_\_ (Student signature) \_\_\_\_\_

*For everything that is not covered herein, with reference to NABA enrollment regulations, please read "Application Form and Admission Procedure for three-year Bachelor of Arts degree" and "Income Bracket assignment guide". 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:email_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) \_\_\_\_\_

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

*2) Missing refund of application fee 3) Non activation of the course 4) Cancellation and/or changement of the Course and its location 5) Obligation to pay fees, contribution to didactics, tuition fee 6) Re enrollement and adjustment of the tuition fee 7) Suspension of studies and reconjunction of a student's career 8) NABA's right to use its discretion to determine number of courses 11) Language skill verification 13) NABA's exoneration from liability 14) NABA intellectual property rights 15) Costs excluded from the fees, rates and contributions 16) Fine for late payments 17) Persistent delay in the payment of fees-consequences-suspension or exclusion from the program and from the exams 21) NABA's exoneration from liability in case of loss and misplacement of student's personal effects 22) Obligation to submit documentation of family income bracket consequences in case of no-show 23) Graduation Thesis Fee 25) Visa and stay permit requirements 26) Milan legal court.*

Place and date \_\_\_\_\_ (Student signature) \_\_\_\_\_

#### ENROLLMENT OFFICE ONLY

Student \_\_\_\_\_ Student ID number \_\_\_\_\_ Academic year 2020/2021

**Acceptance of the application form  
(Administration office signature)**



**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 enrolment/registration:

- 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;
- possible person to be contacted for administrative aspects, including payments;
- information about your/your family income, assets;
- possible rental lease for non-resident students;
- any medical certifications proving disability;
- academic career / curriculum vitae;
- copy of identity card/passport of the person who acts as the student's legal guardian;
- student's images.

The data are collected at the time of enrolment through completion of the matriculation form and by the sending of the required documentation or uploading it onto the personal student area.

The following data are collected subsequent to enrolment/registration:

- tax documentation necessary to verify/confirm the student's income bracket;
- any medical certifications proving illness or disability;
- student's images/recordings collected during events;
- data related to academic evaluations.

**3) 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, to allow your enrollment in the course of your choice, as well as the provision of services connected to it;
- to handle money collections and payments, deriving from contractual obligations, including credit recovery;
- to provide online services, including the issue of the electronic student grades booklet;
- to create your user account and your relative email account;
- to create your student ID card;
- to enable access to web-based platforms and to apps connected to Nuova Accademia S.r.l., in order to allow access to/modification of the study plan, exams enrolments, refusal of grades, in accordance with the student regulations, presentation of final diploma examination admission application, and displaying of presences and absences;
- to handle academic activities;
- to provide support services to certified disabled students or to students with certified learning difficulties;
- to fulfill the obligations arising from the Law, Regulations, EU legislation or an order of the Authorities (including checks relating to the provision of cash contributions and/or scholarships and/or benefits in general, if entitlement to receive these is ascertained);
- to aggregate and analyse the information collected to improve our range of educational courses;
- for academic courses recognized by the MIUR (Italian Ministry of Education, University and Research), to comply with requests and instructions from the MIUR;
- to respond to requests for checking academic qualifications, received from other Institutes where the student may ask to enrol;
- to exercise the rights of the Data Controller.

At the end of the course of study some requests relating to confirmation of your academic qualification and the relative final grade may be communicated to other Institutes or to the MIUR.

**3.2 Subject to your express consent:**

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

 <b>NUOVA ACCADEMIA DI BELLE ARTI</b>	<b>DOMANDA DI IMMATRICOLAZIONE UG - STUDENTI INTERNAZIONALI INGLESE   FEBRUARY INTAKE</b>	<b>Mod. 4/07/02/bis</b> Rev 0 del 26/6/2020 pag. 10 di 12
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- 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 legal guardians about general and/or specific news relating to your course of studies and/or academic performance;
- provide an alternative contact for administrative purposes for the sending of communications regarding payments and reminders;
- transmit your personal data to Nuova Accademia S.r.l. partner companies offering housing services;
- insert your name in the career service online platform designed to promote intermediation between job supply and demand;
- send you communications and/or promotional offers relating to 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 enrolment.

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

In accordance with the provisions of the GDPR, Nuova Accademia S.r.l. guarantees 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 of inaccurate personal data concerning you without undue delay (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.it](mailto:privacy@naba.it)

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 platform.

☐ 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 (mandatory in order to proceed with enrolment)

**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 general and/or specific news about my course of study and/or academic performance;
- ☐ I agree to the provision of an alternative contact for administrative purposes for the sending of communications regarding payments and reminders;
- ☐ I agree to the transmission of my personal data to Nuova Accademia S.r.l. partner companies offering housing services;
- ☐ I agree to the use of my photographs and/or videos for Nuova Accademia S.r.l. information-promotional initiatives;
- ☐ I agree to the insertion of my name in the career service online platform designed to promote intermediation between job supply and demand;
- ☐ I agree to receive information and/or promotional offers 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.

**Place and date** \_\_\_\_\_,

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