



SOCIETA DANTE ALIGHIERI COMITATO MANILA
#45 ZETA BUILDING 191 Salcedo Street Legaspi Village, Makati City
phone: +632 7592016 - cell: +6309228326832
Email: dantemanila@yahoo.com ; www.dantemanila.com

ENROLLMENT AGREEMENT

Agreement date : _____
Contract start date : _____
Contract Expiration date : _____

Student Information :

Name :		Complete Address :		
Birth Date:	Birth Place	Civil Status:	Sex :	Age :
Telephone no:	Cellphone no:	Email address(es)		
Present occupation:	No. of years employed:	Other courses attended at SDA:		

Class details:

Class enrolled in:	Level:	
Class type:	Regular/ tutorial	
Schedule:	Day/time:	

Fees paid:

Tuition: _____ P _____
Membership registration: _____ P _____
Learning materials: _____ P _____
Total: _____ P _____
Deposit: _____ P _____
Balance: _____ P _____

* **Why do you study Italian? (Please check your answer)**

- to become translator and interpreter
 to become teacher of Italian
 for studies in Italy
 to find job in Italy
 to find job related to Italian (call centers, translation companies, etc.)
 to learn more about Italian language and culture (arts, cinema, literature, music)
 others (please specify: _____)

TERMS AND CONDITIONS

FOR ALL STUDENTS:

1. The course fee must be paid before lessons take place.
2. The course fee does not include books, handouts, etc.
3. The course fee is exclusive of an SDA membership fee, which is optional.

FOR STUDENTS ENROLLED IN REGULAR COURSES:

4. A course must be paid in full regardless of absences on the part of the student.
5. If enrollees are insufficient, SDA reserves the right to cancel or postpone the course and offer its students the right to move to another course or receive a full refund of the course fee. Only classes with a minimum number of students (the number of which shall be determined by SDA) can be conducted.
6. An administrative fee of P200 is charged for late enrolment (enrolments after the specified enrolment date)
7. If a student is unable to participate in a course, the following conditions apply:
 - a. In case of cancellation within the first week of the course, SDA will withhold 10% of the course fee.
 - b. In case of cancellation within the second week of the course, SDA will withhold 20% of the course fee.
 - c. In case of cancellation within the third week of the course, SDA will withhold 30% of the course fee.
 - d. Cancellations after the third week of the course will no longer be refundedCancellations must be submitted in writing. The date of cancellation takes effect upon the receipt of the cancellation letter at the SDA office.
8. A student who has missed a class and wishes to make up for lessons missed, may arrange to do so with the SDA, at the private tuition rate.
9. SDA issues a Certificate of Attendance at the end of each course. Students who miss more than 30% of class hours shall be not be issued a certificate, unless he/she makes up for lessons missed.
10. SDA accepts no liability for the cancellation of its services due to force majeure (e.g. natural disasters, fire, floods, war, official orders and all circumstances beyond the control of the contractual parties.)

FOR STUDENTS/ GROUPS ENROLLED IN PRIVATE COURSES:

11. For class postponements or sudden changes in schedule, SDA must be informed of such postponements or changes on or before 3 pm of the day prior to the scheduled class, otherwise the lesson is forfeited. (This also applies to students attending make up lessons)
12. A course must be completed within one year from the date of enrollment.
13. An additional fee of P500.00 is charged for each lesson held outside SDA premises.
14. SDA issues a Certificate of Attendance to students/ groups enrolled in private courses provided the full course content of the level in question has been taken up.

Student Signature :

Registrar Signature :

Date :
