

# Terms and Conditions

These terms and conditions ("Ts&Cs") shall apply to all courses made with Us by you, as set out further below.

## 1. Definitions

The following terms have the meanings set forth below whenever they are used in these Ts&Cs:

1.1. "Data Protection Legislation" means all applicable laws and regulations relating to the processing of Personal Data and privacy including the Data Protection Act 1998, the General Data Protection Regulation 2016/679, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and any statutory instrument, order, rule or regulation made thereunder, as from time to time amended, extended, re-enacted or consolidated. The terms "Personal Data", "Data Controller", "Data Processor" and "process" (in the context of usage of Personal Data) shall have the meanings given to them in the Data Protection Legislation; 1.2 "Organizer" means Giovanni Voto architect with Partita iva number 05151310488, whose principal place of business is in Italy, Florence via delle forbici 9, belonging to the Order of Architects in Florence, Palazzina Reale n.50 number enrolled 31/01/2001, no.5724 1.3 "Courses" mean the in-class, interactive online and training professional courses and/or labs and workshops that we will provide to You under these Ts&Cs, as set out here; 1.4 "Our Site" means our website on which we will display our courses and our social network pages as Facebook, Instagram, Linked-In, Youtube. 1.5 "Terms" means the period during which We will provide the courses, which shall be as specified in the certificate of enrollment; 1.6 "We" means Giovanni Voto's professional network for courses organized by and operating as Star Florence Design School in Italy, Tuscany, Florence, in via degli artisti 18 black, and "Us" and "Our" shall be interpreted accordingly. 1.7 "Fees" means the fees You will pay to us in accordance with the Payment Plan, as set out via email.

## 2. School Lab Policy

2.1 In order to register officially for the course, the applicant needs to pay the enrollment fees and tuition fees, before the course starts or in accordance with the Payment Plan, as set out via email. We will provide, via email, the necessary letter of acceptance for the applicant in order to complete the visa application process. ( only for in class course ). The letter of acceptance will be issued only when the enrollment fee is paid and the applicant can apply for a visa only for the terms period which the applicant is enrolled at the school. In order to receive an acceptance letter via courier, the applicant needs to pay for the courier fees plus secretary fees. If the student changes his idea before paying the tuition fees or she/he cannot receive a visa for the course, the enrollment fees will not be refunded. The enrollment is valid for two years.

2.2 We are committed to providing a high-quality experience through our theoretical teaching, and a broad range of international works and facilities inside the professional environment. For this reason we reserve the right at our sole discretion to change the program during the period of study. According to disposition of the organizer we have an innovative approach of teaching, combining theory with work experience; For this reason we reserve the right at our sole discretion to change the lecture structure, aspects of the teaching and learning process, content and numbers of hours of the subjects during the course taking into consideration the students' skills and the work program, in order to obtain the best results.

We give the opportunity to introduce real projects inside the study program, taking into consideration: 1) The nature of the projects that have different difficulty levels; 2) The different process phases to develop the project. 3) The students' skills. Considering all these 3 factors, We reserve the right at our sole discretion to decide after a scientific committee selection if students can or cannot participate to the projects, or will be replaced with other exercises. 2.3 Each lesson of the course has a duration of 45 minutes. The master level is achieved with the minimum credits ( valid only in the Star, Florence Design School ) related to each specific course. The disciplines with " \*\* " are optional in order to achieve the requested minimum credits. 2.4 All the workshops, field trips, museum visits, exhibitions visits, various travel expenses and necessary visits during the course lectures, materials for the course to work (such as papers, pencils, rulers, water colors, acrylic paint, brushes, etc.) are not included in the program fees. The students need to pay and provide them separately. The student needs to provide his own computer. The student must bring all course materials to class together with his own laptop with programs already installed (CAD for students, Sketchup-free version and V-Ray rendering programs ) in order to complete his work. If the student wants to take part to any eventual extra classes needs to pay extra fees in order to participate in previous according. 2.5 All the didactic materials such as lectures or others are not included in the course fees.

2.6 Attendance at all lectures is placed in Florence and participation in the class is mandatory. The use of smart phones during the lecture is prohibited, they must be switched off, given to the teacher and reclaimed at the end of the lesson. For online students it is prohibited to close the video during all the lessons. The online students have to participate in the lesson in a calm and attentive way with appropriate behavior Tardiness for class is not accepted (Students need to be present 10 minutes before the lecture starts). If the student misses a lesson, she/he cannot replace it with another one. The student accepts that all photographs or videos taken during the course may be published online on our site and our social network pages such as Facebook, Instagram, Linked-in, Youtube and Twitter. 2.7. All students (in-class and online), who does not respect the etiquettes of the school and its collaborators; - the professors, the content of the lessons; - the methods with which the courses are carried out; and those who do not demonstrate the correct attitude and behavior while following the lectures and the staff, can be suspended with immediate effect. After he/she is issued the second warning, he/she will be definitively expelled from the course without any possibility of appeal by the student and no form of refunding, partial or complete.

Pursuant to Article 1341 of the Civil Code, the student .....

specifically approves the following articles: ,2,3,4,5,6,.

Student's signature:..... Florence Italy Date: ...../...../.....

Name of the course:..... Starting date from /...../..... to...../...../.....with break defined by the course

2.8 At the end of the period of study, students will receive an evaluation on the projects and the work they have completed. **The students behavior, self-control and awareness** will be an important part of the evaluation.

**Methods of evaluation:** Participation in class ( or in the online interactive course ) with attendance and soft skills (30%); Homework and Classwork assignment during the monthly examinations as specified by the school program (70%) **Grade:** The grade is determined by the attitude of the student toward his/her work, the desire to increase his/her own knowledge; how the student has matured as seen through a comparison of the work completed during the period of study. In order to receive the high level international certificate or diploma at the end of the courses, students **must have attended at least 90% of the classes (lectures and laboratories)** and has completed all tasks for each discipline (for example: 2d drawings, 3d drawings, renderings, essays, photos, project descriptions, final exam and others) following exactly the professors requests. We encourage an environment in which constructive complaints are valued and contribute to the positive experience of all who use its services. We have established an open, fair and accessible Complaint policy to encourage prompt resolution at the earliest possible stage. Any enquiries regarding complaints should be sent to studiumarch1@gmail.com.

### 3. Data Protection

3.1 In the course of Our delivery of the courses services, both You and We may receive personal data. Where the parties receive personal data as data controllers each party agrees to comply with Data Protection Legislation. Where a party receives personal data as a data processor, that party shall: 3.2 act solely on the instructions of the party sending the personal data in relation to the processing of that personal data. In the event that a legal requirement prevents the Data Processor from complying with such instructions the data processor shall communicate to the other party, unless such legal requirement prohibits it from doing so, inform the other party of the relevant legal requirement before carrying out the relevant processing activities; 3.3 at all times, ensure that the necessary technical and organisational measures are in place to prevent unauthorised and unlawful processing or disclosure of such personal data and such measures shall include taking reasonable steps to ensure the reliability of any of its staff who may have access to personal data and ensuring that such staff are subject to appropriate confidentiality undertakings 3.4 not transfer the personal data outside of the European Economic Area (as such term is commonly understood) or to any third party without the other party's written consent; 3.5 take reasonable steps to ensure the confidentiality, integrity, availability and resilience of processing systems and services associated with the processing of personal data; 3.6 co-operate with and provide such information and access to any facilities, premises or equipment from or on which personal data is, has been, or is to be processed pursuant to these Ts&Cs (including any such facilities, premises or equipment used by staff and/or sub-contractors) as the other party may reasonably require to enable it to monitor compliance by the data processor with the obligations in these Ts&Cs; 3.7 not subcontract any of its obligations under these Ts&Cs regarding the processing of personal data to a third party (a "Sub-Processor") without the prior written consent of the other party. 3.8 immediately cease processing the personal data and immediately supply any personal data to the other party or delete the personal data in accordance with the other party's instructions. You acknowledge that if You request Us to cease processing We will be unable to provide the courses services and agree that We shall have no liability for any failure to provide the courses services as a result of such instructions from You. We shall maintain and keep up to date a list detailing the location of all of Your data together with details of any third party subcontractors or third parties with whom We have shared any such data.

### 4. Health Insurance

EU citizen or EU resident is entitled to a European Health Insurance Card (EHIC), which allows access to medical services that are necessary during the stay in Italy. It is important to apply for one of these cards before you travel to Italy. You can do this by contacting your local health service or by searching online for an application form relevant to your country. If you want a private medical insurance during your stay in Italy, you can contact privately insurance agency in order to obtain one. Anyone from outside the EU needs to have private medical insurance for the duration of their stay. The insurance is necessary to obtain both visa and after a residency permit (permesso di soggiorno).

### 5. Refounding of the course and early withdrawal from the Course

5.1 The school don't provide any refounding of the course.

5.2 In the event that the student withdraws early from the course or has accumulated a percentage of unexcused absences from classes greater than 5% of the total number of hours of the year, he/she will not have any right to deduct the amount already paid and the total cost of the course as defined by the payment plan. 5.3 The student will be required to pay the remaining amounts within 15 days of receipt of the request by bank transfer to the account identified by the IBAN code IT15S0306902924100000010614BIC/SWIFTcode BCITITMM

6 Each Master's or Short course certificate is eligible and valid in accordance with the uses and limits consented by the laws of each country or nation

### 7. Employment situation after graduation

After the conclusion of the course, the student agrees to provide via e-mail for a period of 18 months all information related to his employment situation after the Master, including a copy of the employment contract.

### 8. Validity

The Ts&Cs is valid for the years 2022/2023/2024/2025/2026

Pursuant to Article 1341 of the Civil Code, the student .....

specifically approves the following articles: ,2,3,4,5,6,.

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