



Le Arti Orafe  
Jewellery School  
Since 1985  
Firenze

## E N R O L M E N T F O R M

**Please, use the on-line [enrolment form](#)**

This printable form is to be used only by students who do not have access to our online enrolment procedure: please, print, fill-in and send by e-mail or by fax

I have read the school brochure and understand the content and necessary requirements and wish to enrol in the offered courses.

Course Code \_\_\_\_\_ from (month and year) \_\_\_\_\_ to (month and year) \_\_\_\_\_

Course Code \_\_\_\_\_ from (month and year) \_\_\_\_\_ to (month and year) \_\_\_\_\_

Name and Surname \_\_\_\_\_

Date of birth (Day/Month/Year) \_\_\_\_\_

Place of Birth \_\_\_\_\_

Home Phone \_\_\_\_\_

Mobile Number \_\_\_\_\_ E-mail \_\_\_\_\_

### Home full address

Country	Town	Zip Code	Address

**Please attach**

- 2 passport size photos
- Photocopy of your passport
- Copy of the first payment of Euro \_\_\_\_\_ (see below)

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Payments**

Payments could be done by bank transfer as follow:

**Lao srl**

BANCO POPOLARE (name of the bank)  
Piazza Davanzati, 3 (address of the bank)  
50123 Firenze  
IBAN: IT 67 B 05034 02801 000000 136267  
SWIFT: BAPPIT21N25

**Payments may also be done on-line (PayPal secure system).**

## **Fees and Enrolment**

### **Enrolment fees** (first payment)

- Three-six month and one year course: 1,200.00 Euro.
- Two-three years courses: 2.000,00 Euro.
- For shorter courses and workshops: 50% of full amount.

Enrolment is complete only after proof of first payment is received.

**The remaining amount will be paid in different instalments**, according to the terms set forth by the school's secretariat office which will be forwarded to the student together with the "enrolment confirmation".

Instalments could be changed only after agreement with Administration Office. For all at once payments it's possible get 5% discount.

### **\* PREREQUISITES**

Lessons are held in Italian language.

It is a pre-requisite for foreign students to have a basic knowledge of Italian. A level B2 Certificate awarded from an accredited language centre (University for foreigners in Italy, Italian Cultural Institute, Center Dante Alighieri, Linguaviva, etc.) must be submitted to LAO.

## **Diplomas and Certificates**

The school will issue a SCHOOL DIPLOMA based on the CFS and on the overall evaluation obtained in different subjects (at least 60/100) and a frequency of 90% of lessons in all subjects. For students who do not meet the standards the school will issue a SCHOOL CERTIFICATE showing the overall evaluation and the hours they actually attended.

For PRACTICAL COURSES the school will issue a **school certificate** with overall evaluation and the hours of lessons the student attended.

Only for courses recognized by the Province of Florence

The certificates of qualification shall be issued by the Competent Authority after passing the exams, which is accessed by a vote of at least 60/100 for the admission, and an attendance record of at least 90% of lessons in all subjects.

CERTIFICATES OF ATTENDANCE are issued only to students who attend classes regularly.

## **Cancellation Policy**

In order to receive the 50% reimbursement, a registered letter must be received by our office 30 days prior to the beginning of course. Bank or postal fees are not included in reimbursement. No refunds will be given without 30 days notice..

## **Privacy Policy**

Furnishing your data to Le Arti Orafe implies the acceptance of the following conditions: in accordance with the Privacy Law 196/03 the undersigned expressly authorises LAO to use, process and save in its electronic database all information contained in this page.

The undersigned assumes full responsibility for the correctness of all given information.

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

Signature \_\_\_\_\_

# **LAO**

Le Arti Orafe Jewellery School

Since 1985

Accredited Training Agency for courses approved and financed by the European Social Fund  
Authorized entity for Erasmus projects PIC code, 946180681

Via dei Serragli 104-124, Florence - Italy  
+39 055 22 80 131 – Fax +39 055 22 80 163  
[www.artiorafe.it](http://www.artiorafe.it) - [info@artiorafe.it](mailto:info@artiorafe.it)