

ISTITUTO ITALIANO DI CULTURA DI BEIRUT

COURSE ENROLMENT FORM

Student's details			
*Name:	*Surname:		
Father's Name:	*Gender:	Male	Female
*Date of Birth:	*Place of Birth:	Nationality:	
*E-Mail address:			
*Mobile Phone:	Landline Phone:		
Address:			
Fields with * are mandatory			

N.B.: Please make sure your name, surname, date and place of birth are written as in your passport.

Requested Course			
Days:	Monday - Wednesday	Tuesday – Thursday	Intensive Course
Preferred time slot:	Morning	Afternoon	Evening
Reason for enrollment:	Study	Work	Leisure
	Other:		

I am interested in joining the IIC mailing list and receive events infos and invitations.

By subscribing to our newsletter service, you agree that your personal data will be stored and processed by the IIC Beirut in order to: send you information about our events related to Italian culture; send you invitations to our events. You can change your mind at any time by clicking the unsubscribe link in the footer of any email you receive from us, or by contacting us at iicbeirut@esteri.it

PLEASE FILL, DATE AND SIGN THIS FORM ON PAGE 3

Terms and Conditions

Language and Culture Courses at the IIC Beirut

1. Fees must be paid in full upon enrolment and are payable in advance before the beginning of the course. Enrolment is not confirmed unless payment is made in full. Please note that we cannot accept any reservation for course enrolment without payment.
2. **Payment methods:**
Payment is in USD and can be made only by one of these methods:
 - Pay by link: A payment link to pay by credit or debit card will be sent upon request.
 - POS at the Hamra office or at the Directorate in Baabda c/o the Embassy of Italy.
 - Bank transfer to our account at Arab Bank, as follows:
Account name: Italian Cultural Institute
Iban: LB50 0005 0000 0000 3264 4102 4922
Bic/Swift: ARABLBXX
3. Before enrolling, students are advised to consider carefully their circumstances and personal commitments (such as family, employment and health) as a) no cancellation or refund will be possible after the specified deadline unless the course is cancelled by the IIC Beirut; b) no partial refund can be given for classes not attended.
4. Any student who has paid for a course and who withdraws before the beginning of the course will be entitled to a refund of the amount paid less \$50 for admin fee.
5. In case of class cancellation by the IIC Beirut, students may request a transfer to another class, or a full refund of fees paid. Fees will be refunded in full if a course is cancelled by IIC due to an insufficient number of students.
6. Once you have sent us your enrolment form and payment, you simply turn up on the first day of your course. In the event of cancellation, we will notify you in writing.
7. Fees do not include textbooks unless otherwise specified. Where specified, expenditure on textbooks cannot be refunded once books have been collected by the student.
8. Students are required to purchase the recommended textbook. They may choose to buy the book through the IIC Beirut or independently.
9. Students may request a transfer to another class if the level that they are enrolled in is not appropriate. The request must be received within the first week of the course. Please note that transfers can only occur if there is a vacancy in the new class.
10. Enrolments in our courses are not transferable to another person.
11. Teachers are chosen by the Institute, both for private and group lessons, and may vary from course to course and from one block of private lessons to the next one.

Information on the protection of individuals with regard to the treatment of personal data (General EU Regulation on the Protection of Personal Data, 2016/679, section 13)

The treatment of personal data requested for the registration to the courses of the Italian Cultural Institute in Beirut as well as to its mailing list will be based on the principles of lawfulness, fairness and transparency to protect the fundamental rights and freedoms of individuals.

To this end, the following information is provided:

1. The body responsible for the treatment of data is the Italian Ministry of Foreign Affairs and International Cooperation (MAECI), which acts, in this specific case, through the Italian Cultural Institute in Beirut, Presidential Palace Street, P.O.Box 40-274, 5523 Baabda – ZIP 2902 2633 Baabda (LEBANON) – E-mail: iicbeirut@esteri.it. The public is informed of our initiatives through our monthly newsletter and invitations, only if you opt to do so.

2. For any questions or complaints, the interested party may contact the Head of Personal Data Protection (DPO) of MAECI (postal address: Ministero degli Affari Esteri e della Cooperazione Internazionale, Piazzale della Farnesina 1, 00135 ROME, telephone: 0039 06 36911 (switchboard), E-mail: rpd@esteri.it; pee: rpd@cert.esteri.it).
3. The personal data collected will be included in a database used for the following purposes: invitations to the cultural events organized by the IIC, circulation of our newsletter, promotion of Italian language and culture courses, use of the library, etc.).
4. The treatment of data entered into the database is based on consent. Any refusal to provide one's personal data will prevent the person from accessing the service.
5. The processing of data, carried out by staff specifically appointed by the IIC (and possibly by the data controller) will be carried out in mixed mode.
6. The data provided by the interested party upon registration will be processed only by the appointed person and by the controller and will not be sent to third parties.
7. Every 4 years from the registration or its renewal, the Institute will ask users to confirm their interest in the service and will delete the personal data of those who do not express such interest, either by not responding or by explicitly denying it.
8. The interested party may request access to his/her personal data and their rectification. Without any prejudice to the consequences related to the access to the service, he/she may also request the cancellation of such data, as well as the limitation of/the opposition to their use. In such cases, the interested party must submit a specific request to the Italian Cultural Institute in Beirut, carbon copying the MAECI DPO.
9. If you believe your rights have been infringed upon, you can file a complaint with the MAECI DPO. Alternatively, you can contact the Italian Personal Data Protection Authority (Piazza di Montecitorio 121, 00186 ROME, tel. 0039-06696771 (switchboard), E-mail: garante@gpdp.it, pee: protocollo@pec.gpdp.it).

By declaring that I have read the above information, I give my consent to the treatment of my personal data for the purpose indicated above.

Date _____

Signature: _____

Disclaimer: Personal Data Information on the protection of individuals with regard to the processing (usage) of personal data (General Data Protection Regulation (UE) 2016/679, art. 13). The processing of personal data requested when registering as a user with the IIC Beirut will be based on the principles of lawfulness, fairness and transparency to protect the fundamental rights and freedoms of individuals. The holder of the usage is the Ministry of Foreign Affairs and International Cooperation (MAECI) of the Italian Republic which operates, in this specific case, through the IIC Beirut. The processing of data, carried out by personnel specifically appointed by the IIC Beirut, will be carried out in both an automated and manual manner.

The data provided by the interested party during registration will be processed only by the owner and will not be sent to third parties.

Declaration: I understand these terms and conditions and agree to abide by them.

Date _____

Signature: _____