



ACADEMICA
INTERNATIONAL
STUDIES

Academica International Studies Enrollment Agreement

Dual Diploma Program

Home Country School: _____ School Year: 2021-2022

Student Name (Last Name, First Name): _____

Date of Birth (DD/MM/YYYY): _____ Birth Country: _____

Gender (M/F): _____ Primary Language: _____ Skype Username: _____

Mailing Address: _____

Student Email: _____

Home Phone Number: _____ Cell Number: _____

Father/Guardian Name: _____

Father/Guardian Email: _____ Phone Number: _____

Mother/Guardian Name: _____

Mother/Guardian Email: _____ Phone Number: _____

Country of Origin High School Graduation Date: _____

Please select the number of years to complete the Dual Diploma Program: **2** **3** **4**

Please select your Elective (if applicable): _____



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Information about the Dual Diploma Program

Enrollment and payment methods

To complete this enrollment I understand that I will be required to pay the one-time registration fee of € 125.00. Said fee is valid for the entire duration of the program and is non-refundable. Following the forwarding of this enrollment form, I understand that I will be issued the invoice for the Enrollment Fee with the bank details for making payment. My enrollment for the admission test for the Dual Diploma Program will not be considered valid unless the Enrollment Fee has been paid by the last day for enrollment in the Program. Only once the admission test has been successfully passed will I be officially registered as a student and be given instructions for paying the Tuition Fee. The net Tuition Fee must be paid in two installments of 50% of the annual amount, as indicated on the invoice. This is issued in advance before the start of classwork for each academic semester. The Tuition Fee pertaining to each semester must be paid by the fifth day after the beginning of the semester, as per the deadline indicated on the invoice.

Cancellation policy

After passing the admission test, I will be entitled to a total refund of the fee of my fee for the immediate upcoming semester if I submit a written cancellation that is received by info@materdoppiodiploma.it within 5 working days after the date of starting the course (which varies for each semester), but not if the student has already started program coursework. No reimbursement of the semester in progress will be possible after this date. No payment of the Tuition Fee will be owed for the following semesters following withdrawal from the program.

Student notice

I agree to comply with the Academica International Studies policy and regulations, including those outlined in the Student-Parent Handbook (as amended). I understand that this information provides the requirements for obtaining the Diploma from Academica International Studies, provided that I remain enrolled in good standing and in accordance with the school rules. Academica International Studies will not be responsible for any regulations or procedures not present in this policy or the Student-Parent Handbook (as amended). Academica International Studies reserves the right to discontinue any student's education for unsatisfactory progress, nonpayment of tuition, or failure to abide by school rules. Academica International Studies does not guarantee the transfer of credits to any school, university or institution. Any decision regarding the validation, suitability, application and acceptance of credits is the



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responsibility of the institution that will receive the students. This document does not constitute a binding agreement unless agreed by all parties involved.

Obligations of the student

I agree to make full payment of the semester before being admitted to the subsequent enrollments. I further understand that, if I intend to withdraw, I will notify the school by providing such written notice to the Program Director.

I am aware that, for the release of the Diploma, it is necessary for my Italian schooling to be validated and converted into the necessary credits, and for the appropriate documentation and certificates to be forwarded to Academica International Studies. In the absence of this information and data released by the school (transcripts), Academica International Studies will be unable to issue the Diploma, without this giving rise to any liability or further obligations on its behalf. Therefore, I undertake to authorize my school, by means of the appropriate consent in accordance with art. 7 or 8 of EU Regulation 2016/679, to transfer my data to Academica International Studies.

I accept that Academica International Studies may cancel my registration in the event of non-compliance with the attendance, academic, or financial requirements, or if I disrupt the daily activities of the school. I understand that I must maintain satisfactory academic progress, as described in the Student-Parent Handbook (as amended), and I hereby accept all its points and the obligation to fulfil all financial obligations towards D.D. International and Academica International Studies in their entirety before obtaining the Diploma. I am aware that I will be able to receive the qualification of my US High School Diploma only after having obtained the 24 credits required, meaning after having successfully completed the last academic year at the Italian high school.

Privacy policy

Pursuant to and for the purposes of art. 13 of the EU Regulation 2016/679 (hereinafter, GDPR), by signing this form, the data subject acknowledges and accepts the terms and conditions of the processing in relation to the management of the procedure concerning the conferment of the Dual Diploma. In particular, the data subject is informed that:

The Controller of the collected data is the company, Academica Virtual Education LLC with headquarters in Florida, 6340 SUNSET DRIVE, MIAMI, FLORIDA, USA 33143. The Data Controller has obtained the services of the company, D.D. International SRLS, identified as the Processor in charge of the collection, management and transmission of data. The contact information of the Processor is as follows: Stradone San Fermo, 21 – Verona, Tel. 045 8033734 - email info@materdoppiodiploma.it



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The purposes of the processing are attributable exclusively to the execution of this contract and in compliance with regulatory obligations (Article 6 paragraph 1 letters b) and c)). The processing is necessary and therefore to be considered as mandatory.

Only for the data collection and treatment of data concerning invoicing, accounting and administration, D.D. International SRLS is identified as the Controller. The purposes for this treatment are exclusively attributable to legal obligations pursuant to art. 6 paragraph 1 letter c) of the GDPR.

The consequences of any exercise of the right to object to the processing will make it impossible for the Data Controller to provide the services.

The data may be processed with electronic and automatic instruments as part of systems located both in the EU territory and outside the EU, in compliance with the security measures indicated in art. 32 of the GDPR.

The data may be transferred to countries outside the EU on the basis of an adequacy decision pursuant to art. 45 or on the basis of adequate guarantees pursuant to art. 46 of the GDPR. The personal data will not be processed for profiling purposes nor will they be disseminated.

The data subject shall have the right to access, rectification, erasure, restriction and extraction in standard format (portability) of his/her data according to the limits and methods established by articles 15 to 22 of the GDPR.

The duration of the processing is limited to the obligations deriving from the assignment received and from the legal obligations. At the end of the processing, the data may be deleted or stored for statistical purposes only.

This registration form was originally drafted in English. The translated version in Italian of this document is available in the Webform. Each translation in the form is present for the reader's convenience. In the event of a discrepancy between the original text of the form in English and the translated form, the first version of the document in English shall prevail. The original language version is always available and can be consulted at this link [\(insert link to the Enrollment Form in English\)](#).

I have carefully read and accept the terms and conditions indicated in this webform and in the Student-Parent Handbook. *{mandatory}*

I have read and accept the terms of the Privacy Policy *{mandatory}*