

ADMINISTRATIVE APPENDIX

TO THE GENERAL REGULATIONS GOVERNING
SECOND LEVEL ACADEMIC DIPLOMA COURSES

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All the information relating to the provisions regulating admissions and enrolments for the Courses are specified on the Accademia di Como website (www.accademiagalli.it). This Administrative Appendix to the General Regulations Governing Second Level Academic Diploma Courses, hereinafter also referred to as the Administrative Appendix, has periodic validity and contains amounts that are periodically updated.

Accademia di Como reserves the right to make changes, updates and variations to this document and to all the Regulations referred to, giving appropriate information to the Students.

The following information is provided in order to supplement and clarify the General Regulations Governing Second Level Academic Dipoma Courses (hereinafter also referred to as General Regulations):

I. Admission to the Courses (Ref. Art. 3 General Regulations)

Art. 1 ADMISSION TO THE COURSES

1.1 Accademia di Como reserves the right to assess and accept admission to the Course after having subjected the Student to:

- Evaluation of academic credentials;
- language test (if required);
- Admission interview.

In the event the motivational interview/preliminary aptitude test reveals shortfalls in preparation the competent teaching structures may propose additional training and preparation activities for reaching a sufficient initial level of preparation. The amount for attending said activities is not included in the course fee and is calculated at an hourly rate of € 55.00.

1.2 Students holding a Second Level Academic or University Diploma qualifications or other equivalent qualifications can submit an admission form for enrolment in a Second Level Academic Diploma Course and request recognition of their previous academic career following the Transfer process as indicated in art. 10 below. The assessment of the previous academic career of a Student provides for the payment of the relative fee for the value of € 200.00, to be paid in advance.

In the event that the Student, having received a positive assessment by the Academic Council, decides to proceed with enrolment, the cost of the assessment fee will be considered as included and adjusted in the enrolment fee. An admitted Student is enrolled with the Formative Credits (CF) or Academic Formative Credits (CFA) acquired and is obliged to pay the annual enrolment fee, any Regional tax for the Right to Higher

Education and the tuition fee calculated according to the following parameters:

- From 1 to 15 formative credits acquired: 12% reduction in the tuition fee;
- From 16 to 30 formative credits acquired: 25% reduction in the tuition fee;
- Over 30 formative credits acquired: 40% reduction in the tuition fee.

The percentage reduction on the tuition fee will be applied in full at the time of enrollment and first registration, regardless of the reference academic year for recognized educational credits.

- 1.3 In the event that the Student is admitted to a certain course year with credits to be acquired and needs to attend supplementary lessons, they must pay, as set out in art. 10.5 above, an amount calculated on the basis of the number of hours of lesson at an hourly rate of € 55.00. In the event that the Student has to sit supplementary exams, they must pay € 80.00 for every single exam.

II. Matriculation, assessment of educational qualifications and enrolment renewals (Ref. Art. 4 General Regulations)

Art. 2 CERTIFICATIONS AND RECOGNITION DOCUMENTS

- 2.1 Without prejudice to any mandatory by law legal or tax provision, certifications are issued by Accademia di Como without other additional costs.
- 2.2 Accademia di Como could issue, upon request, Certificates with apostille. This is a certification that validates, with full legal effect, the authenticity of any public deed at an international level. The cost of each apostille is € 250.00 plus current VAT, to be paid in advance.
- 2.3 The matriculated Student will receive a personal academic record book valid for the entire duration of the Course available at the platform IED Campus.
- 2.4 For the sole purpose of recognition a badge or magnetic card could be issued.

The request for a duplicate of the badge or the magnetic card implies the payment of € 10.00, plus current VAT, to be paid in advance.

Art 3. RECOVERY COURSES, REPEATING STUDENTS AND THESIS STUDENTS

- 3.1 A student that is underperforming in a number of subjects provided for by the Study Plan must take recovery exams in the session agreed with the School. The fee for a recovery exam is € 80.00 and will be payable to Accademia di Como from the second session of recovery exams in advance for each exam not passed. In this case, payment is due from the Student within (10) ten calendar days before the date of the exam. Cases of unjustified absence at the recovery exam and/or delayed and/or failed withdrawal from the exam are expressly excluded, in which case the fee for the recovery exam shall be due from the first useful recovery session. In the event that Accademia di Como considers it necessary for the Student to attend a recovery course to prepare for taking the missing exam(s), an hourly fee of € 55.00 will be applied on the basis of the total hours of the course.
- 3.2 In the event that Students have not acquired the minimum formative credits necessary for accessing the subsequent academic year they must re-enrol for the same year of the course as a Repeating Student, attending only the lessons relating to the exam tests not passed and paying the annual amounts reserved to them with the reductions as per art.3.3 below, without prejudice to compliance with the terms as per art. 7 below.
- 3.3 A Repeating Student is enrolled with Academic Formative Credits acquired, and is obliged to pay the annual enrolment fee, regional tax for the Right to Higher Education and the tuition fee according to the following parameters:
- from 1 to 15 formative credits acquired: 12% reduction in the tuition fee;
 - from 16 to 30 formative credits acquired: 25% reduction in the tuition fee;
 - over 30 formative credits acquired: 40% reduction in the tuition fee.
- 3.4 Enrolment as a “Graduating Students” implies the payment of 50% of the enrolment fee for the subsequent academic year, regional tax for the Right to Higher Education, the Government Tax to the extent as indicated in art. 11.3 below and the amount due for the Thesis fee of € 360.00.

Art 4. STUDENTS THAT HAVE FAILED TO COMPLETE ALL THE EXAMS IN THE PRESCRIBED PERIOD (“FUORI CORSO”)

- 4.1 The recovery of missing formative credits, as a “Fuori Corso” Student that has not completed attendance of the course and, as a consequence, has not acquired the credits necessary for obtaining the qualification within the ordinary two-year period of the course, implies the payment of the enrolment fee, any regional tax for the Right to Higher Education and the tuition fee calculated according to the following parameters:
- from 1 to 15 missing formative credits: 80% reduction in the tuition fee;
 - from 16 to 39 missing formative credits: 40% reduction in the tuition fee;
 - over 40 missing formative credits: no reduction in the tuition fee.
- 4.2 The recovery of missing formative credits, as a “Fuori Corso” Student that has completed attendance of the course but has not acquired the credits necessary for obtaining the qualification within the ordinary two-year period of the course, implies the payment of the enrolment fee, any regional tax for the Right to Higher Education and the amount of € 80.00, to be paid within (10) ten calendar days before the date of each exam, for every exam to be sat in order to obtain all the credits required.

III. Waiting list (Ref. Art. 5 General Regulations)

Art 5. WAITING LIST

- 5.1 Accademia di Como has the right to draw up a waiting list in the event that, before the closure deadline for enrolments, the number of applications exceed the maximum number of Students admitted to each single Course.
- 5.2 For the purpose of requesting insertion on the list, it is necessary to meet the requirements for admission, undersign the matriculation form and enrolment for the Course, attaching the requested documentation and paying the amount of € 500.00 by way of deposit. In the event that Accademia di Como confirms the matriculation and enrolment for the Course, the deposit will be withheld as an advance on the enrolment fee.

5.3 Accademia di Como shall have the right to withhold the amount of € 150.00, by way of a reimbursement of administrative and teaching expenses, as well as by way of consideration for services rendered and by way of penalty in the event, further to confirmation of inclusion in the Course, the Student refuses said inclusion for any reason.

IV. Obligations relating to matriculation, enrolment, enrolment renewals and payment terms (Ref. Art. 6 General Regulations)

Art 6. MATRICULATION AND ENROLMENT FOR THE FIRST YEAR OF THE COURSES: PAYMENTS

6.1 The Student must pay the enrolment fee and the regional tax for the Right to Higher Education upon submission of the matriculation form and enrolment. The deadline for submitting the matriculation form for the first year of the course is 30 September.

6.2 The tuition fee must be paid by, and not later than, 31 October

Art 7. ENROLMENT FOR SECOND YEAR: PAYMENTS AND PENALTIES

7.1 The Student must pay the enrolment fee and any regional tax for the Right to Higher Education by 31 July for each year after the first year.

7.2 The tuition fee must be paid by 30 September for each year after the first year. Without prejudice to Accademia di Como's right to receive expenses, interest payable, interest in arrears, legal duties and anything else due in the event of late payment, failure to comply with the deadline of 30 September for the payment of the tuition fee implies the payment of a penalty of € 200.00.

V. Student mobility (Ref. Art. 7 General Regulations)

Art 8. STUDENT ON MOBILITY PROGRAMS

8.1 Students taking part in Erasmus+ or Exchange Study Programs, coming from other Institution or from another IED Network site, are obliged to pay for recovery exam tests, where necessary, as per art. 10 below.

8.2 Reference should be made to the Regulations and to the relative Official Program Notice for further information.

VI. Course changes (Ref. Art. 9 General Regulations)

Art 9. COURSE CHANGES

9.1 A Student whose administrative position is in order has the right to request a change to a similar course within Accademia di Como or to a similar Course at another IED Network Site. Accademia di Como evaluates the availability of places and the compatibility of the Study Plan and will inform Student of the new study plan and any Academic Formative Credits to be recovered.

In the event that the Student is admitted to the Course with credits to be acquired and needs to attend supplementary lessons, they must pay an amount calculated on the basis of the number of hours of lessons at an hourly rate of € 55.00.

Art 10. TRANSFERS

10.1A student coming from another Italian or foreign Academy/University must submit a transfer application to the Academic Director. The transfer application must be received by 1 September of each academic year.

10.2Admissions may be accepted after a careful evaluation of the admission requirements and the student's previous academic career, including the educational portfolio and results.

10.3The assessment of the previous academic career of a Student implies the payment of the relative fee of € 200.00, to be paid in advance.

10.4In the event that the Student, having received a positive assessment, decides to proceed with enrolment, the cost of the assessment fee will be considered as included and adjusted in the enrolment fee.

10.5An admitted Student is enrolled with the formative credits (CF) or Academic Formative Credits (CFA) acquired and is obliged to pay the

annual enrolment fee, the Regional tax for the Right to Higher Education and the tuition fee calculated according to the following parameters:

- from 1 to 15 formative credits acquired: 12% reduction in the tuition fee;
- from 16 to 30 formative credits acquired: 25% reduction in the tuition fee;
- over 30 formative credits acquired: 40% reduction in the tuition fee.

The percentage reduction on the tuition fee will be applied in full at the time of enrollment and first registration, regardless of the reference academic year for recognized educational credits.

10.6 In the event that the Student is admitted to a certain course year with credits to be acquired and needs to attend supplementary lessons, they must pay, as set out in art. 10.5 above, an amount calculated on the basis of the number of hours of lesson at an hourly rate of €55.00. In the event that the Student has to sit supplementary exams, they must pay € 80.00 for every single exam.

VII. Course and exam attendance (Ref. Art. 10 General Regulations)

Art 11. RECOVERY EXAMS, FINAL EXAM AND DIPLOMA SESSION

11.1 A Student that does not sit the profit exam will not obtain the minimum mark of 18/30, is not recognised as suitable, withdraws or refuses the mark, must take a recovery exam in the next round of exams for the recovery of the preparatory exams and in the round of exams as agreed with Accademia di Como for the recovery of all other exams.

11.2 The provisions as per art. 3 regarding recovery exams and relative costs shall apply. In the event that the Student fails to sit the recovery exams on the agreed dates, they will, in any case, be obliged to pay what is due.

11.3 Upon enrolment to the Diploma session, Students enrolled for the Second Level Academic Diploma Courses must submit the receipt of payment of the Government tax of € 90.84 (postal account no. 1016 made out to Agenzia delle Entrate – Centro Operativo di Pescara – Causale: tassa di Diploma).

The Ministerial diploma certificate (pergamena) will be issued by Accademia di Como once they will be received by the Ministry. The

parchments can only be sent at the expense and under the responsibility of the student.

11.4 In the event that a student is missing only Academic Formative Credits relating to the Final Exam, they must discuss the Thesis Project, subject to acquisition of the missing Formative Credits or Academic Formative Credits, in the extraordinary session programmed as indicated in the Didactic Regulations before the deadline prescribed for enrolment for the ordinary summer session.

Extraordinary recovery sessions for the thesis imply the payment of a Thesis fee of € 360.00.

11.5 In the event of enrolment for a Diploma session after the extraordinary sessions as per the point above, the Student must enrol as a “Graduating Student” for the following academic year, making the payment of 50% of the enrolment fee, any regional tax for the Right to Higher Education and the amount due for the Thesis fee of € 360.00.

VIII. Loss of student status

Art 12. LOSS OF STUDENT STATUS

12.1 A student that has not renewed enrolment for the Courses for three years forfeits their student status.

A student that loses this status has the right to matriculate from scratch for Courses, subject to passing the admission tests, where provided for, and without the obligation to pay fees and contributions in arrears.

12.2 The Student can request an abbreviation of their previous academic career, that is, recognition of credits deriving from studies in the previous academic career. The competent teaching structure shall decide whether the enrolment is valid for the first year or for years after the first one. The assessment of the previous academic career provides for payment by the Student of the relative fee for € 200.00, to be paid in advance.

12.3 In the event that the Student decides to proceed with enrolment, they must pay the enrolment fee, the regional tax for the Right to Higher

Education, if provided for, and the tuition fee calculated according to the following parameters:

- from 1 to 15 formative credits acquired: 12% reduction in the tuition fee;
- from 16 to 30 formative credits acquired: 25% reduction in the tuition fee;
- over 30 formative credits acquired: 40% reduction in the tuition fee.

12.4 The cost of the previous academic career assessment fee will be considered as included and adjusted in the enrolment fee for the new academic year.

12.5 Forfeiture does not apply to a Student that, while not having renewed enrolment for three years, has acquired the Academic Formative Credits necessary for being awarded the qualification, including suitability for the Final Exam (Nulla Osta), and is in debt only regarding the discussion of the Thesis; in this case, a Student who wishes to terminate their studies must request the assessment of their previous academic career, paying the previous academic career assessment fee of € 2000.00, and must regularise their position by paying the enrolment fee for the academic year, the Thesis fee of € 360.00, plus the Government tax of € 90.