

LAO S.r.l. Le Arti Orafe Jewellery School Via dei Serragli 124 - 50124 Florence	Enrolment form	Identification form: MOD49	
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School regulations

The school observes and encourages observance of all the regulations of civil coexistence and mutual respect among all those involved, including students, teachers, and staff. Should there be any episodes of personal, racial or religious intolerance, or even just behaviour marked by bad education, or in any case by non-observance of these elementary regulations, the Management of the school is entitled to expel undesirable elements, without any obligation other than that of returning the tuition fees paid in advance for lessons not yet carried out.

A. Class hours, absences.

1) Attendance

Attendance at lessons is compulsory for all the subjects included in the curriculum. Absences are permitted for up to a maximum of 10% of the total number of hours for each subject. Any absences in excess of the percentage indicated may be evaluated for the purposes of not authorising admission to the following year or attainment of the diploma/certificate. (See also Art. C of these Regulations). Students are required to observe the entry and exit times of the lessons as scheduled in the school calendar handed over.

The recovery of lessons lost due to absence is not permitted, irrespective of the reason.

In case of illness or injury, the student must produce a medical certificate testifying to the period of absence to be handed over exclusively to the secretarial staff.

2) Failure to attend

Students who are absent for more than two consecutive weeks without a justified reason and without notifying the secretarial staff, will be considered withdrawn and will no longer be able to return to class.

Failure to attend does not exempt the student from the payment of tuition fees, as provided for by the withdrawal regulations (art. K of these regulations).

For students from non-European countries who have obtained permission to enter Italy for study purposes, failure to attend will be notified to the Police Headquarters in Florence and to the Italian Consulate that issued the study visa.

B. Course content and duration

All students must accept the teaching programmes presented by LAO, which may be varied according to the teaching requirements whenever deemed useful by the LAO Management.

Without modifying the total number of hours of each course and their cost, the school has the right to change the extent of the different subjects of study, reducing/increasing the hours of teaching certain subjects, and including new study subjects, in line with the educational objectives of the course.

C. Diplomas, declarations, certificates, promotion to the following years

1) Diplomas

The school issues a School Diploma for the annual, two-year and three-year practical-theoretical courses to students who have obtained final marks of at least 60 out of 100 for each subject, and who have attended at least 90% of the total number of lessons in each subject.

The Diploma will be awarded at the end of the course.

2) Declarations

For students who do not achieve the standards required to obtain the Diploma and for students in the practical Courses, the school will issue a Declaration testifying to the overall assessment and the hours effectively attended.

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3) Certificates

In all cases, the school will issue a Certificate indicating the average and individual assessment of all the subjects and the total number of hours attended by each student. This Certificate is issued to all students.

4) Handing over of the documents

The handing over of the diplomas, declarations and certificates is subject to the regular payment of the school fees by the students.

5) Admission to the following years

In order to be admitted to the following year of study, every year students enrolled in two-year drawing or goldsmithing courses and three-year goldsmithing courses must obtain final marks equal to at least 60 out of 100 *for each subject* and have assiduously attended the lessons *of each subject*.

6) Educational deficits

Students who have not obtained admission to the following year may still ask to attend the lessons.

If they are permitted to attend, and in order to obtain the diploma, these students will be obliged to overcome their educational deficits according to the methods indicated by the Educational Director. The costs related to the recovery of the educational deficits are not included in the school fees.

D. Classrooms and workshops, workstations, equipment, and tools.

Each student will be personally responsible for his or her own workstation, which must always be left tidy, clean, and free of tools and materials. The equipment for shared use must be utilised with the utmost care according to the instructions of the teachers and assistants, and put away after use. Damage to equipment or installations will be charged to the students responsible for the same.

Lockers for storing tools and personal belongings will be assigned to students in the goldsmithing, stone-setting and engraving classes, until all the available lockers have been assigned.

Students who lose their keys must obtain a copy of the same at their own expense.

The lockers must be emptied by the students and the keys must be returned to the secretarial staff at the end of the course and in any event, no later than July 31 of each year, even for students who will be attending the school the following year.

After this date, the lockers will be opened and emptied by the secretarial staff, without any responsibility on behalf of the School for the objects left inside them.

E. Teaching materials and property rights of the material produced

For all practical courses of goldsmithing, stone-setting, engraving, enamelling, and micro-casting, the school provides all the material necessary for teaching purposes, including silver in the quantities that will be communicated at the beginning of the course.

For any further needs, students are permitted to withdraw silver plate or wire from the school warehouse after asking the laboratory assistant after which they must return the equivalent weight in pure silver to be purchased from suppliers in the city.

All costs arising from any work performed outside the school (castings, galvanic baths, lasers, purchase of extra stones or metal, etc.) will be charged to the students.

F. Copyright and image rights

All the works, drawings, designs, models, jewellery and anything else produced by the students of any course during the period of study will be photographed and catalogued by the school and may be used for promotional and advertising purposes, publication of catalogues, participation in exhibitions, and spaces in magazines and newspapers, etc., without the permission of the authors. This right shall continue even after the end of the study courses.

Whenever possible the student's name will be mentioned.

Moreover, the school may also, in accordance with articles 10 and 320 of the Italian Civil Code and articles 96 and 97 of Law no. 633 dated 22.4.1941, the Law on Copyright, publish and disseminate the photos and/or video footage of the students and their works in any form for the advertising and promotion purposes of the school, free of charge and without time limits. It may also publish the students' names and surnames on all communications, be it on the website, on printed paper and/or via any other means of dissemination, as well as save the same photos in their computer archives.

G. Use of the workshops after school hours.

The use of the workshops outside school hours (*free workshop*) is possible in accordance with the conditions described in the document handed over to all the classes at the beginning of the school year.

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H. Communications from the school

All communications regarding the courses, educational and extra educational activities, visits, and administrative aspects related to enrolment in the courses, will be sent by email or SMS or other kinds of telematic messages.

The students must communicate their valid email addresses and mobile phone numbers at the beginning of the courses and promptly inform the secretarial staff of any new numbers or addresses should they change.

I. General recommendations

Access to the classrooms and laboratories is reserved for regularly enrolled students, teachers, and collaborators. Persons from outside the school will only be allowed access if authorised by the Management.

J. Payment of school fees.

All students are obliged to respect their payment deadlines as indicated in the enrolment confirmation form received together with the enrolment certificates. The payment of school fees cannot be modified, suspended, or delayed for any reason whatsoever, as it is expressly established that the exact and punctual payment of all instalments is an essential condition for attending the school.

K. Withdrawal

The right of withdrawal is granted to students up to 30 days before the beginning of the lessons and for payment of a fee equal to the registration fee. The notice of withdrawal must be forwarded to the School by registered letter. After the elapsing of this deadline the student will no longer be granted the right of withdrawal.

For students from non-European countries who have obtained permission to enter Italy for study purposes, their withdrawal will be notified to the Police Headquarters in Florence and to the Italian Consulate that issued the study visa.

L. Visa failure

Students from non-European countries who, after enrolment, are unable to obtain a permit to enter Italy, may either ask to maintain their enrolment with pre-emption right to attend courses in the following two years, or request immediate reimbursement of 50% of the fee paid.

M. Attendance suspension

After the start of the course, the student may request the suspension of attendance for a maximum period of 12 months for proven reasons justifying such a request in a letter to be delivered to the Secretarial staff or sent by email.

After evaluating the reasons, the School may accept the request but only if the student is up to date with payment of all the school fees due at the time of requesting suspension.

From the time of acceptance of the request up until resumption of attendance or until the expiry of the 12-month period, the student will not be required to pay any school fees.

At the time of resuming attendance, the Educational Management reserves the right to notify the student of the activity necessary for recovering the lessons lost in order to obtain the diploma or admission to the following year. The costs of carrying out this recovery activity are not included in the school fees.

For students from non-European countries who have obtained permission to enter Italy for study purposes, this suspension will be notified to the Police Headquarters in Florence and to the Italian Consulate that issued the study visa.

The undersigned declares to have read and fully understood the school regulations and to accept all the conditions contained herein.

Name and surname

Place and date

Signature