



**RULES of SAM master class**

**The enrolment through the application form and the fee payment automatically implies the acceptance of the present rules and its enrolment method.**

In order to participate at SAM master class, it is necessary to enrol as indicated in the information supports and in the application form, corresponding the fee by bank transfer and following the instructions published on the website.

The fee included course materials, technical tools, insurance, lunches on Thursday 23-10-2014 and Friday 24-10-2014, cocktail.

The fee must be paid within the 17<sup>th</sup> October 2014. (It is not enough sending the application form to ensure the entry itself, which is only valid at the time of the payment).

The enrolment at the master class implies the acceptance of the present rules and the payment of the correspondent fee.

There are no postponements on payments, if not previously agreed and approved by the secretary in writing.

There is no refund of fees already paid (except in case of cancellation of the master class or, at the discretion of the organizing secretary, for extraordinary circumstances of the participant who must be supported by relevant documentation) \*.

There is no registration on site.

To ensure the achievement of uniformity education, each participant at the master class has to fill up the application form indicating his/her educational experiences and authorizing the processing of personal data.

The master class will take place only reaching the minimum number of participants.

Tools for Culture organization is not responsible for documents, money and items lost or stolen during your stay in the holding place of the master class.

The organization reserves the possibility to modify the programme for reasons not depending on his will.

The participant agrees to waive any claims for damages in excess of the insured value of the ceilings provided.

The fee will be paid by bank transfer to Tools for Culture; IBAN IT 69 B 01005 03219 000000 000519, BNL Gruppo BNP Paribas, Agenzia 19 - Roma. Causal: Inscription SAM Barcelona 2014, name and surname of the participant, or by PayPal. Please note that in case of payment by PayPal, the fee of the service will not be refunded.

Tools for Culture will make regularly payment receipt.

To accept the enrolment, it is required to send by e-mail the copy of the payment made and the application form, completed in all its parts.

Sending the application form and its relative feemeans the acknowledgment and acceptance of the present rules of participation.

## STRATEGIC ARTS MANAGEMENT MASTER CLASS

Barcelona, 23<sup>rd</sup> and 24<sup>th</sup> of October 2014



As indicated in the programme, for the application of reduced fees Tools for Culture reserves the right to request to participants additional documentation to verify the requirements.

### **\*CANCELLATION**

The management reserves the right to cancel the scheduled initiative for serious organizational reasons or failure in the achievement of the minimum number of participants, providing in this case, at the option of the student - who must give written notice - refund of the amount paid or rebate (to be used within 1 year), for other initiatives organized. If the payment will be done by Paypal, the fee of the service will not be refunded. The refund must be required within 10 days the cancellation date of the master class.

### **\*PARTICIPANT WAIVER FOR EXTRAORDINARY CIRCUMSTANCES**

In case of waiver for extraordinary circumstances, the participant has to communicate his/her choice to Tools for Culture organizational secretary within 30 days before the master class beginning. At the discretion of the organization will be assessed the communications if supported by appropriate documentation.

In this case, the participant must declare whether it intends to keep the share in rebate (to be used within one year for other initiatives) or if he/she wish to request a refund. In case of failure of notification the fee will not be subscribed or redeemed.

In the event of illness that does not allow participation in master classes for health reasons, the paid fees will not be refunded . They will be rebated for other initiatives only if the organizational secretary will receive the medical certificate of the inability to participated by e-mail at least 48 hours before the start of the course.

### **HOW TO PARTICIPATE**

The fee will be paid by bank transfer to Tools for Culture; IBAN IT 69 B 01005 03219 000000 000519, BNL Gruppo BNP Paribas, Agenzia 19 - Roma. Causal: Inscription SAM Barcelona 2014, name and surname of the participant, or by Paypal. the payment will be done by Paypal, the fee of the service will not be refunded.

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