1. Deadline for enrolment
In accordance with the call for applications, students must accept their place on the programme within 14 days (by Thursday April 27, at 1pm) through the online form (on the website).

2. Enrolment
Enrolment in the programme will not be complete unless all documentation has been received. The acceptance procedure involves 3 steps:

1. Acceptance form online (including class confirmation)
2. Request for credit recognition (to be filled out and returned to the International Summer Schools office)
3. Receipt of payment (to be brought to the International Summer Schools office)

2.1 Class confirmation: students accepting their place on the program accept their classes. As there is a maximum number of students per class, and as there are time-table overlaps, many students will not have received their first two classes of choice. In the acceptance form you can request a class change if places are available.

2.2 Credit recognition: all students must request credit recognition in order to be enrolled, and course grades cannot be refused. Please see the website for detailed information on what has been approved by your Head of Studies.

Students who graduated in the 2015/2016 Spring session, 2017, or who will be graduating in the 2016/2017 Summer session are required to request credit recognition in anticipation of their enrolment in a graduate degree at Ca’ Foscari for the 2017/2018 academic year. Students in question who complete the programme and fail to enrol in a graduate degree at Ca’ Foscari for the 2017/2018 academic year will lose all credits gained and will be unable to request any certification.

2.3 Receipt of payment: unless exempt from payment (see “(fee) waiver” column), students must pay €169 per course and the application fee of €50.

3. Documents
The credit recognition form must be returned to the International Summer Schools office in its original form, but we will accept a copy of the receipt of payment. Students who are not currently in Venice can delegate someone, or send them via post (Ca’ Foscari School for International Education, San Sebastiano, Dorsoduro 1686, 30123 Venezia).

4. Programme withdrawal
Students can officially withdraw from the programme up until July 30, 2017. As stated in the call for applications, fees will not be reimbursed, and fee waivers are conditional to students enrolling and completing two courses. Any student who has received a fee waiver and who withdraws from one or both courses, will be required to pay the enrolment fees in full (both courses) by the last day of the programme (Friday August 3, 2017).

5. Waitlisted students
In accordance with the call for applications, waitlisted students will be contacted following conclusion of the acceptance procedure, should places become available.

April 13, 2017