ADMISSION: CA’ FOSCARI – HARVARD SUMMER SCHOOL, 2018
Acceptance procedure and conditions of enrolment

1. Deadline for enrolment
In accordance with the call for applications, students must accept their place on the programme within 14 days (by Wednesday May 2, 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.

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.

2.4 Harvard Summer School enrolment form: this form needs to be filled out in order to access the Harvard Online Services (course information, final grades, archives online and so on). If you do not have the possibility to fill this form out electronically PLEASE PRINT CLEARLY.

3. Documents
The credit recognition form and HSS enrolment form must be returned to the International Summer Schools office in their 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 27, 2018. 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 (Wednesday August 8, 2018).

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. Students in the regular waitlist will be called before students in the “Reserve” waitlist.