The undersigned C.F./P.IVA

Born in (Prov. of ) On resident in (Prov. of \_ )

address

Tel. (1) \_\_\_\_\_\_\_\_\_\_

E- mail \_

* I declare that I have special educational needs/different abilities, for which I attach the following medical documentation

#### ASKS

for the 2021/2022 training year of Alba Accademia Alberghiera (WSET APP - Approved Programme Provider) enrolment in the following WSET level course and examination

* WSET Level 1 Award in Wines
* WSET Level 2 Award in Wines
* WSET Level 3 Award in Wines
* RE-SIT examination for Level

and declares the following Curriculum Vitae:

* Qualification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Postgraduate *courses (or other certified courses or work experience)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* (in case of Re-sit) where he/she did the previous course WSET

#### With the present Contract

between APRO Formazione Società Consortile a r.l. and the applicant, having regard to the objectives and structure of the training programme, as described in the information sheet/brochure of the course for which application is being submitted

#### it is agreed as follows:

**Apro Formazione Società Consortile a r.l. undertakes to:** communicate (by letter/phone call) the start of the course and admission to the course, otherwise it will inform of the missed start (see point 7); carry out the lessons according to the established calendar and promptly communicate any changes; provide premises and facilities suitable for the training activity, equipment and laboratories suitable for the development of the topics envisaged by the course and professionally prepared teaching staff; guarantee and control the level of quality of the service offered in terms of teachers' competence and logistical support.

**the subscriber undertakes to:** assiduously attend all the phases envisaged by the initiative (theoretical lessons, practical exercises); be punctual at the beginning of the lessons; follow and collaborate in the didactic activities of the course; accept the controls arranged by our agency aimed at verifying the regular and correct carrying out of the training activity; respect the premises where the training activities are carried out, the systems, the equipment and the material supplied; not smoke inside the building of the Operative Centre, in compliance with the current provisions of Law no. 3 of 16 January 2003, art. 51 "Protection of the health of non-smokers" (in case of non-compliance, an administrative sanction of € 27.50 to € 275.00 will be applied); not take photos or carry out any kind of registration in the building of the Operative Centre, in compliance with the current provisions of Law no. 3 of 16 January 2003, art. 51 "Protection of the health of non-smokers". 3, art. 51 *"Protection of the health of non-smokers"* (in the event of non-compliance, an administrative sanction of € 27.50 to € 275.00 will be applied); not to take photographs or make any type of audio or video recording on the premises of our agency unless authorised by the Course Manager or the Management and exclusively within the limits of the limits of the law. Do not take photos or make any kind of audio or video recordings

on our premises unless authorised by the course supervisor or the management and only within the limits of the agreed agreements, remembering that if authorised, it is forbidden to transfer them to third parties for any reason whatsoever, to disseminate or publish them, including on Facebook or other social networks, without specific written authorisation from Apro; follow and respect any rules and / or provisions, provided during the course by the course supervisor for the proper conduct of the same and to comply with the Laboratory Regulations of the various sectors as well as to read and comply with the contents of the Safety Information, complying with the commitments made in this contract and the regulations that complete it.

#### The member also accepts the following contractual conditions:

1. **Registration fee** -
* €. 245,00 exempt VAT WSET Level 1 Award in Wines
* €. 580,00 VAT exempt WSET Level 2 Award in Wines
* €.1.155,00 exempt VAT WSET Level 3 Award in Wines

Note

* 1. **Services included in the enrolment fee -** The cost of the course includes: the teaching of the hours provided by Apro Formazione Società Consortile a r. l. (hereinafter referred to as the Agency) for the chosen course and the relative exam; bureaucratic assistance; teaching materials and an initial stationery kit; advice from the Agency staff; insurance cover against accidents at work (INAIL position Company Code 4637049/72 - PAT Allievi Alba: 22658110/14 - Allievi Canelli 22658111/61) and for civil liability with ASSIMOCO (Policy no. 92211454100057). NB: The teaching materials will be delivered to the trainees at the Agency's Enrolment-Information Office after notification from the staff and in any case after regular enrolment in the course. If a participant is unable to collect the course material in person, it can be sent to their home in Italy at no extra cost. If, on the other hand, the domicile/residence is abroad, the shipment of the material will be at the expense of the student.
	2. **Services and charges not included** - The cost of the course does not include: the conduct of extracurricular lessons; photocopies and reproductions of any kind; the provision, or rental for the duration of the course, of other textbooks, dictionaries, manuals and other technical tools not mentioned in note **a)**.

**In addition,** students are required to make proper use of the facilities, equipment and teaching materials provided. In the event of damage to facilities and equipment, loss or deterioration due to carelessness of teaching materials on loan for use, the Damage Control Committee (consisting of the Head Office Manager, Logistics Manager and Maintenance Officer) will assess the amount of damage and any claim for compensation, which may be addressed to the person or persons responsible for the damage or to groups of students identified by the committee itself.

1. Late **Payments** - Interest on late payments shall be charged (pursuant to Legislative Decree No. 231 of 09/11/2002) without the Agency having to send or communicate any notice to the party concerned.
2. **Interruption of attendance** - The agreed payments must in any case be paid in full even if the student interrupts attendance of the course, for reasons of his own will, for reasons of force majeure also beyond his control or due to expulsion from the Agency for reasons that can be assessed by the Management with unquestionable judgement in accordance with the Apro regulations.
3. **Implied** withdrawal - A participant who, without a justified reason, is absent from a course for more than 30% of the total number of hours of the course in which he/she has enrolled is considered to have implicitly withdrawn from the course. The

Attendance/absence will be recorded in an "Attendance **Register", which will be** provided at the course venue. The "**Attendance Register**" must be signed every day at the start of the lessons (morning and afternoon) as it is on the basis of this register that the total hours of attendance will be counted.

1. **Loss of benefit of instalments** - A student who withdraws, is considered implicitly withdrawn or who is expelled from the Agency, loses the benefit of any instalment stipulated; likewise, failure to pay any instalment shall, in accordance with the law, cause all the other instalments not yet due to become due and payable immediately by the Agency.
2. **Right of Withdrawal** - The participant may exercise his or her right of withdrawal provided that he or she expresses this wish within 15 working days of the beginning of the course by means of a registered letter with acknowledgement of receipt to be sent to the Agency at the following address: Alba Accademia Alberghiera c/o Apro Formazione s.c. a r.l., Strada Castelgherlone 2/A, 12051 Alba (CN). The Agency undertakes, in this case, to return any sums received within 30 days of receipt of the notice of withdrawal. In all other cases the Agency shall not return the sums received and the provisions of the previous clauses shall apply.
3. **Refund of the fee paid** - In the event that the course does not start at the discretion of the Agency, the Agency undertakes to inform you of the non-starting of the course and to refund the fee paid at the time of enrolment without any additional or supplementary charge.
4. **Irrevocability of registration** - Registration is irrevocable on the part of the signatory, the contract being deemed to have been executed with his signature, and any cause, including force majeure, shall not release the signatory from his contractual obligations, except as provided for in clause 6.
5. **Final examinations** - The Agency does not guarantee that the WSET qualifications will be passed, nor can it protect the trainee from any changes in the regulations on the same examinations at the end of the course. The subject of this contract is that which is indicated and requested by the trainee. All the paperwork and documentation required for admission to the final examination must be produced within 15 working days of the start of the course.

#### Special educational needs

The signatory is requested to communicate any special educational needs when registering and signing this contract.

1. **Miscellaneous responsibilities** - The Management and the staff of the Agency do not assume any responsibility for damage to persons or things caused by course participants before, during and after the lesson time. Likewise, no obligation of custody and no responsibility for loss or theft of personal items of course participants.
2. **WSET Qualifications Regulations, Policies and Specifications** - Any breach of the regulations, including the Discipline Regulations, that compromises the normal course of classes, morals, health and safety at work will be subject, depending on the seriousness, to action as provided by the Agency. The WSET Course Delivery Policies can be found on [www.albaaccademia.it](http://www.albaaccademia.it/) in the courses section. WSET level specifications can be found at [wsetglobal.com.](http://wsetglobal.com/)
3. **Organisational Model** - Apro has adopted an organisational model in accordance with Legislative Decree 231/01 and subsequent amendments. and a Code of Ethics: as users of the services provided by Apro, the trainees undertake to respect the principles and procedures and declare that they are aware of the contents of the aforementioned documents, which can be obtained from the organisation's offices.
4. Jurisdiction - Jurisdiction, for any and all disputes arising from this contract, is established exclusively at the Court of Asti.

The parties undertake to comply with the above and to review it periodically during the training year.

#### THE DIRECTION

The Director General

*Dr Antonio Bosio*

Read confirmed and signed at the bottom Alba,

Trainee’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specifically, the undersigned declares that he/she accepts, in accordance with articles 1341 and 1342 of the Italian Civil Code, the contents of the Conditions under the following points: 1) Registration fee; 1a) Services included in the registration fee; 1b) Services and charges not included; 2) Late payments; 3) Interruption of the

Attendance; 4) Implied withdrawal; 5) Loss of benefit of instalments; 6) Right of withdrawal; 7) Refund of the fee paid; 8) Irrevocability of enrolment; 9) Final exams; 10) Special educational needs; 11) Various responsibilities; 12) Regulations, Policies and Specifications WSET qualifications;

13) Organisational model; 14) Competent court.

Trainee's signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRIVACY POLICY**

#### Information pursuant to and for the purposes of Articles 13 and 14 EU REGULATION 2016/679 on the

**protection of personal data processing**

Dear Sir/Madam

Pursuant to Articles 13 and 14 of the EU Regulation 2016/679, APRO Formazione Società Consortile a.r.l., whose registered office is in Alba St.da Castelgherlone 2A -12051 - as Data Controller, is required to provide the data subject with some information regarding the use of personal data.

1. **The Data Controller of** your personal data is APRO Società Consortile, in the person of its Managing Director Francesca Sartore domiciled at APRO Formazione Società Consortile a r.l., Str. Castelgherlone 2/a, 12051 Alba (CN) and the Data Processor is the Reception/Enrolment Office.
2. The Data **Protection Officer** (DPO) referred to in Article 37 of the GDPR, whom you may contact for all matters relating to the processing of your personal data and the exercise of your rights under the GDPR, is Avv. Francesco Martinotti, whose contact details are as follows:

Address: Corso Vittorio Emanuele II, 108, 10121 Torino TO Telephone number: 011.5172460

E-mail address: martinot@tin.it

PEC address : francescomartinotti@pec.ordineavvocatitorino.it

1. **The purposes and legal basis of the processing of** the data in our possession are:
	1. related to the fulfilment of legal, contractual, fiscal and accounting obligations
	2. connected with the fulfilment of obligations relating to the training activity provided and to the services linked to it
	3. related to the sending of promotional and marketing material
	4. related to the detection of the degree of satisfaction with the service offered to you
	5. related to labour market analyses and surveys

Please note that the provision of your data is optional, but it is indispensable for the pursuit of these purposes.

The data are processed not only in order to comply with a contractual/pre-contractual, legal, regulatory obligation, as well as provisions issued by authorities, but will also be processed on the basis of the legitimate interest of the Controller (point c.2) or on the basis of consent (points c.3,4,5)

#### Source and type of data processed

Personal data acquired by APRO may be collected:

* directly to the person concerned
* from third parties in the event that the organisation acquires data provided by the company where the student works
* For data not collected directly from the person concerned, this information is provided at the time of their registration and in any case no later than the first possible communication.
* The data processed, where required by the relationship in place, are: personal data and only if necessary special data (specifically, personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, data concerning health)

In any case, all these data are processed in compliance with the aforementioned law and with the confidentiality obligations that have always guided the organisation's activities.

#### Modalities of data collection:

* 1. Recording and processing in paper or non-automated form
	2. Automated recording and processing
	3. Processing of data collected by third parties
	4. Outsourcing of processing operations to third parties
	5. Creation of professional or candidate profiles
1. **The recipients of** the processed data may be
	1. Public bodies
	2. Companies providing banking, financial and tax services
	3. Consultants and freelancers also in associated form
	4. Personnel selection companies
	5. Training companies and consortia
	6. Private companies and businesses

Where required, the parties indicated will be appropriately named External Data Processors in the forms required by current legislation (Art. 28 GDPR). With regard to point 1, the communication of data does not require consent if it is made as a result of an obligation laid down by law, regulation or Community legislation. In other cases, communication may take place:

* when the data subjects themselves communicate their own data, such as communicating bank details for a bank transfer
* by autonomous decision of the APRO; in this case, the consent of the person concerned is mandatory.
1. **Method of processing**: In all cases, your personal and special data will be processed on paper and/or by computer by persons specifically appointed for this purpose and the data will never be disseminated.

In accordance with European legislation, this processing will be based on principles of correctness, lawfulness, transparency and protection of your privacy and rights.

Professionals collaborating with the APRO structure are also bound by the obligation of professional secrecy.

1. **The retention period of** your personal data is defined by the Data Controller in accordance with the provisions of the law and in any case within the time necessary to achieve the purposes stated above.
2. **Rights which may be exercised by the data subject** (Articles 15,16,17,18,21,22,77 of the European Regulation 2016/679)

In relation to the processing of the personal data listed above, you are entitled to exercise your rights as provided for in Article 15 et seq. of Chapter Three of the EU Regulation on the protection of personal data, no. 2016/679

In particular, you may request:

-confirmation as to whether or not personal data concerning you are being processed and, if so, to obtain access to the personal data as well as the source of such data, the purposes, the processing methods, the recipients to whom the data will be communicated, and the logic applied in the event of processing carried out with the aid of electronic instruments;

-updating, integration, rectification, deletion or transformation into anonymous form of the personal data concerning you;

-to restrict or object to the processing of personal data relating to you;

-to receive in a structured, commonly used and machine-readable format the personal data concerning him or her or the transmission of such data to another data controller (right to portability);

-to receive certification that the requested operations have been brought to the attention of those to whom the data have been communicated or disseminated;

-where the data are not collected from the data subject, all available information on their origin;

-the Data Controller shall reply to your requests within one month of receiving them, unless an extension of two months is granted, taking into account their complexity and number; once the deadline has passed, you have the right to lodge a complaint with the Italian Data Protection Authority in the forms and manner provided for by current legislation

**CONSENT DECLARATION** (to be completed, signed and returned: **IF THE FOLLOWING PART IS NOT COMPLETED, IT WILL NOT BE POSSIBLE TO PROCEED WITH REGISTRATION):**

As represented in the information provided by you in accordance with EU Regulation 2016/679: I, the undersigned, aware of the provisions of Articles 15 et seq. of the said Regulation, by signing at the bottom of this document, give my free and unequivocal consent to the processing of my personal data as indicated in this form and for the purposes indicated therein.

In particular:

* With regard to the communication of my data to companies providing banking, financial and tax services

*( ) I give my consent ( ) I deny my consent*

* Regarding the communication of my personal data to consultants and freelancers, including in associated form

*( ) I give my consent ( ) I deny my consent*

* Regarding the communication of my personal data to recruitment companies

*( ) I give consent ( ) deny consent*

* Concerning the communication of my personal data to training companies and consortia

*( ) I give consent ( ) deny consent*

* Concerning the communication of my personal data to companies and private companies where I will be working as an intern

( *) I give consent ( ) I deny consent*

* Regarding the receipt of promotional material and marketing activities ( *) I give consent ( ) I deny consent*
* As regards the activity of detecting the degree of satisfaction with the service offered ( *) I give consent ( ) I deny consent*
* *With regard to the processing of special data necessary for the performance of the services offered*

*( ) I give consent ( ) I deny consent*

The consent given above remains, however, subject to compliance with any other conditions imposed by law.

Alba, the

SIGNATURE OF REGISTRANT SIGNATURE of the parent or guardian

###  Regulations for Adult Learners - All.2 PGDID001

***Course code:***

WSET Level 2 Wine

***Trainee's surname and first name:***

(Readable)

Knut Georgy

#### In order to cooperate in the provision of our service in accordance with the Training Contract, we require you to comply with the following rules:

1. Trainees are obliged to read, sign and comply with the regulations of the various training areas and workshops, in addition to what has already been signed in the Training Contract.
2. Apro has adopted an organisational model in accordance with Legislative Decree 231/01 and subsequent amendments, as well as a Code of Ethics. and a Code of Ethics: as users of the services provided by Apro, the trainees undertake to comply with the principles and procedures and declare that they are aware of the contents of the aforementioned documents, which can be obtained from the organisation's headquarters.
3. (Where relevant) At operational sites where a canteen service is provided, trainees in training activities will be able to use it. For the costs and methods of using the canteen, please refer to specific instructions, which will be given to each trainee.
4. In accordance with the applicable legal provisions, smoking is strictly prohibited in the Operations Building.
5. Mobile phones must be switched off during class time.
6. During the lessons and the change of teachers, no trainee should leave the classroom and/or the laboratory.
7. APRO is not liable for goods, valuables or personal items left unattended, forgotten or deposited in the lockers of the changing rooms, although it does develop awareness and control activities in order to avoid regrettable incidents of theft.
8. Lessons are held according to the established schedule. Any changes will be promptly communicated to participants.
9. Students are required to make proper use of the APRO facilities and equipment and the teaching materials provided. In the event of damage to facilities and equipment, loss or deterioration of loaned teaching materials due to carelessness, the Venue Manager will assess the amount of damage and take all necessary steps for compensation. In the case of courses held at external venues, reference will be made to the company's internal regulations and procedures regarding risk assessment plans and health and safety at work.
10. It is forbidden to take photos or make any kind of audio or video recording on the premises of our agency unless authorised by the Course Manager or the Management and exclusively within the limits of the agreed agreements. If authorised, it is forbidden to give them to third parties for any reason, or to distribute or publish them, even on Facebook or other social networks, without specific written authorisation from Apro.
11. For the use of the computer rooms and technical laboratories, please refer to the Regulations for the use of the computer, mechanical, electrical, kitchen, lounge, clothing and hairdressing laboratories posted in the appropriate rooms (the regulations can be consulted on the Apro website).

Date and Signature for acceptance and compliance with these regulations:

#### Date The Trainee

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Release of image rights

#### WHEREAS

* The APRO Consortium Company, by reason of its organisational and management competence, pursuant to European Regulation 2016/679 and Legislative Decree no. 196 of 30 June 2003, as amended by Legislative Decree 101/2018, is the Data Controller of the personal databases in its possession for the purposes of its institutional activity.
* The company APRO declares that it has complied with the requirements of the GDPR 2016/679 and that it is in compliance with the requirements of the law.
* APRO, for the purposes of dissemination and non-profit making, during exhibitions, communicative events, including multimedia events, etc., in order to publicly disseminate the image and educational activities of the company through newspapers, the Internet (website), brochures, flyers, etc., may use photographic images and filmed footage of its students during the course of their training activities obtained during a television filming, photo shoot or digital recording specifically dedicated to this purpose.
* APRO declares and assures that the collection and processing of images of course participants, as far as it is concerned, will be carried out in accordance with art. 10 of the Italian Civil Code and art. 96 and 97 of the Copyright Law, as well as in strict compliance with the provisions of EU Regulation 2016/679 and Legislative Decree 196/2003 for the protection of privacy, in full respect of fundamental freedoms without violating the dignity, decorum and confidentiality of the person concerned. 196/2003 for the protection of privacy, in full respect of fundamental freedoms without violating the dignity, decorum and confidentiality of the person concerned, always adopting behaviour inspired by the principles of correctness, lawfulness and transparency and using the data for purposes not exceeding the purposes of collection.
* APRO assures you that data will be processed only for the period of time necessary to achieve the purposes of the individual collection activities described above.
* APRO, with regard to data security, declares that it undertakes to process data only by persons specifically authorised to do so, respecting the correct methods of processing, as well as the scope of communication and dissemination of the same and the nature of the data and their provision.
* APRO also undertakes to constantly implement and maintain an adequate level of data protection in terms of logical and physical security through the adoption of the most appropriate security measures.

Having said that

I, the undersigned (surname) (first name) born in (municipality) (province)

* expressly authorises APRO to use their images solely and exclusively in the manner and for the purposes resulting from this release.

Declares that he/she is aware that no fees or recognition of participation rights are envisaged for this initiative.

* declares that he freely consents to the processing of his personal data by APRO, subject to compliance with any other conditions imposed by law
* declares that he/she has been informed of the rights of the interested parties pursuant to Articles 15 et seq. of GDPR 2016/679, which may be exercised at any time with regard to the Data Controller by writing to segreteria@aproformazione.it and that this consent is optional and may always be revoked.

Candidate Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_