



INTERNATIONAL FILM AND ACTING SCHOOL

Terms and Conditions for International Courses at Accademia Cinema Toscana

1. General Admission Requirements

1.1 Admission is open to all applicants regardless of race, gender, political or religious beliefs, or disability.

1.2 Applicants must submit the following documents:

- A copy of a valid ID or passport.
- Proof of academic qualifications.
- A completed application form.
- A digital passport-sized photo in JPEG format.
- Proof of payment of the first installment fee.

1.3 Applicants may be required to undergo an interview (in person or online) as part of the evaluation process.

1.4 Enrollment is confirmed only upon receipt of all required documents and the initial payment.

2. Course Types and Schedules

2.1 Courses Offered:

- **One-Month Filmmaking and Acting Summer School:**
 - June course: 15.06.2025 - 12.07.2025
 - July course: 13.07.2025 - 09.08.2025
- **One-Year Filmmaking Program:** November 3, 2025 – June 14, 2026.
- **Master Filmmaking Program:** June 14 – October 26, 2025.

2.2 Course locations include Accademia Cinema Toscana's facilities in Lucca, Tuscany.

3. Fees and Payment Terms

3.1 Application Fee:

- A non-refundable application fee of €100 is required for the Five-Month Master's Program.



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- No application fee is required for the Summer School and the One-Year Filmmaking Program.
- To secure their application, all students must complete the payment of the first installment of the tuition fee of their corresponding courses as per below. This fee is refundable within 30 days from application.
 - **One-Month Summer Course:** €1,000
 - **One-Year Filmmaking Program:** €2,000
 - **Five-Month Master's Program:** €1,500

3.2 Tuition Fees (inclusive of VAT):

- **One-Month Summer Course:**
 - Full Fee: €3,580.
 - Early Bird Fee: €2,980.
 - Fee with Scholarship: €2,480
 - Accommodation Fee: €1,290
- **One-Year Filmmaking Program:**
 - Full Fee: €9,980.
 - Early Bird Fee: €7,920.
 - Fee with Scholarship: €6,980
 - Accommodation Fee: €4,900
- **Five-Month Master's Program:**
 - Full Fee: €7,490.
 - Early Bird Fee: €5,490.
 - Fee with Scholarship: €5,000
 - Accommodation Fee: €3200

3.3 Payment Options:

- **One-Month Summer Course:**
 - Full payment due one month before course start date.
- **One-Year Filmmaking Program:**
 - Upfront Payment: 5% discount on total tuition fee if paid in full upon application.
 - Installments:
 - First Installment: €2,000 upon application.
 - Second Installment: 50% of remaining fee due by November 1, 2025.
 - Third Installment: Remaining balance due by February 1, 2026.
- **Five-Month Master's Program:**



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- Application Fee: €100 upon application (non-refundable, deducted from tuition fee).
- First Installment: €1,500 upon acceptance.
- Remaining Balance: Due by May 15, 2025.

3.4 Accommodation Fees:

- **One-Year Filmmaking Program:**
 - First Semester: €2,450 due by November 1, 2025.
 - Second Semester: €2,450 due by February 1, 2026.
- **Five-Month Master's Program:** €3,200 for the duration of the course, due before course start date.

3.5 Scholarships:

- Scholarships are awarded based on merit and creativity, evaluated through submitted projects and, for master applicants, a personal interview with the dean.
- Scholarship decisions are made by May 1, 2025 for the courses running in the summer period, and by October 15 2025 for the autumn/spring courses.

3.6 Penalties for Late Payments:

- €30 for delays up to 15 days.
- €60 for delays up to 30 days.
- €90 for delays exceeding 30 days.
- Students with payments overdue beyond 30 days may be suspended from courses.

4. Cancellation and Refund Policy

4.1 Refund Conditions:

- **One-Year Filmmaking Program:**
 - Full refund of the first installment/application fee within 30 days from the payment date.
 - In case of visa denial, a full refund minus €150 for administrative and payment transfer fees, upon proof of official documentation.
- **Five-Month Master's Program:**
 - Opt-out up to 2 weeks into the course: 50% refund of both tuition and accommodation fees.
 - After 2 weeks: No refund guaranteed; cases evaluated individually.



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- In case of visa denial, a full refund of paid fees minus the application fee and potential transaction fees, upon proof of official documentation.

4.2 Withdrawal Penalties:

- **One-Year Filmmaking Program:**
 - 2 weeks into the course: 50% refund of the tuition fee.
 - 1 month into the course: 30% refund of the tuition fee.
 - Beyond 1 month: No refund guaranteed; cases evaluated individually.

4.3 Accommodation Fee Refunds:

- Refunds are subject to third-party provider policies (e.g., Convictus). The institution guarantees the same policies as for tuition fees and will evaluate further refunds with the provider.

5. Attendance and Academic Policies

5.1 Students are required to attend at least 70% of classes to be eligible for exams and certifications.

5.2 Equipment Use:

- Necessary equipment is provided during the course without extra fees.
- Students must handle equipment responsibly. Any damage caused will result in repair costs being charged to the student or group responsible.

5.3 Course Completion:

- All projects completed as part of the coursework remain the property of Accademia Cinema Toscana.

6. Behavioral Expectations

6.1 Disruptive behavior, damage to property, or violation of the institution's rules may result in expulsion without refund.

7. Image and Data Usage

7.1 By enrolling, students consent to the use of their images and work for promotional and educational purposes.



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7.2 Data Protection:

- All personal data is processed in compliance with EU Regulation 2016/679 (GDPR).

8. Health Insurance

8.1 Students are required to have health insurance coverage for the entirety of their stay.

9. Liability

9.1 Accademia Cinema Toscana is not responsible for personal injuries, theft, or loss of personal belongings during course activities. Students are encouraged to secure personal insurance.

10. Acknowledgment and Acceptance

By submitting the application form, students acknowledge their understanding and agreement to these terms and conditions.