



**UNIVERSITÀ
DI TORINO**

CLA - Centro Linguistico
di Ateneo

CLA-UNITO Language Courses Regulation

Last update 7th January 2025

1. The language courses at CLA-Unito are open to all members of the academic community (students, PhD students, lecturers, administrative staff, etc.) and to external participants.
2. A fee is required in order to participate in any of these courses. A minimum number of enrollments is also necessary for each course.
3. For some courses, participants are required to take a placement test to ensure that they have the required level to attend the course. The required level and all the information for taking the test are specified on the CLA-Unito website. CLA accepts no responsibility for those who enrol in a course even though they do not have the required level.
4. Notification of withdrawal from a course must be sent by email to corsi.cla@unito.it no later than the deadline for enrolment specified on the CLA-Unito website.
5. The fee must be paid by the deadline on Pago PA. All instructions will be sent by email only after registration has closed and the course has been confirmed. Payment in installments is not allowed.
6. In the event that the minimum number of participants is not reached, CLA-Unito will notify those who had expressed their interest by email and will provide a full refund of any fees already paid. In order to obtain the refund, an explicit request must be sent to budget.centri@unito.it within 60 days from the notification of cancellation. The request must include the bank account details into which the refund is to be transferred. The bank account must be in the name or joint name of the person enrolled in the course, even if the fee was paid by a family member. Refund requests received after the deadline will not be accepted.
7. Refunds are only allowed if a course is canceled by CLA-Unito. Those who decide to withdraw from the course before it starts or after the first lesson may request to keep their fee valid for another course or activity to be attended within the following 12 months. Trial lessons are not available.
8. Late enrolment can only be requested within the first two lessons and without any reduction in the fee. Late enrolment requests will be assessed by CLA-Unito and may be refused for any organizational reasons.
9. Participants can use the self-study materials available free of charge at CLA-Unito and they can participate in the 'Language Café' meetings.



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10. The schedule may change for organizational reasons. Participants will be informed using the email address indicated on the registration form and/or in the 'News' section of the CLA-UniTO website, that should be monitored regularly.
11. Participants are entitled to an attendance certificate (min. 70% of lessons attended).
12. For any information, CLA-UniTO staff can be reached by email or telephone during working hours:
 - course secretariat: Monday to Friday from 09.00 to 16.00
 - reception desk: Monday to Friday from 08.00 to 20.00