



## WSET ENROLLMENT

**DID 000\_RDI\_LMWSET**

Rev. n° 02  
from 13/07/2022

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The applicant

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

resident of \_\_\_\_\_ (Prov. of \_\_\_\_\_)

via \_\_\_\_\_ Zip \_\_\_\_\_

Tel. (1) \_\_\_\_\_ Tel. (2) \_\_\_\_\_ Gender \_\_\_\_\_

C.F. \_\_\_\_\_ Place of Birth \_\_\_\_\_

(Prov. of \_\_\_\_\_) Date of Birth \_\_\_\_\_ E-mail \_\_\_\_\_

I declare that I have special educational needs / different skills, for which I am attaching the following medical documentation \_\_\_\_\_

I declare that I have read and understood the specifications of the course relating to the WSET exam I intend to take. Guidelines for the course are available on the website:

<https://www.wsetglobal.com/qualifications/?subject=Wine>

### APPLICATION

For the 2022/2023 academic year of Alba Accademia Alberghiera (WSET APP – Approved Program Provider) enrollment in the course and related exam of the following WSET level

WSET Level 1 Award in Wines: \_\_\_\_\_

WSET Level 2 Award in Wines: \_\_\_\_\_

WSET Level 3 Award in Wines: \_\_\_\_\_

RE-SIT examination for Level: \_\_\_\_\_

a. Complete exam

b. Only theory

c. Only tasting

I declare to have obtained the following certificate (WSET level, Ais, Onav, Fisar, etc...)

\*(non-mandatory field) \_\_\_\_\_

### With this Agreement

Between APRO Formazione Società Consortile a r.l. and the applicant, having regard to the objectives and the articulation of the class participation, described in the information sheet / leaflet for the course for which the registration application is being submitted

### The following is agreed:

**Aprou Formazione Società Consortile a r.l. agrees to:** communicate (via e-mail / phone call) the start and admission to the course (otherwise, will in any case notify the cancellation); deliver lessons on the basis of the established calendar and promptly communicate any changes; provide premises and facilities suitable for training, equipment, and laboratories suitable for the development of the topics covered by the course in addition to professionally trained teaching staff; guarantee and control the level of quality of the service offered in terms of teachers' competence and logistical support.

**The undersigned agrees to:** attend all the phases of the initiative in regular attendance (theoretical lessons, practical exercises); be punctual at the start of lessons; follow and collaborate in the didactic activities of the course; accept the checks arranged by our agency aimed at verifying the regular and correct performance of the training activity; respect the premises in which the training activities take place, the systems, equipment, and material supplied; not smoke in the building of the Operational Headquarters, in compliance with the current provisions of the Law of January 16, 2003 n. 3, art. 51 "Protection of the health of non-smokers" (in the event of non-compliance, an administrative sanction from € 27.50 to € 275.00 will be applied); not take photos or make any type of audio and video recording in the premises of our agency unless authorized by the course manager or by the management team and exclusively within the limits of the agreed accordance, remembering that if authorized, their transfer to third parties is prohibited any title, dissemination or



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publication, including on Facebook or other social networks, without specific written authorization from Apro; follow and comply with any rules and / or provisions, provided during the delivery of the course by the course manager with correct behavior and to respect the laboratory regulations of the various sectors as well as to read and respect the contents of the Safety Information complying with the commitments undertaken with this contract and the regulations that complete it.

### **The applicant also accepts the following contractual conditions:**

**1) The registration fee must be paid no later than the dates indicated at the time of registration. Registration of the course will only be confirmed after payment is received.**

- €. 245,00 + vat due upon registration WSET Level 1 Award in Wines
- €. 630,00 + vat due upon registration WSET Level 2 Award in Wines
- €. 1.155,00 + vat due upon registration WSET Level 3 Award in Wines
  
- € re-sit cost: to verify with the secretary

#### Note

**a) The cost of the course includes** - carrying out of the lesson hours provided by the Apro Formazione Società Consortile a r. l. (hereinafter referred to as the Agency) for the chosen course and related exam; bureaucratic assistance; teaching material, and a starter kit; the advice of the Agency staff; insurance coverage against accidents at work (position INAIL Company Code 4637049/72 - PAT Allievi Alba: 22658110/14 - Allievi Canelli 22658111/61) and for civil liability with ASSIMOCO (Policy n. 92211454100057). NB: The teaching material is delivered to the students at the Registration-Information Office of the Agency after notification of the staff and in any case after regular enrollment in the course. If a student is unable to collect the teaching material in person, it can be sent to an Italian home address at no additional cost. If the residence is abroad, the shipment of the material will be the responsibility of the student.

**b) Services and charges not included:** the holding of extra-curricular lessons; photocopies and reproductions of any kind; supply, or rental for the duration of the course, of other textbooks, dictionaries, manuals and other technical tools not listed in note section **a**).

**Furthermore**, the students are required to correctly use the facilities, equipment, and teaching materials provided. In the event of damage to structures and equipment, loss or deterioration due to carelessness of the loaned teaching materials for use, the Damage Control Committee (consisting of the Head of Headquarters, the Head of Logistics and the Maintenance Officer) will assess the amount of damages and any request for compensation that may be addressed to the person responsible, or to those responsible for the damage or to groups of students identified by the committee itself.

2) **Discontinued attendance** - The agreed payments must in any case be paid in full even if the student discontinues attendance of the course, by his own will, for reasons of greater force beyond his/her will or due to expulsion from the Agency due to reasons which can be evaluated by the Management with unquestionable judgement in accordance with the provisions of the Apro regulations.

3) **Right to Withdrawal** – The student can exercise his right of withdrawal by sending an email to [iscrizioni@aproformazione.it](mailto:iscrizioni@aproformazione.it), under the following conditions: before 8 weeks from the start of the course, the entire course fee will be refunded, excluding the cost of the eventual didactic material already delivered. 4 to 8 weeks before the start date of the course, 70% of the fee will be returned, excluding the cost of any material sent. In the period between the start date of the course and the previous 4 weeks, the registration fee will no longer be refunded for administrative and organizational reasons.

4) **Cancellation or rescheduling of the course** – In the case of irrevocable judgement by Apro that the course be canceled or rescheduled on dates other than those indicated for enrollment, Apro will take the responsibility of notification and assignment of the applicant in other sessions of the same course, or return the paid registration, excluding the cost of delivered didactic material.



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5) **Transfer of registration to another student:** it is possible to transfer registration to another person (for the same course and the same date) within 15 working days from the course start date. The transfer must be requested by writing to the email [iscrizioni@aproformazione.it](mailto:iscrizioni@aproformazione.it). The transfer will be effective only after the signing of the application form, confirmation by Apro, and payment of the €70 administrative fee.

6) **Final Exam** – The Agency does not guarantee passing of the WSET qualification exams, nor can it protect the student from any changes in the regulatory provisions on the same exams at the end of the course. The object of this contract is the one indicated above and requested by the student himself. All the paperwork and documentation necessary for admission to the final exam must be produced within 15 working days from the start of the course.

The dates of the exams are indicated at the time of registration. If you need to change the exam date, you must communicate it within 15 working days of the exam date provided for at the time of registration, to [iscrizioni@aproformazione.it](mailto:iscrizioni@aproformazione.it). The cost for changing the exam date is €70. For requests received after this deadline, a cost of €70 will be charged plus the cost of the examination paper requested from the WSET AWARD.

If the candidate cannot participate in the exam due to illness, incident, or bereavement, Apro Training will register you for another exam session for free. It is necessary to deliver the documentation proving the reason for the absence.

7) **Re-sit:** It is possible to re-sit the exam only if the result obtained is "fail". It is not possible to re-sit the exam only for a better evaluation. It is necessary to contact the secretary by email at [iscrizioni@aproformazione.it](mailto:iscrizioni@aproformazione.it) and communicate if you intend to carry out a total or partial re-sit of the exam. The secretary will inform you of the dates on which the exam can be taken as well as the cost. The cost of the re-sit only covers the cost of the exam, it is not possible to retake the course in its entirety.

8) **Special educational needs** - The registrant is requested to communicate any special educational needs upon registration and signing of the contract.

9) **Various responsibilities** - The Management and the staff of the Agency do not assume any responsibility for damage to persons or property caused by course participants before, during and after the lesson time. Likewise, there is no custody obligation and no responsibility for loss or theft of personal items of the course participants.

10) **Regulations, Policies and WSET Qualifications Specifications** - Any infringement of the regulations, including the Discipline regulations, which compromises the normal conduct of lessons, morals, the protection of health and safety in the workplace will be subject, depending on the seriousness, to measures in accordance with the provisions of the Agency. The WSET course delivery policies are available on the website [www.albaaccademia.it](http://www.albaaccademia.it) in the courses section. The specifications of the individual WSET levels are instead available on the [wsetglobal.com](http://wsetglobal.com) website.

11) **Organizational Model** - Apro has adopted the organizational model pursuant to the Legislative Decree 231/01 and following amendments, as well as a Code of Ethics: the students, as users of the services provided by Apro, assume the responsibility to respect the principles and procedures and declare that they are aware of the content of the aforementioned documents, available at the headquarters of the Body.

12) **Jurisdiction** – The judicial competence, for all disputes arising from this contract, is established exclusively from the Court of Asti.

The parties agree to comply with the above mentioned and to check periodically during the course year.

### MANAGEMENT

General Director  
*Dir. Antonio Bosio*

Confirmed reading and signed below Alba, \_\_\_\_\_



Signature of Student \_\_\_\_\_

Specifically, the undersigned declares to accept pursuant to articles 1341 e 1342 C.C. the content of the Conditions in points 1) Registration fee; 1a) Services included in the registration fee; 1b) Services and charges not included 2) Delayed payments; 3) Interruption of the Frequency; 4) Implicit withdrawal; 5) Loss of benefit in installments; 6) Right of withdrawal; 7) Refund of the amount paid; 8) Irrevocability of registration; 9) Final exams; 10) Special educational needs; 11) Various responsibilities; 12) Regulations, Policies and Specifications WSET qualifications; 13) Organizational Model; 14) Jurisdiction.

Signature of Student \_\_\_\_\_

### PRIVACY POLICY

#### Information pursuant to and for the purposes of articles 13 and 14 EU REGULATION 2016/679 concerning the protection of the processing of personal data

Mr./Ms.

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

a) **The Data Controller** of your personal data is APRO Società Consortile, in the person of Chief Executive Officer Francesca Sartore residing at APRO Formazione Società Consortile a r.l., Str. Castelgherlone 2 / a, 12051 Alba (CN) and for this case, the Head of the Treatment is the Reception / Registration office.

b) **The Data Protection Officer (DPO)** referred to in art. 37 of the GDPR, that you may contact for all eventual questions relating to the processing of your personal data and the exercise of your rights deriving from the GDPR, is Atty. Francesco Martinotti, whose contact details are as follows:

Address: Corso Vittorio Emanuele II, 108, 10121 Torino TO

Telephone number: 011.5172460

Email address: [martinot@tin.it](mailto:martinot@tin.it)

Electronic PEC: [francescomartinotti@pec.ordineavvocatitorino.it](mailto:francescomartinotti@pec.ordineavvocatitorino.it)

c) **The purposes and legal basis** of the data processing in our possession are:

1. related to the fulfillment of legal, contractual, tax, and accounting obligations
2. related to the fulfillment of the obligations inherent in the training activity provided and the services connected to it
3. related to the sending of promotional and marketing material
4. connected to the detection of the degree of satisfaction with respect to the service offered
5. connected to labor market analyzes and surveys

It is specified that the conferment of yours is optional, however it is essential for the pursuit of these purposes.

The data are processed, as well as to comply with a contractual / pre-contractual, legal, regulatory obligation, as well as with provisions issued by authorities, but will also be processed based on the legitimate interest of the Data Controller (point c.2) or on the basis of consent (points c.3,4,5)

d) **Source and type of data processed**

The personal data acquired by APRO can be collected:

- directly to the interested party

- From third parties if the organization acquires data provided by the company where the student is employed
- For data collected not directly from the interested party, 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 the relationship in place requires it, are personal data and only possibly particular data (specifically personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, medical records)

In any case, all these data are processed in compliance with the law and the confidentiality obligations which have always inspired the organization's activity.

e) **Method of data collection:**

1. Registration and processing on paper or in any case not automated
2. Registration and processing on automated support
3. Processing of data collected by third parties
4. Entrusting of processing operations to third parties
5. Creation of professional or candidate profiles

f) **The recipients** of the processed data may be:

1. Public bodies
2. Companies that perform banking, financial and tax services
3. Consultants and freelancers also in associated form
4. Recruiting companies
5. Training companies and consortium
6. Private and public companies

Where required, the indicated parties will be adequately appointed as external data processors in the forms required by current legislation (Article 28 of the GDPR). As regards to point 1, the communication of data does not require consent if it occurs for an obligation established by law, by a regulation or by community legislation. In other cases, communication can take place:

- when they are interested in communicating their data such as, for example, communicating the bank details for sending a bank transfer
- by autonomous decision of APRO, in this case, the consent of the interested party is required

g) **Methods of processing:** In any case, the processing of your personal and data will be carried out in paper and / or electronic form by persons specifically appointed to do so and the data will never be disseminated.

According to European legislation, this treatment will be based on principles of correctness, lawfulness, transparency, and protection of your privacy rights.

Professionals who collaborate with the APRO structure in compliance with professional secrecy are also required to follow these precautions.

h) **The retention period** of your personal data is defined by the Data Controller based on the provisions of the law and in any case within the time necessary to achieve the purposes stated above.

i) **Exercisable rights by the interested party** (articles 15,16,17,18, 21,22,77 of European Regulation 2016/679)

In relation to the processing of personal data listed above, you have the right to exercise your rights under art. 15 and ss. of the Third Chapter of the EU Regulation on the protection of personal data, no. 2016/679

You may request:



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- confirmation as to whether personal data concerning you are being processed and, in this case, to obtain access to personal data as well as the origin of such data, the purposes, the methods of processing, the recipients to whom the data will be communicated, and the logic applied in case of treatment carried out with the aid of electronic instruments;
- the updating, integration, rectification, cancellation, or transformation into anonymous form of personal data concerning you;
- to limit or oppose the processing of personal data concerning you;
- to receive in a structured format, commonly used and readable by an automatic device, the personal data concerning you or the transmission of the same 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;
- if the data are not collected from the interested party, all available information on their origin;
- the Data Controller provides feedback to your requests within one month of receipt, unless extended by two months, considering their complexity and number; once the terms have elapsed, you have the right to lodge a complaint with the Guarantor Authority for the Protection of Personal Data in the forms and manner provided for by current legislation

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

As represented in the information that was provided to me by you pursuant to EU 2016/679 Regulation: I, the undersigned, aware of the provisions of Articles 15 and following of this rule, with the signature at the bottom of this rule, with the signature at the bottom of this I certify my free and unequivocal consent to the processing of personal data as resulting from this form and for the purposes indicated therein.

In particular:

- Regarding the communication of my data to companies that perform banking, financial, and tax services  
 I consent                                   I do not consent
- Regarding the communication of my personal data to consultants and freelancers also in associated form  
 I consent                                   I do not consent
- Regarding the communication of my personal data to recruiting companies  
 I consent                                   I do not consent
- Regarding the communication of my personal data to companies and learning centers  
 I consent                                   I do not consent
- Regarding the communication of my personal data to companies and private companies where internships will take place  
 I consent                                   I do not consent
- Regarding the receipt of promotional material and marketing activities  
 I consent                                   I do not consent
- Regarding the measurement of the degree of satisfaction with the service offered  
 I consent                                   I do not consent
- Regarding the processing of particular data necessary for the execution of the services offered  
 I consent                                   I do not consent

The consent given above is however bound to respect any other conditions imposed by law.

Alba, (date) \_\_\_\_\_

Signature of Applicant

Signature of Parent or Guardian  
(In case of minors)

\_\_\_\_\_

\_\_\_\_\_

<b>Class code:</b>  
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<b>Last and first name:</b> (legible)
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**To collaborate in the provision of our service, in accordance with the Training Agreement, we require you to comply with the following rules:**

1. Students are required to read, sign, and comply with the regulations of the various training sectors and laboratories, to complete what has already been signed in the Training Agreement.
2. Apro has adopted the organizational model pursuant to Legislative Decree 231/01 and the following amendments, as well as a Code of Ethics: the students, as users of the services provided by Apro, undertake to respect the principles and procedures, and declare that they are aware of the content of the aforementioned documents, available at the headquarters of the Body.
3. (Where applicable) In the operational locations where the cafeteria service is provided, students who carry out training activities will be able to use it. For the costs and methods of using the cafeteria, please refer to further specific instructions, which will be delivered to each individual student.
4. In compliance with the current provisions of the law, it is absolutely forbidden to smoke in the building of the Operational Headquarters.
5. Cell phones must be turned off during class hours.
6. During the lessons and the shift change of the trainer, no student must leave the classroom and / or the laboratory
7. APRO is not liable for goods, valuables, personal items left unattended, forgotten, or deposited in the locker rooms, maintaining it is still important to demonstrate awareness and control activities in order to avoid unfortunate theft.
8. Lessons are held according to the established schedule. Any changes will be promptly communicated to the students.
9. Students are required to correctly use the APRO facilities, equipment, and the teaching materials provided. In the event of damage to structures and equipment, loss, or deterioration due to carelessness of loaned teaching materials, the manager of the department will assess the amount of the damage and take all necessary actions for compensation. In the case of courses held at external locations, reference will be made to the internal regulations and procedures in force in the company regarding the risk assessment plans and the protection of health and safety in the workplace.
10. It is forbidden to take photos or make any type of audio and video recording in the premises of our agency unless authorized by the Course Manager or by Management staff and exclusively within the limits of the agreed agreements. If authorized, their transfer to third parties in any capacity, dissemination, or publication, including on face books or other social networks, is prohibited without specific written authorization from Apro.
11. For the use of the IT classrooms and technical laboratories, please refer to the Regulations for the use of the IT, mechanical, electrical, kitchen, dining room, clothing, hairdressing laboratories posted in the appropriate classrooms (the regulations are available on the Apro website).

Date and signature for acceptance and compliance with this regulation:

**Date**

**Student**

.....

 **Image rights release**

**PERMITTED**

- The consortium company APRO, by reason of its organizational and management competence, pursuant to the 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 data banks in its possession for the purposes of its institutional activity.
- The APRO company declares to have fulfilled the requirements of the GDPR 2016/679 and to be in compliance with the requirements set by law.
- APRO for dissemination purposes, during exhibitions, communication events including multimedia etc., to publicly disseminate the image and educational activities of the company through newspapers, the Internet (website), brochures, flyers, etc., could use photographic images and filming of their students during the training activities obtained during a television shoot, a photo shoot or a digital recording specifically dedicated to this purpose.
- APRO declares and ensures that the collection and processing of the images of course participants, to the extent of its competence, will be carried out pursuant to art. 10 of the Italian Civil Code and art. 96 and 97 Copyright Law, as well as in the most rigorous observance of the provisions of EU Regulation 2016/679 and Legislative Decree 196/2003 for the protection of privacy, in full compliance with fundamental freedoms without damaging the dignity, decorum and confidentiality of the interested party, always adopting behaviors inspired by the principles of correctness, lawfulness, and transparency and using the data for purposes not exceeding respect to the purposes of the collection.
- APRO ensures that the data will be processed only for the period necessary to achieve the purposes of the individual collection activities described above.
- As regards data security, APRO declares that it undertakes to process the data only by specifically appointed persons, 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 of their conferment.
- 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.

In conclusion

The undersigned (last name) \_\_\_\_\_ (first name) \_\_\_\_\_  
 born in \_\_\_\_\_ resident at (municipality) \_\_\_\_\_ (province) \_\_\_\_\_

- expressly authorizes APRO to use its images only and exclusively in the manner and for the purposes resulting from this release.  
acknowledges that neither remuneration nor recognition of participation rights is envisaged for this initiative
- certifies its free consent for APRO to proceed with the processing of its personal data, however binding on compliance with any other conditions imposed by law
- declares to have been informed of the rights of the interested parties pursuant to art. 15 et seq. of the GDPR 2016/679 which may be exercised at any time against the Data Controller by writing to the address [segreteria@aproformazione.it](mailto:segreteria@aproformazione.it) and that this consent is optional and can always be revoked.

Date \_\_\_\_\_

Signature \_\_\_\_\_