

NABA

NUOVA ACCADEMIA
DI BELLE ARTI

APPLICATION FORM AND ADMISSION PROCEDURE

**Three-Year Bachelor
of Arts Degrees
and Diploma Programmes**
MILAN | ROME
A.Y. 2025/26

APPLICATION FORM AND ADMISSION PROCEDURE

Three-Year Bachelor of Arts Degrees and Diploma Programmes Milan | Rome - A.Y. 2025/2026

STUDENT DETAILS (TO BE FILLED OUT IN CAPITAL LETTERS)

Family name _____

First name _____

Birth date _____ Gender ☐ F ☐ M

Place of birth (City and Country) _____

Citizenship _____

Country of residence of the family (if within EU for at least 3 years) _____

Permanent address (street name, zip code, town, Country) _____

Address for correspondence (street name, zip code, town, Country) _____

Home phone nr. (including country and area code) _____

Mobile phone nr. (including country and area code) _____

Email address _____ Skype Account (if available) _____

Name of the Higher/Senior Secondary School attended, including location _____

Date entered/date departed _____

Educational System to which the Secondary school diploma belongs to
(Ex. IGCSE, IB, Abitur, in case the diploma does not have a specific name,
please specify the country where the diploma is issued) _____

Have you ever applied to NABA or attended a course at NABA? _____

I WOULD LIKE TO APPLY TO THE

☐ Bachelor of Arts Degree Programme ☐ Diploma Programme

Students who lack prerequisite requirements for admission to the three-year Bachelor of Arts Degree can attend the same Programme without gaining credits. Diploma Programmes have the same curricula and the same examinations as the BA Programmes, however, they lead to the awarding of a NABA diploma and not degree.

PROGRAMME	LANGUAGE		INTAKE		CAMPUS	
<input type="checkbox"/> Comics and Visual Storytelling	<input type="checkbox"/> Italian	<input type="checkbox"/> English	<input type="checkbox"/> October 2025	<input type="checkbox"/> February 2026	<input type="checkbox"/> Milan	<input type="checkbox"/> Rome
<input type="checkbox"/> Graphic Design and Art Direction	<input type="checkbox"/> Italian	<input type="checkbox"/> English	<input type="checkbox"/> October 2025	<input type="checkbox"/> February 2026	<input type="checkbox"/> Milan	<input type="checkbox"/> Rome
<input type="checkbox"/> Design	<input type="checkbox"/> Italian	<input type="checkbox"/> English	<input type="checkbox"/> October 2025	<input type="checkbox"/> February 2026	<input type="checkbox"/> Milan	<input type="checkbox"/> Rome
<input type="checkbox"/> Fashion Design	<input type="checkbox"/> Italian	<input type="checkbox"/> English	<input type="checkbox"/> October 2025	<input type="checkbox"/> February 2026	<input type="checkbox"/> Milan	<input type="checkbox"/> Rome
<input type="checkbox"/> Fashion Marketing Management	<input type="checkbox"/> Italian	<input type="checkbox"/> English	<input type="checkbox"/> October 2025	<input type="checkbox"/> February 2026	<input type="checkbox"/> Milan	<input type="checkbox"/> Rome ^{NEW!}
<input type="checkbox"/> Creative Technologies*	<input type="checkbox"/> Italian	<input type="checkbox"/> English	<input type="checkbox"/> October 2025	<input type="checkbox"/> February 2026	<input type="checkbox"/> Milan	-
<input type="checkbox"/> Film and Animation*	<input type="checkbox"/> Italian	<input type="checkbox"/> English	<input type="checkbox"/> October 2025	<input type="checkbox"/> February 2026	<input type="checkbox"/> Milan	<input type="checkbox"/> Rome
<input type="checkbox"/> Set Design**	<input type="checkbox"/> Italian	<input type="checkbox"/> English	<input type="checkbox"/> October 2025	<input type="checkbox"/> February 2026	<input type="checkbox"/> Milan	-
<input type="checkbox"/> Painting and Visual Arts*	<input type="checkbox"/> Italian	<input type="checkbox"/> English	<input type="checkbox"/> October 2025	<input type="checkbox"/> February 2026	<input type="checkbox"/> Milan	<input type="checkbox"/> Rome

* For the October 2025 edition, the course will be available in both Italian and English. For the February 2026 edition, the course will be conducted exclusively in English.

** For the October 2025 edition, the course will be available in both Italian and English. For the February 2026 edition, the course will be conducted exclusively in Italian.

I AM SENDING THE FOLLOWING DOCUMENTS

- ☐ The present application form (pages 2, 3, 4, 19)
- ☐ Copy of the passport
- ☐ English language certificate (IELTS 5.0 or equivalent - only for Programmes in English language)
- ☐ Italian language certificate (complete B.1 level according to CEFRL- only for Programmes in Italian language)
- ☐ Copy of the higher secondary school diploma (translated in Italian or English*) or 12th year school attendance certificate
- ☐ Copy of the higher secondary school transcripts (translated in Italian or English*)
- ☐ a passport-sized photo
- ☐ Portfolio of projects or/and project assignment** (see guidelines in this document)
- ☐ Artistic statement

*Translation is not needed for documents written in Italian, English, French, or Spanish.

**For Fashion Marketing Management we exclusively require the project assignment

Upon confirmation of admission, I will send as soon as possible and, anyway, not later than the course beginning:

- Copy of the original higher secondary school diploma.
- Translation* into Italian – made by a certified translator – of the original higher secondary school diploma (or substitute certificate) legalized by the competent authorities in the country whose educational system the title refers to.
- In case a national test or final exam is necessary to enter a higher education institution in the student's country of origin, such test/exam is also mandatory for entering Italian BA programmes (Gao Kao and Yi Kao in China, Vestibular in Brazil...).
- In case the local school system consists of less than 12 years of schooling before achieving the higher secondary school diploma, the following documents are also required:
 - Legalized and translated university transcripts of one or two years, including exams and marks;
 - Certificate of completion of preparatory courses (Foundation Course) issued by Italian or foreign universities

*Translation is not needed for documents written in Italian, English, French, or Spanish.

Before submitting your application, please verify once more that you meet the general entry requirements in order to be eligible for admission to a Bachelor of Arts Degree Programme - Diploma Accademico di Primo Livello - leading to the award of an Academic Degree awarded by the Italian Ministry of University and Research worth 180 ECTS, which are:

- hold a valid Secondary School Diploma that satisfies the requirements to enter Italian university and was conferred on completion of minimum 12 years of previous global schooling;
- be proficient in the language of the chosen course (Italian/English);
- comply with NABA Admission and Enrolment procedures.

OTHER INFORMATION How did you hear about NABA?

- | | |
|---|---|
| <input type="checkbox"/> Brochure | <input type="checkbox"/> A NABA representative (Please give the name) |
| <input type="checkbox"/> Website (Please give the name) | <input type="checkbox"/> School (Please give the name) |
| <input type="checkbox"/> Press (Please give the name) | <input type="checkbox"/> Other (Please state) |
| <input type="checkbox"/> Alumni (Please give the name) | <input type="checkbox"/> Search engine (Please give the name) |
| <input type="checkbox"/> Exhibition/Fair (Please give the name) | <input type="checkbox"/> Social media channels (Please give the name) |

Our commitment is to ensure an inclusive learning environment that is attentive to your needs. In order to provide you with the most appropriate support throughout your journey at NABA, we ask you to inform us if you require any aids related to mobility disabilities and/or special educational needs (SEN).

- ☐ YES ☐ NO

Date

Student's signature

PLEASE E-MAIL YOUR DOCUMENTS TO: admissions@naba.it

PRIVACY INFORMATION SHEET

INFORMATION PURSUANT TO ART. 13 OF EU REGULATION 679/16 (GDPR)

1. WHY YOU ARE RECEIVING THIS COMMUNICATION

Nuova Accademia S.r.l., as Data Controller, wishes to inform you about the type of data we collect and the methods we use to do this, in order to guarantee respect for your fundamental rights and freedoms, with particular reference to the confidentiality and security with which the data are processed.

2. WHICH PERSONAL DATA WE COLLECT

Nuova Accademia S.r.l. collects and stores your personal data at the time of enrolment/registration:

- Identifying data such as given name, surname, residential address, email address, studies completed, citizenship, gender, place and date of birth, telephone number, copy of identity card/passport.
- Your banking data and/or those belonging to the person making the payment.
- Possible person to be contacted for administrative aspects, including payments.
- Information about your/your family income, assets.
- Possible rental lease for non-resident students.
- Any medical certifications proving disability.
- Academic career / curriculum vitae.
- Copy of identity card/passport of the person who acts as the student's legal guardian.

3. FOR WHAT PURPOSES WE USE YOUR PERSONAL DATA

Nuova Accademia S.r.l. uses your data for the following purposes:

- To fulfil pre-contractual and contractual obligations, to allow your enrollment in the course of your choice, as well as the provision of services connected to it.
- To handle money collections and payments, deriving from contractual obligations, including credit recovery.
- To provide support services to certified disabled students or to students with certified learning difficulties.
Within the scope of the purposes under 3(a) (b) and (c), the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. (Art. 6(1)(b) of GDPR).
- To fulfil the obligations arising from the Law, Regulations, EU legislation or any order of the Authorities (including checks relating to the provision of cash contributions and/or scholarships and/or benefits in general, if entitlement to receive these is ascertained).
Within the scope of the purposes 3(d), the data will be used to fulfill a legal obligation (Art. 6(1) (c) of GDPR).
- To exercise the rights of the Data Controller.
- Data may also be collected by the Galileo Global Education Italia Group in aggregate form to perform statistical analyses.
Within the scope of the purpose 3(e) and (f), the data will be used to fulfill the legitimate interests pursued by the controller (Art. 6(1) (f) of GDPR).
- To inform parents or legal guardians about general and/or specific news relating to your course of studies.
- To provide an alternative contact for administrative purposes for the sending of communications regarding payments and reminders.
- Nuova Accademia S.r.l. is part of the Galileo Global Education Italia Group. Your data may be transferred to other Institutes of the Galileo Global Education Italia Group to promote courses based on the aptitudes and interests of each student or to enrich their studies.
- To send you communications and/or promotional offers relating to Campus initiatives, our scholarships, courses, and events that may be of interest to you.
- For profiling purposes.

Within the scope of the purpose 3(g), (h), (i), (j), (k), the data processing has its legal basis in the acquisition of appropriate consent from the data subject (Art. 6, par. 1 Lett. a), of GDPR).

3.1 Data retention

For purposes 3(a), (b), (c), (d), (e) and (f), we retain your personal data for the whole duration of the time you spend on Campus and even beyond the 10-year period of limitation from the termination of the relationship to comply with legal obligations and for purposes of judicial protection.

For the mentioned purpose 3 (g), (h) and (i), we retain your data until consent is revoked and we guarantee the exercise of data subjects rights.

For the mentioned purpose 3(j), and (k), we retain your data for 3 years.

4. THE SECURITY OF YOUR PERSONAL DATA

Your data will be processed using equipment that guarantees their confidentiality, integrity and availability. The processing is carried out on paper and through computerised and/or automated systems and will include all of the operations or sets of operations envisaged in Art. 4 of the GDPR which are necessary for the data processing,

including communication with the subjects assigned to the processing itself. The data will not be disseminated; however, they will or may be communicated to public or private entities or individuals who operate within the context of the purposes described above.

5. WHO CAN ACCESS YOUR PERSONAL DATA

Only authorised persons can access your data in the context of the tasks assigned by Nuova Accademia S.r.l.

Personal data will not be disseminated in any way; in addition, they may be communicated and processed by third parties duly appointed as Data Processors, such as external collaborators and companies that provide specific technical services.

Your data may also be accessed by authorised persons employed by Galileo Global Education Italia, as well as employees of Istituto Marangoni S.r.l. and Domus Academy, belonging to the same Group

Personal data may also be accessible or may be disclosed to those whose right to access your personal data is recognised by the provisions of law or secondary or European Union regulatory provisions.

6. TRANSFER OF PERSONAL DATA

Your personal data will be managed and stored on servers located within the European Union and belonging to the Data Controller and/or third-party companies appointed and duly identified as Data Processors. Your data will not be transferred outside the European Union.

Please note: In the event of any transfer of personal data to third countries, these will be transferred by the Controller, in compliance with Articles 44 et seq. of the GDPR, using appropriate safeguards to ensure their protection. Further information regarding these appropriate safeguards may be obtained upon request to the Controller.

7. IS IT MANDATORY TO CONSENT TO THE PROVISION OF YOUR DATA?

The disclosure of your data referred to in point 3 (a), (b), (c), (d), (e) and (f) is necessary to conclude and execute the contract; for the purposes referred to in point 3 (g) (h) (i) (j) (k) it is optional. If you do not consent, you can still proceed with your enrolment.

8. WHAT ARE YOUR RIGHTS IN RELATION TO THE GDPR?

In accordance with the provisions of the GDPR, Nuova Accademia S.r.l. guarantees the following rights:

- Right to withdraw consent [Art. 7(3) of the EU Regulation] (right to withdraw the consent given. Note: withdrawal of consent does not affect the lawfulness of the processing based on the consent before withdrawal).
- Right of access [Art. 15 of the EU Regulation] (right to obtain confirmation of the existence or otherwise of personal data relating to you and a copy of such data in intelligible form).
- Right to erasure ("right to be forgotten") [Art. 17 of the EU Regulation] (right to have your data erased).
- Right to restriction of processing [Art. 18 of the EU Regulation] (right to obtain restriction of processing, e.g., in case the accuracy of the data is contested or in case of unlawful processing).
- Right to data portability [Art. 20 of the EU Regulation] (right to receive in a structured, commonly used and machine-readable format the personal data concerning you that have been provided to the Controller and the right to transmit such data to another Data Controller without undue delay).
- Right to object [Article 21 of the EU Regulation] (right to object to the processing of your personal data).
- Right not to be subject to automated decision-making [Art. 22 of the EU Regulation] (right not to be subject to a decision based solely on automated processing).

The above rights may be exercised in writing by sending an e-mail to dpo@naba-da.com. Further information on the processing of personal data may be requested at any time from the same contact. It is also specified that the exercise of your rights shall not prejudice and/or harm the rights and freedoms of others.

The Controller undertakes to respond to requests within one month, except in the case of particularly complex requests, for which a maximum of three months may be required. In any case, the Controller will explain the reason for the delay within one month of the request.

The outcome of the request will be provided in writing (at your request) or electronically (and in this case, free of charge). The Controller specifies that you may be required to pay a fee if your requests are manifestly unfounded, excessive, or repetitive: in this regard the Controller will keep track of the requests.

The Controller, in compliance with Article 19 of the GDPR, undertakes to inform the recipients to whom your personal data have been communicated of any rectification, erasure or restriction of processing requested by you, where possible.

9. IF YOU HAVE ANY QUESTIONS PLEASE REFER TO THE CONTACT DETAILS PROVIDED BY THE DATA CONTROLLER

If you believe that we have not complied with your rights regarding the protection of personal data, you can contact the Italian Data Protection Authority. Alternatively, if you live in another country, you can contact your local Data Protection Authority.

10. DATA CONTROLLER

The Data Controller is Nuova Accademia S.r.l. Via C. Darwin 20 – 20143 Milano. Email: privacy@naba-da.com
The Data Protection Officer is: dpo@naba-da.com.

11. UPDATE TO THIS INFORMATION NOTICE

This Information Notice may be subject to change. Any substantial changes will be communicated to you via email or through our student platform.

ACKNOWLEDGEMENT OF THE PRIVACY NOTICE AND GIVING OF CONSENT:

I declare that I have carefully read and understood every part of the above-mentioned Privacy Notice, and I declare that I am aware of the possibility of data transfer to eventual Group's partner Universities. In the latter case, I understand that the data will be processed in accordance with the provisions of the partner University and the agreements in place between the partner University and the Controller. In addition,

- ☐ I give my consent for inform parents or legal guardians about general and/or specific news relating to my course of studies.
- ☐ I give my consent to provide an alternative contact for administrative purposes for the sending of communications regarding payments and reminders.
- ☐ I give my consent for transfer your personal data to other Institutes of the Galileo Global Education Italia Group to promote courses.
- ☐ I give my consent for receive communications and/or promotional offers relating to Campus initiatives, scholarships, courses, and events.
- ☐ I give my consent for profiling purposes.

Signature (legible) of Data Subject

Place and date

ADMISSION PROCEDURE

**Three-year Bachelor of Arts Degree/Diploma Programme
Academic Year 2025/26**

1. ADMISSION TEST

NABA intends to understand your motivation and attitude in undertaking the chosen programme. A strong motivation and solid awareness of the contents of the programme guarantee your commitment and determination which are necessary to attend the Academy.

NABA will take into account your creative attitude and your way of dealing with a project. You are asked to work on:

- 1.1 an artistic statement
- 1.2 a project assignment specific to the programme of your choice or/and
- 1.3 a portfolio of projects to enhance your application file

1.1 ARTISTIC STATEMENT

Please write an essay (max 500 words) elaborating on the following questions. In the next future:

- what job would you like to do after you graduate?
- why did you choose NABA to achieve that?
- what are your favorite means of expression?
- what or who inspires you?
- how living and studying in Milan/Rome will positively influence your work?

1.2 PROJECT ASSIGNMENT

Your artistic skills are an important element for evaluating your application to NABA BA Programmes. Together with your Artistic Statement, the following assignments will enable our Faculty to get to know you, your skills and your commitment. In order to develop your project assignment, please follow the guidelines here below, related to each BA programme.

Project Assignment for the BA in Design

Your design task shall include:

- 2D images designed and created by you:
 - at least 2 hand drawings (various techniques may be used)
 - at least 2 digital drawings, photos, collages, etc.
- Design is a subject closely connected to objects, their functionality and the environment surrounding them. You are asked to:
 - a) choose an object with a specific function;
 - b) give the object a second life, by changing its function and shape (any material and technique can be used);
 - c) represent it:
 - take a picture of the object before and after the morphing;
 - describe the process and the concept behind it.

Project Assignment for the BA in Fashion Design

- 1) Choose 3 subjects and make 3 researches collecting images/pictures related to the chosen subjects.
- 2) Write a short description or list some key words for each subject.
- 3) Develop 3 mini projects related to the chosen subjects, one for each of them. Projects may be pictures, or drawings, or outfit sketches, or technical drawings designed by you, that show your skills. Each of them should include at least 3 images. Here below an example of project:
 - SUBJECT: Urban

→ RESEARCH: Collect images/pictures of places and people coming from one or more cities

→ DESCRIPTION: List a series of keywords related to the Urban Concept

→ PROJECT: Create an outfit or an accessory - man/woman/kid/pet (also only one of these different typologies) - related to the research

HOW:

→ Use collage technique assembling different existing images/pictures

→ Draw fashion figures or technical drawings of your garment/accessory

Project Assignment for the BA in Fashion Marketing Management

The objective is to highlight the research skill and an initial understanding of the Fashion System. For a luxury fashion brand chosen independently by the student, an analysis could be requested (logo, history, collections, possible segment idea, and competitors). The exercise would be completed with an analysis of an artist, ideally from the contemporary artistic landscape, whom the student associates with the brand and delineates the connections that make it cognitively harmonious with the selected brand.

Project Assignment for the BA in Graphic Design and Art Direction

Your GRAPHIC DESIGN task shall include:

→ FOR STUDENTS WHO HAVE ALREADY ATTENDED COURSES RELATED TO GRAPHIC OR ADVERTISING

- Two graphic design projects: research and final design on a logo or on a corporate identity or present a publishing project (magazine or poster layout).
- Two advertising projects: research on a press campaign and final creative proposals.

→ FOR STUDENTS WHO HAVE A BACKGROUND NOT RELATED TO GRAPHIC OR ADVERTISING

- Make a selection of illustrations/pictures among your creative works.
- Make a selection of photos among your creative works.
- Select 2 famous logos (one example that you consider effective and one example that you consider ineffective) and describe their positive and negative features.
- Select 2 famous ads (one example that you consider effective and one example that you consider ineffective) and describe their positive and negative features.

Project Assignment for the BA in Comics and Visual Storytelling

Part 1: Research

Title: Personal Analysis of a Comic Book Page

Brief: The task consists of a written analysis of a comic book page (Japanese or Western) that you love and consider particularly significant. Describe how the drawing, visual storytelling, dialogue, character development, and stylistic elements contribute to creating an emotional or aesthetic impact. Specifically, explain how artistic details (lines, inking, colors, perspective, facial expressions, etc.) and the story structure work together to tell a story or convey a message. You are encouraged to reflect not only on the content of the page but also on how it communicates with the reader: how

the drawing and composition work to evoke emotions, build the rhythm of the narrative, and create meaning. Candidates must submit a digital file of the selected page for analysis and correctly cite the sources, including the author's name, work title, publication details, and page number.

Part 2: The Project

Brief:

→ Write the plot for a short comic story featuring two friends on a journey who miss their train and must find an alternative way to reach their destination. The text must be a maximum of 2000 characters, including spaces.

→ Create a comic book page based on the plot you wrote. The page must include at least 6 panels and up to 10, and it should depict the opening scene of the story.

If drawn, the page can be in pencil or ink and must include dialogue between the characters.

If written as a script, each panel must consist of a descriptive part followed by the dialogue.

Presentation Guidelines:

The page can be drawn or written in script form, according to the candidate's preferences.

If drawn, the page may be in pencil or ink.

The page must consist of at least **six panels** and up to a maximum of 10 and include dialogue.

Project Assignment for the BA in Painting and Visual Arts

Your task shall include:

- One art project work (the format of the presentation is free).
- One drawing with an emphasis on observational skills and/or personal expression or one photography with an emphasis on visual skills and technique.
- Sketches or notebook pages illustrating visual art/design concepts.
- One art/design-related work from other disciplines (for example jewellery or crafts) - if you have any.

Project Assignment for the BA in Creative Technologies (New Technologies for Applied Arts)

Your task shall demonstrate your digital production predisposition. It shall contain the following items:

- A storyboard of an original sequence of your creation. It can be a movie or a game scene, or a work of animation or 3D art or motion graphic of any kind. It must include between 6 and 12 frames with appropriate description. It can be hand or computer made.
- A description of the context of the sequence: is it for a short or feature film? a TV or web series? An app or a video game, and of what kind? (adventure, puzzle, FPS, platform, etc...), an advertising or other?
- Please also add a brief explanation about the techniques you would apply, if aware of it.
- A description of the intended audience (teenagers, adults, etc.).
- Mention digital productions that have inspired you: movies, music, games, animations, art etc. (3-5 items); Include details of the selected works (title, author, year and other significant details). Describe what you like about each item and why it inspires you. Include at least one image per item.

Project Assignment for the BA in Film and Animation

Your task shall include an example of your storytelling skills. It shall be articulated as follows:

- A plot (max length: 100 words).
- Visual and narrative references (movies, novels, video games, etc. Max 10 items are accepted; please provide for each of them: an image, a caption and a very short explanation for your choice).
- The medium through which the plot is displayed (short film, long film, TV series, web series, video game, photo reportage, etc.). Please add also a brief explanation about the techniques you would apply, if aware of it
- A description of the audience (teenagers, adults, etc).

Project Assignment for the BA in Set Design

Your task shall include:

- One project work possibly related to the design of a performance/exhibition space (the format of the presentation is free).
- One drawing with an emphasis on technical skills or one photography with an emphasis on visual skills and photographic technique.
- Sketches or notebook pages illustrating set design ideas.
- One art/design related work from other disciplines (for example exhibition design, visual arts, installations, interior design etc.).
- For each work write a detailed description including Title, Year and Technique.

1.3 PORTFOLIO OF PROJECTS

(Alternative option to the project assignment)

Creativity is not an abstract exercise, on the contrary, it requires the ability to contextualize and elaborate information and look for new solutions with an open spirit capable of listening and interacting with our environment. The goal of a successful portfolio is to tell a visual narrative of your passions, explorations and abilities.

All materials submitted should be clearly labeled with the applicant's name and contact information and cannot be returned.

Digital, paper or internet based works can be submitted.

Portfolios are reviewed on the following qualitative measures: aesthetic awareness, composition, drawing, design, colour perception, spatial perception, quality of presentation, technique and originality.

Favourable consideration is given to strong 2-D and 3-D work that shows fully rendered pieces, excellent craftsmanship, attention to technique, and original design.

Guidelines to portfolio preparation:

A portfolio of projects is the presentation of yourself, of your previous academic and/or professional and/or amateurial works. There is no need to include many projects rather a selection of your strongest works that will let us understand your skills and potentials.

What to include:

- 5 to 10 projects divided into separate folders.
- Submissions may include drawings, illustrations, paintings, computer graphic, design, printmaking, collage, photography, sculpture, jewellery, fashion, furniture or videos.

Portfolio pieces may represent classroom assignments as well as independent projects. The portfolio should be purposeful, demonstrate originality of concept, use of appropriate materials and visual literacy.

Digital formats:

- Photos, graphic projects, drawings, sketches: PDF (including fonts), JPG or PNG 300 dpi
- Websites: complete folder including html, css, images, swf, other. If it is online: please provide us with the url web
- Videos: MPEG4 or AVI
- Texts, researches or presentations: PDF

Applicants should not submit work copied from film, television, photographs, magazine/book illustrations or other sources.

If you are filing an application for **Fashion Design**, you might want to consider the following suggestions to include in your portfolio:

- Research images for fashion design, using a range of materials (drawings, notes, photographs, images of items that you find inspirational for fashion design).
- Images of your fashion design sketches (sketches demonstrating your development of a fashion theme).

Each project should have a pdf description containing: title of the project, year of production, information if it is a project developed at school, on your own...

- Images of finished fashion illustrations (using colour and demonstrating your skills of presentation, these could be hand-drawn, painted, collage or computer images).
- Images of any other creative work. We leave the decision of what to include to you.

If you are filling an application for **Design**, you might want to consider the following suggestions to include in your portfolio:

- 2D images designed and created by you:
- at least 5 hand drawings (various techniques may be used) optional:
- Digital drawings, photos, collages, etc.
- 3D work including experimentation and development.
- Finished work accompanied by a short explanation of the piece and your thinking.
- Idea generation.
- Inspiration and research material.

1.4 RESULTS

In the global evaluation, NABA will take into account the applicant's interests and aptitudes for advanced studies and potential for success at NABA BA programme and the related professional role. The lack of specific preparation in some of the subjects that are part of the admission test, due to the different educational background that a student might have, will not result in prejudice to the final admission, on condition that the vocational elements have been positively assessed.

Once the assessment is complete, you will receive a feedback about the final result within 5 working days. If the result is positive, the admission letter will be issued and sent to you. NABA may offer you a conditional admission if you do not have yet submitted the language certificate, copy of your diploma (the last one applies to BA applicants only). If you are conditionally accepted, you will have to make sure you submit the missing documents by the course beginning.

2. LANGUAGE REQUIREMENTS

NABA Programmes are taught in Italian or English. Students are required to submit evidence of the knowledge of the language according to the chosen programme. The language certificate shall be submitted within one month before the beginning of the programme and should not be older than 2 years.

The requested level for Italian is an intermediate level (complete B1.2 - according to CEFR). Student can also take CILS, CELI, CERT.IT, PLIDA provided that the final result is equivalent to complete B1.2

all IELTS tests	Overall 5.0
all Cambridge Tests are accepted: FCE, PET, CAE, CPE	The overall result should reach 159 or above
Linguaskill	Min. 160
BEC Business Preliminary	B1 – min 160
BEC Vantage o BEC Higher	
APTIS	Min.25 for each skill
TRINITY	ISE I – Pass with Distinction
TOEFL IBT	Min. 45
PTE Academic	36 - 42
BIEB	B1- Level B2 Certificate in ESOL International (Level1), Min. score 18/20 in each skill
ELLT Oxford English Language Level Test	From Level 4
TOEIC (provided that student passes all parts)	Listening and Reading: score 680; Speaking and Writing score 280
European Baccalaureate	L1 grade 6, L2 grade 7
ICELAND STÚDENTSPRÓF	Grade 6
Norwegian Vitnemål	Grade 4
Danish Studentereksamen	Level A grade 7, Level B grade 10
German Abitur	
Avgångsbetyg/Fullständigt Slutbetyg från Gymnasieskolan	Engelska 6 (at least Grade C)

The following cases are exempt from language testing:

- Mother tongue students
- English Speaking Countries (prior check with the admission office)
- High school diplomas run in English:
 - in non-English speaking countries (prior check with the admission office)
 - in English-speaking countries (prior check with the admission office)

3. PAYMENT MODALITIES

A. Online by Credit Card

Please visit the website:

https://naba-community.force.com/OLA_NABA_LoginRequestForm

To get started, visit www.flywire.com/pay/naba to begin the payment process.

B. By flywire

NABA has partnered with flywire in order to streamline the process of international payments. Flywire allows you to pay securely from any country and any bank, generally in your home currency.

By making your payment with flywire you can

- Track your payments from start to finish
- Save on bank fees and exchange rates
- Contact their multilingual customer support team with any questions, day or night

C. By wire transfer

NABA BANK DETAILS FOR PAYMENTS

- Account holder: Nuova Accademia srl,
Via C. Darwin 20, 20143 Milano, Italy
- Bank name and agency: BPM - Agenzia 10 MI
- International bank details
BIC/SWIFT CODE: BAPPIT22
IBAN: IT28L0503401610000000020020
- Reference: Student's name and surname

Please note that all bank, credit card and third-party charges have to be covered by the student. All fees are VAT free according to the law D.P.R. 26/10/1972 nr. 633.

4. TUITION FEES AND PAYMENT CONDITIONS - September 2025 intake

The tuition fees for the Bachelor of Arts Degree/Diploma Programme – Academic Year 2025/26 amount to **€21.600,00** per academic year (corresponding to the 6th income bracket) to be paid as follows:

TAX, CONTRIBUTION AND TUITION FEES FOR STUDENTS NOT RESIDENT IN THE EU

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
05 July 2025	€ 16.600,00	€ 1.000,00	Academic Contribution Fee
		€ 15.600,00	Tuition Fee
Total yearly fees	€ 21.600,00		

TAX, CONTRIBUTION AND TUITION FEES FOR RESIDENT IN THE EU AND EFTA COUNTRIES

If the Student (and his/her family) has been resident in a country belonging to the European Union for at least 3 years and the income is produced within the European Union, the fee can be adjusted to the economic and asset conditions of the student's original and de facto family.

Students who do not fulfil all the requirements or adhere to the submission deadlines to access the reduced fee brackets will be automatically assigned to the highest income bracket. Please note that the administration will communicate the final confirmation of the income bracket assignment upon evaluating the fiscal documents provided.

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
6 th income bracket: pre-tax income over euro 150.000			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
1 September 2025	€ 8.150,00	€ 500,00	Academic Contribution Fee
		€ 7.650,00	Tuition Fee
10 January 2026	€ 8.150,00	€ 500,00	Academic Contribution Fee
		€ 7.650,00	Tuition Fee
Total yearly fees		€ 21.300,00	
5 th income bracket: pre-tax income from euro 130.000 to euro 150.000			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
1 September 2025	€ 7.175,00	€ 500,00	Academic Contribution Fee
		€ 6.650,00	Tuition Fee
10 January 2026	€ 7.175,00	€ 500,00	Academic Contribution Fee
		€ 6.650,00	Tuition Fee
Total yearly fees		€ 19.300,00	
4 th income bracket: pre-tax income from euro 100.000 to euro 130.000			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
1 September 2025	€ 5.250,00	€ 500,00	Academic Contribution Fee
		€ 4.750,00	Tuition Fee
10 January 2026	€ 5.250,00	€ 500,00	Academic Contribution Fee
		€ 4.750,00	Tuition Fee
Total yearly fees		€ 15.500,00	

3rd income bracket: pre-tax income from euro 70.000 to euro 100.000			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
1 September 2025	€ 3.975,00	€ 500,00	Academic Contribution Fee
		€ 3.475,00	Tuition Fee
10 January 2026	€ 3.975,00	€ 500,00	Academic Contribution Fee
		€ 3.475,00	Tuition Fee
Total yearly fees	€ 12.950,00		
2nd income bracket: pre-tax income from euro 45.000 to euro 70.000			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
1 September 2025	€ 2.675,00	€ 500,00	Academic Contribution Fee
		€ 2.175,00	Tuition Fee
10 January 2026	€ 2.675,00	€ 500,00	Academic Contribution Fee
		€ 2.175,00	Tuition Fee
Total yearly fees	€ 10.350,00		
1st income bracket: pre-tax income from euro 0 to euro 45.000			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
1 September 2025	€ 1.675,00	€ 500,00	Academic Contribution Fee
		€ 1.175,00	Tuition Fee
10 January 2026	€ 1.675,00	€ 500,00	Academic Contribution Fee
		€ 1.175,00	Tuition Fee
Total yearly fees	€ 8.350,00		

TUITION FEES AND PAYMENT CONDITIONS - February 2026 intake

The tuition fees for the Bachelor of Arts Degree/Diploma Program – Academic Year 2025/26 amount to **€21.600,00** per academic year (corresponding to the 6th income bracket) to be paid as follows:

TAX, CONTRIBUTION AND TUITION FEES FOR STUDENTS NOT RESIDENT IN THE EU

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
17 November 2025	€ 16.600,00	€ 1.000,00	Academic Contribution Fee
		€ 15.600,00	Tuition Fee
Total yearly fees	€ 21.600,00		

TAX, CONTRIBUTION AND TUITION FEES FOR RESIDENT IN THE EU AND EFTA COUNTRIES

If the Student (and his/her family) has been resident in a country belonging to the European Union for at least 3 years and the income is produced within the European Union, the fee can be adjusted to the economic and asset conditions of the student's original and de facto family.

Students who do not fulfil all the requirements or do not stick to the submission deadlines in order to access the reduced fee brackets, will be automatically assigned to the highest income bracket. Please note that the final confirmation of the income bracket assignment will be communicated by the Administration upon evaluation of the fiscal documents provided.

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
6 th income bracket: pre-tax income over euro 150.000			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
17 January 2026	€ 8.150,00	€ 500,00	Academic Contribution Fee
		€ 7.650,00	Tuition Fee
17 May 2026	€ 8.150,00	€ 500,00	Academic Contribution Fee
		€ 7.650,00	Tuition Fee
Total yearly fees		€ 21.300,00	
5 th income bracket: pre-tax income from euro 130.000 to euro 150.000			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
17 January 2026	€ 7.175,00	€ 500,00	Academic Contribution Fee
		€ 6.675,00	Tuition Fee
17 May 2026	€ 7.175,00	€ 500,00	Academic Contribution Fee
		€ 6.675,00	Tuition Fee
Total yearly fees		€ 19.350,00	
4 th income bracket: pre-tax income from euro 100.000 to euro 130.000			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
17 January 2026	€ 5.250,00	€ 500,00	Academic Contribution Fee
		€ 4.750,00	Tuition Fee
17 May 2026	€ 5.250,00	€ 500,00	Academic Contribution Fee
		€ 4.750,00	Tuition Fee
Total yearly fees		€ 15.500,00	
3 rd income bracket: pre-tax income from euro 70.000 to euro 100.000			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
17 January 2026	€ 3.975,00	€ 500,00	Academic Contribution Fee
		€ 3.475,00	Tuition Fee
17 May 2026	€ 3.975,00	€ 500,00	Academic Contribution Fee
		€ 3.475,00	Tuition Fee
Total yearly fees		€ 12.950,00	
2 nd income bracket: pre-tax income from euro 45.000 to euro 70.000			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
17 January 2026	€ 2.675,00	€ 500,00	Academic Contribution Fee
		€ 2.175,00	Tuition Fee
17 May 2026	€ 2.675,00	€ 500,00	Academic Contribution Fee
		€ 2.175,00	Tuition Fee
Total yearly fees		€ 10.350,00	

1st income bracket: pre-tax income from euro 0 to euro 45.000			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
17 January 2026	€ 1.675,00	€ 500,00	Academic Contribution Fee
		€ 1.175,00	Tuition Fee
17 May 2026	€ 1.675,00	€ 500,00	Academic Contribution Fee
		€ 1.175,00	Tuition Fee
Total yearly fees	€ 8.350,00		

5. ENTRY REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE PROGRAMMES ACCORDING TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH

To be eligible for admission to Italian universities/academies and therefore to be admitted into the NABA Bachelor of Arts Degree Programmes, the Italian Ministry of University and Research has set the following mandatory regulations. Students wishing to enrol in the three-year Bachelor of Arts Degree Programmes are required:

- to possess a **diploma equivalent to an Italian secondary school diploma** (maturità);
- the diploma must be translated into Italian and legalized by the competent authority in the country where the diploma was issued, regardless of the school's actual location. For example, the diploma of a German school which is located in France must be validated by the competent authority in Germany.*
- the foreign diploma must be obtained at the end of a period of study lasting at least 12 years;
- if the diploma was obtained after 10/11 years of education, it must be integrated with an additional 1 or 2 years of college or university; all exams must be passed and admission respectively to the second or third year of your university must be granted;
- the **International Baccalaureate** (IB) diploma is valid for admission to an Italian university;
- the International Baccalaureate "certificate" is not valid for admission to an Italian university;
- the **U.S. High School diploma** must be supplemented by **3 advanced placement** tests that relate to the chosen programme, or by 2 AP tests related to the chosen programme plus 1 AP test in Italian language and culture if applying for BA run in Italian language.
- **GCE diplomas** are valid only if they demonstrate obtaining at least 3 subjects at advanced level (full A levels/A2) related to the requested programme.
- In case a national test or final exam is necessary to enter a higher education institution in the student's country of origin, such test/exam is also mandatory for entering Italian BA programmes (Gao Kao and Yi Kao in China, Vestibular in Brazil...).

For any questions about the validity of your diploma, we kindly suggest that you contact the Italian Enic-Naric Centre – CIMEA in the country where your diploma was issued.

For a complete list of Italian diplomatic authorities worldwide please log on:

<https://www.esteri.it/it/ministero/struttura/laretediplomatica/>

Specific titles requirements are reported in details in the MUR documents ALLEGATO 1 and ALLEGATO 2 published yearly on the Ministerial website

www.studiare-in-italia.it/studentistranieri

5.1 CONSULAR PROCEDURES

Students meeting the requirements listed at Point 5 are requested to contact the Italian Embassy or Consulate in order to:

A. ONLY FOR NON-EU PASSPORT HOLDERS

Start the pre-enrolment process through the UniversItaly platform

UniversItaly is a website developed by the Italian Ministry of University and Research (MUR) with the aim of supporting students through their study experience in Italy.

The MUR established that all International non-European students willing to study in an Italian Academy or University should undertake the pre-enrolment procedures (a-bis) through UniversItaly.

The pre-enrolment will give you the possibility to study at NABA and allow you to obtain the study VISA from the Italian authorities. Students are asked to pre-enrol and submit a copy of the passport, High school diploma and transcripts on the UniversItaly platform at <https://www.universitaly.it/first-steps>

Pre-enrolment applications are usually submitted between March and November of each year. **This procedure is MANDATORY.**

Usually it takes **90 days to get the study visa**, that is why we suggest you to start the procedure as soon as possible. **Make sure you do not miss this deadline or your study visa request will be refused for enrollment to Italian Universities/Academies.**

B. Legalization of the higher secondary school diploma

1) Legalization of the higher secondary school diploma (with official translation in Italian language) by the competent authorities in the country where the diploma was issued. Translation is not needed for documents written in English, French, or Spanish.

If you are not yet in Italy, the translation must be completed according to the rules set by the Italian Ministry of Foreign Affairs and International Cooperation (MAECI).

If you are in Italy you can go to a district court (tribunale) and have your documents translated by a sworn translator, who cannot be the person who holds the qualification or title (traduzione giurata).

2) **In case the local school system consists of less than 12 years of schooling before achieving the higher secondary school diploma, the following documents are also required:**

- legalized and translated university transcripts of one or two years, including exams and marks;
- certificate of completion of preparatory courses (Foundation Course) issued by Italian or foreign universities.

The legalized and translated documents will be issued directly to you. Please make sure you submit them to NABA International Admissions Office as soon as available together with a copy of the original higher secondary school diploma. In fact, your admission to NABA Bachelor of Arts Degree Programmes will be finalized once NABA.

6. ENTRY REQUIREMENTS FOR THE DIPLOMA PROGRAMMES

Students who lack prerequisite requirements for admission to the three-year Bachelor Degree Programmes can attend the same Programmes without gaining credits. Diploma Programmes have the same curricula and the same

examinations as the BA Programmes, however they lead to the awarding of a NABA diploma and not degree. The entry requirements for the Diploma programmes are the following:

- 1) hold a secondary school diploma (having followed a period of study lasting at least 11 years)
- 2) pass the NABA admission test
- 3) demonstrate proficiency in the language of instruction

Non-European students choosing this format must in any case pre-enrol through the UniversItaly platform in order to get the study visa.

7. APPLICATION FOR A STUDY VISA TO ITALY (only for NON EU students)

Non-European citizens must get an entry visa for enrolment to Italian Universities/Academies, called STUDIO per Immatricolazione Università - tipo D nazionale.

The visa must be requested to the Italian Diplomatic-Consular Representatives in the student country of residence. For a complete list of Italian diplomatic authorities worldwide, please visit: <http://vistoperitalia.esteri.it>

* In case NABA needs some closure on student's secondary school diploma, the student must provide the Certificate for the equivalence of the qualification (Statement of Comparability) issued by the Italian Enic-Naric Centre – CIMEA <https://cimea.diplo-me.eu/cimea/#/auth/login>

8. IN SHORT: HOW TO BECOME A NABA STUDENT

NABA STEPS	MINISTERIAL STEPS
<p>1.SUBMIT YOUR APPLICATION</p> <ul style="list-style-type: none"> → Application form filled in and signed → Copy of your passport → English language certificate (for Programmes in English language) → Italian language certificate (for Programmes in Italian language) → Copy of the higher secondary school diploma (translated in Italian or English) or 12th year school attendance certificate → Copy of the higher secondary school transcripts (translated in Italian or English) → a passport-sized photo → Portfolio of projects or/and project assignment → Artistic statement <p>2. WAIT FOR YOUR ADMISSION ASSESSMENT</p> <p>3. RECEIVE YOUR ADMISSION PACK</p> <ul style="list-style-type: none"> → Offer Letter → Enrolment Form → Study Plan → Useful information <p>4. CONFIRM YOUR ACCEPTANCE</p> <ul style="list-style-type: none"> → Return the enrolment form filled in and signed → Pay the pre-enrolment fee <p>5. CONFIRM YOUR ENROLMENT</p> <ul style="list-style-type: none"> → Submit the language certificate (if not previously provided) → Pay the balance of the tuition fee → Confirm your day of arrival in Milan/Rome 	<p><i>At the same time, remember to comply with the ministerial obligations described below:</i></p> <p>1. PRE-ENROLMENT THROUGH UNIVERSITALY PLATFORM</p> <p>→ In order to access Degree/Diploma Programmes in Italy, Non-European citizens pre-enrol and submit a passport copy, a copy of the High school diploma and transcripts on the UniversItaly platform at https://www.universitaly.it/index.php/</p> <p><i>WHEN: The pre-registration session is established yearly by the Italian Ministry of Education usually between March and November. Since the specific dates may vary from year to year and according to the Italian Diplomatic Authority, we warmly suggest that students get in touch with the reference Consulate in order to make sure to meet the deadlines. Usually it takes 90 days to get the study visa, that is why we suggest you to start the procedure as soon as possible.</i></p> <p>2. LEGALIZATION</p> <p>Documents to attach to the pre-enrolment request through UniversItaly platform:</p> <ul style="list-style-type: none"> → the diploma must be legalized by the competent authority in the country whose educational system the title belongs to; → the diploma must be translated in Italian or English language by a sworn translator. → certificate of the University Suitability Test for those countries/education systems that require a specific test to enter a higher education institution (ie: Gao Kao and Yi Kao in China, Vestibular in Brazil, ...). <p>Translation is not needed for documents written in English, French, or Spanish.</p> <p><i>WHEN: any time after admission to NABA and not later than the pre-enrolment request through UniversItaly platform deadline for non-European citizens. EU passport holders are not requested to comply with pre-enrolment procedure</i></p> <p>3. STUDY VISA</p> <p>Non-European citizens must get an entry visa for enrolment to Italian Universities/Academies, called STUDIO per Immatricolazione Università - tipo D nazionale.</p> <p>The visa must be requested to the Italian Diplomatic-Consular Representatives in the student country of residence. To obtain the visa the applicant shall fill out a special form and attach:</p> <ul style="list-style-type: none"> → A valid flight ticket → A passport photo → The documentation proving the reason of the trip: pre-enrolment request, certificate of enrolment in the BA programme provided by NABA Medical health insurance valid in Italy → Proof of economic cover to live in Italy and for repatriation → Proof of a suitable accommodation in Italy <p><i>WHEN: VISAS are released once the Pre-enrolment process through the UniversItaly platform has been completed and received positive feedback from the Italian Diplomatic-Consular Representatives.</i></p> <p>4. PERMIT OF STAY</p> <p>→ non-European citizens should apply for the Permit of Stay to the Police Office located in the city where they dwell. NABA Academic Registration Office will provide students with the necessary support throughout the process. In order to obtain the Permit of Stay it is necessary to bring:</p> <ul style="list-style-type: none"> → The UniversItaly pre-enrolment form <p><i>WHEN: within 8 days from the arrival in Italy.</i></p>

9. GENERAL CONDITIONS

Article 1) For contracts and contractual proposals for online applications, as well as for contracts negotiated outside the headquarters of Nuova Accademia Srl (NABA), in accordance with Article 52, para. 1 of the Consumer Code, the student has the right to withdraw from the contract without incurring taxes of any kind and without the payment of any penalty within the time-limit of fourteen working days from the time the contract is concluded (the time of receipt of the contract/enrolment form).

Withdrawal shall be carried out by registered letter, in which the following are shown: student's first name and last name, student's address, the date and place, student's signature; as proof of delivery and for the purposes of the time-limit expiry, the delivery date of the registered letter shall be considered as valid. The registered letter must be addressed to Nuova Accademia Srl – Via C. Darwin 20, 20143 Milano (MI).

Article 2) If the student withdraws legitimately from the contract as laid down in the previous article, he or she will be refunded all the payments he/she has made in favour of NABA, excluding the Application Fee for the entrance examination, required for enrolment.

Article 3) NABA's commitment towards a student who enrolls on a Three-year course, Two-year Master's course or Academic Master's course is subject to the suspensive condition that a minimum number of 10 students enrolled is achieved, this being the minimum number necessary to activate each course. If this number is not achieved, the course in question will not be activated. Notice that the course cannot be activated will be given by NABA to the student at least 30 calendar days in advance of the programmed start of lessons; in this case NABA will refund, as soon as possible, the entire amounts paid. NABA shall not be liable for any costs (for example: travel, overnight stays, etc.) already incurred by the student for enrolment and in any way related to enrolment and attendance at the course, nor for any other damage of a different nature.

Article 4) NABA reserves the right, until the deadline of thirty calendar days before the start of lessons, to do the following:

- cancel the Course, withdrawing from the contract;
- modify the Course;
- change the location of the lessons.

Non-European students must pay the total amount of the tuition no later than 3 months before the start of the chosen Course. If a non-European student benefits from a payment plan, he/she must pay the first instalment of the tuition fee no later than 3 months before the start of the chosen Course.

European students must pay the first instalment of the tuition no later than 30 days before the start of the chosen Course.

Non-European students who withdraw prior to 3 months before the start of the Course will be entitled to a full refund of the amount paid, excluding the amount paid as a Pre-enrolment Fee. European students who withdraw prior to 30 days before the start of the Course will be entitled to a full refund of the amount paid, excluding the amount paid as a Pre-enrolment Fee.

Non-European students who withdraw in the 3 months prior to the start of the Course by filling out the appropriate form will not be entitled to any refund of the amounts paid up to that time.

European students who withdraw in the 30 days prior to the start of the Course by filling out the appropriate form will not be entitled to any refund of the amounts paid up to that time.

If, on the other hand, the student should be affected by a final rejection order for a visa application, NABA shall refund to the student all the sums that he/she has paid up to that time.

Alternatively, the student shall have the opportunity to defer his/her participation to another course or subsequent intake, notifying this intention to NABA by means of written communication. This faculty must be exercised by the student no later than 12 months from the day

of notification.

NABA, 30 days prior the start of the Course for which the student initially enrolled, will not accept student applications for another Course or subsequent intake unless the request is caused by force majeure and/or problems regarding Visa application.

In the event that NABA accepts the application form to enrol in another Course,

subsequent intake, the student is obliged to pay the entire annual amount of the Academic contribution, tuition fees and the application of the penalty of € 500,00 by the start of the Academic Year to which they were initially pre-enrolled/enrolled.

In the event that, however, the student decides to withdraw 30 days before the start of the Course, to enrol in the following semester and, if this request is accepted by NABA, he will be required to pay, no later than 3 months before the start of the subsequent intake chosen, a fixed fee of Euro 500,00, as well as the payment of the total amount of the tuition fee. NABA, if the student does not pay the above-mentioned sums within the above-mentioned terms, reserves the right to cancel the student's course enrolment and will have the right to retain any fee paid by the student up to that moment.

If NABA withdraws, the student shall be entitled to demand from NABA double the Pre-enrolment Fee already paid, excluding the regional tax.

Article 5) Notwithstanding the provisions of Articles 1, 2 and 3 the student who, having requested and obtained enrolment and signed this contract, during the academic year: a) does not regularly attend lessons and/or does not sit exams; b) withdraws from the course, formalizing this decision through the completion of the appropriate form, whatever may be the reason for this behaviour and/or decision (including, but not limited to, reasons of health, reasons of a personal and/or family nature, work reasons and any other reason), may not request the repayment of sums paid and/or suspend payment of sums still owing by way of taxes, Academic contribution and tuition fees, remaining obliged to pay the whole sum due by the method and on the expiry dates established, and to pay the whole annual amount of the Academic contribution and tuition fees.

Article 6) It is agreed between NABA and the student and his/her guarantors that the payment of the Enrolment Fee for subsequent years shall constitute a necessary and sufficient condition to validate the enrolment itself; this payment shall be considered as the acceptance by conduct of consent on the part of the student and his/her guarantors of the General Conditions of Contract, including those that are the subject of specific approval according to Articles 1341 and 1342 of the Italian Civil Code; consequently all obligations assumed by each of the parties by signing this application shall be confirmed with the enrolment. The fee, consisting of the following items: Pre-Enrolment Fee, Academic Contribution Fee and Tuition Fee, starting from the second academic year after the signing of the enrolment application, shall be increased at a fixed and pre-determined rate of 2,5% and starting from the third academic year after the signing of the enrolment application at the rate of 3%.

Article 7) If the student should notify in writing a desire to suspend his or her studies for the academic year subsequent to the one in progress and this notification should be received within and no later than the expiry dates laid down for re-enrolment, a fixed fee of Euro 300.00 must be paid for each academic year of suspension of studies (for a maximum of three academic years). The tuition fees and academic contribution fee, if already paid, shall in this case only be considered and held as valid by NABA for the enrolment year subsequent to the suspension, if the student resumes his/her studies. If the student should decide not to resume studies at the end of the suspension period, the tuition fees, the re-enrolment fee and the academic contribution, if already paid, shall be permanently retained by NABA. Applications to suspend studies for the academic year following that in progress, presented after the expiry dates laid down for re-enrolment,

may not be taken into consideration and may not produce any effect with regard to payments made and still to be made.

If the student does not formalize either withdrawal from a course, or suspension of studies, or re-enrolment, within the expiry dates laid down for re-enrolment, he or she shall have the possibility, within a maximum period of 5 years, to resume his or her student career by paying a fixed fee of Euro 2,000.00. The procedure lays down that, upon prior application from the student to resume his/her academic career, NABA will proceed to carry out an academic assessment and a check on any educational debits, following which it will define the student's year of attendance. It is specified that the suspension of studies cannot be retroactive.

Article 8) NABA has the right to establish the number of courses and course-units activated annually for each diploma course. NABA will guarantee to students who have enrolled that course-units necessary for obtaining the diploma for the relative course of study, as defined by the MUR (Ministry of Education, Universities and Research) or other regulations in force, will be activated.

Article 9) Course-units may vary according to academic choices or ministerial directives linked to the implementation of the reform of Institutions of Higher Artistic and Musical Education (AFAM/MUR).

The lesson group allocated in the first year may undergo variations in subsequent years due to motivations linked to the teaching programme and the choices made by the student when completing the study plan in relation to choice of specialisation and optional courses to be selected.

Article 10) Lessons will be held weekly according to the provisions of the academic timetable defined annually.

Article 11) All students, on enrolment, must possess the prerequisite for knowledge of the language in which the course is held (Italian or English). In any case, with regard to those students who submit a certificate of linguistic competence (among those recognised by NABA), NABA reserves the right to ask at any time for additional documentation or to carry out checks relating to the certificate presented. If the student is unable to present one of the required certificates, NABA will test the student's knowledge of the language and will consequently assign a level to him or her.

Referring to the Two-year and Three-year Master's courses, if the level achieved is lower than that required (for Master's courses, this must not in any case be lower than B1.2), the student must attend a necessary remedial course – organized by NABA – in order to reach the required level (CEFR complete B1.2) and only when this level is reached may he or she enrol and take the examinations.

For further details see Director's Decree No. 42/2024 of 23/10/2024 and subsequent modifications (published in the MyNABA students' reserved area on the NABA website. Username and login password will be supplied following enrolment).

Students who do not achieve the language level required – as this is a pre-requisite for entry – will be enrolled on the Diploma Programme (auditor) course. This situation does not represent a valid reason for unilateral withdrawal and the student's refusal to accept the enrolment on the Diploma Programme (auditor) course will have consequences and effects in accordance with Articles 5, 16 and 17.

The student who does not present a valid language certificate (according to the linguistic requirements shown on the admission application) will be obliged to take the language test programmed by NABA. The student who has not presented a valid language certificate attesting to a suitable level and has not taken the test programmed by NABA will not be able to take part in the educational activities and will be removed from the lesson registers.

In addition, all students enrolled on Three-year courses are also obliged to take the NABA English language test to verify their level of language competence. The test results are expressed according to the thresholds defined by the Common European Framework of Reference

for languages. If passed, this test entitles the student to acquire course credits; if not, it entails the attribution of a debit, which must be rectified in order to achieve the qualification (level B1.2).

Article 12) NABA guarantees to the student access to the buildings for the duration of lessons laid down for the academic year and for the number of hours necessary for achieving the academic qualification. Further access to the buildings is dependent on the requirements of the teaching programme and on logistic availabilities.

Article 13) NABA is not liable for any failure or delay in delivering its services wholly or in part deriving from or attributable to non-compliance with any obligation, caused by or attributable to acts and non-compliance of obligations by third parties, events, omissions and/or accidents beyond possible and reasonable control, such as, by way of example but not limited to, strikes or other disputes involving its own personnel or personnel of other, third parties, natural disasters, wars, revolts, civil unrest, voluntary damage, in accordance with any law or government provisions, regulations or directives, accidental failure of equipment or machinery, fire, flood, storms, pandemics, epidemics or other spread of illnesses and/or infections, or in the lack of public supply of energy and services, telecommunications and/or information technology.

Article 14) Lessons, both in person and online (synchronous and asynchronous), teaching materials and any related content (i.e., but not limited to, handouts, slides and manuals, software, trademarks, logos, signs, names, trade names, designs, models, inventions, etc.) created and prepared for the courses by NABA (by its employees and collaborators and/or licensees) ("Materials") are subject to copyright and related rights, and to industrial property rights, according to current applicable laws and regulations. Any and all Intellectual Property Rights on the Materials provided and/or made available to Students are owned and/or at full disposal of NABA and/or its licensors.

For the whole course period, and even after its completion, Students are not allowed to use the Materials for purposes which differ from and are not strictly related to the execution and the attendance of the courses object of this contract. The Materials may be used by Students only for carrying out the activities directly related to the attendance of educational services offered by NABA and may be reproduced, even in a form that is different than the one in which they were provided, only if and in the manner expressly indicated by NABA.

In the specific case of the streaming of audiovisual contents, synchronous and asynchronous, Students are authorized to perform only the transitory or accessory acts, essential and functional to the visualization on screen.

Unless otherwise indicated, the download of the Materials is prohibited. Also, it is forbidden to use the Materials, in whole or in part and in any form, for commercial purposes and for any other purpose beyond the scope of this contract.

Students undertake to observe the utmost diligence in the use of the Materials, avoiding taking, directly or indirectly, any action and/or deed that may be detrimental of Intellectual Property Rights on the Materials. Students shall promptly notify in writing NABA of any actual or potential infringement of Intellectual Property Rights on the Materials deriving from any action and/or deed of third party of which they become aware during the course period.

Any and all Intellectual Property Rights resulting from the creative and/or inventive activity related to the activities, studies, experimentation, and project design carried out by the student individually or in group within the scope of a didactic project under the guidance of NABA's professors and/or directors, and any material produced, conceived and realized by the student individually or the group itself during the academic activity (including, by way of example and not exhaustively of handouts, presentations, texts, projects or other, with the exception of the diploma thesis), will be the exclusive property and ownership of NABA and is deemed to have been definitively and free of charge assigned by the student to NABA, which

will have every right to exploit, economically utilize and dispose of it for any reason (including, by way of example and not exhaustively: advertising, promotional, internal strategy, informative or research, didactic or experimental purposes). Consequently, every right of deposit and registration of Intellectual Property Rights in national, community, international registers is reserved to NABA, without prejudice to the students' rights to be recognized as authors.

The Intellectual Property Rights of the diploma thesis, as better described in NABA's Intellectual Property Regulations, available at the following link <https://www.naba.it/it/chi-siamo/regolamento-della-proprietà-intellettuale> (in Italian language) - <https://www.naba.it/en/about-us/regulation-of-intellectual-property> (in English language), belong to the student, who is entitled, in addition to the moral rights, to the rights of economic utilization.

In case of the student's alienation of the rights of economic utilization, the student agrees to grant NABA the right of pre-emption, as regulated in Art. 5 of the Regulations.

Article 15) Contributions, fees and taxes do not include photocopying, lecture notes, colour prints and consumables for all practical exercises, or computer processing of theses, or participation in competitions and exhibitions.

Article 16) The late payment of amounts relating to taxes/academic contribution/tuition fees will incur the application of a penalty of an additional Euro 50.00 for a delay in payment of up to 30 days and Euro 500.00 for a greater delay. It is specified that in the case of arrears, the student's presences will not be registered and absences deriving from late payment will not be justified for any reason.

Article 17) In the case of late payments, NABA reserves the right to request immediately the balance of amounts outstanding, to suspend the student who is in arrears from attendance at the Course and from examinations and also to apply for the appropriate court orders to recover the sum owed including expenses, interest payable, interest on arrears, statutory taxes and other, as well as the penalty referred to in Article 16.

Article 18) The student is obliged to comply with the regulations concerning the rules of behaviour to be followed within the Academy, the rules for use of the student email account, the Academy's PCs and personal ID card, to be found in the MyNABA student reserved area in the section Academic courses > Rules and regulations. Non-compliance with these regulations may incur the application of disciplinary sanctions commensurate with the gravity and repetition of the facts ascertained, which may also involve suspension – temporary or permanent – from the Academy.

Article 19) NABA reserves the right to request compensation for any damages caused by the student to the premises and equipment. The student is obliged to use these correctly and to respect the cleanliness of the premises and the areas in common use.

Article 20) Introducing dogs or other animals into the NABA campus is prohibited.

Article 21) NABA will not act as guarantor or custodian of items left unattended or mislaid on the Academy's premises.

Article 22) First-year students on the Three-year course who have been resident for at least 3 years in a country of the European Union and who do not present the documentation relating to family income for assigning an income bracket before the start of courses, will be automatically assigned to the highest income bracket. The tax band determined for the enrolment year must be reconfirmed for subsequent years by presenting suitable documentation before 30 November. The band will remain unchanged until the entire documentation required

has been presented within the time limits imposed.

Article 23) Students enrolled in the third year of the Three-year course or in the second year of the Two-year course are obliged to pay NABA a contribution of Euro 540 for the final diploma examination and a tax to the Inland Revenue Agency for issue of the diploma parchment of Euro 90.84 (amount established subject to adjustment which may be shown in the academic diploma regulation for the academic year of registering for the final examination) within the payment time-limits as laid down. Students enrolled on a Master's course are obliged to pay NABA only the contribution of Euro 540 for the final diploma examination.

Article 24) An enrolment application by a student in possession of a foreign academic qualification is accepted on the following conditions:
a- the qualification obtained allows admission to the study courses that the student has chosen to attend in the Academy; this requirement is shown by the legalization of the higher secondary school diploma (with official translation in Italian language). In case NABA needs some closure on student's secondary school diploma, the student must provide the Certificate for the equivalence of the qualification (Statement of Comparability) issued by the Italian Enic-Naric Centre.
b- the foreign qualification has been obtained at the end of a period of schooling whose duration corresponds with the minimum laid down by the Italian ministerial provisions in force for the purposes of admission to academic studies.

A special Evaluation Commission, appointed by the Director, will check the adequacy of the legalized higher secondary school diploma. If the Evaluation Commission considers the documentation presented by the student to be inadequate, the student will be enrolled on the Diploma Programme (auditor) course for the course chosen, without the acknowledgement of academic credits and without taking the academic diploma (NABA Academic Regulations Article 21/2). The inadequacy of the foreign qualification does not represent a valid reason for unilateral withdrawal and the student's refusal to accept the enrolment on the Diploma Programme (auditor) course will have consequences and effects in accordance with Articles 5, 16 and 17.

Article 25) Enrolment on the academic course remains, in any case, conditioned by the student being in possession of all the requirements for entry and residence in Italy provided for by the laws in force with reference to the academic year to which the enrolment refers. The student acknowledges that in the period in which the study course is carried out NABA is exempt from all liability in respect of the issue and/or confirmation by the competent Authorities of a study visa and relative residence permit, which must be obtained by the student at his/her exclusive responsibility and at his/her own expense. The student also acknowledges the same in the case where he/she requests and obtains a course transfer during the enrolment period. The student acknowledges and agrees with NABA that if it is impossible, because of the reason described above, or for any other reason also beyond his or her control, to attend, or continue to attend the chosen course, NABA will be entitled to withhold, by way of reimbursement for costs and expenses it may have incurred and costs and/or compensation it may still incur, all sums paid by the student for whatever reason. In any case, this shall be without prejudice to any further losses.

If the admission procedure has not yet been started, NABA undertakes to refund the taxes already paid by the student (excluding the enrolment fee for the entrance examination) if the student is refused a visa by the competent Authorities and the student notifies NABA of this in writing, supplying as proof a declaration of refusal issued by the Italian Embassy or Consulate.

Article 26) This contract is governed and regulated by the Law of Italy and subject to Italian jurisdiction. For any dispute, the parties nominate the Milan court as the court with exclusive jurisdiction.

Place and date _____ (Student signature) _____

*For anything not expressly covered by this application with reference to the regulations governing enrolment on NABA courses, please see the "Admission Procedures for NABA three-year undergraduate courses" and "Guide to assignment of tax bands".
Reference should be made to the information contained in Article 13 of Regulation (EU) 679/16 (GDPR) explaining that the processing of data is essential for compliance with legal obligations. In order to exercise his or her rights, the data subject may apply to the Data Controller, Nuova Accademia Srl, email - privacy@naba.it I state that I have read, in addition to the information about the chosen course, Articles 1 and 2, both referring to the information and instructions regarding the right of withdrawal, the effect of the withdrawal itself as well as the methods of exercising this right.*

Place and date _____ (Student signature) _____

*According to Articles 1341 and 1342 of the Italian Civil Code, I state that I have read and specifically approved the following articles:
2) Non-refund of Pre-enrolment fee; 3) Non-activation of Course – NABA liability waiver; 4) Cancellation and/or modification of Course and its location; Deadline payment of the tuition; Withdrawal by student; Refund of pre enrolment Fee; Non-refund; Course Deferment; Payment of a fixed fee and Deadline payment of the tuition in case of Course Deferment; 5) Student's ongoing obligation to pay taxes, academic contribution and tuition fees; 6) Re-enrolment and adjustment of fees at the fixed and predetermined rate; 7) Suspension of studies and resuming student career; 8) NABA's right to establish the number of courses to be activated; 11) Verifying linguistic competence; Remedial courses; Exclusion from lessons; 13) Cases of NABA liability waiver; 14) Assignment to NABA of Intellectual Property Rights - Regulations - Right of pre-emption in favor of NABA; 15) Costs excluded from taxes, fees and contributions; 16) Penalty for late payment; 17) Recurrent arrears of student – Consequences – Suspension from attendance at courses and examinations; 21) NABA liability waiver in the case of loss and/or mislaying of student's personal property; 22) Obligation to present documentation of family income – consequences in the case of non-presentation; 23) Fee for final Diploma examination; 24) Conditions for acceptance of application from student in possession of foreign academic qualification; 25) Visa and resident permit requirements – consequences in the case of non-renewal; 26) Non activated Masters; New Academic Master programmes; 26) Law of Italy; Court of jurisdiction.*

Place and date _____ (Student signature) _____

GUARANTORS

The following have offered to act as guarantor(s) and sign in guarantee of all obligations:

STUDENT'S FATHER

Father's name and last name

Mr. _____ (Father's signature) _____

STUDENT'S MOTHER

Mother's name and last name

Mrs. _____ (Mother's signature) _____

OTHER

Name and last name

Mr./Ms _____ (Father's signature) _____

*According to Articles 1341 and 1342 of the Italian Civil Code, I state that I have read and specifically approved the following articles:
2) Non-refund of application fee; 3) Non-activation of Course – NABA liability waiver; 4) Cancellation and/or modification of Course and its location; Deadline payment of the tuition; Withdrawal by student; Refund of the Registration Fee; Non-refund; Course Deferment; Payment of a fixed fee and Deadline payment of the tuition in case of Course Deferment; 5) Student's ongoing obligation to pay taxes, academic contribution and tuition fees; 6) Re-enrolment and adjustment of fees at the fixed and predetermined rate; 7)Suspension of studies and resuming student career; 8) NABA's right to establish the number of courses to be activated; 11) Verifying linguistic competence; Remedial courses; Exclusion from lessons; 13) Cases of NABA liability waiver; 14) Assignment to NABA of Intellectual Property Rights - Regulations - Right of pre-emption in favor of NABA; 15) Costs excluded from taxes, fees and contributions; 16) Penalty for late payment; 17) Recurrent arrears of student – Consequences – Suspension from attendance at courses and examinations; 21) NABA liability waiver in the case of loss and/or mislaying of student's personal property; 22) Obligation to present documentation of family income – consequences in the case of non-presentation; 23) Fee for final Diploma examination; 24) Conditions for acceptance of application from student in possession of foreign academic qualification; 25) Visa and resident permit requirements – consequences in the case of non-renewal; 26) Non activated Masters; New Academic Master programmes; 26) Law of Italy; Court of jurisdiction.*

Guarantor Signature
