



# LINGUAVIVA

EDUCATIONAL GROUP

Florence - Milan - Siracusa - Lignano

## BOOKING GUIDE 2009

### HOW TO APPLY

Read the brochure and Booking Guide carefully and select the destination, the programme and when you wish to attend one of Linguaviva's schools. We suggest to book at least 4 weeks in advance. There are two ways to enrol at our Schools.

- You can apply through an **authorized Linguaviva Agent**. You will receive professional advice on the destination, course and accommodation best suited to your needs as well as support in completing all formalities, payment and travelling arrangements.
- You can apply **directly**, through Linguaviva **web site** where you will find all information on locations, schools, courses and services offered by our Schools. You will be able to enrol on a course using our on-line application form. Alternatively, you may enrol, sending the *Application Form* enclosed in this Booking Guide to the Admission Office of the selected school.

#### HOW TO FILL IN THE APPLICATION FORM

If you decide to use the *Application Form* in this Booking Guide, please send it to the Admission Office stating: Personal details, School location, Course type, Accommodation option (please remember to give your credit card details as guarantee /deposit for the accommodation reservation), Transfer service if requested.

#### WHERE TO SEND YOUR APPLICATION FORM

For enrolments at LINGUAVIVA in **FLORENCE, SIRACUSA** and **LIGNANO**  
Your application should be sent to:

##### Linguaviva - Florence

Admission Office  
Via Fiume 17  
50123 FIRENZE - Italia  
Tel (+39) 055 294359 - (+39) 055 280016  
Fax (+39) 055 283667  
E-mail: admissions@linguaviva.it

For enrolments at LINGUADUE in **MILAN**  
Your application should be sent to:

##### Linguadue - Milan

Admission Office  
Corso Buenos Aires 43  
20124 MILANO - Italia  
Tel (+39) 02 2951 9972  
Fax (+39) 02 2951 9973  
E-mail: admissions@linguadue.com

#### PAYMENTS

Please refer to our *Terms and Conditions* of this Booking Guide. Before we can confirm your course, we need to receive the payment of the **registration fee** of 70 Euro + **deposit** of 20% (deposit of 30% for Linguaviva Summer Course for Juniors in Lignano) of the global tuition fee along with the application form. If you are booking less than 2 weeks before the course starting date you should pay the **full tuition fee**. If you need the Certificate of enrollment to apply for a Student Visa the tuition fee must be paid in full for the entire period of study. The course must be paid in full at least 2 weeks before the beginning of your course. In case of bank transfers proof of payment should be sent to school via fax or e-mail.

#### CONFIRMATION OF BOOKING

Upon receipt of your application form and the proof of payment, the Admission Office will confirm your participation in the course. You will receive immediately:

- **Course confirmation**.
- If you need to apply for a study Visa the School will send you also a **certificate of enrolment** per fax. On request we can send you the original certificate of enrolment by express courier DHL at an extra charge.
- 2-3 weeks before course starting date you will receive an **accommodation confirmation** with a description of the room or apartment reserved for you.
- If you have required a **transfer service** the school will confirm it upon receipt of complete transfer details.



### FEES 2009

COURSES	Lessons per week <small>1 Lesson = 45 min.</small>	Duration in weeks	TUITION FEES	Starting dates 2009	<b>Included in the tuition fees</b> <ul style="list-style-type: none"> <li>• Lessons</li> <li>• Accommodation placement service</li> <li>• Full orientation upon arrival</li> <li>• Placement test</li> <li>• Academic counselling for Italian Universities, Career Schools and Vocational Programmes</li> <li>• Certificates</li> <li>• Linguaviva's examination fee</li> </ul> <b>Not included in the tuition fees</b> <ul style="list-style-type: none"> <li>• Textbooks</li> <li>• Accommodation (see below)</li> <li>• Airport transfers</li> <li>• Bank charges</li> <li>• Insurance</li> <li>• Social activities</li> </ul> <b>Italian Public Holidays</b> Lessons will not take place on the following days: 6th Jan 13th Apr 1st May 2nd June 24th June 8th Dec.
<b>Standard</b>	20	2 3 4	€ 350 € 525 € 700	We suggest all students to begin on one of the following dates; however non-Beginner students may start any Monday  5th Jan 2nd Feb 2nd Mar 30th Mar 27th Apr 25th May 22nd Jun 6th Jul 3rd Aug 31st Aug 28th Sept 26th Oct 23rd Nov	
	additional week	up to 11 weeks	€ 175		
<b>Long-Term Course - 12 weeks</b>		12 weeks	€ 1.920		
	additional week	from 12 to 23 w.	€ 160		
<b>Long-Term Course - 24 weeks</b>		24 weeks	€ 3.600		
	additional week	over 24 weeks	€ 150		
<b>Intensive</b> <span style="background-color: #4a86e8; color: white; padding: 2px;">new</span>	30	2 3 4	€ 520 € 780 € 1.040		
		additional week	€ 260		
<b>Super-Intensive</b>	20 in group + 10 individual	2 3 4	€ 1.190 € 1.785 € 2.380		
		additional week	€ 595		
<b>Italian + Cooking</b>	20 + 6	2 3 4	€ 640 € 960 € 1.280		
<b>Italian + Arts</b> (Design, Fashion, Jewellery and Photography) (a)	20 + 10	4 8 12	€ 1.450 € 2.900 € 4.170		
<b>Art History</b> (b)	6	2 3 4	€ 140 € 210 € 280		
<b>One-to-one</b>	20 30 40	min. 1	€ 840 € 1.260 € 1.680	any Monday	
<b>Cultural Programme for Seniors</b> <span style="background-color: #4a86e8; color: white; padding: 2px;">new</span>	15	2	€ 800 (c)	11th May, 1st June, 7th Sept, 21st Sept	
<b>Preparatory for University</b>	20	12	€ 2.300 (d)	25th May	
<b>Internship Programme</b> (e)		8 12 16	€ 730 € 920 € 1.110	any time	

(a) The Jewellery Programme is offered only from 27th Apr to 25th Sept. (b) Course available only for min. 4 enrolments. (c) Including Italian classes and special activity programme. (d) Textbooks are included in the fee. (e) Placement fee.

**Registration fee: € 70**, payable for all courses with the first registration, valid for 12 months and for all Linguaviva Schools.

**Deposit: 20%** of full tuition fees.

**Transfer service** from Florence airport to the accommodation: € 50 (price one way per person).

### ACCOMMODATION FEES (Prices per person)

		Weeks	Single room	Twin room	In order to reserve an accommodation the school requires the student's credit card details as guarantee/deposit for the accommodation. <b>Prices.</b> Accommodation fees indicate a minimum and maximum price range, according to the standards of the chosen accommodation. You will be informed on the exact price with the accommodation confirmation which you will receive approx. 3 weeks before the course starting date. <b>Booking.</b> Accommodation is booked from the Sunday before your course starts to the Saturday after it ends. If you have difficulty arranging flights on these days we will help you in making alternative accommodation arrangements. <b>Twin Rooms.</b> We guarantee twin room for two people coming together for the same period and the price is per person. <b>Location.</b> The accommodation is located both in the centre or in residential areas surrounding the centre at a maximum distance of 15 minutes by bus from the school. <i>For information concerning payments, deposits and cancellations please see the <b>Terms and Conditions</b>.</i>
<b>Homestay</b>	<b>Half board</b>	2	€ 510 - 560	€ 400 - 450	
		3	€ 700 - 760	€ 550 - 600	
		4	€ 900 - 960	€ 720 - 780	
	<b>Bed &amp; Breakfast</b>	2	€ 370 - 390	€ 250 - 290	
		3	€ 460 - 490	€ 330 - 360	
		4	€ 550 - 620	€ 390 - 440	
<b>Use of the kitchen</b>	2	€ 320 - 360	€ 230 - 260		
	3	€ 410 - 470	€ 310 - 350		
	4	€ 520 - 580	€ 380 - 420		
<b>Shared flat</b>	2	€ 300 - 350	€ 230 - 260		
	3	€ 400 - 460	€ 310 - 340		
	4	€ 500 - 570	€ 380 - 410		
<b>Independent flat</b> (with 1-2 beds)	2	from € 900			
	3	from € 1.100			
	4	from € 1.200			

## FEES 2009

COURSES		Lessons per week <small>1 Lesson = 45 min.</small>	Duration in weeks	TUITION FEES	Starting dates 2009	Included in the tuition fees	
Standard		20	2 3 4	€ 350 € 525 € 700	We suggest all students to begin on one of the following dates; however non-Beginner students may start any Monday		<ul style="list-style-type: none"> <li>Lessons</li> <li>Accommodation placement service</li> <li>Full orientation upon arrival</li> <li>Placement test</li> <li>Academic counselling for Italian Universities, Career Schools and Vocational Programmes</li> <li>Certificates</li> <li>Linguadue's examination fee</li> </ul>
	additional week		up to 11 weeks	€ 175			
Long-Term Course - 12 weeks			12 weeks	€ 1.920	5th Jan 6th Jul		
	additional week		from 12 to 23 w.	€ 160			
Long-Term Course - 24 weeks			24 weeks	€ 3.600	2nd Feb 3rd Aug		
	additional week		over 24 weeks	€ 150			
Intensive <span style="background-color: #0070C0; color: white; padding: 2px;">new</span>		30	2 3 4	€ 520 € 780 € 1.040	2nd Mar 31st Aug		
	additional week			€ 260			
Super-Intensive		20 in group + 10 individual	2 3 4	€ 1.190 € 1.785 € 2.380	30th Mar 28th Sept	<b>Not included in the tuition fees</b> <ul style="list-style-type: none"> <li>Textbooks</li> <li>Accommodation (see below)</li> <li>Airport transfers</li> <li>Bank charges</li> <li>Insurance</li> <li>Social activities</li> </ul>	
	additional week			€ 595			
Semi-Intensive	10	4	€ 350	27th Apr 26th Oct			
Twice-a-week	4	8	€ 300	25th May 23rd Nov			
One-to-one	General Italian	20 30 40	min. 1	€ 840 € 1.260 € 1.680	22nd Jun		
		Business Italian		10 20 30			€ 450 € 900 € 1.350
Preparatory for University	20	12	€ 2.300 (a)	any Monday	<b>Italian Public Holidays</b> Lessons will not take place on the following days: 6th Jan 13th Apr 1st May 2nd June 7th Dec 8th Dec		
Preparatory for Fashion & Design Schools	20	4	€ 750 (a)	25th May			
Preparatory for Music Conservatory	20	4	€ 750 (a)	3rd Aug 31st Aug			
Internship Programme (b)		8 12 16	€ 730 € 920 € 1.110	31st Aug	<b>Language courses are suspended</b> from 21st Dec 2009 to 3rd Jan 2010.		

(a) Textbooks and teaching material are included in the fee.

(b) Placement fee.

**Registration fee: € 70**, payable for all courses with the first registration, valid for 12 months and for all Linguaviva Schools.

**Deposit: 20%** of full tuition fees.

**Transfer service** from airports to the accommodation: **Milano Malpensa € 120, Milano Linate € 70, Orio al Serio (BG) € 120** (prices one way per person).

### ACCOMMODATION FEES (Prices per person)

		Weeks	Single room	Twin room	In order to reserve an accommodation the school requires the student's credit card details as guarantee/deposit for the accommodation. <b>Prices.</b> Accommodation fees indicate a minimum and maximum price range, according to the standards of the chosen accommodation. You will be informed on the exact price with the accommodation confirmation which you will receive approx. 3 weeks before the course starting date. <b>Booking.</b> Accommodation is booked from the Sunday before your course starts to the Saturday after it ends. If you have difficulty arranging flights on these days we will help you in making alternative accommodation arrangements. <b>Twin Rooms.</b> We guarantee twin room for two people coming together for the same period and the price is per person. <b>Location.</b> The accommodation is located in various residential areas of the city at a maximum distance of 30 minutes by public transports from the school. <i>For information concerning payments, deposits and cancellations please see the <b>Terms and Conditions.</b></i>
Homestay	Half board	2	€ 510 - 560	€ 400 - 450	
		3	€ 700 - 760	€ 550 - 600	
		4	€ 900 - 960	€ 720 - 780	
	Bed & Breakfast	2	€ 370 - 390	€ 250 - 290	
		3	€ 460 - 490	€ 330 - 360	
		4	€ 550 - 620	€ 390 - 440	
Use of the kitchen	2	€ 320 - 360	€ 230 - 260		
	3	€ 410 - 470	€ 310 - 350		
	4	€ 520 - 580	€ 380 - 420		
Shared flat	2	€ 300 - 350	€ 230 - 260		
	3	€ 400 - 460	€ 310 - 340		
	4	€ 500 - 570	€ 380 - 410		
Independent flat (1-2 beds)	4	from € 900			



# LINGUAVIVA

SIRACUSA

## SUMMER PROGRAMME

Via Roma 124 - 96100 SIRACUSA - Italia - Tel. (+39) 0931 44 92 62 - Fax (+39) 0931 44 92 59  
E-mail: admissions@linguaviva.it - www.linguaviva.it

### FEES 2009

COURSES	Lessons per week <small>1 Lesson = 45 min.</small>	Duration in weeks	TUITION FEES	Starting dates 2009	
<b>Standard</b> <i>Levels: Beginner, Elementary and Intermediate</i>	20	min. 1	€ 175 per week	We suggest all students to begin on one of the following dates:  1st Jun 15th Jun 29th Jun 13th Jul 27th Jul 10th Aug 24th Aug 7th Sept	<b>Included in the tuition fees</b> <ul style="list-style-type: none"> <li>• Lessons</li> <li>• Social activities taking place at school</li> <li>• Accommodation placement service</li> <li>• Full orientation upon arrival</li> <li>• Placement test</li> <li>• Certificates</li> <li>• Linguaviva's examination fee</li> </ul>
<b>Intensive</b> <i>Levels: Beginner, Elementary and Intermediate</i>	20 in group + 5 individual	min. 1	€ 385 per week		
<b>Super-Intensive</b> <i>Levels: Beginner, Elementary and Intermediate</i>	20 in group + 10 individual	min. 1	€ 595 per week		
<b>One-to-one (a)</b> <i>All levels</i>	10 20 30	min. 1	€ 420 € 840 € 1.260		
<b>Italian + Sicilian Cooking (b)</b>	20 + 6	min. 1	€ 325 per week		
<b>Italian + one of the following courses: (b)</b> <ul style="list-style-type: none"> <li>• History of Art &amp; Architecture</li> <li>• Archeology</li> <li>• Drawing &amp; Painting</li> <li>• Photography</li> </ul>	20 + 10	2 3 4	€ 710 € 1.065 € 1.420		

Outside these dates students may attend Linguaviva courses in Florence and Milan.

**Italian Public Holidays**  
Lessons will not take place on 2nd June.

#### Not included in the tuition fees

- Textbooks
- Materials for painting, drawing and photography courses
- Accommodation (see below)
- Airport transfers
- Bank charges
- Insurance
- Social activities outside the school

(a) One-to-one course is available all year round (b) Course available only for min. 4 enrolments.

**Registration fee: € 70** Payable for all courses with the first registration, valid for 12 months and for all Linguaviva Schools.  
**Deposit: 20%** of full tuition fees.  
**Transfer service:** from Catania airport to the accommodation in Siracusa € 70 (price one way per person).

### ACCOMMODATION FEES (Prices per person)

	Weeks	Single room	Twin room	
<b>Shared flat</b>	1	€ 200	€ 150	In order to reserve an accommodation the school requires the student's credit card details as guarantee/deposit for the accommodation.  <b>Booking.</b> Accommodation is booked from the Sunday before your course starts to the Saturday after it ends. If you have difficulty arranging flights on these days we will help you in making alternative accommodation arrangements.  <b>Twin Rooms.</b> We guarantee twin rooms for two people coming together for the same period.  <b>Location.</b> The accommodation is located in the historical centre at a walking distance from the school.  <i>For information concerning payments, deposits and cancellations please see the <b>Terms and Conditions.</b></i>
	2	€ 350	€ 250	
	3	€ 470	€ 350	
	4	€ 570	€ 450	
<b>Independent flat</b> (with 1-2 beds)	min.1	€ 300 per week		
<b>Budget Hotel</b>		from € 50 per night		



**LINGUAVIVA**  
EDUCATIONAL GROUP

## TERMS AND CONDITIONS FLORENCE - MILAN - SIRACUSA

### ENROLMENT

The student fills in the *Application Form* and sends it to the chosen school along with

- **registration fee** of € 70
- **deposit of 20%** of the global tuition fee.

For enrolments of more than one month the student must pay a deposit corresponding to the global tuition fee.

Students reserving courses **less than 2 weeks** before course starting date should send the full payment with their registration.

In the case of bank transfers, proof of payment should be sent to the school. Enrolment shall be considered valid upon receipt of a written confirmation from the school.

In order to reserve an accommodation the school requires the student's credit card details as guarantee/deposit for the accommodation.

### HOW TO PAY

The balance of the global tuition fee must be paid in full 2 weeks before course starting date. Following methods of payment for both deposit and balance are possible:

- International Bank Cheque
- Credit card
- Bank transfer to:

For enrolments at LINGUAVIVA **Florence, Siracusa and Lignano**

**Banca Nazionale del Lavoro, Agenzia 1  
Via de' Cerretani 6/N, 50123 FLORENCE**

Account name: LINGUAVIVA srl

Account number: **12**

IBAN: **IT 79M0100502801000000000012**

Swift: **BNLI IT RR**

For enrolments at LINGUADUE **Milan**

**Intesa San Paolo Spa, Agenzia 3977  
Via Petrella 2, 20124 MILAN**

Account name: LINGUAVIVA srl

Account number: **000634320375**

IBAN: **IT 29 T0306909443000634320375**

Swift: **BCIT IT MM**

In case of bank transfers please indicate for whom the payment is being made by stating the student's name and the starting date of the course. Bank charges are to be met by the student.

### ACCOMMODATION

The school acts as intermediary between students and owners/families.

Accommodation fees are to be paid by the student in cash directly to the owner upon arrival and at the start of each successive course for long-term stays.

#### Before arrival

When enrolling the student must give the credit card details as guarantee/deposit for the accommodation reservation.

After the student has received the accommodation confirmation the school could charge:

€ 100 for homestay and shared flat, **30%** of the rent for independent flat in case of

- **change of booking**, if communicated less than 2 weeks prior to the arrival date
- **change of dates** for delayed arrival of 1 or more weeks, if communicated less than 2 weeks prior to the arrival date
- **cancellation of accommodation**, if communicated less than 2 weeks prior to the arrival date
- **non arrival** or no show in the reserved accommodation

#### After arrival

Students must pay the accommodation fees as communicated by the school and a **damages caution** of € 100 for homestay and shared flat or **30%** of the rent for independent flat to the owner. This caution will be refunded at the end of the stay if no damage is caused.

#### Leaving earlier or changing accommodation

Students who wish to leave their accommodation before the end of the reserved period must give the owner 2 weeks notice. There will be no refund for this period.

Students will be charged for the 2 week period if not previously paid.

### COURSE CANCELLATIONS

Cancellations must be communicated in writing.

#### Before the beginning of the course

**Registration fee and deposit of the global tuition fee are not refundable.**

#### After the beginning of the course

If a cancellation is made after the course has started the school will retain the entire tuition fee, even if the period of study is more than one month.

If the course is longer than 4 weeks students may apply for a credit for the unused part of the course. A voucher will be issued for the unattended period and will be valid for 12 months after the date of issue.

If the student decides not to attend classes or to shorten the course, he/she is not entitled to any refund.

Deposits, fees and course credits are not transferable to another person.

### STUDENT VISA

In order to receive a study visa students must be enrolled in a course of at least 20 hours of lessons per week. According to the Italian law the global tuition fee must be pre-paid in full for the entire period of study.

If students wish to have the original certificate of enrolment sent by express courier DHL this cost is to be paid by the student.

Students who do not get the visa to enter Italy must notify the school in writing before the course starting date showing proof of rejection from the Italian Embassy. In this case they are entitled to a complete refund less the Registration Fee of € 70. Once the student has arrived in Italy and intends to shorten the period of stay by cancelling a course that has already begun, the school will retain the global tuition fee for the period of study for which the certificate of enrolment was issued.

### TRANSFER SERVICE

All information concerning airport of arrival, flight details and arrival time should be communicated to the school with the enrolment or at the latest 2 weeks before arrival date. With the confirmation the school will send all the relevant information concerning the airport transfer service.

### COURSE CHANGES

If the request to change type of course is made less than 15 days before the course begins, students will be given a credit for the tuition fees for the new course or period chosen and they will pay € 150 administrative charge for the requested change.

It is not possible to make changes after the course has begun. On no account can the tuition fee paid be transferred to individual classes.

### PARTICIPANTS

In the event of insufficient applications for a course, the school reserves the right to offer an alternative course of equal value.

A minimum of 6 students is required for all courses.

### PUBLIC HOLIDAYS

No lessons will take place on public holidays as indicated on the Fees sheet. No refund will be made or extra lessons held for these days.

### PERSONAL DATA

The student authorizes the school Linguaviva/Linguadue to use his/her personal data in accordance with the current Italian law (n° 196/2003) which foresees also that this information will be kept in archival form. The student authorizes Linguaviva/Linguadue also to send, periodically, information and promotional material about the school and the course offered. The student may request at any moment that all of this information is deleted.

### RESPONSIBILITY

The school is not liable for any loss of property on the premises.

### INSURANCE

Students are advised to take out medical and personal insurance before leaving their home country and to insure themselves against loss of fees through non-arrival, absence for any reason, or unforeseen termination of their courses.

## FEES 2009

	Lessons per week 1 Lesson = 45 min	Duration in weeks	Global Fee	Starting dates 2009	The Fee includes
<b>Residential Italian Courses with sports and leisure activities</b>	20	2	€ 1.400	28th June, 12th July, 19th July (a)  a) Course duration: 2 weeks Last day of departure: 1st Aug	<b>Full board accommodation:</b> in triple rooms with private bathroom from the Sunday of course beginning through to the Sunday of course end. <b>Teaching programme:</b> 20 lessons per week and teaching material. <b>Sport &amp; leisure activities:</b> use of sporting facilities, private beach, daily participation in afternoon and evening leisure activities. <b>Excursions:</b> once a week. <b>Laundry service:</b> once a week <b>Safety and care:</b> each organized activity is attended by our staff. <b>Insurance:</b> each student is insured against accidents and unintentional damages caused to others.
		3	€ 2.100		
		4	€ 2.800		
		<b>Registration Fee: € 70</b> <b>Deposit: 30%</b> of the global fee. <b>Transfer Service:</b> on request, only on the day of course beginning and course end. From <b>Venice</b> airport: € 150 per person round trip. From <b>Trieste</b> airport: € 130 per person round trip. From <b>Treviso</b> airport (Ryanair flights): € 190 per person round trip. From <b>Latisana</b> railway station: € 70 per person round trip.			

## TERMS AND CONDITIONS

### Arrivals and departures

Students should arrive on Sunday, in time for the orientation and the entry test, and leave on Sunday after course end.

### Enrolment

The student fills in the *Application Form* and sends it to Linguaviva Admission Office in Florence, at least 4 weeks before the beginning of the course. Proof of payment of the deposit of 30% of the fee should be sent with the application form. Enrolment is considered valid upon receipt of written confirmation from the school.

### Payment

The registration fee and the global fee must be paid in full at least 2 weeks before the beginning of the course by Bank Transfer to:

**Banca Nazionale del Lavoro**  
**Agenzia 1, Via de' Cerretani 6/N**  
**50123 FLORENCE**

Account name: LINGUAVIVA

Account number: 12

IBAN: **IT 79M0100502801000000000012**

Swift: **BNLI IT RR**

We sometimes experience delays in the receipt of fees, therefore it is important to fax to Linguaviva copy of the bank's advice. Please indicate for whom the payment is being made by stating the student's name and the course starting and finishing dates. Bank charges are to be met by the student.

### Residential Accommodation

The students will be hosted in triple rooms with private bathroom with other students of the same sex and age. We ask you to tell us beforehand if they prefer to be lodged with friends. The student will be expected to make his/her own bed, help to keep the room tidy,

and leave bathroom, shower and toilets clean for other users. We provide 3 hot meals everyday, except when students are going on a full day excursion, when they will be provided with a packed lunch.

### Cancellations

#### **Before the beginning of the course**

Cancellations must be communicated in writing.

#### **Deposits are not refundable.**

#### **After the beginning of the course**

- If a cancellation is made after the course has started, the full tuition fee is not refunded.
- If the student decides not to attend classes or to shorten the course, he/she is not entitled to any refund.

Deposits and fees are not transferable to another person.

### Course changes

If a change to the starting date of the course is required, the student must notify the registration office at least 30 days before the beginning of the course.

### Course variation or cancellation

Programmes are subject to alteration, rearrangement or change in the event of unsuitable conditions beyond our control. The school reserves the right to cancel a course if the minimum number of students is not reached.

### Medical Services

We strongly recommend the student to be provided with all necessary documents in order to benefit from free of charge hospital admission in case of emergency, and to state if he/she suffers from any chronic illness, allergy or dietary problem.

### Responsibility and insurance

The school is not liable for the loss of student's property on the centre's premises. Students are advised, before leaving their home country, to insure themselves against loss of fees through cancellation, non-arrival, absence for any reason, unforeseen termination of their courses, travel and repatriation.

### Permission to take out the Student

If a relative or friend wishes to take out the student for a day or a weekend, it is essential that you indicate the name of the person when enrolling. In this occasion the person will be responsible for the student's safety and conduct.

### Conduct and Discipline

The student is expected to observe certain rules of conduct based on mostly accepted standards of courtesy and consideration for others. Smoking is not allowed in any area of the Centre. Students must not drink alcohol and must not possess or use illegal drugs

We shall notify parents of any serious contravention of discipline, including non-attendance or disturbance of classes. We may, as a last resort, ask parents to withdraw any child who continually disrupts the course or refuses to comply with normal standards of behaviour. In such circumstances there will be no refund of fees, and any additional cost incurred will be passed to parents for settlement.

### Validity of terms and conditions

These General Conditions, together with the Programme details, form the basis of any contract between parent and the School, which contract is subject to Italian laws.

## APPLICATION FORM

Please complete this form and send it to the Admission Office

### PERSONAL DETAILS

Family Name \_\_\_\_\_ First Name \_\_\_\_\_  M  F

Date and place of birth \_\_\_\_\_

Home address \_\_\_\_\_

Private Tel. \_\_\_\_\_ Office Tel. \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Nationality \_\_\_\_\_

Mother tongue \_\_\_\_\_ Profession \_\_\_\_\_

Name of emergency contact \_\_\_\_\_

Tel. \_\_\_\_\_ E-mail \_\_\_\_\_ Fax \_\_\_\_\_

### LOCATION

Please state the location of the school you wish to attend:

- FLORENCE       MILAN       SIRACUSA - Sicily       LIGNANO - Summer school for Juniors

### COURSE OPTION

Please state the Course/s you wish to attend:\*

				Payment details
_____	Starting date	N° of weeks	Tuition Fee	
_____	Starting date	N° of weeks	Tuition Fee	
_____	Starting date	N° of weeks	Tuition Fee	
_____	Starting date	N° of weeks	Tuition Fee	
Total Tuition Fees				
Deposit				
Registration Fee				€ 70
<b>Total payment enclosed</b>				

\* For Arts Programme please state one of the following courses:  
*Fashion Design, Interior Design, Photography, Painting and Jewellery (from 27th Apr to 25th Sept)*

\* For One-to-One courses please state the number of lessons per week.

### Knowledge of Italian

- none       some       average       good       very good

### How did you hear about the school?

### TRANSFER SERVICE

Please check your arrival location, prices are one way per person:

- FLORENCE**  Florence airport € 50  
**MILAN**  Malpensa airport € 120  
 Linate airport € 70  
 Orio al Serio airport € 120  
**SIRACUSA**  Catania airport € 70

Please check your arrival location, prices are round trip per person:

- LIGNANO**  Venice airport € 150  
 Trieste airport € 130  
 Treviso airport € 190  
 Latisana railway station € 70

Please fill in the section below:

	date	time	flight N°	Airline	from
Arrival					
Departure					to

## ACCOMMODATION IN FLORENCE, MILAN AND SIRACUSA

If you have selected a Programme in **Florence, Milan** or **Siracusa**, please check your choice of accommodation:

- Homestay**       Half Board       **Shared flat**  
 Bed & Breakfast  
 Use of the kitchen
- Independent flat**       Studio       **Apartment Hotel** (prices on request)       Studio  
 Two rooms       Two rooms
- Budget Hotel**       **Hotel** (Category \_\_\_\_\_ )
- Single room       Twin room (with \_\_\_\_\_ )       Smoker       Non smoker

Please state if you suffer from any illnesses, allergies, dietary problems, if you take any medicine regularly and if you prefer not to have accommodation with pets.

### Credit card details as guarantee / deposit for accommodation

Please check your Credit Card       Eurocard/Mastercard       Visa       American Express

Credit Cardholder's Name \_\_\_\_\_ Credit Card Number \_\_\_\_\_

Security Code \_\_\_\_\_ Expiry Date \_\_\_\_\_

Please charge the amount of **€ 100** as guarantee / deposit for **homestay** and **shared flat**

Please charge the amount of **30%** of the rent as guarantee / deposit for **independent flat**

Date \_\_\_\_\_ Credit Cardholder's Signature \_\_\_\_\_

## ACCOMMODATION IN LIGNANO

If you have selected the **Summer School for Juniors in Lignano**, this is a residential programme with full board accommodation.

Please fill the name of friend you want to share the room with

Please state if you suffer from any illnesses, allergies, dietary problems, if you take any medicine regularly.

## PAYMENT

I have paid the amount of (see *Payment details* section above):

by means of:  International Bank Cheque       Credit Card       Bank Transfer (incl. transfer cost)

**Enclosed please find: • proof of payment • 2 passport sized photos**

I authorize the School to use my personal data in accordance with the current Italian law which foresees keeping this information in archival form.

I have read and I accept the **Terms and Conditions**.

Place/date \_\_\_\_\_ Signature (of the parents for minors) \_\_\_\_\_

