



LINGUAVIVA

EDUCATIONAL GROUP

FLORENCE - MILAN - LIGNANO

2022

BOOKING GUIDE



International Association
of Language Centres



ASSOCIAZIONE SCUOLE DI ITALIANO
CON STRUMENTI TECNICI



PLIDA

L'Italiano scritto. Parlatelo. Certificato.

HOW TO APPLY

Read the brochure and Booking Guide carefully and select the destination, the programme and the starting date 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 the formalities, payment and travelling arrangements.
- You can apply **directly**, through Linguaviva **web site** (www.linguavivagroup.com) where you will find all information on locations, schools, courses and services offered by our Schools. You may assess your Italian knowledge through our on-line Italian level test. You may enrol on a course using our on-line application form.
Alternatively, you may send 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 for the accommodation reservation), Transfer service if requested.

WHERE TO SEND YOUR APPLICATION FORM

For enrolments at LINGUAVIVA in **FLORENCE** 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
Via Valenza, 5
20144 MILANO - Italia
Tel (+39) 02 2951 9972
(+39) 02 2940 3544
Fax (+39) 02 2951 9973
E-mail: admissions@linguadue.com

PAYMENT

Please refer to our *Terms and Conditions* of this Booking Guide.

In order to confirm your course, along with the application form, we need to receive the payment of the **registration fee of 80 Euro + deposit of 20% for Linguaviva in Florence and Linguadue in Milan, deposit of 30% for Linguaviva Summer Course for Juniors in Lignano**, of the global tuition fee.

If you book less than 2 weeks before the course starting date you should pay the **full tuition fee**.
If you need the Certificate of enrolment 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 payment, the Admission Office will immediately send you the **Course confirmation**.

- If you need to apply for a study Visa the School will send you also a **certificate of enrolment**.
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 2022 | | | | FLORENCE | | |
|--|--|--|------------------------|--|--|---------------------------|
| COURSES | Duration | Lessons 1 Lesson = 45 min | TUITION FEES | Starting Dates 2022 | INCLUDED in the tuition fees | |
| Standard 20 lessons per week | 2 weeks | 40 | € 370 | We suggest all students to begin on one of the following dates; however non-Beginner students only for language courses may start any Monday | <ul style="list-style-type: none"> • Lessons • Accommodation placement service • Full orientation upon arrival • Placement test • Academic counselling for Italian Universities, Career Schools and Vocational Programmes • Certificates • Linguaviva's examination fee | |
| | 3 weeks | 60 | € 555 | | | |
| 4 weeks | 80 | € 740 | | | | |
| additional week up to 11 weeks | | | € 185 | | | |
| Long Term Standard 20 lessons per week | 12 weeks | | € 1.890 | | | |
| | additional week from 12 to 23 w. | | € 155 | | | |
| | 24 weeks | | € 3.550 | | | |
| additional week over 24 weeks | | | € 145 | | | 10 th January |
| Intensive 30 lessons per week | 2 weeks | 60 | € 560 | | | 7 th February |
| | 3 weeks | 90 | € 840 | | | 7 th March |
| | 4 weeks | 120 | € 1.120 | 4 th April | | |
| | additional week | | | € 280 | 2 nd May | |
| Super Intensive 30 lessons per week (20 in group + 10 One-to-One per week) | 2 weeks | 60 | € 1.290 | 30 th May | | |
| | 3 weeks | 90 | € 1.935 | 27 th June | | |
| | 4 weeks | 120 | € 2.580 | 25 th July | | |
| | additional week | | | € 645 | 22 nd August | |
| Italian + Cooking 20 + 6 lessons per week | 2 weeks | 40 + 12 | € 880 | 19 th September | | |
| | 3 weeks | 60 + 18 | € 1.320 | | | |
| | 4 weeks | 80 + 24 | € 1.760 | | | |
| Art History ^(a) To be combined with Standard Course. Start course dates are binding. | 2 weeks | 15 | € 200 | 17 th October | | |
| | Italian + Arts • Interior Design • Fashion • Photography • Painting | Monthly Programme ^(a) 20+8 lessons per week | Min. 4 weeks | 80 + 32 | € 1.490 | 14 th November |
| Semester Programme 20+12 lessons per week | | 16 weeks | 320 + 180 | € 5.300 | Spring: From 10 th Jan to 29 th Apr Fall: From 22 nd Aug to 16 th Dec | |
| One-to-One | Min. 1 week | 20 | € 920 | Any Monday | | |
| | | 30 | € 1.380 | | | |
| | | 40 | € 1.840 | | | |
| Cultural Programme for Seniors ^(a) | 2 weeks | 36 + activities | € 870 ^(b) | 16 th May, 5 th September | | |
| Foundation Programme for Italian University (In Italian) Medicine, Veterinary | 31 weeks | 850 | € 7.500 ^(c) | From 10 th Jan to 12 th Aug | | |
| Summer Preparatory Course for Italian University (In Italian) Medicine, Veterinary | 11 weeks | 330 | € 3.500 ^(c) | From 30 th May to 12 th Aug | | |
| Internship Programme ^(d) | 8 weeks | | € 880 | Any time | | |
| | 12 weeks | | € 980 | | | |
| | 16 weeks | | € 1.080 | | | |

(a) Course available only for min. 3 enrolments. (b) Including Italian lessons and special activity programme. (c) Teaching material included.

(d) Placement fee includes: selection of company, placement, monitoring, insurances, certificates. During the month of August internship placements are not available.

Registration fee: € 80, 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.

| STANDARD ACCOMMODATION FEES (Prices per person) | | | |
|---|---------------------|----------------------|-----------|
| | | Single Room | Twin Room |
| Homestay Half Board | 2 weeks | € 560 | € 440 |
| | additional week | € 280 | € 220 |
| Homestay Bed & Breakfast | 2 weeks | € 360 | € 270 |
| | additional week | € 180 | € 135 |
| Shared Flat (self catering) Min. age 18 | 2 weeks | € 320 | € 250 |
| | additional week | € 160 | € 125 |
| Superior Student Residence Min. age 18 | Min. 2 weeks | from approx. € 1.200 | |
| Independent Flat (1 - 2 beds) Min. age 18 | from € 500 per week | | |

To reserve an accommodation, the school requires the student's credit card details as guarantee for the accommodation.
Booking. 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.
Minors. Can be only booked in homestay accommodation with half board.
Twin Rooms. We guarantee twin room for two people coming together for the same period and the price is per person.
Location. 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.
Independent flat. In Florence independent flats are managed by selected estate agencies specialized in offering housing services to international students. Please ask for the agency's website to find more details and reserve directly the accommodation.
Student Residence. Reservation for the Superior Student Residence in Florence should be made directly through the website: www.thestudenthotel.com/florence
For information concerning payments, deposits and cancellations please see the Terms and Conditions.

FEES 2022

MILAN

| COURSES | Duration | Lessons 1 Lesson = 45 min | TUITION FEES | Starting Dates 2022 | INCLUDED in the tuition fees |
|---|----------------------------------|------------------------------|------------------------|---|--|
| Standard 20 lessons per week | 2 weeks | 40 | € 370 | We suggest all students to begin on one of the following dates; however non-Beginner students only for language courses may start any Monday 10 th January 7 th February 7 th March 4 th April 2 nd May 30 th May 27 th June 25 th July 22 nd August 19 th September 17 th October 14 th November | <ul style="list-style-type: none"> • Lessons • Accommodation placement service • Full orientation upon arrival • Placement test • Academic counselling for Italian Universities, Career Schools and Vocational Programmes • Certificates • Linguaviva's examination fee |
| | 3 weeks | 60 | € 555 | | |
| 4 weeks | 80 | € 740 | | | |
| additional week up to 11 weeks | | | € 185 | | |
| Long Term Standard 20 lessons per week | 12 weeks | | € 1.890 | | |
| | additional week from 12 to 23 w. | | € 155 | | |
| | 24 weeks | | € 3.550 | | |
| additional week over 24 weeks | | | € 145 | | |
| Intensive 30 lessons per week | 2 weeks | 60 | € 560 | | |
| | 3 weeks | 90 | € 840 | | |
| | 4 weeks | 120 | € 1.120 | | |
| additional week | | | € 280 | | |
| Super Intensive 30 lessons per week (20 in group + 10 One-to-One per week) | 2 weeks | 60 | € 1.290 | | |
| | 3 weeks | 90 | € 1.935 | | |
| | 4 weeks | 120 | € 2.580 | | |
| additional week | | | € 645 | | |
| Italian + Fashion & Interior Design ^(a) 20 + 8 lessons per week | 4 weeks | 80 + 32 | € 1.490 | | |
| One-to-One | Min. 1 week | 20 | € 920 | Any Monday | Italian Public Holidays 2022 Lessons will not take place on the following days: 18 th April 25 th April 2 nd June 15 th August 1 st November 8 th December |
| | | 30 | € 1.380 | | |
| | | 40 | € 1.840 | | |
| Experience Milan ^(a) 20 lessons per week + activities | 1 week | 20 + activities | € 500 | 11 th Apr, 2 nd May, 23 rd May 5 th Sep, 19 th Sep, 17 th Oct | |
| Preparation for PLIDA Exam To be combined with Standard Course | Min. 2 weeks | 20 | € 185 | 7 th Mar, 2 nd May, 27 th Jun, 17 th Oct | |
| Foundation Programme for Italian University (In Italian) Architecture, Engineering, Design | 26 weeks | 780 | € 6.900 ^(b) | From 10 th Jan to 8 th Jul | |
| Summer Preparatory Course for Italian University (In Italian) Architecture, Engineering, Design | 10 weeks | 300 | € 3.180 ^(b) | From 2 nd May to 8 th Jul | |
| Short Preparatory Course for Italian University (In Italian) Architecture, Engineering, Design | 6 weeks | 180 | € 2.250 ^(b) | From 30 th May to 8 th Jul | |
| Online Prep. Course for Architecture In English | 16 weeks | 120 | € 1.500 ^(b) | From 7 th Mar to 24 th Jun | |
| Short Prep. Course for Architecture In English | 4 weeks | 120 | € 1.500 ^(b) | From 27 th Jun to 22 nd Jul | |
| Online Prep. Course for Medicine In English - IMAT | 16 weeks | 180 | € 2.250 ^(b) | From 26 th Apr to 12 th Aug | |
| Short Prep. Course for Medicine In English - IMAT | 6 weeks | 180 | € 2.250 ^(b) | From 4 th Jul to 12 th Aug | |

Internship programme available on request - (a) Course available only for min. 3 enrolments. (b) It includes teaching material.

Registration fee: € 80, 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 the airports to the accommodation: Milano Malpensa € 120, Orio al Serio (Bergamo) € 130, Milano Linate € 80.

STANDARD ACCOMMODATION FEES (Prices per person)

| | | Single Room | Twin Room | |
|---|----------------------------|----------------|----------------|---|
| Homestay Half Board | 2 weeks additional week | € 560 € 280 | € 440 € 220 | To reserve an accommodation, the school requires the student's credit card details as guarantee for the accommodation. Booking. 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. Minors can be only booked in homestay accommodation with half board Single room with private bathroom available upon request at an extra weekly charge. Twin room accommodation can be arranged on request for students travelling together. Location. The accommodation is located in various residential areas of the city at a maximum distance of 30 minutes by public transports from the school. Independent flat. In Milan independent flats are managed by selected real estate agencies specialized in offering housing services to international students. Please ask for the agency's website to find more details and reserve directly the accommodation. Student Residence. Fees include: single room with private bathroom, weekly room cleaning and change bed linen and towels, WIFI internet access. Fees do not include: breakfast and meals, kitchen utensils. For information concerning payments, deposits and cancellations please see the Terms and Conditions. |
| Homestay Bed & Breakfast | 2 weeks additional week | € 360 € 180 | € 270 € 135 | |
| Shared Flat (self catering) Min. age 18 | 2 weeks additional week | € 320 € 160 | € 250 € 125 | |
| Student Residence (self cater.) Min. age 18 | Min. 2 weeks | from € 460 | | |
| Independent Flat (1 - 2 beds) Min. age 18 | from € 550 per week | | | |

TERMS AND CONDITIONS FLORENCE - MILAN

ENROLMENT

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

- **registration fee of € 80**
- **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 by the school.

In order to reserve an accommodation the school requires the student's credit card details as guarantee 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 (Mastercard and Visa)
- Bank transfer to:

For enrolments at LINGUAVIVA **Florence**

Banca Intesa San Paolo
Via Nazionale 93/95, 50123 FLORENCE

Account name: LINGUAVIVA srl
Account number: **100000000803**
IBAN: **IT 27 P030 6902 9041 0000 0000 803**
Swift: **BCIT IT MM**

For enrolments at LINGUADUE **Milan**

Intesa San Paolo Spa, Agenzia 2109
Corso Buenos Aires 92, 20124 MILAN

Account name: LINGUAVIVA srl
Account number: **1000 / 00014204**
IBAN: **IT 37 T030 6909 4651 0000 0014 204**
Swift: **BCIT IT MM**

In case of bank transfers please indicate for whom the payment is being made by clearly stating the student's name and the starting date of the course.

Payment must be received in full. Students are liable for all bank charges and will be billed for such charges on first day if necessary.

HOURS OF CLASSES

Each academic hour / lesson is of 45 minutes

ACCOMMODATION

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

Credit card

When reserving an accommodation through the school, students will be asked to give the credit card details as guarantee for the reservation. Once the student has received the accommodation details, the School is authorized to charge

€ 100 for homestay or shared flats

only in the event of:

- **change of booking**, 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

Student Residence in Milan To reserve student residence accommodation in Milan credit card details are mandatory.

Student Residence in Florence Reservation for the Superior Student Residence in Florence should be made directly through the website: www.thestudenthotel.com/florence.

In case of Visa refusal, no cancellation fees are due for the reserved accommodation.

Accommodation Payment

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.

Accommodation fees can be paid in full and in advance also through an authorized Linguaviva educational agency.

Damages caution

Upon arrival students must pay in cash directly to the landlord or homestay family a **damages caution of € 100** for homestay and shared flat. This caution will be refunded at the end of the stay if no damage is caused in the accommodation reserved for the students.

Independent flat and Shared flat (in Milan)

Independent apartments and some shared flats in Milan are managed by selected estate agencies specialized in offering housing services to international students. On request the school will be happy to provide all the details to contact the real estate agency. Students or Educational agencies should make the reservations directly with the real estate agency.

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.

In case students leave immediately, they have to pay 2 weeks rent.

MINIMUM AGE

The minimum age to be a student at Linguaviva in Florence is 16.

The minimum age to be a student at Linguadue in Milan is 18.

UNDER 18S

Minors are hosted in homestay accommodation with half board. Parents or guardians of under 18s must send the school a completed "parental consent form" before the student arrives in the school and must abide by the curfew set by the school and homestay provider. Please note that normally 16/17 year old students are not supervised except in lessons and during social activities organized by the school.

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.

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. It is not possible to make changes after the course has begun.

On no account paid tuition fees can be transferred to individual classes.

PARTICIPANTS

A **minimum of 6 students** is required for all courses. For general language courses the maximum group size is 14 participants. In the event of insufficient applications for a course, the school reserves the right to offer an alternative course of equal value.

STUDENT VISA

In order to receive a study visa, students must be enrolled in a course of at least 20 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 € 80 + administrative expenses. 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. The school will send the confirmation and any relevant information concerning the airport transfer service.

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 European privacy law (UE 679/2016) which foresees also that this information will be kept in secure archival form. We collect or store personal information in the context of managing bookings and directly related products. The student authorizes Linguaviva/Linguadue also to send, periodically, information and promotional material about the school and the courses offered. The student may request at any moment that all this information is deleted.

USE OF PHOTOS AND COMMENTS

Permission is given for the use of student comments or testimonials and photographs/images of students in the official promotional material for Linguaviva by the student or their parents or legal guardian with acceptance of these terms and conditions.

QUERIES AND COMPLAINTS

Students should bring any problems to the school attention immediately in order to receive all the assistance and help needed to resolve any issues arising during the stay at school. We do not accept retrospective complaints or queries.

SPECIAL LEARNING NEEDS AND PHYSICAL DISABILITY

Please consult the school well in advance if you have special learning needs. Our schools are not accessible for wheelchair users or those who have difficulties using stairs. Generally, all the courses are not suitable for those with complete visual or hearing impairment.

CONDUCT

Students are expected to observe a behaviour based on mostly accepted standards of courtesy and consideration for others. In a multi-national environment it is vital to respect cultural, racial and religious differences.

RESPONSIBILITY

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

Linguaviva is not liable for loss of tuition or other services due to factors outside our control (*force majeure*). Refunds will not be made under these circumstances

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.

LIGNANO

| | Duration | Lessons 1 Lesson = 45 min | GLOBAL FEE | Starting Dates 2022 | The Fee includes |
|--|----------|------------------------------|------------|--|---|
| Residential Italian Courses with sports and leisure activities 20 lessons per week | 2 weeks | 40 | € 1.740 | 3 rd July 10 th July | Italian language tuition. Full board accommodation: Student Residence in rooms with 3 - 4 beds and private bathroom. Accommodation available from the Sunday of course beginning through to the Sunday of course end. Activities: sport & leisure activities, use of sporting facilities, private beach, daily participation in afternoon and evening activities. Excursions: full day trip once a week. Transfer Service: from Venice or Trieste airport and Latisana railway station. Roundtrip transfers, only on the day of course beginning and course end. Safety and care: each organized activity is attended by our staff. Insurance: each student is insured against accidents and unintentional damages caused to others. |
| | 3 weeks | 60 | € 2.560 | 17 th July ^(a) | |
| | 4 weeks | 80 | € 3.380 | (a) Course duration: 2 weeks Last day of departure: July 30 th | |

FLORENCE

| | Duration | Lessons 1 Lesson = 45 min | GLOBAL FEE | Starting Dates 2022 | The Fee includes |
|--|----------|------------------------------|------------|--|---|
| Italian Courses with creative, cultural and leisure activities 20 lessons per week | 2 weeks | 40 | € 1.540 | 26 th June 10 th July | Italian language tuition. Full board accommodation: Homestay in twin rooms. Single rooms available upon request for the additional cost of +70€ per week. Accommodation available from the Sunday of course beginning through to the Saturday of course end. Activities: cultural guided tours, outdoor leisure activities, Art & Cooking classes, daily participation in afternoon and evening activities. Excursions: full day trip once a week. Transfer Service: roundtrip from Florence airport and Florence railway station. Safety and care: each organized activity is attended by our staff. Insurance: each student is insured against accidents and unintentional damages caused to others. |
| | 3 weeks | 60 | € 2.260 | 24 th July 7 th August | |
| | 4 weeks | 80 | € 2.980 | 21 st August ^(a) (a) Course duration: 2 weeks | |

TERMS AND CONDITIONS

AGE

Summer programmes in Lignano and Florence are suitable for students aged 14-17.

ENROLMENT

The student fills in the Application Form and sends it to Linguaviva Admission Office in Florence along with,

- registration fee of € 80
- deposit of 30% of the global fee.

Proof of payment should be sent with the application form at least 4 weeks before the beginning of the course. Enrolment is considered valid upon receipt of written confirmation by the school.

PAYMENT

The balance of the global fee must be paid in full 2 weeks before course starting date.

The acceptance of the student at the Summer Programme is subject to this payment. Following methods of payment for both deposit and balance are possible:

- Credit Card (Mastercard or Visa)
- Bank transfer to:

Banca Intesa San Paolo

Via Nazionale 93/95, 50123 FLORENCE

Account name: LINGUAVIVA srl

Account number: 10000000803

IBAN: IT 27 P030 6902 9041 0000 0000 803

Swift: BCIT IT MM

We sometimes experience delays in the receipt of payments, therefore it is important to fax a copy of the bank's advice to Linguaviva.

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 IN LIGNANO

The students will be hosted in rooms with 3-4 beds and private bathroom with other students of the same sex and age. We ask you to inform us in advance, if they prefer to be lodged with friends.

We provide 3 hot meals every day, except when students are going on a full day excursion, when they will be provided with a packed lunch.

HOMESTAY ACCOMMODATION IN FLORENCE

Students will be hosted in homestay families in single or twin rooms with full board. We ask you to inform us in advance if they wish to share the room with friends. We provide 3 meals every day. During the week lunch will be provided by the school.

CANCELLATIONS

Cancellations must be communicated in writing. The registration fee and the deposit of 30% are not refundable nor are they transferable to another person. If a cancellation is made less than 1 week before the programme starts, the whole tuition fee is forfeited. If the student decides not to attend classes or to shorten the course, he/she is not entitled to any refund.

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 IN LIGNANO

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.

PERMISSION TO GO OUT IN THE EVENING IN FLORENCE

Parents written permission is required if students wish to go out in the evening and on what time students should return to the homestay.

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.

PERSONAL DATA

We collect or store personal information about children under the age of 18 in the context of managing bookings and directly related products, and for safeguarding purposes. Permission is obtained directly from a legal adult guardian to collect this information through our Parental Consent Form. We request special category data relating to the health of the child and by signing the application form, parents/guardians agree to inform us of any condition, including allergies, that could affect the child or his/her medical treatment.

USE OF PHOTOS AND COMMENTS

Permission is given for the use of student comments or testimonials and photographs/images of students in the official promotional material for Linguaviva by the student or their parents or legal guardian with acceptance of these terms and conditions. If parents/legal guardian do not wish us to use these images, please inform the school in writing on or before students' arrival at the school.

VALIDITY OF TERMS AND CONDITIONS

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

APPLICATION FORM

Please complete this form and send it to the Admission Office

PERSONAL DETAILS Please write in block letters | * Mandatory Information

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
 SUMMER SCHOOL FOR JUNIORS
 Lignano
 Florence

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 |
| | | | | € 80 |
| | | | | Total payment enclosed |

* For Arts Programme please state one of the following courses:
Interior Design, Fashion, Photography and Painting

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

Knowledge of Italian

- beginner (A1)
 elementary (A2)
 intermediate (B1)
 advanced (B2)
 proficient (C1)

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
 Orio al Serio airport € 130
SUMMER SCHOOL FOR JUNIORS Linate airport € 80
 Lignano or Florence included in the global fee

Please fill in the section below:

| Arrival | date | time | flight N° | Airline | from |
|-----------|------|------|-----------|---------|------|
| Departure | | | | | to |

ACCOMMODATION IN FLORENCE AND MILAN

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

Homestay

Half Board

Shared flat

Bed & Breakfast

Use of the kitchen (Milan)

Independent flat

Studio

Student Residence (Milan)

Shared bathroom

Two rooms

Private bathroom

Student Residence (Florence)

Reservation for the Superior Student Residence in Florence should be made directly through the website: www.thestudenthotel.com/florence

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 for accommodation

Please check your Credit Card

Eurocard/Mastercard

Visa

Credit Cardholder's Name

Credit Card Number

Security Code

Expiry Date

We authorize the School to charge the amount of **€ 100** as guarantee for **homestay** and **shared flat**

Date

Credit Cardholder's Signature

ACCOMMODATION FOR SUMMER SCHOOL FOR JUNIORS

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

If you have selected the **Summer School for Juniors in Florence**, this is a homestay accommodation with full board

Please give the name of the 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: Credit Card Bank Transfer (incl. transfer cost)

Enclosed please find: • proof of payment

I authorize the School to use my personal data in accordance with the current law (UE 679/2016) 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)

