



# LINGUAVIVA

EDUCATIONAL GROUP

FLORENCE - MILAN - LIGNANO

# 2019

## BOOKING GUIDE



# 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](http://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](mailto: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](mailto: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 2019

COURSES	Duration	Lessons 1 Lesson = 45 min	TUITION FEES	Starting Dates 2019	INCLUDED in the tuition fees	
<b>Standard</b> 20 lessons per week	2 weeks	40	€ 400	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"> <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>	
	3 weeks	60	€ 600			
4 weeks	80	€ 800				
additional week up to 11 weeks			€ 200			
<b>Long Term Standard</b> 20 lessons per week	12 weeks		€ 2.100			
	additional week from 12 to 23 w.		€ 175			
	24 weeks		€ 3.960			
additional week over 24 weeks			€ 165			
<b>Intensive</b> 30 lessons per week	2 weeks	60	€ 600			7th January
	3 weeks	90	€ 900			4th February
	4 weeks	120	€ 1.200	4th March		
additional week			€ 300	1st April		
<b>Super Intensive</b> 30 lessons per week (20 in group + 10 lessons per week)	2 weeks	60	€ 1.360	29th April		
	3 weeks	90	€ 2.040	27th May		
	4 weeks	120	€ 2.720	1st July		
	additional week			€ 680	29th July	
<b>Italian + Cooking</b> 20 + 6 lessons per week	2 weeks	40 + 12	€ 800	26th August		
	3 weeks	60 + 18	€ 1.100	23rd September		
	4 weeks	80 + 24	€ 1.390	21st October		
<b>Art History</b> <sup>(a)</sup> To be combined with Standard Course	2 weeks	15	€ 200	18th November		
<b>Italian + Arts</b> • Interior Design • Fashion • Photography • Painting	<b>Monthly Programme</b> <sup>(a)</sup> 20+8 lessons per week	Min. 4 weeks	80 + 32	€ 1.500	<b>Spring:</b> 7th Jan - 27th April <b>Fall:</b> 2nd Sep - 20th Dec	
	<b>Semester Programme</b> 20+12 lessons per week	16 weeks	320 + 180	€ 5.400		
<b>One-to-One</b>	Min. 1 week	20 30 40	€ 960 € 1.440 € 1.920	Any Monday	<b>Art &amp; Cooking courses are suspended</b> from 29th July to 24th August 2019	
<b>Preparatory Course for Italian University</b> (taught in Italian) Medicine, Dentistry, Veterinary, Architecture	12 weeks	310	€ 3.300 <sup>(c)</sup>	3rd Jun - 23rd Aug		
<b>Foundation Programme for Italian University</b> (taught in Italian) Medicine, Dentistry, Veterinary, Architecture	30 weeks	800	€ 6.800 <sup>(c)</sup>	7th Jan - 23rd Aug	<b>Language courses are suspended</b> from 23rd December 2019 to 6th January 2020	
<b>Cultural Programme for Seniors</b>	2 weeks	36 + activities	€ 900 <sup>(b)</sup>	6th May, 9th Sep		
<b>Internship Programme</b> <sup>(d)</sup>	8 weeks		€ 940	Any time		
	12 weeks		€ 1.160			
	16 weeks		€ 1.390			

(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 € 55 (price one way per person).

### STANDARD ACCOMMODATION FEES (Prices per person)

		Single Room	Twin Room	
<b>Homestay</b> Half Board	2 weeks	€ 540	€ 430	In order to reserve an accommodation the school requires the student's credit card details as guarantee 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>Minors.</b> Can be only booked in homestay accommodation with half board. <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. <b>Independent flat.</b> 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. <b>Student Residence.</b> Students booking through Linguaviva enjoy an exclusive discount. <b>Fees include:</b> rooms with private en-suite bathroom and outstanding facilities and services. <b>Fees do not include:</b> breakfast and meals For information concerning payments, deposits and cancellations please see the <b>Terms and Conditions.</b>
	additional week	€ 270	€ 215	
<b>Homestay</b> Bed & Breakfast	2 weeks	€ 350	€ 260	
	additional week	€ 175	€ 130	
<b>Shared Flat</b> (self catering) Min. age 18	2 weeks	€ 330	€ 240	
	additional week	€ 165	€ 120	
<b>Superior Student Residence</b> Min. age 18	Min. 2 weeks	€ 590	€ 430	
<b>Independent Flat</b> (1 - 2 beds) Min. age 18	from € 500 per week			

## FEES 2019

COURSES	Duration	Lessons 1 Lesson = 45 min	TUITION FEES	Starting Dates 2019	INCLUDED in the tuition fees
<b>Standard</b> 20 lessons per week	2 weeks	40	€ 400	We suggest all students to begin on one of the following dates; however non-Beginner students only for language courses may start any Monday 7th January 4th February 4th March 1st April 29th April 27th May 1st July 29th July 26th August 23rd September 21st October 18th November	<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>
	3 weeks	60	€ 600		
4 weeks	80	€ 800			
additional week up to 11 weeks			€ 200		
<b>Long Term Standard</b> 20 lessons per week	12 weeks		€ 2.100		
	additional week from 12 to 23 w.		€ 175		
	24 weeks		€ 3.960		
	additional week over 24 weeks				
<b>Intensive</b> 30 lessons per week	2 weeks	60	€ 600		
	3 weeks	90	€ 900		
	4 weeks	120	€ 1.200		
additional week			€ 300		
<b>Super Intensive</b> 30 lessons per week (20 in group + 10 lessons per week)	2 weeks	60	€ 1.360		
	3 weeks	90	€ 2.040		
	4 weeks	120	€ 2.720		
	additional week			€ 680	
<b>Italian + Fashion and Interior Design</b> <sup>(a)</sup> 20 + 8 lessons per week	4 weeks	80 + 32	€ 1.500		
<b>One-to-One</b> General Italian	Min. 1 week	20	€ 960	Any Monday	<b>Italian Public Holidays 2019</b> <b>Lessons will not take place on the following days:</b> 22nd April 25th April 1st May 15th August 1st November
		30	€ 1.440		
<b>One-to-One</b> Business Italian		20	€ 1.040		
		30	€ 1.560		
<b>Foundation Programme for Italian University</b> Architecture, Engineering, Design (taught in Italian) Architecture, Engineering, Medicine (taught in English)	30 weeks	800	€ 6.800 <sup>(b)</sup>	7th Jan - 23rd Aug	<b>Language courses are suspended</b> from 23rd December 2019 to 6th January 2020
<b>Preparatory Course for Italian University</b> Architecture, Engineering, Design (taught in Italian)	12 weeks	310	€ 3.300 <sup>(b)</sup>	3rd Jun - 23rd Aug	
<b>Short Preparatory Courses for Italian University</b> Architecture, Engineering, Design (taught in Italian) Architecture, Engineering, Medicine (taught in English)	6 weeks	160	€ 1.870 <sup>(b)</sup>	1st Jul - 9th Aug	
<b>Preparatory for Fashion and Design Schools</b> 20 lessons per week	4 weeks	80	€ 900	3rd Sep	
<b>Internship Programme</b> <sup>(c)</sup>	8 weeks		€ 940	Any time	
	12 weeks		€ 1.160		
	16 weeks		€ 1.390		

(a) Course available only for min. 2 enrolments. (b) It includes teaching material.

(c) 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 the airports to the accommodation: **Milano Malpensa/Orio al Serio (Bergamo) € 130, Milano Linate € 75**, (prices one way per person).

STANDARD ACCOMMODATION FEES (Prices per person)			
		Single Room	Twin Room
<b>Homestay</b> Half Board	2 weeks	€ 540	€ 430
	additional week	€ 270	€ 215
<b>Homestay</b> Bed & Breakfast	2 weeks	€ 350	€ 260
	additional week	€ 175	€ 130
<b>Homestay</b> Use of kitchen	2 weeks	€ 330	€ 240
	additional week	€ 165	€ 120
<b>Shared Flat</b> (self catering) Min. age 18	2 weeks	€ 330	€ 240
	additional week	€ 165	€ 120
<b>Student Residence</b> (self cater.) Min. age 18	Min. 2 weeks	from € 440	
<b>Independent Flat</b> (1 - 2 beds) Min. age 18		from € 550 per week	

In order 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.**

# 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 CR Firenze, Agenzia 6**  
**Via Nazionale 93/95, 50123 FLORENCE**  
Account name: LINGUAVIVA srl  
Account number: **900696**  
IBAN: **IT 24 K061 6002 8060 0090 0696 C00**  
Swift: **CRF IIT3F**

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 stating clearly 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

20 Lessons of 45 minutes = 15 full hours of 60 minutes  
30 Lessons of 45 minutes = 22.5 full hours of 60 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

In order to reserve student residence accommodation in Milan credit card details are mandatory.

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

Independent apartments 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.

## FEES 2019

	Duration	Lessons 1 Lesson = 45 min	GLOBAL FEE	Starting Dates 2019	The Fee includes
<b>Residential Italian Courses with sports and leisure activities</b> 20 lessons per week	2 weeks	40	€ 1.700	30th June 7th July	<b>Full board accommodation:</b> in rooms with 2 - 4 beds and 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 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 weeks	60	€ 2.550	14th July <sup>(a)</sup>	
	4 weeks	80	€ 3.400	(a) Course duration: 2 weeks Last day of departure: 27th July	
<b>Registration Fee: € 80</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: € 160 per person round trip. From <b>Trieste</b> airport: € 160 per person round trip. From <b>Latisana</b> railway station: € 75 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 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 CR Firenze,**  
**Agenzia 6, Via Nazionale 93/95,**  
**50123 FLORENCE**  
 Account name: LINGUAVIVA srl  
 Account number: **900696**  
 IBAN: **IT 24 K061 6002 8060 0090 0696 C00**  
 Swift: **CRF IIT3F**

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

The students will be hosted in rooms with 2-4 beds and private bathroom with other students of the same sex and age. We ask you to inform 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 every day, except when students are going on a full day excursion, when they will be provided with a packed lunch.

### 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

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.

### 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					
Family Name		First Name		<input type="checkbox"/> M	<input type="checkbox"/> 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:					
<input type="checkbox"/> FLORENCE		<input type="checkbox"/> MILAN		<input type="checkbox"/> LIGNANO - Summer School for Juniors	
COURSE OPTION					
Please state the Course/s you wish to attend:*					<b>Payment details</b>
	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	
			<b>Total payment enclosed</b>		
* For Arts Programme please state one of the following courses: <i>Interior Design, Fashion, Photography and Painting</i>					
* For One-to-One courses please state the number of lessons per week.					
Knowledge of Italian					
<input type="checkbox"/> beginner		<input type="checkbox"/> elementary		<input type="checkbox"/> intermediate	
		<input type="checkbox"/> advanced		<input type="checkbox"/> proficient	
How did you hear about the school?					
_____					
TRANSFER SERVICE					
Please check your arrival location, prices are one way per person:			Please check your arrival location, prices are round trip per person:		
<b>FLORENCE</b>		<input type="checkbox"/> Florence airport		€ 55	
<b>MILAN</b>		<input type="checkbox"/> Malpensa/Orio al Serio airports		€ 130	
		<input type="checkbox"/> Linate airport		€ 75	
<b>LIGNANO</b>		<input type="checkbox"/> Venice airport		€ 160	
		<input type="checkbox"/> Trieste airport		€ 160	
		<input type="checkbox"/> Latisana railway station		€ 75	
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**       Bed & Breakfast       **Shared flat**  
 Half board  
 Use of the kitchen (Milan)
- Independent flat**       Studio       **Student Residence (Milan)**       Shared bathroom  
 Two rooms       Private bathroom
- Student Residence (Florence)**  
 Single room       Twin room (with \_\_\_\_\_)       Smoker       Non smoker
- 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 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 IN LIGNANO

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

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:  International Bank Cheque     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)

