



DATES

SPRING 2008

WEDNESDAY	JANUARY 30	STUDENTS ARRIVE
THURSDAY	JANUARY 31	ORIENTATION
FRIDAY	FEBRUARY 1	ORIENTATION
MONDAY	FEBRUARY 4	CLASSES START
FRIDAY	FEBRUARY 8	FINAL REGISTRATION
MONDAY-FRIDAY	MARCH 17-21	MID-TERM EXAMS
MONDAY-FRIDAY	MARCH 24-28	SPRING BREAK
MONDAY	MARCH 31	CLASSES RESUME
FRIDAY	APRIL 4	LAST DAY TO DROP A CLASS
FRIDAY	APRIL 18	MAKE UP DAY FOR MAY 1 CLASSES
MONDAY-FRIDAY	MAY 12-16	FINAL EXAMS
FRIDAY	MAY 16	LAST DAY OF CLASS
SATURDAY	MAY 17	HOUSING CHECK OUT

HOLIDAYS

FRIDAY	APRIL 25	LIBERATION DAY 8 (MAKE-UP DAY: SCHEDULED BY TEACHER)
THURSDAY	MAY 1	LABOR DAY (MAKE-UP DAY: FRIDAY APRIL 18)

HOUSING OPTIONS

For each of the options listed below, please refer to the detailed description and policies included in this booklet.

- **OPTION 1: ROOM AT RESIDENCE LA CONTESSINA**
- **OPTION 2: SINGLE OR DOUBLE IN A STUDENT APARTMENT**
- **OPTION 3: INDEPENDENT HOUSING**

**APPLICATION DEADLINE:
November 15th, 2007**



Residence La Contessina
Via Faenza, 71
50123 – Firenze - ITALIA
Tel: +39 055 26 702 75-6-7
Fax: +39 055 26 70 333
Web site: www.lacontessina.it
e-mail: info@lacontessina.it

Residence La Contessina is a facility that offers its clients hotel-style living accommodations and services. At the residence La Contessina, guests can enjoy the comforts of their own TV, telephone, internet connection and cleaning service once a week.

We recommend this option to those students interested in being provided with specific services.

We do not recommend this option to those students looking for a low-price type of arrangement, who may want to invite guests over and to those who are not willing to obey specific rules.

FOR SECURITY REASONS, LA CONTESSINA DOES NOT ALLOW GUESTS IN THE APARTMENTS AT ANY TIME, DAY OR NIGHT (PARENTS ARE PERMITTED TO ENTER). ONLY THOSE RENTING THE APARTMENTS ARE ALLOWED IN THE APARTMENT. SORRY, BUT NO EXCEPTIONS.

Residence La Contessina is an independent housing facility which is neither part of nor owned by our Institute.

Space is limited and rooms will be assigned on a first reservation and payment basis, according to room availability at the time a request is received. LdM reserves the right to reject any reservations received when spots reserved at Residence La Contessina are full. In this case, the student will be notified and asked to select a different housing option.

→ STUDENTS WILL NOT BE ALLOWED TO CHECK INTO THEIR ROOMS BEFORE CHECK-IN DATE AND/OR CHECK OUT OF THEIR ROOMS AFTER CHECK-OUT DATE.

Residence Description:

Built at the beginning of the 20th century, the Residence is divided into 20 nice small apartments.

The Residence is located in the heart of the San Lorenzo district, near the train station, 600 metres from the "Duomo" and two minutes walking distance from the Lorenzo de' Medici' main building.

All the apartments are fully furnished and provided with: a kitchen, towels, bed linens, blankets, air conditioning/heating, 2 colour TV, 2 phone lines with internet connection, a safe and a hair-drier.

PLEASE NOTE: all 20 apartments are the same size and are held to the same standard and they are suitable for two or three students.

The Residence consists of: 20 apartments, Bar/cafeteria, meeting room, reception service and courtyard.

Room/apartment Description:

All the apartments are overlooking the inside courtyard and they are bright and silent.

They are divided in two levels: entrance, kitchen/living room and bathroom on the ground floor, and bedroom on the first floor.

Room on the ground floor: there is a Kitchen furnished with an electric stove with four burners, an oven and a sink. There is also a fridge, a microwave oven, and a kettle, and a table with 4 chairs, a sofa, a TV and a telephone. The bathroom is provided with one sink and a shower, a clothes rack is in each bathroom.

On the upper level: two or three beds with a closet, a TV, and a telephone.

COSTS

The cost in EURO for the Spring 2008 semester (from January 30 to May 17) **per person** is:

- room for 2 person **Euro 4,630**
- room for 3 person **Euro 3,345**

The cost includes:

- Room rent for the Spring 2008 semester
- Utilities (electricity, water, air conditioning/heating)
- change of bed linens and towels once a week
- Colour TV
- Reception service 24hrs
- Safe (there is one in each apartment)

The cost does not include:

- Cleaning of the room (Euro 15,00/ per hour)
- Phone bills with outgoing calls and use of internet
- Boarding expenses
- Repairs

It is possible to take advantage of additional optional services, by making a reservation and paying for the amount due. Please ask for prices directly at the Residence's reception desk for:

- Parking spot
- Continental Breakfast
- Laundry

DEPOSIT

Upon arrival in Florence, each student must pay a security deposit for damages of Euro 260 to Residence La Contessina. The deposit can be paid in cash or by credit card. This portion is refundable at the time of check-out, after the room has been inspected.

LA CONTESSINA'S RESERVATION DEADLINES AND PROCEDURE

Room reservation requests and full payment **must be received by Nov. 15th, 2007.**
Space is limited. Rooms will be assigned on the first reservation and payment basis. No reservations will be accepted unless accompanied by full payment

Once admitted to the LDM Florence Program, the student choosing Housing Option 1 must mail the following:

- completed and signed Agreement form for Housing Option 1 (Residence LA CONTESSINA), specifying any roommate requests
- Bank cashier's check or money order equal to the cost of the selected room in **EURO, PAYBALE TO "RESIDENCE LA CONTESSINA"**
- Personal profile

Please mail above forms and payment to:
Scuola Lorenzo de' Medici
Att. Housing Office
Via Faenza, 43
50123 – Firenze, ITALIA

Please note: all fees must be paid in full prior to student's check-in date.

CANCELLATION POLICY

- If a signed student's cancellation is received by the LdM Office 45 days prior to the check-in date, the student will be refunded 90% of the housing cost.
- If a signed student's cancellation is received by the LdM Office within 44 days prior to the check-in date, the student will be refunded 50% of the housing cost.
- **Upon arrival in Florence, if a student wants to cancel, change or vacate the assigned room, no refund will be made for any reason whatsoever.**

All reimbursements will be made with the same exchange rate from the day payment was received by Residence La Contessina.

USEFUL INFORMATION ON THE RULES AND FUNCTIONING OF RESIDENCE LA CONTESSINA

ARRIVAL

Upon arrival, the following formalities will have to be carried out:

- Passports or other ID forms must be given to the receptionist for legal registration purposes together with a passport picture. The ID form will be returned to the student the same day
- A Residence staff member will accompany the student to the room and will check all the items in the room in the student's presence **and will have the student sign a form stating that he/she found the room in good condition.**
- The student can check into the room at any time of the day, up 10:00PM
- On check-out day, if no damages are found to the room, students will receive the **security** deposit back
- **Should students encounter any problems in the apartment during their stay, they must immediately inform the staff at *La Contessina*. Complaints filed only at the end of the stay will not be taken into consideration and *La Contessina* will not be held responsible for any compensation claim.**

DURING THE STAY

- **Overnight guests are not allowed to stay in the students' rooms.**
- **No one other than the registered guests can enter the Residence to accompany students up to their rooms at any time of the day or night. Should the staff of the Contessina find people other than those registered as living in the apartment, he/she has the right to ask the tenants to immediately vacate the apartment.**
- Disturbing noises are not allowed at any time, especially after 10PM.
- A night porter will be available for assistance when the Residence's offices are closed and to make sure all guests comply with the Residence's rules.
- Students have to inform the Residence's staff of any inconvenience they might encounter during their stay.
- It is severely forbidden: * To bring in furniture without permission from the Residence administration office * To move furniture and/or items belonging to the room/Residence around * To install any other items already found in the room (i.e. telephones, wires, air conditioning, heaters) * To make any changes to the existing facilities * To hang objects (pictures, posters, stickers) on the walls or furniture * To keep animals.
- **It is absolutely forbidden to gather, even in small groups, inside a room.** Gatherings in the hall or common areas must be authorized by the administration office.

- Any violation to one or more of the above listed rules authorizes the Residence administration to expel the student from the Residence.
- **Please note that all apartments are NON-SMOKING.**

TELEPHONE COSTS

- All rooms have a telephone to make and receive calls 24 hours a day.
- Each room is provided with a telephone instruction booklet.
- Students must pay phone calls in full.
- Telephone costs depend on the length of the phone calls and the distance from the places one is calling to.
- In case of frequent phone use, students will have to pay the bill periodically or at least twice a month.
- There is no charge for calls made within the Residence or for incoming calls.

CLEANING

- If a student wishes to have his/her room cleaned more than once a week, the cleaning of the room can be arranged upon request. This will be considered an extra cost that will be charged to the student's personal bill.

TELEVISION

- Every room is provided with a color TV for which the students will be held responsible until their departure.

PARKING SPACE

- The Residence is provided with a parking spot. Students interested in the parking service have to make a request at the reception desk.
- Parking is an extra service.

GENERAL INFORMATION

- The reception is open 7 days/week, 24hours
- All the apartments are provided with a safe
- The "Bar/Cafeteria", is open every day, 24hrs
- The Residence gives the students the possibility to use bicycles for going around the city; this service is free of charge



Please print

Student's full name: _____ Program: _____

E-mail _____

If available, I would like to stay in the following type of room:

Room for 2 person: Euro 4,630

Room for 3 people: Euro 3,345

PLEASE STATE ANY REQUESTS CONCERNING ROOMMATES OR ANY OTHER PARTICULAR NEEDS YOU MAY HAVE IN THE SPACE PROVIDED BELOW. THE HOUSING DEPARTMENT WILL LET YOU KNOW IF THE REQUEST CAN BE MET. REQUESTS REGARDING HOUSING MUST BE MADE ON THIS FORM.

AT DEPARTURE

- The room must be left in the same condition it was on students' arrival day.
- A Residence staff member will inspect the room based on the inventory made and signed on students' arrival day. The student(s) will be charged for any damages found to the room.
 - The total bill, including telephone bills and any extra charges, must be fully paid.

The Residence administration reserves the right to expel whoever does not respect the Residence rules.

LdM reserves the right to withhold transcripts of students who have any outstanding bills with the Residence until all debts are fully paid.

I HAVE READ AND FULLY AGREE, ACCEPT AND WILL ABIDE BY THE RULES, REGULATIONS AND CANCELLATION POLICY OF RESIDENCE LA CONTESSINA. I ALSO UNDERSTAND THAT ANY ISSUES RELATED TO MY HOUSING, INCLUDING PLACEMENT, DISPUTES AND/OR OTHER PROBLEMS, WILL BE DEALT WITH EXCLUSIVELY BY ME AND RESIDENCE LA CONTESSINA.

Should the type of room I request be unavailable at the time my reservation is received by LdM, I hereby authorize the LdM housing coordinator to assign me to an alternative type of room.

Student's signature

Date



By offering Housing Option 2, LdM is pleased to facilitate students in making their housing arrangements for a spot in a student apartment. Please note that the School offers Housing Assistance Services with the sole intention of facilitating the student's study abroad experience. The students therefore are not necessarily obliged to choose housing through the school service if they wish to find their own accommodation instead. Consequently, LDM is not an intermediary and it does not receive any commission from providing this service. LDM will directly sign, as formal tenant, the agreements with the landlords.

LdM will make reservations for students choosing Housing Option 2 up to the registration deadline. **Housing requests for housing option 2 that are received by LdM after the application deadline will not be honored if there are no more spaces available. In addition, LdM reserves the right not to accept reservations that are received when no more apartments are available.** In this case, students will be notified and asked to select another housing option.

Depending on their request, students choosing Housing Option 2 will be assigned to a spot in a single or a double bedroom in a furnished apartment that is to be shared with other students enrolled at LdM.

Most apartments have two or three bedrooms. A very limited number have only one bedroom, and some may have more than three bedrooms. Therefore, four to six (or more) students generally share an apartment. In a double bedroom two students share the bedroom. In a single bedroom, the student has his/her own bedroom. In all cases students share the apartment with several other students.

Space is limited. Apartments will be assigned on a first reservation basis according to apartment availability at that particular time and based on the student's personal profile form and any specific roommate/apartment mate requests. Please also note that the number of single bedrooms is limited. If a student's request for a single or double bedroom cannot be honored due to space limitations, the student will be assigned according to availability.

Students will not be able to choose their apartment or change roommates. Any roommate/apartment mate requests must be specified on the housing agreement form.

APARTMENT DESCRIPTION

Apartments are furnished and equipped with bed linens, basic pots and pans, kitchen utensils, washing machine and TV. **Towels are generally not-included in the apartment and we recommend students to bring their own set of towels to Italy with them.**

Although apartments are of the same standard and have similar facilities, no two apartments are alike. The student shared apartments are usually suitable for minimum of 2 to a maximum of 8 persons. They are not all located in the same building, but within walking distance from the school facilities.

→ Students will not be allowed to check into their apartments before check-in date and/or check out of their apartments after check-out date.

HOUSING COSTS

Housing costs **per person** for Spring 2008 (from January 30th to May 17th) are as follows:

DOUBLE BEDROOM	US \$ 2,750
SINGLE BEDROOM	US \$ 3,350

***Please note that all apartments are NON-SMOKING.**

Housing costs include:

- Semester rent, with fixed check-in and check-out dates as specified above.
- Repairs not caused by students' negligence or carelessness.

- Utilities (water, gas, electricity), provided the consumption bills are equal or lower than the average cost determined by the real estate agency. Any costs above the average consumption bills will be charged to the students sharing the same apartment.

Housing costs do not include:

- Meals.
- Towels.
- Damage caused by student's negligence and carelessness
- Extra cleaning: if the apartment is not clean during the specified check-out date, students will be responsible for an additional cleaning charge. The total cost will be estimated and determined by the landlord and your advisor. The total amount due, will then be deducted from your housing deposit.

→ **Students must pay the housing rent balance 30 days before the class starting date.** Once the student has sent the housing deposit (please read the section "Housing Deposit") and the housing request form for Option 2, the student will be notified by the LdM Housing Coordinators via e-mail and asked to send the balance housing cost.

PAYMENT

- A \$300 housing deposit is to be included with the student's housing request form at the time of application. The \$300 housing deposit serves as a guarantee for the reservation of the room. The \$300 housing deposit will be returned in the form of a security deposit only when the students check-out of their apartment unless damages are found in the apartment or there are outstanding bills to be paid to the landlord. For further information on the housing deposit, please refer to the section "Cancellation Policy". **The \$300 housing deposit cannot be subtracted from the housing rent balance.** Housing rent balance (US\$ 3,350 for a single bedroom, US\$ 2,750 for a double bedroom) is due within 30 days from the class starting date.

HOW TO PAY FOR HOUSING:

It is possible to make any housing payments by:

- international wire transfer to:

Name: Scuola Lorenzo de' Medici
 Bank: Cassa di Risparmio di Firenze, Sede
 Address: Via Bufalini, Firenze – ITALY
 Account N°: 3524/250
 ABI code: 06160
 CAB code : 02800
 SWIFT code : CRFI IT 3F
 IBAN code : IT19P0616002800R0003524D001

All bank charges are to be paid by the student.

OR

- By cashier's check payable to "**Lorenzo de' Medici S.r.l.**". Please mail the check to the following address:

Scuola Lorenzo de' Medici
 Att.ne Housing Coordinator office
 Via Faenza, 43 – 50123 Firenze
 ITALIA

If you use bank transfers, please send copies of the bank receipt by fax or e-mail as soon as the payments have been made (fax # +39 055 239 8920 ; e-mails: elia.nichols@lorenzodemedici.it Please indicate the student's full name and "HOUSING PAYMENT".

RESERVATION DEADLINES AND PROCEDURE

Room reservation requests must be received by **Nov. 15th for the Spring semester.** Once admitted to the LdM Florence Program, the student choosing Housing Option 2 must mail the following:

- Completed and signed housing agreement form for Housing Option 2, specifying any roommate/apartment mate requests.
- Deposit payment with check payable to "Lorenzo de' Medici S.r.l." or copy of bank transfer receipt.
- Personal profile form

Please mail above items to:

**Scuola Lorenzo de' Medici
Att.ne– Housing coordinator office
Via Faenza, 43 – 50123 Firenze
ITALIA**

The student will be assigned to a room in an apartment only after LdM has received the deposit due.

CANCELLATION POLICY

- If a student cancels 45 days or MORE prior to the check-in date, the housing deposit (US\$300) will be refunded
- If a student cancels 44-30 days preceding the check-in date, the student will lose the housing deposit (US\$300).
- If a student cancels 29-0 days preceding the check-in date, the student is liable for the housing deposit (US \$300) **plus** the first housing monthly rent
- Upon arrival in Florence, no refund will be made for any reason whatsoever in case the student decides to cancel, change or vacate the assigned apartment.
- Please be aware that the \$300 housing deposit is not kept by LDM but retained by the landlord to partially cover the loss of the occupant.

CHECK-IN PROCEDURE

15 days before the class starting date, the school will provide the student with (via e-mail or fax):

- Apartment address
- Personal data form to be filled out and presented at check-in date
- Copy of the housing Rules form to be signed and presented at check-in date
- Information regarding the check-in day.

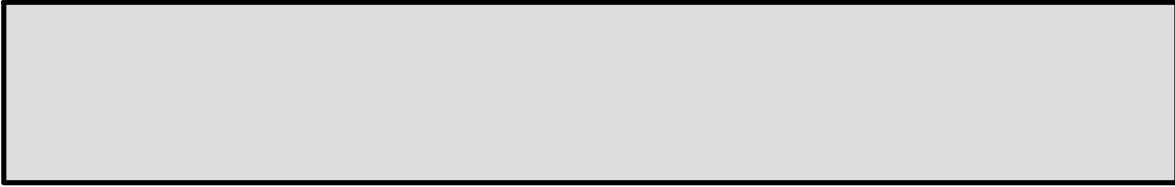
CHECK-OUT PROCEDURE

During the last week of class, the housing coordinators and landlords will inspect the students' apartments. If there is no damage to the apartment and its contents, students will be fully refunded for the \$300 deposit (net of charges) Please note that the safe deposit will be refunded ONLY the last day of the semester **Please be aware that** another "apartment inspection" will be done by the landlords after student's departure and if damages will be found, the transcripts of all the tenants will be withheld. **Check-out time is no later than 12 (noon) on check-out date.**

APARTMENT RULES

- **Students are not allowed to invite anyone to stay over.** Only those people registered as living in the apartment may use the apartment facilities. Should the landlord find people other than those registered as living in the apartment, he has the right to ask the tenants to immediately vacate the apartment.
- **Students are not allowed to make loud noises in the apartment and/or common building areas** at any time, especially after 9PM. Students are asked to respect other people living in the same building at all times. Should the tenant/s behave in a manner that is not acceptable by civilized standards, the landlord has the right to ask the student/s to immediately vacate the apartment.
- **Students cannot hang pictures, posters or stickers on the walls or furniture nor can they move furniture around.**
- **The landlord will be held responsible for any problems related to external causes or circumstances (water, gas or electricity supply).** However, the landlord will arrange for these problems to be solved in the shortest time possible.
- Should students encounter any problems in the apartment during their stay, **they must immediately inform the landlord.** Complaints filed only at the end of the stay will not be taken into consideration and the landlord will not be held responsible for any compensation claim.
- **On check-out day, apartments must be left perfectly clean and in the same good condition as at the time of check-in.**

Please note that LdM is not responsible for personality conflicts among students sharing the same apartment.



WE REMIND YOU THAT NO RESERVATION WILL BE MADE UNTIL THIS FORM HAS BEEN FULLY COMPLETED AND SIGNED AND RETURNED TO LDM

Please print

Student's full name: _____ Gender: _____

Study Abroad Program: _____ E-mail: _____

Date of Birth(M/D/Y): _____ Nationality: _____

Permanent home address: _____

Phone: _____ Fax: _____

If possible, I would like to be accommodated in (please check):

Single bedroom (\$ 3,350)

(I am willing to accept a double room (at the double room cost) if my single room request cannot be met.)

Double bedroom (\$ 2,750)

PLEASE STATE ANY REQUESTS CONCERNING ROOMATES OR ANY OTHER PARTICULAR NEEDS YOU MAY HAVE IN THE SPACE PROVIDED BELOW. THE HOUSING DEPARTMENT WILL LET YOU KNOW IF THE REQUEST CAN BE MET. REQUESTS REGARDING HOUSING MUST BE MADE ON THIS FORM.



I have read and fully agree with, accept and will abide by the conditions, rules, regulations and cancellation policy listed in the attached description for Housing Option 2.

I also understand that:

- I must leave the assigned apartment no later than 12 (noon) on check-out day.
- I must leave the assigned apartment in good condition
- In case damages to the apartment are found, I will be charged of my housing deposit

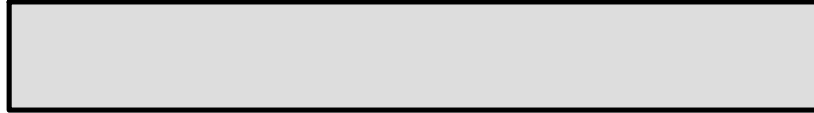
LdM reserves the right to expel from the assigned apartment any student whose behavior does not conform with civilized standards of behavior.

LdM reserves the right to withhold transcripts of students who have any type of Housing outstanding debts

***I agree to abide by the regulations of Lorenzo de' Medici.**

***I authorize the use of my personal information by Lorenzo de' Medici, which will treat it in accordance with Italian Law 196/03 on privacy (this means your personal information will be used only by LdM, and not given to any other entity).**

Student's signature: _____ Date: _____



LDM strongly recommends this option to students who have special needs, who may prefer to share housing with non-American students, and to those who feel that the other housing options offered in this booklet do not meet their needs and demands.

This option is strongly recommended:

- To students who have friends or relatives in or near Florence and who plan to make their own housing arrangements with them.
- To students who prefer to find housing through realtors.

LDM strongly advises students who choose this housing option to make all necessary living arrangements before their departure. In addition the Institute is not responsible for any housing problems, leases or any loss or damages resulting from such arrangements.

Students who choose the Independent Housing Option and who choose to look for their own apartment may contact the following English speaking real estate agency:

Florence & Abroad

Via San Zanobi 58

50129 Firenze – Italy

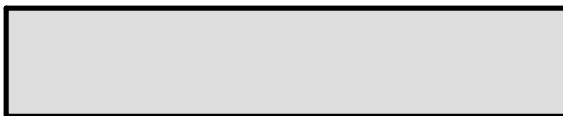
Phone: + 39 055 48 70 04

Fax: + 39 055 49 01 43

Web-site: www.florenceandabroad.com

e-mail: fa@florenceandabroad.com

LDM does not receive any commission from the agency listed above. By recommending this agency the Institute wishes to facilitate students with making their own housing arrangements.



Please print

Student's name: _____

Age: _____

Gender: F M

Program: _____

Please complete the following questionnaire by circling the number on the scale which most closely describes you and/or your living habits:

I am extroverted	3	2	1	I am introverted
I read a great deal	3	2	1	I don't read very much
I practice sports	3	2	1	I don't practice sports
I watch TV a great deal	3	2	1	I hardly ever watch TV
I love classical music	3	2	1	I dislike classical music
I like walking	3	2	1	I dislike walking
I have a lot of friends	3	2	1	I have one close friend
I care about my appearance	3	2	1	I don't care about my appearance
I go to bed late	3	2	1	I go to bed early
I like cooking	3	2	1	I don't like cooking
I am tidy	3	2	1	I am untidy

Please tell us a little about your personality, your living habits, anything particular about you that help us to house you with the right people and in the right place! Thank you!

Please note that all apartments are NON SMOKING