

**SPRING 2008
HOUSING INFORMATION
TUSCANIA**

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: DOUBLE BEDROOM AT "HOTEL TUSCANIA"**
- **OPTION 2: SINGLE OR DOUBLE ROOM IN A STUDENT SHARED APARTMENT**
- **OPTION 3: INDEPENDENT HOUSING**
- **FAMILY STAY AVAILABLE UPON REQUEST**

**APPLICATION DEADLINE:
Nov. 15th, 2007**

HOUSING OPTION 1 DOUBLE ROOM at HOTEL TUSCANIA

**Via dell'Olivo, 53
01017 – Tuscania- ITALIA
Tel: +39 0761 444080
Fax: +39 0761 444380
Web site: www.tuscaniahotel.it
e-mail: info@tuscaniahotel.it**

Hotel Tuscania is a modern tourist-class 3-star hotel located near the historical centre (2 minutes walking distance) in Via dell'Olivo 53. It offers hotel-style accommodation with clean and furnished rooms. Students are served continental (non-American style) breakfast at the Hotel.

HOTEL TUSCANIA DOES NOT ALLOW GUESTS IN THE HOTEL ROOMS AT ANY TIME (DAY OR NIGHT). NO EXCEPTIONS.

Hotel Tuscania is an independent housing facility which is neither part of nor owned by our Institute. Students choosing this housing option are asked to respect at all times the hotel rules and regulations in order to maintain a quiet type of environment for all of its guests.

HOTEL TUSCANIA DESCRIPTION

Hotel Tuscania is two minutes walking distance from the historical centre and all the rooms have balconies from where it's possible to enjoy a beautiful panorama. Each room has a private bathroom and it is furnished with two single beds, one desk, two chairs, telephone, one closet and one sink, and has satellite TV, refrigerator, heating and air conditioning. Hotel Tuscania has a small cafeteria and a beautiful terrace with a lovely view of the old part of the city. Students may receive incoming calls in their rooms.

COSTS

The cost per person in a double bedroom for the Spring 2008 (from January 30 to May 17) is:
Euro 2,900

Costs include:

- Room rent for the Spring 2008 semester
- Continental breakfast
- Utilities
- Daily cleaning of bed linens and towels changing once a week

The number of rooms is limited. Rooms will be assigned on a first reservation and payment basis and according to room availability at time application. LdM reserves the right to reject any reservations received when rooms are no longer available. In this case, students will be notified and asked to select another 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.

DEPOSIT

Upon arrival each student must pay a **500 Euro security deposit for damages** to Hotel Tuscania. The deposit can only be paid in cash. This portion is refundable at the time of check out, after the room has been inspected and the Hotel administration has approved the refund.

HOTEL TUSCANIA RESERVATION DEADLINE AND PROCEDURE

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

Once admitted to the LdM Tuscania Program, the student choosing Housing Option 1 must mail the following:

- Completed and signed Agreement Form for Housing Option 1 (Hotel Tuscania), specifying any roommate requests.
- Bank cashier's check or money order for Euro 2,900 **PAYABLE TO "HOTEL TUSCANIA"**.
- Personal profile form.

Please mail above forms and payment to:

Scuola Lorenzo de' Medici
Largo della Rocca, 7
01017 Tuscania
Viterbo

Please note: all fees must be paid in full prior to students' 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 Tuscania, 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 Hotel Tuscania.

HOTEL TUSCANIA RULES AND REGULATIONS

- **Hotel Tuscania does not allow anyone who is not regularly registered there to stay at the Hotel. No one, other than the registered student, is allowed to make use or take advantage of any of Hotel Tuscania's facilities.**
- Passports or other ID forms must be given to the receptionist for legal registration purposes. The ID form will be returned to the student the same day.
- It is strictly forbidden to cook inside the rooms.
- Students are asked to respect other guests staying at Hotel Tuscania at all times.
- No loud noises and/or gatherings in the rooms and halls are allowed, at any time of the day or night.
- Students are responsible for all objects and furniture in their room, as listed on the inventory.
- Check-out time is no later than 10AM on check-out day.
- LdM reserves the right to withhold transcripts of students who have any outstanding bills with Hotel Tuscania.
- Hotel Tuscania reserves the right to expel students who do not comply with the hotel rules and regulations.
- For any controversy Hotel Tuscania will refer to the Viterbo Court.
- **Please note that all rooms are NON-SMOKING.**
- **Should students encounter any problems at *Hotel Tuscania* during their stay, they must immediately inform the Hotel staff. Complaints filed only at the end of the stay will not be taken into consideration and *Hotel Tuscania* will not be held responsible for any compensation claim.**

**AGREEMENT FORM FOR HOUSING OPTION 1
DOUBLE BEDROOM AT
HOTEL TUSCANIA**

Please print

Student's full name: _____ Program: _____

E-mail _____

Double bedroom with breakfast: Euro 2,900

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.

The Hotel administration reserves the right to expel whoever does not respect the Hotel rules.
LdM reserves the right to withhold transcripts of students who have any outstanding bills with
Hotel Tuscania until all debts are fully paid.

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

Should the type of room I request be unavailable, I hereby authorize the LdM housing coordinator to assign me to the alternative type of room.

Student's signature

Date

AGREEMENT FORM FOR HOUSING OPTION 2 SINGLE OR DOUBLE IN A STUDENT APARTMENT

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 one to three bedrooms. Therefore, two to four (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 6 persons. They are not all located in the same building, but within walking distance from the school.

→ 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 30 to May 17**) are as follows:

Double bedroom US\$ 2,200

Single bedroom US\$ 2,600

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)

Housing costs do not include:

- Meals.
- Damage caused by student's negligence and carelessness

→ Students must pay the housing rent balance within 30 days from 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 US\$ 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. According to the Cancellation and Refund Policy, if a student's cancellation notice is received by LdM up to 45 days prior the check-in date, the housing deposit of \$300 will NOT be refunded. For further information please refer to the section "Cancellation Policy". The \$300 housing deposit cannot be subtracted from the housing rent balance. Housing rent balance 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 2007 for the Spring semester.**

Once admitted to the LdM Tuscania Program, the student choosing Housing Option 3 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 coordinators 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 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. Students will be charged 30US\$ each by the landlord in case the apt. is not left in an acceptable condition.

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

**HOUSING OPTION 2
HOUSING AGREEMENT FORM
FOR SINGLE OR DOUBLE BEDROOM IN A STUDENT 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 US\$ 2,600

Double bedroom US\$ 2,200

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: _____

HOUSING OPTION 3 INDEPENDENT HOUSING ARRANGEMENTS

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 Tuscania and who plan to make their own housing arrangements with them.
- To students who wish to find housing arrangements with Italian families through local newspaper ads or other sources.
- 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.

If requested, LDM will provide the students with a list of estate Agencies. LDM does not receive any commission from them. By recommending these agencies the Institute wishes to facilitate students with making their own housing arrangements.

PERSONAL PROFILE

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 like going to the theatre | 3 | 2 | 1 | I don't like going to the theatre |
| 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 like going to the disco | 3 | 2 | 1 | I don't like going to the disco |
| I speak and understand Italian | 3 | 2 | 1 | I don't speak and understand Italian |
| I like meeting new people | 3 | 2 | 1 | I don't like meeting new people |
| 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 |
| I don't have food restriction | 3 | 2 | 1 | I have food restriction |
| I put up with cigarettes smoke | 3 | 2 | 1 | I don't put up with cigarettes smoke |

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!

ALL APARTMENTS ARE NON SMOKING!