



**ROME**

**FALL 2011**

**HOUSING INFORMATION**

## DATES

### FALL 2011

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Wednesday	August 31	Students arrive/ Housing check-in
Thursday	September 1	Orientation
Friday	September 2	Orientation
Monday	September 5	Classes start
Mon-Fri	September 5-9	Add-Drop week
Friday	September 9	Final Registration. Last day to add/drop a class with no record
Mon-Fri	October 17- 21	Mid-Term Exams
Mon-Fri	October 24- 28	Fall Break
Tuesday	October 31	Classes Resume
Friday	November 4	Last day to withdraw from a class with a W grade
Friday	November 18	Make-up day for Nov. 1 classes
Friday	December 2	Make-up day for Nov. 8 classes
Friday	December 9	Last Day to withdraw from a class with a W/F grade
Mon-Fri	December 12-16	Final exams
Friday	December 16	Classes end
Saturday	December 17	Housing check out
<b><u>HOLIDAYS</u></b>		
Tuesday	November 1	All Saints ( make-up day: Friday, November 11 )
Thursday	December 8	Immaculate Conception ( make-up day: Friday, December 2 )

## LDM HOUSING OPTIONS

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

- **DOUBLE ROOM IN A STUDENT APARTMENT**  
Single room is upon an special request and according with the school availability
- **HOME STAY FAMILY (BOOKLET & APPLICATION FORM BY REQUEST )**

**HOUSING NOT THROUGH LDM.**-For students who are not interested to request housing through LDM we ask the students to sign and send the Independent housing form to LDM Housing Coordinators by e-mail to [housing@lorenzodemedici.it](mailto:housing@lorenzodemedici.it)

## APPLICATION DEADLINE

**JUNE 15<sup>th</sup>**

## **HOUSING FOR DOUBLE ROOM IN A STUDENT APARTMENT ROME**

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. LDM will directly sign, as formal tenant, the agreements with the landlords.

LDM will make reservations for students choosing Housing up to the registration deadline. **Housing requests for housing that are received by LDM after the application deadline will not be honored if there are no more spaces available.**

Depending on their request, students choosing Housing will be assigned to a spot in a double bedroom in a furnished apartment that is to be shared with other students enrolled at LDM. In a double bedroom two students share the bedroom. Students share the apartment with several other students.

**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.

**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 note that LDM is not responsible for personality conflicts among students sharing the same apartment.**

### **APARTMENT DESCRIPTION**

Apartments are furnished and equipped with bed linens, towels, basic pots and pans, kitchen utensils, washing machine and TV. All apartments are provided with internet service. **They are not provided with phone, or air conditioning.**

Although apartments are of the same standard and have similar facilities, no two apartments are alike.

Apartments are not all in the same building, but within a short distance, with public transportation, from the school. All the apartments are easily connectable by the Metropolitan and by local public transportation

### **HOUSING COSTS**

Housing costs in Dollars **per person** for Fall 2011 (**from Aug 31 to Dec 17**) are as follows:

<b>DOUBLE BEDROOM</b>	US\$ 3,700
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*In the exceptional case of a single occupancy request and assignment, the cost for single housing is \$4200.*

**\*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.
- Average utilities (water, gas, electricity). Any costs above the average consumption will be charged to the students sharing the same apartment.
- Bus pass ( if necessary )
- Internet

### **Housing costs do not include:**

- Meals.
- 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.

## **PAYMENT**

### **Housing Deposit**

→ **Proof of the housing deposit payment (\$300) has 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 students will receive the Housing Deposit check to the student's mailing address written on the Housing Form within 45 days after the Student Departure Date. If there is no damage to the apartment and its contents, students will be fully refunded the \$300 deposit. For further information on the housing deposit, please refer to the section "Cancellation Policy".

### **Housing Rent**

→ **Housing rent balance (\$3,700 for a double bedroom and \$4200 for an special request for a single.) Students must pay the full housing rent balance at least 30 days BEFORE the students arrival.**

### **HOW TO PAY FOR HOUSING (rent and housing deposit)**

**It is possible to make any housing payments by:**

- international wire transfer to:

Name: Lorenzo de' Medici s.r.l.  
Account # 1610/9300018  
Bank: Cassa di Risparmio di Firenze – Filiale 101  
Address: Via Bufalini 4, Firenze 50122 – ITALY  
IBAN code: IT32 I061 6002 8001 6100 9300 018  
BIC code: CRFIIT3F

**It is very important that you specify to your bank that the payment must arrive in US dollars to our account.** Otherwise, if your bank changes the currency from US dollars to Euro, you will be responsible for paying the difference due to currency exchange rates and commission, which is a significant amount of money.

**Please note that all bank charges have 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

When sending housing payments, please specify on the bank wire or check that this is a payment for housing, and state the students' names that the payment is covering.

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

### **RESERVATION DEADLINES AND PROCEDURE**

Room reservation requests and housing deposit payment must be received by **June 15<sup>th</sup> for Fall semester.**

### **HOUSING REQUEST LIST**

Once admitted to the LDM Rome Program the following are required for LdM to begin to process the **initial** housing request:

- Housing Request Form and Personal Profile – completed and signed
- Housing Rules and Personal Data– completed and signed
- Proof of the housing deposit payment
- Two Copies of your passport (photo page)

The following are required by **30 days** before the student arrival date:

- Two Copies of your visa (on your passport)
- Detailed travel Itinerary (from place of departure to your final destination). If you are not arriving by plane to your final destination please let us know which transportation you will use and the approximate time arrival
- Proof of the housing rent payment

Please send these forms by e-mail: [housing@lorenzodemedici.it](mailto:housing@lorenzodemedici.it), by fax. Number +39 055 2398 920 or mail them to Scuola Lorenzo de' Medici Att.ne– Housing coordinator office Via Faenza, 43 – 50123 Firenze, ITALIA

From the moment the housing office has received the housing request and housing deposit the student is assigned to an apartment's spot. The housing coordinator will send an email to the student and/or program about a week before the check in date with the **student's address housing assignment** and check in information.

## CANCELLATION POLICY

**Any cancellation must be communicated in a written withdrawal form which you can find at the end of this booklet.**

- 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 44-31 days preceding the check-in date, the student will lose the housing deposit (US\$300).
- If a student cancels 30-11 days preceding the check-in date, the student is liable for the housing deposit (US \$300) **plus** the first housing monthly rent.
- From 10-0 days, no refund will be made for any reason whatsoever in case the student decides to cancel, change or vacate the assigned apartment.
- The student will be fully liable for the total housing cost and housing deposit if no official notice of the student's cancellation is received by LDM before check-in date.

***Please remember that once the student arrives in Rome, no refund will be made for any reason whatsoever in the event of a student deciding to cancel, change or vacate an assigned apartment.***

Please be aware that the \$300 housing deposit and housing rent are not kept by LDM but retained by the landlord to partially cover the loss of the occupant.

## CHECK-IN PROCEDURE

**→ 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.**

### **CHECK IN AND CHECK OUT DATES WILL BE STRICTLY OBSERVED**

About a week before the class starting date, the school will provide the student with (via e-mail ):

- Apartment address, specifying any roommate/apartment mate
- Information regarding the check-in day.

**Attention:** If you haven't sent yet the housing rules, the personal data form, the detailed travel itinerary, the 2 photocopies of your passport (photo page and visa page) and the copy of your housing deposit and housing payment please send it **before your arrival** in Italy, as soon as possible.

## CHECK-OUT PROCEDURE

The apartments will be inspected after the students' departure by the housing office and the landlords. So the apartments must be left perfectly clean and in the same good condition as at the time of check-in.

If there is no damage to the apartment and its contents, students will be fully refunded the housing deposit.

Apartments must be left perfectly clean and in the same good condition as at the time of check-in. If the apartment is not left in an acceptable condition, if there are damages or excessive use of the utilities, students will be liable for these extra costs.

For damages to the shared areas of the apartment, excessive use of the utilities, or if the apartment as a whole is not in an acceptable condition, the cost (repair/replacement cost for damages, cleaning cost, utilities bills, etc) will be divided among all students in the apartment, unless one person takes responsibility for the damage/issue. In that case the person who has taken responsibility will be liable for the extra costs.

For bedrooms, the student(s) whose bedroom it is will be responsible for the cost of damages, cleaning etc.

The total extra cost for damages, cleaning and over-use of utilities will be subtracted from each involved student's \$300 housing deposit.

If the cost of the damages is over \$300 each for the involved students, the transcripts of all the apartment tenants will be withheld until the difference has been paid.

**The housing deposit will be received by the students within 45 days after the Student Departure Date.**

**Check-out time is no later than 12:00pm (noon) on the check-out date.**

**Keys should be left in your apartment on the main table. In case you forget to leave them there you are responsible or to send them by mail to LDM Via XX Settembre 4, Rome, Italy. Attn: Housing Office; or to pay the bill for the spare set of keys and the replacement of the lock ( Cost can vary and be very expensive depending on type of key and lock).**

## HOUSING RULES

**PLEASE SEE THE SPECIFIC DOCUMENT THAT YOU HAVE TO SIGN AND SEND WITH THIS HOUSING APPLICATION**

**HOUSING  
HOUSING AGREEMENT FORM  
FOR DOUBLE ROOM IN A STUDENT APARTMENT  
ROME**

**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: \_\_\_\_\_

Home school/or program through which you are coming to LDM): \_\_\_\_\_

e-mail: \_\_\_\_\_ Date of birth(M/D/Y): \_\_\_\_\_

Place of birth ( City and State ) \_\_\_\_\_

Country of citizenship: \_\_\_\_\_

Permanent home address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Passport Number \_\_\_\_\_ Date of Issue \_\_\_\_\_

Issued by \_\_\_\_\_

**Double bedroom** (US\$ 3,700)

*I request in an exceptional case a single room (US\$4,200 ) **Please specify below the reason why it is so important for you to have a single room***

**PLEASE STATE ANY REQUESTS CONCERNING ROOMATES OR ANY OTHER PARTICULAR NEEDS YOU MAY HAVE IN THE SPACE PROVIDED BELOW. SPECIFIC REQUESTS REGARDING HOUSING MUST BE MADE ON THIS FORM.**

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**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 LDM Housing .**

I also understand that:

- I will enter my apartment ONLY at the check-in date.
- 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, excessive use of the utilities and/or the apartment has not been properly cleaned , the cost will be withheld from the 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: \_\_\_\_\_

## 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 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 specify the following:**

Smoking

Non-smoking

Allergies (if any): \_\_\_\_\_

Other health problems that need to be taken into consideration:

\_\_\_\_\_

Do you have any special conditions or needs that you would like the housing coordinator to be aware of?  
( anxiety disorder, depression, learning disability, eating disorder, physical limitation; religious belief, etc.)

\_\_\_\_\_

\_\_\_\_\_

**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**

**\*\*REMEMBER TO SEND 2 copies of the student's passport (just the page with the photograph and Visa page)\*\***

## **INDEPENDENT HOUSING ARRANGEMENTS ROME**

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 Rome 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.

LDM requires students who choose the Independent Housing Option to sign a Housing Release form which releases the Institute from any responsibility related to housing arrangements and from acting on behalf of the student regarding any housing problems, leases or any loss or damages resulting from such arrangements. In addition, students will be requested to provide LDM with their address in Rome in order to have it on file in case of emergency notification or important program information.

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.

### **Real Estate Agencies**

[roma@bed-breakfast.net](mailto:roma@bed-breakfast.net)

[info@flatinrome.com](mailto:info@flatinrome.com)

**HOUSING NOT THROUGH LDM  
INDEPENDENT HOUSING FORM  
ROME**

**FALL 2011**

**Please print**

I, the undersigned \_\_\_\_\_,

Program: \_\_\_\_\_

a participant in the LDM academic program in Rome, having chosen **housing not through LDM** declare to have made my own housing arrangements. I am aware that this choice automatically releases LDM from any responsibility concerning any aspect related to my housing, including placement, disputes, and/or any other issues. I understand that any problems regarding my housing accommodation will be dealt with exclusively by me.

I understand and agree to pay all unpaid housing debts. LDM shall be held harmless of any refunds, claims, bills or disputes between the student and the housing agency.

In agreement with the Italian Student Visa requirements, LDM is required to take action for any student behavior deemed irresponsible.

**LDM RESERVES THE RIGHT TO WITHHOLD THE RELEASE OF TRANSCRIPTS  
UNTIL ALL DEBTS ARE PAID.**

\_\_\_\_\_  
**Student's signature**

\_\_\_\_\_  
**Date**

**LDM HOUSING WITHDRAWAL FORM ROME**

I, \_\_\_\_\_ , (*print full name*) OFFICIALLY WITHDRAW  
MY HOUSING REQUEST ON \_\_\_\_/\_\_\_\_/\_\_\_\_ (*dd/mm/yy*). LDM IS NOT RESPONSIBLE FOR  
ANY HOUSING ISSUES WHICH MAY RESULT FROM MY CHOICE. I'M AWARE OF THE HOUSING  
CANCELLATION POLICY AND I AGREE TO PAY ANY PENALTY ACCORDING TO THE ABOVE-  
MENTIONED CANCELLATION POLICY.

PROGRAM \_\_\_\_\_

\_\_\_\_\_

Student signature

\_\_\_\_\_

Print Student Name (written clearly in capital letters)