

**JANUARY INTERSESSION 2012 – 3-WEEK PROGRAM  
HOUSING ACCOMMODATION IN DOUBLE ROOM  
AT B&B**

**Housing check-in    January 2**

**Housing check-out    January 22**

**DEADLINE FOR APPLICATIONS: DECEMBER 1<sup>ST</sup>**

**B&B DESCRIPTION**

The various B&Bs of Tuscania might be located either inside or outside the historical centre ( 5/10 minutes walking distance). They offer B/B-style accommodation with clean and furnished rooms. Students are served Italian breakfast (non-American style) at the B&B.

**All B&B do not allow guests in the B&B rooms at any time (day or night). No exceptions.**

The B&B are independent housing facilities which are neither part of nor owned by our Institute. Students choosing this housing option are asked to respect at all times the B&B rules and regulations in order to maintain a quiet type of environment for all of its guests.

Generally, each room has a private bathroom, ( in some B&B the bathroom might be outside the room ) and they are furnished with two or three single beds, one desk, two chairs and a T.V.

**Students will NOT have the opportunity to choose their rooms or change roommates. Requests for roommates MUST be specified on the housing agreement form.**

**Students will NOT be allowed to check into their rooms before check-in date.**

**The school is not responsible for:**

- Personality conflicts among students sharing the same room.
- Damage to rooms, people or objects.
- Repairs.

**COSTS:**

The cost for a double bedroom at B&B from January 2 to January 22, 2012, is:

**DOUBLE ROOM – \$ 725 per person**

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.

**Costs include:**

- Room rent for the January intersession (Jan. 2 -22)

- Italian breakfast
- Utilities
- Daily cleaning of bed linens ( changing every 5 days ) and towels ( changing every 3 days )
- Weekly laundry
- Meals: only one lunch or dinner voucher per day for 4 days per week
- Internet ( As the B&B is situated in an old building you could have problems with internet connection, in this case you have to move to another area in the B&B to get the signal. Please ask the LDM staff for any further information )

**Costs do NOT include:**

- Repairs due to students' carelessness or negligence (i.e. broken toilets, clogged sinks and /or drains, blown out lamp bulbs, ripped off outlets, broken windows, damaged furniture).

**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 spot in a double room in a B&B.

The Housing Deposit check will be sent back 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 cost.**

→ Housing cost (US\$ 725 for a double bedroom in B&B) **Students must pay the full housing balance at least 30 days BEFORE the students arrival.**

From the moment the housing office has received the housing request and housing deposit the student is assigned to spot in a double room in a B&B. 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 housing assignment** and check in information.

**HOW TO PAY FOR HOUSING :**

**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.

**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:

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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 full payment must be received by **DECEMBER 1st**

### HOUSING REQUEST LIST

Once admitted to the LDM 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
- A Copy of your passport (photo page)

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

- 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 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

**The student will be assigned to a spot in a double room in B&B only after LDM has received the deposit due.** About a week before the check in date with the **student's 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's cancellation notice is received by LdM at least 30 days prior to check-in date, the housing deposit will be refunded net of charges to the student.
- If a student's cancellation notice is received by LdM less than 30 days preceding check-in date, no deposit will be given back.

- If a student's cancellation notice is received by Ldm less than 15 days preceding check-in date, the student is liable for the housing deposit and the total housing cost.
- Upon arrival in Tuscania, no refund will be made for any reason whatsoever in case the student decides to cancel, change or vacate your original assignment. In this case, the student will also be fully liable for the housing deposit.
- 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 Tuscania, no refund will be made for any reason whatsoever in the event of a student deciding to cancel, change or vacate an assigned apartment.***

## **CHECK-IN PROCEDURE**

**→ Students will not be allowed to check into the B&B before check-in date and/or check out 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 ):

- Assignments, specifying your roommate
- Information regarding the check-in day.

**Attention:** If you haven't sent yet the whole documentation required by LDM in the housing request list and the copy of your housing deposit and total housing payment please send them **before your arrival** in Italy, as soon as possible.

## **CHECK-OUT PROCEDURE**

Your rooms will be inspected after the students' departure by the B&B staff., if there are damages students will be liable for these extra costs.

If there is no damage to the room and its contents, students will be fully refunded the \$300 deposit (net of charges).

If the cost of the damages is over \$300 each for the involved students, the transcripts of students 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.**

## **HOUSING RULES**

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

## PERSONAL PROFILE 1

**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
I will be operating on a very fixed budget during my time in Italy.	3	2	1	I have a very comfortable and flexible budget for my time in Italy.
I like to cook and plan to prepare most of my meals in my apartment.	3	2	1	I do not like to cook and plan to dine out for most of my meals.
I only shop to purchase necessities.	3	2	1	I like to shop recreationally.

**PERSONAL PROFILE 2**

**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 a copy of the student's passport (just the page with the photograph and Visa page)!\*\***

**AGREEMENT FORM FOR  
B&B – JANUARY INTERSESSION**

**Please print**

Student's full name: \_\_\_\_\_ Program: \_\_\_\_\_

E-mail \_\_\_\_\_

**DOUBLE ROOM (\$725)**

**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.**

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

**I HAVE READ AND FULLY AGREE, ACCEPT AND WILL ABIDE BY THE RULES, REGULATIONS AND  
CANCELLATION POLICY**

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

**JANUARY INTERSESSION 2012 – 3-WEEK PROGRAM  
INDEPENDENT HOUSING RELEASE FORM**

➤ **Please fill out this form if not choosing the B&B option.**

I, the undersigned \_\_\_\_\_,  
(please type or print student's name)

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

a participant in the LdM January Intersession Program in Tuscania, having chosen the Independent Housing Option 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.

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

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

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

**LDM HOUSING WITHDRAWAL FORM**

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)