

FLORENCE - SUMMER 2008 HOUSING INFORMATION

DATES

SUMMER 2008

JUNE

Thursday	May 22	Students arrive
Friday	May 23	Orientation/Final Registration
Monday	May 26	Classes start
Friday	June 20	Classes end
Saturday	June 21	Housing check out

HOLIDAYS

Monday	June 2	Feast of The Republic
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Summer Break June 23 - 27

JULY

Thursday	June 26	Students arrive
Friday	June 27	Orientation/Final Registration
Monday	June 30	Classes start
Friday	July 25	Classes end
Saturday	July 26	Housing check out

AUGUST

Friday	July 25	Students arrive
Monday	July 28	Classes start/Orientation/Final Registration
Friday	August 22	Classes end
Saturday	August 23	Housing check out

HOLIDAYS

Thursday	August 15	Ferragosto
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HOUSING OPTIONS

For each of the options listed below, please refer to the detailed description and policies included in this booklet. PLEASE NOTE THAT EHI STUDENTS WILL SEND PAYMENTS THROUGH EHI RATHER THAN DIRECTLY TO FLORENCE AS THIS WILL MAKE THE RESERVATION AND PAYMENT PROCESS EASIER FOR THE STUDENT.

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

APPLICATION DEADLINES

JUNE SESSION: April 15th
JULY SESSION: May 10th
AUGUST SESSION: July 1st

HOUSING OPTION 1 ROOM AT RESIDENCE LA CONTESSINA

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.

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 small nice apartments.

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

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

PLEASE NOTE: all the 20 apartments have the same size and 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 the bathroom on the ground floor and bedroom on the first floor.

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

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

COSTS

The cost in EURO per person for one monthly summer session (**June:** May 22-June 21, 2008; **July:** June 26-July 26, 2008; **August:** July 25-August 23, 2008) are as follows:

JUNE AND JULY:

- room for 2 person **Euro 1350**
- room for 3 person **Euro 960**

AUGUST:

- room for 2 person **Euro 1044**
- room for 3 person **Euro 754**

The cost includes:

- room rent for the summer sessions
- Utilities (electricity, water, air conditioning/heating)
- cleaning and changing of bed linen and towels once a week
- Colour TV
- reception service 24hrs
- safe (there is one in each apartment)

The cost does not included:

- Phone bills with outgoing calls and use of wireless 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:

- parking spot
- breakfast

DEPOSIT

Upon arrival in Florence, each student must pay a damage deposit of Euro 260 to Residence La Contessina. The deposit can be paid in cash or with 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 **April 15th for the June session**, by **May 10th for the July session** and by **July 1st for the August session**.

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, PAYABLE TO "RESIDENCE LA CONTESSINA"**
- Personal profile

**Please mail above forms and payment to:
Scuola Lorenzo de' Medici
Att. Ms. Elia Nichols – Housing Coordinator
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. 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.
- 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 deposit back

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.
- 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 to 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.

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

- Students must allow the cleaning staff into their rooms and collect items spread around the floor so that cleaning may be done in the appropriate way.
- The cleaning service is provided once a week but does not include dish washing or stove cleaning.
- Sheets are changed once a week.
- Extra cleaning or daily 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.

WIRELESS INTERNET and TELEVISION

- Every room is provided with wireless internet (there is a cost) and a color TV for which the students will be held responsible until their departure. Students must bring their own computer. Computers are not provided.

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
- Residence give the students the possibility to use bicycles for going around the city; this service is free of charge

**AGREEMENT FORM FOR HOUSING OPTION 1
Residence La Contessina**

Please print

Student's full name: _____ Gender: _____

Study Abroad Program: _____ e-mail: _____

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

Permanent home address: _____

Phone: _____ Fax: _____

Summer session (please check):

JUNE 2008

JULY 2008

AUGUST 2008

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

JUNE AND JULY:

- room for 2 person **Euro 1350**
- room for 3 person **Euro 960**

AUGUST:

- room for 2 person **Euro 1044**
- room for 3 person **Euro 754**

Roommate/Apartment mates requests, if any:

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 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.

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

HOUSING OPTION 2 DOUBLE OR SINGLE ROOM 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 places available. In addition, LdM reserves the right to reject 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 single or double room in a furnished apartment that is to be shared with other students enrolled at LdM.

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 rooms is very limited. If a student's request for a single or double room cannot be honored due to space limitations, the student will be informed accordingly and asked to accept the alternative type of room. **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

All apartments are completely furnished and equipped with bed linen, basic pots and pans and kitchen utensils. **They are not provided** with towels, phone, or air conditioning. Although apartments are of the same standard and have similar facilities, no two apartments are alike.

Some apartments are located closer to the school premises than others. All apartments, however, are located within walking distance from 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.

Please remember that once the student arrives in Florence, no refund will be made for any reason whatsoever in the event of a student deciding to cancel, change or vacate an assigned apartment. Unlike in the United States, apartments in Italy, especially in the historic centres, are all situated in antique buildings and therefore no apartment in Florence is alike. Although we try to maintain a standard for our apartments, some ARE nicer than others and some are closer than others to the school. It is, unfortunately, impossible to find apartments that are all similar and all close to the school. Therefore, we request all students to try to be adaptable, open-minded, and ready for the pros and cons of all of the apartments in this Renaissance city.

HOUSING COSTS

Housing costs **per person in US dollars** for one monthly summer session (**June:** May 22-June 21, 2008; **July:** June 26-July 26, 2008; **August:** July 25-August 23, 2008) are as follows:

DOUBLE ROOM	US\$ 800
SINGLE ROOM	US\$ 1,000

Housing costs include:

- Monthly 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.
- 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).

→ **Students must pay the housing rent balance 30 days before the class starting date.** In case of a student having requested a single room, but receiving a double room, the refund will take place in Florence after the student's arrival. The housing coordinator will send an email to the student and/or program 15 days before the class starting date with the student's housing assignment.

→ **Students staying for two or more consecutive monthly summer sessions must pay for their entire stay; they only need to pay for their housing deposit once.** Housing costs will cover rent for the reserved months, including the one-week break/s between summer sessions.

HOUSING DEPOSIT

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\$ 1000 for a single bedroom, US\$ 800 for a double bedroom) must be paid before the student's arrival.

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

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.

Please note that all bank charges are to be paid by the student.

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 and full payment must be received by **April 15th for the June session**, by **May 10th for the July session** and by **July 1st for the August session**.

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 "Scuola Lorenzo de' Medici" or copy of bank transfer receipt.
- **2 copies of the student's passport (just the page with the photograph. Visa page, not necessary)!!**
- Personal profile form.

Please mail above items to:

**Scuola Lorenzo de' Medici
Attn. Ms. Elia Nichols, Housing Coordinator
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. The deposit will be given immediately to the apartment landlord in order to confirm the reservation.

CANCELLATION POLICY

- 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 by the landlord.
- If a student's cancellation notice is received by LdM less than 30 days preceding check-in date, no deposit will be given back.
- 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. 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.

CHECK-IN PROCEDURE

10 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 session.

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 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 cannot be held responsible for problems related to water supply, gas or electricity. 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 50 US\$ each by the landlord in case the apartment is not left in an acceptable condition.

Please note that neither LdM nor the landlord are responsible for personality conflicts among students sharing the same apartment.

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 Florence 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 Florence in order to have it on file in case of emergency notification or important program information.

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.

**HOUSING RELEASE FORM FOR HOUSING OPTION 3
INDEPENDENT HOUSING ARRANGEMENTS**

Please print

I, the undersigned _____,

Program: _____

Summer session:

JUNE 2008

JULY 2008

AUGUST 2008

a participant in the LDM academic summer program in Florence, 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.

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

Parent's (or legal guardian's) signature

→ Required if above signed student is under 18 years old

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 classic music | 3 | 2 | 1 | I dislike classic 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!

ALL APARTMENTS ARE NOT SMOKING

****REMEMBER TO SEND 2 copies of the student's passport (just the page with the photograph. Visa page, not necessary)!!****