

**SPRING 2008  
HOUSING INFORMATION  
Lorenzo de' Medici - ROMA**

**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 ROOM IN A STUDENT APARTMENT**
- **OPTION 2: INDEPENDENT HOUSING**
- **FAMILY STAY AVAILABLE UPON REQUEST**

**APPLICATION DEADLINE:  
Nov. 15<sup>th</sup> , 2007**

## **AGREEMENT FORM FOR HOUSING OPTION 1 DOUBLE or SINGLE BEDROOM IN A STUDENT APARTMENT**

By offering Housing Option 1, 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 1 up to the registration deadline. **Housing requests for housing option 1 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 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 1 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.**

Most apartments have two or three bedrooms. Therefore, four to six students generally share an apartment. In a double bedroom two students share the bedroom. On average there is a bathroom for every 4 students. 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.** If a student's request for a 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 (two sets), basic pots and pans, kitchen utensils, washing machine, TV and towels. In each apartment there is a fully fitted kitchen and a living room. Although apartments are of the same standard and have similar facilities, no two apartments are alike. The shared apartments are usually suitable for 4 students.

Apartments are not all in the same building, but within a short distance from the school. All the apartments are easily connectable by the Metropolitana and by local public transportation and are no more than 15-30 minutes far 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 \$ 3.000,00

**SINGLE BEDROOM** US \$ 3.350,00

**\*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.
- 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 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 1, 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. 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 (US\$ 3,300 for a single bedroom, US\$ 3,000 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](mailto: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. 15<sup>th</sup> 2007 for Spring 2008**

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

- Completed and signed housing agreement form for Housing Option 1, 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 Rome, 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 (a map of all facilities, stores, markets and places of interest of the neighborhood students will be living in)

## 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.**

**HOUSING OPTION 1  
HOUSING AGREEMENT FORM  
FOR A SINGLE OR DOUBLE BEDROOM IN A STUDENT APARTMENT  
ROMA**

**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):**

**Double bedroom (\$ 3.000)**

**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.)*

**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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**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 1.**

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 2 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 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. 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 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                      |
| I have food restrictions   | 3 | 2 | 1 | I don't have food restrictions.  |

**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!**

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