



# APPLICATION FOR CERTIFICATE PROGRAMS

**PLEASE BE SURE TO SUBMIT THE FOLLOWING TO PALAZZI ADMISSION OFFICE FOR APPLICATION PROCESSING:**

Program Application (signed/completed) Official transcript, CV, or statement of prior experience (if applying for intermediate or advanced levels only). Please complete all the application steps including housing if applicable

**APPLICATION DEADLINES:**

Spring: November 1 - Fall: June 15 - January Intersession: December 1  
 Summer 1: April 15 - Summer 2: May 15 - Summer 3: June 15 - Summer 10 Weeks Apprenticeship: April 1

**SESSION SELECTION:**

- |                                      |                                      |   |
|--------------------------------------|--------------------------------------|---|
| YEAR:                                | SESSION:                             | SHORT TERM/INTENSIVE PROGRAMS                           |
| <input type="checkbox"/> 201_        | <input type="checkbox"/> Spring      | <input type="checkbox"/> Summer semester                |
| <input type="checkbox"/> 201_ / 201_ | <input type="checkbox"/> Fall        | <input type="checkbox"/> Summer 10 Weeks Apprenticeship |
|                                      | <input type="checkbox"/> 2 - 4 years | <input type="checkbox"/> January intersession           |

Will you be securing your housing through Palazzi?  Yes  No If yes, please submit the Housing Request Form and Personal Profile to Palazzi with your admissions application. Please see form page N. 6

## ACADEMIC YEAR 2010-2011

**FALL 2010**

Wednesday September 1 Students arrive  
 Thursday September 2 Orientation  
 Friday September 3 Orientation  
 Monday Sept. 6 Classes start  
 Mon.-Fri. Oct. 18-22 Mid term exam week  
 Mon.-Fri. Oct. 25-29 Fall Break  
 Tuesday Nov. 2 Classes resume  
 Mon.-Fri 13-17 Dec. Final Exams  
 Friday Dec. 17 Last day of class  
 Saturday Dec. 18 Housing check-out  
**Holidays**  
 Wednesday December 8

**JANUARY INTERSESSION 2011**

Sunday Jan. 2 Students arrive  
 Monday Jan 3 Orientation  
 Tuesday Jan 4 Classes start  
 Sat. Jan. 22 Last day of class  
 Sunday Jan 23 Housing check-out  
**Holidays**  
 Thursday January 6

**SPRING 2011**

Wednesday Jan. 26 Students arrive  
 Thursday Jan. 27 Orientation  
 Friday Jan. 28 Orientation  
 Monday January 31 classes start  
 Mon.-Fri. March 14-18 Mid term exam week  
 Mon.-Fri. March 21-25 Spring Break  
 Monday March 28 Classes resume  
 Mon.-Fri May 9-13 Final Exams  
 Friday May 13 Last day of class  
 Saturday May 14 Housing check-out  
**Holidays**  
 Monday April 25th Easter Monday

**SUMMER 2011/Summer Semester**

Sunday May 15 Students arrive  
 Monday May 16 Orientation  
 Thursday August 5 Classes end  
 Saturday August 6 Housing check out  
**Holidays**  
 Thursday June 2  
 Friday June 24

**Please note:**

Beginner Certificate students will start their Italian language course on the following dates: Fall 2010: Start August 9 End August 27 Spring 2011: Start January 4 End January 22

## APPLICATION FORM STEP 1: GENERAL INFO

Last Name: ..... First Name: .....

Gender:  Male  Female Date of Birth (mm/dd/yy): .....

City/State/Country of Birth: .....

Local Address: .....

City: ..... State: ..... Zip Code: ..... Country: .....

Email: ..... Phone: ..... Cell: ..... Fax: .....

Permanent Address: .....

City: ..... State: ..... Zip Code: .....

Country: ..... Citizenship ..... Passport #: .....

Date Issued: ..... Current Home College/University: .....

Current status: ..... Major: ..... GPA (min. required 2.75): .....

**emergency contacts:** Name ..... email ..... ph. ....

Is your institution granting credit for classes at Palazzi?  Yes  No  
 If not please see general info under US Credits

How did you learn about Palazzi?

- Campus visit by Palazzi representative
- Professor
- Magazine/newspaper
- Study abroad fair
- Study abroad officer/director
- Family/friend

Web/internet resource (Please indicate which resource/s below)

Why did you choose Palazzi? (check all that apply)

Course offering  Reputation  Location  Cost  Other .....

**PLEASE SELECT YOUR LEVEL OF ITALIAN LANGUAGE:**  
 (All non beginning students will take a placement test during orientation)

- Beginning
- Intermediate I (prerequisite: 1 semester of Italian language)
- Intermediate II (prerequisites: 2 semesters of Italian language)
- Intermediate III (prerequisites: 3 semesters of Italian language)
- Advanced (prerequisites: 4 semesters of Italian language)

How many college semesters of Italian language have you completed? Please select your jacket size (only for Culinary Arts and Baking & Pastry)

S  M  L  XL  XXL

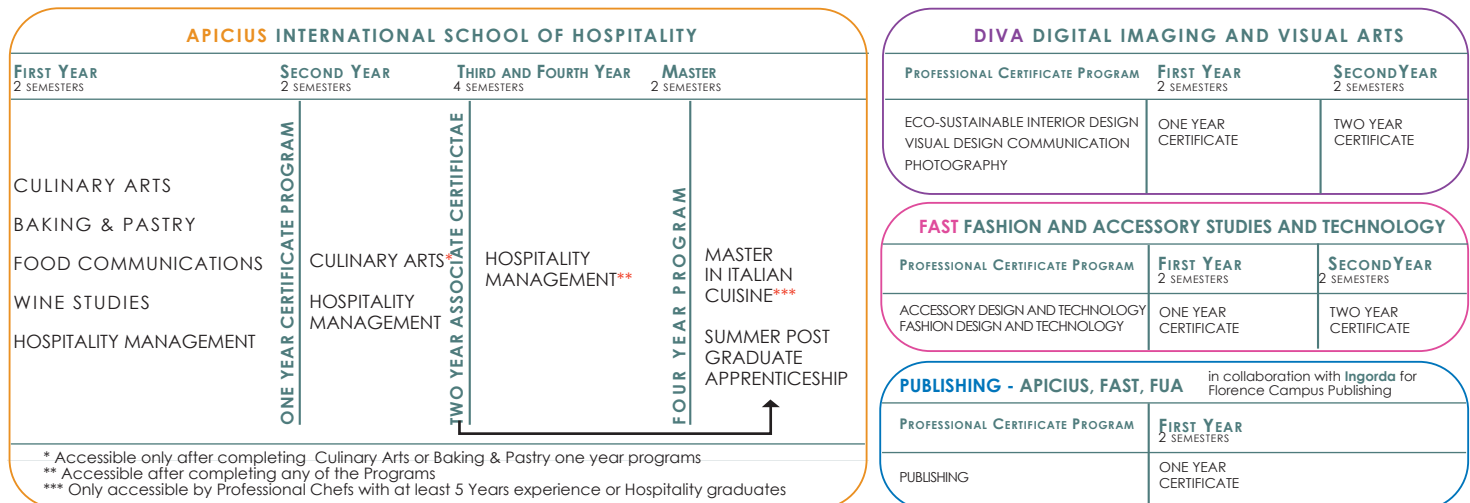
**WHICH OF THE FOLLOWING STUDENT SERVICES/ACTIVITIES OFFERED BY THE UNIVERSITY ARE YOU MOST INTERESTED IN JOINING THIS SEMESTER?**

- Community Outreach (Conversation Exchange, Community Services, Connecting Cultures, Workshops)
- Ganzo (Volunteering in the front of house or back of house, hosting a student night)
- Italian Family Club
- Contemporary Italian Appreciation (lectures, film series)
- Sports: (Volleyball, Soccer)
- The Gym (classes: Yoga, Pilates, Zumba)
- Performing Arts: (Music, Cinema, Theatre)
- Explorations: (city walks, museum visits, inexpensive day excursions)
- Blending: Student Newsletter/magazine (Writing, Copy editing, Photography, Graphic Design/layout)

Student Services was created to offer all students a safe, educational and entertaining environment in which they can discover the city of Florence, Italian culture and the language. Our students will develop new lifelong relationships while becoming acquainted with the local community.

The mission of student services is to offer a unique, culturally relevant and personally enriching program of activities that will enhance student's overall study abroad experience.

## STEP 2: PROGRAM SELECTION



PLEASE SELECT YOUR PROGRAM AND DURATION OF STUDY:

## APICIUS-INTERNATIONAL SCHOOL OF HOSPITALITY

- Culinary Arts  Semester  Year  Summer Semester
- English  Italian (Program offered in English or Italian, please select your language preference)
- Baking & Pastry  Semester  Year  Summer Semester
- Wine Studies  Semester  Year  Summer Semester
- Food Communication  Semester  Year  Summer Semester
- Hospitality Management  Semester  Year  Summer Semester
  
- 10 week summer apprenticeship (Please select concentration)
  - Concentration 1: Food & Beverage Service Management
  - Concentration 2: Food Preparation
  - Concentration 3: Culinary Management
  - Concentration 4: Special Event Management & Catering
  
- Master in Italian Cuisine (One Year program)

## DIVA -DIGITAL IMAGING VISUAL ARTS

- Eco-Sustainable Design  Semester  Year  Summer Semester
- Visual Design Communication  Semester  Year  Summer Semester
- Photography  Semester  Year  Summer Semester

## FAST -FASHION AND ACCESSORY STUDY AND TECHNOLOGY

- Accessory Design and Technology  Semester  Year  Summer Semester
- Fashion Design and Technology  Semester  Year  Summer Semester

## PUBLISHING- APICIUS, FAST, FUA

- Semester  Year  Summer Semester
- (Please select concentration)
- Food Concentration
- Fashion Concentration
- Art Concentration

PLEASE SELECT WHICH SESSION YOU WISH TO ATTEND:

- January Intersession 201\_  Spring 201\_  Summer semester 201\_  Fall 201\_
- Academic Year 201\_ /201\_  10 Week Summer Apprenticeship 201\_

Are you applying for a  Beginning or  Non-Beginning level?

Students applying for entrance to Intermediate levels of any Program must provide the following items:

- Official transcript
- CV (or statement of prior experience in area of study).

**Please note:** that once you arrive on site, you will not be allowed to change programs. Tuition costs vary according to program selection. (See pricing information.)

**FOR US STUDENTS:** Make sure you conform to the credit requirements of your home institution and that you do not exceed the total number of credits allowed.

# STEP 3: PAYMENT, COSTS & PAYMENT POLICY

## TUITION COSTS

Please note 50% tuition/package deposit is required at enrollment.

### TUITION COSTS FROM FALL 2010

#### CERTIFICATES

1 semester	.Euro 6,500
1 year (2 semesters)	.Euro 12,000
2 years (4 semesters)	.Euro 22,000
4 years (8 semesters)	.Euro 42,000
Master in Italian cuisine (Fall + January intersession + Spring)	.Euro 10,550

Application fee:	.Euro 120
Student service fee	.Euro 220 (per semester)
School kit fee	.Euro 400

Please note: some courses may require an extra fee  
Books are not included in the tuition/package costs

PACKAGES (Tuition + Multiple room housing + 30 vouchers meal plan + Application + SS fee):

#### CERTIFICATES

Semester	.Euro 9,220
1 year	.Euro 17,440 (60 vouchers)
2 years	.Euro 32,880 (120 vouchers)
School kit fee	.Euro 400

Please note: some courses may require an extra fee  
Books are not included in the tuition/package costs

Extra cost for single room (per semester) .Euro 650

Please note: Housing in August/January for beginner studente is NOT included. The school will be happy to facilitate the student.

### SPECIAL PROMOTIONAL TUITION COSTS

#### CERTIFICATES

##### Academic year 2010-2011

Semester or Summer Semester	.Euro 5,950
1 year (2 semesters)	.Euro 11,000
2 years (4 semesters)	.Euro 20,000
4 years (8 semesters)	.Euro 38,500

##### Academic year 2011-2012

Semester or Summer Semester	.Euro 6,250
1 year (2 semesters)	.Euro 11,500
2 years (4 semesters)	.Euro 21,500
4 years (8 semesters)	.Euro 41,000

School kit fee .Euro 400

Please note: some courses may require an extra fee  
Books are not included in the tuition/package costs

The above Special tuition costs are valid only if full payment is done at enrollment.  
If a student wishes to add one or more semesters after enrollment, the regular tuition costs will be applied.

### SPECIAL PROMOTIONAL PACKAGE COSTS

PACKAGES includes: (Tuition + Multiple room housing + 30 vouchers meal plan + Application + SS fee):

#### CERTIFICATES

##### Academic year 2010-2011 (including Summer)

Semester	.Euro 8,670
1 year	.Euro 16,440 (60 vouchers)
2 years	.Euro 30,880 (120 vouchers)

##### Academic year 2011-2012 (including Summer)

Semester	.Euro 9,070
1 year	.Euro 17,240
2 years	.Euro 32,480

School kit fee .Euro 400

Please note: some courses may require an extra fee  
Books are not included in the tuition/package costs

Please note: Housing in August/January for beginner studente is NOT included. The school will be happy to facilitate the student.

Extra cost for single room (per semester) .Euro 650

Please note: some courses may require an extra fee  
Books are not included in the tuition/package costs

Extra cost for single room (per semester) .Euro 650

The above Special Package costs are valid only if full payment is done at enrollment.  
If a student wishes to add one or more semesters after enrollment, the regular tuition costs will be applied.

# STEP 4: PAYMENT AND ENROLLMENT

## SUMMARY (Please complete the following, according to the Program selected)

Tuition/Package Deposit (50% of total) .....	
Housing Security Deposit (refundable) .....	€200
Student Services Fee (mandatory) .....	
Pick Up* .....	
Field trips** .....	
Application fee .....	€120
TOTAL .....	

\*For costs and details on airport pick-up and housing see "housing information" form (pages 6/7)

\*\* For details see <http://www.ganzoflorence.it>

## METHODS OF PAYMENT

By Credit card:  visa   Mastercard 

Please fax us the following information (Fax +39 055 46 31 493):

Credit card number: .....

Security numbers: .....

Expiration date: \_/ \_/ \_

Email address: .....

By Direct Bank Transfer

Account name: Consorzio PALAZZI – Florence Association for International Education

Account number: 115054/00

Bank: CR di Firenze – ag.sede – Via Bufalini 4 50122 Firenze

ABI 06160 CAB 02800

Cod IBAN IT68C0616002800000115054C00

Reason for the payment: .....

Please fax us your bank receipt. (Fax +39 055 46 31 493)

**Please note:**

It is absolutely necessary to cite the reason of payment on the wire transfer. Example: name of student, what's being paid (tuition, housing etc. ) and semester

By check

Please make checks payable to Consorzio PALAZZI - Express Mail to: via Guelfa 85 50129 Firenze, Italy.

Please fax enrollment form and proof of payment: + 39 055 46 31 493

I am attaching a check or receipt of a wire transfer or, please, charge my Credit Card for the amount of: .....

# STEP 5: OTHER INFO AND SIGNATURES

## LETTER OF ENROLLMENT AND "PERMESSO DI SOGGIORNO"

As soon as we receive your deposit (50% of the total) we will issue a letter of enrollment. With the letter of enrollment you can obtain a Student Visa at your nearest Italian Consulate or Embassy. You must bring to Italy a copy of all documents presented at the Consulate. Once in Florence, those documents and your student Visa will allow you to get a "Permesso di Soggiorno" from the Immigration Office. **Important!** The Immigration Office in Florence typically doesn't allow students to extend their stay without returning home. So if you wish to extend your enrollment after arrival you will need to return home and start the Visa process again. For stays shorter than 30 days, a "Permesso di Soggiorno" is not required. Tuition is due in full before the start date of your chosen program. For students enrolling in a 2 or 4 year program, balance is due before the end date of the first/third year of study.

## CANCELLATION POLICY

For all programs tuition liability is based on the date on which a formal written cancellation request is received by PALAZZI - Florence Association for International Educational. If a cancellation notice is received:

- Within 30 days prior to the term start date\*, the student will be liable for 30% of tuition.

- Within a period of 30 days to 1 week prior to the term start date\*, the student will be liable for 50% of tuition

- Within 1st week prior to the term start date\* the students will be liable for 100% of tuition. Under no circumstances will a refund be made. Failure to attend does not constitute official cancellation.

\*A term starts on the date students are required to arrive for orientation.

No refund will be made under any circumstances until the official enrollment letter has been returned to PALAZZI.

## INSURANCE

All PALAZZI students automatically receive HTH Worldwide student health insurance, the most comprehensive study abroad insurance available. This makes excellent health care available to students while they are in Italy as well as a 24 hour assistance call center for emergencies or questions. For more information go to: <http://www.hthstudents.com> or <http://www.hth-parents.com>

## WAIVER

Program involves studying at PALAZZI institution in Italy and may include living with a host family or in an apartment in the host city. Group excursions and social/cultural activities are routinely offered to participants. Some trips will be overnight and most will involve transportation on a bus and/or train. The Undersigned fully understands that there are certain dangers, hazards, and risks inherent in international travel, the group excursions, and in the activities included in the PALAZZI program and have signed this document in full recognition and appreciation of the dangers of these activities, which dangers include, but are not limited to, physical injuries (minimal, serious, catastrophic) and/or property loss or damage. The Undersigned expressly acknowledges that the participant is not required to participate in this PALAZZI program, but chooses to do so. The Undersigned therefore agrees to assume and take on all responsibilities in any activities associated with the PALAZZI institution's program in Italy. In consideration of, and in return for, the service, facilities and other assistance provided to participants by the PALAZZI institution, we, along with any of our assignees, heirs, distributees, guardians, and legal representatives release PALAZZI and its Italian institutions from any and all liability, claims and actions that may arise from injury, harm or death to the Undersigned and from loss or damage to the Undersigned's property in connection with these activities. The Undersigned understands that this release covers liability, claims and actions caused entirely or in part by any acts or failure to act by the PALAZZI institution and/or PALAZZI office, including but not limited to negligence, mistake, or failure to supervise by the PALAZZI institution or any of their employees, agents, or contractors.

## CONDUCT/ BEHAVIOR RELEASE

I understand that as a student attending an PALAZZI program, I represent my home institution and will behave as an ambassador for this institution. Therefore, all policies governing behavior as printed in my home institution's Student Code of Conduct apply to me during my participation in the PALAZZI program, in addition to the Student Code of Conduct for my chosen PALAZZI program. I understand that information regarding any behavior found disruptive or offensive to the PALAZZI program will be released to my home institution's study abroad office. I understand that PALAZZI must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs. Accordingly, PALAZZI reserves the right to dismiss a student from the program on the basis of any observed conduct or behavior which causes concern for the safety and well-being of students or others. The Director and/or Associate Director of PALAZZI shall have the authority to make the final decision on a participant's dismissal from the program. Misconduct includes actions that violate school regulations or Italian law, or in the judgment of the school and/or PALAZZI officials, jeopardize the welfare of that student, other

individuals or the program. It is understood that no refund of tuition, fees or rent will be given if a student is dismissed from the program. Such actions include, but are not limited to, the following: - Excessive unauthorized absence from class and/or other organized program activities - The use of threats or physical violence - Violation of Italian laws - Violation of the school or housing regulations - Damage to or destruction of school, residence, or student property - Alcohol or substance abuse - Reckless or dangerous behavior.

### TRANSCRIPT RELEASE

Transcripts are released approximately 8 weeks after a term ends. PALAZZI reserves the right to withhold a transcript in the case of unpaid balances due, including balances due to PALAZZI academic institutions, any PALAZZI agent, contractor or program partner. Transcripts will be released once accounts are paid in full.

### PRIVACY POLICY

PALAZZI is fully committed to respecting the privacy of all applicants and all visitors to its website. The information that you provide to PALAZZI will only be used for the purpose of looking after your interest in the PALAZZI program. Your personal information will be used by PALAZZI in accordance with Italian law D. LGS.VO 196/03.

### CERTIFICATIONS

1. I certify that I am in good academic standing at my home institution and that I meet its requirements and deadlines to be eligible to study abroad.
2. I certify that I have carefully considered each question and that my statements are true and complete to the best of my knowledge. I accept as binding any and all conditions that normally apply to admission to PALAZZI.

I have read and agree with the above statements, including Program Waiver. I have carefully reviewed all the information that I am submitting.

Signature of Applicant:..... Date:.....

I understand that I am responsible for my course selection and that I must obtain pre-approval for transferable credits.

Signature of Applicant:..... Date:.....

I authorize the use of my personal information by PALAZZI, which will treat it in accordance with Italian Law 196/03 on privacy.

Signature of Applicant:..... Date:.....

## STEP 6: ACCOMMODATION

### HOUSING INFORMATION

PALAZZI's Housing Office is pleased to facilitate the housing arrangement process for students but you are welcome to make your own direct accommodation plans. PALAZZI does not own or lease apartments but works as a facilitator to assist students find accommodation only during their stay in Florence. The Housing Office's sole intention is to facilitate the students' study abroad experience. Students are not obliged to secure housing through PALAZZI's Housing Office. Students choosing to secure housing independently must notify the PALAZZI Admissions Office.

If you prefer to live with a family during your stay, the school will select a family according to your Personal Profile Form (family form) and you'll pay your rent directly to them. The rental period begins one day before the program start date and ends one day after the last day of class. Check-in time is only from 10am to 7pm on check-in day. For any arrivals outside that time, you must contact the PALAZZI housing coordinator prior to arrival. Check-out time must be no later than 12 (noon) on check-out day.

Please fill in and sign your Housing Request Form and Personal Profile and mail it to PALAZZI Admission Office by the Application Deadline. A Euro 200 security deposit must be paid at application. Students will be responsible for any damages to their apartment or its furnishings and will have all damage costs removed from their security deposit. Deposit refunds will be made in either cash or via bank wire, depending on availability, by the check-out date. At this point, a refund via credit card is not viable.

**Please note:** The Housing Office will complete assignments only for students who request housing within the designated deadline. Housing requests received after the application deadline will not be honored. In addition, the Housing Office reserves the right not to accept requests that are received when no more apartments are available. In this case, students will be notified and instructed to select another housing option. In the case of no further availability, the Housing Office will be available for further consultation.

Apartments will be assigned on a first served basis according to availability. Depending on their request, students will be assigned to a single or shared bedroom in a furnished apartment that will be shared with other PALAZZI students. If a student request cannot be honoured due to space limitations, the student will be assigned according to availability. Students will not be able to choose their apartment or change roommates. All roommate requests must be specified on the housing request form. Students will not be allowed to check into their apartments before the check-in date or to check out of their apartments after check-out date. The Housing Office makes every attempt at placing students according to any needs they might have. If you have a medical condition or disability that you would like to disclose to the Housing Office, and which requires specific attention, please let us know either via email or on your housing application form.

### MEAL PLAN INFORMATION

The meal plan included in the package has the following characteristics:

meal plan booklets come in packages of 30 or 70 vouchers

Lunch (1 voucher): includes 2 courses, fresh bread, and water

Dinner (2 vouchers): includes 2 courses, fresh bread, dessert, and water

**Please note:** vouchers CANNOT be used for wine or alcohol.

- Lunch is served from 12:00PM until 3:00PM (last orders taken at 2:30PM), however a selection of courses, salads, appetizers and desserts will be served all day long. Students may use the vouchers at any time of the day.
- Dinner vouchers may be used from 6:30PM until 8:30PM (last orders taken at 8:00PM)

Meal Plans can be used at GANZO, located at Via de'Macchi 85r. Ganzo is the cultural and gastronomic association that unites PALAZZI where students and the public can enjoy meals, art shows, events, tastings, workshops and much more.

### APARTMENTS DESCRIPTION

The apartments are fully furnished and fully functional. The standard layout of the apartments consists of multiple bedrooms, multiple bathrooms (variable), kitchen, living/dining room space. The bedrooms range from single bedrooms for one occupant (limited supply) to triple bedrooms, with the occasional quad space. Shared bedrooms imply from 2 to 4 occupants. Included in the bedrooms are bed linens, pillows, and sheets. There will also be sufficient closet space to accommodate a reasonable amount of clothing and luggage. A very limited number have only one bedroom, and some have more than 3 bedrooms. In most shared apartments, students number 4-6. In limited supply, housing in residences can be arranged, dormitory style, and can house 14-16 students. In some cases, coeducational housing can be provided/arranged, however, prior to coeducational arrangements, permission must be granted by the school and/or students' parents/guardians. Students in any housing system will be sharing the apartment with other students, as there are no studio apartments available (unless by special request - monthly rental rates do increase for this option, so please check with the Housing Office for complete details).

Kitchens are all fully functional, with sufficient utensils, plates and glasses per number of occupants. Also included are refrigerators, ovens, stoves, basic cookware.

We advise that students bring their own towels, although occasionally they have been provided in the apartments. Although apartments are of the same standard and have similar facilities, no two apartments are alike. They are not all located in the same building, but are all within walking distance to PALAZZI or the nearest bus route.

### HOMESTAY COST

**Single room:** Half Board **euro 35-40** per day  
Bed & Breakfast **euro 25-30** per day

**Multiple rooms:** Available at a slightly lower rate, only upon request depending on availability

### HOMESTAY DESCRIPTION AND INFORMATION

Typically the homestay option offers a single room; however double rooms are available upon specific request and depend on availability. Bed linens are provided. Adequate clothing and luggage storage space will be provided. We recommend that students bring their own set of towels with them, although they have been provided in the past. Depending on the family, kitchen use may be permitted. Hosts don't always live in the direct center of town, although are always located near a public transportation option. Bus rides will be 10-15 minutes to reach school. Students may choose half board (breakfast and dinner) or bed & breakfast.

### HOMESTAY

Please make a check covering 50% of the total amount due payable to landlord's name and send to the landlords address (TBA) or make bank wire transfer to landlord's bank details (TBA). The remaining balance must be paid directly to the landlord upon your arrival in Florence

### PICK-UP SERVICE

Students arriving in Pisa or Florence may request Pick Up Service.  
Cost (only one way per person): **euro 60** Florence **euro 150** Pisa.  
If you are interested, please specify your preference on the Payment Enrollment Summary.

**Please note:** You must notify PALAZZI of your arrival date and time at least two weeks prior to arrival.

## STEP 7: HOUSING REQUEST FORM

Please fill out the following form and mail, e-mail, or fax it with your Program Application by the application deadline for your term. WE REMIND YOU THAT NO HOUSING ASSIGNMENT WILL BE MADE UNTIL THIS FORM HAS BEEN FULLY COMPLETED, SIGNED, AND RETURNED TO PALAZZI. Complete Housing payment must be completed before students can be informed of their assignments. All students must complete and sign this form whether they are securing housing through PALAZZI or are making independent housing arrangements. Students making their own housing arrangements should mark that option and sign at the bottom. Please print.

Student's full name: .....Gender: .....

E-mail: .....Phone: .....Fax: .....

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

Permanent home address .....

- January Intersession 201\_\_ Spring 201\_\_ Summer 201\_\_ Fall 201\_\_ Year \_\_/\_\_
- Summer 1     Summer 2     Summer 3     10 Week Summer Apprenticeship

### HOUSING SELECTION:

- Student Apartment through PALAZZI
- Independent Housing Arrangements. In selecting the independent housing option and signing at the bottom of this page, I accept full responsibility for securing my housing in Italy.
- Homestay

If you ARE requesting a student apartment, please complete the following:

- Single bedroom     Multiple bedroom

If you wish to be housed with a specific person(s), please list his/her name(s) here. Please note that requests for roommates must be mutual in order to be accommodated.

.....  
.....

### I UNDERSTAND THAT:

1. Housing check- in time is 10 am to 7 pm on check-in day
2. I must leave the assigned apartment no later than 12 (noon) on check-out day.
3. I must leave the assigned apartment in good condition.
4. For damages to the apartment, I will be charged.
5. PALAZZI reserves the right to expel from the assigned apartment any student whose behavior does not conform with civilized standards of behavior.
6. PALAZZI reserves the right to withhold transcripts of students who have any type of outstanding debts.

- I agree to abide by the regulations of PALAZZI.  
- I authorize the use of my personal information by PALAZZI, which will treat it in accordance with Italian Law 196/03 on privacy.

Student's signature: .....Date: .....

### CANCELLATION AND REFUND POLICY

Students may receive a full payment refund up to 30 days before their program start date. The housing rent is only refundable up to 30 days before the program start date. Upon arrival in Italy, no refund will be made for any reason whatsoever in case the student decides to cancel, change or vacate the assigned apartment.

# PLEASE PROVIDE THE FOLLOWING INFORMATION TO ASSIST US WITH YOUR HOUSING PLACEMENT.

Student's name: .....

Session: ..... Year: .....

Age: .....

Gender:  Male  Female

Please circle the number on the scale which most closely describes you and/or your living habits:

I am an extrovert	3	2	1	I am shy
I am tidy	3	2	1	I am untidy
I like meeting new people	3	2	1	I don't like meeting new people
I go to bed late	3	2	1	I go to bed early
I am tolerant of cigarette smoking	3	2	1	I am not tolerant of cigarette smoking
I like going to the theater/cinema	3	2	1	I don't like going to the theater/cinema
I watch a lot of TV	3	2	1	I don't watch TV
I speak Italian	3	2	1	I don't speak Italian
I like kids	3	2	1	I don't like kids
I like pets	3	2	1	I don't like pets



[WWW.PALAZZIFIRENZE.COM](http://WWW.PALAZZIFIRENZE.COM)

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