



Florence Association for International Education

# PALAZZI

## APPLICATION FOR STUDY ABROAD PROGRAMS (AFFILIATE UNIVERSITIES)

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 and return to: by fax +39 055 2656689 OR by email to: info@fua.it.

### APPLICATION DEADLINES:

**SPRING:** November 1 - **FALL:** June 15 - **JANUARY INTERSESSION:** December 1

#### Session Selection:

Session:

Spring  Semester  Quarter

Fall  Semester  Quarter

January intercession

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

## 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 contact our admissions office

How did you learn about Palazzi?

Campus visit by Palazzi representative

Study abroad fair

Professor

Study abroad officer/director

Magazine/newspaper

Family/friend

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

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

Course offering o Reputation o Location o Cost o Other .....

### 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.

# ACADEMIC YEAR 2011-2012

## FALL 2011

Classes are held Monday Through Friday

Wednesday August 31 Students arrive  
Thursday September 1 Orientation  
Friday September 2 Orientation  
Monday Sept. 5 Classes start  
Mon.-Fri. Oct.17-21 Mid term exam week  
Mon.-Fri. Oct. 24-28 Fall Break  
Monday October 31 Classes resume  
Mon.-Fri 12-16 Dec. Final Exams  
Friday Dec. 16 Last day of class  
Saturday Dec. 17 Housing check-out

### Holidays

Tuesday November 1  
Thursday December 8

## FALL SHORT PROGRAM SESSIONS

Classes are held Monday Through Friday

Thu Sept 29 Students arrive  
( Session A/ Session A+B/Session A+B+C)  
Fri Sept 30 Orientation  
( Session A/ Session A+B/Session A+B+C)  
Mon Oct 3 Classes Start  
( Session A/ Session A+B/Session A+B+C)  
Fri Oct 21stt Classes End (Session A)  
Sat Oct 22nd Housing check-out (Session A)

Mon Fri. Oct 24-28 Intersession

Thu Oct 27 Students Arrive (Session B/Session B+C)  
Fri Oct 28 Orientation  
Mon Oct 31 Classes Start  
(Session B/ Session B+C /Session A+B+C)  
Fri Nov 18 Classes End (Session B)

Sat Nov 19 Housing check-out (Session B)  
Sunday Nov 20 Students Arrive /Orientation (Session C)  
Mon Nov 21st Classes Start  
(Session C/Session B+C/Session A+B+C)  
Fri Dec 9 Classes End  
(Session C/ Session B+C/Session A+B+C)  
Sat Dec 10 Housing Check-out  
(Session C Session B+C/Session A+B+C)  
Holidays Tuesday November 1

## INTERSESSION 2012

Classes are held Monday through Friday

Tuesday January 3 Students arrive  
Tuesday January 3 Orientation  
Wednesday Jan 4 Classes start  
Fri. Jan. 20 Last day of class  
Sunday Jan 22 Housing check-out

### Holidays

Friday January 6

## SPRING 2012

Classes are held Monday Through Friday

Wednesday Jan. 25 Students arrive  
Thursday Jan. 26 Orientation  
Friday Jan. 27 Orientation  
Monday January 30 classes start  
Mon.-Fri. March 12-16 Mid term exam week  
Mon.-Fri. March 19-23 Spring Break  
Monday March 26 Classes resume  
Mon.-Fri May 7-11 Final Exams  
Friday May 11 Last day of class  
Saturday May 12 Housing check-out

### Holidays

Monday April 9  
Wednesday April 25th  
Tuesday May 1st

## SPRING SHORT PROGRAM SESSIONS

Classes are held Monday Through Friday

Thu Feb 23rd Students arrive  
( Session A/ Session A+B/Session A+B+C)  
Fri Feb 24th Orientation  
( Session A/ Session A+B/Session A+B+C)  
Mon Feb 27th Classes Start  
( Session A/ Session A+B/Session A+B+C)  
Fri March 16th? Classes End (Session A)  
Sat March 17th Housing check-out (Session A)

Mon Fri. March 19th -23rd Intersession

Thu March 22nd Students Arrive  
(Session B/Session B+C)  
Fri March 23rd Orientation  
Mon March 26th Classes Start  
(Session B/ Session B+C /Session A+B+C)  
Fri April 13? Classes End (Session B)  
Sat April 14th Housing check-out (Session B)

Sunday April 15th Students Arrive/Orientation (Session C)

Mon April 16th Classes Start  
(Session C/Session B+C/Session A+B+C)  
Fri May 4th Classes End  
(Session C/ Session B+C/Session A+B+C)  
Sat May 5th Housing Check-out  
(Session C Session B+C/Session A+B+C)

### Holidays

Monday April 9  
Wednesday April 25th  
Tuesday May 1st

## STEP 2: PROGRAM SELECTION

**Please note:** Once you arrive on site, you will not be allowed to change programs.

FOR US STUDENTS: Make sure you receive approval for your course selection and credit transfer from home institution and that you do not exceed the total number of credits allowed.

Students applying for classes with prerequisites should provide us with official transcript and CV

### PLEASE SELECT YOUR LEVEL OF ITALIAN LANGUAGE:

(All non beginning students will take a placement test during orientation)

How many college semesters of Italian language or equivalent have you completed?

- 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)

Please select your jacket size (only for students taking one or more Culinary Arts and Baking & Pastry classes)

S  M  L  XL  XXL

### Course Selection

Please select your preference: (minumin 12 credits - maximum 15 credits)

Alternative course options are mandatory : Applications will not be accepted if mandatory alternate are missing.

Students are responsible for requesting courses for which their Program will grant them credits

Please check course schedule: <http://www.palazzifirenze.com>

One italian language course is mandatory during Fall and Spring session and cannot be dropped/withdrawal.

		Code	Credits	Section	Course Title	Days	Time
	1st class						
	alternate						
	2nd class						
	alternate						
	3rd class						
	alternate						
	4th class						
	alternate						
	5th class						
	alternate						
Extra 3 credit Course (at additional cost)							
	1st class						
	alternate						
Extra Non Credit Course (at additional cost)							
	1st class						
	alternate						

- Note: Students are entitled to ONLY one course change (ADD/DROP) to their schedule. This may ONLY be done during the first week of school. Intercession students cannot add/drop their classes.
- The school reserves the right to cancel a class should it not reach the minimum number required. Alternate classes will be used or asked to the students.
- **Please note:** some courses may require an extra fee
- Books are not included in the tuition/package costs
- Please note: Housing in August/January is NOT included. The school will be happy
- to facilitate the student

## STEP 3: OTHER INFO AND SIGNATURES

### LETTER OF ENROLLMENT AND PERMESSO DI SOGGIORNO"

As soon as we receive confirmation of your enrollment from your university 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

1. Tuition liability is based on the date on which a formal written cancellation request is received by PFAIE. If a cancellation notice is received\*:

- Cancellations requested between 30-7 days\*\* prior to program start date are subject to a 50% tuition refund.

- Cancellations requested less than 7 days\*\* prior to program start date will not be considered for any tuition refund. Under no circumstances will a refund be made. Failure to attend does not constitute official cancellation.

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

\*\* includes weekends and holidays

Please note: the program start date begins on the date that students are required to arrive for orientation

### 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 5 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.

All of the information provided here is correct and valid. I understand and hereby accept that any falsification or untrue statements are subject to prosecution by Italian law.

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 4: 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.

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 mail it to PALAZZI Admission Office by the Application Deadline.

Students will be responsible for any damages to their apartment or its furnishing.

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 vouchers (10 vouchers for 3 weeks Summer January Intersession and 21 vouchers for 6 weeks Summer session)

Lunch (1 voucher): includes 1 main dish, home-made bread and water

Snack (1 voucher): choice of : pasta/salad/sandwich/dessert and water

Dinner (2 vouchers): includes 1 main dish, home-made bread, 1 appetizer or dessert and water

Please note: vouchers CANNOT be used for wine or alcohol. For dinners event (4 course fixed menu paired beverages) 4 vouchers will be required. Vouchers are non-refundable.

Lunch is served from 12:00PM until 3:00PM (last orders taken at 2:30PM)

Snack is served from 3:00PM to 6:00PM

Dinner vouchers may be used from 7:00PM until 8:30PM (last orders taken at 8:30PM)

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. Pillows are included in the bedrooms. 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.

## PICK-UP SERVICE

Students not traveling on a group flight may request Pick Up Service (Pisa or Florence), that is available at extra charge

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

# STEP 5: 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\_\_ FALL 201\_\_ YEAR \_\_/\_\_

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.

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

- Multiple bedroom  Single bedroom (available at extra charge)

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 20 days before their program start date.

The housing rent is only refundable up to 20 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.



Florence Association for International Education

**PALAZZ**

**WWW.PALAZZIFIRENZE.COM**

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