



**LINGUAVIVA**  
EDUCATIONAL GROUP

Florence - Milan - Lignano

# 2012

## BOOKING GUIDE

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# FLORENCE



## FEES 2012

COURSES	Duration	Lessons 1 Lesson = 45 min	TUITION FEES	Starting dates 2012	Included in the tuition fees
<b>Standard</b> 20 lessons per week	2 weeks	40	€ 370	We suggest all students to begin on one of the following dates; however non-Beginner students may start any Monday  9th Jan 6th Feb 5th Mar 2nd Apr 30th Apr 28th May 25th Jun 9th Jul 6th Aug 3rd Sep 1st Oct 29th Oct 26th Nov	<ul style="list-style-type: none"> <li>Lessons</li> <li>Accommodation placement service</li> <li>Full orientation upon arrival</li> <li>Placement test</li> <li>Academic counselling for Italian Universities, Career Schools and Vocational Programmes</li> <li>Certificates</li> <li>Linguaviva's examination fee</li> </ul>
	3 weeks	60	€ 555		
4 weeks	80	€ 740			
additional week up to 11 weeks			€ 185		
<b>Long Term Standard</b> 20 lessons per week	12 weeks		€ 1.980		
	additional week from 12 to 23 w.		€ 165		
	24 weeks		€ 3.720		
additional week over 24 weeks			€ 155		
<b>Intensive</b> 30 lessons per week	2 weeks	60	€ 560		
	3 weeks	90	€ 840		
	4 weeks	120	€ 1.120		
additional week			€ 280		
<b>Super Intensive</b> 30 lessons per week (20 in group + 10 individual)	2 weeks	60	€ 1.270		
	3 weeks	90	€ 1.905		
	4 weeks	120	€ 2.540		
additional week			€ 635		
<b>Italian + Cooking</b> 20 + 6 lessons per week	2 weeks	40 + 12	€ 770		
	3 weeks	60 + 18	€ 1.055		
	4 weeks	80 + 24	€ 1.330		
<b>Art History (a)</b>	2 weeks	15	€ 185		
<b>Italian + Arts</b> • Interior Design • Fashion • Photography • Painting	<b>Monthly programme</b> 20 + 8 lessons per week	4 weeks	80 + 32	€ 1.650	
	<b>Semester programme</b> 20 + 12 lessons per week	16 weeks	320 + 180	€ 5.200	
	<b>Academic programme</b> 20 - 24 lessons per week	24 weeks	544	€ 6.700	
<b>One-to-one</b>	min. 1 week	20	€ 900	any Monday	
		30	€ 1.350		
		40	€ 1.800		
<b>Cultural Programme for Seniors</b>	2 weeks	36 + activities	€ 950 (b)	14th May, 10th Sep	
<b>University Foundation Programme</b> 20-25 lessons per week	28 weeks	610	€ 5.370	9th Jan - 3rd Aug*	
<b>Preparatory for Italian University</b>	10 weeks (c)	250	€ 2.400	28th May - 3rd Aug*	
	4 weeks (d)	120	€ 1.250	9th Jul - 3rd Aug*	
<b>Professional Cooking Programme</b>	25 weeks	450	€ 8.420	9th Jan, 25th Jun, 1st Oct	
<b>Internship Programme (e)</b>	8 weeks		€ 870	any time	
	12 weeks		€ 1.080		
	16 weeks		€ 1.290		

### Included in the tuition fees

- Lessons
- Accommodation placement service
- Full orientation upon arrival
- Placement test
- Academic counselling for Italian Universities, Career Schools and Vocational Programmes
- Certificates
- Linguaviva's examination fee

### Not included in the tuition fees

- Textbooks
- Accommodation (see below)
- Airport transfers
- Bank charges
- Insurance
- Social activities

### Italian Public Holidays 2012

Lessons will not take place on the following days:

- 9th April
- 25th April
- 1st May
- 15th August
- 1st November

### Language course are suspended

from 24th Dec 2012 to 5th Jan 2013.

\* Start and End dates

(a) Course available only for min. 4 enrolments. (b) Including Italian lessons and special activity programme. (c) Italian for Academic purposes + Academic subjects. (d) Only Academic subjects. (e) Placement fee.

**Registration fee: € 80**, payable for all courses with the first registration, valid for 12 months and for all Linguaviva Schools.

**Deposit: 20%** of full tuition fees.

**Transfer service:** from Florence airport to the accommodation € 55 (price one way per person).

## STANDARD ACCOMMODATION FEES (Prices per person)

Homestay		Single room	Twin room	<p>In order to reserve an accommodation the school requires the student's credit card details as guarantee/deposit for the accommodation.</p> <p><b>Booking.</b> Accommodation is booked from the Sunday before your course starts to the Saturday after it ends. If you have difficulty arranging flights on these days we will help you in making alternative accommodation arrangements.</p> <p><b>Minors.</b> Can be only booked in homestay accommodation.</p> <p><b>Twin Rooms.</b> We guarantee twin room for two people coming together for the same period and the price is per person.</p> <p><b>Location.</b> The accommodation is located both in the centre or in residential areas surrounding the centre at a maximum distance of 15 minutes by bus from the school.</p> <p><b>Independent flat.</b> In Florence independent flats are managed by selected estate agencies specialized in offering housing services to international students. Please ask for the agency's website to find more details and reserve directly the accommodation</p> <p><i>For information concerning payments, deposits and cancellations please see the <b>Terms and Conditions.</b></i></p>
Half Board	2 weeks	€ 500	€ 400	
	additional week	€ 250	€ 200	
Bed & Breakfast	2 weeks	€ 320	€ 240	
	additional week	€ 160	€ 120	
Use of the kitchen	2 weeks	€ 300	€ 220	
	additional week	€ 150	€ 110	
<b>Shared flat (self catering)</b> Min. age 18	2 weeks	€ 300	€ 220	
	additional week	€ 150	€ 110	
<b>Independent flat (1-2 beds)</b> Min. age 18	from € 400 per week			

## FEES 2012

COURSES	Duration	Lessons <small>1 Lesson = 45 min</small>	TUITION FEES	Starting dates 2012	Included in the tuition fees
<b>Standard</b> 20 lessons per week	2 weeks	40	€ 370	We suggest all students to begin on one of the following dates; however non-Beginner students may start any Monday  9th Jan 6th Feb 5th Mar 2nd Apr 30th Apr 28th May 25th Jun 9th Jul 6th Aug 3rd Sep 1st Oct 29th Oct 26th Nov	<ul style="list-style-type: none"> <li>Lessons</li> <li>Accommodation placement service</li> <li>Full orientation upon arrival</li> <li>Placement test</li> <li>Academic counselling for Italian Universities, Career Schools and Vocational Programmes</li> <li>Certificates</li> <li>Linguadue's examination fee</li> </ul>
	3 weeks	60	€ 555		
4 weeks	80	€ 740			
additional week up to 11 weeks			€ 185		
<b>Long Term Standard</b> 20 lessons per week	12 weeks		€ 1.980		
	additional week from 12 to 23 w.		€ 165		
	24 weeks		€ 3.720		
	additional week over 24 weeks				
<b>Intensive</b> 30 lessons per week	2 weeks	60	€ 560		
	3 weeks	90	€ 840		
	4 weeks	120	€ 1.120		
	additional week			€ 280	
<b>Super Intensive</b> 30 lessons per week (20 in group + 10 individual)	2 weeks	60	€ 1.270		
	3 weeks	90	€ 1.905		
	4 weeks	120	€ 2.540		
	additional week			€ 635	
<b>Semi-Intensive</b> 10 lessons per week	min. 4 weeks	40	€ 370		
<b>Twice-a-week</b> 4 lessons per week	4 weeks	16	€ 155	9th Jan, 6th Feb, 5th Mar 2nd Apr, 30th Apr, 1st Oct, 29th Oct, 26th Nov	<b>Italian Public Holidays 2012</b> Lessons will not take place on the following days: 9th April 25th April 1st May 15th August 1st November 7th December
	8 weeks	32	€ 285		
	12 weeks	48	€ 410		
<b>One-to-one</b> General Italian	min. 1 week	20	€ 900	any Monday	
		30	€ 1.350		
		40	€ 1.800		
<b>One-to-one</b> Business Italian	min. 1 week	10	€ 490	any Monday	
		20	€ 980		
		30	€ 1.470		
<b>University Foundation Programme</b> 20-25 lessons per week	28 weeks	610	€ 5.370	9th Jan - 3rd Aug*	<b>Language course are suspended</b> from 24th Dec 2012 to 5th Jan 2013.  * Start and End dates
<b>Preparatory for Italian University</b>	10 weeks (a)	250	€ 2.400	28th May - 3rd Aug*	
	4 weeks (b)	120	€ 1.250	9th Jul - 3rd Aug*	
<b>Preparatory for Fashion &amp; Design Schools</b> 20 lessons per week	4 weeks	80	€ 800	3rd Sep	
<b>Internship Programme</b> (c)	8 weeks		€ 870	any time	
	12 weeks		€ 1.080		
	16 weeks		€ 1.290		

(a) Italian for Academic purposes + Academic subjects. (b) Only Academic subjects. (c) Placement fee.

**Registration fee: € 80**, payable for all courses with the first registration, valid for 12 months and for all Linguaviva Schools.

**Deposit: 20%** of full tuition fees.

**Transfer service** from the airports to the accommodation: **Milano Malpensa € 125, Milano Linate € 70**, (prices one way per person).

### STANDARD ACCOMMODATION FEES (Prices per person)

Homestay		Single room	Twin room	<p>In order to reserve an accommodation the school requires the student's credit card details as guarantee/deposit for the accommodation.</p> <p><b>Booking.</b> Accommodation is booked from the Sunday before your course starts to the Saturday after it ends. If you have difficulty arranging flights on these days we will help you in making alternative accommodation arrangements.</p> <p><b>Minors.</b> Can be only booked in homestay accommodation.</p> <p><b>Twin room accommodation.</b> Can be arranged on request for students travelling together.</p> <p><b>Location.</b> The accommodation is located in various residential areas of the city at a maximum distance of 30 minutes by public transports from the school.</p> <p><b>Student Residence. Fees include:</b> weekly room cleaning and change bed linen and towels, WIFI internet access, parking access and use of fitness facilities.</p> <p><b>Fees do not include:</b> breakfast and meals.</p> <p><i>For information concerning payments, deposits and cancellations please see the <b>Terms and Conditions.</b></i></p> <p>* All rooms with shared bathroom (1 bathroom 2 pax), weekly supplement for private bathroom € 30</p>
Half Board	2 weeks	€ 500	Available only on request	
	additional week	€ 250		
Bed & Breakfast	2 weeks	€ 320		
	additional week	€ 160		
Use of the kitchen	2 weeks	€ 300		
	additional week	€ 150		
<b>Shared flat</b> (self catering) Min. age 18	2 weeks	€ 300		
	additional week	€ 150		
<b>Independent flat</b> (1-2 beds) Min. age 18	4 weeks	from € 900		
<b>Student Residence</b> * Min. age 18	2 weeks	€ 350	€ 300	
	additional week	€ 160	€ 125	

## TERMS AND CONDITIONS FLORENCE - MILAN

### ENROLMENT

The student fills in the *Application Form* and sends it to the chosen school along with

- **registration fee** of € 80
- **deposit** of 20% of the global tuition fee.

For enrolments of more than one month the student must pay a deposit corresponding to the global tuition fee.

Students reserving courses **less than 2 weeks** before course starting date should send the full payment with their registration.

In the case of bank transfers, proof of payment should be sent to the school.

Enrolment shall be considered valid upon receipt of a written confirmation by the school.

In order to reserve an accommodation the school requires the student's credit card details as guarantee/deposit for the accommodation.

### HOW TO PAY

The balance of the global tuition fee must be paid in full 2 weeks before course starting date. Following methods of payment for both deposit and balance are possible:

- International Bank Cheque
- Credit card (Mastercard and Visa)
- Bank transfer to:

For enrolments at LINGUAVIVA **Florence**  
**Banca Nazionale del Lavoro, Agenzia 1**  
**Via de' Cerretani 6/N, 50123 FLORENCE**  
Account name: LINGUAVIVA srl  
Account number: 12  
IBAN: **IT 79M010050280100000000012**  
Swift: **BNLI IT RR FIX**

For enrolments at LINGUADUE **Milan**  
**Intesa San Paolo Spa, Agenzia 3977**  
**via Petrella 2, 20124 MILAN**  
Account name: LINGUAVIVA srl  
Account number: **000634320375**  
IBAN: **IT 29 T0306909443000634320375**  
Swift: **BCIT IT MM**

In case of bank transfers please indicate for whom the payment is being made by stating clearly the student's name and the starting date of the course. Payment must be received in full. Students are liable for all bank charges and will be billed for such charges on first day if necessary.

### ACCOMMODATION

The school acts as intermediary between students and owners/families.

Accommodation fees are to be paid by the student in cash directly to the owner upon arrival and at the start of each successive course for long-term stays.

When reserving an accommodation through the school, students will be asked to give the credit card details as guarantee/deposit for the reservation.

Once the student has received the accommodation details, the School is authorized to charge

€ 100 for homestay or shared flats

€ 300 for independent flats in Milan

only in the event of:

- **change of booking**, if communicated less than 2 weeks prior to the arrival date
- **change of dates** for delayed arrival of 1 or more weeks, if communicated less than 2 weeks prior to the arrival date
- **cancellation of accommodation**, if communicated less than 2 weeks prior to the arrival date
- **non arrival** or **no show** in the reserved accommodation
- **damages** caused in the room or apartment

In Florence independent apartments are managed by selected estate agencies specialized in offering housing services to international students.

For independent apartments reservation the estate agencies will inform students about booking procedures and conditions.

### Minors

All minors are accommodated in homestay accommodation preferably with half board.

### Leaving earlier or changing accommodation

Students who wish to leave their accommodation before the end of the reserved period must give the owner 2 weeks notice.

In case students leave immediately, they have to pay 2 weeks rent.

### COURSE CANCELLATIONS

Cancellations must be communicated in writing.

#### **Before the beginning of the course**

**Registration fee and deposit of the global tuition fee are not refundable.**

#### **After the beginning of the course**

If a cancellation is made after the course has started the school will retain the entire tuition fee, even if the period of study is more than one month.

If the course is longer than 4 weeks students may apply for a credit for the unused part of the course. A voucher will be issued for the unattended period and will be valid for 12 months after the date of issue.

If the student decides not to attend classes or to shorten the course, he/she is not entitled to any refund.

Deposits, fees and course credits are not transferable to another person.

### STUDENT VISA

In order to receive a study visa students must be enrolled in a course of at least 20 hours of lessons per week. According to the Italian law the global tuition fee must be pre-paid in full for the entire period of study.

If students wish to have the original certificate of enrolment sent by express courier DHL this cost is to be paid by the student.

Students who do not get the visa to enter Italy must notify the school in writing before the course starting date showing proof of rejection from the Italian Embassy.

In this case they are entitled to a complete refund less the Registration Fee of € 80.

Once the student has arrived in Italy and intends to shorten the period of stay by cancelling a course that has already begun, the school will retain the global tuition fee for the period of study for which the certificate of enrolment was issued.

### TRANSFER SERVICE

All information concerning airport of arrival, flight details and arrival time should be communicated to the school with the enrolment or at the latest 2 weeks before arrival date. The school will send the confirmation and any relevant information concerning the airport transfer service.

### COURSE CHANGES

If the request to change type of course is made less than 15 days before the course begins, students will be given a credit for the tuition fees for the new course or period chosen and they will pay € 150 administrative charge for the requested change.

It is not possible to make changes after the course has begun. On no account can the tuition fee paid be transferred to individual classes.

### PARTICIPANTS

In the event of insufficient applications for a course, the school reserves the right to offer an alternative course of equal value.

A minimum of 6 students is required for all courses.

### PUBLIC HOLIDAYS

No lessons will take place on public holidays as indicated on the Fees sheet.

No refund will be made or extra lessons held for these days.

### PERSONAL DATA

The student authorizes the school Linguaviva/Linguadue to use his/her personal data in accordance with the current Italian law (n° 196/2003) which foresees also that this information will be kept in archival form. The student authorizes Linguaviva/Linguadue also to send, periodically, information and promotional material about the school and the courses offered. The student may request at any moment that all of this information is deleted.

### USE OF PHOTOS AND COMMENTS

Permission is given for the use of student comments or testimonials and photographs/images of students in the official promotional material for Linguaviva by the student or their parents or legal guardian with acceptance of these terms and conditions.

### QUERIES AND COMPLAINTS

Students should bring any problems to the school attention immediately in order to receive all the assistance and help needed to resolve any issues arising during the stay at school. We do not accept retrospective complaints or queries.

### RESPONSIBILITY

The school is not liable for any loss of property on the premises.

### INSURANCE

Students are advised to take out medical and personal insurance before leaving their home country and to insure themselves against loss of fees through non-arrival, absence for any reason, or unforeseen termination of their courses.



**LINGUAVIVA**  
LIGNANO

## Summer School for Juniors 12-18 years

### FEES 2012

	Duration	Lessons 1 Lesson = 45 min	Global Fee	Starting dates 2012	The Fee includes
<b>Residential Italian Courses with sports and leisure activities</b> 20 lessons per week	2 weeks	40	€ 1.540	24th June, 1st July, 8th July, 15th July (a)  a) Course duration: 2 weeks Last day of departure: 28th July	<b>Full board accommodation:</b> in rooms with 2 - 4 beds and private bathroom from the Sunday of course beginning through to the Sunday of course end. <b>Teaching programme:</b> 20 lessons per week and teaching material. <b>Sport &amp; leisure activities:</b> use of sporting facilities, private beach, daily participation in afternoon and evening leisure activities. <b>Excursions:</b> once a week. <b>Laundry service:</b> once a week <b>Safety and care:</b> each organized activity is attended by our staff. <b>Insurance:</b> each student is insured against accidents and unintentional damages caused to others.
	3 weeks	60	€ 2.310		
	4 weeks	80	€ 3.080		
<b>Registration Fee: € 80</b> <b>Deposit: 30%</b> of the global fee. <b>Transfer Service:</b> on request, only on the day of course beginning and course end. From <b>Venice</b> airport: € 160 per person round trip. From <b>Trieste</b> airport: € 160 per person round trip. From <b>Treviso</b> airport (Ryanair flights): € 200 per person round trip. From <b>Latisana</b> railway station: € 75 per person round trip.					

## TERMS AND CONDITIONS

### Arrivals and departures

Students should arrive on Sunday, in time for the orientation and the entry test, and leave on Sunday after course end.

### Enrolment

The student fills in the Application Form and sends it to Linguaviva Admission Office in Florence along with,

- registration fee of € 80
  - deposit of 30% of the global fee.
- Proof of payment should be sent with the application form at least 4 weeks before the beginning of the course.

Enrolment is considered valid upon receipt of written confirmation by the school.

### Payment

The balance of the global fee must be paid in full 2 weeks before course starting date.

The acceptance of the student at the Summer Programme is subject to this payment.

Following methods of payment for both deposit and balance are possible:

- Credit Card (Mastercard or Visa)
- Bank transfer to:

**Banca Nazionale del Lavoro**  
**Agenzia 1, Via de' Cerretani 6/N**  
**50123 FLORENCE**

Account name: LINGUAVIVA srl

Account number: 12

IBAN: IT 79M0100502801000000000012

Swift: BNLI IT RR FIX

We sometimes experience delays in the receipt of payments, therefore it is important to fax a copy of the bank's advice to Linguaviva. Please indicate for whom the payment is being made by stating the student's name and the course starting and finishing dates. Bank charges are to be met by the student.

### Residential Accommodation

The students will be hosted in rooms with 2-4 beds and private bathroom with other students of the same sex and age. We ask you to inform us beforehand if they prefer to be lodged with friends. The student will be expected to make his/her own bed, help to keep the room tidy, and leave bathroom, shower and toilets clean for other users.

We provide 3 hot meals everyday, except when students are going on a full day excursion, when they will be provided with a packed lunch.

### Cancellations

Cancellations must be communicated in writing. The registration fee and the deposit of 30% are not refundable nor are they transferable to another person.

If a cancellation is made less than 1 week before the programme starts, the whole tuition fee is forfeited. If the student decides not to attend classes or to shorten the course, he/she is not entitled to any refund.

### Course changes

If a change to the starting date of the course is required, the student must notify the registration office at least 30 days before the beginning of the course.

### Course variation or cancellation

Programmes are subject to alteration, rearrangement or change in the event of unsuitable conditions beyond our control.

The school reserves the right to cancel a course if the minimum number of students is not reached.

### Medical Services

We strongly recommend the student to be provided with all necessary documents in order to benefit from free of charge hospital admission in case of emergency, and to state if he/she suffers from any chronic illness, allergy or dietary problem.

### Responsibility and insurance

The school is not liable for the loss of student's property on the centre's premises.

Students are advised, before leaving their home country, to insure themselves against loss of fees through cancellation, non-arrival, absence for any reason, unforeseen termination of their courses, travel and repatriation.

### Permission to take out the Student

If a relative or friend wishes to take out the student for a day or a weekend, it is essential that you indicate the name of the person when enrolling. In this occasion the person will be responsible for the student's safety and conduct.

### Conduct and Discipline

The student is expected to observe certain rules of conduct based on mostly accepted standards of courtesy and consideration for others. Smoking is not allowed in any area of the Centre. Students must not drink alcohol and must not possess or use illegal drugs. We shall notify parents of any serious contravention of discipline, including non-attendance or disturbance of classes.

We may, as a last resort, ask parents to withdraw any child who continually disrupts the course or refuses to comply with normal standards of behaviour. In such circumstances there will be no refund of fees, and any additional cost incurred will be passed to parents for settlement.

### Use of Photos and Comments

Permission is given for the use of student comments or testimonials and photographs/images of students in the official promotional material for Linguaviva by the student or their parents or legal guardian with acceptance of these terms and conditions.

### Validity of terms and conditions

These General Conditions, together with the Programme details, form the basis of any contract between the parents and the School. This contract is subject to Italian laws.



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