



LINGUAVIVA

EDUCATIONAL GROUP

FLORENCE - MILAN - LIGNANO

2017



BOOKING GUIDE

HOW TO APPLY

Read the brochure and Booking Guide carefully and select the destination, the programme and the starting date when you wish to attend one of Linguaviva's schools.

We suggest to book at least 4 weeks in advance.

There are two ways to enrol at our Schools.

You can apply through an **authorized Linguaviva Agent**.

You will receive professional advice on the destination, course and accommodation best suited to your needs as well as support in completing all the formalities, payment and travelling arrangements.

You can apply **directly**, through Linguaviva **web site** (www.linguaviva.it) where you will find all information on locations, schools, courses and services offered by our Schools. You may enrol on a course using our on-line application form. Alternatively, you may send the Application Form enclosed in this Booking Guide to the Admission Office of the selected school.

HOW TO FILL IN THE APPLICATION FORM

If you decide to use the *Application Form* in this Booking Guide, please send it to the Admission Office stating: Personal details, School location, Course type, Accommodation option (please remember to give your credit card details as guarantee for the accommodation reservation), Transfer service if requested.

WHERE TO SEND YOUR APPLICATION FORM

For enrolments at LINGUAVIVA in **FLORENCE** and **LIGNANO**

Your application should be sent to:

Linguaviva - Florence

Admission Office

Via Fiume 17

50123 FIRENZE - Italia

Tel (+39) 055 294359 - (+39) 055 280016

Fax (+39) 055 283667

E-mail: admissions@linguaviva.it

For enrolments at LINGUADUE in **MILAN**

Your application should be sent to:

Linguadue - Milan

Admission Office

Corso Buenos Aires 43

20124 MILANO - Italia

Tel (+ 39) 02 2951 9972

Fax (+39) 02 2951 9973

E-mail: admissions@linguadue.com

PAYMENT

Please refer to our *Terms and Conditions* of this Booking Guide. In order to confirm your course, along with the application form, we need to receive the payment of the **registration fee of 80 Euro + deposit of 20% for Linguaviva in Florence and Linguadue in Milan, deposit of 30% for Linguaviva Summer Course for Juniors in Lignano**, of the global tuition fee.

If you book less than 2 weeks before the course starting date you should pay the **full tuition fee**.

If you need the Certificate of enrolment to apply for a Student Visa the tuition fee must be paid in full for the entire period of study.

The course must be paid in full at least 2 weeks before the beginning of your course. In case of bank transfers proof of payment should be sent to school via fax or e-mail.

CONFIRMATION OF BOOKING

Upon receipt of your application form and payment, the Admission Office will immediately send you the **Course confirmation**.

- If you need to apply for a study Visa the School will send you also a **certificate of enrolment**. On request we can send you the original certificate of enrolment by express courier DHL at an extra charge.

- 2-3 weeks before course starting date you will receive an **accommodation confirmation** with a description of the room or apartment reserved for you.

- If you have required a **transfer service** the school will confirm it upon receipt of complete transfer details.

FEES 2017

COURSES	Duration	Lessons 1 Lesson = 45 min	TUITION FEES	Starting Dates 2017	INCLUDED in the tuition fees	
Standard 20 lessons per week	2 weeks	40	€ 390	We suggest all students to begin on one of the following dates; however non-Beginner students only for language courses may start any Monday	<ul style="list-style-type: none"> • 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 	
	3 weeks	60	€ 585			
4 weeks	80	€ 780				
additional week up to 11 weeks			€ 195			
Long Term Standard 20 lessons per week	12 weeks		€ 2.040			
	additional week from 12 to 23 w.		€ 170			
	24 weeks		€ 3.840			
	additional week over 24 weeks					€ 160
Intensive 30 lessons per week	2 weeks	60	€ 600			9th January
	3 weeks	90	€ 900			6th February
	4 weeks	120	€ 1.200	6th March		
	additional week			€ 300	3rd April	
Super Intensive 30 lessons per week (20 in group + 10 individual)	2 weeks	60	€ 1.320	2nd May		
	3 weeks	90	€ 1.980	29th May		
	4 weeks	120	€ 2.640	3rd July		
	additional week			€ 660	7th August	
Italian + Cooking 20 + 6 lessons per week	2 weeks	40 + 12	€ 800	4th September		
	3 weeks	60 + 18	€ 1.100	2nd October		
	4 weeks	80 + 24	€ 1.390	30th October		
Art History ^(a)	2 weeks	15	€ 190	27th November		
Italian + Arts • Interior Design • Fashion • Photography • Painting	Monthly Programme ^(a) 20+8 lessons per week	Min. 4 weeks	80 + 32	€ 1.500	Italian Public Holidays 2017 Lessons will not take place on the following days: 17th April 25th April 1st May 2nd June 15th August 1st November 8th December Art & Cooking courses are suspended from 7th August to 1st September 2017 Language course are suspended from 23rd December 2017 to 6th January 2018.	
	Semester Programme 20+12 lessons per week	16 weeks	320 + 180	€ 5.400		
One-to-One	Min. 1 week	20 30 40	€ 940 € 1.410 € 1.880	Any Monday		
Cultural Programme for Seniors	2 weeks	36 + activities	€ 1.000 ^(b)	8th May, 4th Sep		
Individual Preparatory for CILS	Min. 1 week	10	€ 470	Any time		
Preparatory for Italian University	12 weeks	240	€ 2.500 ^(c)	8th May		
Internship Programme ^(d)	8 weeks		€ 920	Any time		
	12 weeks		€ 1.140			
	16 weeks		€ 1.360			

(a) To be combined with Standard Course. Course available only for min. 3 enrolments. (b) Including Italian lessons and special activity programme. (c) Teaching material included.

(d) Placement fee includes: selection of company, placement, monitoring, insurances, certificates. During the month of August internship placements are not available.

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)

	Single Room	Twin Room	
Homestay Half Board	2 weeks additional week	€ 540 € 270	€ 430 € 215
Homestay Bed & Breakfast	2 weeks additional week	€ 350 € 175	€ 260 € 130
Shared Flat (self catering) Min. age 18	2 weeks additional week	€ 330 € 165	€ 240 € 120
Independent Flat (1 - 2 beds) Min. age 18	from € 500 per week		

In order to reserve an accommodation the school requires the student's credit card details as guarantee for the accommodation.
Booking. 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.
Minors. Can be only booked in homestay accommodation.
Twin Rooms. We guarantee twin room for two people coming together for the same period and the price is per person.
Location. 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.
Independent flat. 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

*For information concerning payments, deposits and cancellations please see the **Terms and Conditions**.*

FEES 2017

COURSES	Duration	Lessons 1 Lesson = 45 min	TUITION FEES	Starting Dates 2017	INCLUDED in the tuition fees
Standard 20 lessons per week	2 weeks	40	€ 390	We suggest all students to begin on one of the following dates; however non-Beginner students only for language courses may start any Monday 9th January 6th February 6th March 3rd April 2nd May 29th May 26th June 10th July 7th August 4th September 2nd October 30th October 27th November	<ul style="list-style-type: none"> • 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
	3 weeks	60	€ 585		
4 weeks	80	€ 780			
additional week up to 11 weeks			€ 195		
Long Term Standard 20 lessons per week	12 weeks		€ 2.040		
	additional week from 12 to 23 w.		€ 170		
	24 weeks		€ 3.840		
	additional week over 24 weeks		€ 160		
Intensive 30 lessons per week	2 weeks	60	€ 600		
	3 weeks	90	€ 900		
	4 weeks	120	€ 1.200		
additional week			€ 300		
Super Intensive 30 lessons per week (20 in group + 10 individual)	2 weeks	60	€ 1.320		
	3 weeks	90	€ 1.980		
	4 weeks	120	€ 2.640		
	additional week			€ 660	
Italian + Fashion and Interior Design ^(a) 20 + 8 lessons per week	4 weeks	80 + 32	€ 1.500		NOT INCLUDED in the tuition fees <ul style="list-style-type: none"> • Textbooks • Accommodation (see below) • Airport transfers • Bank charges • Insurance • Social activities Italian Public Holidays 2017 Lessons will not take place on the following days: 17th April 25th April 1st May 2nd June 15th August 1st November 8th December Language course are suspended from 23rd December 2017 to 6th January 2018.
One-to-One General Italian	Min. 1 week	20	€ 940	Any Monday	
		30	€ 1.410		
One-to-One Business Italian	Min. 1 week	40	€ 1.880	Any Monday	
		20	€ 1.020		
Individual Preparatory for CILS	Min. 1 week	30	€ 1.530	Any Monday	
		40	€ 1.880		
Preparatory for Italian University	12 weeks	240	€ 2.500 ^(b)	8th May	
Short Programme in Italian for Architecture - Engineering - Design	4 weeks	120	€ 1.300 ^(b)	3rd Jul	
Short Programme in English for Architecture - Medicine			€ 1.570 ^(b)		
Preparatory for Fashion and Design Schools 20 lessons per week	4 weeks	80	€ 880	28th Aug	
Internship Programme ^(c)	8 weeks		€ 920	Any time	
	12 weeks		€ 1.140		
	16 weeks		€ 1.360		

(a) Course available only for min. 2 enrolments. (b) It includes teaching material.

(c) Placement fee includes: selection of company, placement, monitoring, insurances, certificates. During the month of August internship placements are not available.

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/Orio al Serio (Bergamo) € 125, Milano Linate € 70**, (prices one way per person).

STANDARD ACCOMMODATION FEES (Prices per person)

	Single Room	Twin Room	
Homestay Half Board	2 weeks additional week	€ 540 € 270	€ 430 € 215
Homestay Bed & Breakfast	2 weeks additional week	€ 350 € 175	€ 260 € 130
Homestay Use of kitchen	2 weeks additional week	€ 330 € 165	€ 240 € 120
Shared Flat (self catering) Min. age 18	2 weeks additional week	€ 330 € 165	€ 240 € 120
Student Residence (self cater.) Min. age 18	Min. 2 weeks	from € 420	
Independent Flat (1 - 2 beds) Min. age 18	from € 500 per week		

In order to reserve an accommodation the school requires the student's credit card details as guarantee for the accommodation.
Booking. 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.
Minors can be only booked in homestay accommodation.
Single room with private bathroom available upon request at an extra weekly charge.
Twin room accommodation can be arranged on request for students travelling together.
Location. The accommodation is located in various residential areas of the city at a maximum distance of 30 minutes by public transports from the school.
Independent Flat. For weekly flat rental the school will provide details of selected real estate agencies.
Student Residence
Fees include: single room with private bathroom, weekly room cleaning and change bed linen and towels, WIFI internet access.
Fees do not include: breakfast and meals.
 For information concerning payments, deposits and cancellations please see the **Terms and Conditions**.

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 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 CR Firenze, Agenzia 6
Via Nazionale 93/95, 50123 FLORENCE
Account name: LINGUAVIVA srl
Account number: **900696**
IBAN: **IT 24K0616002806000900696C00**
Swift: **CRF IIT3F**

For enrolments at LINGUADUE **Milan**
Intesa San Paolo Spa, Agenzia 2109
Corso Buenos Aires 92, 20124 MILAN
Account name: LINGUAVIVA srl
Account number: **1000 / 00014204**
IBAN: **IT 37 T030 6909 4651 0000 0014 204**
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.

HOURS OF CLASSES

20 Lessons of 45 minutes = 15 full hours of 60 minutes

30 Lessons of 45 minutes = 22.5 full hours of 60 minutes

ACCOMMODATION

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

Credit card

When reserving an accommodation through the school, students will be asked to give the credit card details as guarantee 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
- **cancellation of accommodation**, if communicated less than 2 weeks prior to the arrival date
- **non arrival or no show** in the reserved accommodation

In order to reserve student residence accommodation in Milan credit card details are mandatory.

In case of Visa refusal no cancellation fees are due for the reserved accommodation.

Accommodation Payment

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.

Accommodation fees can be paid in full and in advance also through an authorized Linguaviva educational agency.

Damages caution

Upon arrival students must pay in cash directly to the landlord or homestay family a **damages caution of € 100** for homestay and shared flat or **€ 300** for independent flats in Milan. This caution will be refunded at the end of the stay if no damage is caused in the accommodation reserved for the students.

Independent flat

Independent apartments are managed by selected estate agencies specialized in offering housing services to international students. On request the school will be happy to provide all the details to contact the real estate agency. Students or Educational agencies should make the reservations directly with the real estate agency.

Minors

All minors are accommodated in homestay accommodation 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 week 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.

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. It is not possible to make changes after the course has begun.

On no account paid tuition fees can be transferred to individual classes.

PARTICIPANTS

A minimum of 6 students is required for all courses. For general language courses the maximum group size is 14 participants. In the event of insufficient applications for a course, the school reserves the right to offer an alternative course of equal value.

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.

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.

SCHOOL AND WELFARE INFORMATION

Special learning needs

The school will endeavour to make reasonable adjustments to students who declare a learning difficulty or disability. Please consult the school well in advance if you have special learning needs.

Physical disability

Our schools are not accessible for wheelchair users or those who have difficulties using stairs. Generally all the courses are not suitable for those with complete visual or hearing impairment.

CONDUCT

Students are expected to observe a behaviour based on mostly accepted standards of courtesy and consideration for others. In a multi-national environment it is vital to respect cultural, racial and religious differences.

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.

FEES 2017

	Duration	Lessons 1 Lesson = 45 min	GLOBAL FEE	Starting Dates 2017	The Fee includes
Residential Italian Courses with sports and leisure activities 20 lessons per week	2 weeks	40	€ 1.680	25th June 2nd July	Full board accommodation: in rooms with 2 - 4 beds and private bathroom from the Sunday of course beginning through to the Sunday of course end. Teaching programme: 20 lessons per week and teaching material. Sport & leisure activities: use of sporting facilities, private beach, daily participation in afternoon and evening activities. Excursions: once a week. Laundry service: once a week. Safety and care: each organized activity is attended by our staff. Insurance: each student is insured against accidents and unintentional damages caused to others.
	3 weeks	60	€ 2.520	9th July	
	4 weeks	80	€ 3.360	16th July ^(a)	
Registration Fee: € 80 Deposit: 30% of the global fee. Transfer Service: on request, only on the day of course beginning and course end. From Venice airport: € 160 per person round trip. From Trieste airport: € 160 per person round trip. From Latisana railway station: € 75 per person round trip.				(a) Course duration: 2 weeks Last day of departure: 29th July	

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 CR Firenze,
Agenzia 6, Via Nazionale 93/95,
50123 FLORENCE**

Account name: LINGUAVIVA srl

Account number: **900696**

IBAN: **IT 24K061600280600900696C00**

Swift: **CRF IIT3F**

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.