



italianme
scuola di lingua e cultura italiana



FLORENCE - ITALY







2024

BOOKING GUIDE




 Book at worldwide lowest price at:
<https://www.languagecourse.net/school-italianme-florence.php3>



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HOW TO APPLY

1. Visit the web site www.italianme.it, Read the Booking Guide carefully: select the course and the starting day you wish to attend **italianme**.
2. Fill in the application form and send it to info@italianme.it stating: personal data, course type, duration of the course, starting date and, if needed, accommodation required. You can find the form online going to this link: <https://www.italianme.it/contact-italian-me/application-form/>
3. In order to confirm your course, along with the application form, we have to receive the payment of the enrollment fee of € 60 + deposit of 30% of the global tuition fee (in case you apply for a student Visa, the percentage may vary). The balance should be paid by the course starting date. In case of bank transfer all the costs are on your part and a proof of payment should be sent to school via email.
4. Upon receipt of the application form and payment, the secretary will send you the Enrollment confirmation. If you need to apply for a study Visa **italianme** will send you also a certificate of enrollment. On request we can send you the original copy of it by express courier at an extra charge.

PRICE LIST 2024 - Enrolment fee 60 euros - 12 months validity			
COURSE	WEEK NUMBER	LESSONS 45 minutes each	FEE Euros
ITALIAN LANGUAGE AND CULTURE COURSE			
Super intensive 4 lessons per day + 5 private lessons* per week (1/day) *60 minutes each	1 week	20+5	420
	2 weeks	40+10	780
	3 weeks	60+15	1160
	4 weeks	80+20	1540
	additional week up to 11w	20+5	370
	12 weeks	240+60	4200
Intensive 4 lessons per day	1 week	20	230
	2 weeks	40	400
	3 weeks	60	590
	4 weeks	80	780
	additional week up to 11w	20	180
	12 weeks	240	1920
	additional week up to 23w	20	150
	24 weeks	480	3360
Semi intensive 2 lessons per day	1 week	10	130
	2 weeks	20	250
	3 weeks	30	370
	4 weeks	40	480
	additional week up to 11w	10	105
	12 weeks	120	1225
	additional week up to 23w	10	95
	24 weeks	240	2130
Evening course twice a week 4 lessons per week	1 week	10	80
	2 weeks	20	
	3 weeks	30	
	4 weeks	40	
	additional week up to 11w	10	
	12 weeks	120	
	additional week over 12w	10	
	24 weeks	240	
Italian through literature, music and cinema 4 lessons per day	1 week	20	240
	2 weeks	40	420
	3 weeks	60	620
	4 weeks	80	820
Italian language for Opera singers 5 days semi intensive Italian Language and Culture course + 4 private singing lessons (60 minutes each)	1 week	14	450
	2 weeks	28	890
	3 weeks	42	1130
	4 weeks	56	1760
	additional week	14	425
Italian language through art history 4 lessons per day	1 week	20	475
	2 weeks	40	890
	3 weeks	60	1315
	4 weeks	80	1700
Intensive Italian Language and Culture + Private lessons* of art history 4 lessons per day +10 private art history lessons per week (2/day) *60 minutes each	1 week	20+10	680
	2 weeks	40+20	1300
	3 weeks	60+30	1940
	4 weeks	80+40	2580
	additional week	20+10	630
Italian through food and wine experience 4 lessons per day	1 week	20	600
	2 weeks over 2 weeks	40	1100 on request
Intensive Italian language and culture + Cooking classes 4 lessons per day + 2 cooking lessons per week (180 min each)	1 week	20 + 2	470
	2 weeks	40 + 4	880
	3 weeks	60 + 6	1310
	4 weeks	80 + 8	1740
	additional week	20 + 2	420
Italian for business 4 lessons per day + 10 private lessons per week (2/day) *60 minutes each	1 week	20+10	630
	2 weeks	40+20	1200
	3 weeks	60+30	1790
	4 weeks	80+40	2380

PRICE LIST 2024 - Enrolment fee 60 euros - 12 months validity			
COURSE	WEEK NUMBER	LESSONS 45 minutes each	FEE Euros
Italian for University 4 lessons per day + 10 private lessons per week (2/day) *60 minutes each	1 week	20+10	630
	2 weeks	40+20	1200
	3 weeks	60+30	1790
	4 weeks	80+40	2380
Italian for the CILS certification Group of 3 to 5 students - 16 hours of classes Private lessons (60 minutes each) - 16 hours of classes			250
			640
Italian private lessons* *60 minutes each	Any time	1-9 10 and more	45 / each 40 / each
ITALIAN AND ART COURSES			
Italian + Jewellery Intensive + 6 Jewellery private lessons* per week *60 minutes each	1 week	20+6	630
	2 weeks	40+12	1200
	3 weeks	60+18	1790
	4 weeks	80+24	2380
Semi intensive + 6 Jewellery private lessons* per week *60 minutes each	1 week	10+6	530
	2 weeks	20+12	1050
	3 weeks	30+18	1570
	4 weeks	40+24	2080
Italian + Photography Intensive + 4 photography private lessons* per week *60 minutes each	1 week	20+4	550
	2 weeks	40+8	1040
	3 weeks	60+12	1550
	4 weeks	80+16	2060
Italian + drawing and painting Intensive + 3 private lessons* *180 minutes	1 week	20 + 3	650
	2 weeks	40 + 6	1240
	3 weeks	60 + 9	1850
	4 weeks	80 +12	2460

INFORMATION	
STARTING DATES 2024	Absolute Beginner starting dates (super intensive,intensive and semi intensive course): 8.01 - 22.01 - 5.02 - 4.03 - 8.04 - 6.05 - 3.06 - 1.07 - 5.08 - 2.09 - 7.10 - 4.11 - 2.12 Not absolute beginner students may start every Monday.
INCLUDED IN THE TUITION FEE	Full orientation upon arrival - Lessons - Textbooks and all the teaching material used during the lessons - Placement test - Certificate of attendance - Extracurricular activities
NOT INCLUDED IN THE TUITION FEE	Accommodation - Personal insurance
ITALIAN PUBLIC HOLIDAYS 2024 Lessons will not take place on these days	January 6 - April 1 - April 25 - May 1 - June 2 - June 24 - August 15 - November 1 - December 8 - italianme will be closed from December 16th 2024 to January 6th 2025
ENROLMENT FEE	€ 60 payable for all courses at the enrolment
DEPOSIT	30% of full tuition fees + € 60,00 enrolment fee

ACCOMMODATION FEE (per person in euros)						
	Homestay: Halfboard		Homestay: Breakfast		Homestay: Use of kitchen	
	single room	doble room	single room	doble room	single room	doble room
1 week - 6 nights	From 230*	From 195*	From 170*	From 135*	From 200*	From 140*
2 weeks - 13 nights	From 495*	From 415*	From 365*	From 285*	From 430*	From 300*
3 weeks - 20 nights	From 740*	From 620*	From 540*	From 420*	From 640*	From 440*
4 weeks - 27 nights	From 985*	From 820*	From 715*	From 555*	From 850*	From 580*
Shared flat	From 600* per month					
Independent flat	From 1000* per month			*VAT 22% NOT included For longer periods contact the secretariat		

Accommodation is booked from the Sunday before the start of the course until the Saturday after the end of the course. Our accommodations are generally located in the centre or in residential areas at a maximum distance of 30 minutes by bus from school.

TERMS AND CONDITIONS

Art.1 ENROLLMENT AND PAYMENT

The student must complete the enrolment form and send it to the school together with proof of payment of:

- enrolment fee of €60.00;
- 30% of the total cost of the course.

The enrollment is considered valid upon receipt of a written confirmation by the school.

The balance must be paid by the first day of the course.

Payment can be made by:

1. Credit card (Visa, American express, Diners);
2. Bank transfer to:

Account on the name of BFB Lingua e Cultura S.r.L.
MONTE DEI PASCHI DI SIENA
Filiale 1859 - Firenze Ag. 31
Indirizzo Filiale: Piazza della Signoria 22/R - Firenze

IBAN: IT78B0103002828000001449513
BIC - SWIFT PASCITM1W25

The transfer must clearly state the name of the student and the starting date of the course. Bank charges on both sides are borne by the student. If the payment is made at school, it can be done by cash.

Art.2 CANCELLATION

Cancellations must be communicated to the school by a letter or email.

The registration fee is not refunded under any circumstances.

Students must advise **italianme** of course cancellation at least 15 days in advance in order to receive a 75% refund for the course.

Students must advise **italianme** of course cancellation between 14 and 8 days in advance in order to receive a 50% refund.

If communication of course cancellation is provided less than 7 days before the beginning of the course, **italianme** won't provide any refund.

Once the course has begun, no refund will be provided, neither for discontinuous attendance, nor for leaving early.

In the event that, for reasons of force majeure beyond the student's control, it becomes impossible to participate in the booked course, the student will receive, in lieu of a refund of the payment made, a voucher of the value corresponding to the amount of the unused lessons. The voucher will be redeemable within 24 months from the date of termination of the course or from the date of its beginning as stated on the enrolment confirmation (in case of cancellation before the beginning of the course). The voucher may also be transferred to a third party by notifying the school of the name and details of the third party (who must pay the enrolment fee of € 60.00) at least 60 days before the actual use of the voucher. Private lessons can be made up if the cancellation is communicated to info@italianme.it or 0552741464 more than 24 hours before the lessons. Otherwise they will be considered lost. Packages of private classes must be completed by 1 year from the first one.

Art.3 LESSONS

Lessons take place from Monday to Friday, in the morning or afternoon. Classes will not take place on public holidays, according to the Italian calendar. No reimbursement is provided for lessons not taken on these days. Non-attendance of one or more group lessons does not entitle the participant to make up them.

Art.4 PARTICIPANTS

Group courses are activated with a minimum of 3 participants. In case there are only 1 or 2 participants in the chosen course and therefore the minimum size for a group course is not

reached, the school has the right to convert group lessons into individual or semi-individual lessons (60 minutes each) in a number equivalent to the value of the fee set for attending the group course. The maximum group size is 8 participants.

Art. 5 ACCOMMODATION

At the student's request, the school can provide assistance in finding accommodation for the duration of the course. The student can take a lease in a private flat or with a family. In case the student opts for accommodation with a family, payment of the rent will be made through the mediation of the school, which will provide it on behalf of the student, adding the taxes amount. Private flats, whether rented exclusively by the student or shared between several parties, if the student wishes to pay through the school's mediation, will only be required to pay an amount equal to the rent plus costs arising from all applicable fees and taxes, without there being any profit for the school.

As a rule, the owner of the rented house requires a cash deposit of at least € 100 as a guarantee against damage when the rental contract is concluded. The deposit must be paid directly to the landlord and will be refunded by him and not by the school at the end of the stay, unless damage caused by the student is proven. The relationship between the host establishment and the student will be regulated by the parties in accordance with the current regulations. In relation to this relationship, cannot be held responsible for any failure by the student or the landlord to fulfil their obligations or for any damage. The relationship between the school and the student regarding the mediation of the rental relationship will be the subject of an independent agreement that will be attached to the enrolment form.

Art.6 INSURANCE

The school is insured for damage suffered by students in the course of their educational activity for which the school is demonstrably responsible. The school is not responsible for damage suffered or caused by the inappropriate behaviour of students. Students are not insured against illness, accidents, theft or loss of personal property. We recommend taking out personal insurance to cover illness and accidents. Students are encouraged to check their insurance benefits abroad.

Art.7 STUDENT VISA

If a visa is required, it is advisable to contact the local Italian embassy. Special enrolment conditions apply in case the student needs documents for the visa application. Once the school has received proof of payment of the percentage of the enrolment fee required by the Italian embassy, will send the certificate of enrolment for the visa. If the original certificate of registration is required, it will be sent by regular mail or by express courier (at an additional cost).

Students who do not obtain a visa must notify the school in writing, showing proof of refusal from the Italian embassy. In this case they are entitled to a full refund of the amount paid minus the € 60 entry fee.

Art.8 CLAIMS AND COMPLAINTS

Students are requested to share any problems with the school immediately in order to receive all necessary assistance and help. Late complaints will not be accepted.

Art.9 CONDUCT

Students must observe behaviour based on standards of courtesy and respect for other course participants.

Art.10 RESPONSIBILITY

The school is not responsible for items left unattended.

Art.11 JURISDICTION

Any dispute arising out of or in connection with this Contract shall be referred to the exclusive jurisdiction of the courts of the Court of Florence.

Date _____ Signature _____

Pursuant to and for the purposes of Articles 1341 and 1342 of the Italian Civil Code, Mr./Ms. _____ specifically approves, by a separate signature, the following clauses, after having carefully read, examined and understood their content.

Art. 2 Cancellation;
Art. 3 Lessons;
Art. 4 Participants;
Art. 6 Insurance;
Art. 7 Student visa;
Art. 10 Responsibility;
Art. 11 Jurisdiction.

Date _____ Signature _____

PRIVACY POLICY ex art. 13 of Regulation (EU) 2016/679.
Dear Sir/Madam, We wish to inform you, as Data Controller, that the EU/2016/679 General Data Protection Regulation (G.D.P.R.), of immediate application also in Italy, pending the issuance of the Decree provided for by Community Law No 163/2017 provides for the protection of persons and other subjects with regard to the processing of personal data. In accordance with the legislation indicated, such processing will be based on the principles of fairness, lawfulness and transparency and the protection of your confidentiality and your rights. In accordance with Article 13 of the G.D.R., I therefore provide you with the following information:

1. The personal data [personal details, contact details, telephone number, e-mail address] you provide will be processed for the following purposes based on your consent and the legitimate interest of the writer.
2. The processing will be carried out in the following ways: made also with the aid of electronic means, stored in closed places, the key to which is held by the President and the persons in charge of the administration, or in a computerised manner, on a PC located at the Company's premises, which is adequately equipped against IT risks (firewall, antivirus, regular data backup); authorised to access such data are the President and the persons in charge of the administration. Pursuant to Article 4 no. 2 of the G.D.R., the processing of personal data may consist of the collection, recording, organisation, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, data erasure and destruction.
3. Personal data will be kept for as long as it is necessary for the correct execution of the relationship with the student.
4. Personal data will not be disclosed to other parties or disseminated.
5. The processing will not concern personal data falling within the category of 'sensitive' data, i.e. 'personal data revealing racial or ethnic origin, religious, philosophical or other beliefs, political opinions, membership of parties, trade unions, associations or organisations of a religious, philosophical, political or trade-unionist character, as well as personal data revealing health and sex life'.

6. The data controller is the company BFB Lingua e Cultura srl with head office in Rome, via Cola di Rienzo 212, which can be contacted at the following e-mail address:

bfbilinguaecultura@gmail.com

7. The person responsible for processing is Mr Cesar Boccella Duclos, Legal Representative of the Company, who can be contacted at the email address bfbilinguaecultura@gmail.com

8. You may at any time exercise your rights to know the data concerning you and how it was acquired, check whether they are accurate, complete, up-to-date and well kept, to receive the data in a structured format, commonly used and machine-readable, to revoke any consent you may have given with regard to the processing of your data at any time and to object, in whole or in part, to the use of such data as provided for by Articles 15 to 20 of the G.D.P.R. These rights may be exercised by means of a specific request to be addressed by registered letter - or PEC - to the Data Controller.

9. You have the right to withdraw your consent at any time without affecting the lawfulness of the processing based on the consent given before the withdrawal. This right may be exercised by sending the revocation of consent to the e-mail address indicated in point 8 above.

10. You have the right to lodge a complaint with the Data Protection Supervisor or with any other supervisory authority that may be established by the Decree provided for in Community Law No. 163/2017.

11. There is no automated decision-making or profiling as referred to in Article 22(1) and (4) G.D.R.

APPLICATION FORM

Please complete this form and send it to info@italianme.it

PERSONAL DATA

Name and Surname _____
Date and place of birth _____
Home address _____
Nationality _____
Phone number _____ E-mail _____
Contact in case of emergency _____

COURSE OPTION

Please state the course you wish to attend	Number of weeks	Starting Date

Knowledge of Italian: ☐ none ☐ some ☐ average ☐ good ☐ very good

How did you know about the school?

ACCOMMODATION

☐ Breakfast ☐ Shared flat
☐ Homestay ☐ Halfboard ☐ Independent flat
☐ Use of kitchen ☐ Hotel

Please state if you suffer from any illness, allergy, dietary problems and if you prefer not to have accommodation with pets: _____

- ☐ I authorize Italian me to use my personal data in accordance with the current Italian law which foresees keeping this information in archival form.
- ☐ I have read and I accept the Terms and conditions
- ☐ I authorize the school to use my comments, photographs and video pictures taken during the class hours or extra activities to the purpose of publishing promotional material.

Place and date: _____ Signature: _____







www.italianme.it



italianme


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