



LINGUAVIVA
EDUCATIONAL GROUP

FLORENCE - MILAN

2024

BOOKING GUIDE



Società
Dante Alighieri
Centro d'esame
autorizzato

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 enroll 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.linguavivagroup.com) where you will find all information on locations, schools, courses and services offered by our Schools. You may assess your Italian knowledge through our on-line Italian level test. You may enroll 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**
Your application should be sent to:

Linguaviva - Florence

Admission Office
Via Fiume 17
50123 FIRENZE - Italia
Tel (+39) 055 294359 - (+39) 055 280016
E-mail: admissions@linguaviva.it

For enrolments at LINGUADUE in **MILAN**
Your application should be sent to:

Linguadue - Milan

Admission Office
Via Valenza 5
20144 MILANO - Italia
Tel (+ 39) 02 2951 9972
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** 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** as soon as the amount due as tuition fee is paid in full.

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 2024

FLORENCE

COURSES	Duration	Lessons <small>1 Lesson = 45 min</small>	TUITION FEES	Starting Dates 2024	INCLUDED in the tuition fees	
Standard 20 lessons per week	2 weeks	40	€ 430	We suggest all students to begin on one of the following dates; however non-Beginner students only for language courses may start any Monday 8 th January 5 th February 4 th March 2 nd April 29 th April 27 th May 1 st July 29 th July 26 th August 23 rd September 21 st October 18 th November	<ul style="list-style-type: none"> Lessons Accommodation placementservice Full orientation upon arrival Placement test Academic counselling for Italian Universities, Career Schools and Vocational Programmes Certificates Linguaviva's examination fee 	
	3 weeks	60	€ 645			
4 weeks	80	€ 860				
additional week up to 11 weeks			€ 215			
Long Term Standard 20 lessons per week	12 weeks		€ 2.280			
	additional week from 12 to 23 w.		€ 190			
	24 weeks		€ 4.200			
	additional week over 24 weeks		€ 175			
Intensive 30 lessons per week	2 weeks	60	€ 660			
	3 weeks	90	€ 990			
	4 weeks	120	€ 1.320			
	additional week		€ 330			
Super Intensive 30 lessons per week (20 in group + 10 lessons per week)	2 weeks	60	€ 1.530			
	3 weeks	90	€ 2.300			
	4 weeks	120	€ 3.060			
	additional week		€ 765			
Italian + Arts 20 + 8 lessons per week • Interior Design • Photography • Fashion • Painting/Drawing	Min. 4 weeks	80 + 32	€ 1.760		NOT INCLUDED in the tuition fees <ul style="list-style-type: none"> Textbooks Accommodation (see below) Airport transfers Bank charges Insurance Social activities 	
Italian + Cooking 20 + 8 lessons per week	2 weeks	40 + 16	€ 990	Any Monday Cooking courses are suspended from 5 th to 28 th of August		
	3 weeks	60 + 24	€ 1.490			
	4 weeks	80 + 32	€ 1.980			
One-to-One Online one-to-one	Min. 1 week	20	€ 1.100	Any Monday		
		30	€ 1.650			
		40	€ 2.200			
Cultural Programme for Seniors	2 weeks	40 + activities	€ 1.100 ^(a)	13 rd May 9 th September		
Foundation Programme for Medicine and Veterinary in Italian	28 weeks	870	€ 8.500 ^(b)	From 4 th Sept. 2023 to 29 th March 2024		Language courses are suspended from 23 rd December 2024 to 6 th January 2025
Short Preparatory Course for Medicine and Veterinary in Italian	11 weeks	300	€ 3.900 ^(b)	From 15 th Jan. to 29 th March		

(a) Including Italian lessons and special activity programme. (b) Teaching material included.

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 € 60.

ACCOMMODATION FEES (Prices per person)

		Single Room	Twin Room	
Homestay Half Board	2 weeks	€ 660	€ 520	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 with half board. 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. <i>For information concerning payments, deposits and cancellations please see the Terms and Conditions.</i>
	3 weeks	€ 990	€ 780	
	4 weeks	€ 1.320	€ 1.040	
Homestay Bed & Breakfast	2 weeks	€ 420	€ 340	
	3 weeks	€ 630	€ 510	
	4 weeks	€ 840	€ 680	
Shared Flat (self catering) Min. age 18	2 weeks	€ 400	€ 320	
	3 weeks	€ 600	€ 480	
	4 weeks	€ 800	€ 640	

FEES 2024

MILAN

COURSES	Duration	Lessons 1 Lesson = 45 min	TUITION FEES	Starting Dates 2024	INCLUDED in the tuition fees	
Standard 20 lessons per week	2 weeks	40	€ 430	We suggest all students to begin on one of the following dates; however non-Beginner students only for language courses may start any Monday 8 th January 5 th February 4 th March 2 nd April 29 th April 27 th May 1 st July 29 th July 26 th August 23 rd September 21 st October 18 th November	<ul style="list-style-type: none"> • Lessons • Accommodation placementservice • Full orientation upon arrival • Placement test • Academic counselling for Italian Universities, Career Schools and Vocational Programmes • Certificates • Linguaviva's examination fee 	
	3 weeks	60	€ 645			
4 weeks	80	€ 860				
additional week up to 11 weeks			€ 215			
Long Term Standard 20 lessons per week	12 weeks		€ 2.280			
	additional week from 12 to 23 w.		€ 190			
	24 weeks		€ 4.200			
additional week over 24 weeks			€ 175			
Intensive 30 lessons per week	2 weeks	60	€ 660			
	3 weeks	90	€ 990			
	4 weeks	120	€ 1.320			
	additional week			€ 330		
Super Intensive 30 lessons per week (20 in group + 10 lessons per week)	2 weeks	60	€ 1.530			
	3 weeks	90	€ 2.300			
	4 weeks	120	€ 3.060			
	additional week			€ 765		
Twice-a-week evening course (b)	8 weeks	32	€ 350			
One-to-One Online one-to-one		20	€ 1.100	Any Monday	NOT INCLUDED in the tuition fees <ul style="list-style-type: none"> • Textbooks • Accommodation (see below) • Airport transfers • Bank charges • Insurance • Social activities 	
		30	€ 1.650			
		40	€ 2.200			
One-to-One Preparation for PLIDA Exam		10	€ 550	Any Monday		
PREPARATORY COURSES FOR UNIVERSITY						
Foundation Programme for Architecture, Engineering and Design, in Italian	28 weeks	870	€ 8.500 ^(a)	From 8 th Jan to 19 th Jul		1 st April 25 th April 1 st May 15 th August 1 st November
Short Preparatory Course for Architecture, Engineering and Design in Italian	6 weeks	180	€ 2.600 ^(a)	From 10 th June to 19 th Jul		Language courses are suspended from 23 rd December 2024 to 6 th January 2025
Short Preparatory Course for Architecture in English	6 weeks	180	€ 2.600 ^(a)	From 10 th June to 19 th Jul		
Online Preparatory Course for Architecture and Engineering (in English)	15 weeks	180	€ 2.600 ^(a)	From 19 th Feb to 31 st May		
Online Preparatory Course for Medicine in English (IMAT)	15 weeks	180	€ 2.600 ^(a)	From 19 th Feb to 31 st May		

(a) Teaching material included (b) Course suspended in July and August

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 € 130, Orio al Serio (Bergamo) € 140, Milano Linate € 85.**

ACCOMMODATION FEES (Prices per person)			
		Single Room	Twin Room
Homestay Half Board	2 weeks	€ 660	€ 520
	3 weeks	€ 990	€ 780
	4 weeks	€ 1.320	€ 1.040
Homestay Bed & Breakfast	2 weeks	€ 430	€ 340
	3 weeks	€ 645	€ 510
	4 weeks	€ 860	€ 680
Shared Flat (self catering) Min. age 18	2 weeks	€ 420	€ 330
	3 weeks	€ 630	€ 495
	4 weeks	€ 840	€ 660

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 with half board.
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.
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 Intesa San Paolo

Via Nazionale 93/95, 50123 FLORENCE

Account name: LINGUAVIVA srl

Account number: **100000000803**

IBAN: **IT 27 P030 6902 9041 0000 0000 803**

Swift: **BCIT IT MM**

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

Each academic hour / lesson is of 45 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

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 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. 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.

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.

MINIMUM AGE

The minimum age to be a student at Linguaviva in Florence is 16.

The minimum age to be a student at Linguadue in Milan is 18.

UNDER 18S

Minors are hosted in homestay accommodation with half board. Parents or guardians of under 18s must send the school a completed "parental consent form" before the student arrives in the school and must abide by the curfew set by the school and homestay provider. Please note that normally 16/17 year old students are not supervised except in lessons and during social activities organized by the school.

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 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 + administrative expenses. 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 offered 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 European privacy law (UE 679/2016) which foresees also that this information will be kept in secure archival form. We collect or store personal information in the context of managing bookings and directly related products. 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 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.

SPECIAL LEARNING NEEDS AND PHYSICAL DISABILITY

Please consult the school well in advance if you have special learning needs.

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.

Linguaviva is not liable for loss of tuition or other services due to factors outside our control (*force majeure*). Refunds will not be made under these circumstances

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.



APPLICATION FORM

Please complete this form and send it to the Admission Office

PERSONAL DETAILS

Family Name _____ First Name _____ M F

Date and place of birth _____

Home address _____

Private Tel. _____ Office Tel. _____ Fax _____

E-mail _____ Nationality _____

Mother tongue _____ Profession _____

Name of emergency contact _____

Tel. _____ E-mail _____ Fax _____

LOCATION

Please state the location of the school you wish to attend:

- FLORENCE MILAN

COURSE OPTION

Please state the Course/s you wish to attend:*

Please state the Course/s you wish to attend:*				Payment details
Starting date	N° of weeks	Tuition Fee		
Starting date	N° of weeks	Tuition Fee		
Starting date	N° of weeks	Tuition Fee		
Starting date	N° of weeks	Tuition Fee		
			Total Tuition Fees	
			Deposit	
			Registration Fee	€ 80
			Total payment enclosed	

* For Arts Programme please state one of the following courses:
Interior Design, Fashion, Photography and Painting

* For One-to-One courses please state the number of lessons per week.

Knowledge of Italian

- Beginner (A1) Elementary (A2) Intermediate (B1) Advanced (B2) Proficient (C1)

How did you hear about the school?

TRANSFER SERVICE

Please check your arrival location, prices are one way per person:

- FLORENCE** Florence airport € 60
- MILAN** Malpensa airport € 130
 Orio al Serio airport € 140
 Linate airport € 85

Please fill in the section below:

Arrival	date	time	flight N°	Airline	from
Departure					to



(please turn over)

ACCOMMODATION IN FLORENCE AND MILAN

If you have selected a programme in **Florence or Milan**, please check your choice of accommodation:

- Homestay** Half Board **Shared flat**
 Bed & Breakfast
 Single room
 Twin room (*)

(*) Twin rooms are available only for two applicants travelling together

Please state if you suffer from any illnesses, allergies, dietary problems, if you take any medicine regularly and if you prefer not to have accommodation with pets.

Credit card details as guarantee for accommodation

Please check your Credit Card **Eurocard/Mastercard** **Visa**

Credit Cardholder's Name

Credit Card Number

Security Code

Expiry Date

We authorize the School to charge the amount of € 100 as guarantee for **homestay** and **shared flat**

Date

Credit Cardholder's Signature

PAYMENT

I have paid the amount of (see *Payment details* section above):

by means of: Credit Card Bank Transfer (incl. transfer cost)

Enclosed please find: • proof of payment

I authorize the School to use my personal data in accordance with the current law (UE 679/2016) which foresees keeping this information in archival form.

I have read and I accept the **Terms and Conditions**.

Place/date

Signature (of the parents for minors)

WHERE TO SEND YOUR APPLICATION FORM

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Your application should be sent to:

Linguaviva - Florence
Admission Office
Via Fiume 17
50123 FIRENZE - Italia
Tel (+39) 055 294359 - (+39) 055 280016
E-mail: admissions@linguaviva.it

For enrolments at LINGUADUE in **MILAN**
Your application should be sent to:

Linguadue - Milan
Admission Office
Via Valenza 5
20144 MILANO - Italia
Tel (+ 39) 02 2951 9972
E-mail: admissions@linguadue.com

