



Florence Association for International Education

# PALAZZI

## APPLICATION FOR STUDY ABROAD PROGRAMS (AFFILIATE UNIVERSITIES)

PLEASE BE SURE TO SUBMIT THE FOLLOWING TO PALAZZI ADMISSION OFFICE FOR APPLICATION PROCESSING:  
Program Application (signed/completed) Official transcript, CV, or statement of prior experience (if applying for intermediate or advanced levels only).  
Please complete all the application steps including housing if applicable and return to: by fax +39 055 2656689 OR by email to: info@fua.it.

### APPLICATION DEADLINES:

**SPRING:** November 1 - **FALL:** June 15 - **JANUARY INTERSESSION:** December 1  
**SUMMER I, V, A, C, D:** April 8 - **SUMMER II, VI, E:** May 1  
**SUMMER III, VII, B, F:** May 15 - **SUMMER IV, VIII, G:** June 15

Please see dates on page 2

Will you be securing your housing through Palazzi?  Yes  No

If yes, please submit the Housing Request Form to Palazzi with your admissions application. Please see form page N. 6

## STEP 1: GENERAL INFO

Last Name: ..... First Name: .....

Gender:  Male  Female Date of Birth (mm/dd/yy): .....

City/State/Country of Birth: .....

Local Address: .....

City: ..... State: ..... Zip Code: ..... Country: .....

Email: ..... Phone: ..... Cell: ..... Fax: .....

Permanent Address: .....

City: ..... State: ..... Zip Code: .....

Country: ..... Citizenship: ..... Passport #: .....

Date Issued: ..... Current Home College/University: .....

Current status: ..... Major: ..... GPA (min. required 2.75): .....

**emergency contacts:** Name ..... email: ..... ph: .....

Is your institution granting credit for classes at Palazzi?  Yes  No  
If not please contact our admissions office.

How did you learn about Palazzi?

- Campus visit by Palazzi representative
- Professor
- Magazine/newspaper
- Study abroad fair
- Study abroad officer/director
- Family/friend

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

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

Course offering  Reputation  Location  Cost  Other

### WHICH OF THE FOLLOWING STUDENT SERVICES/ACTIVITIES OFFERED BY THE UNIVERSITY ARE YOU MOST INTERESTED IN JOINING THIS SEMESTER?

- Community Outreach (Conversation Exchange, Community Services, Connecting Cultures, Workshops)
- Ganzo (Volunteering in the front of house or back of house, hosting a student night)
- Italian Family Club
- Contemporary Italian Appreciation (lectures, film series)
- Sports: (Volleyball, Soccer)
- The Gym (classes: Yoga, Pilates, Zumba)
- Performing Arts: (Music, Cinema, Theatre)
- Explorations: (city walks, museum visits, inexpensive day excursions)
- Blending: Student Newsletter/magazine (Writing, Copy editing, Photography, Graphic Design/layout)

Student Services was created to offer all students a safe, educational and entertaining environment in which they can discover the city of Florence, Italian culture and the language. Our students will develop new lifelong relationships while becoming acquainted with the local community.

The mission of student services is to offer a unique, culturally relevant and personally enriching program of activities that will enhance student's overall study abroad experience.

# ACADEMIC YEAR 2010-2011

## JANUARY INTERSESSION 2011

Sunday Jan. 2 Students arrive  
Monday Jan 3 Orientation  
Tuesday Jan 4 Classes start  
Sat. Jan. 22 Last day of class  
Sunday Jan 23 Housing check-out  
Holidays  
Thursday January 6

## SPRING 2011

Wednesday Jan. 26 Students arrive  
Thursday Jan. 27 Orientation  
Friday Jan. 28 Orientation  
Monday January 31 classes start  
Mon.-Fri. March 14-18 Mid term exam week  
Mon.-Fri. March 21-25 Spring Break  
Monday March 28 Classes resume  
Mon.-Fri May 9-13 Final Exams  
Friday May 13 Last day of class  
Saturday May 14 Housing check-out  
Holidays  
Monday April 25th Easter Monday

## ACADEMIC SUMMER 2011 DATES

**1-WEEK SESSIONS** (4 sessions available, please see below for dates)  
Classes are held Monday Through Sunday(Tuscany or Sicily)

**3-WEEK SESSIONS** (4 sessions available, please see below for dates)  
Classes are held Monday Through Friday.  
Students can take 3 to 6 credits (Students wishing to earn more than 3 US credits per session, must receive approval from their home Institutions.)

**4-WEEK SESSIONS** (4 sessions available, please see below for dates)  
Classes are held Monday Through Friday.  
Students can take 4 to 6 credits credits (Students wishing to earn more than 6 US credits per session, must receive approval from their home Institutions.)

4 credits: Cultural Introduction to Italy (1 credit )+ 1 class selected from schedule (3 credits)  
6 credits : Cultural Introduction to Italy (3 credits) + 1 class selected from schedule (3 credits)

**6 WEEK SESSIONS** (2 sessions available, please see below for dates)  
Classes are held TUE,WED & THU .  
Students can take 3 to 9 credits. (Students wishing to earn more than 9 US credits per session, must receive approval from their home Institutions.)  
Please note: students can also select classes from 3-week schedule (Monday through Friday)

**12 WEEK SESSION** (1 session available, please see below for dates)  
Classes are held TUE,WED & THU . Students can take 3 to 12 credits(Students wishing to earn more than 12 US credits per session, must receive approval from their home Institutions.) Please note: students can also select classes from 3-week schedule (Monday through Friday)

## SUMMER 2011

### 3 WEEK SESSIONS

#### Summer I

Sunday May 15 Students arrive/Orientation/Final Registration  
Monday May 16 Classes start  
Friday June 3 Classes end  
Saturday June 4 Housing check out (by 10AM)  
Holidays Thursday June 2

#### Summer II

Sunday June 5 Students arrive (after 4:00PM)Orientation/Final Registration  
Monday June 6 Classes start  
Thursday June 23 Classes end  
Saturday June 25th Housing check out (by 10AM)  
Holidays Friday June 24

#### Summer III

Sunday June 26 Students arrive (after 4:00PM)Orientation/Final Registration  
Monday June 27 Classes start  
Friday July 15 Classes end  
Saturday July 16 Housing check out (by 10AM)

#### Summer IV

Sunday July 17 Students arrive (after 4:00PM)Orientation/Final Registration  
Monday July 18 Classes start  
Friday August 5 Classes end  
Saturday August 6 Housing check out (by 10AM)

### 4 WEEK SESSIONS

#### Summer V

Sunday May 8 Students arrive (Rome)  
Monday May 9 Orientation  
Monday May 9 through Sunday May 15 Cultural Introduction to Italy  
Sunday May 15 Students arrive in Florence/Orientation/Final Registration  
Monday May 16 Classes start in Florence  
Friday June 3 Classes end

Saturday June 4 Housing check out (by 10AM)  
Holidays Thursday June 2

#### Summer VI

Sunday May 29 Students arrive (Rome)  
Monday May 30 Orientation  
Monday May 30 through Sunday June 5 Cultural Introduction to Italy  
Sunday June 5 Students arrive in Florence  
Orientation/Final Registration  
Monday June 6 Classes start in Florence  
Thursday June 23 Classes end  
Saturday June 25th Housing check out (by 10AM)  
Holidays Friday June 24

#### Summer VII

Sunday June 19 Students arrive (Rome)  
Monday June 20 Orientation  
Monday June 20 through Sunday June 26 Cultural Introduction to Italy  
Sunday June 26 Students arrive (after 4:00PM)Orientation/Final Registration  
Monday June 27 Classes start in Florence  
Friday July 15 Classes end  
Saturday July 16 Housing check out (by 10AM)

#### Summer VIII

Sunday July 10 Students arrive (Rome)  
Monday July 11 Orientation  
Monday July 11 Through Sunday July 17 Cultural Introduction to Italy  
Sunday July 17 Students arrive in Florence (after 4:00PM)Orientation/Final Registration  
Monday July 18 Classes start in Florence  
Friday August 5 Classes end  
Saturday August 6 Housing check out (by 10AM)

6 week sessions Classes are held TUE,WED & THU Please note: students can also select classes from 3-week schedule (Monday through Friday)

#### Summer A

Sunday May 15 Students arrive/Final Registration  
Monday May 16 Orientation (Monday through Friday Classes start)  
Tuesday May 17 TUE,WED & THU Classes start  
Thursday June 23 TUE,WED & THU Classes end  
Saturday June 25th Housing check out (by 10AM)  
Holidays Thursday June 2 - Friday June 24

#### Summer B

Sunday June 26 Students arrive (after 4:00PM)Orientation/Final Registration  
Monday June 27 Orientation (Monday through Friday Classes start)  
Tuesday June 28 TUE,WED & THU Classes start  
Thursday August 5 TUE,WED & THU Classes end  
Friday August 5 Classes end  
Saturday August 6 Housing check out (by 10AM)

12 week sessions/Summer Semester Classes are held TUE,WED & THU Please note:: students can also select classes from 3-week schedule (Monday through Friday)

#### Summer C

Sunday May 15 Students arrive/Final Registration  
Monday May 16 Orientation (Monday through Friday Classes start)  
Thursday August 5 TUE,WED & THU Classes end  
Saturday August 6 Housing check out (by 10AM)  
Holidays Thursday June 2 Friday June 24

1 week sessions Classes are held Monday through Sunday (Tuscany or Sicily)

#### Summer D

Sunday May 8 Students arrive (Rome)  
Monday May 9 Orientation  
Monday May 9 through Sunday May 15 Cultural Introduction to Italy  
Sunday May 15 Classes end

#### Summer E

Sunday May 29 Students arrive (Rome)  
Monday May 30 Orientation  
Monday May 30 through Sunday June 5 Cultural Introduction to Italy  
Sunday June 5 Classes end  
Holidays Thursday June 2

#### Summer F

Sunday June 19 Students arrive (Rome)  
Monday June 20 Orientation  
Monday June 20 through Sunday June 26 Cultural Introduction to Italy  
Sunday June 26 Classes end  
Holidays Friday June 24

#### Summer G

Sunday July 10 Students arrive (Rome)  
Monday July 11 Orientation  
Monday July 11 through Sunday July 17 Cultural Introduction to Italy  
Sunday July 17 Classes end

### SUMMER HIGHLIGHTS

Summer Session: June 6 - 23 (Arrival on June 5, Departure on June 25, national holiday on 6/24)

\*\*\* Please note: 4 week session option with Cultural Introduction to Italy: May 29 - June 23 (Arrival on May 29, Departure on June 25, national holiday on 6/24). The 4 week summer session begins with one week of Cultural Introduction to Italy in Tuscany. Students will earn 7 semester credits (1 week cultural introduction to Italy + 3 weeks Ancient Civilization)

### LIGHTS OF FLORENCE

Arrival on Sunday May 29  
1 week in Tuscany Monday May 30 Sunday June 5 (arrival in Florence)  
Classes in Florence Monday June 6 Thursday June 23 (Friday June 24, national holiday)  
Housing checkout on Saturday June 25

### PUBLISHING/ITALIAN FRENCH RIVIERA

Sunday June 5 Students arrive in Pisa (Meeting Point at 6:00pm at Pisa Airport) transfer to Versilia (north Tuscan Seaside), hotel check-in and welcome dinner.  
Monday June 6 Orientation and classes start  
Monday June 6 - Saturday June 18 Versilia. Daily morning classes and afternoon individual & group projects.  
Site visits to: Carrara Marble Quarries, Cittadel Carnevale, Forte dei Marmi, Liberty Villas of Viareggio, Pietrasanta, Colli di Luni Vineyard  
Sunday June 19 Classes end in Versilia, transfer to the French Riviera - hotel check-in  
Monday June 20 Classes continue in French Riviera and Provence  
Site visits to: Historic Center of Nice and Promenade des Anglais, Maeght Foundation and Saint Paul de Vence, Arles & Van Gogh Museum, Cannes (Palais du Festival de Cinema, La Croisette), Historic Center of Antibes and Picasso Museum.  
Saturday June 25 Hotel check-out and transfer to Florence. Housing check-in (apartments)

Saturday June 25 Arrival in Florence  
Sunday June 26 Free day to explore the city  
Monday June 27 - Friday July 15 Classes in Florence (Monday to Friday)

### SUMMER NINE WEEKS RESTAURANT APPRENTICESHIP

Students arrive May 15 or June 5  
classes start May 16 or June 6 classes end July 15 or August 5

## STEP 2: PROGRAM SELECTION

PLEASE SELECT WHICH SESSION YOU WISH TO ATTEND:

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

FOR US STUDENTS: Make sure you conform to the credit requirements of your home institution and that you do not exceed the total number of credits allowed.

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

Please make your session selection

**SEMESTER:**

Fall  Spring

**SUMMER SESSION:**

Summer I  Summer II  Summer III  
 Summer IV  Summer V  Summer VI  
 Summer VII  Summer VIII  Summer A  Summer B  
 12 Week Session/Summer C  
 Summer D  Summer E  Summer F  Summer G  
 One elective (3 credits)  
 Combination of two electives (6 credits)

**JANUARY INTERSESSION:**

One elective (3 credits)  
 Combination of two electives (6 credits)

**Summer Highlights**

Publishing/Italian French Riviera  
 Ancient Civilization  
 The Light of Florence  
 Restaurant Apprenticeship, starting:  May 16  June 6  
 1 week Cultural Intro to Italy Tuscany  
 1 week Cultural Intro to Italy Sicily  
 4 week Cultural Intro to Italy Tuscany  
 4 week Cultural Intro to Italy Sicily

**COURSE SELECTION**

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

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

STUDENTS ARE RESPONSIBLE FOR REQUESTING COURSES FOR WHICH THEIR PROGRAM WILL GRANT THEM CREDITS

Please check course schedule: [www.palazziflorence.com](http://www.palazziflorence.com)

One Italian language course is mandatory during Fall and Spring session and can not be dropped/withdrawal.

Session		Code	Credits	Section	Course Title	Days	Time
January Int.	1st class						
	alternate						
	2nd class						
	alternate						
Summer I Summer VI Summer II Summer VII Summer III Summer VIII Summer IV Summer A Summer V Summer B 12 Week Session/Summer Semester	3rd class						
	alternate						
	4th class						
	alternate						
Semester	5th class						
	alternate						
Extra 3 credit Course (at additional cost)							
	1st class						
	alternate						
Extra Non Credit Course (at additional cost)							
	1st class						
	alternate						

Please note: Students are entitled to ONLY one course change (ADD/DROP) to their schedule. This may ONLY be done during Orientation for Summer sessions and ONLY during the first week of school for Spring/Fall Semester. The school reserves the right to cancel a class should it not reach the minimum number required. Alternate classes will be used or asked to the students.

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

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

S  M  L  XL  XXL

**PLEASE NOTE: SOME COURSES MAY REQUIRE AN EXTRA FEE - BOOKS ARE NOT INCLUDED IN THE TUITION/PACKAGE COSTS**

Note: Students are entitled to ONLY one course change (ADD/DROP) to their schedule. This may ONLY be done during Orientation . Changes will NOT be made after this date. changes are not possible for certificate students and highlights programs

## STEP 3: OTHER INFO AND SIGNATURES

### LETTER OF ENROLLMENT AND PERMESSO DI SOGGIORNO"

As soon as we receive confirmation of your enrollment from your university we will issue a letter of enrollment. With the letter of enrollment you can obtain a Student Visa at your nearest Italian Consulate or Embassy. You must bring to Italy a copy of all documents presented at the Consulate. Once in Florence, those documents and your student Visa will allow you to get a Permesso di Soggiorno from the Immigration Office. Important! The Immigration Office in Florence typically doesn't allow students to extend their stay without returning home. So if you wish to extend your enrollment after arrival you will need to return home and start the Visa process again. For stays shorter than 30 days, a Permesso di Soggiorno is not required. Tuition is due in full before the start date of your chosen program. For students enrolling in a 2 or 4 year program, balance is due before the end date of the first/third year of study.

### CANCELLATION POLICY

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

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

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

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

\*\* includes weekends and holidays

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

### WAIVER

Program involves studying at PALAZZI institution in Italy and may include living with a host family or in an apartment in the host city. Group excursions and social/cultural activities are routinely offered to participants. Some trips will be overnight and most will involve transportation on a bus and/or train. The Undersigned fully understands that there are certain dangers, hazards, and risks inherent in international travel, the group excursions, and in the activities included in the PALAZZI program and have signed this document in full recognition and appreciation of the dangers of these activities, which dangers include, but are not limited to, physical injuries (minimal, serious, catastrophic) and/or property loss or damage. The Undersigned expressly acknowledges that the participant is not required to participate in this PALAZZI program, but chooses to do so. The Undersigned therefore agrees to assume and take on all responsibilities in any activities associated with the PALAZZI institution's program in Italy. In consideration of, and in return for, the service, facilities and other assistance provided to participants by the PALAZZI institution, we, along with any of our assignees, heirs, distributees, guardians, and legal representatives release PALAZZI and its Italian institutions from any and all liability, claims and actions that may arise from injury, harm or death to the Undersigned and from loss or damage to the Undersigned's property in connection with these activities. The Undersigned understands that this release covers liability, claims and actions caused entirely or in part by any acts or failure to act by the PALAZZI institution and/or PALAZZI office, including but not limited to negligence, mistake, or failure to supervise by the PALAZZI institution or any of their employees, agents, or contractors.

### CONDUCT/ BEHAVIOR RELEASE

I understand that as a student attending an PALAZZI program, I represent my home institution and will behave as an ambassador for this institution. Therefore, all policies governing behavior as printed in my home institution's Student Code of Conduct apply to me during my participation in the PALAZZI program, in addition to the Student Code of Conduct for my chosen PALAZZI program. I understand that information regarding any behavior found disruptive or offensive to the PALAZZI program will be released to my home institution's study abroad office. I understand that PALAZZI must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs. Accordingly, PALAZZI reserves the right to dismiss a student from the program on the basis of any observed conduct or behavior which causes concern for the safety and well-being of students or others. The Director and/or Associate Director of PALAZZI shall have the authority to make the final decision on a participant's dismissal from the program. Misconduct includes actions that violate school regulations or Italian law, or in the judgment of the school and/or PALAZZI officials, jeopardize the welfare of that student, other individuals or the program. It is understood that no refund of tuition, fees or rent will be given if a student is dismissed from the program. Such actions include, but are not limited to, the following: - Excessive unauthorized absence from class and/or other organized program activities - The use of threats or physical violence - Violation of Italian laws - Violation of the school or housing regulations - Damage to or destruction of school, residence, or student property - Alcohol or substance abuse - Reckless or dangerous behavior.

### TRANSCRIPT RELEASE

Transcripts are released approximately 5 weeks after a term ends. PALAZZI reserves the right to withhold a transcript in the case of unpaid balances due, including balances due to PALAZZI academic institutions, any PALAZZI agent, contractor or program partner. Transcripts will be released once accounts are paid in full.

### PRIVACY POLICY

PALAZZI is fully committed to respecting the privacy of all applicants and all visitors to its website. The information that you provide to PALAZZI will only be used for the purpose of looking after your interest in the PALAZZI program. Your personal information will be used by PALAZZI in accordance with Italian law D. LGS.VO 196/03.

### CERTIFICATIONS

1. I certify that I am in good academic standing at my home institution and that I meet its requirements and deadlines to be eligible to study abroad.

2. I certify that I have carefully considered each question and that my statements are true and complete to the best of my knowledge. I accept as binding any and all conditions that normally apply to admission to PALAZZI.

I have read and agree with the above statements, including Program Waiver. I have carefully reviewed all the information that I am submitting.

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

Signature of Applicant: ..... Date: .....

I understand that I am responsible for my course selection and that I must obtain pre-approval for transferable credits.

Signature of Applicant: ..... Date: .....

I authorize the use of my personal information by PALAZZI, which will treat it in accordance with Italian Law 196/03 on privacy.

Signature of Applicant: ..... Date: .....

# STEP 4: ACCOMMODATION

## HOUSING INFORMATION

PALAZZI's Housing Office is pleased to facilitate the housing arrangement process for students but you are welcome to make your own direct accommodation plans. PALAZZI does not own or lease apartments but works as a facilitator to assist students find accommodation only during their stay in Florence. The Housing Office's sole intention is to facilitate the students study abroad experience. Students are not obliged to secure housing through PALAZZI's Housing Office. Students choosing to secure housing independently must notify the PALAZZI Admissions Office.

The rental period begins one day before the program start date and ends one day after the last day of class. Check-in time is only from 10am to 7pm on check-in day. For any arrivals outside that time, you must contact the PALAZZI housing coordinator prior to arrival. Check-out time must be no later than 12 (noon) on check-out day.

Please fill in and sign your Housing Request Form and mail it to PALAZZI Admission Office by the application deadline.

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

Please note: The Housing Office will complete assignments only for students who request housing within the designated deadline. Housing requests received after the application deadline will not be honored. In addition, the Housing Office reserves the right not to accept requests that are received when no more apartments are available. In this case, students will be notified and instructed to select another housing option. In the case of no further availability, the Housing Office will be available for further consultation.

Apartments will be assigned on a first served basis according to availability. Depending on their request, students will be assigned to a single or shared bedroom in a furnished apartment that will be shared with other PALAZZI students. If a student request cannot be honoured due to space limitations, the student will be assigned according to availability. Students will not be able to choose their apartment or change roommates. All roommate requests must be specified on the housing request form.

Students will not be allowed to check into their apartments before the check-in date or to check out of their apartments after check-out date. The Housing Office makes every attempt at placing students according to any needs they might have. If you have a medical condition or disability that you would like to disclose to the Housing Office, and which requires specific attention, please let us know either via email or on your housing application form.

## MEAL PLAN INFORMATION

The meal plan included in the package has the following characteristics:

meal plan booklets come in packages of 30 vouchers (10 vouchers for 3 weeks Summer January Intersession and 21 vouchers for 6 weeks Summer session)

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

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

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

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

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

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

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

Meal Plans can be used at GANZO, located at Via de'Macchi 85r. Ganzo is the cultural and gastronomic association that unites PALAZZI where students and the public can enjoy meals, art shows, events, tastings, workshops and much more.

## APARTMENTS DESCRIPTION

The apartments are fully furnished and fully functional. The standard layout of the apartments consists of multiple bedrooms, multiple bathrooms (variable), kitchen, living/dining room space. The bedrooms range from single bedrooms for one occupant (limited supply) to triple bedrooms, with the occasional quad space. Shared bedrooms imply from 2 to 4 occupants. Pillows are included in the bedrooms.. There will also be sufficient closet space to accommodate a reasonable amount of clothing and luggage. A very limited number have only one bedroom, and some have more than 3 bedrooms. In most shared apartments, students number 4-6. In limited supply, housing in residences can be arranged, dormitory style, and can house 14-16 students. In some cases, coeducational housing can be provided/arranged, however, prior to coeducational arrangements, permission must be granted by the school and/or studentsparents/guardians. Students in any housing system will be sharing the apartment with other students, as there are no studio apartments available (unless by special request - monthly rental rates do increase for this option, so please check with the Housing Office for complete details).

Kitchens are all fully functional, with sufficient utensils, plates and glasses per number of occupants. Also included are refrigerators, ovens, stoves, basic cookware.

We advise that students bring their own towels, although occasionally they have been provided in the apartments.

Although apartments are of the same standard and have similar facilities, no two apartments are alike. They are not all located in the same building, but are all within walking distance to PALAZZI or the nearest bus route.

## PICK-UP SERVICE

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

# STEP 5: HOUSING REQUEST FORM

Please fill out the following form and mail, e-mail, or fax it with your Program Application by the application deadline for your term. WE REMIND YOU THAT NO HOUSING ASSIGNMENT WILL BE MADE UNTIL THIS FORM HAS BEEN FULLY COMPLETED, SIGNED, AND RETURNED TO PALAZZI. Complete Housing payment must be completed before students can be informed of their assignments. All students must complete and sign this form whether they are securing housing through PALAZZI or are making independent housing arrangements. Students making their own housing arrangements should mark that option and sign at the bottom. Please print.

Student's full name: ..... Gender: .....  
E-mail: ..... Phone: ..... Fax: .....  
Date of birth (M/D/Y): ..... Nationality: .....  
Permanent home address .....

- January Intersession 201\_\_ Spring 201\_\_ Summer 201\_\_ Fall 201\_\_ Year \_\_ / \_\_
- Summer 201\_\_
- Summer I       Summer II       Summer III       Summer IV
- Summer V       Summer VI       Summer VII       Summer VIII       Summer A       Summer B       Summer 12 Week Summer Session C
- Summer D       Summer E       Summer F       Summer G

**Housing Selection:**

- Student Apartment through PALAZZI
- Independent Housing Arrangements. In selecting the independent housing option and signing at the bottom of this page, I accept full responsibility for securing my housing in Italy.  
.....  
.....

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

- Multiple bedroom       Single bedroom (available at extra charge)

If you wish to be housed with a specific person(s), please list his/her name(s) here. Please note that requests for roommates must be mutual in order to be accommodated.

**I UNDERSTAND THAT:**

1. Housing check-in time is 10 am to 7 pm on check-in day
  2. I must leave the assigned apartment no later than 12 (noon) on check-out day.
  3. I must leave the assigned apartment in good condition.
  4. For damages to the apartment, I will be charged.
  5. PALAZZI reserves the right to expel from the assigned apartment any student whose behavior does not conform with civilized standards of behavior.
- I agree to abide by the regulations of PALAZZI.  
- I authorize the use of my personal information by PALAZZI, which will treat it in accordance with Italian Law 196/03 on privacy.

Student's signature: ..... Date: .....

**CANCELLATION AND REFUND POLICY**

Students may receive a full payment refund up to 20 days before their program start date.  
The housing rent is only refundable up to 20 days before the program start date.  
Upon arrival in Italy, no refund will be made for any reason whatsoever in case the student decides to cancel, change or vacate the assigned apartment.



Florence Association for International Education

**PALAZZ**

**WWW.PALAZZIFIRENZE.COM**

Corso Tintori 21-50122 Florence Italy ph.: +39 055 0332727 - Fax: 39 055 033 2728 - [info@palazzifirenze.com](mailto:info@palazzifirenze.com)

