



LINGUAVIVA

EDUCATIONAL GROUP

Florence - Milan - Lignano

2011

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/deposit 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 70 Euro + deposit of 20%** (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 2011

COURSES	Duration	Lessons 1 Lesson = 45 min	TUITION FEES	Starting dates 2011	Included in the tuition fees
Standard 20 lessons per week	2 weeks	40	€ 360	We suggest all students to begin on one of the following dates; however non-Beginner students may start any Monday 3rd Jan 31st Jan 28th Feb 28th Mar 26th Apr 23rd May 20th Jun 4th Jul 1st Aug 29th Aug 26th Sep 24th Oct 21st Nov	<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	€ 540		
4 weeks	80	€ 720			
additional week up to 11 weeks			€ 180		
Long Term Standard 20 lessons per week	12 weeks		€ 1.920		
	additional week from 12 to 23 w.		€ 160		
	24 weeks		€ 3.600		
additional week over 24 weeks			€ 150		
Intensive 30 lessons per week	2 weeks	60	€ 540		
	3 weeks	90	€ 810		
	4 weeks	120	€ 1.080		
	additional week			€ 270	
Super Intensive 30 lessons per week (20 in group + 10 individual)	2 weeks	60	€ 1.200		
	3 weeks	90	€ 1.800		
	4 weeks	120	€ 2.400		
	additional week			€ 600	
Italian + Cooking 20 + 6 lessons per week	2 weeks	40 + 12	€ 700		
	3 weeks	60 + 18	€ 1.010		
	4 weeks	80 + 24	€ 1.300		
Italian + Arts (Interior Design, Fashion, Photography and Painting) 20 + 10 lessons per week	4 weeks	80 + 40	€ 1.490		
	8 weeks	160 + 80	€ 2.980		
	12 weeks	240 + 120	€ 4.230		
Art History (a)	2 weeks	15	€ 180		
One-to-one	min. 1 week	20	€ 880	any Monday	
		30	€ 1.320		
		40	€ 1.760		
Cultural Programme for Seniors	2 weeks	36 + activities	€ 900 (b)	9th May, 12th Sept, 26th Sept	
Preparatory for Italian University 25 lessons per week	10 weeks (c)	250	€ 2.300	23rd May	
	6 weeks (d)	150	€ 1.400	20th Jun	
	4 weeks (d)	100	€ 1.000	4th Jul	
Internship Programme (e)	8 weeks		€ 840	any time	
	12 weeks		€ 1.050		
	16 weeks		€ 1.260		

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

Registration fee: € 70, 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 € 50 (price one way per person).

STANDARD ACCOMMODATION FEES (Prices per person)

Homestay		Single room	Twin room	<p>In order to reserve an accommodation the school requires the student's credit card details as guarantee/deposit for the accommodation.</p> <p>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.</p> <p>Twin Rooms. We guarantee twin room for two people coming together for the same period and the price is per person.</p> <p>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.</p> <p>Special Request. On request we can arrange accommodation of superior category. Pricing will vary depending on what is included, please contact us with your requirements.</p> <p><i>For information concerning payments, deposits and cancellations please see the Terms and Conditions.</i></p>
Half Board	2 weeks	€ 500	€ 400	
	additional week	€ 250	€ 200	
Bed & Breakfast	2 weeks	€ 320	€ 240	
	additional week	€ 160	€ 120	
Use of the kitchen	2 weeks	€ 300	€ 220	
	additional week	€ 150	€ 110	
Shared flat (self catering)	2 weeks	€ 300	€ 220	
	additional week	€ 150	€ 110	
Independent flat (1-2 beds)	from € 400 per week			



FEES 2011

COURSES	Duration	Lessons 1 Lesson = 45 min	TUITION FEES	Starting dates 2011	Included in the tuition fees
Standard 20 lessons per week	2 weeks	40	€ 360	We suggest all students to begin on one of the following dates; however non-Beginner students may start any Monday 3rd Jan 31st Jan 28th Feb 28th Mar 26th Apr 23rd May 20th Jun 4th Jul 1st Aug 29th Aug 26th Sep 24th Oct 21st Nov	<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 Linguadue's examination fee
	3 weeks	60	€ 540		
4 weeks	80	€ 720			
additional week up to 11 weeks			€ 180		
Long Term Standard 20 lessons per week	12 weeks		€ 1.920		
	additional week from 12 to 23 w.		€ 160		
	24 weeks		€ 3.600		
additional week over 24 weeks			€ 150		
Intensive 30 lessons per week	2 weeks	60	€ 540		
	3 weeks	90	€ 810		
	4 weeks	120	€ 1.080		
	additional week			€ 270	
Super Intensive 30 lessons per week (20 in group + 10 individual)	2 weeks	60	€ 1.200		
	3 weeks	90	€ 1.800		
	4 weeks	120	€ 2.400		
	additional week			€ 600	
Semi-Intensive 10 lessons per week	min. 4 weeks	40	€ 360		
Twice-a-week 4 lessons per week	4 weeks	16	€ 150		
	8 weeks	32	€ 280		
	12 weeks	48	€ 400		
One-to-one General Italian	min. 1 week	20	€ 880	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 Italian Public Holidays Lessons will not take place on the following days: 6th January 25th April 2nd June 15th August 1st November 7th December 8th December
		30	€ 1.320		
		40	€ 1.760		
One-to-one Business Italian	min. 1 week	10	€ 480	any Monday	
		20	€ 960		
		30	€ 1.440		
Preparatory for Italian University 25 lessons per week	10 weeks (a)	250	€ 2.300	23rd May	
	6 weeks (b)	150	€ 1.400	20th Jun	
	4 weeks (b)	100	€ 1.000	4th Jul	
Preparatory for Fashion & Design Schools 20 lessons per week	4 weeks	80	€ 780	29th Aug	
Summer Professional Training Italian + Fashion & Accessory Design	4 weeks	80 + 80	€ 2.500	4th Jul	
Internship Programme (c)	8 weeks		€ 840	any time	
	12 weeks		€ 1.050		
	16 weeks		€ 1.260		

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

Registration fee: € 70, payable for all courses with the first registration, valid for 12 months and for all Linguadue Schools.

Deposit: 20% of full tuition fees.

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

STANDARD ACCOMMODATION FEES (Prices per person)

Homestay		Single room	Twin room	In order to reserve an accommodation the school requires the student's credit card details as guarantee/deposit 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. 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 in various residential areas of the city at a maximum distance of 30 minutes by public transports from the school. Special Request. On request we can arrange accommodation of superior category. Pricing will vary depending on what is included, please contact us with your requirements. <i>For information concerning payments, deposits and cancellations please see the Terms and Conditions.</i>
Half Board	2 weeks	€ 500	€ 400	
	additional week	€ 250	€ 200	
Bed & Breakfast	2 weeks	€ 320	€ 240	
	additional week	€ 160	€ 120	
Use of the kitchen	2 weeks	€ 300	€ 220	
	additional week	€ 150	€ 110	
Shared flat (self catering)	2 weeks	€ 300	€ 220	
	additional week	€ 150	€ 110	
Independent flat (1-2 beds)	4 weeks	from € 900		
Hotel Apartment (1-2 beds)	from € 460 per week			

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 € 70**
- **deposit of 20%** of the global tuition fee.

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

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

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

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

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

HOW TO PAY

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

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

For enrolments at LINGUAVIVA **Florence**
Banca Nazionale del Lavoro, Agenzia 1
Via de' Cerretani 6/N, 50123 FLORENCE

Account name: LINGUAVIVA srl

Account number: **12**

IBAN: **IT 79M0100502801000000000012**

Swift: **BNLI IT RR FIX**

For enrolments at LINGUADUE **Milan**
Intesa San Paolo Spa, Agenzia 3977
via Petrella 2, 20124 MILAN

Account name: LINGUAVIVA srl

Account number: **000634320375**

IBAN: **IT 29 T0306909443000634320375**

Swift: **BCIT IT MM**

In case of bank transfers please indicate for whom the payment is being made by stating the student's name and the starting date of the course. Bank charges are to be met by the student.

ACCOMMODATION

The school acts as intermediary between students and owners/families. Accommodation fees are to be paid by the student in cash directly to the owner upon arrival and at the start of each successive course for long-term stays. When reserving an accommodation through the school, students will be asked to give the credit card details as guarantee/deposit for the reservation.

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

€ 100 for homestay or shared flats

€ 300 for independent flats in Milan

only in the event of:

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

In Florence the school does not manage independent apartments directly but through carefully selected estate agencies specialized in offering housing services to international students. For independent apartments reservation the estate agencies will inform students about booking procedures and conditions.

Leaving earlier or changing accommodation

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

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

COURSE CANCELLATIONS

Cancellations must be communicated in writing.

Before the beginning of the course

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

After the beginning of the course

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

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

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

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

STUDENT VISA

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

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

Students who do not get the visa to enter Italy must notify the school in writing before the course starting date showing proof of rejection from the Italian Embassy. In this case they are entitled to a complete refund less the Registration Fee of € 70. Once the student has arrived in Italy and intends to shorten the period of stay by cancelling a course that has already begun, the school will retain the global tuition fee for the period of study for which the certificate of enrolment was issued.

TRANSFER SERVICE

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

COURSE CHANGES

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

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

PARTICIPANTS

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

A minimum of 6 students is required for all courses.

PUBLIC HOLIDAYS

No lessons will take place on public holidays as indicated on the Fees sheet. No refund will be made or extra lessons held for these days.

PERSONAL DATA

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

RESPONSIBILITY

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

INSURANCE

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



LINGUAVIVA
LIGNANO

Summer School for Juniors 12-18 years

E-mail: admissions@linguaviva.it - www.linguaviva.it

FEES 2011

	Duration	Lessons 1 Lesson = 45 min	Global Fee	Starting dates 2011	The Fee includes
Residential Italian Courses with sports and leisure activities 20 lessons per week	2 weeks	40	€ 1.500	26th June, 3rd 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 leisure 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	€ 2.250	10th July, 17th July (a)	
	4 weeks	80	€ 3.000	a) Course duration: 2 weeks Last day of departure: 30th July	
Registration Fee: € 70 Deposit: 30% of the global fee. Transfer Service: on request, only on the day of course beginning and course end. From Venice airport: € 150 per person round trip. From Trieste airport: € 130 per person round trip. From Treviso airport (Ryanair flights): € 190 per person round trip. From Latisana railway station: € 70 per person round trip.					

TERMS AND CONDITIONS

Arrivals and departures

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

Enrolment

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

- registration fee of € 70
- deposit of 30% of the global fee.

Proof of payment should be sent with the application form at least 4 weeks before the beginning of the course.

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

Payment

The balance of the global fee must be paid in full **2 weeks** before course starting date. The acceptance of the student at the Summer Programme is subject to this payment. Following methods of payment for both deposit and balance are possible:

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

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

Account name: LINGUAVIVA srl

Account number: **12**

IBAN: **IT 79M0100502801000000000012**

Swift: **BNLI IT RR FIX**

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

Residential Accommodation

The students will be hosted in rooms with 2-4 beds and private bathroom with other students of the same sex and age. We ask you to inform us beforehand if they prefer to be lodged with friends. The student will be expected to make his/her own bed, help to keep the room tidy, and leave bathroom, shower and toilets clean for other users. We provide 3 hot meals everyday, except when students are going on a full day excursion, when they will be provided with a packed lunch.

Cancellations

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

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

Course changes

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

Course variation or cancellation

Programmes are subject to alteration, rearrangement or change in the event of unsuitable conditions beyond our control. The school reserves the right to cancel a course if the minimum number of students is not reached.

Medical Services

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

Responsibility and insurance

The school is not liable for the loss of student's property on the centre's premises. Students are advised, before leaving their home country, to insure themselves against loss of fees through cancellation, non-arrival, absence for any reason, unforeseen termination of their courses, travel and repatriation.

Permission to take out the Student

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

Conduct and Discipline

The student is expected to observe certain rules of conduct based on mostly accepted standards of courtesy and consideration for others. Smoking is not allowed in any area of the Centre. Students must not drink alcohol and must not possess or use illegal drugs. We shall notify parents of any serious contravention of discipline, including non-attendance or disturbance of classes. We may, as a last resort, ask parents to withdraw any child who continually disrupts the course or refuses to comply with normal standards of behaviour. In such circumstances there will be no refund of fees, and any additional cost incurred will be passed to parents for settlement.

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.

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 LIGNANO - Summer school for Juniors

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 € 70
				Total payment enclosed

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

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

Knowledge of Italian

- none some average good very good

How did you hear about the school?

TRANSFER SERVICE

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

- FLORENCE** Florence airport € 50
- MILAN** Malpensa airport € 125
- Linate airport € 70

Please check your arrival location, prices are round trip per person:

- LIGNANO** Venice airport € 150
- Trieste airport € 130
- Treviso airport € 190
- Latisana railway station € 70

Please fill in the section below:

	date	time	flight N°	Airline	from
Arrival					
Departure					to

ACCOMMODATION IN FLORENCE AND MILAN

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

- Homestay** Bed & Breakfast **Shared flat**
 Half board
 Use of the kitchen
- Independent flat** Studio **Hotel Apartment** (prices on request) Studio
 Two rooms Two rooms
- Budget Hotel** **Hotel** (Category _____)
- Single room Twin room (with _____) Smoker Non smoker

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/deposit 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/deposit for **homestay** and **shared flat**
- We authorize the School to charge the amount of **€ 300** as guarantee/deposit for **independent flat** (only for Milan)

Date

Credit Cardholder's Signature

ACCOMMODATION IN LIGNANO

If you have selected the **Summer School for Juniors in Lignano**, this is a residential programme with full board accommodation

Please give the name of the friend you want to share the room with

Please state if you suffer from any illnesses, allergies, dietary problems, if you take any medicine regularly.

PAYMENT

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

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

Enclosed please find: • proof of payment • 2 passport sized photos

I authorize the School 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**.

Place/date

Signature (of the parents for minors)

