



Lorenzo de' Medici

HOUSING REQUEST FORM

ITALIAN LANGUAGE - 2009

OFFICE USE ONLY

Application n° _____

Date received _____

Please complete this application form in BLOCK CAPITALS and in black ink

All fields marked with an * must be completed

1 PERSONAL INFORMATION			
Last Name*:	_____	First Name*:	_____
Gender*:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Profession:	_____
Citizenship*:	_____	Mother Language*:	_____
Date of Birth*:	dd/mm/yy_____	City of Birth/State*:	_____
Passport No.*:	_____	Country of Birth*:	_____
Passport issued by*:	_____	Passport date of issue*:	dd/mm/yy_____
Email Address	_____	Phone Number	_____

2 COSTS 2009	
NOTE: For all options, a security deposit of €150 must be paid upon application	

HOME STAY	Single room	with breakfast	from €27 to €30 per day
		half board	from €37 to €40 per day
SHARED APARTMENT	Single room	from €400 to €700 per month	
SHARED APARTMENT (for stays less than 1 month)	Single room	from €25 to €27 per day	

HOUSING SERVICE

REGULATIONS AND CANCELLATION POLICY

Lorenzo de' Medici offers Housing Assistance Services with the sole intention of facilitating the student's Study abroad experience. Students therefore are not necessarily obliged to choose housing through the School service, if they wish to find their own accommodation instead.

To facilitate housing requests, the school recommends students apply as soon as possible.

- The rent period begins the day before the class starting date and ends the day after the last day of class. Students are asked to specify their choice of housing in the housing form.
- If for any reason a student decides to leave her/his accommodations before the end of the pre-agreed rental period, she/he must give the owner and the school 2 (two) weeks notice; otherwise the housing deposit will not be refunded.
- The security deposit will be refunded at the end of the term if there are no damages caused by the student's negligence.
- The school reserves the right to change the accommodation assigned (if there is a housing conflict) at any time prior to the

student's arrival.

- If a student's cancellation notice is received by LdM from 30 days before check-in to the start of the term, the housing deposit will NOT be refunded.

HOUSING RESERVATION PROCEDURE

Once admitted to LdM program of choice, the student choosing the family stay or a shared apartment/stay must mail to the Housing Office (housing@lorenzodemedici.it) the following:

- This Housing Request Form, signed below Policy and Regulation (2 pages)
- Personal Profile form
- Proof of payment of the Housing security deposit of Euro 150,00 together with the tuition deposit at the time of the application. LdM will proceed to arrange housing for the student only after has received the security deposit

Please note that the security deposit may not be used as part of the month's rent. The deposit of 150 euros will be fully refunded by the school the last day of classes, provided that all the apartment's rules and regulations have been met and that the apartment is in good condition.

LdM will confirm receipt of the Housing Security Deposit payment (by e-mail) and will then proceed to arrange housing for the student.

HOUSING REQUEST FORM

DATES: **check-in** (dd/mm/yy) _____ **check-out** (dd/mm/yy) _____

Select your housing preference plus a second choice in case your first choice is not available:

APARTMENT* FLORENCE TUSCANIA ROME

SINGLE ROOM

*Utilities (gas, electricity, water) are usually included in the cost.

HOME STAY FLORENCE TUSCANIA ROME

SINGLE ROOM (with breakfast)

SINGLE ROOM (half board)

Second choice _____

Allergies or special diet your host family should be aware of: _____

Please note that all apartments and rooms in families are NON-SMOKING.

For a short stay (a week) the school recommends that students book into a local hotel. The school provides a list of hotels upon request.

For those who want more privacy and independence, the school can provide **furnished small apartments** for one or two people (this kind of accommodation is generally more expensive than shared apartments; prices are available on request)

I appoint the Institute Lorenzo de' Medici to provide, in my name and on my behalf, to the advance payment of the housing rent and expenses as established and chosen in this application form.

Student's signature _____ Date _____

I HAVE READ, UNDERSTOOD, AND WILL ABIDE BY THE ABOVE LORENZO DE' MEDICI HOUSING POLICIES AND REGULATIONS, AS WELL AS THE POLICIES FOUND VIA: <http://www.lorenzodemedici.it/italian/housing.php>

Student's signature _____ **Date** _____

HOW TO PAY FOR HOUSING RENT:

Within two days of your arrival in Florence you need to pay the rent fee directly to your landlord in cash.

HOW TO PAY FOR HOUSING DEPOSIT:

It is possible to make any housing deposit payments by:

1. Secure on-line payment (VISA, MASTERCARD, AMERICAN EXPRESS, JCB). Follow the on-line application procedure and you will be guided to the credit card direct payment form: : <http://www.lorenzodemedici.it/payments/form.php>

2. Bank cashier's check or international money order payable to:

**Lorenzo de' Medici s.r.l.
Via del Giglio, 15
50123 Firenze - Italia**

3. Bank transfer to the following bank account (please send copy of bank receipt to the fax number +39 055 28 31 42 as proof of payment):

Name: Lorenzo de' Medici
Account #: 85450
Bank: Cassa di Risparmio di Firenze – Sede
Address: Via Bufalini, Firenze – ITALY
ABI code: **06160** CAB code: **02800** SWIFT code: **CRFI IT 3FXXX**
IBAN code: IT70U0616002800000085450C00

All bank charges are to be paid by the student

I HAVE READ, UNDERSTOOD, AND WILL ABIDE BY THE ABOVE LORENZO DE' MEDICI POLICIES AND REGULATIONS.

I hereby authorize the use of my personal information by Lorenzo de' Medici, which will treat it in accordance with Italian Law 196/03 on privacy (this means your personal information will be used only by LdM, and not given to any other entity).

Processing Your Personal Data

LdM is registered to hold your personal data under the Italian data protection law. In electronic and paper form the school holds your personal data, your academic and administrative history, and those concerning relevant transactions. This information is necessary for administrative purposes while you are at the School.

Examples of how your information will be used are as follows:

To administer your studies and record academic achievements (e.g. course choices, examination and assessment, the publication of pass lists and graduation programmes).

To administer the financial aspects of your registration as a student (e.g. payment of fees, rents, debt collection).

To manage LdM facilities (e.g. Computing, Library and sports facilities).

To produce management statistics.

To monitor equal opportunities policies (e.g. compliance with the Race Relations Act).

To administer employment processes, should you choose to work at the LdM.

For security and disciplinary purposes (e.g. through the use of security cameras and reports of incidents compiled by security staff and others).

To assist with the work of the Alumni Office.

For students registered on Programmes which involve teaching or placements outside the School , the LdM will pass personal information as necessary to the bodies outside the School which provide teaching or placements.

I authorize Lorenzo de' Medici to use my e-mail address for administrative and academic purposes. yes no

Student's signature _____

Date _____