



Lorenzo de' Medici

HOUSING REQUEST FORM

OFFICE USE ONLY

Application n° _____

Date received _____

CERTIFICATE PROGRAM 2009 - 2010

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

All fields marked with an * must be completed

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	

Contact Information (permanent address)

Address*:	
City*:	
Country*:	
Post Code:	Email*:
Phone :	Mobile phone :
Fax :	Address good until*:

Please tell us a little about your personality, your living habits, anything particular about you that help us to house you with the right people and in the right place!

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Costs 2009 – 2010
(for all options a security deposit of € 250 is due upon application)

Please check the box labelled "Fall 2009" or "Spring 2010" under the appropriate session and city for the type of housing you are requesting:

Florence					
	Services	period	Euro	Fall 2009	Spring 2010
SHARED APARTMENT*	Shared room	one semester	2.150		
	Single room	one semester	2.500		
FAMILY/Hotel	available upon request	-----	to be defined		

Utilities (gas, electricity, water) are included in the cost, provided they do not exceed the average cost of € 60 per month per person. Any costs above the average bills will be charged to students sharing the apartment, who will then have to share and pay for these costs. Damages caused by students' negligence are not included. If a student's room request cannot be honored due to space limitations, he/she will be assigned according to availability.

Accommodations with families and home-stays are available upon request (use the NOTE space below).

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

SHARED APARTMENT

- SINGLE ROOM
 DOUBLE ROOM

Please note that all apartments are NON-SMOKING.

Note: _____

PAYMENT

Send the housing deposit for the selected Programme with one of the following payment methods:

- 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>

- bank cashier's check or international money order payable to:

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

- bank transfer to the following bank account (please send copy of bank receipt to the fax number +39 055 28 95 14 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 3F**
IBAN code: IT70U061600280000085450C00

All bank charges are to be paid by the student

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HOUSING RESERVATION PROCEDURE

1. After having listed his/her preference for the period of study, student is required to send:
 - a. This Housing Request Form, signed below
 - b. Proof of payment of the housing security deposit of **Euro 250** together with the tuition deposit at the time of application (see types of payment above).
 - c. Two photocopies of your passport (photo and visa page)
2. LdM will confirm receipt of the Housing Security Deposit payment (by e-mail or fax), and will then proceed to arrange housing for the student.
3. Three weeks (20 days) before the beginning of the class, the school will provide the student with (via e-mail or fax):
 - a. type and address of the apartment
 - b. a personal data form to be filled
 - c. copy of the Housing Rules Form to be signed and presented at check-in

Please note:

To facilitate housing requests, the school recommends students to apply as soon as possible to avoid inconveniences related to eventual overbooking on the part of the real estate Agencies involved.

HOUSING POLICY AND REGULATION

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.

1. The apartment bedrooms are double (2 single beds in the same room): single rooms are limited, therefore it is advisable to reserve single rooms well in advance.
2. The housing rent balance is due within 30 days from the class starting date (see payment details on the Request Form).
3. The rent period begins the day before the class starting date and ends the day after the last day of class.
4. The security deposit will be refunded at the end of the academic term if there are no damages caused by the student's negligence.
5. The school reserves the right to change the accommodation assigned (if there is a housing conflict) at any time prior to the students arrival.

CANCELLATION POLICY

- If a student cancels 45 days or MORE prior to the check-in date, the housing deposit (EU250) will be refunded
- If a student cancels 44 - 31 days preceding the check-in date, the student will lose the housing deposit (EU250).
- If a student cancels 30 - 11 days preceding the check-in date, the student is liable for the housing deposit (EU250) **plus** the first housing monthly rent
- If a student cancels 10 – 0 days before the check-in date, no refund will be made for any reason whatsoever in case the student decides to cancel, change or vacate the assigned apartment.

Students will receive the refund minus the cost of any transfer fees.

PLEASE RETURN THE COMPLETED HOUSING FORM

BY MAIL TO: **Lorenzo de' Medici**
Housing Office
Via Faenza, 43
50123 Florence, Italy

BY FAX TO: **+39 055 23 98 920**

For any question or information request, please contact:

Housing Office – phone : +39 055 28 73 60 - e-mail : housing@lorenzodemedici.it

I appoint the Institute Lorenzo de' Medici to forward, in my name and on my behalf, my payment of the housing rent and expenses as established and chosen in this application form. I am aware that the accommodation assignment will be communicated to me 15 days before my arrival.

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

Student's signature _____

Date _____