

# FALL 2015

## SEMESTER DATES

### Florence, Roma, Tuscania

<b>Tuesday</b>	<b>September 1</b>
Wednesday	September 2
Thursday	September 3
Friday	September 4
<b>Monday</b>	<b>September 7</b>
Mon-Fri	October 26-30
<b>Saturday</b>	<b>December 19</b>

**Students arrive/Housing check-in**  
Orientation  
Orientation  
Orientation  
**Semester start**  
Fall Break  
**Housing check-out**

## Three Cities Program

### Tuscania

<b>Tuesday</b>	<b>September 1</b>
Wednesday	September 2
Thursday	September 3
Friday	September 4
<b>Monday</b>	<b>September 7</b>
<b>Friday</b>	<b>October 2</b>

**Students arrive/Housing check-in**  
Orientation  
Orientation  
Orientation  
**Semester start**  
**Housing check-out and transfer to Rome**

### Roma

<b>Friday</b>	<b>October 2</b>
Mon-Tue	October 5- 6
Wednesday	October 7
<b>Wednesday</b>	<b>November 4</b>

**Housing check-in/ Orientation**  
Break  
Classes start  
**Housing check-out and transfer to Florence**

### Florence

<b>Wednesday</b>	<b>November 4</b>
Thur- Sun	November 5-15
<b>Monday</b>	<b>November 16</b>
Tuesday	December 8
<b>Friday</b>	<b>December 11</b>

**Housing check-in/ Orientation**  
Break  
Classes start  
National Holiday (Immaculate Conception)  
**Housing check-out and departure**

## Application Deadline: 15<sup>th</sup> June

Housing requests for LDM housing that are received after the application deadline will not be honored if there are no more spaces available.

## General Housing Information

Apartments are furnished and equipped with bed linens, towels, basic pots and pans, kitchen utensils, washing machine and TV. All apartments are provided with Internet service. They are not provided with a phone or air conditioning.

Apartments in Italy, especially in the historic centers, are all situated in antique buildings and therefore no apartment is alike. Although LDM maintain a standard for all apartments, there are differences in appearance, general condition and travel time from the institute.

The student shared apartments usually house 2-8 people. Students will not be able to choose their apartment or change roommate. Any roommate/ apartment mate request must be specified on the housing agreement form. LdM does not have co-ed apartments. All apartments are NON-SMOKING. They are not all located in the same building, but within walking distance from the school facilities or easily reachable by public transportation.

The standard apartment bedrooms are double (2 single beds in the same room): single rooms are limited. If a student's room request cannot be honored due to space limitations, LdM will assign an accommodation according to availability.

## Please note...

The rent period begins on Housing Check-in Day and ends on Housing Check-out Day, as per the Rental Period on the first page of this form.

Academic year students - Housing is provided for the Fall and Fall semesters. It is not provided during the winter break between the Fall and Fall semesters.

Students interested in host family should require for specific housing booklet at [housing@lorenzodemedici.it](mailto:housing@lorenzodemedici.it)

## FLORENCE



### LdM Florence Housing Service does not include:

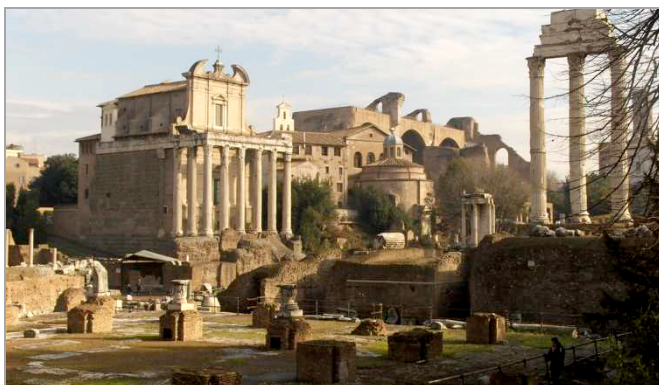
- Meals.
- Damage(s) caused by student's negligence or inattentiveness.
- Extra cleaning (if the apartment is not clean on the specified check-out date, students will be responsible for an additional cleaning charge. The total amount due, will then be deducted from the housing deposit.)

### LdM Florence Housing Service includes:

- Rent, with fixed check-in and check-out.
- Repairs not caused by students' negligence or inattentiveness.
- Average Utilities (water, gas, electricity). Any costs above the average consumption will be charged to the students sharing the same apartment and deducted from the housing deposit.
- Internet connection.
- Only during the semester: one cleaning of the apartment every five weeks.

**NOTES:** Students interested in **INDEPENDENT HOUSING OPTIONS** in Florence should require for the specific booklet at [housing@lorenzodemedici.it](mailto:housing@lorenzodemedici.it)

## ROME



### LdM Rome Housing Service includes:

- Rent, with fixed check-in and check-out dates
- Repairs not caused by students' negligence or inattentiveness.
- Average utilities (water, gas, electricity - any costs above the average consumption will be charged to the students sharing the same apartment and deducted from the housing deposit).
- City Public transportation pass
- Internet

### LdM Rome Housing Service does not include:

- Meals
- Damage caused by student's negligence or inattentiveness.
- Extra cleaning (if the apartment is not clean on the specified check-out date, students will be responsible for an additional cleaning charge. The total amount due, will then be deducted from the housing deposit.)

## TUSCANIA



### LdM Tuscania Housing Service includes:

- Rent, with fixed check-in and check-out dates
- Repairs not caused by students' negligence or inattentiveness.
- Average Utilities (water, gas, electricity). Any costs above the average consumption will be charged to

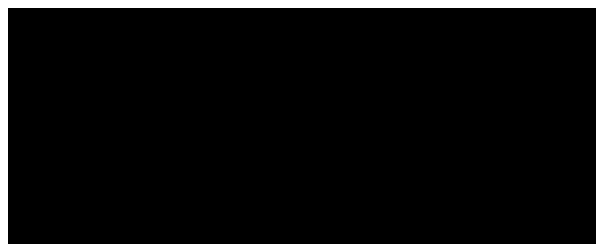
the students sharing the same apartment and deducted from the housing deposit.

- One meal voucher per day for lunch or dinner in different cafeterias in Tuscania from Monday to Thursday.
- Internet connection.

### LdM Tuscania Housing Service does not include:

- Damage caused by student's negligence or inattentiveness.
- Extra cleaning (if the apartment is not clean on the specified check-out date, students will be responsible for an additional cleaning charge. The total amount due, will then be deducted from the housing deposit.)

## THREE CITIES PROGRAM



### 3 cities Housing Service includes:

- Rent in Tuscania, Rome and Florence, with fixed check-in and check-out dates
- Repairs not caused by students' negligence or inattentiveness.
- Average Utilities (water, gas, electricity). Any costs above the average consumption will be charged to the students sharing the same apartment and deducted from the housing deposit.
- City Public Transportation pass (only for Rome)
- Internet

### 3 cities Housing Service do not include:

- Meals.
- Damages caused by students' negligence or inattentiveness.
- Extra cleaning (if the apartment is not clean on the specified check-out date, students will be responsible for an additional cleaning charge. The total amount due, will then be deducted from the housing deposit.)

## Student Housing Costs

### FLORENCE

Shared Apartment	Price per Semester
Shared Room	EURO 2.450
Single Room (By special request only)	EURO 2.900

### TUSCANIA

Shared Apartment	Price per Semester
Shared Room	EURO 1.800
Single Room (By special request only)	EURO 2.100

### ROME

Shared Apartment	Price per Semester
Shared Room	EURO 2.750
Single Room (By special request only)	EURO 3.400

### THREE CITIES PROGRAM

Shared Apartment	Price per Semester
Shared Room	EURO 2.500

If enrolling in the semester-long certificate program, please indicate which one?

☐ LdM-CAMNES Certificate in Archaeology and Ancient Studies

☐ LdM-NCRCertificate in International Conflict Transformation

## Reservation Procedure

The following are required for LdM to begin to process the initial housing request:

- Housing Request Form, Personal Profile and Housing Rules filled out and signed (hand written signature )
- Proof of the EURO 250 security deposit and EURO 850 advance of the rent payment.
- A Copy of your passport (photo page)

The following are required by 30 days before the check in date:

- A Copy of your visa (on your passport), if required
- Proof of the full housing rent payment
- Detailed travel itinerary (from the place of departure to your final destination).

About a week before the beginning of the term, the Housing Office will provide the student with (via e-mail):

- apartment's address, specifying room-mates and apartment-mates
- Information regarding Housing Check-in.

Students can send to LdM Housing office the forms above in the following ways: By e-mail to [housing@lorenzodemedici.it](mailto:housing@lorenzodemedici.it) OR by fax Number +39 055 2398 920 OR by mail to: Istituto Lorenzo de' Medici, Att.ne – Housing Coordinator Office, Via Faenza, 43 – 50123 Firenze, ITALIA.

## Fees and Payment Procedure

To ensure yourself an accommodation provided by us:

1. Pay: EURO 250 security deposit and EURO 850 advance of the rent payment  
This serves as a guarantee for the reservation of the room. (The proof of this housing payment has to be included with the student's housing request form at the time of application). If there is no damage to the apartment and its contents the EURO 250 security deposit will be totally refunded to the student's mailing address written on the housing form within 45 days after the Student Departure Date.
2. Pay the housing rent balance The Student must pay the full housing rent balance at least 30 days BEFORE the check in date. In case of a student having requested a single room, but receiving a double room, the refund will take place in the city after the student's arrival.
3. Send copies of done payments by e-mail at [housing@lorenzodemedici.it](mailto:housing@lorenzodemedici.it) or by fax (# +39 055 239 8920) as soon as the payments have been made. Specify on the bank wire or check that this is a payment for housing, and state the student's name that the payment is covering.
4. Please be aware that the EURO 250 security deposit and housing rent are not kept by LDM but retained by the landlord to partially cover the loss of the occupant.

## How to Pay

You can pay by an International wire transfer in Euro and net of bank fees to:

**Name: Lorenzo de' Medici s.r.l.**

**Account # 85450**

**Bank: Cassa di Risparmio di Firenze - Sede**

**Address: Via Bufalini 4 - 50122 Firenze - ITALY**

**ABI code: 06160**

**CAB code: 02800**

**SWIFT code: CRFI IT 3F**

**IBAN code: IT70U0616002800000085450C00**

**Please, note that:**

- All bank charges are to be paid by the student;
- Specify on the bank wire that this is a payment for housing, and state the student's name that the payment is covering;
- Attention: Please note any refund will be made with the exact amount received by LdM, which may be lower due to the originating bank fees.

## Cancellation Policy

- Any cancellation must be communicated in a written withdrawal form which can be requested. Please remember that once the student arrives in Italy, no refund will be made for any reason whatsoever in the event of a student deciding to cancel change or vacate an assigned apartment.
- If a student cancels 45 days or MORE prior to the check-in date, the EURO 250 security deposit and EURO 850 advance of the rent payment will be refunded.
- If a student cancels 44-31 days preceding the check-in date, the student will lose the security deposit (EURO 250) but will be refunded the EURO 850 advance of the rent payment.
- 30-11 days preceding the check-in date, the student is liable for the EURO 250 security deposit and EURO 850 advance of the rent payment.
- If a student cancels 10-0 days, the student is fully liable for the total housing cost and no refund will be made for any reason whatsoever in case the student decides to cancel, change or vacate the assigned apartment.
- The student will be fully liable for the total housing cost and housing deposit if no official notice of the student's cancellation is received by LDM before check-in date.

## LdM Housing Request Form: FALL 2015

**Please print this form, fill it out and send it back to us by e-mail.**

LdM offers a free service to help students find accommodations for all campuses. Students generally live in shared bedrooms in apartments with other students.

### Important Dates:

Fall Semester

Fall Semester – Three Cities Program

### Check-in - Check-out

Sept 1 – Dec 19, 2015

Sept 1 – Dec 11, 2015

### Deadline

June 15<sup>th</sup>

June 15<sup>th</sup>

Student's full name \_\_\_\_\_ Gender: \_\_\_\_\_

Current University/College: \_\_\_\_\_

Country of citizenship: \_\_\_\_\_

Date of birth(M/D/Y): \_\_\_\_\_ Passport Number: \_\_\_\_\_

Passport issued by \_\_\_\_\_ Passport Date of Issue: \_\_\_\_\_

City/State of birth: \_\_\_\_\_ Country of birth: \_\_\_\_\_

Permanent home address: \_\_\_\_\_

City/State: \_\_\_\_\_ Country: \_\_\_\_\_

Postal code: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

## Housing Request Options:

**Check (✓) the desired Type of Accommodations for the appropriate term:**

Campus (check one): ☐ Florence ☐ Tuscania ☐ Rome ☐ Three Cities Program

Term Request: ☐ Fall 2015 ☐ Fall 2015+ other terms (specify all) \_\_\_\_\_

Room Request: ☐ Shared Room ☐ Single Room (Please notes below for specific campus)

- Three cities – Single room is not offered
- Rome / Tuscania - Single room is upon an special request and according with the school availability. In the exceptional case of a single occupancy request and assignment, the cost for single room entails an extra cost.

Please specify below the reason why it is so important for you to have a single room (**I am willing to accept a double room (at the double room cost) if my single room request cannot be met.**)

\_\_\_\_\_  
\_\_\_\_\_

Please state any request concerning roommates or any other particular needs. All requests must be made on this form. (Students could be placed with other students from their home institution unless specifically requested otherwise).

\_\_\_\_\_  
\_\_\_\_\_

If enrolling in the semester-long certificate program, please indicate which one?

☐ LdM-CAMNES Certificate in Archaeology and Ancient Studies

☐ LdM-NCRC Certificate in International Conflict Transformation

### PRIVACY POLICY

LdM is registered to hold your personal data under the Italian data protection law. This information will be used for administrative purposes and will not be given to any third party. I authorize the use of my personal information by Lorenzo de' Medici, in accordance with Italian Law D.Lgs. 196/03 on privacy

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Personal Profile Form: FALL 2015

**Please print this form, fill it out and send it back to us by e-mail.**

**NOTE:** The LdM Housing Office will consider the preferences/requests communicated on the Personal Profile and will make every effort to find the most compatible placement. However, the LdM Housing Office cannot guarantee that all preferences/requests will be accommodated. Please be advised that the Cancellation Policy will apply in the case of all cancellations, regardless of any reason.

Student's full name: \_\_\_\_\_

Age \_\_\_\_\_ Gender: \_\_\_\_\_

**Allergies (if any) AND/ OR Other health problems that need to be taken into consideration:**

**Do you have any special conditions or needs that you would like the housing coordinator to be aware of?**  
(anxiety disorder, depression, learning disability, eating disorder, physical limitation; religious belief, etc.)

Please select the box which most closely describes you  
and/or your living habits:

**I would describe myself as:**

- ☐ Extroverted
- ☐ Somewhere in between
- ☐ Introverted

**Sleeping habits:**

- ☐ Early riser everyday
- ☐ Late riser everyday
- ☐ Early to bed during week and late to bed on weekends

**When studying, relaxing or sleeping in the apartment, do you prefer to maintain :**

- ☐ Relative quiet
- ☐ Some noise, music or activity
- ☐ Constant noise and activity

**I watch TV:**

- ☐ Everyday
- ☐ A few times a week, I have a few shows I follow
- ☐ Very rarely

**I read:**

- ☐ All the time, recreationally as well as for class
- ☐ For class and sometimes recreationally
- ☐ I don't like reading

**I play sports:**

- ☐ Regularly
- ☐ Sometimes
- ☐ Never

**When do you clean dishes?**

- ☐ Right after I cook
- ☐ The next morning or evening
- ☐ When I need to use the dish/cooking utensil

**How often do you like to clean (vacuum, sweep, clean the bathroom)?**

- ☐ Once a week
- ☐ Once every couple of weeks
- ☐ Once a month or less

**How many times per week you do plan to cook at home while in Italy?**

- ☐ I will prepare most meals at home (5-7 days per week)
- ☐ About half at home and half out (3-4 days each)
- ☐ I prefer to eat out and will rarely cook at home

**When getting ready, I usually take:**

- ☐ 15 minutes or less
- ☐ 15 minutes to hour
- ☐ More than an hour

**I like to go to places:**

- ☐ I enjoy walking every day
- ☐ I enjoy walking occasionally
- ☐ I don't like walking

**My ideal night out with friends is:**

- ☐ Dancing
- ☐ Going out to dinner
- ☐ Cooking a meal at home and/or watching a movie

**I like to go out at night with friends:**

- ☐ All the week
- ☐ Weekends only
- ☐ I usually do not go out at night

**I am comfortable sharing my living space with people of differing backgrounds and perspectives (e.g.- religious beliefs, political affiliations, sexual orientation).**

- ☐ Yes, I am open to all.
- ☐ No. I appreciate diversity, but prefer to live with those more similar to me.

Please Specify: \_\_\_\_\_

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**My budget while abroad is:**

- ☐ Unlimited  
☐ Flexible  
☐ Limited

**Do you plan to travel a lot when you are studying in Italy?**

- ☐ Yes, I plan to travel all over Europe  
☐ Somewhat, I plan to travel mostly within Italy  
☐ Not much, studying abroad is my travel

**Please, select the personal habits of your *ideal* roommate:**

- |                           |   |
|---------------------------|---|
| Activity:                 | <input type="checkbox"/> High energy      |
|                           | <input type="checkbox"/> Flexible         |
|                           | <input type="checkbox"/> Quiet            |
| Hours:                    | <input type="checkbox"/> Early riser      |
|                           | <input type="checkbox"/> Flexible         |
|                           | <input type="checkbox"/> Night owl        |
| Likes to go out at night: | <input type="checkbox"/> Often            |
|                           | <input type="checkbox"/> Sometimes        |
|                           | <input type="checkbox"/> Rarely           |
| Wants to Travel:          | <input type="checkbox"/> All of Europe    |
|                           | <input type="checkbox"/> Throughout Italy |
|                           | <input type="checkbox"/> Day trips        |

If there is something else you want us to know about yourself, please write it down in few lines.

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## Housing Waiver Form: FALL 2015

I have read and fully agree with, accept and will abide by the conditions, rules, regulations and cancellation policy listed in the attached description for LdM Housing.

I also understand that:

- The LdM Housing Office does not guarantee that it can accommodate any/every request stated in this Housing Request Form and/or Personal Profile. I understand that the Cancellation Policy stated herein will apply if I cancel my housing request for any reason.
- I will enter my apartment ONLY at the check-in date and leave the assigned apartment no later than 12:00 noon on check-out day.
- I must leave the assigned apartment in good condition.
- In case damages to the apartment are found, excessive use of the utilities and/or the apartment has not been properly cleaned, the cost will be withheld from the deposit.
- LdM reserves the right to expel from the assigned apartment any student whose behavior does not conform with civilized standards of behavior.
- LdM reserves the right to withhold the transcript / Certificate of Academic Performance of students who have any type of Housing outstanding debts.
- I agree to abide by the regulations of Lorenzo de' Medici.
- By signing below, I certify that the answers I provided in the Personal Profile form and LdM application are true to the best of my knowledge and belief.

I appoint the Lorenzo de' Medici Institute 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.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## LDM Housing Rules

**Please print this form, fill it out and send it back to us by e-mail.**

**1.** The LdM Housing Rules are valid for the entire duration that students' occupy LdM apartments. The rental period begins on housing check in and ends at 12:00 p.m. on housing check out and may not be presumptively or tacitly extended. It is mandatory to respect all check in dates and check out dates.

**2.** A Security Deposit must be paid for each Housing Reservation.

**3.** The housing rent balance is due no later than 30 days before the student arrival date. If payment is not received by the deadline, LdM reserves the right to refuse housing to students.

**4.** Rent and utilities are paid to the apartment Landlords. The sum paid is based on average consumption of the utilities (water, gas, electricity). Students will be charged for excessive use of utilities.

**5.** The apartments are already pre-inspected before the students' arrival by the housing office. Any preexisting damages or complaints must be reported in writing (on the LdM Damage Form) to LdM Housing Coordination within 48 hours after receipt of the keys for semester students and within 24 hours for Summer/January Intersession students. Any items not listed on the form will be assumed to be in satisfactory condition. Any damage to the apartment, furnishings, electrical appliances, etc., must be reported immediately, in writing, to the Housing Coordination office.

**6.** Students will be responsible for the payment of the ordinary maintenance (light bulbs, broken keys, windows, clogged drains, etc.). Students will be held individually responsible for damages or violations in their assigned room and collectively responsible for damages or violations that occur in the shared common areas of their apartment. Students will be responsible for damage repair costs as well as any consequences deriving from such damage. Costs must be paid immediately. The Landlord will be responsible for extraordinary maintenance.

**7.** Subletting or lending of the leased premises is expressly forbidden. Only the undersigned lessee and assigned apartment-mates are permitted to occupy the apartment. Overnight guests are not allowed for safety reasons and according to Italian law. Should it be determined that there were overnight guests in the apartment, the Landlord and/or LdM Housing Coordination reserves the right to evict the Student and the Dean of Students reserves the right to impose sanctions. In accordance with the Italian law, if an overnight guest is found in the apartment, depending on the size of the apartment and the length of the stay, the local authorities have the right to impose heavy fines.

**8.** The Landlord has the right of entry to the apartment with prior notice (except in an emergency) to verify that the terms of the contract are respected, to show it to future students or purchasers, and for general maintenance.

**9.** The Students agree to keep the apartment, building entrance and stairs in an orderly, safe and sanitary condition. The students agree not to bring bikes into the apartment's building, not to put anything up on walls (with nails, tape, pushpins etc.) and not to keep pets.

**10.** It is strictly forbidden to disturb neighbors in any way; to wear heels, boots or other heavy-soled shoes or to make loud noise after 11:00 pm; to hold parties; to move or add furniture;

**11.** All apartments are NON-SMOKING.

**12.** Apartments shall be kept clean for the entire period of stay. All apartments will be inspected after the students' departure by the Housing Coordinators and Landlords. Housing inspections may take place at any other time deemed necessary by the school, with advance notice. For semester programs, some randomly chosen

apartments will be inspected in the middle of the term. Any special cleaning required will be charged to the students.

**13.** At departure, the apartment must be left clean, orderly, and free of personal belongings. Neither LdM nor the Landlord will be responsible for belongings left in the apartment after the Check-out date.

**14.** The Housing Coordination office reserves the right to change housing assignments before arrival or during the rental period (in the latter case only for reasons such as health or other conditions seriously affecting the general welfare of the apartment's residents). Students are not permitted to change housing assignment or roommates, or to stay in another LdM housing accommodation without receiving written permission from LdM. Such permission will be considered only for situations involving extreme circumstances.

**15.** Any student who provides apartment access to non-students is held responsible for their actions, including any violations of these housing rules and their repercussions. LdM reserves the right to expel from the assigned apartment any student whose behavior does not conform to civilized standards of behavior.

**16.** It is necessary to double lock (deadbolt) the apartment door when you enter and exit your apartment because in Italy the door does not lock automatically. Always close and lock the windows before leaving the apartment.

**17.** The unauthorized duplication or purchase of housing accommodation keys is not permitted.

**18.** The rights of the use of keys are extended ONLY to students of the apartment. At NO time should keys be lent out to non-residents. Lost keys are a serious matter and not only impact the safety of the resident who lost the key but also the safety and security of roommates. Therefore, if the student shall be separated from the keys to the apartment for any reason (loss, theft, lent out, etc.); it must be reported to LdM immediately. The student alone shall be responsible for the cost of replacement keys and the locks. In Italy these replacements are costly.

**19.** Students should not write their home address on any part of their keys or keychain.

**20.** Upon violation of the conditions described in the LdM Housing Rules and LdM Family Rules, Rules of Conduct and Academic Regulations, students will be sanctioned in accordance with the enforcement of those Rules and Regulations.

**21.** No transcripts will be released for students with outstanding debts for excessive use of utilities, apartment damages, or other charges as mentioned above.

**22.** You need to be a current, active student in your courses in order to remain in Lorenzo de' Medici housing.

**23.** LdM reserves the right to evict Students from apartments based on any violations of these Housing Rules the LdM Rules of Conduct and or the Academic Regulations.

**24.** The LdM Housing Rules may be amended as LdM deems appropriate.

**25.** Signing below means also acceptance of the Housing Cancellation Policy, and that the student is willing to pay the designated penalty in accordance with the cancellation policy in case of a cancellation.

**The signing of this document indicates acknowledgment and understanding of the LdM Housing Rules, and agreement to abide by stated LdM Housing Coordination policies, procedures, and regulations.**

Student's full name \_\_\_\_\_ Student's signature \_\_\_\_\_ Date: \_\_\_\_\_