



APPLICATION FORM

please complete in CAPITAL LETTERS

We kindly ask you to fill out this form and send it to the following fax n° 0039 0577 270 646. On receiving this form the school will charge your credit card a Euro 200,00 deposit fee. Completing this enrollment form will automatically mean your acceptance of the General Rules. Please print clearly. Thank you!

Student details - Surname: _____ First name: _____

Date of Birth: **dd / mm / yyyy**, Male, Female - Nationality: _____ Mother tongue: _____

Address: _____

Telephone: _____ Mobile phone: _____ Fax: _____

E- mail: _____ Emergency phone: _____

Course details – location - Siena, Viterbo, Ischia - Starting date: **dd / mm / yyyy** Ending date: **dd / mm / yyyy** # Weeks: _____

Selected course _____ Italian level: Advanced, Intermediate, Elementary, Beginner

Accommodation details - Single room, Double room (for people traveling together) with _____,

other _____, arrival: **dd / mm / 201__**, departure: **dd / mm / 201__**,

Smoking, Non-smoking, Special dietary request _____

I'll make my own arrangements

Homestay (Siena, Ischia, Viterbo)

Shared apartment no meals (Siena)

Hostel (Ischia)

Homestay half-board (Siena)

Private apartment (Siena)

Hotel (Siena, Ischia)

Homestay only breakfast (Siena)

Villa (Siena)

Residence (Siena, Ischia)

Transfer details - Arrival transfer required: Yes, No

Payment - Applications should be sent to the booking office at least 30 days before the beginning of the course together with the €200,00 deposit fee; please remember that in case of no-show no refunds are possible. Payment of the deposit may be made by Credit card or Bank transfers. Credit cards incur a percentage fee of the total amount payable: Visa 2,5%, MasterCard 4,0% - with a minimum charge of €5.00.

I want to pay the deposit (200,00 Euro) by: bank transfer, credit card (Visa, MasterCard)

Name of Card Holder: _____ Credit Card Number: _____

Security Code (final 3 digits of number on back of the card) _____ Expiration Date (mm/yy) : **mm / yy**

I hereby enroll for a course at Soc.Dante Alighieri Siena for the period shown above, and accept the terms and conditions below.

Student's Signature _____

Date _____

Parent/Guardian Signature of Minor Student (for students under 18): _____



START DATES - 2011

January 10, 31	February 14	March 7, 21	April 4, 18
May 9, 16, 23	June 6, 20, 27	July 4, 18, 25	August 8, 22, 29
September 5, 19	October 3, 17, 24	November 7, 21, 28	December 5

Attention: start dates are compulsory for absolute beginners only. Those with some knowledge of Italian can start on any Monday of the year.

- SCHOOL CLOSURE:** April 25, June 2, August 15, November 1, December 8 Lessons on these days are not made up for. The school is closed the afternoon of July 2 and August 16 but missed lessons will be held on other days. Christmas Holidays – The school will be closed from Saturday December 17, 2011 to Sunday January 8, 2012 inclusive.
- LESSON LENGTH:** Lessons last 60 minutes, giving our students more teaching time.
- NUMBER OF STUDENTS PER CLASS:** In group courses the minimum number of students is 5; maximum 12; average 10.
- COURSE COSTS INCLUDE :** Didactic material except text books (the cost of the books is from € 20,00 to € 35,00 according to level), certificate of attendance, full orientation upon arrival, social activities (except transportation fees, meals and entrance tickets), assistance with Police registration.

TERMS & CONDITIONS

MINIMUM AGE - The school accepts minor students - under 18 years old - only under the parent/guardian supervision and legal responsibility.

FEES INCLUDE - Lessons, Certificates, use of facilities such as the library and study zones, social activities if not indicated otherwise by the school.

FEES DO NOT INCLUDE- Textbooks, Accommodation, Examination Fees, Transfer from and to the railway / Airport, Bank charges, Insurance, Internet-point access and other fees not expressly mentioned under the title "fees include".

ENROLMENT AND PAYMENT - Applications should be sent to the booking office at least 30 days before the beginning of the course together with the deposit (200,00 Euro). For all other applications (less than 30 days of the beginning of the course) it is necessary to pay the total fee in full (sending us by fax/email copy of the bank transfer) or sending us credit card details in writing, authorizing us to charge the total fee immediately (in case of no show no refund is possible).

BALANCE - The balance must be paid before the starting date of the course.

METHODS OF PAYMENT - You need to produce evidence of payment. Payment can be made by: Bank transfer, Cash or Credit card. A transaction fee will be applied when you pay by credit cards (Visa charge of 2,5%, Mastercard charge of 4.0%), with a minimum charge of Euro 5.00

ACCOMMODATION - The accommodation department does its utmost to ensure that accommodation is the most suitable possible for each student, through carefully following the enrolment form preferences. Please report any specific requirements and expectations before receiving the family details. Any accommodation changes will be taken into consideration only if the students reports serious consideration and/or serious discomforts.

ACCOMMODATION CHANGES - The accommodation department does its utmost to ensure that the accommodation is the most suitable possible for each student, through carefully following the enrolment form preferences. Please report any specific requirements and expectations before receiving the family details. Any accommodation changes will be taken in to consideration only if the students report serious consideration and/or serious discomfort.

INFORMATION - The school will send you all the necessary information (by email or fax) at least 2 weeks before the beginning of your course, only after receiving the total fees due (course + accommodation + administration fee).

DAMAGE - If any damage is incurred to the property of the school or to third parties contracted by the school, the cost of these damages must be settled immediately at the school by those responsible.

BEHAVIOUR: SDA Siena naturally expects all students to treat fellow students, flat mates and families with respect. Students are responsible for the day to day cleaning of their room/apartments. Curfew is 2am and Check out time is 11 am

TRANSPORT - Monthly bus passes are available for our students. We offer an airport pick-up service to Siena from Pisa, Florence, Bologna and Rome at a fixed rate that must be booked through the enrolment form with the exact flight details.

POSTPONING - In case of postponing the beginning of the course with more than two weeks warning, the school will apply 50,00 Euro compensation for the accommodation. With less than one week warning the school will apply the fee of one week accommodation.

BREAK - If you book 12 weeks or more you are entitled to take 2 weeks break

STUDY GRANTS - 30% reduction (minimum registration 4 weeks) for grants awarded by the Italian Foreign Office, 10% discount on all course prices to members of the Clergy, international organization and foreign embassy, members of the Società Dante Alighieri (minimum registration 4 weeks), Erasmus students based in Siena (minimum registration 4 weeks)

STUDENT VISA - Citizens of the EU that stay less than 90 days do not require a visa to enter Italy. Non EU Citizens must contact the nearest Italian Embassy or Consulate to check the details regarding entry permits prior to apply for a course. We will then provide the enrollment requisite to assist in obtaining a visa. This form however can only be issued after full registration has taken place and fees are fully paid. You are responsible for obtaining visas and for any visa-related expenses such as the Federal express cost (approximately Euro 35) will be added to the total fees.

PUBLIC HOLIDAYS - No lessons will take place on public holidays as indicated on the registration form. No refund will be made for these lessons

LANGUAGE OF THE LESSONS - all our lessons and activities are conducted in Italian if not otherwise specified.

RESPONSABILITY - The school is not liable for the loss, damage or injury to persons or property. The school has the right to expel students from its premises or accommodation in case of ill behaviour. Students are responsible of the actions and to cover any expenses of the damages they have created.

INSURANCE - Students are strongly advised to take out medical and personal insurance before leaving their home country.

PERSONAL DETAILS - Student authorize Sienalingue srl with their enrolment to use their personally information on its official mailing list. Participants may also periodically receive information, publicity or promotional material. However students may at any time, request that such personal data be removed from the mailing list of the School, in accordance with Italian law.

COURSE CHANGES - Deposit and fees are not transferable from person to person.

COURSE LEVEL: If you wish to change your course level, please refer to the Director of Studies

MINIMUM NUMBERS: The school reserves the right to offer an alternative course of equal value in the event of insufficient applications.

CANCELLATION POLICY - Cancellation must be received in a written form. The school will apply the cancellation rules as above stated: 1. More than 30 days before the beginning of the course : the administration fees (70.00 euro)

2. between 30 and 15 days before the beginning of the course : the administration fees (70 euro) and 30% of the tuition fees

3. between 14 and 7 days before the beginning of the course : the administration fees (70 euro) and 50% of the tuition fees

4- less than 7 days before the start of the course : the administration fees (70.00 euro), 100% of the tuition fees, 50% of the accommodation costs.

5. In case of no show without any notice, School would charge in full the Administration fees, tuition fees, and accommodation costs.

ACCEPTANCE - When paying for the deposit the student also accepts all the above terms and conditions



PROGRAMS IN SIENA

ALL HOURS OF LESSON LAST FULL 60 MINUTES

Registration fee of 20,00 Euro will be added to the total fees and it covers full placement testing

GROUP COURSES	Code	hrs/week	1 week	2 weeks	3 weeks	4 weeks	Each extra wk
Standard *	G6	15	€ 155,00	€ 290,00	€ 435,00	€ 560,00	€ 140,00
Intensive *	G8	20	€ 205,00	€ 390,00	€ 545,00	€ 670,00	€ 160,00
Combined std	C4	15 + 4 private lessons	€ 290,00	€ 540,00	€ 810,00	€ 1.060,00	€ 265,00
Combined plus	C8	15 + 8 private lessons	€ 410,00	€ 800,00	€ 1.195,00	€ 1.575,00	€ 395,00
PLIDA exam preparation	PLIDA			€ 650,00			
German B.U.	GBU	30 lessons (45 min.)		€ 475,00			

** This school is recognized by Swedish Government for CSN programs*

SPECIAL PROGRAMS	Code	Hours of lessons /week	1 week	Any add. wk
Siena Heritage	CS	15 hrs of Italian language in group + 4 hrs of cultural lessons	€ 315,00	€ 300,00
Siena Magnifica	OC	20 hrs in group + 4 hrs cultural lessons + 1 wine tasting + 2 cooking sessions	€ 460,00	€ 450,00* *1 day excursion is included

LONG TERM COURSES	Code	hours/week (total)	Weeks	Fees
Trimester	LT	20 (240)	12	€ 1.800,00
Semester	SP	20 (480)	24	€ 3.500,00
Academic Year	AY	20 (960) + P.L.I.D.A. Exam	48	€ 6.800,00

PRIVATE TUITION & MINI-GROUP	Code	N° participant(s)	Fees
Private tuition	IND	1	€ 40,00 per hour
Mini-group	MG2	2	€ 52,00 per hour (26,00 per person per hour)
	MG3	3	€ 60,00 per hour (20,00 per person per hour)

INTERNSHIP (language wks + internship wks)	2 + 4	2 + 8	2 + 12	4 + 4	4 + 8	4 + 12
Language wks = 20 hrs lessons / wk	€ 750,00	€ 910,00	€ 1.060,00	€ 1.050,00	€ 1.250,00	€ 1.350,00

PROGRAMS IN VITERBO

Registration fee = 70,00 Euro will be added to the total fees. It covers full placement testing and accommodation arranged by the school

HOME TUITION		Code	Hrs of lesson/wk	1 st week and any additional week	
				1 person	2 people
General Italian	Standard	VG1	15	€ 1.150,00	€ 890,00
	Intensive	VG2	20	€ 1.335,00	€ 1.080,00
	Super Intensive	VG3	25	€ 1.440,00	€ 1.090,00
Italian for business, commerce & tourism	Intensive	VI2	20	€ 1.390,00	€ 1.090,00
	Super Intensive	VI3	25	€ 1.490,00	€ 1.150,00
Speak culinary	Intensive	VC2	20	€ 1.545,00	€ 1.290,00

Fees include: single room, full-board, lessons, recreational activities



PROGRAMS IN ISCHIA

Registration fee = 70,00 Euro will be added to the total fees. It covers full placement testing and accommodation arranged by the school

Code	Hrs of lesson/wk	Hostel (breakfast + dinner included)	Residence (dinner included)	Hotel (breakfast + dinner included)
BLU WEEK	15	€ 820,00	€ 900,00	€ 950,00

Fees include: single room, meals as specified, lessons, recreational activities

COOKING PROGRAMS IN SIENA

EVENING CULINARY SESSION (KC)	1 session	Any additional session
Reserved for Italian language students	€ 60,00	€ 55,00

INTENSIVE CULINARY COURSES (CC)	Dates	Weeks	Sessions	Fees
Spring cuisine	Mar 21 st	2	8	€ 750,00
Italian bread & dessert	Apr 18 th	1	5	€ 450,00
Mediterranean diet cuisine	Jul 11 th	2	8	€ 750,00
Summer palate	Aug 22 nd	1	5	€ 450,00
A journey through Italy	Oct 3 rd	3	12	€ 1.100,00
Xmas festivities	Dec 12 th	1	5	€ 450,00

Fundamental Chef's techniques – Cooking training						
Code	Italian language Starting level	n. lessons of Italian language	n. sessions of Italian cuisine	Course duration weeks	Internship duration weeks	Fees
CT1 *	Abs. Beginner – B1	300	26	20	From 4 to 24	€ 5.500,00
CT2 *	B2 – C2	240	26	16	From 4 to 24	€ 5.000,00

** Starting date: Jan 10th, Mar 7th, Sept 26th*

ACCOMMODATION IN SIENA

A placement fee of 50,00 Euro will be added to the total fee for accommodations arranged by the school

	Type of accommodation	1 week (6 nights)	Any additional week	Extra night
Single room	Shared apartment	€ 180,00	€ 120,00	€ 20,00
	Homestay – breakfast only	€ 200,00	€ 140,00	€ 25,00
	Homestay breakfast + dinner	€ 230,00	€ 210,00	€ 35,00

	Type of accommodation	1 week (6 nights)	Any additional week	Extra night
Double room	Shared apartment	€ 130,00	€ 105,00	€ 15,00
	Homestay – breakfast only	€ 140,00	€ 120,00	€ 20,00
	Homestay breakfast + dinner	€ 210,00	€ 175,00	€ 30,00

Residence, Bed & Breakfast, Hotel, and Villa on request