



**PALAZZI**  
Florence Association for International Education

## Academic Studies Abroad

### PALAZZI – Florence Association for International Education

#### REGISTRATION FORM, SUMMER 2011

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- **IMPORTANT:** You **MUST** go through the course approval process with your Academic Advisor **BEFORE** completing this form.
- You must get **DOUBLE** the number electives approved by your advisor than you will actually take, in case of changes in course availability or schedule conflicts. You will not be able to submit this form unless you fill in an equal number of top choices and alternates.

#### **INCLUDED:**

- Accommodation in a shared student apartment (double or triple room)
- 10 vouchers for the meal plan at Ganzo (1 voucher = lunch / 2 vouchers = dinner)
- Free use of FUA workout gym and gym classes
- Internet (WiFi) at the school facilities (**not in your apartment**)\*
- Transportation from and to Florence (FLR) airport (*must arrive on official arrival date before 2pm*)
- On-site advisor
- Student services, extra-curricular activities
- 1 overnight field trip (location & dates TBA via email)

\* = You will have the opportunity to purchase Internet access during orientation. Some landlords have equipped their apartments with WiFi, which you can use for a fee of 50 euro per month, split amongst you and your roommates. Since not all landlords have equipped their apartments with WiFi, a second option is to rent a USB key which gives you WiFi on your laptop anywhere you go in Florence. This costs approximately 225 euro per semester, per student. You can read about this service, including costs and limitation, here: [www.studentfreemove.com](http://www.studentfreemove.com). Please note that the university and ASA do not intervene or assist with Internet set-up, repairs, etc. Once again, you will have the opportunity to purchase these things during orientation.

#### **NOT INCLUDED:**

- Round trip airfare
- Meals and laundry
- Internet access in your apartment
- \$350 Damage Deposit, paid to ASA at least one month prior to departure
- Books and materials for classes; lab fees for required academic field trips
- Student Visa, Permit to Stay, and mandatory Italian health insurance (*NOT required for U.S. passport holders*)

#### **STEP 1: GENERAL INFO**

##### ► I AM ENROLLING IN THE FOLLOWING SUMMER SESSIONS (circle all that apply):

- Summer I (May 14 – June 4)
- Summer II (June 4-25)
- Summer III (June 25 – July 16)
- Summer IV (July 16 – Aug. 6)

► *Note: The program start date (i.e. May 14) is the day you should depart from the U.S.*

Last Name

First Name

Gender:

Male

Female

Date of Birth (mm/dd/yy)

City, State, Country of Birth



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**Current Address (Line 1)**

**Current Address (Line 2)**

**City State Zip Code Country**

**Email address**

**Cell phone number Fax**

**Permanent Address (Line 1)**

**Permanent Address (Line 2)**

**City State Zip Code**

**Country**

**Citizenship (please state dual citizenship, if applicable)**

**Passport # Date Issued**

**Home College/University**

**This section will be checked for accuracy by ASA staff before submitting to FUA for enrollment.**

**Year in school Major**

**Cumulative GPA (2.75 minimum GPA required)**

**EMERGENCY CONTACTS**

Please list **TWO** different contacts that should be notified in case of an emergency.

**First & Last name (1)**

**Relationship to you**

**Home phone Work Phone**

**Cell Phone Email address**

**First & Last name (2)**



Relationship to you

Home phone

Work Phone

Cell Phone

Email address

**STEP 2: COURSE SELECTION**

I will take (CIRCLE ONE):                      3 credits                      6 credits

How many college semesters of Italian language have you completed? \_\_\_\_\_

**VERY IMPORTANT – Please read!**

- ▶ **Changes to your course schedule are allowed until 3 WEEKS PRIOR TO THE START OF THE TERM.** After that, you are allowed **ONLY ONE CHANGE** (one add/one drop), which may **ONLY** be done during the first week of classes, **before** the first Friday of the semester. **NO** schedule changes can be made after this date. (A level change in an Italian language class does not count as your one add/drop.)
- ▶ If you sign up for an Italian language class, you will **NOT** be allowed to withdraw from it or drop it.
- ▶ On the chart below, you **MUST** fill in an alternate course for each course you pick.
- ▶ **BEFORE FILLING IN YOUR COURSE SELECTION BELOW, YOU MUST REFER TO THE COURSE TIMETABLE FOR YOUR TERM FOUND AT: [www.fua.it](http://www.fua.it)**

|      | Course # | Course Title | Section | Day(s) | Time(s) | Credits |
|------|----------|--------------|---------|--------|---------|---------|
| #1   |          |              |         |        |         |         |
| Alt. |          |              |         |        |         |         |
| #2   |          |              |         |        |         |         |
| Alt. |          |              |         |        |         |         |



**OPTIONAL NON CREDIT: EXTRA COURSE** (THESE COURSES HAVE AN EXTRA FEE THAT **MUST BE PAID DIRECTLY TO APICIUS INTERNATIONAL SCHOOL OF HOSPITALITY**)

|      |  |  |  |  |  |  |
|------|--|--|--|--|--|--|
| #1   |  |  |  |  |  |  |
| Alt. |  |  |  |  |  |  |
| #2   |  |  |  |  |  |  |
| Alt. |  |  |  |  |  |  |

**STEP 3: HOUSING INFORMATION**

As an ASA student, housing is arranged for you by FUA in a shared student apartment. The university does not own or lease apartments, but works as a facilitator to find accommodation for the students. FUA offers **Housing Assistance Services** with the sole intention of making a positive contribution to the students' study abroad experience.

**Housing Policies:**

- Students will not be able to choose their apartment or change roommates. All roommate requests must be specified below.
- Housing is limited and allocated in order of application receipt.
- If a student's room request cannot be honored due to space limitations, the student will be assigned according to availability.
- Students will not be allowed to check in to their apartments before the check-in date or to check out of their apartments after check-out date.
- All students must pay a \$350 damage deposit to ASA at least one month prior to departure. This will be refunded upon returning home, as long as nothing is missing or damaged in your apartment and you have paid your program fees in full.
- Overnight guests are NOT allowed.

**Description of shared student apartments:**

- Most apartments have 2 or 3 bedrooms. A very limited number have 1 bedroom. Some have more than 3 bedrooms. Therefore, 4-8 students generally share an apartment. Students are assigned to double or triple bedrooms and in all cases will share the apartment/residence with several other students.
- Apartments are furnished and equipped with bed linens, a fully fitted kitchen, basic pots, pans, utensils and a clothes washing machine. (*Apartments do not have clothes dryers, as these are not typically found in Italian apartments.*) Although apartments are of the same standard and have similar facilities, **no** two apartments are alike. They are not all located in the same building, but are all within walking distance to FUA or the nearest bus route.

**Your accommodation includes:**

- Repairs not caused by tenant negligence or carelessness.
- €50 (approx. US\$65) per month for utilities (water, gas, electricity) and a final cleaning fee. Students who leave their apartments dirty will be charged! *Excessive use of gas/electricity and/or required extra final cleaning will result in additional charges!*

**Your accommodation does NOT include:**

- **Meals**
- **Internet**
- **Damages** caused by tenant's or their guests' negligence or carelessness.



### **STEP 4: HOUSING REQUEST FORM**

- Please remember that housing and courses will not be reserved for you until you fully complete this form.
- All students must complete and sign this form whether they are securing housing through FUA or are making independent housing arrangements.

### **Housing Profile**

Last name

First name

Gender      Male      Female      Birth date (mm/dd/yy)

City, state, country of birth

Nationality

Permanent home address (Line 1)

Permanent home address (Line 2)

City      State      Zip Code

Country      Cell phone

E-mail1

E-mail2

### **Housing Preferences**

If you wish to be housed with a specific person(s), please list his/her name(s) here.  
Please note that requests for roommates must be **mutual** in order to be granted.

Do you have any special personal needs that may affect your housing (i.e. disability, medical condition, etc.)?



**Please check the boxes to confirm that you understand the following policies:**

- Housing check-in time is from 10 am to 7 pm on check-in day.
- I must leave the assigned apartment no later than 12 (noon) on check-out day.
- I must leave the assigned apartment in good condition.
- I will be charged for any damages to the apartment.
- FUA reserves the right to **immediately expel** me from my program housing if my behavior does not conform with civilized standards of behaviour (i.e. physical/emotional/verbal violence or disrespect to housemates, staff or the property).
- I agree to abide by the regulations of FUA.
- I authorize the use of my personal information by FUA, who will treat it in accordance with Italian Law 196/03 on privacy.

**Student's First & Last Name**

**Date**

**PROGRAM WAIVER – Please read**

- Program involves studying at FUA institution in Italy and living in an apartment in the host city.
- Group excursions and social/cultural activities are routinely offered to participants. Some trips will be overnight and most will involve transportation on a bus and/or train.
- The Undersigned fully understands that there are certain dangers, hazards, and risks inherent in international travel, the group excursions, and in the activities included in the FUA program and have signed this document in full recognition and appreciation of the dangers of these activities, which dangers include, but are not limited to, physical injuries (minimal, serious, catastrophic) and/or property loss or damage.
- The Undersigned expressly acknowledges that the participant is not required to participate in this FUA program, but chooses to do so.
- The Undersigned therefore agrees to assume and take on all responsibilities in any activities associated with the FUA institution's program in Italy.
- In consideration of, and in return for, the service, facilities and other assistance provided to participants by the FUA institution, we, along with any of our assignees, heirs, distributees, guardians, and legal representatives release FUA and its Italian institutions from any and all liability, claims and actions that may arise from injury, harm or death to the Undersigned and from loss or damage to the Undersigned's property in connection with these activities.
- The Undersigned understands that this release covers liability, claims and actions caused entirely or in part by any acts or failure to act by the FUA institution and/or FUA office, including but not limited to negligence, mistake, or failure to supervise by the FUA institution or any of their employees, agents, or contractors.

**CONDUCT/ BEHAVIOR RELEASE – Please read**

- I understand that as a student attending an FUA program, I represent my home institution and will behave as an ambassador for this institution. Therefore, all policies governing behavior as printed in my home institution's Student Code of Conduct apply to me during my participation in the FUA program, in addition to the Student Code of Conduct for my chosen FUA program.
- I understand that information regarding any behavior found disruptive or offensive to the FUA program will be released to my home institution's study abroad office. I understand that FUA must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs.



- Accordingly, FUA reserves the right to dismiss a student from the program on the basis of any observed conduct or behavior which causes concern for the safety and wellbeing of students or others.
- The Director and/or Associate Director of FUA shall have the authority to make the final decision on a participant's dismissal from University Housing or the program.
- **Misconduct includes** actions that violate school regulations or Italian law, or in the judgment of the school and/or FUA officials, jeopardize the welfare of that student, other individuals or the program.
- It is understood that no refund of tuition, fees or rent will be given if a student is dismissed from the program. Such actions of misconduct include, but are not limited to, the following:
  - Excessive unauthorized absence from class and/or other organized program activities.
  - The use of threats or physical violence.
  - Violation of Italian laws.
  - Violation of the school or housing regulations.
  - Damage to or destruction of school, residence, or student property.
  - Alcohol or substance abuse.
  - Reckless or dangerous behaviour.
- **I have read and agree with the above statements, including the Program Waiver and Conduct/Behavior Release. I have carefully reviewed all the information I'm submitting on this form.**

First & Last Name

Date

- **I understand that I am responsible for my course selection and that I must obtain pre-approval for transferable credits.**

First & Last Name

Date

- **I authorize the use of my personal information by FUA, which will treat it in accordance with Italian Law 196/03 on privacy. This means that your personal information will be used only by FUA, and not given to any other entity.**

First & Last Name

Date

***By submitting this form, you confirm that you have read, understood, accept, and agree to abide by all rules, regulations, policies, terms and limitations described herein.***

**[Please FAX or EMAIL this form to:](#)**

**[617-327-9390](tel:617-327-9390) / [Chelsea@academicstudies.com](mailto:Chelsea@academicstudies.com)**