



study abroad italy

Semester and One Year Certificate Programs

Apicius International School of Hospitality - Florence
Florence University of the Arts - Florence

Application 2012 - 2013

Procedure

REQUIREMENTS:

- 18 years of age
- Curriculum Vitae or Transcript (for Intermediate and Advanced level students only)
- No GPA requirement

All Application Materials and Payments should be sent to:

Study Abroad Italy
7160 Keating Ave.
Sebastopol, CA 95472 USA

Phone: (800) 655.8965
Fax: (707) 824.0198
www.saiprograms.com

STEP 1 (Applying)

Submit application with a non-refundable \$90 Application Fee and transcript. Online applications will not be processed until application fee is received.

APPLICATION DEADLINES (late applications are accepted on a space-available basis)

Fall Semester: June 15

Spring Semester: November 1

STEP 2 (Acceptance Deposit)

Notification of acceptance status will be sent to you by email upon receiving a complete application. Within 2 weeks of email acceptance, a \$500 NON-REFUNDABLE confirmation deposit + \$300 refundable security deposit + single room supplement fee (if requesting a single room) must be paid to SAI in order to secure your enrollment. Acceptance letters will include instructions and program payment dates. If you have requested housing and have not paid the single supplement you will automatically be placed in shared-room housing.

NOTE: Students applying after the application deadline must remit Acceptance Deposit payments in full within 5 business days after receipt of their acceptance email.

STEP 3 * (Payment 1)

Payment equal to 50% of the Total Program Cost must be paid by:

Fall Semester.....May 1

Spring Semester.....October 1

STEP 4 * (Payment 2)

Balance of Program Cost Due:

Fall Semester.....July 1

Spring Semester.....December 1

*** NOTE: Students confirmed after Payment 1 / Payment 2 due dates will receive an email from the SAI business office regarding further program payments now due. Either 50% or 100% of Program Cost will be due within 5 business days, based on your acceptance date.**

CERTIFICATE PROGRAM TERMS: IMPORTANT - Please note when certificates are offered:

AISH

- Culinary Arts - Beginning offered in Fall and Spring
- Culinary Arts - Intermediate offered in Fall and Spring
- Culinary Arts - Advanced I offered in Fall only
- Culinary Arts - Advanced II offered in Spring only
- Master of Culinary Arts - Semester I Fall only
- Master of Culinary Arts - Semester II Spring only
- Wine Studies and Enology, Baking and Pastry, Hospitality Management - Beginning offered in Fall only
- Wine Studies and Enology, Baking and Pastry, Hospitality Management - Intermediate offered in Fall and Spring

FUA

Certificates are offered as follows:

- Semester I - Beginning Fall only
- Semester II - Intermediate Spring only

AFFILIATED UNIVERSITIES: Students from SAI affiliated schools should discuss their plans with the study abroad office at their home school in order to be clear about the payment procedure your school uses in its SAI affiliation. Affiliate students will receive US credit for their courses abroad. It is the student's responsibility to insure that credits will transfer. Students from affiliated universities **MUST** obtain approval from their study abroad office prior to submitting an application.

STUDENT VISAS: Student Visas are required for those students enrolled in Italy Programs. Instructions are given upon acceptance. For most US Italian Consulates SAI offers a Visa Processing Service for a fee of \$250. All non US Citizens should contact the nearest Italian Consulate, following their directions for obtaining a Student Visa.

AIRLINE TRAVEL: SAI has arranged for students to receive the lowest possible student airfares through Waldorf Travel Service, which can be reached at info@waldorftavel.com or 800.328.7266. Be sure to tell them you are an SAI student. We strongly recommend finalizing your airline arrangements at least 120 days prior to departure.

HEALTH INSURANCE: All students automatically receive full coverage student health insurance while enrolled in their SAI program. Adult students over 49 years of age are charged a supplementary fee.

PHYSICAL DISABILITIES: SAI will do everything in its power to provide for students with physical disabilities, though it is important to note that Europe's infrastructure and ability to accommodate disabled individuals differs from that which is available in the US. Certain sites are better equipped to assist students with disabilities and we recommend speaking with our admissions staff for assistance. Please notify SAI during your application process of any and all disabilities.

FINANCIAL AID: Students using financial aid are required to pay Application Fee, Confirmation Deposit, Security Deposit and Single Room Supplement (if applicable). Written verification of financial aid award or loan approval must be sent to our office in order to delay the balance of program fee and before your application is considered complete. If your financial award is not sufficient to cover full Program Fee, the difference must be paid by the final payment date. Please direct all questions concerning financial aid to the SAI California office. **NOTE: Financial Aid students remain responsible for all cancellation penalties that apply, even if program fees have not yet been paid. Failure to pay cancellation obligations will result in referral to Collection Agency. Financial aid students who do not submit all required documents by the following dates will be withdrawn: Fall 2012 = July 1st, Spring 2013 = November 15th.**

PAYMENT: Checks should be made payable to SAI. All payments, including wire transfers, should list the applicant's name. Payment by credit card and e-check may be made on our website (www.saiprograms.com).

HOUSING: Housing assignments with address and roommate names will be sent via email at least one week before check-in. Students enrolled in the "Full Program" wishing to make their own housing arrangements will receive a reduction in the Program Cost. Contact the SAI office for exact amount of cost reduction.

FULL PROGRAM: One Program Cost covers a complete study abroad experience, including Tuition, US Credits, Housing, HTH Health Insurance, Excursions, Student Cell Phone, 24 Hour Emergency Contact, Onsite Advisors, Field Trips, Orientation, Regular Cultural Activities, and US Credits.

TUITION ONLY PROGRAM: The Tuition Only Program is for students seeking more independence and economy. The cost includes Tuition, HTH Health Insurance, Student Cell Phone, 24 Hour Emergency Contact, and US Credits. Tuition Only Program students may locate their own housing, but also have the option of choosing SAI student apartment housing for an additional fee. No onsite SAI Advising or activities are included, however students may join in host school activities.

Registration

Name: _____ Term: _____

Apicius Certificate Programs

To which program are you applying?			<input type="checkbox"/> Full Program	<input type="checkbox"/> Tuition Only Program
<input type="checkbox"/> Culinary Arts	<input type="checkbox"/> Hospitality Management	<input type="checkbox"/> Fall Semester 2012		
<input type="checkbox"/> Wine Studies and Enology	<input type="checkbox"/> Master in Italian Cuisine	<input type="checkbox"/> Spring Semester 2013		
<input type="checkbox"/> Baking & Pastry	<input type="checkbox"/> Free Elective Program	<input type="checkbox"/> One Year 2012-2013 Fall & Spring		

Note: Students applying for Intermediate or Advanced level courses must provide a transcript or certificate demonstrating at least one semester of Culinary Arts course work, or one year of experience in food preparation. Master applicants are required to hold a degree in Hospitality Management and/or demonstrate 3 years of experience in food preparation. There are no GPA requirements for Certificate Programs.

Level of Expertise: Beginning Intermediate Advanced

Jacket Size: Small Medium Large X-Large XX-Large

Florence University of the Arts Certificate Programs

To which program are you applying?			<input type="checkbox"/> Full Program	<input type="checkbox"/> Tuition Only Program
<input type="checkbox"/> Visual Communications and Publishing	<input type="checkbox"/> Eco-Sustainable Design	<input type="checkbox"/> Fall Semester 2012		
<input type="checkbox"/> Accessory Design and Technology	<input type="checkbox"/> Visual Communication	<input type="checkbox"/> Spring Semester 2013		
<input type="checkbox"/> Fashion Design and Technology	<input type="checkbox"/> Photography			

Note: Students applying for the second semester of any FUA certificate program must submit information regarding their experience in their chosen field of study; a portfolio, transcript showing classes taken in their field of study, or work experience.

Withdrawal / Cancellation Policy

ONE SEMESTER

Check-in day is considered the start of the term. The Confirmation Deposit is NOT REFUNDABLE. Further Program Fee liability is based on the date on which a formal cancellation request is received in writing (email or fax). If a cancellation notice is received:

Students who cancel less than 60 days before orientation are liable for the following charges:

- 60 – 46 days prior to the start of a term: 10 % of the full program cost
- 45 – 31 days prior to the start of a term: 20% of the full program cost
- 30 – 8 days prior to the start of a term: 50% of the full program cost
- 7 days or less prior to the start of a term: 100% of the full program cost

ONE YEAR*

Check-in day is considered the start of the term.

***Option 1-** Students applying for a One Year program receive a discount of \$1,900 and will be able to obtain a one -year student visa. However the cancellation penalty is extremely strict and financial aid students will also be liable for penalties in the event of withdrawal from the program. We suggest you consider this VERY carefully, and be certain that you will have no reason to withdraw.

***Option 2-** One year applicants may otherwise enroll semester by semester to avoid the second semester tuition cancellation penalty. However you will need to apply separately for each semester and plan on returning to your home country between the fall and spring terms, to apply for the 2nd semester student visa. Students using this option do not receive the \$1,900 discount.

ONE YEAR APPLICANTS NOTE: The advantage to applying for one year is the savings of \$1,900 in program cost. **HOWEVER the \$1,000 2nd semester Confirmation Deposit AND the 2nd semester tuition balance of \$8400.00 is NOT REFUNDABLE at any time. This applies to both private pay students AND Financial Aid students.** Because of Italian law, the school is very strict about this and non-payment of your tuition and deposit obligation may result in referral to Collections.

Cancellations less than 60 days before orientation in either semester are liable for the following charges based on the date which a formal cancellation request is received in writing (email or fax):

- 60 – 46 days prior to the start of a term: 10 % of the full program cost
- 45 – 31 days prior to the start of a term: 20% of the full program cost
- 30 – 8 days prior to the start of a term: 50% of the full program cost
- 7 days or less prior to the start of a term: 100% of the full program cost

Tuition for the second semester is NON REFUNDABLE according to Italian law – no exceptions can be made. NOTE: this policy also applies to financial aid students. Unpaid obligations will be referred to Collections.

Housing Request

Male

Female Name _____
First Middle Last

Date of Birth: _____ Passport # _____ Social Security # _____
mm/dd/yyyy

For which term(s) are you applying? 1) _____ 2) _____ 3) _____
Term / Year Term / Year Term / Year

Program selection: AISH FUA Full Program Tuition Only Program

Tuition Only Program applicants DO NOT complete this form

Yes, I'd like housing (make your selection from below).

No, I'll find my own (if no, skip to signature at bottom of page). *Students making their own housing arrangements will receive a reduction of their Program Cost. Since this differs from school to school, contact the SAI office for exact amount of reduction.*

Select one of the shared student apartment options below (plus a second choice in case the first is not available). NOTE: If you are requesting a single room, payment of the supplementary fee must be received with your first Program Cost payment, or you will be placed in a Double Occupancy Room.

First Choice: Single Occupancy Room (One person per room) Shared Occupancy Room Home-stay

Second Choice: Single Occupancy Room (One person per room) Shared Occupancy Room Home-stay
 I will find my own housing

Preferences: I am committed to an alcohol/drug-free lifestyle and I want to room with someone who shares this commitment.

Smoking Non-Smoking No Preference

I tend to be tidy I tend to be untidy No Preference

I go to bed early I go to bed late No Preference

Are there people you would like to live with? _____

NOTE: In order to process a valid shared housing request, each student must include the other(s) on their housing request form. SAI will attempt to satisfy student requests, however, we cannot guarantee that all preferences can be met.

Please list any disabilities or special needs:

Housing will not be assigned until the confirmation deposit and security deposit are received. **Housing assignments are made on a first-come, first-served basis, determined by the date deposit is received.** Please Note: Single rooms are limited in availability and cannot be guaranteed. There is a supplementary fee, in addition to the Program Cost, for single rooms (see back page for costs). If you are requesting a single room, payment of the supplementary fee must be received with your first Program Cost payment, or you will be placed in a double occupancy room. SAI encourages students over 25 to contact our partner agencies to arrange for private studio or one bedroom apartments directly with the agency. Please contact housing@saiprograms.com for agency recommendations.

SAI student apartments are assigned as single gender housing, (all male or all female). Students seeking male/female shared housing options should contact the SAI office for more information.

Program Cost includes utilities up to \$75 (USD) per person, per month. Excessive use may warrant additional charges. Housing assignments are subject to cancellation if full payment of Program Cost is not made by the due date. Full payment of Program Cost is due prior to receiving your housing assignment. SAI will mail one billing statement to your permanent mailing address which will include all due dates.

Assigned housing may not be available to students applying less than 30 days before the start of a term. Those students will be referred to a private agency in order to make arrangements for private housing.

Private Arrangements: You are welcome to make your own private apartment arrangements directly with our rental agents. Please contact the SAI office for more information.

NOTE: Upon check-out, an inspection of student apartments is conducted. Students are liable for apartment damages and will be billed for any damages at the end of the term. Transcripts may be withheld until payment for damage is received.

Student Signature: _____ Date: _____

Waiver / Release

Full Name of Student: _____

Full Name of Student's Parent or Legal Guardian: _____

This is a legally binding release made by participant and, if participant is under 18 years of age, by participant's parent or legal guardian. The term "Undersigned" is used in this agreement as pertaining to more than one person. If participant is at least 18 years of age, it refers only to participant. If participant is under 18 years of age, "Undersigned" refers to participant's parent or legal guardian.

I. PROGRAM

Participant desires to take part in the following program. If participant is under 18 years of age, the Undersigned hereby grants permission for participant to take part in this program:

Name of Program: SAI

Name of Host Institution: Apicius International School of Hospitality / Florence University of the Arts (please circle)

Dates of Program: _____

II. WAIVER

This program involves studying at an SAI institution and may include living with a host family or 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 SAI 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 acknowledge that the participant is not required to participate in this SAI program, but chooses to do so.

The Undersigned therefore agrees to assume and take on all responsibilities in any activities associated with the SAI institution's program. In consideration of, and in return for, the service, facilities and other assistance provided to participants by the SAI institution or the US office (and their governing boards, employees, and agents) we, along with any of our assignees, heirs, distributees, guardians, and legal representatives release SAI and its school 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 SAI institution and/or SAI office, including but not limited to negligence, mistake, or failure to supervise by the SAI institution and/or SAI US office or any of their employees, agents, or contractors. The Undersigned also understands that SAI and its affiliated institutions are not responsible for any injury, harm, death, or loss or damage to property that occurs during non-SAI travel or activities.

III. CODE OF CONDUCT

I understand that every student attending a Study Abroad Italy (SAI) program is required to abide by all rules, regulations and procedures established by SAI and the host institution. As representatives of my home college or university, and of my native country, I am responsible for my conduct abroad. SAI encourages me to set goals for myself in order to achieve the best academic, cultural and personal study abroad experience possible.

I understand that SAI reserves the right to dismiss a student from the program on the basis of conduct that causes concern for my safety and well-being, or the safety and well-being of others. The SAI Executive Director, along with the host school Dean, has the authority to make the final decision on a participant's dismissal from the program.

Misconduct includes, but is not limited to:

- Violation of Italian laws
- Violation of host school or SAI housing rules and regulations
- Actions that, in the opinion of the school and/or SAI staff, jeopardize your welfare, the welfare of others or the welfare of the program
- Damage to, or destruction of, school, residence, or student property
- Reckless or dangerous behavior
- The use of threats or physical violence
- Excessive alcohol consumption, substance abuse or use of illegal drugs

I understand that SAI has a zero-tolerance policy regarding excessive alcohol consumption (drunkenness), substance abuse and illegal drugs. If, by any means, the SAI on-site staff becomes aware that I have engaged in excessive consumption of alcohol or use of illegal drugs, I will be immediately subject to eviction from SAI housing, and probation or expulsion from the program. I understand that SAI strongly encourages me to avoid situations in which excessive alcohol consumption and/or drug use is present.

IV. TRANSCRIPT RELEASE/SECURITY DEPOSIT REFUND

Transcripts are released approximately 8 weeks after a term ends. SAI reserves the right to withhold a transcript in the case of unpaid balances due to SAI, its academic institutions or any SAI agent (including Student Cells and housing agencies). Security Deposits and any other monies held will be refunded in full within 60 days of the end of a term minus any apartment damages or unpaid balances due to SAI, its academic institutions or any agent, contractor or program partner. Transcripts will be released once all accounts are paid in full.

SAI does not determine course offerings abroad nor is SAI responsible for course or program cancellations. The Host Schools reserve the right to cancel courses/programs up to four weeks prior to the start of the term should the minimum number of required students for a course or program not be met. If a course/program is canceled, students will be offered an alternate course/program. In certain circumstances SAI may be able to offer a "rain check" on your enrollment, allowing you to register for a future term. However neither SAI nor the Host Schools are responsible for ANY fees incurred due to program cancellation (including airfare charges). For this reason, SAI strongly recommends that students always select an ALTERNATE course/program and/or purchase travel and tuition insurance.

I have reviewed the SAI cancellation policy and I agree to the terms.

I give SAI permission to speak to my parent(s) or guardian regarding any matters, including financial, that may arise related to my enrollment and participation in the SAI program.

Yes No

With my signature, I give SAI permission to use any photo taken of me while on the SAI program (excursions/activities, etc.) for use in SAI web and print materials.

I am aware that this is a Release of Liability and a Contract between SAI and myself, and sign it of my own free will. I agree to terms set by SAI in this agreement.

Signature of Participant

Date

Signature of Parent / Legal Guardian if Participant is under 18 years of age

Date