



study abroad italy

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SHORT PROGRAMS

Florence University of the Arts - Florence

Italiadea Institute - Rome

Application 2012 - 2013

# Procedure

## US CREDIT APPLICANTS:

- 18 years of age
- Cumulative GPA of 2.75 Florence, 2.5 Rome
- Official Transcript
- Completed Application w/ Personal Statement

## NON-CREDIT APPLICANTS:

- 18 years of age
- Completed Application w/ Personal Statement
- No other requirements

## Application and Payments should be sent to:

SAI Phone: (800) 655.8965  
7160 Keating Ave. Fax: (707) 824.0198  
Sebastopol, CA 95472 www.saiprograms.com

## STEP 1 (Applying)

Submit application with a non-refundable \$90 Application Fee and transcript (if required). Your transcript may be sent separately, in which case acceptance will be delayed until it is received. Online applications will not be processed until application fee is received, which can be paid by credit card on our website.

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

### Italiaidea Institute:

Fall Short Program A.....	June 28
Fall Short Program B.....	July 26
Fall Short Program C.....	August 23
Fall Short Program D.....	September 20
Spring Short Program A.....	November 8
Spring Short Program B.....	December 3
Spring Short Program C.....	January 3
Spring Short Program D.....	January 31
Spring Short Program E.....	February 28

### Florence University of the Arts:

Fall Short Program A.....	July 29
Fall Short Program B.....	August 26
Fall Short Program C.....	September 19
Spring Short Program A.....	November 25
Spring Short Program B.....	December 23
Spring Short Program C.....	January 20

## 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 - 90 days before start of term:

### Italiaidea Institute:

Fall Short Program A.....	May 29
Fall Short Program B.....	June 26
Fall Short Program C.....	July 24
Fall Short Program D.....	August 21
Spring Short Program A.....	October 9
Spring Short Program B.....	November 3
Spring Short Program C.....	December 4
Spring Short Program D.....	January 1
Spring Short Program E.....	January 29

### Florence University of the Arts:

Fall Short Program A.....	June 29
Fall Short Program B.....	July 27
Fall Short Program C.....	August 20
Spring Short Program A.....	October 25
Spring Short Program B.....	November 23
Spring Short Program C.....	December 21

## STEP 4 \* (Payment 2)

Balance of Program Cost Due - 60 days before start of term:

### Italiaidea Institute:

Fall Short Program A.....	June 28
Fall Short Program B.....	July 26
Fall Short Program C.....	August 23
Fall Short Program D.....	September 20
Spring Short Program A.....	November 8
Spring Short Program B.....	December 3
Spring Short Program C.....	January 3
Spring Short Program D.....	January 31
Spring Short Program E.....	February 28

### Florence University of the Arts:

Fall Short Program A.....	July 29
Fall Short Program B.....	August 26
Fall Short Program C.....	September 19
Spring Short Program A.....	November 25
Spring Short Program B.....	December 23
Spring Short Program C.....	January 20

**\* 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.**

**AFFILIATED UNIVERSITIES:** US credit students from SAI affiliated universities and colleges should discuss plans with their study abroad office in order to be clear about the payment procedure your school uses in its SAI affiliation. 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 only required for those students enrolled in any Italy program longer than 90 days. Visa 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@waldorftravel.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 HTH 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 cost and before your application is considered complete. If your financial aid is not sufficient to cover full Program Cost, 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 application deadline / 60 days prior to the start of the term, will be automatically withdrawn.**

**PAYMENT:** Checks should be made payable to SAI. All payments, including wire transfers, should list the applicant's name. If you are enrolling for more than one term, a separate application fee must be paid for each term. Payment by credit card and e-check may be made on our website (www.saiprograms.com/payment-page).

**HOUSING:** Housing is included for all Full Program students. Students making their own housing arrangements will receive a reduction in the Program Cost. Contact the SAI office for exact amount of cost reduction.

**CANCELLATION POLICY:**  
Please see Waiver / Agreement page



# Registration

Name: \_\_\_\_\_ Term: \_\_\_\_\_

To which Short Program are you applying?

Florence University of the Arts - Florence

Italiaidea Institute - Rome

## FLORENCE: Florence University of the Arts

- Fall Short Program A: 3-Week (3 - 6 credits)
- Fall Short Program B: 3-Week (3 - 6 credits)
- Fall Short Program C: 3-Week (3 - 6 credits)
- Intersession: 3-Week (3 - 6 credits)
- Spring Short Program A: 3-Week (3 - 6 credits)
- Spring Short Program B: 3-Week (3 - 6 credits)
- Spring Short Program C: 3-Week (3 - 6 credits)

## ROME: Italiaidea Institute

- Fall Short Program A  4-Week (4 credits)  8-Week (8 credits)
- Fall Short Program B  4-Week (4 credits)  8-Week (8 credits)
- Fall Short Program C  4-Week (4 credits)  8-Week (8 credits)
- Fall Short Program D  4-Week (4 credits)
- Spring Short Program A  4-Week (4 credits)  8-Week (8 credits)
- Spring Short Program B  4-Week (4 credits)  8-Week (8 credits)
- Spring Short Program C  4-Week (4 credits)  8-Week (8 credits)
- Spring Short Program D  4-Week (4 credits)  8-Week (8 credits)
- Spring Short Program E  4-Week (4 credits)  8-Week (8 credits)

You are not registered for your course selection until you receive confirmation from SAI. If you are applying for more than one term please register below for courses in the first term. SAI will contact you to select courses for the following term. Select courses using the class schedule posted on the program website.

	Course #	Course Title / Program Title	Days	Times	Sect. #	Credits
1						
2						
3						
4						
5						
6						
		Alternate Courses: Required				
1						
2						
3						
4						

## Academic Approval

- The academic credits I earn abroad will be transferred to my home university as pass/fail and will NOT be applied towards my GPA.
- The academic credits I earn abroad will be transferred to my home university as letter grades and WILL be applied towards my GPA.

***It is the student's responsibility to insure that credits will transfer. We encourage all students to have their Registration signed off by an Advisor. Students from affiliated universities must obtain approval from their study abroad office prior to submitting an application.***

\_\_\_\_\_  
Academic Advisor's Name

\_\_\_\_\_  
Signature (required if currently enrolled in a US university)

# Housing Request

Male

Female Name \_\_\_\_\_

First

Middle

Last

Date of Birth: \_\_\_\_\_ Passport # \_\_\_\_\_  
mm/dd/yyyy

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

To which school are you applying?

Florence University of the Arts (FUA)

Italiaidea Institute

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. Reduction varies from school to school, contact the SAI office for exact amount.*

Select one of the housing 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 or you will be placed in a Shared Room.

**Housing Type:**

Student Apartment

Family Homestay

**Room Type First Choice:**

Single Occupancy Room  
(One person per room)

Shared Room

**Room Type Second Choice :**

Single Occupancy Room  
(One person per room)

Shared Room

I will find my own housing

**Preferences:**

I am committed to an alcohol-free lifestyle

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?

Roommate: \_\_\_\_\_

Apartment mates: \_\_\_\_\_

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 physical disabilities that require 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. If you are requesting a single room, payment of the supplementary fee must be received or you will be placed in a shared room. Homestays may require an additional fee depending on the program, contact our office for more details.

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.

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.

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.

**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 will be withheld until payment for damage is received.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Waiver / Agreement

Full Name of Student: \_\_\_\_\_

Full Name of Student's Parent or Legal Guardian (if under 18 years of age): \_\_\_\_\_

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: Study Abroad Italy (SAI)

Name of Host Institution: FUA / ITALIAIDEA (circle school)

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 program. In consideration of, and in return for, the service, facilities and other assistance provided to participants by SAI or it's 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 SAI and/or it's US office or any 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 a 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 Directors, along with the host school Dean, have the authority to make the final decision on a participant's dismissal from the program.

I understand that any information regarding behavior found to be disruptive or offensive to the SAI program may be released to my home institution's study abroad office.

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 my welfare, or 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, substance abuse and illegal drugs. If, by any means, the SAI on-site staff become 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.

## V. CANCELLATION / WITHDRAWAL POLICY

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

### - Italy Programs:

- 60 - 46 days prior to the start of a term the student is liable for 10% of the program cost.
- 45 - 31 days prior to the start of a term the student is liable for 20% of the program cost.
- 30 - 8 days prior to the start of a term the student is liable for 50% of the program cost.
- 7 days or less prior to the start of a term the student is liable for 100% of the full program cost.

### VI. Housing Only Cancellation Policy:

In the case of a student deciding to cancel their housing request the following penalty will apply, based on the date of withdrawal:

- ALL PROGRAMS: 60 days or less before the move in date student is liable for 100% of the housing cost.

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 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

# Personal Statement

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**Tell us the reasons for your decision to study abroad, and what you hope to accomplish during your time.** Essays are limited to a single page (this form can be used if you like) and typed is preferred. If using a separate page, this form must be signed and attached (if applicable) to your statement.

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Applicant's Signature

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Date