



study abroad italy

TUITION ONLY PROGRAMS

Apicius International School of Hospitality - Florence

Italiaidea Institute - Rome

Application 2012 - 2013

Procedure

Application and Payments should be sent to:

Requirements:

- 18 years of age
- Cumulative GPA of 2.75 for Florence, and 2.5 Rome
- Official Transcript
- Personal Statement

SAI
7160 Keating Ave.
Sebastopol, CA 95472
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. 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. Short Program applicants should contact the SAI California office or visit the SAI website for application, procedures and instructions.

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

Fall Semester: June 15
Spring Semester: November 1
Summer Sessions: Please see website, www.saiprograms.com

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 must be paid to SAI in order to secure your enrollment. Acceptance letters will include instructions and program payment dates.

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
Summer.....90 days prior to check-in date. Please see website, www.saiprograms.com

STEP 4 * (Payment 2)

Balance of Program Cost Due:
Fall Semester.....July 1
Spring Semester.....December 1
Summer.....60 days prior to check-in date. Please see website, www.saiprograms.com

*** 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: 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 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 fares 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 and Security Deposit. 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 award 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 following dates will be automatically withdrawn: Fall 2012 = July 1, Spring 2013 = November 15, Summer 2013 = 60 days prior to check-in date.**

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: is not included with the SAI Tuition Only Program.

CANCELLATION POLICY:

Please see Waiver / Agreement page

Registration

Name: _____ Term: _____

To which Tuition Only Program are you applying?

- Apicius International School of Hospitality (AISH: Free Elective) Italiaidea Institute

FLORENCE: Apicius - International School of Hospitality

- Semester Free Elective (Italian language + electives; max. 15 credits)
 Additional 3 Credit Course

ROME: Italiaidea Institute

- Semester Language Program (12 credits)
 Semester Language Program (15 credits)
 Summer Session (3 credits) term: _____
 Summer Session (6 credits) term: _____

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						
Alternate Courses: Required						
1						
2						
3						
Semester Only: Italian Language Course						
1						

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)

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: AISH / 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:

- 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.

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

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.

Applicant's Name Printed

Applicant's Signature

Date