

APPLICATION

**A**piccius

**I**nternational

**S**chool of

**H**ospitality

sai

FLORENCE • FALL, SPRING AND ONE - YEAR CAREER PROGRAMS

<b>Application Requirements:</b>	<b>Send Application &amp; Payments to:</b>
- Personal Statement	SAI
- CV / Transcript <i>(Intermediate / Advanced level students only)</i>	7160 Keating Avenue Sebastopol, CA 95472 USA
- Passport Scan - USF Student Conduct Form - Italian Privacy Consent Form	Phone: (800) 655.8965 Fax: (707) 824.0198 admissions@saiprograms.com

## STEP 1 (Applying)

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Submit application with a non-refundable \$100 Application Fee and supplemental materials (if applicable). Applications will not be processed until application fee is received.

**APPLICATION DEADLINES\*:** *Fall Session:* June 15 / *Spring Session:* November 1

\*(late applications are accepted on a space-available basis)

## STEP 2 (Acceptance Deposit)

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Notification of acceptance status will be sent to you by email. Within 7 days of email acceptance, a \$500 **NON-REFUNDABLE** confirmation deposit (per term) + \$300 refundable security deposit (per term) + any applicable housing supplement fees 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 Private room supplement or premium services supplement you will automatically be placed in a shared-room standard apartment.

## STEP 3 (Payment 1)

Payment equal to 50% of the Total Program Cost  
Due:

*Fall Session:* May 1  
*Spring Session:* October 1

## STEP 4 (Payment 2)

Balance of Program Cost Due:

*Fall Session:* July 1  
*Spring Session:* 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.

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

Baking and Pastry - Level I: <b>Fall &amp; Spring</b>	Hospitality Management - Level I: <b>Fall only</b>
Baking and Pastry - Level II: <b>Spring</b>	Hospitality Management - Level II: <b>Spring only</b>
Culinary Arts - Level I: <b>Fall &amp; Spring</b>	International Master in Baking and Pastry: <b>Fall only</b>
Culinary Arts - Level II: <b>Fall &amp; Spring</b>	Master of Culinary Arts - One Year: <b>Fall only</b>
Culinary Arts - Level III: <b>Fall &amp; Spring</b>	Wine Studies and Enology - Level I: <b>Fall only</b>
Culinary Arts - Level IV: <b>Fall &amp; Spring</b>	Wine Studies and Enology - Level II: <b>Fall &amp; Spring</b>

**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. It is the student’s responsibility to ensure 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 US students enrolled in programs lasting longer than 90 days. Instructions are given upon acceptance. All non US Citizens should contact the nearest Italian Consulate, following their directions for obtaining a Student Visa.

**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 and/or private loans are required to pay Application Fee, Confirmation Deposit, Security Deposit, and any applicable housing supplements. 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.

**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](http://www.saiprograms.com)).

**SAI SIGNATURE AND SELECT SERVICES:** Career Program students are offered the choice between SAI’s two services models: Signature Services, which includes our full services and housing; and Select Services, designed for more independent students and no housing. The program fee differs for the two service models. Please note that Master Certificate programs are only offered with Select Services.

## Personal Information

Legal Name: \_\_\_\_\_  Male  
*First Middle Last*  Female

Date of Birth: \_\_\_\_\_ City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
*mm/dd/yyyy*

Citizenship: \_\_\_\_\_ Passport #: \_\_\_\_\_

Current School (*if applicable*): \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Knowledge of Italian Language:  Beginner  Intermediate  Advanced

Will you be using financial aid to attend?  Yes  No How did you hear about us? \_\_\_\_\_

## Permanent Address: to which SAI will send all correspondence

Street Address: \_\_\_\_\_ Apt#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

## Emergency Contact Information: Required

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

## Secondary Emergency Contact Information: Required

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

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

## To which Session are you applying?

Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_  One Year \_\_\_\_\_  
*Year Year Year Year*

## Signature Services / Select Services

Signature Services  Select Services

## Apicius Career Programs

Baking & Pastry  Culinary Arts  Hospitality Management  
 Wine Studies & Enology  Master in Baking  Master in Italian Cuisine

## Additional Program Options:

3 Credit Internship  Non – Credit Internship  3 Week Language

## Level of Expertise

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 Career Programs.

Beginner  Intermediate  Advanced

## Jacket Size

Small  Medium  Large  X - Large  XX - Large

# Housing Request

**HOUSING REQUEST:** Housing requests should only be filled out if you are applying for a *SIGNATURE SERVICES* program. If you are applying for a *SELECT SERVICES* program, please skip this page entirely.

Legal Name: \_\_\_\_\_  Male  
*First Middle Last*  Female

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

Term selection:  Fall Session  Spring Session  Summer Session  One Year Program

Yes, I'd like housing as part of my Signature Services program (make your selections below).

No, I'd like to opt out of the housing included in my Signature Services program (skip to signature at bottom of page). Students making their own housing arrangements will receive a reduction in their Signature Services program cost. Please contact SAI for the exact amount of the reduction.

Housing Type:  Student Apartment  Family Homestay

Premium Services Request:  Yes  No

Select one of the housing options below (plus *a second choice in case the first* is not available).

**NOTE:** If you are requesting a Private room, payment of the supplementary fee must be received or you will be placed in a shared room. If you are requesting Premium Services, payment of the supplementary fee must be received or you will be placed in a standard room.

Room Type First Choice:  Private Room (One person per room)  Shared Room

Room Type Second Choice:  Private Room (One person per room)  Shared Room  I will find my own housing

Lifestyle Preferences:  I prefer to live in a completely alcohol-free apartment, including no alcohol with dinner.  
 I am a smoker  I am not a smoker  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

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

Apartment mate request: \_\_\_\_\_

**NOTE:** In order to process a valid shared housing request, each student must include the other(s) on his or her 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 housing:

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# Housing Request

Housing is assigned once the confirmation deposit and security deposit are received. Housing assignments are made on a first-come, first-served basis, determined by the date that the deposit is received.

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.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

This is a legally binding contract between student and SAI Programs, or if student is under 18 years of age, between student's parent or guardian and SAI Programs. This agreement contains the terms and conditions that govern the parties' relationship. The term "Undersigned," as used in this agreement means: a) if participant is at least 18 years of age, Undersigned refers only to participant; or b) if participant is under 18 years of age, Undersigned refers to participant's parent or legal guardian. By agreeing to the terms of this contract and by signing at the end of this contract, you consent to the terms herein.

## 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 Programs
- **Name of Host Institution:** Apicius International School of Hospitality / Florence University of the Arts

## II. WAIVER

This program involves studying at a 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 acknowledges 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 its 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 its US office or any damage to property that occurs during non-SAI travel or activities.

**Check to acknowledge and agree to the Waiver (if under 18, parent/guardian checks)**

## III. CODE OF CONDUCT

All students attending an SAI program are required to abide by all rules, regulations and procedures established by SAI and the host institution. As a representative of your home college or university, and of your native country, your conduct abroad plays a significant role in cross-cultural understanding. SAI encourages setting goals for yourself in order to achieve the best academic, cultural and personal study abroad experience possible.

A successful study abroad program includes:

- Participating in cultural activities, field trips, excursions and workshops offered by SAI or the host institution
- Attending film night, art shows, fashion shows, community service events, religious ceremonies, etc.
- Joining a local sports team or game, musical group, theatre organization, etc.
- Finding ways to engage with the local community and individuals; learning local language

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



This conduct includes, but is not limited to:

- Violation of local 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

SAI has a zero-tolerance policy regarding excessive alcohol consumption (drunkenness), prescription and illegal drug abuse, both publicly and privately. If, by any means, the SAI on-site staff becomes aware that a student has engaged in excessive consumption of alcohol or use of illegal drugs, the student will be immediately subject to eviction from SAI housing, and probation or expulsion from the program. SAI strongly encourages students to avoid situations in which excessive alcohol consumption and/or drug use is present. Any information regarding behavior found to be disruptive or offensive to the SAI program will be released to the student's home institution study abroad office.

**Check to acknowledge and agree to the SAI Code of Conduct (if under 18, parent/guardian checks)**

#### **IV. TRANSCRIPT RELEASE/SECURITY DEPOSIT REFUND**

SAI reserves the right to withhold a transcript in the case of unpaid balances due to SAI, its academic institutions or any SAI agent. Security Deposits and any other monies held will be refunded in full within 90 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.

**Check to acknowledge and agree to the Transcript Release/Security Deposit Refund Policy (if under 18, parent/guardian checks)**

#### **V. CANCELLATIONS AND REFUNDS**

##### **Program Cancellation Policy**

Check-in day is considered the start of the term. The Confirmation Deposit is not refundable at any time, as it secures and commits your place in the program. Further program cost liability is based on the date on which a cancellation request is received in writing (email or fax). If a cancellation is made 76 or more days before check-in day, a full refund is provided (minus the non-refundable Confirmation Deposit). If a cancellation notice is received 75 days or less before check-in day, students are liable for the following penalties:

- 75 - 45 days before the start of term: **25%** of the Program Cost
- 44 - 8 days before the start of term: **50%** of the Program Cost
- 7 days or less before the start of term: **100%** of the 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 cancelled, students will be offered an alternate course/program. In certain circumstances SAI may be able to offer a deferment on enrollment, allowing students 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.

**Note for Two Session/One Year Career Certificate Enrollments:**

Students applying for a One Year program (two sessions in an academic year) will receive a substantial discount. 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. The start of the full One Year program will be check-in day for the first session. Students should take careful note of the cost liability, and be certain that they will have no reason to withdraw. One year applicants may otherwise enroll session-by-session to avoid the second session/term tuition cancellation penalty. However these students need to apply separately for each session and plan on returning to their home country between the two terms. Students using this option do not receive the one year discount.

**Housing-Only Cancellation Policy**

If an enrolled student chooses to cancel his or her Housing Request to seek private housing, the following penalties apply, based on the date a housing cancellation is received in writing (email or fax):

- 76 days or more before the start of term: student receives a refund of the housing cost.
- 75 days or less before the start of term: student is liable for 100% of the housing cost (equal to 25% of full program cost, except for London, which is equal to 35% of full program cost).

**Refunds Policy**

Refunds are issued within 4 weeks of cancellation, in the same form the payment was made (check, credit card, or echeck). Refund checks are issued to the student (unless requested otherwise), while credit card and echeck refunds are issued to the card used for the payment.

**Check to acknowledge and agree to the Cancellations and Refunds Policies (if under 18, parent/guardian checks)**

**VI. TRAVEL AND ENTRY REQUIREMENTS**

It is the sole responsibility of the student to ensure that all necessary travel documents are procured and in his or her possession prior to program start. Student visas may be required. SAI will provide advice and assistance with travel and visa requirements, but students assume complete and full responsibility for verifying any and all entry requirements and obtaining a student visa, if required. Failure to meet any travel requirements, including obtaining a visa, is not considered the basis for a refund of fees.

**Check to acknowledge and agree to the Travel and Entry Requirements (if under 18, parent/guardian checks)**

**VII. PARENT/GUARDIAN COMMUNICATION**

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

- Yes, I give permission
- No, I do not give permission

**VIII. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) RELEASE**

I understand that under the provision of the Family Educational Rights and Privacy Act (FERPA), 20 USC Section 1232g, my records at SAI cannot be released to a third party without my approval. SAI must have signed consent from me before educational information can be released to a third party. This waiver will be used in conjunction with SAI study abroad programs only. I hereby grant permission to authorized personnel at SAI to release my academic and other records described below and/or the information contained therein to my Home institution, parents or legal guardians, and all appropriate U.S. and foreign governmental agencies. The purposes of this release are to keep

# Waiver Release

SAI and my home institution advised of my progress in the study abroad program in which I am participating and to permit SAI to provide information as requested or required by U.S. and foreign governmental agencies. The records and information I authorize to be disclosed by SAI are:

- Academic transcript or other records relating to my academic performance;
- Records reflecting disciplinary issues, sanctions or proceedings;
- Information regarding health, medical or emergency situations during my study abroad program;
- Records reflecting financial aid and student accounts affecting my status at SAI;
- Other personally identifiable information as deemed necessary by SAI.

I understand that by signing this release form I am voluntarily waiving certain rights granted to me by FERPA. Furthermore, I understand that I have the right to revoke my consent at any time by notification in writing to SAI.

**Please check one:**

**I authorize release of my records to the individuals/parties identified above.**

I acknowledge by my signature that I understand that, although I am not required to release my records to these individuals, I am giving my consent to release the information. I understand that this release remains in effect until I revoke this permission in writing. I also understand that if I am under 18 years old, SAI can disclose such information to parents and legal guardians regardless of consent.

**I do not authorize release of my records to third parties.**

**IX. PHOTO & VIDEO RELEASE**

SAI may use any photo and/or video recordings of SAI Programs students while attending the program for promotional purposes on SAI websites, publications, promotional flyers, educational materials, derivative works, or for any other similar purpose. SAI may identify students by name and/or title to accompany photos and/or video recordings.

**SIGNATURE**

IF YOU AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT, PLEASE SIGN BELOW.

I UNDERSTAND THAT BY SIGNING BELOW, I AGREE TO THE WAIVER AND RELEASE OF LIABILITY AND OTHER TERMS AND CONDITIONS, AS STATED ABOVE, AND THAT MY SIGNATURE MAKES THIS A LEGALLY BINDING CONTRACT.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date:

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

\_\_\_\_\_  
Date:

*Please review this contract for errors before submitting it*