SPRING 2015

SEMESTER DATES

Florence, Roma, Tuscania
Wednesday  January 28  Students arrive/Housing check-in
Thursday    January 29  Orientation
Friday      January 30  Orientation
Monday     February 2  Classes start
Mon-Fri   March 23-27  Spring Break
Saturday   May 16      Housing check-out

Application Deadline: 15th November 2014
Home stay requests for LDM housing that are received after the application deadline will not be honored if there are no more spaces available.
Home Stay Accommodation for Semester Stay
Living in a family offers a good opportunity to acquire a deeper understanding of Italian culture. By choosing this type of accommodation, students have to accept some restrictions and respect certain rules. LdM recommends the family stay to students who are very interested in learning Italian language and to those who are motivated about deepening their knowledge of Italian culture and family structure. On the other hand, LdM does not recommend this type of housing arrangement to those students who want to be more independent.

Home Stay Policy
To facilitate housing requests, it is recommended to apply as soon as possible. If a student’s room request cannot be honored due to space limitations, LdM will assign an accommodation according to availability.

Under no circumstance will students be allowed to check in before the assigned check in day and/or check out after the assigned check out day. Check-in and check-out dates are specified in the academic calendar of the LdM Programs.

Academic year students – Home stay is provided for the Fall and Spring semesters. It is not provided during the winter break between the Fall and Spring semesters.

Students that stay in families have a curfew each night.

Please note that: If students choose this kind of accommodation they must accept, sign and respect family rules and regulations that they will find at the end of this booklet.

Home Stay Locations:

FLORENCE
Costs include:
• Accommodation and half board (breakfast and dinner)
• Utilities (heating, water, electricity)
• Incoming telephone calls
• Changing of linens, towels and cleaning once a week
• Laundry, once a week
• Internet service

Meals are provided 5 days a week (from Monday to Friday), and are not served during the semester break. The half board includes continental breakfast (bread, butter, jam, milk, coffee/tea) and dinner with the family. Dinner is served around 8 p.m. If a student should inform the family that he/she skips a meal, he/she has the right to get for 3 times during his/her stay a refund in form of a take away lunch packet on working days. Students are not allowed to prepare meals by themselves (not kitchen use). Families have to provide students with food/drink only during breakfast and dinner. So, we suggest students to buy some extra food (fruits, yogurts, orange juices, snacks etc.) to use, if needed, during the day and week-ends.

Some families do not live in the downtown area and therefore students who select this type of accommodation will have to take the city bus (25 min walking distance) to reach the school. In this case, the family will provide the student with a bus pass for the entire stay.

It should also be pointed out that most hosts in Florence are not complete families, but usually divorced or widowed woman.
ROME

Costs include:
- Accommodation and half board (breakfast and dinner)
- Utilities (heating, water, electricity)
- Incoming telephone calls
- Changing of linens, towels and cleaning once a week
- Laundry, once a week
- Internet service

Meals are provided 5 days a week (from Monday to Friday), and are not served during the semester break. The half board includes continental breakfast (bread, butter, milk, coffee/tea), lunch and dinner with the family. Lunch and dinner will be served at a certain time determinate by the family so the students should ask their host family the meals time schedule. Skipped meals will not be refunded. Students are not allowed to prepare meals by themselves (not kitchen use). Families have to provide students with food/drink only during the week. So we suggest students to buy some extra food (fruits, yogurts, orange juices, snacks etc.) to use, if needed, during the weekends.

Most families do not live in the downtown area and therefore students who select this type of accommodation will have to take the city bus (25 min walking distance) to reach the school. In this case, the family will provide the student with a bus pass for the entire stay.

It should also be pointed out that most hosts in Rome are not complete families, but usually divorced or widowed woman.

TUSCANIA

Costs include:
- Accommodation and full board (breakfast, lunch and dinner)
- Utilities (heating, water, electricity)
- Incoming telephone calls
- Changing of linens, towels and cleaning once a week
- Laundry, once a week
- Internet service

Meals are provided 5 days a week (from Monday to Friday), and are not served during the semester break. The family stay includes continental breakfast (bread, butter, jam, milk, coffee/tea), lunch and dinner with the family. Breakfast includes continental breakfast (bread, butter, milk, coffee/tea), lunch and dinner with the family. Lunch and dinner will be served at a certain time determinate by the family so the students should ask their host family the meals time schedule. Skipped meals will not be refunded. Students are not allowed to prepare meals by themselves (not kitchen use). Families have to provide students with food/drink only during the week. So we suggest students to buy some extra food (fruits, yogurts, orange juices, snacks etc.) to use, if needed, during the weekends.

It should also be pointed out that most hosts in Tuscania are not complete families, but usually divorced or widowed woman.
Home Stay Costs

**FLORENCE**

<table>
<thead>
<tr>
<th>Home stay</th>
<th>Price per Semester</th>
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<tbody>
<tr>
<td>Shared Room</td>
<td>Euro 3.350</td>
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<tr>
<td>Single Room</td>
<td>Euro 3.850</td>
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**TUSCANIA**

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<tr>
<th>Home stay</th>
<th>Price per Semester</th>
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<tbody>
<tr>
<td>Shared Room</td>
<td>Euro 2.100</td>
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<tr>
<td>Single Room</td>
<td>Euro 2.400 (UPON SPECIAL REQUEST)</td>
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**ROME**

<table>
<thead>
<tr>
<th>Home stay</th>
<th>Price per Semester</th>
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<tbody>
<tr>
<td>Shared Room</td>
<td>Euro 3.450</td>
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<tr>
<td>Single Room</td>
<td>Euro 3.950</td>
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Reservation Procedure

The following are required for LdM to begin to process the initial housing request:

- Home stay Request Form, Personal Profile and family Rules – completed and signed
- At the time of application, the student must pay Euro 1000 to reserve a spot in a host family stay and send a proof of this payment together with the home stay application form.
- A Copy of the student’s passport (photo page)

The following are required by 30 days before the student arrival date:

- A Copy of your the student’s visa (on your passport), if required
- Proof of the full home stay rent payment
- Detailed travel Itinerary (from the place of departure to your final destination).

The housing coordinator will send an email to the student and/or program about a week before the class starting date with the student’s family address, description of the family and specifying any roommate.

Students can send to LdM Housing office the forms above in the following ways: By e-mail to housing@lorenzodemedici.it OR by fax Number +39 055 239 8920 OR by mail to: Istituto Lorenzo de’ Medici, Att.ne – Housing Coordinator Office, Via Faenza, 43 – 50123 Firenze, ITALIA.

Fees and Payment Procedure

To ensure yourself an accommodation provided by LdM:

1. The student must pay Euro 1000 advanced payment at the time of the home stay application.
2. The Student must pay the home stay rent balance at least 30 days BEFORE the student’s arrival. In case of a student having requested a single room, but receiving a double room, the refund will take place in the city after the student’s arrival.
3. All bank charges are to be paid by the student. You must tell you bank this before doing the transfer.
4. Send copies of done payments by e-mail at housing@lorenzodemedici.it or by fax (# +39 055 239 8920) as soon as the payments have been made. Specify on the bank wire or check that this is a payment for housing, and state the student’s name that the payment is covering.

How to Pay

You can pay by an International wire transfer in EURO and net of bank fees to:

**Name:** Lorenzo de’ Medici s.r.l.
**Account #** 85450
**Bank:** Cassa di Risparmio di Firenze - Sede
**Address:** Via Bufalini 4 - 50122 Firenze - ITALY
**ABI code:** 06160
**CAB code:** 02800
**BIC/SWIFT code:** CRFI IT 3F
**IBAN code:** IT70 6002 8000 0008 5450 C00

Cancellation Policy

- If a student’s cancellation is received by LdM 45 days prior to the students’ program arrival date, the student will be refunded 90% of the full housing fee.
- If a student’s cancellation is received by LdM within the 44-15 days prior to the students’ program arrival date, the student will be refunded 70% of the full housing fee.
- If a student’s cancellation is received by LdM within the 14-0 days prior to the students’ program arrival date, the student will be refunded 50% of the full housing fee.
- Upon arrival in Italy, the student is not allowed to cancel the host family option and has not the right of any refund. The student who leaves the family will be considered as an “Independent Housing” student and LdM will be released from any responsibility of finding another housing arrangement for the student.
LDM HOME STAY REQUEST FORM: Spring 2015

Please print the forms, fill them out and send them back to us by e-mail or by fax or by mail.
Important Dates: Spring Semester: Deadline: November 15
Spring 2015 – May 16, 2015

Student's full name: ___________________________ Gender: ___________________________
Current University/College: _______________________________________________________
Major: __________________________________________________________________________

Country of citizenship: ___________________________________________________________
Date of birth (M/D/Y): ________________________________ Passport Number: __________
Passport issued by: _____________________________ Passport Date of Issue: __________
City/State of birth: ____________________________________________ Country of birth: __________
Permanent home address: ___________________________________________________________________________
City: ___________________________________________ Country: ___________________________
ZIP code: _____________________________ Email: _________________________________
Phone: _____________________________ Mobile Phone: ____________________________

Housing Request Options:
Check (✓) the desired Type of Accommodations for the appropriate term:

- Campus (check one): ☐ Florence ☐ Tuscania ☐ Rome
- Term Request: ☐ Spring 2015 ☐ Spring 2015+ other terms (specify all) __________________________
- Room Request: ☐ Shared Room ☐ Single Room (Please see notes below for specific campus)

- Tuscania - Single room is upon a special request and according with the school availability. In the exceptional case of a
  single occupancy request and assignment, the cost for single room entails an extra cost.

Please specify below the reason why it is so important for you to have a single room (I am willing to accept a double room (at the
double room cost) if my single room request cannot be met.)

Please state any request concerning roommates or any other particular needs. All requests must be made on this form.
(Students could be placed with other students from their home institution unless specifically requested otherwise).

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PERSONAL PROFILE FORM: Important Information for the Host Family

NOTE: The LdM Housing Office will consider the preferences/requests communicated on the Personal Profile and will make every effort to find the most compatible placement. However, the LdM Housing Office cannot guarantee that all preferences/requests will be accommodated. Please be advised that the Cancellation Policy will apply in the case of all cancellations, regardless of reason.

My family members / I membri della mia famiglia

<table>
<thead>
<tr>
<th>Name / Nome</th>
<th>Relationship / Relazione</th>
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<tbody>
<tr>
<td>1.</td>
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Why are you choosing to live with a host family?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Hobbies/Interests Passatempi/Interessi

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

List specific foods that you do not eat (meat, fish, vegetable, etc.).
Specifica se c’è qualche alimento che preferisci non mangiare (carne, pesce, verdure, etc.).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Allergies (if any) AND/OR Other health problems that need to be taken into consideration:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Do you have any special conditions or needs that you would like the housing coordinator and the family to be aware of?
(anxiety disorder, depression, learning disability, eating disorder, physical limitation; religious belief, etc.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please specify the following:

- Smoking
  - Non-smoking
- Vegetarian
  - Non-vegetarian

Please select the box which most closely describes you and/or your living habits:

I would describe myself as:
- Extroverted
- Somewhere in between
- Introverted

Sleeping habits:
- Early riser everyday
- Late riser everyday
- Early to bed during week and late to bed on weekends

When studying, relaxing or sleeping in the apartment, do you prefer to maintain:
- Relative quiet
- Some noise, music or activity
- Constant noise and activity

I watch TV:
- Everyday
- A few times a week, I have a few shows I follow
- Very rarely

I read:
- All the time, recreationally as well as for class
- For class and sometimes recreationally
- I don’t like reading

I play sports:
- Regularly
- Sometimes
- Never

When getting ready, I usually take:
- 15 minutes or less
- 15 minutes to hour
- More than an hour

I like to go to places:
- I enjoy walking every day
- I enjoy walking occasionally
I don’t like walking.

My ideal night out with friends is:
☐ Dancing
☐ Going out to dinner
☐ Cooking a meal at home and/or watching a movie

I like to go out at night with friends:
☐ All the week
☐ Weekends only
☐ I usually do not go out at night

I am comfortable sharing my living space with people of differing backgrounds and perspectives (e.g. religious beliefs, political affiliations, sexual orientation).
☐ Yes, I am open to all.
☐ No, I appreciate diversity, but prefer to live with those more similar to me.
Please specify: ____________________________________________
________________________________________________________________________

If there is something else you want us to know about yourself, please write it down in few lines.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

My budget while abroad is:
☐ Unlimited
☐ Flexible
☐ Limited

Do you plan to travel a lot when you are studying in Italy?
☐ Yes, I plan to travel all over Europe
☐ Somewhat, I plan to travel mostly within Italy
☐ Not much, studying abroad is my travel

Please, select the personal habits of your ideal roommate:

Activity:
☐ High energy
☐ Flexible
☐ Quiet

Hours:
☐ Early riser
☐ Flexible
☐ Night owl

Likes to go out at night:
☐ Often
☐ Sometimes
☐ Rarely

Wants to Travel:
☐ All of Europe
☐ Throughout Italy
☐ Day trip
LDM HOMESTAY

Attach a casual photo of yourself here.

On the lines below, write a self-introduction letter to your host family, using as much Italian as possible.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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FAMILY RULES AND REGULATIONS

Please print this form, fill it out and send it back to us by e-mail or by fax or by mail.

a) Check in and check out: The period of the home stay begins on housing check in day and ends at 12:00 p.m. on housing check out day. If a student wants to stay for more time he/she has to arrange this directly with the family and the cost per day. LDM will not be responsible for private arrangements made between the student and the family after the check out date.

b) Payment: The home stay payment balance is due no later than 30 days before the student arrival date. If payment is not received by the deadline, Ldm reserves the right to refuse housing to students. Upon arrival in Italy, if the student wants to leave the assigned family, no refund will be made. No transcripts will be released for students with outstanding debts.

c) Assignment: The Housing Coordination office reserves the right to change family assignments before arrival or during the session (in the latter case only for reasons such as health or other conditions seriously affecting the general welfare of the students and/or the host family). Under no other circumstances are students permitted to change housing assignments or roommates.

d) The privacy of the family must be respected at all times. The student has to keep in mind that each family has its own rules and way of life. The student is a guest and has to maintain a sense of respect and mutual cooperation. The family has the right of entry to the student's room with prior notice (except in an emergency) to verify that the terms of the contract are respected, to show it to future students and for general maintenance.

e) Meals/Kitchen use: Meals: Breakfast time is limited from 7:00-10:30 a.m. lunch (only in Tuscania) from 1:00-2:00 p.m. and dinner is served around 8:00 p.m. Meals are provided during the semester 5 days a week (Monday to Friday), and are not served during the semester break; during the summer session breakfast is offered 5 days a week (Monday to Friday) and dinner 4 days a week (Monday to Thursday). The student should always inform the host family if he/she plans to be late for the dinner or skip dinner and if he/she is planning not to be home for one or more days. The student should always inform the host family if he/she plans to be late for the dinner or skip dinner and if he/she is planning not to be home for one or more days. If a student should inform the family that he/she skips a meal, he/she has the right to get for 3 times during his/her stay a refund in form of a take away lunch packet on working days (this refund is not applicable in Tuscany). Kitchen use is not available: You are not allowed to prepare meals by yourself. Please discuss how this should work with your host at the start of your stay so that there are no misunderstandings. We suggest the student to buy extra food for lunch during the week and for meals for the weekends. It is advisable to ask your host family where to keep your items. The student may not help him/herself to food, cleaning materials or other items.

f) Laundry/cleaning of the room

Laundry: This service is available once a week to the students. Depending on the family assigned, students will have access to the family laundry machine, or the family will do the wash for students (students may do one wash load). Extra loads will have to be paid by the student directly to the family. Students have to organize the laundry arrangements with his/her host.

Cleaning of the room: The room shall be kept clean for the entire period of the stay. The student's host family has to clean the room once a week; students should tidy up his/her room when the cleaning day is settled with the host family. By signing these rules you agree to keep the apartment of the family, building entrance and stairs in an orderly, safe and sanitary condition. At departure, the assigned room in the family must be left clean, orderly, and free of personal belongings. Neither Ldm nor the family will be responsible for belongings left in the apartment after the Check-out date.

g) Noises/damages

Noises: Disturbing noises are not permitted at any time. It is strictly forbidden to disturb neighbors in any way; to wear heels, boots or other heavy-soled shoes or to make loud noise after 11:00 p.m.

Damages: Students will be held individually responsible for damages that they cause. Costs must be paid immediately and directly to the family.

h) Smoking: Please, if you are a smoker, respect the family and other students' non smoking habits and rights!

i) Utilities are included in the cost but please bear in mind that utilities costs are really expensive in Italy. Water: avoid monopolizing the bathroom and/or taking very long showers (Tip: get in and get wet, turn the water off, soap up, shampoo, shave, turn the water back on and rinse off. If everybody does this, think about how much water could be conserved), as other family members might be waiting for you to finish. Electricity: turn off the lights as other family members might need to make or receive phone calls. Use of the house landline is not included in the home stay arrangement. Your host will not mind an occasional incoming call from your family but you should not make outgoing calls. You should pay for all the calls that you make on the family phone directly to the family. In Italy, local and long-distance calls are expensive. For international calls, we suggest that you buy an international calling card (US calling cards are a more affordable way to make phone calls to the US).

K) SAFETY AND SECURITY

Keys: On your arrival you will be given a set of house keys. You should not write your home address on any part of their keys or keychain. The rights of the use of keys are extended ONLY to the assigned students of the apartment of your family. At NO time should keys be lent out to non-residents. Lost keys are a serious matter and not only impact your safety but also the safety and security of roommates and your host family. Therefore, if you are separated from your keys for any reason (loss, theft, lent out, etc.) you must inform your family and Ldm immediately. You will be responsible for the cost of replacement keys and the...
locks. In Italy these replacements are costly. Costs must be paid immediately and directly to the family. 

**It is necessary to double lock** (deadbolt) the apartment door of your family when you enter and exit your apartment because in Italy doors do not lock automatically. Always close and lock the windows before leaving the apartment.

**l) Guests:** No parties and overnight guests are allowed.

If you want to introduce your real family or some friends to your host family ask them when would be a good time to meet them. It is not considered polite to bring someone over without asking permission first. Students are not allowed to have guests over for any reason (including meals, etc.) without the permission of the host family.

Additionally, students are not allowed to have other LdM students as overnight guests. Students may, however, have non-LdM overnight guests if it is approved by the host family. In the case that an overnight guest is approved by the host family, the guest(s) must pay directly to the family for this service. The cost of this service is determined by the family. The guest(s) have to sleep in an extra room which the family needs to have available. The family has to be informed about the arrival of the guest(s) at least 3 days before from the student and has to provide the family and the student’s advisor on site with the passport copy from the guest.

**m) Curfew:** You are not allowed to come back home later than 1.30 am during the week (Monday to Thursday and Sunday night) and not later than 2.30 am during the weekend (Friday and Saturday night). If you want to spend the night out of the family’s house it is mandatory that you inform the family previously (latest until 1.00am by text message) and in every case. Upon violation of this rule LdM reserves the right to apply a sanction. Remember that your host will feel responsible for you while you are a guest in their house and that need to know where you are. It is mandatory to provide your family with your detailed travel itinerary when travelling on semester break or on weekends.

**n) Relationship with the family:** Each family is different. If there is a problem with the family, please try to work it out directly with them. If this is not possible, talk with your on-site advisor. Please do your best to establish a good relationship with your host family, as this is essential, and exchange with them at the beginning of your stay your contact details (cell phone number, email address) so that you can contact each other should there be problems.

**o) You need to be a current, active student in your courses in order to remain in Lorenzo de’ Medici housing.** LdM cannot arrange accommodation for students when they are no longer studying at LdM and students cannot remain in their accommodation if they are no longer studying at the Institute.

**p) LdM reserves the right to evict students from the home stay based on violations of these Family Rules, the LdM Rules of Conduct and the Academic Regulations.**

**q) Upon violation of the conditions described in the LdM Housing Rules and LdM Family Rules, Rules of Conduct and Academic Regulations, students will be sanctioned in accordance with the enforcement of those Rules and Regulations.**

Signing below means acceptance of the Family Cancellation Policy, and that the student is willing to pay the designated penalty in accordance with the Cancellation policy in case of a cancellation. The student who leaves the family will be considered as an “Independent Housing” student and LdM will be released from any responsibility of finding another housing arrangement for the student.

I am aware of and agree to abide by all of Rules and Regulations written on this form.

Student’s Signature: ___________________________ Date: ___________________________