

UNDERGRADUATE APPLICATION FORM

ACADEMIC YEAR **2023/24**

SUBMIT THE APPLICATION MATERIALS AS PER THE APPLICATION REQUIREMENTS WRITTEN IN THE PROGRAM OPTION SECTION.

Please complete all the application steps including housing request (if applicable) and return to **admissions@auf-florence.org** along with your application materials.

APPLICATION DEADLINES:

Application deadlines may be consulted at <https://www.auf-florence.org/admissions/>

ACADEMIC CALENDAR 2023 | 2024

Academic calendar dates for the 2023/24 academic year may be consulted at: <https://www.auf-florence.org/academic-calendar/>
Calendar dates include details for arrivals and housing check-in, orientation, class start/end dates, and housing check-out.

STEP 1 GENERAL INFO

Please provide the following personal information:

Last Name: First Name:

Gender: ☐ Male ☐ Female Date of Birth (mm/dd/yy): City/State/Country of Birth:

Citizenship: Email: Phone:

Cell: Permanent Address:

City: State: Zip Code: Country:

HOW DID YOU LEARN ABOUT THIS COURSE?

(Please indicate which resource/s below)

- | | |
|---|--|
| <input type="checkbox"/> Campus visit by AUF representative | <input type="checkbox"/> Magazine/newspaper |
| <input type="checkbox"/> Study abroad fair | <input type="checkbox"/> Family/friend |
| <input type="checkbox"/> Professor | <input type="checkbox"/> Web/internet resource |
| <input type="checkbox"/> Study abroad officer/director | |

WHY DID YOU CHOOSE AUF?

(check all that apply)

- ☐ Course offering ☐ Reputation ☐ Location ☐ Cost ☐ Other

WHICH OF THE FOLLOWING STUDENT SERVICES/ACTIVITIES OFFERED BY THE INSTITUTION ARE YOU MOST INTERESTED IN JOINING?

- | | |
|--|--|
| <input type="checkbox"/> Connecting Cultures: Chat Pal, Community Outreach, Italian Family Club, City Walks | <input type="checkbox"/> Blending, the Student Newsletter/Magazine: Writing, Copy Editing, Photography, Graphic Design/Layout |
| <input type="checkbox"/> Sports: Fitness Run, Soccer | <input type="checkbox"/> Mind and Body: Fitness and Wellness workshops, walks and training |
| <input type="checkbox"/> The Gym classes: Yoga, Hip Hop, Abs and Legs, Dynamic Pump, Body Sculpting | <input type="checkbox"/> Musing Club: Music and Performing Arts in Florence |
| <input type="checkbox"/> Explorations: EFL Educational Field Learning | |

The Student Life and Development Department was created to offer all students a safe, educational, and entertaining environment in which they can discover the city of Florence, Italian culture, and the language. Our students will develop new lifelong relationships while becoming acquainted with the local community. The mission of the Student Life and Development Department is to offer a unique, culturally relevant and personally enriching program of activities that will enhance students' overall study abroad experience.

PROGRAM OPTION 1 CERTIFICATE CAREER/AA PROGRAM

Please note: Once you arrive on site, you will not be allowed to change programs. Tuition costs vary according to program selection (see page 5).

Program Structure and Options: All Year 1 programs start in the Fall and are scheduled according to the AUF 3-week intensive program sessions. Year 2 programs in Culinary Arts - Commis Chef and Baking and Pastry - Commis Chef start in the Fall, Summer, and Spring.

Each program year is composed of two academic seasons. Each session features coursework in Sessions I-II-III-IV.

Each academic season features five courses: four 3-credit courses and one 6-credit course with an Experiential Learning component. The first season also includes a 1-credit, mandatory workplace health and safety seminar.

The August Intersession prior to the Fall start offers an optional Italian/English language program. The January Intersession between Fall and Spring requires a mandatory, non-credit Experiential Learning project (SPEL). Attendance at EL projects in the Intersession weeks, where indicated, are also mandatory.

Sample Program Year 1 for all programs

Please note: Year 1 starts in the Fall only. Some courses may be held in the 11-week semester (Session II-III-IV duration).

Fall

August Intersession	IW1	Session I	IW2	Session II	IW3	Session III	IW4	Session IV
Optional English or Italian Language		Common Core course 1	EL	Common Core course 2	EL	Common Core course 3	EL	Common Core course 5
						Common Core course 4		

Spring

August Intersession	IW1	Session I	IW2	Session II	IW3	Session III	IW4	Session IV
Special Project: Experiential Learning		Common Core course 1	EL	Common Core course 2	EL	Common Core course 3	EL	Common Core course 5
						Common Core course 4		

Sample Program Year 2 for all programs - Fall + Spring

Fall

August Intersession	IW1	Session I	IW2	Session II	IW3	Session III	IW4	Session IV
Optional English or Italian Language		Specialization course 1	EL	Specialization course 2	EL	Specialization course 3	EL	Specialization course 5
						Specialization course 4		

Spring

August Intersession	IW1	Session I	IW2	Session II	IW3	Session III	IW4	Session IV
Special Project: Experiential Learning		Specialization course 1	EL	Specialization course 2	EL	Specialization course 3	EL	Specialization course 5
						Specialization course 4		

CERTIFICATE CAREER PROGRAM/AA SELECTION

PROGRAM CATEGORY AND LEVEL

☐ AA*

☐ CAREER PROGRAM

*AA programs require additional gen ed fulfillment. See Academic Catalog online for full curriculum.

Application requirements can be viewed online at <https://www.auf-florence.org/admissions/> for Career/AA programs and the direct access options for Years 2 and 3 of Career Programs.

PROGRAM SCHEDULING

YEAR 1 AREAS OF STUDY One-Year Certificate	YEAR 2 SPECIALIZATIONS Two-Year Advanced Certificate	YEAR 3 (Culinary/Baking Career Programs only) Third-Year Master-Level Certificate
<input type="checkbox"/> Communication and Interactive Digital Media	<input type="checkbox"/> Photography <input type="checkbox"/> Visual Communication <input type="checkbox"/> E-Publishing <input type="checkbox"/> Product Design	
<input type="checkbox"/> Fashion Design, Merchandising, and Media	<input type="checkbox"/> Fashion Design and Technology <input type="checkbox"/> Accessory Design and Technology <input type="checkbox"/> Fashion Merchandising, Marketing, and Retail <input type="checkbox"/> Fashion Communication, Promotion, and Media	
<input type="checkbox"/> Hospitality Management (Food and Beverage Service Supervisor*)	<input type="checkbox"/> Hospitality Management Reception Professional* <input type="checkbox"/> Special Event Management <input type="checkbox"/> Spa Management <input type="checkbox"/> Real Estate and Facilities Management	
<input type="checkbox"/> Food, Wine, and Wellness Studies	<input type="checkbox"/> Culinary Arts Chef de Partie* <input type="checkbox"/> Baking and Pastry Chef de Partie <input type="checkbox"/> Wine Studies and Enology Junior Sommelier* <input type="checkbox"/> Wellness, Health, and Nutrition	<input type="checkbox"/> Culinary Arts Sous Chef* <input type="checkbox"/> Baking and Pastry Sous Chef

ADDITIONAL LANGUAGE OPTIONS

*WACS-recognized, for further details please visit the Apicius certification page: <http://apicius.it/wacs-fast-track>

August Intersession prior to Fall start (all programs)

☐ English ☐ Italian

Specify level: ☐ Beginner ☐ Non-Beginner

January Intersession prior to Spring start

(Baking and Pastry & Culinary Arts Year 2 only)

☐ English ☐ Italian

Specify level: ☐ Beginner ☐ Non-Beginner

Spring Session IV prior to Summer start

(Baking and Pastry & Culinary Arts Year 2 only)

☐ English ☐ Italian

If you are applying for regular Year 2 Baking and Pastry Commis Chef or Culinary Arts Commis Chef, please select your desired program start:

☐ Fall ☐ Spring ☐ Summer

Please select your jacket size

(only for Hospitality Management, and Food, Wine, and Wellness Studies)

☐ S ☐ M ☐ L ☐ XL ☐ XXL

DIRECT ACCESS TRACK

☐ Year 2 Fall start (all programs)

2 direct access courses in Summer III-IV

1 optional language course in Aug Intersession prior to Year 2 Fall start, included in tuition: ☐ yes ☐ no

If yes for optional language, please specify:

☐ English ☐ Italian ☐ Beginner ☐ Non-Beginner

☐ Year 2 Spring start (Baking and Pastry & Culinary Arts Year 2 only)

2 direct access courses in Fall III-IV

1 optional language course in Jan Intersession prior to Year 2 Spring start, included in tuition: ☐ yes ☐ no

If yes for optional language, please specify: ☐ English ☐ Italian ☐ Beginner ☐ Non-Beginner

☐ Year 2 Summer start (Baking and Pastry & Culinary Arts Year 2 only)

2 direct access courses in Spring III-IV

1 optional language course in Aug Intersession immediately AFTER Summer semester, included in tuition: ☐ yes ☐ no

If yes for optional language, please specify: ☐ English ☐ Italian

Specify level: ☐ Beginner ☐ Non-Beginner

PROGRAM OPTION 2 **AMERICAN-STYLE, 4-YEAR BACHELOR'S DEGREE PROGRAMS**

Please note: Once you arrive on site, you will not be allowed to change programs. Tuition costs vary according to program selection (see page 5).

BACHELOR'S DEGREE PROGRAM SELECTION

AUF offers four 4-year programs that consist of at least 120 credit hours each. Please select the program you wish to apply for by checking the appropriate boxes below:

☐ **B.A. in Cultural Studies - Concentrations in:**

- ☐ Fine Arts
- ☐ Art History

☐ **B.A. in Digital Publishing and Communication - Concentrations in:**

- ☐ Digital Media
- ☐ E-Publishing
- ☐ Visual Communication
- ☐ Product Design

☐ **B.A. in Food and Wine Studies - Concentrations in:**

- ☐ Culinary Arts
- ☐ Enology
- ☐ Baking and Pastry
- ☐ Wellness, Health, and Nutrition

☐ **B.A. in Fashion Design, Merchandising, and Media - Concentrations in:**

- ☐ Accessory Design and Technology
- ☐ Fashion Communication, Promotion, and Media
- ☐ Fashion Design and Technology
- ☐ Merchandising, Marketing, and Retail

☐ **B.A. in Hospitality Management - Concentrations in:**

- ☐ Hospitality Management
- ☐ Real Estate Management
- ☐ Special Event Management
- ☐ Wellness Management

PROGRAM START - SESSION SELECTION

Please select your preferred starting session: **Semester:** ☐ Fall ☐ Spring ☐ Summer

For dates, see the Academic Calendar at <https://fua.it/Utility/academic-calendar-detail.html>

Admissions requirements

Application requirements can be viewed online at <https://www.auf-florence.org/admissions>

STEP 3 COSTS & PAYMENT POLICY

Please use the table below to calculate your program cost and complete your payment summary

Tuition costs: Please note: 50% deposit is required to confirm enrollment

TUITION COSTS					
	Under 5 credits	6-11 credits	12-18 credits	19-35 credits	36+ credits
TUITION PER CREDIT	Euro 500	Euro 450	Euro 420	Euro 360	Euro 210
ADMINISTRATIVE AND STUDENT FEES					
Non-refundable, mandatory fees for each season of registration					
APPLICATION FEE One-time only	Euro 120	Euro 120	Euro 120	Euro 120	Euro 120
STUDENT SERVICES FEE	Euro 120	Euro 120	Euro 220	Euro 220	Euro 220
LIBRARY FEE	Euro 25	Euro 25	Euro 40	Euro 40	Euro 40
PAYMENT PROCESSING FEE Each payment transaction	Euro 50	Euro 50	Euro 100	Euro 100	Euro 100
STUDENT KIT One time fee for career programs only	N/A	N/A	Euro 600	Euro 600	Euro 600
LATE REGISTRATION FEE	Euro 300	Euro 300	Euro 1000	Euro 1000	Euro 1000
LATE PAYMENT FEE	Euro 15	Euro 15	Euro 15	Euro 15	Euro 15
Remote learning switch*	Euro 80 per class 150 euros per final exam for courses that do not already have a remote delivery format				

* Remote learning switch requests for non-Iconic courses, only upon approval.

HOUSING AND FIELD LEARNING ACCOMMODATION COSTS

APARTMENT STAY

all prices are per week and include 5 meal units per week (Semester: 16 weeks)

	1-4 weeks	5-9 weeks	10-12 weeks	+13	Private Bathroom supplement
SINGLE ROOM	Euro 400	Euro 360	Euro 330	Euro 310	Euro 25/Week
DOUBLE ROOM	Euro 350	Euro 310	Euro 280	Euro 260	Euro 15/Week
MULTIPLE ROOM	Euro 300	Euro 280	Euro 255	Euro 240	/
PRIVATE APARTMENT (Studio or 1-bedroom only)	Euro 1150	Euro 960	Euro 885	Euro 850	/

HOMESTAY AND FIELD LEARNING ACCOMMODATION

Homestay: breakfast and dinner Monday through Thursday.

Field Learning Accommodation: breakfast and 1 other meal per day for 1- and 3-week Field Learning Programs.

Single rooms not available. Please See page 8 For Instructions.

	1-4 weeks	5-9 weeks	10-12 weeks	+13
FAMILY STAY SINGLE	Euro 435	Euro 390	Euro 365	Euro 350
FAMILY STAY DOUBLE / FIELD LEARNING MULTIPLE	Euro 385	Euro 340	Euro 315	Euro 300

OPTIONAL SERVICES

AIRPORT PICK-UP	Available on the designated check-in day only, between 9:00 am and 7:00 pm, from Florence Amerigo Vespucci Airport only. For students with AUF housing only.	<input type="checkbox"/> Florence	60 EUR
GRADUATION FEE			100 EUR
EXTRA COPY OF TRANSCRIPT*			20 EUR
DUPLICATE DIPLOMA /CERTIFICATE*			20 EUR
DUPLICATE BILL/ DUPLICATE LETTERS OF ENROLLMENT*			5 EUR
ADDITIONAL MEAL UNITSS		<input type="checkbox"/> 15 Units	52 EUR
		<input checked="" type="checkbox"/> 35 Units	121 EUR
		<input type="checkbox"/> 75 Units	258 EUR
		<input type="checkbox"/> 90 Units	310 EUR

* Plus shipping costs, if applicable.

PAYMENT SUMMARY

Using the above chart please calculate your tuition, housing (if applicable), and any additional fees:

Total: 50% due at time of enrollment: Balance due one week prior to the start of term:

Payment Methods: ☐ By Credit Card ☐ By Bank Transfer

OTHER INFORMATION AND SIGNATURES

Please carefully read the information and policies below and sign to accept the terms and conditions

LETTER OF ENROLLMENT, VISA, AND "PERMESSO DI SOGGIORNO"

As soon as we receive confirmation of your enrolment, we will issue a letter of enrollment. The letter of enrollment should be used to obtain a Student Visa at your nearest Italian Consulate or Embassy. Visa requirements depend on student nationality and the period of study. The student is held responsible for obtaining the student visa. If a visa is required, a copy of all documents presented at the Consulate must be brought to Florence. Once in Florence, those documents will be used to request a "Permesso di Soggiorno" (permit of stay) from the Immigration Office. Some shorter stays will only require a "Dichiarazione di Presenza" instead of the permesso di soggiorno. In this case, only a passport is necessary. AUF staff will assist with both requests upon arrival in Florence. Important! For questions relating to your immigration status, visa extensions and permit of stay renewals, please refer to your local Italian Embassy or Consulate. Tuition is due in full before the start date of your chosen program..

CANCELLATION POLICY

For all programs, tuition/entire program cost liability is based on the date on which a formal written cancellation request is received by AUF. If a cancellation notice is received:

Tuition:

30+ days before arrival, 30% penalty
30-7 days before arrival 50% penalty
Less than 7 days before arrival 100% penalty

Housing:

40+ days before arrival, 30% penalty
Less than 40 days before arrival, 100% penalty

Under no circumstances will a refund be made.
Failure to attend does not constitute official cancellation.

*A term starts on the arrival date as indicated in the AUF Academic Calendar (please see last page of application form).
No refund will be made under any circumstances until the official enrollment letter has been returned to AUF.
A student who enrolls for more than one semester and who wishes to withdraw before completing the entire duration they applied for will NOT receive a refund of any kind.

LEARNING DISABILITIES

Students with certified learning disabilities requesting academic Students with certified learning disabilities requesting academic accommodations must provide adequate documentation.

AUF is committed to providing all students with a comfortable, productive and non-discriminatory academic environment. Assistance is offered to students who have certified learning disabilities and submit documentation to the Academic and Admissions Offices before arrival in Florence. Notification or documentation of a learning or physical disability may not be submitted once the term has started. AUF will process the request and inform the student of accommodations if authorized.

INSURANCE

All students must be covered by international health insurance for the duration of their stay in Italy. Non-EU citizens will automatically be enrolled in GeoBlue health insurance by AUF, the most comprehensive insurance available. This makes excellent health care available to students while they are in Italy as well as a 24-hour assistance call center for emergencies or questions. For more information go to: <https://www.geo-blue.com>. Students are requested to inform the admissions office if they already have an international insurance policy.
EU citizens are responsible for ensuring that they have adequate health insurance coverage for the duration of their stay.

WAIVER

The program involves studying at AUF in Italy and may include living with a host. The program involves studying at AUF in Italy 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, group excursions, and in the activities included in the AUF program and has 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 AUF program, but chooses to do so. The Undersigned therefore agrees to assume and take on all responsibilities in any activities associated with the AUF's program in Italy. In consideration of, and in return for, the service, facilities and other assistance provided to participants by AUF, we, along with any of our assignees, heirs, distributees, guardians, and legal representatives release AUF and its Italian 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 AUF and/or AUF office, including but not limited to negligence, mistake, or failure to supervise by AUF or any of its employees, agents, or contractors.

CONDUCT/ BEHAVIOR RELEASE

I understand that as a student attending an AUF program, I represent will behave as an ambassador for this institution and country. Therefore, all policies apply to me during my participation in the AUF program, in addition to the Student Code of Conduct for my chosen AUF program. I understand that AUF must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs. Accordingly, AUF reserves the right to dismiss a student from the program on the basis of any observed conduct or behavior which causes concern for the safety and well-being of students or others.

AUF officials shall have the authority to make the final decision on a participant's dismissal from the program. Misconduct includes actions that violate school regulations or Italian law, or in the judgment of the school and/or AUF officials, jeopardize the welfare of that student, other individuals or the program. It is understood that no refund of tuition, fees or rent will be given if a student is dismissed from the program. Such actions include, but are not limited to, the following: Excessive unauthorized absence from class and/or other organized program activities - The use of threats or physical violence - Violation of Italian laws - Violation of the school or housing regulations - Damage to or destruction of school, residence, or student property - Alcohol or substance abuse - Reckless or dangerous behavior.

TRANSCRIPT RELEASE

Transcripts are released approximately 6 weeks after a term ends. AUF reserves the right to withhold a transcript in the case of unpaid balances due. Transcripts will be released once accounts are paid in full.

PRIVACY POLICY

AUF is fully committed to respecting the privacy of all applicants and all visitors to its website. The information that you provide to AUF will only be used for the purpose of looking after your interest in the AUF program. Your personal information will be used by AUF in accordance with the provisions of the EU General Data Protection Regulation (GDPR) (EU) 2016/679 and with Italian law D. Lgs. 101/18.

CERTIFICATIONS

I certify that I have carefully considered each question and that my statements are true and complete to the best of my knowledge. I accept as binding any and all conditions that normally apply to admission to AUF.

All of the information provided here is correct and valid. I understand and hereby accept that any falsification or untrue statements are subject to prosecution by Italian law. I agree that by accepting these terms and conditions I will abide the GENERAL RULES, ACADEMIC RULES, and all AUF POLICIES present on the website.

I have read and agree with the above statements, including Program Waiver. I have carefully reviewed all the information that I am submitting.

I authorize the use of my personal information by AUF, which will treat it in accordance with the provisions of the EU General Data Protection Regulation (GDPR) (EU) 2016/679 and with Italian law D. Lgs. 101/18.

Signature of Applicant:

Date:

I have read and agree with the above statements, including Program Waiver.

I have carefully reviewed all the information that I am submitting.

Signature of Applicant:

Date:

I understand that I am responsible for my course selection and that I must obtain pre-approval for transferable credits.

Signature of Applicant:

Date:

I authorize the use of my personal information by AUF, which will treat it in accordance with Italian Law 196/03 on privacy.

ACCOMMODATION

Please indicate your housing preference below

HOUSING INFORMATION

Apartment and homestay options are arranged for enrolled students. Apartment and homestay options are arranged for enrolled students. Please note that AUF housing is mandatory for the first academic year of study (two academic seasons) of the Bachelor's Degree program and first semester of the AA/Career program. AUF does not own or lease apartments but works as a facilitator to assist students in finding accommodation only during their stay in Florence. AUF sole intention is to facilitate the students' study abroad experience. Students are not obliged to secure housing through AUF unless they qualify through the housing waiver policy. Housing in the winter break is included only for students continuously enrolled in the Fall semester and the January Intersession.

The rental period begins on the program start date and ends one day after the last day of class. Check-in time is only from 9 am to 7 pm on check-in day. For any arrivals outside that time, you must contact AUF. Check-out time must be no later than 10am on check-out day.

Please fill in and sign your Housing Request Form (page 9) and send it to the AUF Registrar's Office by the application deadline. A 250 EUR security deposit authorization must be supplied on arrival in Florence. Students will be responsible for any damages to their apartment or its furnishings and will have all damage costs removed from their security deposit.

Please note: AUF will only assign housing to students who request housing within the designated deadline. Housing requests received after the application deadline will not be honored. In addition, AUF reserves the right not to accept requests that are received when no more apartments are available. In this case, students will be notified and instructed to select another housing option. In the case of no further availability, AUF will be available for further consultation. Apartments will be assigned according to availability. Depending on their request, students will be assigned to a single or shared bedroom in a furnished apartment that will be shared with other AUF students. Single rooms cannot be guaranteed and students who have been assigned one will be informed directly by AUF. If a student request cannot be honored due to space limitations, the student will be assigned according to availability. Students will not be able to choose their apartment or change roommates. All roommate requests must be mutual and specified on the housing request form. Students will not be allowed to check into their apartments before the check-in date or to check out of their apartments after check-out date. AUF makes every attempt at placing students according to any needs they might have. If you have a medical condition or disability that you would like to disclose, and which requires specific attention, please let us know either via email or on your housing application form.

APARTMENT DESCRIPTION

The apartments are fully furnished and fully functional. A utility budget is included in the housing cost. The standard layout of the apartments consists of multiple bedrooms, multiple bathrooms (the number may vary), kitchen, and living/dining room space. The bedrooms range from single bedrooms for one occupant (limited availability) to multiple occupancy bedrooms. Pillows, bedding and towels are provided. Adequate clothing and luggage storage space will be provided. A very limited number of apartments have only one bedroom, and some have more than 3 bedrooms. Students in any housing option will be sharing the apartment with other students. Kitchens are all fully functional, with sufficient utensils, plates and glasses for the number of occupants. Also included are refrigerators, ovens, stoves, basic cookware. Apartments are of the same standard and have similar facilities, although no two apartments are alike because of the historical nature of the city center. They are not all located in the same neighborhood, but are all within walking distance to AUF facilities or the nearest bus route.

HOMESTAY DESCRIPTION AND INFORMATION

Pillows, bedding and towels are provided. Adequate clothing and luggage storage space will be provided. Hosts don't always live in the direct center of town, although they are always located near a public transportation option. Bus rides will be 10-30 minutes to the campus. Accommodation is half board (breakfast and dinner, Monday to Thursday). For further information on this type of accommodation please contact the Admissions Office or see the following link: <https://studentlifeflorence.it/>

PICK-UP SERVICE

Students not traveling on a group flight may request pick up service - from Florence airport ONLY - between 9:00 am and 7:00 pm on the designated arrival day for an extra charge. **Please note:** You must notify AUF of your arrival date and time at least two weeks prior to arrival.

For students enrolled in field learning courses at the start of their program: students will be met at the relevant airport as outlined in the course itinerary and will be facilitated in their transfer to the hotel. Students will be responsible for purchasing their own train ticket where applicable.

MEAL PLAN UNIT INFORMATION

5 meal plan units per week are included in the housing package (80/75 units per semester, 15 units for 3-week sessions and 30 units for 6-week sessions). Meal Plan Units can be used at Ganzo, located at Via de' Macci 85/r, creative learning lab and the school restaurant of Apicius; at Fedora, creative learning lab and pastry shop/bistro of Apicius located at Via Ricasoli 21; and at Sorgiva, Wellness Learning Lab, located in via Ricasoli 21.

HOW TO CALCULATE HOUSING AND FIELD LEARNING RESIDENCY COSTS

Semesters

- Fall/spring semester apartment stay: +10w apartment cost X 16w. Check-in and orientation take place the week prior to class, includes 80/75 meal plan units.
- Fall/spring semester family stay: +10w family stay cost X 16 w. Check-in and orientation take place the week prior to class.
- Pre-semester 1w FL course + fall/spring semester apartment stay: [1-4w FL residency cost X 1w] + [+10w apartment cost X 15w]
- Pre-semester 1w FL course + fall/spring semester family stay: +10 family/FL cost x 16w. Same cost category for both.

Quarters/ Intensive Sessions

- Cost per week in apartment or family stay X number of session weeks. Summer sessions 3-6-9-12 weeks of length, fall/spring 3-4-7-8-11-12 weeks of length due to 1-week intersessions between 3-week intensive sessions.
- Pre-session 1/3w FL course + intensive session apartment stay: [1-4w FL residency cost X one or 3w] + [apartment cost per week X number of weeks]
- Pre-session 1/3w FL course + intensive session family stay: [(FL weeks + Florence weeks) X corresponding family/FL cost]. Same cost category for both.

Career/AA Programs

- Standard housing for 1 or 2 year career programs follows the duration of levels composed of Sessions I-II-III-IV per academic season: 15 weeks in the fall spring (+ 4 weeks of required January Intersession and Intersession Week I). Multiply the total number of weeks by the +10w cost.

Examples:

- 1-year fall & spring: 15w fall + 3w January Intersession + Intersession Week I + 15w spring. 34w X +10w cost for housing total.
- Please note:
 - For a single level of a career program, the housing duration is 15 weeks.
 - Housing requested for students on direct access tracks to year 2 of career programs will cover summer sessions III-IV, August Intersession, and Fall Intersession Week I (10 additional weeks).
 - The second year of CA/BP programs only may start in all academic seasons for both students who demonstrate year 1 equivalency or opt for the direct access track requiring coursework in the academic season prior to the year 2 start. Inquire with AUF Admissions regarding sessions and required Aug/Jan intersessions in between seasons.
- Please note: housing is not covered during the winter break between the end of the fall semester and the January Intersession

HOUSING REQUEST FORM

Please fill out the following form and mail, e-mail, or fax it with your program application by the application deadline for your term. WE REMIND YOU THAT NO HOUSING ASSIGNMENT WILL BE MADE UNTIL THIS FORM HAS BEEN FULLY COMPLETED, SIGNED, AND RETURNED TO AUF. Housing payment must be completed before students can be informed of their assignments. All students must complete and sign this form whether they are securing housing through AUF or are making independent housing arrangements. Students making their own housing arrangements should mark that option and sign at the bottom.

Student's full name: Gender: E-mail:
Phone: Date of birth (MM/DD/YY): Nationality:
Permanent home address

HOUSING SELECTION:

☐ **Student Apartment** through AUF ☐ Single bedroom ☐ Double bedroom ☐ Multiple bedroom ☐ Private apartment

☐ **Independent Housing Arrangements.** (only for students who qualify through the housing waiver policy)

In selecting the independent housing option and signing at the bottom of this page, I accept full responsibility for securing my housing in Italy.

☐ **Homestay** ☐ Single bedroom (available at extra cost) ☐ Multiple bedroom

Housing preferences may not always be guaranteed. Please see the housing costs page for supplement amounts. If you wish to be housed with a specific person(s), please list his/her name(s) here. Please note that requests for roommates must be mutual in order to be accommodated.

.....

I UNDERSTAND THAT:

1. Housing check-in time is 9 am to 7 pm on check-in day
 2. I must leave the assigned apartment no later than 10 am on check-out day.
 3. I must leave the assigned apartment in good condition.
 4. For damages to the apartment, I will be charged.
 5. AUF reserves the right to expel from the assigned apartment any student whose behavior does not conform with civilized standards of behavior.
 6. AUF reserves the right to withhold transcripts of students who have any type of outstanding debts.
- I agree to abide by the regulations of AUF.
 - I authorize the use of my personal information by AUF, which will treat it in accordance with Italian Law 196/03 on privacy.
 - I agree to abide by the AUF housing policy regarding healthy and safety, guests, administration, community standards and maintenance as outlined in the housing agreement: <https://www.studentlifeflorence.it/student-manual/housing/>

Student's signature: Date:

CANCELLATION AND REFUND POLICY

The housing cost is only refundable up to 40 days before the program start date.

Upon arrival in Italy, no refund will be made for any reason whatsoever in case the student decides to cancel, change or vacate the assigned apartment.