



AUF

The American University of Florence

GRADUATE APPLICATION FORM

Please complete all the application steps and return to admissions@auf-florence.org

APPLICATION DEADLINES

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

ACADEMIC CALENDAR:

Academic calendar dates for the current academic year may be consulted at: <https://www.auf-florence.org/academic-calendar/>

Calendar dates include details for orientation, class start/end dates.

Please note that the program starts in Fall 11-week semester

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 PROGRAM?

(Please indicate which resource/s below)

- Campus visit by AUF representative
- Study abroad fair
- Professor
- Study abroad officer/director
- Magazine/newspaper
- Family/friend
- Web/internet resource

ADMISSION REQUIREMENTS

Graduate program admissions requirements may be viewed at <https://www.auf-florence.org/admissions/>

PROGRAM SELECTION

- Master of Arts in International Education
- Master of Arts in Health and Wellness Studies
- Master of Arts in Organizational Management in International Hospitality
- Master of Arts in Visual Media
- Master of Arts in Fashion Retail, Merchandising, and Media

PRE-ARRIVAL OPTIONS FOR ACADEMIC FAMILIARIZATION

- Non-Credit Intensive Italian Language Course (Mon-Fri)**
- Non-Credit Special Project: Experiential Learning (Mon-Fri)**
 - Study Abroad Assistant
 - Public Relations
 - Library Sciences
 - English As a Second Language
 - Digital Communication
 - Special Event Management

TUITION & PAYMENT POLICY

Tuition costs pertain for the academic year listed on this application form. Costs may vary between academic years. Please use the table below to calculate your program cost and complete your payment information.

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

| TUITION COSTS | | | | | |
|--|---|--------------|-------------|-------------|----------------|
| Cost per graduate credit | UNDER 5 credits | 6-11 credits | 12+ credits | 19+ credits | Y3 only Career |
| TUITION PER CREDIT | 600 euro | 540 euro | 500 euro | 430 euro | 250 euro |
| 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 |
| 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 |
| GRADUATION FEE* | | | | | Euro 100 |
| Remote learning switch** | Euro 80 per class 150 euros per final exam for courses that do not already have a remote delivery format | | | | |

*One-time required fee applicable to graduating students only (final semester invoicing).

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

PAYMENT SUMMARY

Please calculate using the above chart your tuition, and any additional fees:

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

Payment Methods: By Bank Transfer

HOUSING AND FIELD LEARNING ACCOMMODATION COSTS

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

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 5 For Instructions.*

PLEASE SEE PAGE 11 FOR INSTRUCTIONS ON HOW TO CALCULATE HOUSING AND FIELD LEARNING ACCOMMODATION COSTS

| Apartment | 1-4 weeks | 5-9 weeks | 10-12 weeks | +13 |
|---|------------|------------|-------------|------------|
| Single* (private bathroom supplement Euro 150/week) | Euro 480 | Euro 430 | Euro 395 | Euro 370 |
| Double* (private bathroom supplement Euro 100/week) | Euro 420 | Euro 370 | Euro 335 | Euro 310 |
| Triple* (private bathroom supplement Euro 100/week) | Euro 390 | Euro 340 | Euro 310 | Euro 290 |
| Multiple* | Euro 330 | Euro 310 | Euro 280 | Euro 265 |
| Private apartment (Studio or 1-bedroom only) | Euro 1,380 | Euro 1,150 | Euro 1,060 | Euro 1,020 |

* The above costs are for apartments with 17+ spot capacities. The following are the weekly supplements for lower capacity categories:
 ■ 8-16 spots: Euro 50 per week
 ■ 3-7 spots: Euro 100 per week

* Plus shipping costs, if applicable.

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 5 For Instructions.*

| | 1-4 weeks | 5-9 weeks | 10-12 weeks | +13 |
|---|-----------|-----------|-------------|----------|
| FAMILY STAY SINGLE | Euro 520 | Euro 470 | Euro 440 | Euro 420 |
| FAMILY STAY DOUBLE / FIELD LEARNING MULTIPLE | Euro 460 | Euro 410 | Euro 380 | Euro 360 |

ADDITIONAL SERVICES

| | | Cost in Euro | | |
|--|--|---|---|--|
| AIRPORT PICK-UP (optional) | <i>Available on the designated check-in day only, between 9:00 am and 7:00 pm. For students with AUF housing only.</i> | <input type="checkbox"/> | 60 EUR | From Amerigo Vespucci Airport - Florence ONLY |
| EXTRA COPY OF TRANSCRIPT* (optional) | | <input type="checkbox"/> 25 EUR (digital) | <input type="checkbox"/> 60 EUR (paper) | |
| DUPLICATE DIPLOMA /CERTIFICATE* (optional) | | <input type="checkbox"/> | 20 EUR | |
| DUPLICATE LETTERS OF ENROLLMENT* (optional) | | <input type="checkbox"/> | 5 EUR | |
| | | Cost in Euro | | Units |
| ADDITIONAL MEAL UNITS (optional) | | <input type="checkbox"/> | 52 EUR | 15 Units |
| | | <input type="checkbox"/> | 121 EUR | 35 Units |
| | | <input type="checkbox"/> | 258 EUR | 75 Units |
| | | <input type="checkbox"/> | 310 EUR | 90 Units |

* Plus 40 EUR shipping costs.

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 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.

ACADEMIC YEAR PROGRAM COST

Any and all costs contained in this application form pertain exclusively to the stated academic year. Program costs and related fees may vary from year to year, therefore invoicing may also vary with respect to the original cost structure at the time of enrollment.

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 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 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, distributes, 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. 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. Students choosing to secure housing independently must notify the AUF Registrar's Office upon enrollment.

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 11) 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: <http://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). What can you buy with your meal plan units? Any dessert: one (1) unit each while first, second/main courses range from two(2) to three (3) units each (these are just examples and are subject to variation). A meal includes, for unit holders (when using two or more units) complementary Bread, Mineral Water (1lt) and coffee/cappuccino/tea. Any addition will require extra charge. 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.

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 bedrooms Multiple bedroom Private apartment

What apartment size would you like to request?* 3-7 8-16 17+

*Please note that apartment capacity preference is not guaranteed

Independent Housing Arrangements.

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.studentliflorence.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.