



## APPLICATION FORM ACADEMIC YEAR 2019/20

### SUBMIT THE FOLLOWING MATERIALS TO THE FUA ADMISSIONS OFFICE FOR APPLICATION PROCESSING:

Program Application (signed and completed) Official transcript, CV, or statement of prior experience  
(if applying for intermediate or advanced levels only), and any additional documentation as specified in STEP TWO for program selection.

Please complete all the application steps including housing  
(if applicable) and return to [admissions@fua.it](mailto:admissions@fua.it)

### APPLICATION DEADLINES:

#### FALL

August Intersession: June 15  
Fall Semester: June 15  
Session I: June 15  
Session II: July 15  
Session III: August 15  
Session IV: September 15

#### SPRING

January Intersession: November 15  
Spring Semester: November 15  
Session I: November 15  
Session II: December 15  
Session III: January 15  
Session IV: February 15

#### SUMMER

Summer Semester, I, V, A, C: April 8  
Summer II, VI, D: April 30  
Summer III, VII, B, E: May 20  
Summer IV, VIII, F: June 10

## 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: .....

Local Address: .....

City: ..... State: ..... Zip Code: ..... Country: .....

Email: ..... Phone: ..... Cell: .....

Permanent Address: .....

City: ..... State: ..... Zip Code: ..... Country: .....

Citizenship: ..... Passport #: ..... Date Issued: .....

Current Home College/University: .....

Current year of study: ..... Major: ..... GPA (min. required 2.75, if applicable): .....

EMERGENCY CONTACT: Name ..... email: ..... ph: .....

#### HOW DID YOU LEARN ABOUT FUA?

- Campus visit by FUA representative
- Professor
- Magazine/newspaper
- Web/internet resource (Please indicate which resource/s below)
- Study abroad fair
- Study abroad officer/director
- Family/friend

#### WHY DID YOU CHOOSE FUA? (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?

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

The Student Life and Development office 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 office is to offer a unique, culturally relevant and personally enriching program of activities that will enhance students' overall study abroad experience.

## STEP 2 PROGRAM SELECTION

Please select the type of program you wish to enroll in from the options on the following pages (2-7) and complete the relevant information:

### STEP 2 STUDY ABROAD PROGRAM

**Please note:** Once you arrive on site, you will not be allowed to change programs. Tuition costs vary according to program selection (see pricing information on page 8).

**For ALL students:** Applicants will receive credits for the courses taken at **FUA** via our School of Record, University of South Florida. Please complete the USF Conduct Waiver located on the last page of this application.

**For US students:** Make sure you receive approval for your course selection and credit transfer from home institution and that you do not exceed the total number of credits allowed. Students already receiving Financial Aid, who need certification for studies abroad, should send the necessary documentation along with the completed Admissions Application Form.

**Students applying for classes with prerequisites should submit an official transcript and CV**

**SESSION SELECTION:** (For dates see the Academic Calendar on pages 13-14)

#### SEMESTER:

Fall Semester  Spring Semester  Summer (12 weeks, please indicate below the combination of short summer sessions to fulfill a 12-week summer semester)

#### SHORT/QUARTER:

(Any three consecutive 3-week sessions may be combined into a quarter session)

Fall  Spring  Aug./Jan. Intersession  Session I  Session II  Session III  Session IV

Summer

1-week	<input type="checkbox"/> Session C	<input type="checkbox"/> Session D	<input type="checkbox"/> Session E	<input type="checkbox"/> Session F
3-week	<input type="checkbox"/> Session I	<input type="checkbox"/> Session II	<input type="checkbox"/> Session III	<input type="checkbox"/> Session IV
4-week	<input type="checkbox"/> Session V	<input type="checkbox"/> Session VI	<input type="checkbox"/> Session VII	<input type="checkbox"/> Session VIII
6-week	<input type="checkbox"/> A		<input type="checkbox"/> B	

#### SPECIAL SHORT PROGRAM

##### TUTTOSCANA - STUDY AWAY PROGRAM FLORENCE-NYC

Travel to the US for the NYC course held in Fall/Spring Intersession Week III: Please consult the US Department of State website to find out whether or not your country is a part of the waiver program, otherwise you must request a visa to enter the US.

Fall  Spring

<input type="checkbox"/> <b>Area 1:</b> Event Planning & Communications	<input type="checkbox"/> 3 Credits (NYC ONLY)	<input type="checkbox"/> 6 credits	<input type="checkbox"/> 9 credits
<input type="checkbox"/> <b>Area 2:</b> Digital Media and Visual Arts/Fashion*	<input type="checkbox"/> 3 Credits (NYC ONLY)	<input type="checkbox"/> 6 credits	<input type="checkbox"/> 9 credits
<input type="checkbox"/> <b>Area 3:</b> Food Management and Production for Special Events	<input type="checkbox"/> 3 Credits (NYC ONLY)	<input type="checkbox"/> 6 credits	<input type="checkbox"/> 9 credits

\*Visual Arts offered in the Fall - Fashion in the Spring

If selecting Area 3 select your chef's jacket size:

S  M  L  XL  XXL

Courses held in Florence can be found in the academic schedule online for Fall Session II.

The 1-Week courses held in NYC can be found in the academic schedule online for Fall Intersession week III.

Please select course choices on page 3.

#### FOR ALL SESSIONS:

Students are responsible for requesting courses for which their home institution will grant them credits. Students wishing to earn more credits than the maximum indicated per session must request approval from their home institution.

Please check course schedules for all courses: [www.fua.it](http://www.fua.it) in the Academics area of our website.

Alternative course options are mandatory: **Applications will not be accepted if mandatory alternates are missing.**

It is possible to select an internship course according to the catalog offer.

**Please note: it is not allowed to drop the internship course after final registration.**

#### SEMESTER STUDENTS

Please select your course choices (minimum 12 credits - maximum 18 credits).

#### QUARTER STUDENTS

Please select your course choices (minimum 9 quarter credits - maximum 27 quarter credits).

Students must be enrolled in at least 4.5 quarter credits per short session of attendance.

#### SHORT PROGRAM STUDENTS

Minimum and maximum credit load vary depending on duration of short sessions. Approval required to earn more credits than those indicated per session: 1-week: 3 credits / 3-week: up to 6 semester credits / 4-week: up to 9 semester / 6-week: up to 12 semester credits.

Please indicate your course choices in the table below. Please consult the online schedule for your session of interest which can be viewed on the FUA website: <http://fua.it/academics/academic-schedule.html>

	Code	Credits	Section	Course title	Days	Time
<b>1<sup>st</sup> class</b>						
alternate						
<b>2<sup>nd</sup> class</b>						
alternate						
<b>3<sup>rd</sup> class</b>						
alternate						
<b>4<sup>th</sup> class</b>						
alternate						
<b>5<sup>th</sup> class</b>						
alternate						
<b>6<sup>th</sup> class</b>						
alternate						

- **Note:** Students are entitled to ONLY one course change (ADD/DROP) to their schedule once they have arrived in Florence. This may ONLY be done during the designated final registration period. Students will be informed during Orientation or they can contact the Registrar's Office for further information.
- The school reserves the right to cancel a class should it not reach the minimum number required. Alternate classes will be used or offered to the students.

#### NON-CREDIT COURSES

Non-credit courses are offered in five subject areas: Italian Regional Cuisine, Tuscan Cuisine, Italian Wine Culture, Italian Baking and Pastry, and Gastronomic Walking Tours. Each course lasts for three weeks with one lesson per week. Please see the schedule under the relevant session of interest: <http://fua.it/academics/academic-schedule.html>

Extra Non-Credit Course (at additional cost)				Session	
<b>1<sup>st</sup> class</b> (3weeks)		NC		<input type="checkbox"/> I	<input type="checkbox"/> II
alternate		NC		<input type="checkbox"/> III	<input type="checkbox"/> IV
<b>2<sup>nd</sup> class</b>		NC		<input type="checkbox"/> I	<input type="checkbox"/> II
alternate		NC		<input type="checkbox"/> III	<input type="checkbox"/> IV
<b>3<sup>rd</sup> class</b>		NC		<input type="checkbox"/> I	<input type="checkbox"/> II
alternate		NC		<input type="checkbox"/> III	<input type="checkbox"/> IV
<b>4<sup>th</sup> class</b>		NC		<input type="checkbox"/> I	<input type="checkbox"/> II
alternate		NC		<input type="checkbox"/> III	<input type="checkbox"/> IV

## STEP 2 CERTIFICATE CAREER PROGRAM

**Please note:** Once you arrive on site, you will not be allowed to change programs. Tuition costs vary according to program selection (see pricing information on page 8).

**For ALL students:** Applicants will receive credits for the courses taken at **FUA** via our School of Record, University of South Florida. Please complete the USF Conduct Waiver located on the last page of this application.

**For US students:** Make sure you receive approval for your course selection and credit transfer from home institution and that you do not exceed the total number of credits allowed. Financial aid is available for career programs through USF and the US Department of Veterans Affairs.

**Program Structure and Options:** All programs start in the Fall and are scheduled according to the FUA 3-week short program sessions. (with the exception of Culinary Arts and Baking and Pastry, which start every academic season in the Fall, Summer, and Spring).

Each Certificate Career 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 EL component. 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. The EL projects in the Intersession weeks where indicated are also mandatory.

### Sample Certificate Career Program Year 1 for all programs

**Please note:** Year 1 starts in the Fall only.

#### 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 Certificate Career 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 PROGRAM SELECTION

### PLEASE SELECT YOUR PROGRAM LEVEL(S) AND SESSION START

For candidates who wish to attend the full program from Year 1:

- Application form and fee
- High school diploma
- English fluency

Candidates may directly access Year 2 by fulfilling one of the following:

- Complete Year 1 area of studies
- If studies equivalent to Year 1 can be demonstrated, candidates must provide proof of equivalency by submitting an academic transcript.
- **DIRECT ACCESS TRACK:** Those with no prior experience / academic background may also request entrance to Year 2 by completing the direct access track (see next section "Program Scheduling"). The track requires the fulfillment of two mandatory courses in the two short sessions (III and IV) in the academic seasons prior to the regular Year 2 start. This option allows students to rapidly gain the foundational knowledge necessary to successfully attend Year 2 in a shorter timeframe. Please note that students opting for this track will not receive a program certificate but an official letter of coursework completion, as program attendance does not cover the full 2-year course curriculum.

Candidates may directly access Year 3 of the Food, Wine, and Wellness program if in possession of one of the following:

- Completion of the coursework related to Years 1 and 2.
- An associate's degree in culinary arts or baking and pastry. CV and transcript submission required.
- A bachelor's degree in culinary arts, baking and pastry, or hospitality. CV and transcript submission required.
- At least 3 years of related professional experience. CV submission required.

YEAR 1 AREAS OF STUDY One-Year Certificate	YEAR 2 SPECIALIZATIONS Two-Year Advanced Certificate	YEAR 3 (Culinary/Baking only) Third-Year Master-Level Certificate
<input type="checkbox"/> <b>Communication and Interactive Digital Media</b>	<input type="checkbox"/> Photography <input type="checkbox"/> Visual Communication <input type="checkbox"/> Publishing <input type="checkbox"/> Product Design	
<input type="checkbox"/> <b>Fashion Design, Merchandising, and Media</b>	<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"/> <b>Hospitality Management</b>	<input type="checkbox"/> Hospitality Management <input type="checkbox"/> Special Event Management <input type="checkbox"/> Spa Management <input type="checkbox"/> Real Estate and Facilities Management	
<input type="checkbox"/> <b>Food, Wine, and Wellness Studies</b>	<input type="checkbox"/> Culinary Arts Commis Chef (WACS-recognized) <input type="checkbox"/> Baking and Pastry Commis Chef <input type="checkbox"/> Wine Studies and Enology <input type="checkbox"/> Wellness, Health, and Nutrition	<input type="checkbox"/> Culinary Arts Chef de Partie (WACS-recognized) <input type="checkbox"/> Baking and Pastry Chef de Partie

#### Additional Language Options

##### 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

Specify level:  Beginner  Non-Beginner

#### 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  Beginner  Non-Beginner

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

Fall  Spring  Summer

Please select your jacket size (only for area of Hospitality Management and Food, Wine, and Wellness Studies)

S  M  L  XL  XXL

## STEP 2 FOUR-YEAR PROGRAMS

**Please note:** Once you arrive on site, you will not be allowed to change programs. Tuition costs vary according to program selection (see pricing information on page 8).

**For ALL students:** Applicants will receive credits for the courses taken at **FUA** via our School of Record, University of South Florida. Please complete the USF Conduct Waiver located on the last page of this application.

### PROGRAM SELECTION

The 4-Year Study Curricula at **FUA** offer three 4-year programs that consist of 120 credits/hours including a major field and the distribution requirements:

Communication & Interactive Digital Multimedia: Concentrations in Publishing, Digital Media, and Visual Communication

Hospitality Management: Concentrations in Management for the Hospitality and Tourism Industry, Culinary Arts & Food Service Management

Cultural Studies: Concentrations in Art History, Fine Arts

Please select program and concentration:

4-Year Program .....

Concentration .....

### Admissions requirements

FUA reviews applications from all over the world. We believe that the blending of cultures creates a more diverse and rich student body that adds to each student's educational experience. Each application we receive is individually reviewed before a decision is made.

- Application form and fee: students must submit a completed and signed application form along with the application fee.
- Official transcripts: For all undergraduate 4-year programs students are required to submit a complete certified/official high school transcript and completed diploma (a certified English translation might be required). If the student is transferring from another higher education institution a copy of their certified/official transcript and diploma if obtained will be required.
- GPA Requirements: US and Canadian students wishing to complete their Undergraduate Program with FUA must meet a minimum required cumulative GPA of 2.75.
- Language proficiency: 6.5 IELTS or 71 TOEFL IBT. Students who score 6.0 IELTS or 61-71 TOEFL IBT will be required to take LACWRS070 (Research and Academic Skills) and LACWWR101 (Fundamentals of Writing).
- Each qualified applicant will be interviewed by an Admissions officer of FUA or their nominee in person, by telephone, or other communication means. The main purpose of the interview is to select motivated applicants with the ability to benefit from a solid commitment to our program. FUA actively encourages applications from students of all ages, gender, ethnic, and/or social background, and from students with disabilities.
- Letters of Recommendation: At least one letter of recommendation must accompany the application. They must be addressed to FUA Admissions Office and sent electronically directly by the reviewer. Letters submitted by the student are not acceptable. The contents of the letter should address the student's academic ability, potential and what he/she will gain from studying at FUA and in Florence.
- Personal Statements: Applicants must include a personal statement. This letter should help us learn more about the applicant and his/her qualities beyond test scores, grades, and work history.
- Resume/Curriculum Vitae: Applicants can elect to send a Resume/Curriculum Vitae along with their application. This document should reflect the applicant's work and research history.
- Direct admission to the 4-year programs is granted upon completion of select Certificate Career Programs, see specific 4-year program details for further information.

Students seeking to transfer from a higher education institution should submit their official transcripts of all courses taken together with their application. Some courses may be transfer eligible and applied towards the 4-Year curriculum.

**Please note:** FUA requires an overall minimum grade point average of 2.00, with no more than one grade lower than C- in core courses.

For detailed information regarding a specific 4-year program, please refer to the curricula on [www.fua.it](http://www.fua.it)

## STEP 2 NON-CREDIT INTERNSHIP/EXPERIENTIAL LEARNING PROGRAM

**Please note:** Once you arrive on site, you will not be allowed to change programs. Tuition costs vary according to program selection.

(See pricing information on page 8)

### PROGRAM LENGTH

Program start:

please specify a Fall, Spring or Summer short session from:

- Fall    Spring    Aug./Jan. Intersession    Session I    Session II    Session III    Session IV  
 Summer    Session I    Session II    Session III    Session IV

Number of weeks: .....

Based on your selected starting date, please indicate the desired program lengths in weeks.

**Please note** that there is a minimum of 3 weeks for Experiential Learning and 6 weeks for Internships.

### PLEASE SELECT YOUR LEVEL OF ITALIAN LANGUAGE:

(All beginner students will take a placement test on the first day of class)

This program requires a minimum of 3 weeks of Italian language. Some field placements may have particular language level requirements. Please indicate your language level below:

How many college semesters, or equivalent, of Italian language have you completed?

- Beginner  
 Intermediate I (prerequisite: 1 semester of Italian language)    Intermediate II (prerequisites: 2 semesters of Italian language)  
 Intermediate III (prerequisites: 3 semesters of Italian language)    Advanced (prerequisites: 4 semesters of Italian language)

### CAREER FIELDS

Please select 3 career fields. Please contact the Admissions Office for information regarding placements available during the desired period of study. Please note that the institution strives to place candidates in their first selected field, however depending on availability and external organizations, the institution reserves the right to place a student according to the second or third choices.

- 1** .....  
**2** .....  
**3** .....

### APPLICATION PROCEDURES AND REQUIREMENTS

**1** Complete all steps of the application form.

**2** Include the following materials with your application:

- Required documentation stated in STEP 1 (Official transcript or record of previous courses taken, CV, statement of prior experience if applying for intermediate or advanced levels only).
- Cover Letter
- Portfolio with examples pertaining to your desired field where relevant (e.g. art, graphics, fashion, photography, design and visual communication positions)

**3** An online phone conference will be scheduled with the candidate.

**4** Acceptance into the program will be officially communicated by the Admissions Office.

## STEP 3 PAYMENT, COSTS & PAYMENT POLICY

*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						
	Under 5 credits	6-11 credits	12-18 credits	19-35 credits	36+ credits	Graduate Studies
<b>Tuition per credit</b>	500 euro	450 euro	420 euro	360 euro	210 euro	250 euro
NON-CREDIT PROGRAM COSTS						
All prices are per week						
	3-9 Weeks			10 + Weeks		
<b>Italian Language</b>	185 euro			150 euro		
<b>Internship/ Experiential Learning and Housing*</b> Cannot be separated	335 euro Single supplement 50 euro			285 euro Single supplement 50 euro		
ADMINISTRATIVE AND STUDENT FEES						
Non-refundable, mandatory fees for each session of registration						
<b>Application Fee</b> One-time only	120 euro	120 euro	120 euro	120 euro	120 euro	120 euro
<b>Student Services Fee</b>	120 euro	120 euro	220 euro	220 euro	220 euro	220 euro
<b>Library Fee</b>	25 euro	25 euro	40 euro	40 euro	40 euro	40 euro
<b>Payment Processing Fee</b> Each payment transaction	50 euro	50 euro	100 euro	100 euro	100 euro	50 euro
<b>Student Kit</b> One time fee for career programs only	N/A	N/A	600 euro	600 euro	600 euro	N/A
<b>Late Registration Fee</b>	300 euro	300 euro	1,000 euro	1,000 euro	1,000 euro	1,000 euro
<b>Late Payment Fee</b>	15 euro	15 euro	15 euro	15 euro	15 euro	15 euro
HOUSING AND FIELD LEARNING RESIDENCY COSTS (optional)						
Apartment stay : All prices are per week and include five meal units per week (Semester 16 weeks)						
Family stay and Field Learning Residency: breakfast dinner Mon- Thurs for family stays, breakfast and 1 meal per day for 1 and 3-week Field Learning Program						
Dorm stay: included meal plan: partial meal plan of 5 units per week Cleaning Service: cleaning service (including change of sheets) included. The service will take place at the beginning of FUA short sessions in the Fall/Spring (monthly) and Summer every 3 weeks						
PLEASE SEE PAGE 10 TO SEE HOW TO CALCULATE HOUSING AND FIELD LEARNING RESIDENCY COSTS						
	1-4 Weeks		5-9 Weeks		10 + Weeks	
<b>Apartment Stay</b>	250 euro		230 euro		210 euro	
<b>Dorm</b>	Double: 240 euro	Multiple: 220 euro	Double: 220 euro	Multiple: 200 euro	Double: 200 euro	Multiple: 180 euro
	Double private bathroom: 290 euro		Double private bathroom: 270 euro		Double private bathroom: 250 euro	
<b>Family Stay/Field Learning</b>	360 euro		330 euro		290 euro	
<b>Single Supplement</b>	50 euro		50 euro (Not available FL and Dorm)		50 euro (Not available FL and Dorm)	
OPTIONAL SERVICES						
<b>Airport Pick-up</b>	<input type="checkbox"/> Florence - 60 euro Available on the designated session check-in day only, between 9:00 am and 7:00 pm					
<b>Additional Meal Plan Units</b>	<input type="checkbox"/> 15 Units - 52 euro <input type="checkbox"/> 35 Units - 121 euro <input type="checkbox"/> 75 Units - 258 euro <input type="checkbox"/> 90 Units - 310 euro					
<b>Extra Copy of Transcript</b>	20 euro	20 euro	20 euro	20 euro	20 euro	20 euro
<b>Duplicate Diploma /Certificate</b>	20 euro	20 euro	20 euro	20 euro	20 euro	20 euro
<b>Duplicate Bill/ Duplicate letters of enrollment</b>	5 euro	5 euro	5 euro	5 euro	5 euro	5 euro

### 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 (arrival date): .....

### Payment Methods

**By Credit Card:** Please contact admissions@fua.it

**By Direct Bank Transfer** Account name: Florence University of the Arts Account number: 19777C00

Bank: CR di Firenze - ag.sede - Via Bufalini 4 50122 Firenze - ABI 06160 CAB 02800 - Cod IBAN IT54F061600280000019777C00 - BIC-SWIFT: CRFIIT3F

Reason for the payment (please indicate name of student, session and payment reason eg. housing, tuition): .....

**By check**

Please make checks payable to Florence University of the Arts- Express Mail to: Florence University of the Arts, Corso Tintori, 19 50122 Florence, Italy



## STEP 4 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 your deposit (50% of the total) 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 study visa. If a visa must be requested, a copy of all documents presented at the Consulate must be brought to Florence. Once in Florence, those documents will be utilized 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. FUA 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. For students enrolling in a 2 or 4 year program, balance is due before the end date of the first/third year of study.

### 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 FUA. If a cancellation notice is received:

- Within 30 days prior to the term start date\*, the student will be liable for 30% of tuition/entire program cost.
- Within a period of 30 days to one (1) week prior to the term start date\*, the student will be liable for 50% of tuition/entire program cost.
- Within one (1) week prior to the term start date\* the students will be liable for 100% of tuition/entire program cost. 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 FUA 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 FUA.

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

For students with certified learning disabilities please include documentation along with the application form.

FUA 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. Students should note that they may not have the same level of services and facilities available to them at their home institution. Notification or documentation of a learning or physical disability may not be submitted once the term has started. FUA 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 receive GeoBlue health insurance, the most comprehensive study abroad 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

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

### CONDUCT/ BEHAVIOR RELEASE

I understand that as a student attending an FUA program, I represent my home institution and country and will behave as an ambassador for this institution and country. Therefore, all policies governing behavior as printed in my home institution's Student Code of Conduct apply to me during my participation in the FUA program, in addition to the Student Code of Conduct for my chosen FUA program. I understand that information regarding any behavior found disruptive or offensive to the FUA program will be released to my home institution's study abroad office. I understand that FUA must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs. Accordingly, FUA 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.

The Director and/or Associate Director of FUA 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 FUA 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 8 weeks after a term ends. FUA reserves the right to withhold a transcript in the case of unpaid balances due, including balances due to FUA academic institutions, any FUA agent, contractor or program partner. Transcripts will be released once accounts are paid in full.

All students will be granted credits for the courses completed at FUA through the FUA University of Record, University of South Florida (USF). All students who submit the USF waiver will automatically receive one (1) USF transcript upon completion of their courses and/or program.

### TRANSCRIPT WAIVER

All students are required to submit, along with their Application Form, the USF Conduct Waiver (see last page of Application Form). Failure to submit this form will result in a student not being granted credits for their courses completed at FUA through the FUA University of Record, University of South Florida (USF).

### PRIVACY POLICY

FUA is fully committed to respecting the privacy of all applicants and all visitors to its website. The information that you provide to FUA will only be used for the purpose of looking after your interest in the FUA program. Your personal information will be used by FUA in accordance with Italian law D. LGS.VO 196/03.

### CERTIFICATIONS

1. I certify that I am in good academic standing at my home institution and that I meet its requirements and deadlines to be eligible to study abroad.
2. 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 FUA.

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 signing this application form I will abide the GENERAL RULES, ACADEMIC RULES, and ALL FUA POLICIES present on the website: [www.fua.it](http://www.fua.it)

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 FUA, which will treat it in accordance with Italian Law 196/03 on privacy.

Signature of Applicant:..... Date: .....

## STEP 5 ACCOMMODATION

Please indicate your housing preference below

### HOUSING INFORMATION

FUA's Housing Office is pleased to facilitate the housing arrangement process for students but you are welcome to make your own direct accommodation plans. FUA does not own or lease apartments but works as a facilitator to assist students in finding accommodation only during their stay in Florence. The Housing Office's sole intention is to facilitate the students' study abroad experience. Students are not obliged to secure housing through FUA's Housing Office. Students choosing to secure housing independently must notify the FUA Admissions Office

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 the FUA housing coordinator prior to arrival. Check-out time must be no later than 10am on check-out day. Please fill in and sign your Housing Request Form and send it to the FUA Admissions Office by the application deadline. A 250 Euro 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:** The Housing Office will complete assignments only for students who request housing within the designated deadline. Housing requests received after the application deadline will not be honored. In addition, the Housing Office 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, the Housing Office will be available for further consultation. Apartments will be assigned on a first come, first served basis 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 FUA students. 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 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. The Housing Office 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 to the Housing Office, 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. The standard layout of the apartments consists of multiple bedrooms, multiple bathrooms (variable), kitchen, living/dining room space. The bedrooms range from single bedrooms for one occupant (limited supply) to triple bedrooms, with the occasional quad space. Shared bedrooms imply from 2 to 4 occupants. Pillows, bedding and towels are included in the bedrooms. There will also be sufficient closet space to accommodate a reasonable amount of clothing and luggage. A very limited number have only one bedroom, and some have more than 3 bedrooms. In most shared apartments, students number 4-6. In limited supply, housing in residences can be arranged, dormitory style, and can house 14-16 students. In some cases, coeducational housing can be provided/arranged, however, prior to coeducational arrangements, permission must be granted by the school and/or students' parents/guardians. Students in any housing system will be sharing the apartment with other students, as there are no studio apartments available. Kitchens are all fully functional, with sufficient utensils, plates and glasses per number of occupants. Also included are refrigerators, ovens, stoves, basic cookware. Although apartments are of the same standard and have similar facilities, no two apartments are alike. They are not all located in the same building, but are all within walking distance to FUA or the nearest bus route.

### DORM-STYLE ACCOMMODATION: FUA RESIDENCE

The Residence is a high-occupancy living arrangement (an entire floor with 6 bedrooms, common areas, and bathrooms) and offers specific amenities, including Internet and air conditioning. The Residence houses a total of 19 students. Accommodations consist of 3 double rooms with restrooms on the same floor, 1 double room with private restroom, and 2 multiple occupancy rooms with private restrooms. FUA is only able to accept requests based upon bedroom type and availability. Roommate requests may only be granted if all roommates concerned request the same room type and the same roommates. Accessibility: Rooms are located on the third floor of the building and are accessible through stairs and elevator. One of the multiple-occupancy rooms is wheelchair accessible and has an accessible restroom. In dorm-style accommodation, co-ed housing may be arranged.

### HOMESTAY DESCRIPTION AND INFORMATION

Bed linens 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 reach school. 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/resources/FUA\\_Housing.pdf](http://studentlifeflorence.it/resources/FUA_Housing.pdf)

### PICK-UP SERVICE

Students not traveling on a group flight may request pick up service from Florence airport between 9:00 am and 7:00 pm for an extra charge.

**Please note:** You must notify FUA of your arrival date and time at least two weeks prior to arrival.

### MEAL PLAN UNIT INFORMATION

5 meal plan units per week are included in the housing package (80 units per semester, 15 units for 3 week sessions and 30 Units for 6 weeks Summer session). 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, and at Fedora, creative learning lab and pastry shop of Apicius located at Via Guelfa 116/B.

### 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 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/Short 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 short sessions.
- Pre-session 1/3w FL course + short 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 + short session family stay: [[FL weeks + Florence weeks] X corresponding family/FL cost]. Same cost category for both.

#### Career 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 FUA 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 FUA. 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 FUA 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 FUA  Single bedroom (available at extra cost)  Multiple bedroom

**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. (NOT AVAILABLE FOR STUDENTS SELECTING NON-CREDIT EXPERIENTIAL LEARNING/INTERNSHIP PROGRAMS)

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

**Dorm**  Double private bathroom  Double  Multiple (see costs chart)

**If you are applying for more than one session, please note that your accommodation will be secured only for the first session of enrolment.**

**If you wish to secure housing for the following sessions please contact [admissions@fua.it](mailto:admissions@fua.it) before the application deadline of your second session.**

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. Fua reserves the right to expel from the assigned apartment any student whose behavior does not conform with civilized standards of behavior.
6. Fua reserves the right to withhold transcripts of students who have any type of outstanding debts.

I agree to abide by the regulations of FUA.

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

I agree to abide by the FUA housing policy regarding healthy and safety, guests, administration, community standards and maintenance as outlined in the housing agreement: [http://studentlifeflorence.it/resources/FUA\\_Italy\\_Housing\\_Policy.pdf](http://studentlifeflorence.it/resources/FUA_Italy_Housing_Policy.pdf)

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.

## STEP 6 TRANSCRIPT REQUEST FORM

*All students will receive an FUA transcript for credits successfully completed. Should you also require a transcript from the University of South Florida, our School of Record, please sign the waiver on the following page*

The University of South Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and holds the Carnegie Classification of a Research Very High institution. Located in Tampa Florida, it is one of the largest public universities in the USA, and among the top 50 universities, public or private, for federal research expenditures. USF places particular emphasis on its international engagements and has partnered with the Fua Florence Association for International Education (Florence University of the Arts), to serve as its School of Record (SoR).

FUA students have the option of obtaining a USF transcript at the end of their course of study. USF considers FUA courses to be, in every respect, the equivalent of a USF course. However, since USF recognizes that students are enrolled in FUA courses, the credit is shown as "transfer" rather than "system/institutional" credit on the USF transcript. The original FUA course is included on the transcript, followed by the USF equivalent. This most accurately represents the connection between the FUA course and the USF equivalent.

**The USF transcript is not included in the Graduate Certificate in International Education. If you like to add this, please inquire.**

Please indicate if you require a USF Transcript:

**Yes**  **No**

**If yes, please complete and sign the University of South Florida Student Conduct Waiver on the following page.**

**If the form is not completed you will not receive a USF transcript.**



## University of South Florida Student Conduct Information Questions

If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes to either question, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.

1. Yes \_\_\_\_\_ No \_\_\_\_\_ Are you currently, or have you ever been, charged with or subject to disciplinary action for scholastic (such as plagiarism or cheating) or any other type of behavioral misconduct at any educational institution? You do not need to disclose academic dismissal, suspension, or probation for poor grades.

2. Yes \_\_\_\_\_ No \_\_\_\_\_ Have you ever been charged with a violation of the law, misdemeanor and/or felony (even if adjudication was withheld) which resulted in, or, if still pending could result in, probation, community service, restitution, a jail sentence or the revocation or suspension of your driver's license (you are not required to include traffic violations which only resulted in a fine)?

***If you responded yes to one or both of the previous questions:***

In order to continue processing your application we will need additional information. Please provide copies of official, signed court/university documents explaining the proceedings and final disposition that are relevant to the incident(s) in question. Please attach legible copies of the following:

1. Original charges, 2. Sanctions, 3. Final disposition.

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

Signature: \_\_\_\_\_

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

## 2019|20 SEMESTERS

Classes are held weekly in the fall/spring semesters, courses can also be combined from the fall/spring short sessions. During the summer semester, classes are held daily Mon-Fri or Mon-Thurs depending on sessions of enrollment.

Please check the schedule of classes for courses that include a mandatory weekend Field Learning activity.

## Fall Semester 2019

**Cultural Introduction to Italy pre-semester Field Learning program - optional**

**Sunday Aug 25** Students arrive (Rome, by 5pm)

**Monday Aug 26** Orientation

**Monday Aug 26 to Sunday Sept 1** Cultural Introduction to Italy

**Sunday Sept 1** Students arrive in Florence (by 2pm)

**Monday Sept 2** Classes start in Florence

**Wednesday Aug 28** Students arrive

**Thursday Aug 29** Orientation

**Friday Aug 30** Orientation

**Monday Sept 2** Classes start

**Monday Oct 14 to Friday Oct 18** Midterm Exam Week

**Monday Oct 21 to Friday Oct 25** Fall Break (Study Abroad only)/Optional Seminars/TuttoToscana Program NYC week

**Monday Oct 28** Classes resume

**Monday Dec 9 to Wednesday Dec 11** Final Exam Week

**Wednesday Dec 11** Classes end

**Thursday Dec 12** Housing check-out (by 10AM)

## Spring Semester 2020

**Cultural Introduction to Italy pre-semester Field Learning program - optional**

**Monday Jan 27** Orientation

**Monday Jan 27 to Sunday Feb 2** Cultural Introduction to Italy

**Sunday Feb 2** Students arrive in Florence (by 2pm)

**Monday Feb 3** Classes start in Florence

**Wednesday Jan 29** Students arrive

**Thursday Jan 30** Orientation

**Friday Jan 31** Orientation

**Monday Feb 3** Classes start

**Monday Mar 16 to Friday Mar 20** Midterm Exam Week

**Monday Mar 23 to Friday Mar 27** Spring Break (Study Abroad only) / TuttoToscana Program NYC week

**Monday Mar 30** Classes resume

**Monday May 11 to Wednesday May 13** Final Exam Week

**Wednesday May 13** Classes end

**Thursday May 14** Housing check-out (by 10AM)

## 12-Week Summer Semester 2020

**Cultural Introduction to Italy pre-semester Field Learning program - optional**

**Sunday May 10** Students arrive (Rome, by 5pm)

**Monday May 11** Orientation

**Monday May 11 to Sunday May 17** Cultural Introduction to Italy

**Sunday May 17** Students arrive in Florence (by 2pm)

**Monday May 18** Orientation in Florence

**Sunday May 17** Students arrive

**Monday May 18** Orientation/Final Registration

**Tuesday May 19** Classes start

**Thursday Aug 6** Classes end

**Friday Aug 7** Housing check-out (by 10AM)

## 2019-2020 SHORT SESSIONS &amp; QUARTERS

Please note: Any three consecutive 3-week sessions may be combined into a quarter session. Some courses may include mandatory experiential learning projects during Intersession Weeks that students are required to attend.

## Fall 2019 3-Week Sessions

Classes are held Monday through Friday

Please check the schedule of classes for courses that include a mandatory weekend Field Learning activity.

## August Intersession

**Sunday August 4** Students arrive

**Monday August 5** Orientation/Final Registration

**Tuesday August 6** Classes Start

**Thursday August 22** Classes end

**Friday August 23** Housing check-out (by 10:00AM)

Intersession Week I: Monday August 26 to Friday August 30 / Cultural Introduction to Italy Week (Sunday Aug 25 to Sunday Sept 1)

## Session I

**Sunday Sept 1** Students arrive

**Monday Sept 2** Orientation/Final Registration

**Tuesday Sept 3** Classes start

**Thursday Sept 19** Classes end

**Friday Sept 20** Housing check-out (by 10AM)

Intersession Week II EL: Monday Sept 23 to Friday Sept 27

## Session II

**Sunday Sept 29** Students arrive

**Monday Sept 30** Orientation/Final Registration

**Tuesday Oct 1** Classes start

**Thursday Oct 17** Classes end

**Friday Oct 18** Housing check-out (by 10AM)

Intersession Week III EL/Optional Seminars/TuttoToscana Program NYC week: Monday Oct 21 to Friday Oct 25

## Session III

**Sunday Oct 27** Students Arrive

**Monday Oct 28** Orientation/Final Registration

**Tuesday Oct 29** Classes start

**Thursday Nov 14** Classes end

**Friday Nov 15** Housing check-out (by 10AM)

Intersession Week IV EL: Monday Nov 18 to Friday Nov 22

## Session IV

**Sunday Nov 24** Students Arrive

**Monday Nov 25** Orientation/Final Registration

**Tuesday Nov 26** Classes start

**Wednesday Dec 11** Classes end

**Thursday Dec 12** Housing check-out (by 10AM)

## Spring 2020 3-Week Sessions

Classes are held Monday through Friday

Please check the schedule of classes for courses that include a mandatory weekend Field Learning activity.

## January Intersession

**Friday Jan 3** Students arrive

**Saturday Jan 4** Orientation/Final Registration

**Tuesday Jan 7** Classes start

**Tuesday Jan 21** Classes end

**Wednesday Jan 22** Housing check-out (by 10AM)

Intersession Week I EL: Monday Jan 27 to Friday Jan 31 / Cultural Introduction to Italy Week\* (Sunday Jan 26 to Sunday Feb 2)

\*Please note: Students participating in the Cultural Introduction to Italy Week after the January Intersession will check out of Florence housing on Saturday, Jan 25, and transfer to Rome on the same day. The program ends in Florence on Sunday, Feb 2.

## Session I

**Sunday Feb 2** Students arrive

**Monday Feb 3** Orientation/Final Registration

**Tuesday Feb 4** Classes start

**Thursday Feb 20** Classes end

**Friday Feb 21** Housing check-out (by 10AM)

Intersession Week II EL: Monday Feb 24 to Friday Feb 28

## Session II

**Sunday March 1** Students arrive

**Monday March 2** Orientation/Final Registration

**Tuesday March 3** Classes start

**Thursday Mar 19** Classes end

**Friday Mar 20** Housing check-out (by 10AM)

Intersession Week III EL/TuttoToscana Program NYC week: Monday Mar 23 to Friday Mar 27

## Session III

**Sunday Mar 29** Students arrive

**Monday Mar 30** Orientation/Final Registration

**Tuesday Mar 31** Classes start

**Thursday Apr 16** Classes end

**Friday Apr 17** Housing check-out (by 10AM)

Intersession Week IV EL: Monday Apr 20 to Friday Apr 24

## Session IV

**Sunday Apr 26** Students arrive

**Monday Apr 27** Orientation/Final Registration

**Tuesday Apr 28** Classes start

**Wednesday May 13** Classes end

**Thursday May 14** Housing check-out (by 10AM)

## SUMMER 2020 SHORT PROGRAM SESSIONS

(1, 3, 4, 6 Weeks)

### 3-Week Sessions

Classes are held Monday through Friday  
Please check the schedule of classes for courses that include a mandatory weekend Field Learning activity.

#### Session I

**Sunday May 17** Students arrive  
**Monday May 18** Orientation/Final Registration  
**Tuesday May 19** Classes start  
**Thursday June 4** Classes end  
**Friday June 5** Housing check-out (by 10AM)

#### Session II

**Sunday June 7** Students arrive\*  
**Monday June 8** Orientation/Final Registration  
**Tuesday June 9** Classes start  
**Thursday June 25** Classes end  
**Friday June 26** Housing check-out (by 10AM)  
\*Please note: Arrival by 4pm in Milan for Italian Civilization and Culture Field Learning program. Program ends on Sunday, July 28 in Florence (by 2pm).

#### Session III

**Sunday June 28** Students arrive  
**Monday June 29** Orientation/Final Registration  
**Tuesday June 30** Classes start  
**Thursday July 16** Classes end  
**Friday July 17** Housing check-out (by 10AM)

#### Session IV

**Sunday July 19** Students arrive  
**Monday July 20** Orientation/Final Registration  
**Tuesday July 21** Classes start  
**Thursday Aug 6** Classes end  
**Friday Aug 7** Housing check-out (by 10AM)

### 4-Week Sessions

Classes are held Monday through Friday  
Please check the schedule of classes for courses that include a mandatory weekend Field Learning activity.

#### Session V

**Sunday May 10** Students arrive (Rome, by 5pm)  
**Monday May 11** Orientation/Final Registration  
**Monday May 11 to Sunday May 17** Cultural Introduction to Italy  
**Sunday May 17** Students arrive in Florence (by 2pm)  
**Monday May 18** Orientation/Final Registration  
**Tuesday May 19** Classes start  
**Thursday June 4** Classes end  
**Friday June 5** Housing check-out (by 10AM)

#### Session VI

**Sunday May 31** Students arrive (Rome, by 5pm / Florence by 5pm for Farm to Table)  
**Monday May June 1** Orientation/Final Registration  
**Monday June 1 to Sunday June 7** Cultural Introduction to Italy / or Farm to Table  
**Sunday June 7** Students arrive in Florence (by 2pm)  
**Monday June 8** Orientation/Final Registration  
**Tuesday June 9** Classes start  
**Thursday June 25** Classes end  
**Friday June 26** Housing check-out (by 10AM)

#### Session VII

**Sunday June 21** Students arrive (Rome, by 5pm / Florence by 5pm for Italian Family)  
**Monday June 22** Orientation/Final Registration  
**Monday June 22 to Sunday June 28** Cultural Introduction to Italy / or Italian Family  
**Sunday June 28** Students arrive in Florence (by 2pm)  
**Monday June 29** Orientation/Final Registration  
**Tuesday June 30** Classes start  
**Thursday July 16** Classes end  
**Friday July 17** Housing check-out (by 10AM)

#### Session VIII

**Sunday July 12** Students arrive (Rome, by 5pm)  
**Monday July 13** Orientation/Final Registration  
**Monday July 13 to Sunday July 19** Cultural Introduction to Italy  
**Sunday July 19** Students arrive in Florence (by 2pm)  
**Monday July 20** Orientation/Final Registration  
**Tuesday July 21** Classes start  
**Thursday Aug 6** Classes end  
**Friday Aug 7** Housing check-out (by 10AM)

### 6-Week Sessions

Classes are held Mon through Thurs. A select number of experiential learning courses will maintain the Tues-Wed-Thurs scheduling for lab-related activities.

Note: Students can also select classes from 3-week schedule (Monday through Friday). Please check the schedule of classes for courses that include a mandatory weekend Field Learning activity.

#### Session A

**Sunday May 17** Students arrive  
**Monday May 18** Orientation/Final Registration  
**Tuesday May 19** Classes start  
**Thursday June 25** Classes end  
**Friday June 26** Housing check-out (by 10AM)

#### Session B

**Sunday June 28** Students arrive  
**Monday June 29** Orientation/Final Registration  
**Tuesday June 30** Classes start  
**Thursday Aug 6** Classes end  
**Friday Aug 7** Housing check-out (by 10AM)

### 1-Week Sessions

Classes are held from Sunday to Sunday

#### Session C

**Sunday May 10** Students arrive (Rome, by 5pm)  
**Monday May 11** Orientation/Final Registration  
**Monday May 11 to Sunday May 17** - Cultural Introduction to Italy  
**Sunday May 17** Classes end in Florence (by 2pm)

#### Session D

**Sunday May 31** Students arrive (Rome, by 5pm / Florence by 5pm for Farm to Table)  
**Monday May June 1** Orientation/Final Registration  
**Monday June 1 to Sunday June 7** Cultural Introduction to Italy / or Farm to Table  
**Sunday June 7** Classes end in Florence (by 2pm)

#### Session E

**Sunday June 21** Students arrive (Rome, by 5pm / Florence by 5pm for Italian Family)  
**Monday June 22** Orientation/Final Registration  
**Monday June 22 to Sunday June 28** Cultural Introduction to Italy / or Italian Family  
**Sunday June 28** Classes end in Florence (by 2pm)

#### Session F

**Sunday July 12** Students arrive (Rome, by 5pm)  
**Monday July 13** Orientation/Final Registration  
**Monday July 13 to Sunday July 19** Cultural Introduction to Italy  
**Sunday July 19** Classes end in Florence (by 2pm)

## CAREER PROGRAMS 2019-2020

Please note: Mandatory field learning activities may take place on Fri, Sat, or Sun according to course requirements. Please check schedule for details.

### Fall 2019

Classes are held Monday through Friday

**August Intersession** - Optional (Italian Language)

**Sunday August 4** Students arrive

**Monday August 5** Orientation

**Tuesday August 6** Classes Start

**Thursday August 22** Classes end

Optional Intersession Week I: Monday August 26 to Friday August 30 / Cultural Introduction to Italy Week (Sunday Aug 25 to Sunday Sept 1)

#### Session I

Monday Sept 2 and Saturday Sept 7 Food Safety and Sanitation seminar (HACCP), mandatory for level I CA/BP/HM/WSE

**Sunday Sept 1** Students arrive

**Monday Sept 2** Orientation

**Tuesday Sept 3** Classes start

**Thursday Sept 19** Classes end

Mandatory: Students are required to attend their EL projects/shifts on Friday September 20

Intersession Week II: Monday Sept 23 to Friday Sept 27

Mandatory: students are required to attend their EL projects/shifts during Intersession Week II

#### Session II

**Tuesday Oct 1** Classes start

**Thursday Oct 17** Classes end

Mandatory: Students are required to attend their EL projects/shifts on Monday Oct 1 and Friday Oct 19

Intersession Week III EL/Optional Seminars/TuttoToscana Program NYC week: Monday Oct 21 to Friday Oct 25

Mandatory: students are required to attend their EL projects/shifts during Intersession Week III

#### Session III

**Tuesday Oct 29** Classes start

**Thursday Nov 14** Classes end

Mandatory: students are required to attend their EL projects/shifts on Monday Oct 29 and Thursday Nov 1

**Friday Nov 15** Graduation

**Saturday Nov 16** Housing check-out

Intersession Week IV EL: Monday Nov 18 to Friday Nov 22 (Optional Internship/EL Programs)

#### Session IV

- Optional (Italian Language/Internship/EL Programs)

**Tuesday Nov 26** Classes start

**Wednesday Dec 11** Classes end

**Thursday Dec 12** Housing check-out (by 10AM)

Mandatory: Continuing career students are required to attend their EL projects/shifts on Monday Nov 26.

### Spring 2020

Classes are held Monday through Friday

**January Intersession** - Optional (Italian Language/Internship/EL Programs)

**Friday Jan 3** Students arrive

**Saturday Jan 4** Orientation

**Tuesday Jan 7** Classes start

**Tuesday Jan 21** Classes end

Intersession Week I EL (including optional Internship/EL Programs): Monday Jan 27 to Friday Jan 31 / Cultural Introduction to Italy Week (Sunday Jan 26 to Sunday Feb 2)

#### Session I

Mandatory for Year 1 Level I students: Monday Feb 3 and Saturday Feb 8 safety seminar

**Monday Feb 3** Orientation

**Tuesday Feb 4** Classes start

**Thursday Feb 20** Classes end

Mandatory: Students are required to attend their EL projects/shifts on Friday Feb 21.

Intersession Week II EL: Monday Feb 24 to Friday Feb 28

Mandatory: Students are required to attend their EL projects/shifts during Intersession Week II.

#### Session II

**Tuesday March 3** Classes start

**Thursday Mar 19** Classes end

Mandatory: Students are required to attend their EL projects/shifts on Monday March 2 and Friday Mar 20.

Intersession Week III EL/TuttoToscana Program NYC week: Monday Mar 23 to Friday Mar 27

Mandatory: Students are required to attend their EL projects/shifts during Intersession Week III.

#### Session III

**Tuesday Mar 31** Classes start

**Thursday Apr 16** Classes end

Mandatory: Students are required to attend their EL projects/shifts on Monday Mar 30, Monday April 13, and Friday April 17.

Intersession Week IV/EL: Monday Apr 20 to Friday Apr 24

#### Session IV

**Tuesday Apr 28** Classes start

**Wednesday May 13** Classes end

**Thursday May 14** Graduation

**Friday May 15** Housing check-out (by 10AM)

Mandatory: Students are required to attend their EL projects/shifts on **Monday April 27** and **Friday May 1**.

### Summer 2020

3-week session classes are held Monday through Friday

#### Session I

Mandatory for Year 1 Level I students: Monday May 28 and Saturday May 23 safety seminar

**Sunday May 17** Students arrive

**Monday May 18** Orientation

**Tuesday May 19** Classes start

**Thursday June 4** Classes end

Mandatory: Students are required to attend their EL projects/shifts on Friday June 5.

#### Session II

**Tuesday June 9** Classes start

**Thursday June 25** Classes end

Mandatory: Students are required to attend their EL projects/shifts on Monday June 8, Wednesday June 24, and Friday June 26.

#### Session III

**Tuesday June 30** Classes start

**Thursday July 16** Classes end

Mandatory: Students are required to attend their EL projects/shifts on Monday June 29 and Friday July 3.

#### Session IV

**Tuesday July 21** Classes start

**Thursday Aug 6** Classes end

**Friday Aug 7** Graduation

**Saturday Aug 8** Housing check-out (by 10AM)

Mandatory: Sareer students are required to attend their EL projects/shifts on Monday July 20.

## MASTER-LEVEL PROGRAMS 2019-2020 - CA/BP

1 YEAR / 2 SEMESTERS

Classes are held Monday through Friday

**August 2019 Intersession** - Optional (Italian Language)

**Sunday August 4** Students arrive

**Monday August 5** Orientation

**Tuesday August 6** Classes Start

**Thursday August 22** Classes end

Optional Intersession Week I: Monday August 26 to Friday August 30 / Cultural Introduction to Italy Week (Sunday Aug 25 to Sunday Sept 1)

#### Fall Semester 2019

Mandatory: Monday Sept 2 and Saturday Sept 7 Food Safety and Sanitation seminar (HACCP)

**Sunday Sept 1** Students arrive

**Monday Sept 2** Orientation

**Tuesday Sept 3** Classes start

**Wednesday Dec 11** Classes end

**Thursday Dec 12** Housing check-out (by 10AM)

#### Spring Semester 2020

**Thursday Jan 2** Students arrive

**Friday Jan 3** Orientation

**Monday Jan 6** Classes start

**Wednesday May 7** Classes end

**Thursday May 8** Graduation

**Friday May 9** Housing check-out

