

APPLICATION FORM

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

Program Application (signed and completed) Official transcript, CV,
and any additional documentation as specified in STEP TWO.

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

APPLICATION DEADLINES:

FALL

Fall Semester: June 15

SPRING

Spring Semester: November 15

SUMMER

Summer Semester: April 8

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 3.0, if applicable):

EMERGENCY CONTACT: Name email ph.

HOW DID YOU LEARN ABOUT FUA?

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

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?

- Community Outreach: Conversation Exchange, Community Services, Connecting Cultures, Workshops, Italian Family Club
- Sports: Fitness Run, Soccer
- The Gym classes: Yoga, Hip Hop, Abs and legs
- Taste Italy: Pasta, Gelato Workshops
- Explorations: city walks, EFT Educational Field Trips
- Blending, the Student Newsletter/Magazine: Writing, Copy editing, Photography, Graphic Design/layout
- Mind and Body: Fitness and Wellness workshops, walks and training

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 is to offer a unique, culturally relevant and personally enriching program of activities that will enhance student's overall study abroad experience.

STEP 2 PROGRAM SELECTION

Please select your program and concentration of interest from the options below and complete the relevant information

PROGRAM AND CONCENTRATION SELECTION:

B.A. Communication and Interactive Digital Media

Concentration in: Digital Media Visual Communication E-Publishing

B.A. Cultural Studies

Concentration in: Fine Arts Art History

B.B.A. Business Administration

Concentration in: Culinary Arts & Food Service Management Management for the Hospitality & Tourism Industry

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

PROGRAM START: (For dates please see the Academic Calendar <http://fua.it/Utility/academic-calendar-detail.html>)

SEMESTER:

Fall Semester Spring Semester Summer 12 weeks

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: we require a copy of official transcripts for all high school and college level studies. We require official records, transcripts, for all programs of study whether or not the program was completed. All official records must be submitted directly from the institution unless the institution does not offer this service.
- GPA Requirements: For US and Canadian students wishing to complete their 4-year program with **FUA**, they must meet a minimum required cumulative GPA of 3.0.
- Language Requirements: Applicants for undergraduate study at **FUA** whose native language is not English must demonstrate English Proficiency by submitting an official TOEFL / IELTS record. The minimum requirement is a score of 6.5 IELTS or 71 TOEFL IBT. Students with a 6.0 IELTS or 61-71 TOEFL IBT will be required to take ENG 070 and ENG 101 course equivalents in Florence.
- Letters of Recommendation: Must be addressed to **FUA** Admissions Office, in a sealed envelope. The contents of the letter should address the student's academic ability, potential and what he/she will gain from studying at **FUA**.
- Personal Statements: This letter should help us learn about you, the applicant, and your qualities beyond your test scores, grades and work history.
- Resume/Curriculum Vitae: We require all applicants to send a Resume/Curriculum Vitae along with their application. This document should reflect the applicant's work and research history.

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 3+1 curriculum.

For detailed information regarding a specific 3+1 program, please refer to the curricula on www.fua.it

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				
Tuition per credit*	210 euro (minimum 30 credits)			
ADMINISTRATIVE AND STUDENT FEES Non-refundable, mandatory fees for each session of registration				
Application Fee One-time only	220 euro			
Student Services Fee	220 euro			
Library Fee	40 euro			
Payment Processing Fee Each payment transaction	100 euro			
Late Registration Fee	1,000 euro			
Late Payment Fee	15 euro			
HOUSING COSTS (optional) Apartment stay: All prices are per week and include five meal units per week Family stay: All prices are per week and include 4 breakfasts and four dinners Monday through Thursday				
	1-4 Weeks	5-9 Weeks	10 + Weeks	
Apartment Stay	220 euro	200 euro	200 euro	
Family Stay	380 euro	350 euro	320 euro	
Single Supplement	50 euro	50 euro	50 euro	
OPTIONAL SERVICES				
Airport Pick-up	<input type="checkbox"/> Florence - 60 euro Available on the designated session check-in day only			
Additional Meal Plan Units	<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			
Extra Copy of Transcript	20 euro	20 euro	20 euro	20 euro
Duplicate Bill	5 euro	5 euro	5 euro	5 euro

SUMMARY

Please calculate using the above chart 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 IT54F0616002800000019777C00 - 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

*Fourth year costs:

Tuition costs refer to study at FUA only. For the fourth year tuition fees must be paid directly to SNHU.

For SNHU tuition costs:

Online education: <http://www.snhu.edu/admissions-costs-continuing-education-costs.asp>

On-campus: <http://www.snhu.edu/288.asp>

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. The FUA staff will assist with both requests upon arrival in Florence. Important! The Immigration Office in Florence typically doesn't allow students to extend their stay without returning home. If you wish to extend your enrollment after arrival you will need to return home and start the Visa process again. 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.

INSURANCE

All students must be covered by international health insurance for the duration of their stay in Italy. Non - European citizens will automatically receive HTH worldwide 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: www.hthstudents.com or www.hthparents.com. Students are requested to inform the admissions office if they already have an international insurance policy.

European citizens are responsible for ensuring that they have adequate health insurance coverage for the duration of their stay

WAIVER

Program involves studying at FUA institution 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 have signed this document in full recognition and appreciation of the dangers of these activities, which dangers include, but are not limited to, physical injuries (minimal, serious, catastrophic) and/or property loss or damage. The Undersigned expressly acknowledges that the participant is not required to participate in this FUA program, but chooses to do so. The Undersigned therefore agrees to assume and take on all responsibilities in any activities associated with the FUA institution's program in Italy. In consideration of, and in return for, the service, facilities and other assistance provided to participants by the FUA institution, 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 the FUA institution or any of their 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.

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.com

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 find 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 one day before 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 FUA Admissions Office by the application deadline. A Euro 200 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 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 honoured 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 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. Towels are not supplied.

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.

HOMESTAY DESCRIPTION AND INFORMATION

Bed linens are provided. Adequate clothing and luggage storage space will be provided. We recommend that students bring their own set of towels with them, although they have been provided in the past. Hosts don't always live in the direct center of town, although are always located near a public transportation option. Bus rides will be 10-20 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.

PICK-UP SERVICE

Students not traveling on a group flight may request pick up service (from Florence) available at 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.

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

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

If you ARE requesting a student apartment, please complete the following:

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

Fall Semester **Spring Semester** **Summer Semester**

Please note check-in and check-out dates are according to the session of enrollment.

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.

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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

Student's signature: Date:

CANCELLATION AND REFUND POLICY

The housing cost is only refundable up to 30 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.