



STUDY ABROAD APPLICATION FORM ACADEMIC YEAR 2024/25

SUBMIT THE FOLLOWING MATERIALS TO THE FUA-AUF 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 request
(if applicable) and return to **admissions@fua-auf.it**

APPLICATION DEADLINES:

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

ACADEMIC CALENDAR

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

STEP 1 GENERAL INFORMATION

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:

E-mail: 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 Tel.

E-mail:

HOW DID YOU LEARN ABOUT FUA-AUF?

- Campus visit by FUA-AUF 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-AUF? (check all that apply)

- Course offering
- Reputation
- Location
- Cost
- Other

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

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

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:

PROGRAM OPTION 1 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: Students may receive credits for the courses taken at FUA-AUF via our School of Record, the University of South Florida (USF) upon request for an additional fee. Please complete STEP 6 and fill out the USF Conduct Waiver located on page 12 of this application form.

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 application form.

Students applying for classes with prerequisites should submit an official transcript and CV/resumé to admissions@fua.it

SESSION SELECTION: (For dates see the Academic Calendar on pages 14-17) or visit <https://www.fua-auf.it/academic-calendar/>

FULL SEMESTER (15/16 WEEKS):

Fall Spring Summer (indicate below the combination of intensive sessions to fulfill a 12-week Summer semester)

INTENSIVE SEMESTER (11/12 WEEKS):

Fall Spring

INTENSIVE SESSIONS/QUARTER (11/12 WEEKS):

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

Fall Spring

Aug./Jan. Intersession Aug./Jan. Intersession+IW1 (Field Learning) Session I Session II Session III Session IV

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

INTENSIVE STUDY AWAY PROGRAM

TUTTOTOSCANA - FLORENCE-NYC

FUA-AUF's TuttoToscana Study Away program is a flexible model for international study opportunities in Florence and New York City in the Fall and Spring seasons. Students may select Session II courses in Florence geared towards the preparation for TuttoToscana events and activities in NYC during Intersession Week III.

Important: FUA-AUF will provide proof of enrollment for immigration purposes, however students are responsible for meeting all immigration deadlines and requirements. Please consult the U.S. Department of State website to find out whether or not your country is a part of the visa waiver program. Students are responsible for their own transportation to, accommodation in, and health insurance coverage for the duration of the New York City portion of the program. FUA-AUF provided insurance coverage for Florence does not extend outside of Italy.

Please select your preferred area below and list course choices on page 3. 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.

Fall

<input type="checkbox"/> Area 1: Special Event Management	<input type="checkbox"/> 3 Credits (NYC ONLY)	<input type="checkbox"/> 6 credits
<input type="checkbox"/> Area 2: Food Management and Production for Special Events	<input type="checkbox"/> 3 Credits (NYC ONLY)	<input type="checkbox"/> 6 credits

Please select your chef 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.

Tuition cost is based on the number of credits completed at FUA-AUF.

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-auf.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: Internship courses may not be dropped.**

SEMESTER STUDENTS (15/16/11/12 WEEKS)

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 intensive session of attendance.

INTENSIVE SESSION PROGRAM STUDENTS

Minimum and maximum credit load vary depending on duration of intensive 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-AUF website: <https://www.fua-auf.it/academic-schedule/>

	Code	Credits	Section	Course title	Days	Time
1st class						
alternate						
2nd class						
alternate						
3rd class						
alternate						
4th class						
alternate						
5th class						
alternate						
6th class						
alternate						

Note: Once the program has started, students are entitled to ONLY one final course change (Add 1 course OR drop 1 course OR simultaneously drop one course and add another) to their schedule. This may ONLY be done during the designated Final Registration period. Students will be given instructions during Orientation or they can contact the Registrar's Office for further information. SPeL/Internship placement courses cannot be substituted/dropped. The institution reserves the right to cancel a class should it not reach the minimum number of students required. Students will be enrolled in their alternate classes.

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: <https://www.fua-auf.it/academic-schedule/>

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

PROGRAM OPTION 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 select a Fall, Spring or Summer session below:

- | | | | | | |
|-------------------------------------|--|---------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| <input type="radio"/> Fall | <input type="radio"/> August Intersession | <input type="radio"/> Session I | <input type="radio"/> Session II | <input type="radio"/> Session III | <input type="radio"/> Session IV |
| <input type="radio"/> Spring | <input type="radio"/> January Intersession | <input type="radio"/> Session I | <input type="radio"/> Session II | <input type="radio"/> Session III | <input type="radio"/> Session IV |
| <input type="radio"/> Summer | | <input type="radio"/> Session I | <input type="radio"/> Session II | <input type="radio"/> Session III | <input type="radio"/> Session IV |

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

Number of weeks:

Please note: there is a minimum length of 3 weeks for Experiential Learning courses and 6 weeks for internships.

FOR INTERNSHIP APPLICANTS ONLY - PLEASE SELECT YOUR LEVEL OF ITALIAN LANGUAGE:

Internships (external placements) require a minimum of 3 weeks of Italian language. Some internship placements may also have particular language level requirements. How many college semesters, or equivalent, of Italian language have you completed?

Please indicate your estimated Italian language level:

Please select the Italian language level you wish to take at FUA-AUF:

- Beginner (no prerequisite)
- Intermediate I (prerequisite: 1 semester of Italian language)
- Intermediate II (prerequisite: 2 semesters of Italian language)
- Intermediate III (prerequisite: 3 semesters of Italian language)
- Advanced (prerequisite: 4 semesters of Italian language)

Number of weeks: **Please note:** minimum of 3 weeks of Italian language for external placement only.

INTERNSHIP PLACEMENT/SPECIAL PROJECT EXPERIENTIAL LEARNING FIELDS

Please write your 3 preferred Special Project Experiential Learning or Internship courses as per the FUA-AUF Academic Schedule online.

Please contact the Registrar's Office for information regarding placements available during the desired period of study.

- 1
- 2
- 3

Please note that FUA-AUF strives to place candidates in their first selected field, however, depending on the availability of placements with our external partners, FUA-AUF reserves the right to place a student according to their second or third choices.

INTERNSHIP/EXPERIENTIAL LEARNING PROGRAM APPLICATION PROCESS

- 1 Complete all steps of the application form.
- 2 Include the following materials with your application:
 - Official transcript or record of previous courses taken
 - Resumé/CV and statement of prior experience
 - Cover Letter
 - Portfolio with examples pertaining to your desired field where relevant (e.g. art, graphics, fashion, photography, design and visual communication positions). See Academic Schedule for prerequisites.
- 3 An online phone conference will be scheduled with the candidate.
- 4 Acceptance into the program will be officially communicated by the Registrar's Office.

STEP 3 COSTS & PAYMENT POLICY

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

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

TUITION COSTS					
Credits	Under 5 credits	6-11 credits	12-18 credits	19-29 credits	30+ credits
Tuition per credit	500 EUR	450 EUR	420 EUR	360 EUR	250 EUR
NON-CREDIT PROGRAM COSTS All prices are per week					
	3-9 Weeks	10 + Weeks	Single Room supplement		
Italian Language	185 EUR	150 EUR			
Internship/ Experiential Learning and Housing* Cannot be separated	500 EUR	400 EUR	+ 50 EUR		
ADMINISTRATIVE AND STUDENT FEES Non-refundable, mandatory fees for each season of registration					
Application Fee One-time only	120 EUR	120 EUR	120 EUR	120 EUR	120 EUR
Student Services Fee	120 EUR	120 EUR	220 EUR	220 EUR	220 EUR
Library Fee	25 EUR	25 EUR	40 EUR	40 EUR	40 EUR
Payment Processing Fee Each payment transaction	50 EUR	50 EUR	100 EUR	100 EUR	100 EUR
Late Registration Fee	300 EUR	300 EUR	1000 EUR	1000 EUR	1000 EUR
Late Payment Fee	15 EUR	15 EUR	15 EUR	15 EUR	15 EUR
Remote learning switch *	80 euros per class				
	150 euros per final exam for courses that do not already have a remote delivery format				

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

HOUSING AND FIELD LEARNING ACCOMMODATION COSTS

Apartment stay

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

Homestay

breakfast and dinner Monday through Thursday.

Field Learning Accommodation

breakfast and 1 other meal per day for 1- and 3-week Field Learning Programs.
Single rooms not available.

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

Apartment	1-4 weeks	5-9 weeks	10-12 weeks	+13
Single* (private bathroom supplement Euro 150/week)	Euro 480	Euro 430	Euro 395	Euro 370
Double* (private bathroom supplement Euro 100/week)	Euro 350	Euro 310	Euro 280	Euro 260
Triple* (private bathroom supplement Euro 100/week)	Euro 390	Euro 340	Euro 310	Euro 290
Multiple*	Euro 330	Euro 310	Euro 280	Euro 265
Private apartment (Studio or 1-bedroom only)	Euro 1,380	Euro 1,150	Euro 1,060	Euro 1,020

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

FAMILY STAY AND FIELD LEARNING RESIDENCY

Included meal plan: Breakfast and dinner Mon-Thurs for family stays, breakfast and one meal per day for 1 and 3-week Field Learning programs.
Please note: multiple occupancy rooms are not always available for family stays, single occupancy rooms are not available for field learning programs.

Family Stay / Field Learning	1-4 weeks	5-9 weeks	10-12 weeks	+13
Family Stay Single	Euro 520	Euro 470	Euro 440	Euro 420
Family Stay Double / Field Learning Multiple	Euro 460	Euro 410	Euro 380	Euro 360

OPTIONAL SERVICES

Airport Pick-up	o Florence - 60 EUR Available on the designated check-in day only, between 9:00 am and 7:00 pm, from Florence Amerigo Vespucci Airport only. For students with FUA-AUF housing only.			
USF Transcript Undergraduate credits	o 1-9 credits: 300 EUR	o 4-9 credits: 400 EUR	o 10-18 credits: 675 EUR	o 19+ credits: 950 EUR
Additional Meal Units	o 15 Units - 52 EUR	o 35 Units - 121 EUR	o 75 Units - 258 EUR	o 90 Units - 310 EUR
Extra Copy of Transcript*	25 EUR (digital) - 60 EUR (paper)			

* Plus shipping costs, if applicable.

PAYMENT SUMMARY

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

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

Payment Methods

o **By Credit Card:** Please contact bursar@fua-auf.it

o **By Bank Transfer:** Please contact bursar@fua-auf.it

STEP 4 OTHER INFORMATION AND SIGNATURES

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

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 responsible for obtaining the student 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 used to request a "Permesso di Soggiorno" (permit of stay) from the Immigration Office. FUA-AUF staff will assist with this step of the process upon arrival in Florence. For some shorter stays, a passport may be sufficient. For questions relating to your immigration status, visa applications 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.

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

■ **Tuition:**

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

■ **Housing:**

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

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

A term starts on the arrival date indicated in the FUA-AUF Academic Calendar (please see pages 14-17 of application form). No refund will be made under any circumstances until the official enrollment letter has been returned to FUA-AUF. A student who enrolls for more than one semester and who wishes to withdraw before completing the entire duration they applied for will NOT receive a refund of any kind.

Students with certified learning disabilities requesting academic accommodations must include documentation along with the application form.

FUA-AUF is committed to providing all students with a comfortable, productive and non-discriminatory academic environment. Assistance is offered to students who have certified learning disabilities and submit documentation to the Academic and Admissions Offices before arrival in Florence. 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-AUF will process the request and inform the student of accommodations if authorized.

All students must be covered by international health insurance for the duration of their stay in Italy. Non-EU citizens will automatically receive coverage through GeoBlue health insurance, the most comprehensive study abroad insurance available. This makes health care available to students while they are in Italy as well as a 24-hour assistance 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 international insurance coverage. EU citizens are responsible for ensuring that they have adequate health insurance coverage for the duration of their stay.

The program involves studying at FUA-AUF in Italy and may include living with a host family or in an apartment in the host city. Group excursions and social/cultural activities are routinely offered to participants. Some trips will be overnight and most will involve transportation on a bus and/or train. The Undersigned fully understands that there are certain dangers, hazards, and risks inherent in international travel, group excursions, and in the activities included in the FUA-AUF program and has signed this document in full recognition and appreciation of the dangers of these activities, which dangers include, but are not limited to, physical injuries (minimal, serious, catastrophic) and/or property loss or damage. The Undersigned expressly acknowledges that the participant is not required to participate in this FUA-AUF program, but chooses to do so. The Undersigned therefore agrees to assume and take on all responsibilities in any activities associated with the FUA-AUF's program in Italy. In consideration of, and in return for, the service, facilities and other assistance provided to participants by FUA-AUF, we, along with any of our assignees, heirs, distributees, guardians, and legal representatives release FUA-AUF and its Italian institutions from any and all liability, claims and actions that may arise from injury, harm or death to the Undersigned and from loss or damage to the Undersigned's property in connection with these activities. The Undersigned understands that this release covers liability, claims and actions caused entirely or in part by any acts or failure to act by FUA-AUF and/or FUA-AUF office, including but not limited to negligence, mistake, or failure to supervise by FUA-AUF or any of its employees, agents, or contractors.

I understand that as a student attending an FUA-AUF program, I represent my home institution and will behave as an ambassador for this institution. 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-AUF program, in addition to the Student Code of Conduct for my chosen FUA-AUF program. I understand that information regarding any behavior found disruptive or offensive to the FUA-AUF program will be released to my home institution's study abroad office. I understand that FUA-AUF must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs. Accordingly, FUA-AUF reserves the right to dismiss a student from the program on the basis of any observed conduct or behavior which causes concern for the safety and well-being of students or others.

FUA-AUF 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-AUF officials, jeopardize the welfare of that student, other individuals or the program. It is understood that no refund of tuition, fees or rent will be given if a student is dismissed from the program. Such actions include, but are not limited to, the following: Excessive unauthorized absence from class and/or other organized program activities - The use of threats or physical violence - Violation of Italian laws - Violation of school or housing regulations - Damage to or destruction of school, residence, or student property - Alcohol or substance abuse - Reckless or dangerous behavior.

Transcripts are released approximately 6 weeks after a term ends. FUA-AUF reserves the right to withhold a transcript in the case of unpaid balances due, including balances due to FUA-AUF academic institutions, any FUA-AUF agent, contractor or program partner. Transcripts will be released once accounts are paid in full. Upon request and for an additional fee (see STEP 6), credits can be granted for the courses completed at FUA-AUF through the FUA-AUF University of Record, University of South Florida (USF). USF will issue (1) transcript per student upon completion of their term.

All students requesting a University of South Florida (USF) transcript are required to submit, along with their Application Form, the USF Conduct Waiver (see page 12). Failure to submit this form will result in a student not being granted credits for their courses by USF.

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

I certify that I am in good academic standing at my home institution (if applicable) and that I meet its requirements and deadlines to be eligible to study abroad. 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-AUF.

All of the information provided here is correct and valid. I understand and hereby accept that any falsification or untrue statements are subject to prosecution under Italian law.

I agree that by signing this application form I will abide by the general rules, academic rules, and all FUA-AUF policies present on the website: www.fua-auf.it

Signature of Applicant: Date:

I have read and agree with the above statements. 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-AUF, which will treat it in accordance with the provisions of the EU General Data Protection Regulation (GDPR) (EU) 2016/679 and with Italian law D. Lgs. 101/18.

Signature of Applicant: Date:

STEP 5 ACCOMMODATION

HOUSING INFORMATION

Apartment and homestay options are arranged for enrolled students. Please note that FUA-AUF housing is mandatory for the first academic year of study (two academic seasons) of the Bachelor's Degree program and first semester of the AA/Career program. FUA-AUF does not own or lease apartments but works as a facilitator to assist students in finding accommodation only during their stay in Florence. FUA-AUF sole intention is to facilitate the students' study abroad experience. Students are not obliged to secure housing through FUA-AUF. Students choosing to secure housing independently must notify the FUA-AUF Registrar's Office upon enrollment.

The rental period begins on the program start date and ends one day after the last day of class. Check-in time is only from 9 am to 7 pm on check-in day. For any arrivals outside that time, you must contact FUA-AUF. Check-out time must be no later than 10am on check-out day. Please fill in and sign your Housing Request Form (page 12) and send it to the FUA-AUF Registrar's Office by the application deadline. A 250 EUR security deposit authorization must be supplied on arrival in Florence. Students will be responsible for any damages to their apartment or its furnishings and will have all damage costs removed from their security deposit.

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

APARTMENT DESCRIPTION

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

HOMESTAY INFORMATION

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

FLORENCE AIRPORT PICK-UP SERVICE

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

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

MEAL PLAN UNIT INFORMATION

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

HOW TO CALCULATE HOUSING AND FIELD LEARNING ACCOMMODATION COSTS

Semesters

- Fall/Spring semester apartment stay: $+13w \text{ apartment cost} \times 16w$. Check-in and orientation take place the week prior to class. Includes 80/75 meal plan units.
- Fall/Spring semester homestay: $+13w \text{ homestay cost} \times 16w$. Check-in and orientation take place the week prior to class.
- Pre-semester 1w FL course+Fall/Spring semester apartment stay: $[1-4w \text{ Field Learning accommodation cost} \times 1w] + [+13w \text{ apartment cost} \times 15w]$
- Pre-semester 1w FL course+Fall/Spring semester homestay: $+10 \text{ homestay cost} \times 16w$. Same cost category for both.

Quarters/Intensive Sessions

- Cost per week in apartment or homestay times number of session weeks. Summer sessions are 3-6-9-12 weeks long. Fall/Spring sessions are 3-4-7-8-11-12-15 weeks long due to 1-week intersessions between 3-week intensive sessions.
- Pre/post-session 1/3w FL course+intensive session apartment stay: $[1-4w \text{ FL residency cost} \times 1w \text{ or } 3w] + [\text{apartment cost per week} \times \text{the number of weeks}]$
- Pre/post-session 1/3w FL course+intensive session homestay: $[[\text{FL weeks} + \text{Florence weeks}] \times \text{corresponding homestay cost}]$. Same cost category for both.

STEP 6 HOUSING REQUEST FORM

All students must complete and sign this form whether they are securing housing through FUA-AUF or are making independent housing arrangements after the first academic year (2 seasons) of study. Students making their own housing arrangements should mark that option and sign at the bottom. NO HOUSING ASSIGNMENT WILL BE MADE UNTIL THIS FORM HAS BEEN FULLY COMPLETED, SIGNED, AND RETURNED TO FUA-AUF. Housing payment must be completed before students can be informed of their assignments.

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

HOUSING SELECTION:

- Shared Student Apartment** through FUA-AUF Single bedroom Double bedroom Multiple bedroom Private apartment
- 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 (to be confirmed, if available, at extra cost) Multiple bedroom

Housing preferences may not always be guaranteed. Please see the housing costs page for supplement amounts. If you are applying for more than one academic year, please note that your accommodation will be secured only for the first year of enrollment unless otherwise noted. If you wish to secure housing for subsequent seasons please contact admissions@fua-auf.it before the application deadline of the subsequent season.

If you wish to be housed with a specific individual, please list their name here (maximum 1 name). Please note that requests for housemates 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-AUF reserves the right to expel from housing any student whose behavior does not conform with civilized standards and FUA-AUF policy.
6. FUA-AUF reserves the right to withhold transcripts of students who have any type of outstanding debt with FUA-AUF.

- I agree to abide by all FUA-AUF regulations.
- I authorize the use of my personal information by FUA-AUF, which will treat it in accordance with the provisions of the EU General Data Protection Regulation (GDPR) (EU) 2016/679 and with Italian law D. Lgs. 101/18.
- I agree to abide by the FUA-AUF housing policy regarding healthy and safety, guests, administration, community standards and maintenance as outlined in the housing agreement found at: <https://www.studentlifeflorence.it/student-manual/housing/>

Student's signature: Date:

CANCELLATION AND REFUND POLICY

The housing cost is only refundable up to 40 days before the program start date. Upon arrival in Italy, no refund will be made for any reason whatsoever.

STEP 7 TRANSCRIPT REQUEST FORM

All students will receive an FUA-AUF transcript for credits successfully completed, however they also have the option of obtaining a transcript from the University of South Florida (USF), FUA-AUF's School of Record (SoR), at the end of their term. USF is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). 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 considers FUA-AUF courses to be, in every respect, the equivalent of USF courses.

The transcript will list the FUA-AUF course followed by the USF equivalent, and the credit will appear as "transfer credit" on the USF transcript. **If you are interested in receiving an official transcript from USF, please fill out the USF waiver form located on page 12 of this application and select "Yes":**

Yes, I wish to request a USF transcript

No, I do not wish to request a USF transcript

USF Transcript Undergraduate credits	<input type="radio"/> 1-9 credits: 300 EUR	<input type="radio"/> 4-9 credits: 400 EUR	<input type="radio"/> 10-18 credits: 675 EUR	<input type="radio"/> 19+ credits: 950 EUR
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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: _____



Florence University of the Arts
The American University of Florence