



# PRE-COLLEGE PROGRAM APPLICATION FORM

Summer 2025

**APPLICATION DEADLINE: MAY 20 & JUNE 10 Please select **one** program from the above options.**

Please note: Program participants are held responsible for all travel arrangements, we highly recommend that participants await program confirmation prior to booking travel.

## 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: .....

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

Permanent Address: .....

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

Citizenship ..... Passport #: ..... Date Issued (mm/dd/yy): .....

Current Home Institution: ..... Current year of study: .....

Expected Graduation Date (month, year) .....

EMERGENCY CONTACT 1: NAME ..... email ..... ph. ....

EMERGENCY CONTACT 2: NAME ..... email ..... ph. ....

## STEP 2 SELECT A PROGRAM OPTION

### 3-WEEK PROGRAMS - FLORENCE (ONLY)

	<input type="checkbox"/> SESSION III	<input type="checkbox"/> SESSION IV
<b>Students arrive in Florence</b>	Monday June 30	Monday July 21
<b>Orientation</b>	Tuesday July 01	Tuesday July 22
<b>Classes start</b>	Wednesday July 02	Wednesday July 23
<b>Classes end</b>	Thursday July 17	Thursday Aug 07
<b>Housing check-out (by 10am)</b>	Friday July 18	Friday Aug 08

### 4-WEEK PROGRAMS - TRAVEL WEEK + FLORENCE

	<input type="checkbox"/> SESSION VII	<input type="checkbox"/> SESSION VIII
<b>Students arrive in Rome</b>	Monday June 23	Monday July 14
<b>Orientation</b>	Tuesday July 24	Tuesday July 15
<b>Classes start</b>	Tuesday July 24	Tuesday July 15
<b>Classes end</b>	Thursday July 17	Thursday Aug 07
<b>Housing check-out (by 10am)</b>	Friday July 18	Friday Aug 08

## STEP 3 ACADEMIC INFORMATION AND COURSE SELECTION

### Course selection

Please see class schedule by visiting [fua.it/Academics/academic-schedule.html](http://fua.it/Academics/academic-schedule.html) and selecting the Summer 2020 Pre-College schedule.

1	<b>Course title</b>	.....
	alternate (mandatory)	.....
2	<b>Course title</b>	.....
	alternate (mandatory)	.....

\*Please note that courses will be activated with a minimum of eight participants.

In the case where a student is enrolled in a course that is cancelled, the FUA-AUF registrar will notify the student no later than 4 weeks prior to the start of term date. This notification will allow students to finalize their schedules before the deadline expires (mandatory alternatives are required on the application form).

## STEP 4 ACCOMMODATION INFORMATION

Students will be provided with centrally-located accommodation in shared rooms. All accommodation is fully equipped and monitored 24/7 by live-in Resident Assistants. In some cases, depending on enrolment numbers, housing in hotels may be an option.

FUA-AUF does not own or lease apartments but works as a facilitator to provide accommodation for students during their stay in Florence. 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-AUF Student Life Department prior to arrival. Check-out time must be no later than 10am on check-out day.

A Euro 200 security deposit authorization must be supplied on arrival in Florence. Students will be responsible for any damages to their apartment and/or its furnishings and will have all damage costs subtracted from their security deposit.

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.

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 RESERVATION WILL BE MADE UNTIL THIS FORM HAS BEEN FULLY COMPLETED, SIGNED, AND RETURNED TO FUA-AUF.

### Please print

Student's full name: ..... Gender:  Male  Female

E-mail: ..... Phone: ..... Fax: .....

Date of birth (MM/DD/YY): ..... Nationality: .....

HOUSEMATE REQUEST (refer to housing note):

If you wish to be housed with a specific person(s) please list his/her name(s) here. Please note that requests for housemates must be mutual in order to be accommodated.

HOUSEMATE REQUEST: .....

### PICK-UP SERVICE (for 3-week program only)

Students not traveling on a group flight may request pick-up service from Florence Airport at an extra charge.

Please indicate if you require airport pick-up service below. **Please note:** You must notify FUA-AUF of your arrival date and time at least two weeks prior to arrival.

60 euro **Available on the designated session check-in day only, from Florence Amerigo Vespucci Airport only**

**For 4-week program:** students will be met at the Rome Fiumicino Airport and will be facilitated in their transfer to the hotel. Students will be responsible for purchasing their own train ticket.

### 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: .....

## STEP 5 OTHER INFORMATION AND SIGNATURES

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

### PRE-COLLEGE PROGRAM REGULATIONS

As a rule, all that is against the law in Italy is prohibited to our students. As students in the pre-college program may be minors, there are additional conditions and regulations by which students are expected to abide by. Students are expected to participate in all program activities, unless they have prior authorization by a parent or guardian. Students will have a limited amount of free time throughout the day and in the evening however there will be a curfew which all students must respect. FUA-AUF enforces a strict no alcohol and drugs policy. This applies also to students who may be of legal drinking age in their home country or according to Italian law.

### 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-AUF. 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.

### LEARNING DISABILITIES

For students with certified learning disabilities please 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.

### INSURANCE

All students must be covered by international health insurance for the duration of their stay in Italy which covers both emergency and general health care. It is the responsibility of the student to ensure that they have adequate health insurance coverage for the duration of their stay.

### WAIVER

The program involves studying at FUA-AUF in Italy and may include living in an apartment in the host city. Group excursions and social/cultural activities are routinely offered to participants. Trips may 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 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-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 institution'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 offices, including but not limited to negligence, mistake, or failure to supervise by FUA-AUF or any of its employees, agents, or contractors.

### CONDUCT/ BEHAVIOR RELEASE

I understand that as a student attending an FUA-AUF 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-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. 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.

The Director and/or Associate Director of 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 the school or housing regulations - Damage to or destruction of school, residence, or student property - Alcohol or substance abuse - Reckless or dangerous behavior.

### TRANSCRIPT RELEASE

Transcripts are released approximately 6 weeks after a term ends. 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. Transcripts through the FUA-AUF University of Record, the University of South Florida, can be requested prior to the program start at an additional cost.

### PRIVACY POLICY

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.

### CERTIFICATIONS

1. 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.
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-AUF.

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

I agree that by signing this application form I will abide the GENERAL RULES, ACADEMIC RULES, and ALL FUA-AUF POLICIES present on the website: [www.fua-auf.it](http://www.fua-auf.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-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 6 PAYMENT

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### PROGRAM COST

4-WEEK PROGRAM **EURO 4,620**

3-WEEK PROGRAM **EURO 3,840**

A 50% deposit is due upon receipt of the invoice from FUA-AUF. The balance is due 14 days prior to the start of the program.

### TRANSCRIPT REQUEST

Applicants may receive U.S. credits for courses taken at FUA-AUF via our School of Record, the University of South Florida (USF).

If you are interested in receiving an official transcript from USF, please fill out the USF waiver located on the last page of this application and cross the option in the table below:

**Yes, I wish to request a USF transcript** (400 EUR)

**No, i do not wish to request a USF transcript**

### Payment Methods

**By bank transfer:** Please contact [bursar@fua-auf.it](mailto:bursar@fua-auf.it)

## STEP 6 DISCLAIMER FOR ALL MINOR STUDENTS

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I ..... (please print full name)

Parent/legal guardian of ..... (please print student's name)

have read and agree with the following important points on behalf of the aforementioned minor.

Florence University of the Arts - The American University of Florence (FUA-AUF) is not legally or financially responsible for students enrolled in "unsupervised" higher education programs. However, since students may be minors (under 18) there will be limited supervision and guidance regarding academic and program-related issues. Both students and parents must provide a valid email address and mobile number (preferably Italian for the students) for school emergencies (absences or any misconduct/behavioral issues).

The student must respect all program conditions and course requirements. These include, but are not limited to, rules regarding alcohol and drug consumption, curfews, city boundaries, participation in activities and academic assignments, projects, quizzes and exams. They are also expected to attend all mandatory appointments/meetings with their professors and FUA-AUF officials. Students accept full responsibility for the use of any school equipment or property. Any damages incurred by the student must be immediately reported to the appropriate authorities and is the sole financial responsibility of the student.

Student's email address : .....

Student's mobile phone number in Italy (may be added upon arrival) .....

Parent's email address: .....

Parent's phone number: .....

Date .....

Signature of parent/legal guardian .....

**Please note:** Application must be submitted with a copy of the parent/legal guardian's ID.



## 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: \_\_\_\_\_