

### GENERAL HOUSING INFORMATION:

LdM offers a free service to help students find accommodations for all campuses. Students are not obliged to choose housing through LdM if they wish to find their own accommodations instead.



### HOUSING OPTIONS 2019:

1. All apartments and rooms in home stays are **NON-SMOKING**.
2. For a short stay (e.g. a week) LdM recommends that students reserve a room at a local hotel. We will provide a hotel list upon request.
3. The standard period for a shared apartment is one month, if available we can book apartments for 2 or 3 weeks.
4. For those who would like more privacy and independence, LdM can provide a list of recommended agencies through which it is possible to find independently a small, furnished apartment to accommodate up to two people.
5. Double rooms are subject to availability and are only offered to students who know each other prior to arrival at LdM. Applicants are requested to specify their preferred roommate on their housing form. Double room prices are available upon request.
6. In order to secure a spot in one of our accommodations it is highly recommended to apply indicatively not later than one month before arrival. In general, the later you apply the harder it is to satisfy your request. In the case we are not able to meet your request, we will introduce you to other possible options.
7. LdM reserves the right to change the assigned accommodation at any time prior to the student's arrival.
8. LdM reserves the student's accommodation from 1 day earlier the course starts to 1 day after the course ends

### RESERVATION PROCEDURE:

The following are required for LdM to begin to process the initial housing request:

- Housing Request Form – completed and signed
- Proof of Payment of Housing Security Deposit **Euro 150** at the time of application
- Two Copies of your passport (photo page)

The following are required a week before the student arrival date:

- Two Copies of your visa (on your passport) if requested
- Detailed travel Itinerary

1. The student must e-mail all of the required documentation to LdM - Housing Coordinators' Office E-mail: [housing@lorenzodemedici.it](mailto:housing@lorenzodemedici.it) or by mail to Via Faenza, 43, 50123 Florence, Italy Tel. +39 055 28 73 60 / +39 055 28 72 03 Fax + 39 055 23 98 920.
2. LdM will proceed to arrange housing for the student after having received the proof of Housing Security Deposit payment.
3. About a week before the Check-in date, LdM will provide the student with (via e-mail):
  - a. type and address of the accommodations.
  - b. information about Housing Check-in

### PAYMENT REGULATIONS:

1. Within two days from your arrival you need to pay the rent fee directly to your landlord in cash.
2. Utilities (gas, electricity, water) are included in the cost.
3. Students are responsible for paying damages to the accommodations caused by their negligence.
4. Security Deposit - For all options a security deposit of € 150 is due upon application. This serves as guarantee for the reservation of the accommodation (the proof of this Housing payment has to be included with the students Housing request form at the time of application. If there is no damage to the apartment and its contents the € 150 security deposit will be totally refunded to the student on the last day of classes. The security deposit may not be used as part of the month's rent.

### PAYMENT METHOD:

**Housing Deposit** - Choose one of the following methods, always specifying payment in Euro, Student Name, and "Housing Deposit" as reason for payment :

Secure on-line payment (VISA, MASTERCARD, AMERICAN EXPRESS, JCB) at: <http://pay.ldminstitute.com>  
All credit card transactions are subject to a **2% convenience fee** at the time of payment.

Bank cashier's check or international money order payable to Lorenzo de' Medici s.r.l. to be sent to:

Istituto Lorenzo de' Medici  
Attn: Housing Coordinators' Office  
Via Faenza, 43  
50123 Firenze - Italia

Bank transfer to the following bank account (please provide the LdM Housing Office a copy of the bank receipt as proof of payment):

Name: Lorenzo de' Medici  
Account #: 85450  
Bank: Cassa di Risparmio di Firenze – Sede  
Address: Via Bufalini, Firenze – ITALY  
ABI code: 06160 CAB code: 02800 SWIFT code: CRFI IT 3F  
IBAN code: IT70U061600280000085450C00

All bank charges shall be paid by the student.

**Housing Rent** - To be paid directly to your landlord in cash within two days of arrival.

### CANCELLATION POLICY:

If an official cancellation notice is received by LdM:

31 days or MORE before the check-in date, the housing deposit will be refunded.

30-0 days before the check-in date, the student will lose the housing deposit

After arrival, if for any reason a student decides to leave her/his accommodations before the end of the pre-agreed rental period, she/he must give the owner and LdM 2 (two) weeks notice; otherwise the housing deposit will not be refunded.

**The student will be fully liable for the total housing deposit if no official notice of the student's cancellation is received by LdM before the check-in date.**

Students will receive the refund minus the cost of any transfer fees

# Housing Request Form 2019

## Italian Language Program

### PERSONAL INFORMATION

Last Name _____	First Name _____	<input type="radio"/> Female
Date of Birth (dd/mm/yy) _____		<input type="radio"/> Male
First Language _____	Country of Citizenship _____	
Passport issued by _____	Passport Number _____	
City/State of Birth _____	Passport Date of Issue _____	
Permanent Home _____	Country of Birth _____	
Address _____		
City _____	Postal Code _____	Country _____

### EMERGENCY CONTACT

Name _____	Relationship _____
Phone / Mobile _____	Email _____

### HOUSING OPTIONS & COSTS 2019

Check the desired Type of Accommodations and the LdM Location where you will be studying:

#### HOME STAY

Single Room	Price	Campus
Bed/ Breakfast (only breakfast included)	from € 27 to € 35 per day	<input type="radio"/> Florence <input type="radio"/> Tuscania <input type="radio"/> Rome
Half Board (breakfast and dinner included)	from € 37 to € 45 per day	<input type="radio"/> Florence <input type="radio"/> Tuscania <input type="radio"/> Rome

#### SHARED APARTMENT

	Price	Campus
Single Room	from € 500 to € 900 per month	<input type="radio"/> Florence <input type="radio"/> Tuscania <input type="radio"/> Rome
Single Room for stays less than 1 month	Prices will be given upon request	<input type="radio"/> Florence <input type="radio"/> Tuscania <input type="radio"/> Rome

**Double room:** this option is subject to availability and is only offered to students who know each other prior to arrival at LdM. Double room prices are available upon request. If you are interested in this option please specify your preferred roommate below: \_\_\_\_\_

\*\* Please note all of our apartments are fully furnished with washing machine, kitchen, bathroom, common area and internet connection.

#### OTHER OPTIONS

If the housing options listed above don't meet your needs, LdM can provide you with a list of recommended agencies through which it is possible to find independently a different accommodation.

Indicate Dates: Check-in \_\_\_\_\_ Check-out \_\_\_\_\_  
*Day Month Year Day Month Year*

We suggest renting your apartment one day before the classes start and ending one day after the final day of classes.

### PERSONAL PROFILE

#### ALL STUDENTS:

Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Do you have any special conditions or needs that you would like the housing coordinator to be aware of? (anxiety disorder, depression, learning disability, eating disorder, physical limitation; religious belief, ect.)

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Allergies (if any) AND/ OR Other health problems that need to be taken into consideration:

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#### THE FOLLOWING QUESTIONNAIRE IS ONLY TO BE FILLED OUT BY STUDENTS SELECTING THE HOMESTAY OPTION:

NOTE: The LdM Housing Office will consider the preferences/requests communicated on the Personal Profile and will make every effort to find the most compatible placement. However, the LdM Housing Office cannot guarantee that all preferences/requests will be accommodated. Please be advised that the Cancellation Policy will apply in the case of all cancellations, regardless of reason.

My family members / I membri della mia famiglia

Name / Nome Relationship / Relazione

Relationship / Relazione

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |

Why are you choosing to live with a host family?

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Hobbies/Interests:

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List specific foods that you do not eat (meat, fish, vegetable, etc.).

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Please select the box which most closely describes you and/or your living habits:

Please specify the following:

- Smoking
- Non-smoking
- Vegetarian
- Non-vegetarian

**I play sports:**

- Regularly
- Sometimes
- Never

**My ideal night out with friends is:**

- Going out to dinner
- Cooking a meal at home and/or watching a movie
- Dancing

**I would describe myself as:**

- Extroverted
- Somewhere in between
- Introverted

**When getting ready, I usually take:**

- 15 minutes or less
- 15 minutes to hour
- More than an hour

**I like to go out at night with friends:**

- All the week
- Weekends only
- I usually do not go out at night

**Sleeping habits:**

- Early riser everyday
- Late riser everyday
- Early to bed during week and late to bed on weekends

**I like to go to places:**

- I enjoy walking every day
- I enjoy walking occasionally
- I don't like walking

**Do you plan to travel a lot when you are studying in Italy?**

- Yes, I plan to travel all over Europe
- Somewhat, I plan to travel mostly within Italy
- Not much, studying abroad is my travel

**Would it be an issue for you to live in a family with pets?**

- Yes, because I have allergies
- Yes, I would prefer a family without pets
- No, pets are not a problem for me

If there is something else you want us to know about yourself, please write it down in few lines.

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I appoint the Lorenzo de' Medici Institute to forward, in my name and on my behalf, my payment of the housing deposit and expenses as established and chosen in this application form. I understand that:

I will enter my apartment ONLY at the Check-in date, and I must leave the assigned apartment no later than 12:00 noon on Check-out day;

In case of damages to the apartment, and/or the apartment left in an unclean, or otherwise unacceptable condition, the cost will be withheld from the deposit;

LdM reserves the right to expel from the assigned apartment any student whose behavior does not conform with civilized standards of behavior;

I HAVE READ, UNDERSTOOD, AND WILL ABIDE BY ALL OF THE LORENZO DE' MEDICI POLICIES, RULES, AND REGULATIONS ON THIS FORM.

Student signature  \_\_\_\_\_ Date \_\_\_\_\_

### PRIVACY POLICY

The student, with the signing of the application form, declares to have seen, read and received a copy of this information in English.

Furthermore, the student declares to have read and understood this "[Privacy Policy](#)", in its entirety, consisting of three pages and gives explicit authorization to Lorenzo de' Medici S.r.L for the processing of their personal data.

For personal data in accordance with art.4, par.1, lett. a) GDPR refers to: "any information concerning an identified or identifiable natural person (" concerned "), identifying the natural person who can be identified, directly or indirectly, with particular reference to an identifier such as the name, a number of identification, location data, an online identifier or one or more characteristic elements of its physical, physiological, genetic, psychological, economic, cultural or social identity".

Student signature  \_\_\_\_\_ Date \_\_\_\_\_

I allow LdM exclusively to collect, publish and use for purposes of advertising and promotion that are not detrimental to my dignity or reputation: 1) my image in photographic, video or digital content; 2) my own writings, figurative works, music, art and creative projects; 3) my name in conjunction with interviews and statements in relation to LdM. I permanently waive all rights of compensation for the aforementioned content generated in the period of enrollment at LdM, which may be reproduced either in its entirety or in part, in the form of any multimedia content, and may be published on the following website, [www.ldminstitute.com](http://www.ldminstitute.com), and/or in other domains related to LdM in Italy and abroad.

Student signature  \_\_\_\_\_ Date \_\_\_\_\_