

## Fall 2018

### SEMESTER DATES

#### Florence

|                  |                    |   |
|------------------|--------------------|---|
| <b>Tuesday</b>   | <b>August 28</b>   | <b>Students arrive/Housing check-in</b> |
| Wednesday        | August 29          | Orientation                             |
| Thursday         | August 30          | Orientation                             |
| Friday           | August 31          | Orientation                             |
| <b>Monday</b>    | <b>September 3</b> | <b>Semester starts</b>                  |
| Monday to Friday | Oct 22 – 26        | Fall Break                              |
| Friday           | December 14        | Semester ends                           |
| <b>Saturday</b>  | <b>December 15</b> | <b>Deadline for Housing check-out</b>   |

### Application Deadline: June 15<sup>th</sup>

Housing requests for LDM housing that are received after the application deadline will not be honored if there are no more spaces available.

### General Housing Information

Apartments in Italy, especially in the historic centers, are all situated in antique buildings and therefore no apartment is alike. Although LDM maintain a standard for all apartments, there are differences in appearance, general condition and travel time from the institute.

Apartments are furnished and equipped with bed linens, towels, basic pots and pans, kitchen utensils, washing machine and TV. All apartments are provided with Internet service. They are not provided with a phone or air conditioning.

The student shared apartments usually house 2-6 people. Students will not be able to choose their apartment or change roommate. Any roommate/ apartment mate request must be specified on the housing agreement form. LdM does not have co-ed apartments. All apartments are **NON-SMOKING**. They are not all located in the same building, but within walking distance from the school facilities or easily reachable by public transportation.

The standard apartment bedrooms are double (2 single beds in the same room); single rooms (1 single bed in one room but in an apartment shared with another student) are limited. If a student's room request cannot be honored due to space limitations, LdM will assign an accommodation according to availability.

### Please note...

The rent period begins on Housing Check-in Day and ends on Housing Check-out Day, as per the Rental Period on the first page of this form.

Academic year students - Housing is provided for the Fall and Spring semesters. It is not provided during the winter break between the Fall and Spring semesters.

Students interested in home stay should require for specific housing booklet. Students interested in independent housing options should require for list of real estate agencies at [housing@lorenzodemedici.it](mailto:housing@lorenzodemedici.it)

## FLORENCE



### LdM Florence Housing Service includes:

- Rent, with fixed check-in and check-out.
- Repairs not caused by students' irresponsibility or inattentiveness.
- Average Utilities (water, gas, electricity). Any costs above the average consumption will be charged to the students sharing the same apartment and deducted from the housing deposit.
- Internet connection.
- Only during the semester: one cleaning of the apartment every two weeks.

### LdM Florence Housing Service does not include:

- Meals.
- Damage(s) caused by student's irresponsibility or inattentiveness.
- Extra cleaning (if the apartment is not clean on the specified check-out date, students will be responsible for an additional cleaning charge. The total amount due, will then be deducted from the housing deposit.)

## Reservation Procedure

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

- Housing Request Form, Personal Profile and Housing Rules – completed and signed (**hand written signature**)
- Proof of the \$300 security deposit
- A Copy of your passport (photo page)

The following are required by 30 days before the check in date:

- A Copy of your visa (on your passport), if required
- Cell phone and an e-mail address from the student through which you will be available during your trip to Italy.

- Detailed travel itinerary (from the place of departure to your final destination).

**IMPORTANT NOTE :** In order that LdM can assist you in the best way possible on your day of arrival, we kindly request that when planning your trip you aim to **arrive for the housing check in no later than 4:30PM**. Please bear this in mind when purchasing your outbound flight ticket.

About a week before the beginning of the term, the Housing Office will provide the student with (via e-mail):

- apartment's address, specifying room-mates and apartment-mates
- Information regarding Housing Check-in.

Students can send to LdM Housing office the forms above in the following ways: By e-mail to [housing@lorenzodemedici.it](mailto:housing@lorenzodemedici.it) OR by fax Number +39 055 2398 920 OR by mail to: Istituto Lorenzo de' Medici, Att.ne – Housing Coordinator Office, Via Faenza, 43 – 50123 Firenze, ITALIA. **However, email is recommended because it is easier to track correspondence and confirm receipt of materials sent to us.**

## Fees and Payment Procedure

To ensure yourself an accommodation provided by us:

1. Pay: \$300 security deposit This serves as a guarantee for the reservation of the room. (The proof of the housing deposit payment has to be included with the student's housing request form at the time of application). If there is no damage to the apartment and its contents the \$300 security deposit will be totally refunded to the student's mailing address written on the housing form within 45 days after the Student Departure Date.

## How to Pay

**Cashier's check (NOT a personal check) payable to "Lorenzo de' Medici, Inc." Students must submit this to the TU Study Abroad Office by 12pm noon EST on May 31, 2018. After this date, the student will be solely responsible for ensuring it arrives to LdM by mail to the following address:**

**LdM Student Services and Academic Relations  
3600 Bee Caves Road, Suite 205 B  
Austin, TX 78746  
USA**

Please include the following note when issuing the cashier's check: "Towson U-Housing Payment" and

specify on the check the student's name that the payment is covering.

### Cancellation Policy

Any cancellation must be communicated in a written withdrawal form which can be requested. Please remember that once the student arrives in Italy, no refund will be made for any reason whatsoever in the event of a student deciding to cancel change or vacate an assigned apartment.

- If a student cancels 45 days or MORE prior to the check-in date, the \$300 security deposit and \$1200 advance of the rent payment will be refunded.
- If a student cancels 44-31 days preceding the check-in date, the student will lose the security deposit (US\$300) but will be refunded the \$1200 advance of the rent payment.
- 30-11 days preceding the check-in date, the student is liable for the \$300 security deposit and \$1200 advance of the rent payment.
- If a student cancels 10-0 days preceding the check-in date – or fails to check-in to his or her housing assignment – the student is responsible for the full rental amount of the accommodation for the entire academic term.
- The student will be fully liable for the total housing cost and housing deposit if no official notice of the student's cancellation is received by LDM before check-in date.

Please be aware that the \$300 security deposit and housing rent are not kept by LDM but retained by the landlord to partially cover the loss of the occupant.

### Housing Withdrawal Policy

Students deciding to withdraw from their housing assignment during the academic term remain liable for their total housing cost as per [the LdM Housing contract]. When formally withdrawing from LdM housing during an academic term, however, students are eligible to receive a housing deposit refund following a checkout inspection of their housing accommodation. Housing deposit refunds are processed 45-days following the end of the academic term.

- The student will be required to vacate his or her LDM housing assignment within 24-hours of completing the LDM Withdrawal Form
  - The student is required to follow LDM check out procedures
  - The students is responsible for paying all housing debts and will be eligible to receive a refund of his/her housing deposit 45-days following the end of the academic term.
  - Eligibility for housing deposit refund will be based on inspection of the apartment at time of check out.
- LDM reserves the right to withhold the release of transcripts until all debts ( if any ) are paid.

### LdM Housing Request Form: FALL 2018

**Please print this form, fill it out and send it back to us by e-mail.**

LdM offers a free service to help students find accommodations for all campuses. Students generally live in shared bedrooms in apartments with other students.

| Important Dates:                     | Check-in - Check-out     | Deadline              |
|--------------------------------------|--------------------------|-----------------------|
| Fall Semester                        | August 28 – Dec 15, 2018 | June 15 <sup>th</sup> |
| Fall Semester – Three Cities Program | August 28– Nov 29, 2018  | June 15 <sup>th</sup> |

Student's full name \_\_\_\_\_ Gender: \_\_\_\_\_

Current University/College: \_\_\_\_\_

Country of citizenship: \_\_\_\_\_

Date of birth(M/D/Y): \_\_\_\_\_ Passport Number: \_\_\_\_\_

Passport issued by \_\_\_\_\_ Passport Date of Issue: \_\_\_\_\_

City/State of birth: \_\_\_\_\_ Country of birth: \_\_\_\_\_

Permanent home address: \_\_\_\_\_

City/State: \_\_\_\_\_ Country: \_\_\_\_\_

Postal code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail & Mobile Phone (through which the student will be available during the trip to Italy.)

\_\_\_\_\_  
\_\_\_\_\_

### Housing Request Options:

**Check (✓) the desired Type of Accommodations for the appropriate term:**

Campus (check one):  Florence

Term Request:  Fall 2018  Fall 2018+ other terms (specify all) \_\_\_\_\_

Room Request:  Shared Room

Please state any special request concerning roommates or any other particular needs. All requests must be made on this form. Your request will be taken into consideration and where possible accommodated. However please note that requests are not guaranteed and that you may also be assigned at LdM's discretion.

\_\_\_\_\_  
\_\_\_\_\_

Do you have any friends or acquaintance who will be at LdM or that will stay in your study abroad city around the time that you'll attend the LdM? Yes  No

#### PRIVACY POLICY

LdM is registered to hold your personal data under the Italian data protection law. This information will be used for administrative purposes and will not be given to any third party. I authorize the use of my personal information by Lorenzo de' Medici, in accordance with Italian Law D.Lgs. 196/03 on privacy

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Personal Profile Form: Fall 2018

**Please print this form, fill it out and send it back to us by e-mail.**

**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 / Withdrawal Policy will apply in the case of all cancellations, regardless of any reason.

Student's full name: \_\_\_\_\_

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

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

- |  |   |   |   |
|--|---|---|---|
| <b>Personality:</b>  | <input type="checkbox"/> Extroverted          | <input type="checkbox"/> Introverted                                    | <input type="checkbox"/> Flexible   |
| <b>Sleeping Habits:</b>  | <input type="checkbox"/> Early riser everyday | <input type="checkbox"/> Late riser                                     | <input type="checkbox"/> Early to bed during week and late to bed on weekends |
| <b>My living environment is:</b>   | <input type="checkbox"/> Relatively quiet     | <input type="checkbox"/> Filled with constant noise                     | <input type="checkbox"/> Filled with some noise, music, or activity           |
| <b>I exercise or play sports: or activity</b>                                  | <input type="checkbox"/> Regularly (daily)    | <input type="checkbox"/> Sometimes (weekly)                             | <input type="checkbox"/> Never  |
| <b>I clean dishes</b>  | <input type="checkbox"/> Right after I cook   | <input type="checkbox"/> The next morning or evening                    | <input type="checkbox"/> When I need to use the dish/cooking utensil          |
| <b>I clean (e.g., sweep, vacuum, clean the bathroom, etc.) my living area:</b> | <input type="checkbox"/> Once a week          | <input type="checkbox"/> Once every couple of weeks                     | <input type="checkbox"/> Once a month or less                                 |
| <b>I cook meals at home:</b>   | <input type="checkbox"/> Every day            | <input type="checkbox"/> 2-3 Times a week                               | <input type="checkbox"/> Rarely. I prefer to go out to eat                    |
| <b>When getting ready, I usually take:</b>                                     | <input type="checkbox"/> 15 minutes or less   | <input type="checkbox"/> 15 minutes to hour                             | <input type="checkbox"/> More than an hour                                    |
| <b>I enjoy walking:</b>  | <input type="checkbox"/> A lot                | <input type="checkbox"/> Sometimes                                      | <input type="checkbox"/> Not at all   |
| <b>Night Life:</b>   | <input type="checkbox"/> Going out to dinner  | <input type="checkbox"/> Cooking a meal at home and/or watching a movie | <input type="checkbox"/> Going to a club                                      |
| <b>I like to go out with friends:</b>  | <input type="checkbox"/> Almost every night   | <input type="checkbox"/> Weekends only                                  | <input type="checkbox"/> I usually do not go out at night                     |

**I am comfortable sharing my living space with people of differing backgrounds and perspectives**

- Yes, I am open to all.  
 No. I appreciate diversity, but prefer to live with those more similar to me.

*Please Specify:*

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- If a roommate was**  Tell me and speak  Tell me, but give me  Wait to see if the

- frustrated or angry with me, I wanted him/her to:**      about the issue or concern right away      time and space before talking about the issue or concern      feelings subside
- When I was upset, I:**       Needed to discuss my feelings right away       Needed time and space to process my feelings before talking       Did not like to discuss my feelings with others
- I would consider my study abroad budget as:**       Unlimited       Flexible       Limited
- Frequency of Travel:**       Frequently (3-4 times per month)       Occasionally (1-2 times per month)       Rarely (a few trips during the semester)
- Preferred Travel Destinations:**       Throughout Europe       Throughout Italy       Day trips

**Please select the characteristic of your ideal roommate:**

- Personality:**       Extroverted       Introverted       Flexible
- Sleeping Habits:**       Early riser everyday       Late riser       Early to bed during week and late to bed on weekends
- Night Life:**       Going out to dinner       Cooking a meal at home and/or watching a movie       Going to a club
- Frequency of Travel:**       Frequently (3-4 times per month)       Occasionally (1-2 times per month)       Rarely (a few trips during the semester)
- Preferred Travel Destinations:**       Throughout Europe       Throughout Italy       Day trips

Please list any allergies or other medical information (i.e., anxiety, depression, eating disorder, physical disability, etc.) that may be relevant to the housing placement process:

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Please provide any additional information regarding your personality, your expectations, your preferences, your background, or any other information that you think could be helpful or relevant to the housing placement process:

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## Housing Waiver Form: FALL 2018

I have read and fully agree with, accept and will abide by the conditions, rules, regulations and cancellation policy and



withdrawal policy listed in the attached description for LdM Housing.

I also understand that:

- **The LdM Housing Office does not guarantee that it can accommodate any/every request stated in this Housing Request Form and/or Personal Profile. I understand that the Cancellation Policy / Withdrawal Policy stated herein will apply if I cancel or withdraw my housing request for any reason.**
- **I will enter my apartment ONLY at the check-in date and leave the assigned apartment no later than 12:00 noon on check-out day.**
- **I must leave the assigned apartment in good condition.**
- **In case damages to the apartment are found, excessive use of the utilities and/or the apartment has not been properly cleaned, 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.**
- **LdM reserves the right to withhold the transcript / Certificate of Academic Performance of students who have any type of Housing outstanding debts.**
- **I agree to abide by the regulations of Lorenzo de' Medici.**
- **By signing below, I certify that the answers I provided in the Personal Profile form and LdM application are true to the best of my knowledge and belief.**

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

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## LDM Housing Rules

**Please print this form, fill it out and send it back to us by e-mail**

1. The LdM Housing Rules are valid for the entire duration that students' occupy LdM apartments. The rental period begins on housing check in and ends at 12:00 p.m. on housing check out and may not be presumptively or tacitly extended. It is mandatory to respect all check in dates and check out dates.
2. A Security Deposit must be paid for each Housing Reservation.
3. The housing rent balance is due no later than 30 days before the student arrival date. If payment is not received by the deadline, LdM reserves the right to refuse housing to students.
4. Rent and utilities are paid to the apartment Landlords. The sum paid is based on average consumption of the utilities (water, gas, electricity). Students will be charged for excessive use of utilities.
5. The apartments are already pre- inspected before the students' arrival by the housing office. Any preexisting damages or complaints must be reported in writing (on the LdM Damage Form) to LdM Housing Coordination within 48 hours after receipt of the keys for semester students and within 24 hours for Summer/January Intersession students. Any items not listed on the form will be assumed to be in satisfactory condition. Any damage to the apartment, furnishings, electrical appliances, etc., must be reported immediately, in writing, to the Housing Coordination office.
6. Students will be responsible for the payment of the ordinary maintenance (light bulbs, broken keys, windows, clogged drains, etc.). Students will be held individually responsible for damages or violations in their assigned room and collectively responsible for damages or violations that occur in the shared common areas of their apartment. Students will be responsible for damage repair costs as well as any consequences deriving from such damage. Costs must be paid immediately. The Landlord will be responsible for extraordinary maintenance.
7. Subletting or lending of the leased premises is expressly forbidden. Only the undersigned lessee and assigned apartment-mates are permitted to occupy the apartment. Overnight guests are not allowed for safety reasons and according to Italian law. Should it be determined that there were overnight guests in the apartment,, the Landlord and/or LdM Housing Coordination reserves the right to evict the Student and the Dean of Students reserves the right to impose sanctions. In accordance with the Italian law, if an overnight guest is found in the apartment, depending on the size of the apartment and the length of the stay, the local authorities have the right to impose fines.
8. The Landlord has the right of entry to the apartment with prior notice (except in an emergency) to verify that the terms of the contract are respected, to show it to future students or purchasers, and for general maintenance.
9. The Students agree to keep the apartment, building entrance and stairs in an orderly, safe and sanitary condition. The students agree not to bring bikes into the apartment 's building, not to put anything up on walls (with nails, tape, pushpins etc.) and not to keep pets.
10. It is strictly forbidden to disturb neighbors in any way; to wear heels, boots or other heavy-soled shoes or to make loud noise after 11:00 pm; to hold parties; to move or add furniture;
11. All apartments are NON-SMOKING.
12. Apartments shall be kept clean for the entire period of stay. All apartments will be inspected after the students' departure by the Housing Coordinators and Landlords. Housing inspections may take place at any other time deemed necessary by the school, with advance notice. For semester programs, some randomly chosen apartments will be inspected in the middle of the term. Any special cleaning required will be charged to the students.
13. At departure, the apartment must be left clean, orderly, and free of personal belongings. Neither LdM nor the Landlord will be responsible for belongings left in the apartment after the Check-out date.

**14.** The Housing Coordination office reserves the right to change housing assignments before arrival or during the rental period (in the latter case only for reasons such as health or other conditions seriously affecting the general welfare of the apartment's residents). Students are not permitted to change housing assignment or roommates, or to stay in another LdM housing accommodation without receiving written permission from LdM. Such permission will be considered only for situations involving extreme circumstances.

**15.** Any student who provides apartment access to non-students is held responsible for their actions, including any violations of these housing rules and their repercussions. LdM reserves the right to expel from the assigned apartment any student whose behavior does not conform to civilized standards of behavior.

**16.** It is necessary to double lock (deadbolt) the apartment door when you enter and exit your apartment because in Italy the door does not lock automatically. Always close and lock the windows before leaving the apartment.

**17.** The unauthorized duplication or purchase of housing accommodation keys is not permitted.

**18.** The rights of the use of keys are extended ONLY to students of the apartment. At NO time should keys be lent out to non-residents. Lost keys are a serious matter and not only impact the safety of the resident who lost the key but also the safety and security of roommates. Therefore, if the student shall be separated from the keys to the apartment for any reason (loss, theft, lent out, etc.); it must be reported to LdM immediately. The student alone

shall be responsible for the cost of replacement keys and the locks. In Italy these replacements are costly.

**19.** Students should not write their home address on any part of their keys or keychain.

**20.** Upon violation of the conditions described in the LdM Housing Rules and LdM Home stay Rules, Rules of Conduct and Academic Regulations, students will be sanctioned in accordance with the enforcement of those Rules and Regulations

**21.** No transcripts will be released for students with outstanding debts for excessive use of utilities, apartment damages, or other charges as mentioned above.

**22.** You need to be a current, active student in your courses in order to remain in Lorenzo de' Medici housing.

**23.** LdM reserves the right to evict Students from apartments based on any violations of these Housing Rules the LdM Rules of Conduct and or the Academic Regulations.

**24.** The LdM Housing Rules may be amended as LdM deems appropriate.

**25.** Signing below means also acceptance of the Housing Cancellation Policy/withdrawal policy, and that the student is willing to pay the designated penalty in accordance with the cancellation policy in case of a cancellation.

**The signing of this document indicates acknowledgment and understanding of the LdM Housing Rules, and agreement to abide by stated LdM Housing Coordination policies, procedures, and regulations.**

Student's full name \_\_\_\_\_ Student's signature \_\_\_\_\_ Date: \_\_\_\_\_