

# APPLICATION FORM

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Viale Carducci, 34 - 40125 Bologna - Italy

Associazione Lingue e Culture Europee

First Name _____	Date of Birth _____
Family Name _____	Age _____
Address _____	Sex _____
Town _____	Occupation _____
Country _____	Company _____
Post/zip Code _____	Native language _____
Home telephone _____	Any illness, physical disability or allergy, including allergies
Mobile phone _____	to animals _____
Fax _____	Special dietary needs _____
E-mail _____	
Nationality _____	

**Please state your current Italian language level:**

Beginner  
  Elementary  
  Pre-Intermediate  
  Intermediate  
  Upper-Intermediate  
  Advanced  
  Upper-Advanced

How did you hear about ALCE Bologna? \_\_\_\_\_

## Courses

Intensive Course 20 hours per week -	n. <input type="text"/>	of weeks.	Starting date	<input type="text"/> / <input type="text"/>	2008
Intensive Plus 25 hours per week -	n. <input type="text"/>	of weeks.	Starting date	<input type="text"/> / <input type="text"/>	2008
Combined Course	n. <input type="text"/>	of weeks.	Starting date	<input type="text"/> / <input type="text"/>	2008
For CILS preparation	n. <input type="text"/>	of weeks.	Starting date	<input type="text"/> / <input type="text"/>	2008
One to One, General	n. <input type="text"/>	of weeks.	Starting date	<input type="text"/> / <input type="text"/>	2008
One to One, Professional	n. <input type="text"/>	of weeks.	Starting date	<input type="text"/> / <input type="text"/>	2008
Two to One, General	n. <input type="text"/>	of weeks.	Starting date	<input type="text"/> / <input type="text"/>	2008
Two to One, Professional	n. <input type="text"/>	of weeks.	Starting date	<input type="text"/> / <input type="text"/>	2008
Business Italian course	n. <input type="text"/>	of weeks.	Starting date	<input type="text"/> / <input type="text"/>	2008
Italian for Law course	n. <input type="text"/>	of weeks.	Starting date	<input type="text"/> / <input type="text"/>	2008
Conversation classes	n. <input type="text"/>	of weeks.	Starting date	<input type="text"/> / <input type="text"/>	2008
Master Class Over 50	n. <input type="text"/>	of weeks.	Starting date	<input type="text"/> / <input type="text"/>	2008
Special Christmas Course	n. <input type="text"/>	of weeks.	Starting date	<input type="text"/> / <input type="text"/>	2008

## Accommodation

Accommodation starts from the Sunday before your course and ends the Saturday after the course.

Host family/Self-Catering	<input type="checkbox"/> Single Room	<input type="checkbox"/> twin Room	Host family-half board	<input type="checkbox"/> Single Room	<input type="checkbox"/> twin Room
Host family/Executive	<input type="checkbox"/> Single Room	<input type="checkbox"/> twin Room	Billbo House	<input type="checkbox"/> Single Room	<input type="checkbox"/> twin Room
Shared Apartments	<input type="checkbox"/> Single Room	<input type="checkbox"/> twin Room	Bed & Breakfast	<input type="checkbox"/> Single Room	<input type="checkbox"/> twin Room
Hotel or private Flat	<input type="checkbox"/> Single Room	<input type="checkbox"/> twin Room	<input type="checkbox"/> One bedroom flat	<input type="checkbox"/> Two bedrooms flat	

I would like \_\_\_\_\_ accommodation from  -  -  to  -  -  (dd/mm/yyyy)

## Airport Transfer

Do you require airport transfer on arrival?  
 If yes, please state:  
 Date \_\_\_\_\_ Flight N° \_\_\_\_\_ Arrival time: \_\_\_\_\_

## Railway station Transfer

Do you require pick up service from railway station on arrival?  
 If yes, please state: Date \_\_\_\_\_ Arrival time: \_\_\_\_\_

**I have read the general conditions and agree to abide by them**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parental permission if student is under 18  
 Parent: Name \_\_\_\_\_ Surname \_\_\_\_\_ relationship \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

# TERMS & CONDITIONS 2008

## 1. Age

Students should be 18 years old or over (17 with parental permission)

## 2. Number of Students per class

8 maximum - 3/5 average

## 2. Classes

Each class hour is 60 minutes. One 15 minutes break from 10.50 to 11.05

## 3. Fees

Fees include: tuition, welcome pack, student information handbook, use of resource center, free Internet access - placement test and end of course certificate / individual report. The **balance must be paid at least 15 days** before the beginning of the course. Fees do not include: Exam fees, meals, private insurance and bank charges.

A **registration fee of € 30** will be charged on all courses. Registration fee does not include course books. All students must buy a course **book and materials at € 35**. This fee will be included on all invoices.

## 4. Airport Transfers

We can arrange for you to be met at Bologna airport and taken by car to your accommodation. The cost of this services is € 20 from /to airport and € 12 from /to railway station - one way.

## 5. Excursions

Excursions are not included in the cost. (except over 50 course and special Christmas course). Some social and cultural activities are free of charge (please see monthly schedule)

## 6. ALCE Calendar

The School will be closed on the following public holidays: 1 January, 6 January, 28 March, 25 April, 1 May, 2 June, 15 August, 1 November, 8 December, 25 December, 26 December

## 7. Accommodation

All accommodation booked by ALCE is subject to an **administration fee of € 25**. If a student changes family or accommodation, a second administration fee may be charged in some cases.

## 8. Insurance

All students are advised to take out private medical and travel insurance. On request insurance can be provided. All EU nationals should bring E1.11 form covering public medical care.

## 9. Visas

EU national do not require Visas. Non-EU nationals should contact their local Italian Embassy or Consulate.

## 10. Booking and Cancellations:

Enrolment must be accompanied by a deposit of € 200, which can be paid by **credit card (add 3%)**, or bank transfer. Cancellation: 60 days before beginning of course: all fees refunded less a charge of € 80,00 (admin. expenses); 30 days before beginning of course: balance will be refunded less a charge of € 140.00 (deposit). If a booking is cancelled between 29 and 14 days before the start of the course you will be entitled to a refund, less a charge of € 195.00 (deposit + registration and accommodation fee). Between 13 and 7 days (in addition, the accommodation fees won't be refundable). If the cancellation arrives late, entire sum will be forfeited.

## 11. Changing Course

If a student changes the date of a course, an extra registration fee will be charged. If the change is made less than one week before the course start date, one week's accommodation will also be charged.

## 12. Refunds

No refund can be made after a course has started. In the case of illness, students may ask for a course to be postponed to a later date. In this case the school will require a medical certificate. A course cannot be carried over into the next calendar year.

## Associazione Lingue e Culture Europee

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## ITALIAN COURSES IN BOLOGNA

### Dates and Fees 2008

### Enrolment Form