

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 22 hours per week - n. of weeks. Starting date / 2010
 GI22 - (Includes at least 1 afternoon session - conversation or phonetics)
 Combined Course n. of weeks. Starting date / 2010
 For CILS preparation n. of weeks. Starting date / 2010
 One to One, General n. of weeks. Starting date / 2010
 One to One, Professional n. of weeks. Starting date / 2010
 Two to One, General n. of weeks. Starting date / 2010
 Two to One, Professional n. of weeks. Starting date / 2010
 Business Italian course n. of weeks. Starting date / 2010
 Italian for Law course n. of weeks. Starting date / 2010
 Conversation classes n. of weeks. Starting date / 2010
 Master Class Over 50 n. of weeks. Starting date / 2010
 Special Christmas Course n. of weeks. Starting date / 2010

Accommodation

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

Host family/Self-Catering Single Room twin Room Host family-half board Single Room twin Room
 Host family/Executive Single Room twin Room Bilbo / House Single Room twin Room
 Shared Apartments Single Room twin Room Bed & Breakfast Single Room twin Room
 Hotel or private Flat Single Room twin Room One bedroom flat 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 2010

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 10 minutes break from 10.50 to 11.00

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: From 1 January to 9 January, 13 April, 25 April, 1 May, 2 June, 15 August, 4 October, 1 November, 8 December, from 21 December 2009 to 8 January 2010

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.

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ITALIAN COURSES IN BOLOGNA

Dates and Fees 2010
Enrolment Form