

APPLICATION FORM

Viale Carducci, 34 - 40125 Bologna - Italy
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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 to animals _____
Mobile phone _____	Special dietary needs _____
Fax _____	
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 GI 22	n. <input type="checkbox"/> of weeks.	Starting date <input type="checkbox"/> / <input type="checkbox"/> 2011
Super Intensive Course GI30	n. <input type="checkbox"/> of weeks.	Starting date <input type="checkbox"/> / <input type="checkbox"/> 2011
Combined Course GI20+5	n. <input type="checkbox"/> of weeks.	Starting date <input type="checkbox"/> / <input type="checkbox"/> 2011
For CILS preparation	n. <input type="checkbox"/> of weeks.	Starting date <input type="checkbox"/> / <input type="checkbox"/> 2011
One to One, General	n. <input type="checkbox"/> of weeks.	Starting date <input type="checkbox"/> / <input type="checkbox"/> 2011
One to One, Professional	n. <input type="checkbox"/> of weeks.	Starting date <input type="checkbox"/> / <input type="checkbox"/> 2011
Two to One, General	n. <input type="checkbox"/> of weeks.	Starting date <input type="checkbox"/> / <input type="checkbox"/> 2011
Two to One, Professional	n. <input type="checkbox"/> of weeks.	Starting date <input type="checkbox"/> / <input type="checkbox"/> 2011
Business Italian course	n. <input type="checkbox"/> of weeks.	Starting date <input type="checkbox"/> / <input type="checkbox"/> 2011
Italian for Law course	n. <input type="checkbox"/> of weeks.	Starting date <input type="checkbox"/> / <input type="checkbox"/> 2011
Conversation classes	n. <input type="checkbox"/> of weeks.	Starting date <input type="checkbox"/> / <input type="checkbox"/> 2011
Master Class Over 50	n. <input type="checkbox"/> of weeks.	Starting date <input type="checkbox"/> / <input type="checkbox"/> 2011
.....	n. <input type="checkbox"/> of weeks.	Starting date <input type="checkbox"/> / <input type="checkbox"/> 2011

Accommodation

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

Hostfamily/Self-Catering	<input type="checkbox"/> Single Room <input type="checkbox"/> twin Room	Hostfamily-halfboard	<input type="checkbox"/> Single Room <input type="checkbox"/> twin Room
Hostfamily/Executive	<input type="checkbox"/> Single Room <input type="checkbox"/> twin Room	Bilbo / 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 2012

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 20 minutes break from 10.50 to 11.10

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 21 days** before the beginning of the course. Fees do not include: Exam fees, meals, private insurance and bank charges.

A **registration fee of € 35** 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 € 35 from /to airport and € 20 from /to railway station - one way.

5. Excursions

Excursions are not included in the cost. (except over 50 course). Most 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 2 January to 6 January 2012, 25 April, 1 May, 2 June, 15 August, 4 October, 1 November, 8 December, from 17 December 2012 to 4 January 2013

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. Please check the special refunding policy for students who apply for student Visa (Type D)

10. Booking and Cancellations:

Enrolment must be accompanied by a deposit of € 200, which can be paid by **credit card (add 2%)**, or bank transfer. Cancellation: 60 days before beginning of course: all fees refunded less a charge of € 95,00 (admin. expenses); 30 days before beginning of course: balance will be refunded less a charge of € 200.00 (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 € 200.00 and 1 week of accommodation fees. Between 13 and 7 days (in addition, the accommodation fees - 2 weeks - 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.

Accademia Lingue e Culture Europee

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ITALIAN COURSES IN BOLOGNA

Dates and Fees 2012
Enrolment Form