

# APPLICATION FORM

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

### 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="checkbox"/>	of weeks. Starting date	<input type="checkbox"/>	/	<input type="checkbox"/>	2007
Intensive Plus 25 hours per week -	n. <input type="checkbox"/>	of weeks. Starting date	<input type="checkbox"/>	/	<input type="checkbox"/>	2007
Combined Course	n. <input type="checkbox"/>	of weeks. Starting date	<input type="checkbox"/>	/	<input type="checkbox"/>	2007
For CILS preparation	n. <input type="checkbox"/>	of weeks. Starting date	<input type="checkbox"/>	/	<input type="checkbox"/>	2007
One to One, General	n. <input type="checkbox"/>	of weeks. Starting date	<input type="checkbox"/>	/	<input type="checkbox"/>	2007
One to One, Professional	n. <input type="checkbox"/>	of weeks. Starting date	<input type="checkbox"/>	/	<input type="checkbox"/>	2007
Two to One, General	n. <input type="checkbox"/>	of weeks. Starting date	<input type="checkbox"/>	/	<input type="checkbox"/>	2007
Two to One, Professional	n. <input type="checkbox"/>	of weeks. Starting date	<input type="checkbox"/>	/	<input type="checkbox"/>	2007
Business Italian course	n. <input type="checkbox"/>	of weeks. Starting date	<input type="checkbox"/>	/	<input type="checkbox"/>	2007
Italian for Law course	n. <input type="checkbox"/>	of weeks. Starting date	<input type="checkbox"/>	/	<input type="checkbox"/>	2007
Conversation classes	n. <input type="checkbox"/>	of weeks. Starting date	<input type="checkbox"/>	/	<input type="checkbox"/>	2007
Master Class Over 50	n. <input type="checkbox"/>	of weeks. Starting date	<input type="checkbox"/>	/	<input type="checkbox"/>	2007
Special Christmas Course	n. <input type="checkbox"/>	of weeks. Starting date	<input type="checkbox"/>	/	<input type="checkbox"/>	2007

### 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	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	<input type="checkbox"/> Single Room	<input type="checkbox"/> twin Room			

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 2007

## 1. Age

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

## 2. Number of Students per class

8 maximum - 4/5 average

## 2. Classes

Each class hour is 55 minutes

## 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.

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. Cancellations

If a booking is cancelled 14 or more days before the start of the course you will be entitled to a full refund, less a charge of € 120.00. The deposit is non-refundable if the cancellation arrives late.

## 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 2007

Enrolment Form