

# APPLICATION FORM

## Personal information

Last name:		Nationality:	
First name:		Mother tongue:	
Parent/guardian's name (if under 18):		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Date of birth: Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Correspondence address:		Telephone:	
		Mobile:	
City:		Fax:	
Country:		Postcode:	
		Email:	
Emergency contact: <i>Please supply emergency contact details for yourself or someone authorised to act on your behalf.</i>			
Name:		Telephone:	Fax:
		Mobile:	Email:
Any illness, allergy, special dietary needs			
Have you studied Italian before?		yes <input type="checkbox"/> no <input type="checkbox"/>	
If yes, please specify for how long		.....	
		Please, choose your level : beginner <input type="checkbox"/> elementary <input type="checkbox"/> intermediate <input type="checkbox"/> advanced <input type="checkbox"/>	
How did you hear about Live Language Salento?		Agent <input type="checkbox"/>	Teacher <input type="checkbox"/>
		Family/Friend <input type="checkbox"/>	Website <input type="checkbox"/>
		Advert <input type="checkbox"/>	Other _____

## Italian course information

## Special courses

type of course	n° of weeks	from	to		type of course	n° of weeks	from	to
STANDARD <input type="checkbox"/>		.../.../....	.../.../....		OVER 50 <input type="checkbox"/>			
INTENSIVE <input type="checkbox"/>		.../.../....	.../.../....		COOKERY & WINE <input type="checkbox"/>		.../.../...	.../.../...
SUPER INTENSIVE <input type="checkbox"/>		.../.../....	.../.../....		LITERATURE <input type="checkbox"/>		.../.../...	.../.../...
CILS course <input type="checkbox"/>		.../.../....	.../.../....		CINEMA <input type="checkbox"/>		.../.../...	.../.../...
WEEK-END <input type="checkbox"/>		.../.../....	.../.../....		BUSINESS <input type="checkbox"/>		.../.../...	.../.../...
PRIVATE <input type="checkbox"/>		.../.../....	.../.../....		HEALTHCARE <input type="checkbox"/>		.../.../...	.../.../...
SEMI-PRIVATE <input type="checkbox"/>		.../.../....	.../.../....		OPERA <input type="checkbox"/>		.../.../...	.../.../...
KIDS & TEENS <input type="checkbox"/>		.../.../....	.../.../....		LEGAL <input type="checkbox"/>		.../.../...	.../.../...

## Travel information

Is this your first time in Italy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Transport	plane <input type="checkbox"/>	train <input type="checkbox"/>	pulmann <input type="checkbox"/>	car <input type="checkbox"/>	other <input type="checkbox"/>
Arrival date	<input type="text"/> / <input type="text"/> / <input type="text"/>				
Departure date	<input type="text"/> / <input type="text"/> / <input type="text"/>				
Do you need service transfer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

## Accommodation

Do you require accommodation ?	yes <input type="checkbox"/> no <input type="checkbox"/>				
Masseria piccinna house	Single room <input type="checkbox"/>	double room <input type="checkbox"/>	triple room <input type="checkbox"/>		
Homestay (half-board)	Single room <input type="checkbox"/>	double room <input type="checkbox"/>			
Homestay (self-catering)	Single room <input type="checkbox"/>	double room <input type="checkbox"/>			
Shared apartment	Single room <input type="checkbox"/>	double room <input type="checkbox"/>			
Private apartment	<input type="checkbox"/>				
B&B o Hotel	Single room <input type="checkbox"/>	double room <input type="checkbox"/>			

## TERMS & CONDITIONS

**1) Enrolment:** Please send the application form with the signed Terms and Conditions by fax: **++39 0836 552 313** or post to the school with the receipt of the deposit. The deposit will be equal to **30%** of the total price of the chosen course, plus € **70** enrolment fee. Fee includes: tuition, welcome pack, use of resource centre, placement test and certificate of attendance. Fee does not include: exam fees, meals, private insurance and bank charges. The deposit must be received within a week of the confirmation email being sent. The payment can be made through: - International postal order (*through the post office*); - Western Union; - Bank Transfer (*bank account number on request*) **IMPORTANT:** Please allow 5-6 working days for a bank transfer to arrive. State clearly your name and invoice number on the bank transfer form. Any additional bank charges are payable. **The balance must be paid on the first day of the course.**

**4) Cancellations:** We will refund 50% of the deposit if the cancellation is made up to 30 days prior to the start of the course (via fax or post). No refund will be made if a cancellation is made less than 30 days before the beginning of the course, neither will it be possible to make refunds should the student not complete the course due to extenuating circumstances. In the latter case, the deposit can be used for future enrolments within one year. The missed lessons cannot be recovered.

**5) Accommodation:** Live Language Salento provides an accommodation reservation service free of charge. Please inform the school of your estimated time of arrival at least four days in advance. If you arrive a day earlier, or if you want to stay a day longer, please contact the school. **Payment of the accommodation must be made the first day of the course, together with the balance.** This payment is refundable to 10% in case of cancellation or premature departure. The costs of any damage caused to the accommodation must be reimbursed directly with the owner. The booking of the accommodation is strictly personal and the presence of guests must be negotiated with the owner. Students are able to move into their accommodation the day before starting their language course (i.e. the Sunday preceding their first day of course). They are required to leave their accommodation at 10.00 in the morning the Saturday after their final lesson.

**6) Lessons:** Lessons take place from Monday to Friday, except for the week-end course, either in the morning or in the afternoon. Lessons do not take place on public holidays of the Italian calendar, those missed for holidays will be made up. First day at school: we will expect you at school at 9.00 am. If you are a beginner, you will begin your first lesson straight away, all other students will take a placement test.

**7) Excursions:** Excursions are not included in the cost. (Except those of over 50course). Some social and cultural activities are free of charge (please see the weekly schedule).

**8) Transfer:** The school provides a transfer service from Brindisi Airport and Lecce Train Station to your accommodation. If you would like this service, please send us your arrival information by mail with the enrolment form. The cost is € **20**. Contact the school in case of delays. Waiting time is charged at €10 per hour. Departure transfers can be arranged with the school upon arrival.

**9) Insurance:** Students are not insured against illness, accidents, theft or loss of personal goods. Citizens from European Union countries are entitled to free medical care in Italy if they hold an E111 form. They can ask for it in their Country before departing for Italy.

**10) Any disputes or disagreements** about the interpretation and the application of this contract will be settled in Lecce Tribunal Court according to Italian laws.

**11) Visa:** U.S.A and European citizens do not require a visa to enter Italy. Citizens of other countries should contact the Italian Embassy or Consulate to check their entry permits.

I declare that I have read the school regulations and accept them

*In accordance with article 13 of Italian Law 30/06/2003 N°196 I authorise the school to process my personal data for the purpose of promoting its programmes of study*

Date.....

Signature.....

**CENTRO DI LINGUE E CULTURE STRANIERE  
LIVE LANGUAGE SALENTO**

**Via Pozzi Dolci ,17- 73040 Aradeo (Lecce) – ITALY**

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