



SCUOLA  
LEONARDO DA VINCI®  
**FLORENCE - MILAN**  
**ROME - SIENA**

 SCUOLA  
LEONARDO  
DA VINCI®  
1977 - 2017



*In Country Italian Language Courses*

# **PROGRAMS & PRICES** **2017**

*inclusive Agent Manual & F.A.Q.*



## **CONFIDENTIAL**

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**b-c**



## JUBILEE AT THE SCUOLA LEONARDO DA VINCI® 1977-2017

The Scuola Leonardo da Vinci®, founded in Florence in 1977, is pleased to announce its **40th anniversary of continuous operation**. Now expanded to include branches in Milan, Rome and Siena, we would like to celebrate our growth and longevity with all those who have participated in our long, happy journey.

One way we will honor the 40th year of our foundation is to restyle and launch our brand image. The **new logo of the Scuola Leonardo da Vinci Educational Group** will maintain the 'Vitruvian Man' of Leonardo da Vinci, enhanced by a background in four colors, each color representing one of our four branch cities.

We would also like to acknowledge our 40 successful years in a manner that is meaningful on a global level. We have thus decided to share our good fortune by **becoming sustaining members of two important charitable institutions**: EMERGENCY ([www.emergency.it/en](http://www.emergency.it/en)) and the WORLD WILDLIFE FUND ([www.panda.org/](http://www.panda.org/)).





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## ITALIAN LANGUAGE COURSES in Florence, Milan, Rome, Siena



- Intensive Group Courses
- One-to-One Courses
- Academic School Year
- 50+ Courses «La Dolce Vita»



- Art History
- Drawing & Painting
- Etching
- Leather Working



- Culinary Arts for Amateurs and Professionals
- Wine Course
- Visits to wine cellars



- Art and Design
- Fashion
- Preparation Courses for Fashion Shows



- Musical Specialisation:**
- Instrument Courses
  - Canto and Diction for Opera Singers



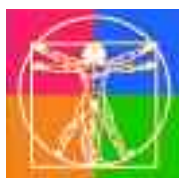
- Accommodation Services:**
- Home-Stay, Apartments
  - Hotel, Residence, B&B
  - Transfer services



- Leisure time:**
- Guided visits, Excursions
  - Dinners, Film evenings
  - Free Internet Access

**[www.scuolaleonardo.com](http://www.scuolaleonardo.com)**

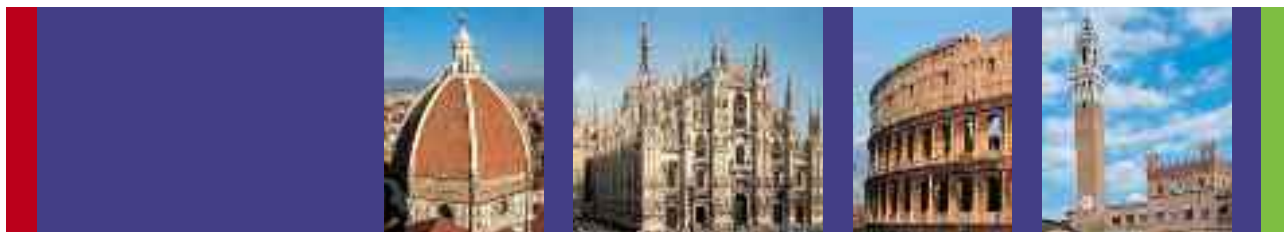




## COURSE DATES 2017

<b>Course Starting Dates: Florence - Milan - Rome - Siena</b>  <i><u>NB:</u> Non beginners can start on every Monday.</i>  ▲ = Starting dates for absolute beginners.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	▲ 02	06	▲ 06	▲ 03	▲ 02	▲ 05	▲ 03	07	04	02	▲ 06	▲ 04
	09	▲ 13	13	10	08	12	10	▲ 14	▲ 11	▲ 09	13	▲ 11
	▲ 16	20	▲ 20	▲ 18	▲ 15	▲ 19	▲ 17	21	18	16	▲ 20	
	23	▲ 27	27	24	22	26	24	▲ 28	▲ 25	▲ 23	27	
	▲ 30				▲ 29		▲ 31			30		
Christmas Holidays: from 23 December 2017 to 01 January 2018												
<b>Public Holidays</b>	06 January / 17 April / 25 April / 01 May / 02 June / 29 June (Rome only) / 15 August / 01 November / 08 December											
<b>AIL «Firenze» Diplomas Examination dates</b> (page 7)	31 March			30 June			22 September			01 December		
<b>AIL «Firenze» Diplomas preparation courses</b> (page 7)	06 - 31 March			05 - 30 June			28 Aug - 22 Sep			06 Nov - 01 Dec		
<b>Academic School Year / «Gap Year» 2017/2018</b> (page 8)	From 02 January to 11 August 2017 (32 weeks) From 02 May to 07 December 2017 (32 weeks) From 11 September 2017 to 27 April 2018 (33 weeks, including Christmas Holidays)											
<b>50+ Courses «La Dolce Vita»</b> Starting dates 1 or 2 weeks (page 11)	Florence:			03 Apr		15 May		11 Sep		09 Oct		
	Milan:			06 Mar		05 Jun		25 Sep		06 Nov		
	Rome:			20 Mar		05 Jun		09 Oct				
	Siena:			15 May		19 Jun		28 Aug		25 Sep		
<b>“For those who plan ahead”: Course starting dates 2018 for absolute beginners</b>	02 Jan / 15 Jan / 29 Jan / 05 Feb / 19 Feb / 05 Mar / 19 Mar / 03 Apr / 16 Apr / 30 Apr / 07 May / 21 May / 04 Jun / 18 Jun / 02 Jul / 16 Jul / 30 Jul / 06 Aug / 20 Aug / 03 Sep / 17 Sep / 01 Oct / 15 Oct / 29 Oct / 12 Nov / 26 Nov / 10 Dec											





## CONDITIONS 2017

PRICE OFFER for Language Travel Agencies, valid for 2017

### Nota bene:

- The price list is valid from 1 January until 31 December 2017;  
Euro = European Union Currency.
- Culture, Art, Music and Fashion courses will take place only with the minimum number of participants indicated.
- Duration of a lesson = 45 minutes (except some Culture, Art and Professional Cooking Courses). Lessons are held from Monday to Friday and can take place either in the morning or in the afternoon. Lessons are not held and not refunded on national and local public holidays.
- Minimum age = 16 years (except Junior Camp = 11 years).
- **VISA:** If a visa is requested to study in Italy, each student (or agency) has to contact the nearest Italian Consulate beforehand to complete the formalities. Our certificate of enrollment fulfils one of the requirements to obtain a visa. In order to receive this certificate, the global tuition fees must be paid in advance and in full for the entire period of study.

If a visa is rejected by the Italian Consulate, our schools will refund all prepaid money minus the registration fee, all the expenses related to expedited shipping and bank transfer costs as well as 200 Euro to cover administration costs. You must send an official written proof of the visa refusal from the Consulate, in order to receive a refund.

### The course price includes:

- Placement, assessment and final tests.
- Teaching material (except Fine Arts courses).
- Diploma «Firenze» AIL examination fees for the preparation courses.
- Documents for Visa and Residence Permit, if requested.


***Exception:** If the Agency, for whatever reason, requires the Visa documents to be sent urgently by fast mail (e.g. express couriers), all the related expenses will be charged on the invoice.*

- Free Internet access.
- Organization of social activities (most activities free or at cost price).
- Certificate of attendance.
- Student card.



**COURSE PRICES 2017 (1)**  
(official prices in Euro per person)

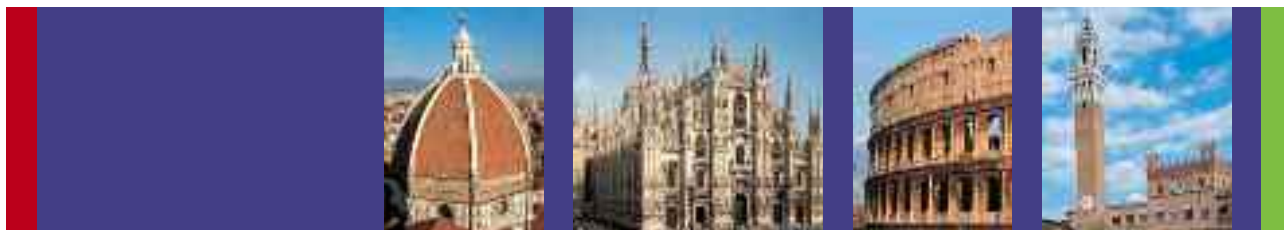
GROSS

INTENSIVE ITALIAN LANGUAGE COURSE	Duration	Course No.	Number of lessons	Participants min. max.		Euro *
	1 week «One Week Only»	110	20		12	210
	2 weeks Intensive Course	111	40			380
	3 weeks	112	60			540
	4 weeks		80			720
	5 weeks Middle Length Intensive Course	121	100			800
	6 weeks		120			960
	7 weeks		140			1'120
	8 weeks		160			1'280
	10 weeks		200			1'600
	12 weeks Long Term Intensive Course	131	240			1'800
	14 weeks		280			2'100
	16 weeks		320			2'400
	20 weeks		400			3'000
	24 weeks Long Term Semester Course	141	480			3'120
	28 weeks		560			3'640
	32 weeks		640			4'160
	36 weeks		720			4'680
	40 weeks	142	800			4'800
	48 weeks «Sabbatical Year»	151	960			5'280
Short description and Notes	<ul style="list-style-type: none"> <li>• 4 lessons of group language course per day</li> <li>• 20 lessons per week</li> <li>• Max. 12 participants per class; <b>Siena: max 10 participants per class.</b></li> <li>• Non beginners can start <b>every Monday</b>; Starting dates for absolute beginners, see page 1 (▲).</li> <li>• Course centers: Florence - Milan - Rome - Siena</li> </ul>					



\*) A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment.





**COURSE PRICES 2017 (2)**  
(official prices in Euro per person)

<b>SUPER INTENSIVE GROUP COURSE</b> <i>Florence - Milan - Rome</i> <i>«Bildungsurlaub»</i>	Duration	Course No.	Number of lessons	Participants min. max.		Euro *
	1 week «One Week Only»	160	30	3	12	340
	2 weeks	161	60	3	12	600
	3 weeks		90	3	12	870
	4 weeks		120	3	12	1'140
	additional week, from 5th week on		30	3	12	270
<b>Short description and Notes</b>	<ul style="list-style-type: none"> <li>• Per day: 4 lessons of Intensive language course and 2 extra lessons of group language course; 30 lessons per week. In the extra sessions students will have the opportunity to increase their knowledge with practice in speaking and conversing in three levels of ability: beginner, intermediate and advanced.</li> <li>• Recognized as "Bildungsurlaub".</li> <li>• Min. 3 - max. 12 participants per group; if there should be only one participant for a course/level, she/he will be given 20 lessons of Intensive language course plus 3 lessons of private tuition per week.</li> <li>• Course centers: Florence - Milan - Rome</li> </ul>					

<b>SUPER INTENSIVE PLUS-5 COURSE</b>	Duration	Course No.	Number of lessons	Participants min. max.		Euro *
	1 week «One Week Only»	170	25	12/1		410
	2 weeks	171	50	12/1		780
	3 weeks		75	12/1		1'140
	4 weeks		100	12/1		1'500
	additional week, from 5th week on		25	12/1		360
<b>Short description and Notes</b>	<ul style="list-style-type: none"> <li>• Per day: 4 lessons of Intensive language course plus 1 extra lesson of private tuition; 25 lessons per week (<i>Plus 5 © = five lessons of private tuition per week</i>).</li> <li>• Course centers: Florence - Milan - Rome - Siena</li> </ul>					


<b>SUPER INTENSIVE PLUS-10 COURSE</b> <i>«Bildungsurlaub»</i>	Duration	Course No.	Number of lessons	Participants min. max.		Euro *
	1 week «One Week Only»	180	30	12/1		610
	2 weeks	181	60	12/1		1'180
	3 weeks		90	12/1		1'740
	4 weeks		120	12/1		2'300
	additional week, from 5th week on		30	12/1		560
<b>Short description and Notes</b>	<ul style="list-style-type: none"> <li>• Per day: 4 lessons of Intensive language course plus 2 extra lessons of private tuition; 30 lessons per week (<i>Plus 10 © = ten lessons of private tuition per week</i>).</li> <li>• Recognized as "Bildungsurlaub".</li> <li>• Course centers: Florence - Milan - Rome - Siena</li> </ul>					

\*) A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment.



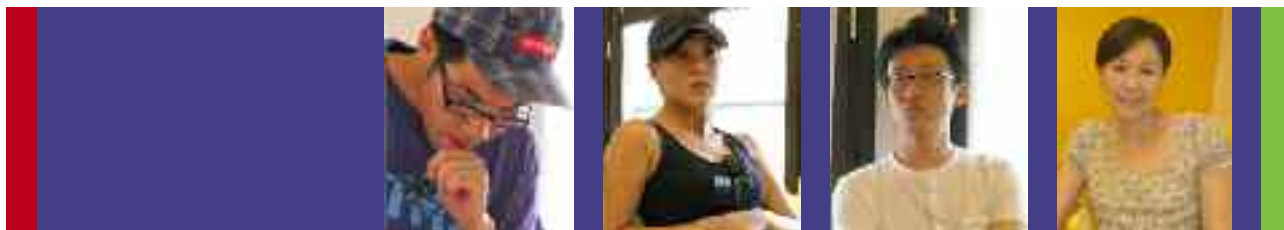
**COURSE PRICES 2017 (3)**  
(official prices in Euro per person)

<b>SUPER INTENSIVE SMALL GROUP COURSE</b> <i>Florence and Rome</i> «Bildungsurlaub»	<i>Duration</i>	<i>Course No.</i>	<i>Number of lessons</i>	<i>Participants min. max.</i>		<i>Euro *</i>
	2 weeks	191	60	2	5	1'180
	3 weeks		90	2	5	1'740
	4 weeks		120	2	5	2'300
	<i>additional week, from 5th week on</i>		30	2	5	560
<b>Short description and Notes</b>	<ul style="list-style-type: none"> <li>• 6 lessons per day; 30 lessons per week.</li> <li>• 2 to max. 5 participants per group; if there should be only one participant for a course/level, she/he will be placed in a Super Intensive Plus-10 course.</li> <li>• Minimum 2 weeks.</li> <li>• Recognized as "Bildungsurlaub".</li> <li>• Course centers: Florence - Rome</li> </ul>					

<b>PROFESSIONAL COURSES</b>	<i>Duration</i>	<i>Course No.</i>	<i>Number of lessons</i>	<i>Participants min. max.</i>		<i>Euro *</i>
	2 weeks	331	60	12/1		1'380
	<i>additional week</i>		30	12/1		690
<b>Short description and Notes</b>	<div>  </div> <p>The professional courses consist of four lessons in an Intensive language course plus two private tutorials on the selected professional field, each day. Students can choose among the following subjects:</p> <ul style="list-style-type: none"> <li>• Business Italian</li> <li>• Italian for Banking and Finance</li> <li>• Italian for Law</li> <li>• Italian for the Hotel Industry</li> <li>• The Language of Wine and Food</li> <li>• The Language of Tourism</li> <li>• Italian for Flight Attendants</li> <li>• Italian for Healthcare</li> <li>• The Language of Fashion</li> <li>• The Language of the Libretti (Opera)</li> </ul> <p>• Individual preparation for the Italian language Diplomas: DELI, DILI, DALI Diplomas «Firenze» of the Accademia Italiana di Lingua - AIL; CILS; CELI; PLIDA, L2-Roma Tre</p> <p>An intermediate knowledge of Italian is suggested for those attending the professional courses. Please ask for detailed programs.</p> <ul style="list-style-type: none"> <li>• Recognized as "Bildungsurlaub".</li> <li>• All courses are extendable.</li> <li>• Course centers: Florence - Milan - Rome - Siena</li> </ul>					



\*) A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment.



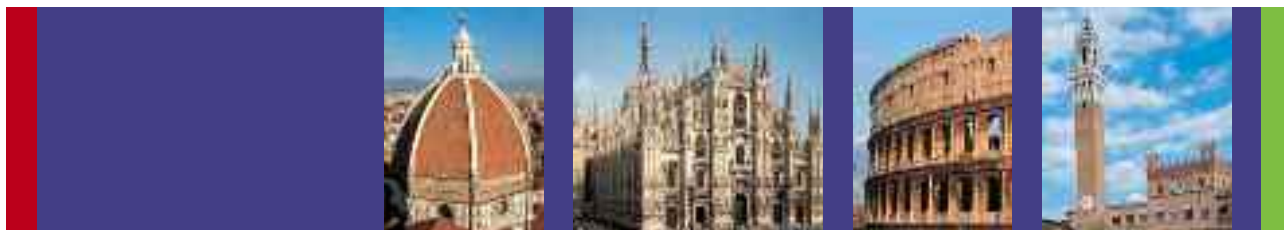
**COURSE PRICES 2017 (4)**  
(official prices in Euro per person) \_\_\_\_\_

PRIVATE TUITION		<b>One-To-One</b> (1 participant) 411	<b>Two-To-One</b> (2 participants) 431	<b>Three-To-One</b> (3 participants) 451
	Course No.			
	1 lesson	45 Euro	55 Euro	70 Euro
	Lunch with the teacher, per day <sup>(1)</sup>	80 Euro	120 Euro	160 Euro
<b>CONDITIONS OF PARTICIPATION</b>	<ul style="list-style-type: none"> <li>• Min. 3 lessons per day.</li> <li>• Min. enrollment: one week.</li> <li>• A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment.</li> <li>• <b>TWO-TO-ONE-COURSE</b> and <b>THREE-TO-ONE-COURSE</b>: similar knowledge of the Italian language of the participants requested.</li> </ul>			
<b>SYSTEM LINGUAKIT ©</b>	<ul style="list-style-type: none"> <li>• 3 to 8 lessons per day.</li> <li>• The course intensity may be changed from week to week.</li> </ul>			
<b>PROFESSIONAL COURSES</b>	<ul style="list-style-type: none"> <li>• Should there be already sufficient knowledge of Italian, the participant can also learn Italian language specific to her/his profession. Please indicate, together with the enrollment, the professional branch requested from the participant.</li> </ul>			
<b>LUNCH WITH THE TEACHER</b>	<ul style="list-style-type: none"> <li>• On request, every private tuition combination can be organized to include lunch with the teacher.</li> <li>• Costs for lunch do not include fees for language lessons.</li> </ul> <sup>(1)</sup>			
<b>COURSE DATES</b>	<ul style="list-style-type: none"> <li>• These courses can be started on any working day of the year; however, we suggest to begin on Mondays.</li> <li>• Private lessons during weekends and the weeks of Christmas and New Year only on request and at special rates.</li> </ul>			
<b>ACCOMMODATION LESS THAN 2 WEEKS</b>	<ul style="list-style-type: none"> <li>• Accommodation costs for the duration of one week in self catering shared apartment or family: please see prices on page 13.</li> </ul>			
<b>COURSE CENTERS</b>	<ul style="list-style-type: none"> <li>• Florence - Milan - Rome - Siena</li> </ul>			




\*) A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment.





**COURSE PRICES 2017 (5)**  
(official prices in Euro per person)


«FIRENZE» DIPLOMA EXAMINATION COURSES	Exam Preparation Course	Duration in weeks	Course No.	Number of lessons	Participants min. max.	Euro *
	All levels (see below)	4	311	120	2 12	1'385
Dates 2017 for examination preparation courses on all levels	06 - 31 March	05 - 30 June	28 Aug - 22 Sep		06 Nov - 01 Dec	
Short description and Notes	<div></div> <ul style="list-style-type: none"><li>• Preparation courses for the following exams and levels according to the “Common European Framework of Reference for Languages - CEF”:<ul style="list-style-type: none"><li>• <b>DELI-A1</b> Elementary level one</li><li>• <b>DELI-A2</b> Elementary level two</li><li>• <b>DILI-B1</b> Intermediate level one</li><li>• <b>DILI-B2</b> Intermediate level two</li><li>• <b>DALI-C1</b> Advanced level one</li><li>• <b>DALI-C2</b> Advanced level two</li><li>• <b>DILC-B1</b> <b>Business examination</b> - Intermediate level</li><li>• <b>DALC-C1</b> <b>Business examination</b> - Advanced level</li></ul></li><li>• 80 lessons of Intensive language course and 40 lessons of examination preparation; total 120 lessons in 4 weeks.</li><li>• Minimum 2 participants; if there should be only one participant in a preparatory course/level, she/he will be placed in an Super Intensive Plus-5 course.</li><li>• Examination fees included in the course price.</li><li>• Recognized as “Bildungsurlaub”.</li><li>• Course centers: Florence - Milan - Rome - Siena</li></ul> <p>➡ For detailed information on the AIL-exams «Firenze» see pages 40-41 or consult the website: <a href="http://www.acad.it">www.acad.it</a></p>					



\*) A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment.



**COURSE PRICES 2017 (6)**  
(official prices in Euro per person) \_\_\_\_\_

<b>ACADEMIC SCHOOL YEAR «GAP YEAR»</b>	<i>Duration</i>	<i>Course No.</i>	<i>Number of lessons</i>	<i>Participants</i> <i>min. max.</i>		<i>Euro *</i>
	32 weeks	321	650	5	12	5'925
<b>Short description and Notes</b>  	<ul style="list-style-type: none"> <li>The "Academic School Year" is a 32 week language and culture course for students who wish to experience living and studying in Italy. The course combines not only language courses with Italian culture classes at the Scuola Leonardo da Vinci but the syllabus also incorporates the fundamental elements of level C1 of the European Language Portfolio. All in all, the course offers students the opportunity to see at first hand the various aspects of Italy's rich history and culture. The course is composed of a linguistic element and an academic element:</li> <li>1) Linguistic element: <ul style="list-style-type: none"> <li>- 480 lessons of the Intensive language course</li> <li>- 80 lessons of exam preparation, choosing between two language Diplomas «Firenze» AIL: DELI-A2, DILI-B1, DILI-B2, DALI-C1 (elementary, intermediate and/or advanced levels)</li> </ul> </li> <li>2) Academic element (80 lessons): <ul style="list-style-type: none"> <li>- Italian Civilisation and History</li> <li>- Art History</li> <li>- Business Italian</li> <li>- History of Italian Fashion and Design</li> </ul> </li> <li>3) Final research: 10 contact hours of tutoring</li> <li>The duration of the whole stay is 32 weeks (33 weeks for the course starting in September and including 1 week of Christmas Holidays when no courses are held).</li> <li>All students can take part in the weekly cultural and social activities organized by the school.</li> <li>Minimum 5 participants.</li> <li>Course centers: Florence - Milan - Rome</li> <li><i>Please ask our Marketing Office for detailed information</i></li> </ul>					
<b>Course calendar 2017/2018</b>	From 02 January to 11 August 2017 (32 weeks) From 02 May to 07 December 2017 (32 weeks) From 11 September 2017 to 27 April 2018 (33 weeks, including Christmas Holidays)					
<b>The price of the course includes</b>	<ul style="list-style-type: none"> <li>Teaching material, "Academic School Year" Diploma, Student card</li> <li>650 lessons of language, culture, tutoring and exam preparation in 32 weeks</li> <li>Placement, mid-term and final tests, including continuous assessment tests</li> <li>Fees for two Diploma «Firenze» AIL exams</li> <li>Drop-in hours; same as office hours</li> <li>Documents for Visa and Residence Permit</li> <li>Social activities (free or at cost price)</li> </ul>					
<b>Special accommodation offer, reserved for "Academic School Year" students</b>  <b>NET</b>	Students can choose from the following: <ul style="list-style-type: none"> <li>Double or single room in an apartment with other students</li> <li>Double or single room in family, breakfast included</li> <li>Double or single room in family, half board (breakfast and dinner)</li> </ul> Accommodation price for 32 weeks (223 nights): <ul style="list-style-type: none"> <li>Double room in apartment standard or in family with breakfast: 3'122 Euro</li> <li>Supplement for September course, including Christmas Holidays: 98 Euro</li> <li>Supplement for single room and half board in family: see accommodation costs table on page 13.</li> </ul>					

\*) A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment.





## ITALIAN TOUR

### ***A program combining travel with a love for learning***

Discover your Italy and select your destinations from four of Italy's most memorable cities: Florence, Milan, Rome and Siena.

*The program consists of 20 group language lessons in each of the cities for 2, 3, 4 and more weeks. The schools all offer the same course structure but in varying architectural and historic settings.*

*You will learn about the Italian language and culture without the usual hassles of travel: The school will provide transportation assistance and take care of the appropriate class level, accommodation and extra activities.*

*Through your study of Italian language, culture and art and your immersion in contrasting landscapes, regional traditions and cuisine, you will find Italian Tour a profound and satisfying travel experience.*

#### **FLORENCE**

Home of Classical Italian and the Renaissance, Florence is situated in Tuscany along the famous Arno River.

Considered the center of modern western history and culture, it has brought us such greats as Michelangelo, Leonardo da Vinci, Dante and Boccaccio.

Our skillful teachers will delight in helping you learn the language of these immortal masters as they guide you through the city's beautiful monuments, rich literary traditions and artistic wonders.

#### **MILAN**

Our knowledgeable staff and teachers will introduce you to Milan, by far Italy's most cosmopolitan city. Here you will find a mixture of ancient roots and modern technology, where illustrious houses of fashion, chic restaurants, big banks and the Italian Stock Exchange share space with a stunning Gothic cathedral, the Sforza Castle, Leonardo's Last Supper, and the marvelous Brera Art Gallery. An intriguing atmosphere of modern international flair and Old World charm await all who visit.

#### **ROME**

Rome is one of the most beautiful and unique cities in the world, featuring more than 2600 years of European history and culture. A veritable living museum, Rome has three million inhabitants, ancient ruins, magnificent fountains, and elegant shopping districts, all filtered through the seductively sweet Italian lifestyle known as 'la dolce vita'.

The enthusiastic school team will teach you the language of the poets as they help you discover the many treasures of this enchanting city.

#### **SIENA**

The intimate atmosphere of our school will welcome you to Siena, a magical city surrounded by olive groves and vineyards in the very heart of Tuscany. The center of this medieval jewel is the shell-shaped Piazza del Campo, where twice a year the Palio horse race is held.

Our expert staff will guide you with enthusiasm as you learn the Italian language and discover Siena's unique cultural traditions, stunning architecture, Early Renaissance masterpieces and robust cuisine.





**COURSE PRICES 2017 (7)**  
(official prices in Euro per person)

GROSS

## «ITALIAN TOUR»

**Learn Italian and discover Italy in selecting your destinations:  
Florence, Milan, Rome and Siena.**

***FROM TWO TO FOUR WEEKS - PROLONGABLE***

«ITALIAN TOUR» Language Course	Duration	Course No.	Number of lessons	Participants min. max.	Euro *
	2 weeks	231	40	1	380
	3 weeks		60	1	540
	4 weeks		80	1	720
	5 weeks		100	1	800
	additional week		20	1	160

«ITALIAN TOUR» Accommodation	Room	2 weeks (13 nights) Euro	3 weeks (20 nights) Euro	4 weeks (27 nights) Euro	Additional week (7 nights) Euro
<b>Apartment standard</b> shared kitchen and bathroom	place in double room )**	221.00	340.00	459.00	119.00
	single room	299.00	460.00	621.00	161.00
<b>Family, breakfast</b>	place in double room )**	260.00	400.00	540.00	140.00
	single room	338.00	520.00	702.00	182.00
<b>Family, half board</b> (breakfast & dinner)	place in double room )**	416.00	640.00	864.00	224.00
	single room	494.00	760.00	1'026.00	266.00

\*\*) Double rooms can be booked only by two participants of a language course travelling together or by a participant accompanied by her/his friend.

### Notes



- Duration: from two to four weeks, prolongable.  
You will change city every week, according to your choice, between Florence, Milan, Rome and Siena.
- 4 lessons of group language course per day; total 20 lessons per week in each course center.
- Course starting dates:
  - Non beginners can start on every Monday.
  - Starting dates for absolute beginners, see on page 1 (▲).
- Transfer between the course centers:
  - Assistance will be given in every course center for the organisation of the transfer between the cities (by train, bus, local transfer, etc.).
  - Transfer costs are not included in the above price list.
- Course centers: Florence - Milan - Rome - Siena

\*) A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment.



## «LA DOLCE VITA» 50+ COURSE

### ONE OR TWO WEEKS PROGRAMS

<b>Short description</b>	<p>This course is specifically designed for mature students of any age. Students will learn Italian in a pleasant and relaxing environment, accompanied by a wide variety of cultural activities.</p> <p>Participants can choose among the most beautiful Italian cities: Florence, Milan, Rome or Siena.</p> <p>The Senior Courses can be booked together with accommodation, single room in a family with breakfast. There are also double rooms available, to be booked for two people travelling together.</p>
<b>Morning Program</b>	<p>The morning course of Intensive Italian Language is designed to improve language and conversational skills, and heighten the awareness and appreciation of the Italian culture.</p>
<p><b>Afternoon Program<sup>1</sup></b></p>   	<p>➤ <b>Florence - One week:</b> Orientation tour of the city; Half-day excursion to the vineyards of the 'Chianti' area: visit to a winery including 'merenda' (typical Tuscan afternoon snack); Guided History of Art visit; Tour of Artisan Workshops (Ceramics, Etching, Florentine paper, Shoemaker, etc.); Traditional Italian dinner in a typical 'Trattoria'.</p> <p>➤ <b>Florence - Two weeks (Weekend day trip for those who have booked 2 weeks):</b> The program of the One-Week-Course is followed by: Weekend excursion in Tuscany (Siena or Pisa or Lucca); Visit of Fiesole and the Roman Theatre or Visit of Renaissance Villas and Gardens; Tour of Fashion Workshops or Shopping at an Outlet; Lesson of Tuscan cuisine; Visit of a Museum or 'Palazzo'; 'Apericena' (rich buffet with typical snacks).</p> <p>➤ <b>Milan - One week:</b> Orientation tour of the city; Guided tour to the 'Museo della Scala' and Brera district; Italian cooking class; Participation at a Classical Concert or Opera; Visit to the "Foundation Giuseppe Verdi, the House for Musicians".</p> <p>➤ <b>Milan - Two weeks (Weekend day trip for those who have booked 2 weeks):</b> The program of the One-Week-Course is followed by: Weekend excursion to Como or Verona; Visit to Leonardo da Vinci's 'Last Supper' and Santa Maria delle Grazie church or to the Leonardo da Vinci Museum of Science and Technology; Walking through the district of the 'Navigli' (Art studios and Antique shops); Visit to the 'Museo del Novecento'; Shopping in via Monte Napoleone (Fashion and Prêt à porter shops); Typical Milanese 'Aperitivo'.</p> <p>➤ <b>Rome - One week:</b> Guided tour 'Ancient Rome' (Pantheon, Capitol Hill, Markets of Trajan); Vatican Museum visit; Ceramic laboratory visit and creation of own art work piece; Wine tasting; Typical Roman dinner.</p> <p>➤ <b>Rome - Two weeks (Weekend day trip for those who have booked 2 weeks):</b> The program of the One-Week-Course is followed by: Day trip to Tivoli's centre and visit of one of the Emperor's villas and gardens; Guided visit of some of the most important Roman monuments (Colosseum, The Roman Forum, Palatine Hill); Art gallery visit; Street food tour in the center of Rome; Guided visit of Contemporary Architecture (Auditorium and MAXXI Museum); Walk in the Jewish Ghetto enjoying the sunset and farewell dinner.</p> <p>➤ <b>Siena - One week:</b> Guided city tour and local aperitif in the 'Campo' square; Visit to the Duomo, the imposing cathedral of Siena; Traditional Tuscan dinner in a local Trattoria; Guided visit to the fascinating fountains of Siena; Introduction to Tuscan cuisine: lesson and tasting.</p> <p>➤ <b>Siena - Two weeks (Weekend day trip for those who have booked 2 weeks):</b> The program of the One-Week-Course is followed by: Weekend excursion through the gorgeous Chianti countryside, cellar visit and wine tasting; Siena, her 'Contrade' and the historical horse race of the 'Palio' - lesson and video about an unique medieval tradition; 'Pecorino' cheese tasting, accompanied by a selection of honeys and marmelades; Guided tour of the 'Palazzo Pubblico', Siena's graceful gothic town hall; Guided tour to Siena's stunningly beautiful churches.</p>

<sup>1</sup>) Please note: Programs are subject to change.





**COURSE PRICES 2017 (8)**  
(official prices in Euro per person)


GROSS

## «LA DOLCE VITA» 50+ COURSE

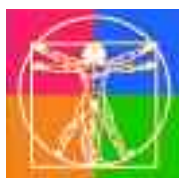
### ONE OR TWO WEEKS

«LA DOLCE VITA» DURATION 1 WEEK		Course No.	Number of lessons	Participants min. max.	Euro *
	1 week Senior Course	221	20 + visits + excursions	3	450
	6 nights accommodation in single room in family with breakfast <u>NET</u>				204
	Total course and accommodation				654
	On request, there are <b>double rooms available for two people travelling together</b> , at the price of 312 Euro (6 nights) in family with breakfast.				
<b>Dolce Vita Course dates 2017</b> 1 week		<u>Florence:</u> 03 Apr - 07 Apr	15 May - 19 May	11 Sep - 15 Sep	09 Oct - 13 Oct
		<u>Milan:</u> 06 Mar - 10 Mar	05 Jun - 09 Jun	25 Sep - 29 Sep	06 Nov - 10 Nov
		<u>Rome:</u> 20 Mar - 24 Mar	05 Jun - 09 Jun	09 Oct - 13 Oct	
		<u>Siena:</u> 15 May - 19 May	19 Jun - 23 Jun	28 Aug - 01 Sep	25 Sep - 29 Sep

«LA DOLCE VITA» DURATION 2 WEEKS		Course No.	Number of lessons	Participants min. max.	Euro *
	2 weeks Senior Course	222	40 + visits + excursions	3	890
	13 nights accommodation in single room in family with breakfast <u>NET</u>				286
	Total course and accommodation				1'176
	On request, there are <b>double rooms available for two people travelling together</b> , at the price of 442 Euro (13 nights) in family with breakfast.				
<b>Dolce Vita Course dates 2017</b> 2 weeks		<u>Florence:</u> 03 Apr - 14 Apr	15 May - 26 May	11 Sep - 22 Sep	09 Oct - 20 Oct
		<u>Milan:</u> 06 Mar - 17 Mar	05 Jun - 16 Jun	25 Sep - 06 Oct	06 Nov - 17 Nov
		<u>Rome:</u> 20 Mar - 31 Mar	05 Jun - 16 Jun	09 Oct - 20 Oct	
		<u>Siena:</u> 15 May - 26 May	19 Jun - 30 Jun	28 Aug - 08 Sep	25 Sep - 06 Oct

Notes	
	<ul style="list-style-type: none"> <li>• Duration: one or two weeks.</li> <li>• 4 lessons of group language course per day; total 20/40 lessons.</li> <li>• Visits and excursions in the afternoons.</li> <li>• Min. 3 participants per group</li> <li>• If there is only one participant, she/he will be placed in a Super Intensive PLUS-5 course; in this case, all organized school activities are free of charge for the participant.</li> <li>• Course centers: Florence - Milan - Rome - Siena</li> </ul>



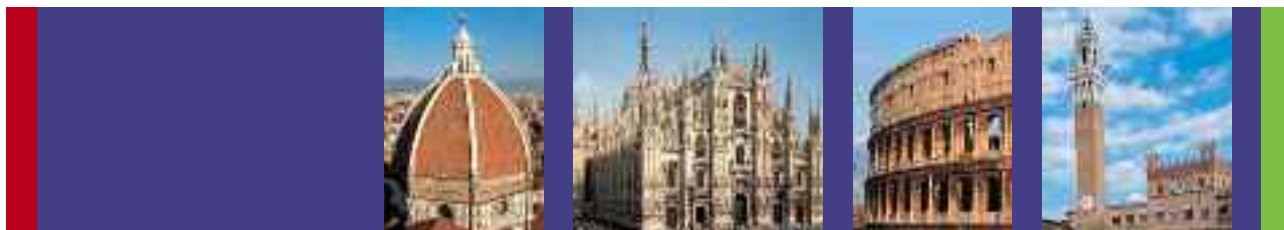


## ACCOMMODATION COSTS 2017

(prices in Euro per person)

GROSS

Type of accommodation	Room	«One Week Only» (6 nights) Euro	2 weeks (13 nights) Euro	additional week (7 nights) Euro	price per night (not for 1 week) Euro
Apartment standard shared kitchen and bathroom	place in double room	144.00	214.50	115.50	16.50
	single room	192.00	279.50	150.50	21.50
Family, breakfast	place in double room	156.00	240.50	129.50	18.50
	single room	204.00	305.50	164.50	23.50
Family, half board (breakfast & dinner)	place in double room	228.00	396.50	213.50	30.50
	single room	276.00	461.50	248.50	35.50
Hotels of all categories, Studios, Private Apartments, Residences, B&B		On request, the schools can send you a list of various recommendable Hotels, B&B's, etc.			
<div>Availability:</div> <ul style="list-style-type: none"><li>• <u>Housing check in</u>: Sunday afternoon before the start of the course, from 2 pm to 10 pm. For arrivals after 10 pm there is an extra charge of 25 Euro.</li><li>• <u>Housing check out</u>: Saturday morning at the end of the course, until 10 am. Different arrival or departure days only by special arrangements and on extra charges.</li></ul> <div>Extra night on arrival and departure:</div> <ul style="list-style-type: none"><li>• Extra nights of earlier arrivals and later departures can be reserved. Please contact the school for arrangements and for information on extra charges. Different arrival or departure days must be confirmed in writing.</li><li>• However, it is not possible to arrive earlier than the Saturday before the start of the course and to remain later than the Sunday after the end of the course.</li><li>• Remember that the schools are closed from 23 December 2017 to 01 January 2018 for Christmas Holidays. Students can, however, book accommodation for this period on extra charges.</li></ul> <div>Arrival time:</div> <ul style="list-style-type: none"><li>• It is yours or the clients' duty to inform either the landlord (by phone) or the school (by phone, fax or email), at least 4 days before arrival, of their estimated time of arrival.</li></ul> <div>Double rooms:</div> <ul style="list-style-type: none"><li>• Your clients may book a place in a double room (max. 30 years).</li><li>• We offer your clients the possibility to come together with a friend to book a double room provided by our school, even if the accompanying person does not take a language course.</li></ul> <div>Bed-linens:</div> <ul style="list-style-type: none"><li>• <u>Host families</u>: Bed-linens are provided and changed every two weeks.</li><li>• <u>Shared apartments</u>: Bed-linens are provided and changed every two weeks or, in alternative, upon arrival each student will be given a set of bed-linens and two sets if they stay for a longer period. In this case students are required to wash bed-linens themselves.</li></ul> <div>Towels:</div> <ul style="list-style-type: none"><li>• Students need to bring their own towels. Please inform your students accordingly to make sure they arrive in Italy well prepared.</li></ul> <div>Deposit for shared apartments:</div> <ul style="list-style-type: none"><li>• Your clients must pay a deposit of 100 Euro to get the keys for their accommodation in shared apartments. This deposit must be paid in cash on arrival and will be refunded upon departure, less repairs if needed.</li></ul> <div>Host family accommodation:</div> <ul style="list-style-type: none"><li>• Students can choose between breakfast and half board (breakfast and dinner). Students cannot cook on their own (exceptions on special request).</li></ul> <div>Nota bene:</div> <ul style="list-style-type: none"><li>• Accommodations are provided only in combination with the booking of a language course (exception: Drawing, Painting and Music courses).</li><li>• No accommodation will be provided for the booking of Part Time Courses.</li></ul>					



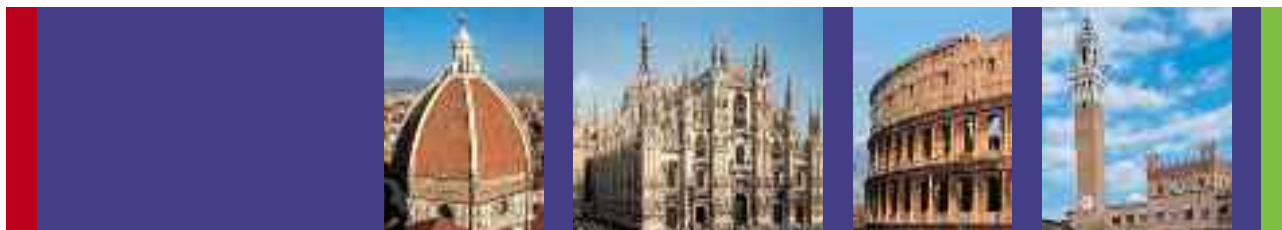
## TRANSFER SERVICE COSTS 2017

NET

(net prices one way in Euro per person)

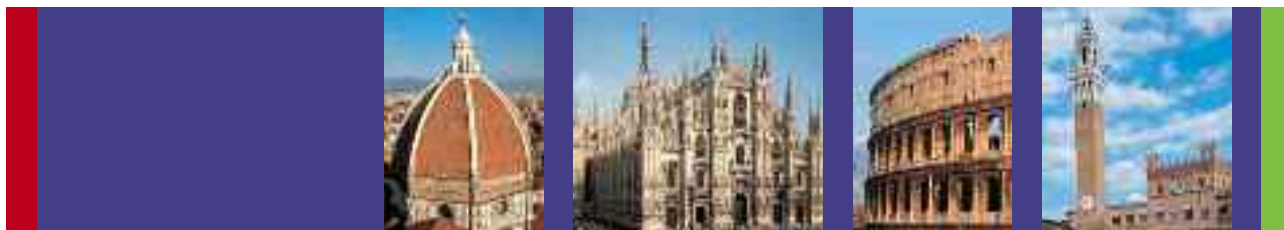
City	From airport or railway station to accommodation address or vice versa	Euro - one way
<b>Florence</b>	Florence airport Amerigo Vespucci (FLR)	60
	Florence main railway station (Firenze S.M.N.)	45
	Florence bus terminal Piazza Adua	45
	Pisa airport Galileo Galilei (PSA)	170
	Additional charge - Delays: per hour	+ 25
<b>Milan</b>	Milan airport Malpensa (MXP)	130
	Milan airport Linate (LIN)	70
	Milan airport Orio al Serio (BGY)	140
	Milan main railway station (Stazione Centrale)	55
	Additional charge - Delays: per hour	+ 25
<b>Rome</b>	Rome airport Leonardo da Vinci (FCO)	100
	Rome airport Ciampino (CIA)	100
	Rome main railway station (Stazione Termini)	50
	Additional charge - Delays: per hour	+ 25
<b>Siena</b>	Florence airport Amerigo Vespucci (FLR)	200
	Florence main railway station (Firenze S.M.N.)	200
	Florence bus terminal (Piazza Adua)	200
	Pisa airport Galileo Galilei (PSA)	240
	Siena main railway station	45
	Siena bus terminal Piazza Gramsci	45
	Additional charge - Delays: per hour	+ 25
<b>Notes</b>	<ul style="list-style-type: none"> <li>• Transfer must be booked together with the enrollment or at least one week before arrival.</li> <li>• Please send us the necessary information (arrival time, flight or train number, etc.) at least one week before your clients' arrival.</li> <li>• Our transfer confirmation indicates always the meeting point with the driver as well as the transfer emergency phone number.</li> </ul>	





## TERMS OF COOPERATION (1/3)

<b>Central Marketing Office</b>	<p>For all Leonardo da Vinci schools, your correspondence concerning commercial agreements, information requests and/or promotional support (brochures, posters, CD/DVD photo gallery, video) should be addressed exclusively to our Central Marketing Office in Florence.</p> <p>The Central Marketing Office of the Leonardo da Vinci schools is responsible for:</p> <ul style="list-style-type: none"> <li>• Conditions regarding the collaboration, agreements and certificates of representation;</li> <li>• General information about courses, accommodation, booking and payment procedures and everything that concerns the schools in general;</li> <li>• Promotional material, CD/DVD Photo Gallery, etc.</li> </ul>
<b>Enrollment</b>	<p>The enrollment procedures (enrollment, confirmations, invoicing, etc.) are the same in all our schools. The schools, however, keep their administrative independence: enrollments and payments are, therefore, to be made directly to the single schools.</p> <p>Each Leonardo da Vinci school of Florence, Milan, Rome and Siena is responsible for:</p> <ul style="list-style-type: none"> <li>• Bookings, cancellations, payments;</li> <li>• Accommodation, transfer;</li> <li>• Local information, city maps;</li> <li>• Special offers for groups;</li> <li>• Leisure time program, special requests, etc.</li> </ul>
<b>Confirmation of booking</b>	<p>For each booking you will receive an invoice directly from the school where you have sent the enrollment.</p> <p>The invoice allows you to check the accuracy of the booking (starting date, length, costs, etc.) as well as the accommodation reservation. - Please check!</p> <p>We will not send you a separate confirmation letter as the invoice serves as confirmation of the booked courses and accommodation.</p>
<b>Payment of Courses</b>	<p>The payment of the net amount must be made at least <b>2 weeks (15 days) before the beginning of the course</b>.</p> <p>If not otherwise agreed, the payment has to be made via International postal money order or by bank wire transfer.</p> <p>Banking transfer costs borne by sender: If you prefer to pay by bank wire transfer, you must be certain that no bank transfer costs will be charged to our schools ('OUR' instructions). Otherwise, we will charge you 30 Euro per payment. This sum may vary according to current bank rates.</p>
<b>Minors</b>	<p>We can accept students at our schools who are under 18 years, but not students under 16 years of age. But remember that parents have to underwrite a declaration of liability.</p> <p>Students under 18 years, if not accompanied, can book accommodations exclusively in family housing with half board (breakfast and dinner), if this service is offered through our schools.</p> <p>Additionally, parents have to finalize in writing when their son/daughter has to be at home every evening (curfew). The school will not be held liable for any damages or injuries involving enrolled students that occur outside of school premises or outside of authorized school activities.</p> <p>Moreover, parents must authorize the school in writing to take urgent medical care if needed.</p> <p>Please ask our "declaration for minors" form in time, as the school must have this form before the minor student arrives. Should you need further explanations, please feel free to contact us at anytime.</p>
<b>Insurance</b>	<p>Our students are insured (accidents) during their way to school (one hour before lessons start and one hour after lessons), during classes and during organized spare time activities. Participants are not insured the time outside the school (in accommodation or spending their free time somewhere). They are not insured against illness, accidents, theft or loss of personal possessions, either by the schools or by those offering the accommodation. We therefore recommend taking out a personal insurance policy.</p>



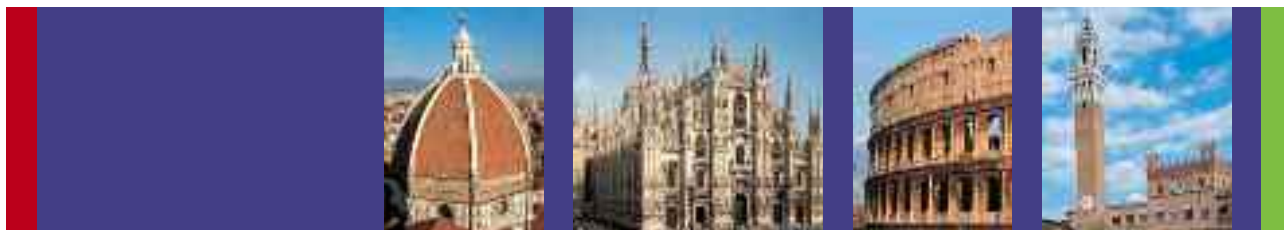
## TERMS OF COOPERATION (2/3)

<b>Accommodation information</b>	<p>Usually 2 weeks before the beginning of the course - and <b>after the payment is received</b> - we will send you the clients' address for their accommodation.</p> <p>Together with the address we will also send telephone numbers, bus connections and all other important information.</p> <p>It is <b>yours or the clients' duty to inform either the landlord</b> (by phone) <b>or the school</b> (by phone, fax or email), at least 4 days before arrival, of their estimated time of arrival.</p> <p><b>Housing check in:</b> Sunday afternoon before the start of the course, from 2 pm to 10 pm. For arrivals after 10 pm there is an extra charge of 25 Euro.</p> <p><b>Housing check out:</b> Saturday morning at the end of the course, until 10 am.</p> <p>Different arrival or departure days only by special arrangements, which have to be confirmed in writing, and on extra charges.</p> <p>Apartment accommodation: A <b>100 Euro deposit</b> must be paid to get the keys. This deposit has to be paid in cash on arrival and will be refunded to your client on departure, less reparation costs if needed.</p> <p>If the client has booked <b>transfer service</b>, please send us all necessary information on his/her arrival (arrival day and time, flight or train number, etc.) at least one week before arrival.</p> <p><b>Room-mating with another student:</b></p> <p>We recommend to book a 'place in a double room' only for young people (max. 30 years). According to our experience, mature people normally do not feel at ease in a double room as they may have to share it with very young people who have different habits and attitudes.</p> <p>On the other hand, please remember that we offer your clients the possibility to come together with a friend to take a double room, provided by our school, even if the accompanying person does not take a language course.</p> <p><b>Reservation of Hotels, B&amp;B's, Studios, Residences, Private Apartments</b>, etc. should be made directly to the host and well in advance.</p>
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## TERMS OF COOPERATION (3/3)

<b>Cancellation conditions</b>	<p>In the interest of your clients and in the interest of our schools and your agency, we wish to keep the costs for cancellations as low as possible. In case that we have to offer compensation to teachers, families, landlords, Hotels, Residence, etc., we are unable to reduce the cancellation costs lower than the costs that we have to pay ourselves.</p> <p><b>For all bookings:</b></p> <ol style="list-style-type: none"> <li>1) Cancellation received up to 15 days (&gt; 15) before client was due to arrive: the cancellation fee is 35 Euro.</li> <li>2) Cancellation received less than 15 days and up to 7 days (&lt; 15 + &gt; 7) before client was due to arrive: the cancellation fee is 35 Euro and one week's accommodation.</li> <li>3) Cancellation received less than 7 days (&lt; 7) before client was due to arrive: the cancellation fee is 35 Euro, one week's accommodation and one week's tuition.</li> <li>4) No show, i.e., client did not cancel and did not arrive at our school on the date booked: the cancellation fee is 35 Euro, two weeks' accommodation and two weeks' tuition.</li> <li>5) If cancellation is made after the course has been started, the entire fee for the booked courses are forfeited, even if the booked period of study is more than one month, i.e. no refunds will be made.</li> </ol> <p><b>For all bookings with special agreements:</b></p> <ol style="list-style-type: none"> <li>6) Reservations of Hotels, B&amp;B's, Private apartments, Residences, Studios, etc., if exceptionally made through our schools, as well as deposit for group bookings: the cancellation fee, <b>at any date</b>, is the whole amount of the deposit.</li> </ol> <p><b>For enrollments which require a Visa:</b></p> <ol style="list-style-type: none"> <li>7) See special enrollment and cancellation conditions on page 2.</li> </ol>
<b>Extensions</b>	<p>The same is the case if the client, for whatever reason, returns to the school later and books directly, as long as the client is identified as your former client.</p>
<b>Agency Pricing</b>	<p>Our agents are not authorized to sell courses or accommodations below the prices offered by our schools.</p>
<b>«Bildungsurlaub»</b> 	<p>Our Intensive courses (min. 6 lessons per day) are recognized by the following German States (Bundesländer): Berlin, Bremen, Brandenburg, Hamburg, Mecklenburg-Vorpommern, Rheinland-Pfalz, Sachsen-Anhalt, Schleswig-Holstein.</p> <p>Min. 8 lessons per day: Hessen, Niedersachsen.</p>



# AGENT MANUAL

## MARKETING AND ADMINISTRATION

### GENERAL INFORMATION AND MARKETING SUPPORT

Please address your correspondence concerning information requests and/or promotional support (brochures, posters, photos, video, DVD) for all schools exclusively to our Central Marketing Office in Florence.

***The Central Marketing office of the Leonardo da Vinci schools is responsible for:***

- Conditions regarding the collaboration, agreements and certificates of representation;
- General information about courses, accommodation, booking procedures and everything that concerns the schools in general;
- Promotional material, photos (CD - DVD), video (VHS-PAL, DVD), etc.

### FOR YOUR ADMINISTRATION TO BE RECORDED

The enrollment procedures (enrollment, confirmations, invoicing, etc.) are the same in all our schools. The schools, however, keep their administrative independence: enrollments and payments are, therefore, to be made directly to the single schools.

***Each Leonardo da Vinci school of Florence, Milan, Rome and Siena is responsible for:***

- Bookings, cancellations, payments;
- Accommodation, transfer;
- Local information, city maps;
- Special offers for groups;
- Leisure time program, special requests, etc.

### ENROLLMENT

In order to complete any reservation we need the following data:

- ✗ First name and Surname / Date of birth / Sex / Number and date of issue of passport
- ✗ Type of course
- ✗ Type of accommodation - please mention:
  - accommodation together with another participant
  - smoker/non-smoker
  - allergies
  - diet
- ✗ Dates of arrival and departure
- ✗ Transfer, if needed
- ✗ Previous knowledge of the Italian language



## TUITION

### TEACHING

Our teaching method takes full account of modern didactics and is oriented towards the “Foreign Language Concept of the Council of Europe” and the “Guidelines of the Accademia Italiana di Lingua (AIL)”.

Leonardo da Vinci schools teach according to the “Communicative approach”: from the first day on, at all levels, only Italian will be spoken. The spoken language is the most important part of the tuition. Continually promoting the use of verbal communication makes our students learn Italian 'naturally', to put together theory and practice with no great problems and to increase their knowledge quickly and with confidence. In advanced courses the written language will also be promoted.

Our teaching staff consists of young teams of experienced language teachers, all graduate professionals specially trained in teaching Italian to foreigners.

Most of the teaching material has been developed by our schools and is continually updated with the most recent foreign language research.

On the other hand, in our vision, learning Italian does not consist in just studying grammar and vocabulary. We want to allow our students to gain an insight into the Italian way of life and thinking. This is why we offer, in addition to the language courses, a wide range of extracurricular activities.

### LEVELS OF ABILITY

On the first day of the language course, student's knowledge of Italian will be determined by an entry test and an interview. Students with no knowledge of Italian will be assigned to the beginner level.

The time it takes to learn to use a foreign language varies from person to person. Therefore, regular progress tests at the end of each level enables us to measure improvements and to evaluate performances over a period of time.

Our schools offer courses on six ability levels, following the Assessment Grid of the European Language Portfolio (ELP/CEFR: Common European Framework of Reference for Languages) which is based on the assessment grid of Schneider/North:

<div> <div>Level</div> <div>Grid</div> </div>	I		II		III		IV		V	VI
	Beginner		Elementary		Intermediate I		Intermediate II		Advanced I	Advanced II
	Elementary 1 ITA 105		Elementary 2 ITA 106		Intermediate 1 ITA 205		Intermediate 2 ITA 206		Advanced 1 ITA 301	Advanced 2 ITA 302
ELP/CEFR	A1		A2		B1		B2		C1	C2
S/N	N1	N2	N3	N4	N5	N6	N7	N8	N9	N10
AIL Exams	DELI-A1		DELI-A2		DILI-B1 DILC-B1 <i>Business</i>		DILI-B2		DALI-C1 DALC-C1 <i>Business</i>	DALI-C2

ELP/CEFR = Language ability scale according to the European Language Portfolio  
(Common European Framework of Reference for Languages)

S/N = Language ability scale according to Günther Schneider and Brian North





## **TEACHING PROGRAM** (according to the level)

- Intensive grammar study
- Phonetics
- Development of vocabulary
- Syntax and application
- Listening and comprehension
- Dialogue and communication
- Situation method
- Idiomatic language
- Written and oral expression
- Lecture and analysis
- Live guided discussion and synthesis
- Free conversation

## **TEACHING MATERIAL**

All text books and other supplies are provided to the student by the school but students are expected to bring their own dictionary.

## **DURATION OF LESSONS**

One lesson has a duration of 45 minutes.

## **CERTIFICATE OF ATTENDANCE**

At the end of the course all students receive, on request, a Certificate of Attendance.

## **CREDITS / «BILDUNGSURLAUB» / STUDY GRANTS**

For American University students we can offer special programs that guarantee credits for the University back home. Our schools collaborate with the State University of New York at New Paltz, the Edgewood College (Madison, WI) and the Santa Barbara City College (CA), whereby students registering with us may receive credits at those colleges. Since the State University of New York at New Paltz, Edgewood College and Santa Barbara City College are higher educational institutions fully accredited in the United States, these credits will normally be transferable to most American colleges and universities. Inquire for more detailed information.

Our Super Intensive Courses (min. 6 lessons per day) are recognized by most German States (Bundesländer) as «Bildungsurlaub». For details, please contact us.

Swedish students can apply for study grants for our schools, since they are recognized from CSN Lund - Sweden (Swedish National Student Assistance Board).

## **MINIMUM ADMISSION AGE**

The minimum age for participants is 16 years; Exception Junior Camp Program: admission age 11 to 16 years.

*Please remember that any enrollment for students younger than 18 years of age must be authorized by her/his parents who are requested to undersign a declaration of liability.*

*Please ask our school secretariate for the form.*



## ACCOMMODATION

One of the free services offered by our schools is finding suitable accommodation for our students. Accommodation is regularly checked by our staff. There is a choice among the following possibilities:

- Single or double room in a **family with breakfast**;
- Single or double room in a **family with half board** (breakfast and dinner);
- Single or double room in **self catering shared apartments**, bathroom and kitchen shared with other students or with the landlord/landlady;
- **Hotels** of all categories;
- **Private apartments** (independent flats);
- **Residences, B&B.**

### GENERAL INFORMATION ABOUT ACCOMMODATION

#### Room-mating with another student

We recommend to book a 'place in a double room' only for young people (max. 30 years). According to our experience, mature people normally do not feel at ease in a double room as they may have to share it with very young people who have different habits and attitudes.

We offer your clients the possibility to come together with their friend and take a double room, provided by our school, even if the accompanying person does not take a language course.

#### Availability

Housing reservations run from the Sunday afternoon (after 2:00 pm) before the beginning of the course to the Saturday morning (10:00 am) at the end of the course. If your student needs to arrive a day earlier or to stay a day longer, please contact the school for help with extra accommodation arrangements. For different arrival or departure days please make sure to receive a written confirmation from the school. However, it is not possible to arrive earlier than the Saturday before the beginning of the course and to remain later than the Sunday after the end of the course.

#### Arrival date and time / Emergency

We need to be informed **at least 4 days in advance** of the student's arrival day and time. Therefore, upon receiving the accommodation address, you or your client have to contact the landlord (by telephone) or the school (by telephone, fax or e-mail) to communicate the date and time of arrival in order to make the waiting time for both sides as short as possible. If the school or the landlords are not informed about the arrival time, students will be expected to arrive in the evening, after 6:00 pm. For emergencies, please call the emergency phone numbers at page 51 (working only on arrival days).





### **Location / key**

Our accommodations are located in the city centers as well as in the suburbs. In any case your student can easily reach the school and the center of the cities by public transports. To get from the suburbs to the center it takes 15 - 25 minutes by public transports (Milan and Rome up to 50 minutes). If the student has been placed in the town center it takes about 15 minutes on foot to reach the school. Students are given their own key.



### **Deposit for shared apartments**

Your clients must pay a deposit of 100 Euro to get the keys for their accommodation in shared apartments. This deposit must be paid in cash on arrival and will be refunded on departure, with the deduction of damages, repairs and cleaning costs if needed.



### **Bed-linens**

Host families: Bed-linens are provided and changed every two weeks.

Shared apartments: Bed-linens are provided and changed every two weeks or, in alternative, upon arrival each student will be given a set of bed-linens and two sets if they stay for a longer period. In this case students are required to wash bed-linens themselves.



### **Towels**

Students need to bring their own towels. Please inform your students accordingly to make sure they arrive in Italy well prepared.



### **Laundry**

Hand-washing of clothes is allowed with no extra charge. The use of the washing-machine is not foreseen, your students may use the many self-service laundrettes.

### **Photocopy of passport**

Following the events of September 11, 2001, Italian authorities have intensified checks on foreigners. The result is an unfortunate increase in paperwork. All landlords in Italy must declare the presence of tenants and thus need a photocopy of passports of all new tenants. We suggest you to advise your clients to bring with them a photocopy of their passport.



### **Mail**

Please inform your clients to not use the house address as their mail address, especially for Fedex, TNT or DHL parcels; they might easily get lost.

Your clients should use the School secretary office address for such mail.





## **ACCOMMODATION IN A HOST FAMILY**

In selecting host families, we do not look for luxury and comfort materially meant but for Italian families who appreciate hosting foreign students. Additionally, the word 'family' should not be taken too literally, as a family can be 'traditional' with children, a single parent or a childless couple who take in students because they enjoy the company.

### **Meals**

Students can choose between breakfast and half board (breakfast and dinner). The students have their meals together with the family but they should be aware that Italian eating habits can be rather different from their own. Breakfast usually only consists of coffee or tea and bread, butter, marmelade. Dinner is a complete meal served normally at around 8:00 pm.

### **House rules in host families**

Living with a family offers a unique opportunity to become acquainted with the Italian culture and way of living, but it also requires compromises between the host and the student. Therefore there are some house rules which the students must take into consideration:

- Leaving their room presentable;
- Not waking up the family after midnight when returning home;
- Not using any family belongings without authorization;
- Not preparing meals by themselves;
- Not doing the laundry by themselves (The use of the washing-machine is not included, but arrangements may be made between the landlord and the student.);
- The use of the ironing board is permitted with no extra charge;
- Students are allowed to use the common rooms and to receive telephone calls;
- The room (if not locked) is cleaned daily.





## **ACCOMMODATION IN SELF CATERING SHARED APARTMENTS**

Living in a apartment, together with other foreign or Italian students or with the landlord/landlady, requires maturity but allows the students considerable independence. The student shares with the roommate(s) the bathroom and the kitchen and can cook on her/his own.

### **Facilities**

- The student shares a flat or floor of a house either with other students from Scuola Leonardo da Vinci, with other Italian students or with the owner. Students share the kitchen and the bathroom.
- The apartments are furnished and the kitchens are supplied with all essential kitchen equipment (cutlery, plates, pans etc.).
- Students can prepare their meals separately or together with their flatmates and fellow students.
- Electricity, gas water, local costs and taxes are included in the price.
- Bed-linens: upon arrival each student will be given a set of bed-linens, two sets if they stay for more than two weeks. In this case students will wash bed-linens themselves.
- The students have to bring their own towels.
- We suggest that the student organizes some food for the first evening.
- The apartment are not provided with telephones.
- The apartments are cleaned before the arrival of the student. During their stay, students are responsible for the cleaning of their rooms and of the rooms used in common (kitchen and bathroom).



### **House-rules for shared apartments**

Your student is expected to respect the following house-rules:

- To leave the common rooms clean and presentable;
- To wash the dishes after use;
- To throw the garbage in the street containers every day;
- Not to wake their flatmates after midnight when returning home;
- Not to organize 'parties' (Parties, especially with people not living in the apartment, are strongly forbidden for insurance and safety reasons, as well as for the tranquillity of the students not taking part and the neighbours.);
- Not to use a vacant bed or room in the apartment;
- Not to invite any 'just-made' friends to stay in the apartment;
- To report any damage or technical fault immediately to the school secretary;
- To leave the apartment clean on departure.



## PRIVATE APARTMENTS

Private apartments are more comfortable than shared apartments and therefore more expensive. They are available for one or more persons. On request our schools will send a list of apartment providers. Please note that private apartments must be reserved well in advance and the prices vary depending on the city and season. Reservations and payments have to be made by the client directly to the apartment provider.



## HOTELS

We recommend hotels situated close to the schools (basic offer always: bed & breakfast, rooms with shower or bathroom). The categories are as follows:

- **Lux. cat.** (Five-Star-Hotel): all comfort;
- **1st cat.** (Four-Star-Hotel): restaurant; bar; rooms with air condition, TV, bath/WC;
- **2nd cat.** (Three-Star-Hotel): rooms with air condition, TV, bath/WC;
- **3rd cat.** (Two-Star-Hotel): rooms with bath/WC;
- **4th cat.** (One-Star-Hotel): rooms with wash basin; bath/WC on the floor.



On request our schools will send a list of hotels. Reservations and payments have to be made by the client directly to the hotel.

## RESIDENCE

One, two and three-roomed apartments with either two, three or four beds in each; a lounge, a fitted kitchen area, bathroom with shower, direct dial telephone, air conditioning, television and daily cleaning services. On request, there are normally the following supplementary services: parking, breakfast, secretarial services and a safe for valuables. Please contact our schools if your clients require more details about residence accommodation in our cities.



## B&B

A Bed and Breakfast is a small lodging establishment that offers overnight accommodation and breakfast. Bed and Breakfasts are often private family homes and typically have between four and six rooms. There are also some special categories like *Art-B&B*, *Historical Residence*, etc. Please contact us for more details and a list of B&B's.

## CAR PARKING

In most Italian cities, parking is free only for residents (parking places marked with white paint). For non residents there are parking places that you can use by paying hourly or daily rates (parking places marked with blue paint). If your clients stay for a longer time, we recommend the use of a park garage. All cars parked in a prohibited area will be removed.







## TRANSFER

At arrival, we recommend that your students take a taxi to their accommodation. Taxis are:

- 1) easily found at the «TAXI» stations, which are always in front of the train station and the airport;
- 2) the best way to bring the luggage to your students 'new home';
- 3) not expensive.



Scuola Leonardo da Vinci also offers a **TRANSFER SERVICE** from the airports in Florence, Milan, Rome and Pisa and from the train stations in Florence, Milan, Rome and Siena. For prices please consult our current price list.

If you wish the school to arrange a transfer for your students, please send us the arrival information (date and time of arrival and flight or train number) possibly with the enrollment form or at least one week before their arrival date. We always need a written transfer booking.

Meeting point: The driver will be waiting for your students at the exit of the airport arrival hall or in front of the railway track, holding a board "SCUOLA LEONARDO DA VINCI". For emergencies, please consult the transfer phone numbers at page 51.

## SPORT

During the stay your students may wish to practice their favourite sport or learn a new one. They have the following opportunities: Gymnastics/fitness/yoga, swimming, footing, tennis, squash, golf, horse-riding, biking and so on.

Our written guides for all sporting activities help students to organize their free time and the secretary's office can also help with the organization of sporting activities.



## LEISURE TIME

The four cities and the surroundings offer a nearly unlimited variety of leisure activities, which our students might undertake by themselves. We offer some leisure activities ourselves and organize on a regular basis:

- Dinners, which enable teachers and students to get to know each other better;
- Guided visits in History of Art;
- Film evenings at school;
- Day and half-day excursions;
- Visit to a wine cellar.



Every month our schools distribute their own calendar of cultural activities. This way participants will always be well informed concerning exhibitions, concerts, films and other events. The stay in Italy should be remembered by your students not solely on account of the language course ...



### **SCHOOL ACTIVITIES IN FLORENCE**

- Day excursion to Siena and San Gimignano or Pisa and Lucca etc.; every second Saturday (at cost price).
- Half-day excursion to the vineyards of the "Chianti" area, visit to a winery incl. "merenda" (typical Tuscan afternoon snack); every 2 weeks (at cost price).
- Dinners with the school in a typical Florentine trattoria: students and teachers have a good chance to get to know each other; every 2 weeks (at cost price).
- Free guided History of Art tours in Florence: every week.
- One or two guided museum visits the month (at cost price, i.e. entrance fees).
- Free Movie evening: every week.
- Disco evening: every week.
- In summer: day trips to Cinque Terre and the Verona Opera Festival.



### **SCHOOL ACTIVITIES IN MILAN**

- Day excursion to Lago Maggiore, Lago di Como or Lago di Garda (all of them make up the famous lake district close to Milan), Genova, Verona, Venezia, ecc.; normally the first Saturday of the month (at cost price).
- Half-day excursion to Monza, Brescia, Pavia, Mantova, Cremona, ecc.: every two weeks (at cost price).
- Two-days excursion to Florence, Rome, Viareggio, Nice, ecc.: every month (at cost price).
- Free guided tour around the city: every two weeks.
- Soccer match: if enough students are interested, there's the possibility to buy tickets to see Inter or Milan soccer matches in the "San Siro Stadium": every week, from September to June (at cost price).
- Art History tour to some of the most important sights where Leonardo da Vinci works are on show: Castello Sforzesco, Museo della Scienza e della Tecnica, Museo d'Arte e Scienza: every two weeks (you pay for Museum entrance only; guide free).
- Guided tour to the *Last Supper* of Leonardo da Vinci (10 Euro), twice per month.
- Aperitivo night in "Navigli": students will appreciate the typical after-work activity in Milan, buy a cocktail and the price includes snacks and drinks, at some of the most beautiful bars and cafes in town: every week (at cost price).
- Dinners with the school in a typical Milanese restaurant. Students and teachers have a good chance to get to know each other over a delicious "risotto alla Milanese" and a good glass of wine: every 2 weeks (at cost price).
- Disco night in Milan: students will enjoy the best discos in the city (Hollywood, Old Fashion, Karma, Alcatraz, The Club); every two weeks (at cost price).
- If enough students are interested, we organize volleyball, basketball and soccer games.





## FREE TIME ACTIVITIES - ROME

The city of Rome and its surroundings offer a wide variety of opportunities to experience the Italian culture and learn about our city. Every week we organize a calendar of activities that we offer to students. All relevant information to the activities can be found at the front desk in a bi-monthly flyer. The idea is to not only have you to learn more about our culture, it is also an opportunity to meet other students and make new friends.

- Tandem – language exchange with aperitivo between students and local Italians: every week.
- Half-day excursion to Tivoli, Ostia Antica, Castelli Romani, etc.
- Dinner with the school in a typical Roman pizzeria or restaurant: every week (extra fee).
- Guided History of Art tours in Rome: every week (free).
- Movie Night: every two weeks (free).
- Diction/Pronunciation lessons: every two weeks (free).
- Museum visits with local tour guides each month (extra fee).
- “Vengo anch’io”: our selection of weekly activities available to all students.



## SCHOOL ACTIVITIES IN SIENA

- Dinner in the Tuscan Countryside: an enjoyable dinner in the Tuscan countryside, where students can get to know one another while sampling authentic regional Tuscan specialities. Every 4 weeks (at cost price).
- Day excursion with private bus to the surroundings of Siena, i.e. vineyards in the “Chianti” region, Montepulciano, San Galgano, incl. “merenda” (typical Tuscan afternoon snack); every 2 weeks (at cost price).
- Half-day excursion and short walking tours. Students may spend a lovely afternoon discovering small villages in the heart of the Province of Siena; every 2 weeks (at cost price).
- Free guided tours around the city; every 2 weeks.
- History of Art tours to some of the most important sights in Siena, as the Duomo, Pinacothèque (art gallery), Palazzo Pubblico etc.; every 2 weeks (free; Museum entrance only if any).
- Free Movie evening: every week.
- The Italian music: an afternoon listening to the Italian music and learning about different groups and singers; every 4 weeks or on request.
- A workshop which combines performance, exercises and instruction (led by Altero Borghi, a Sienese actor and theatrical director). This popular new activity enables students to use their individual language experiences while engaging in fun and amusing vocal and pronunciation exercises. Every four weeks; every two weeks during the summer.
- Seminar: the History of the “Palio” - historical horse race: four lessons in the afternoon and visit of the museum of a “Contrada” (historical city districts), for beginners as well as for advanced students; in the summer months.
- Wine and Cheese tasting in a typical wine bar. Every 4 weeks (at cost price).







## PRACTICAL INFORMATION

### NECESSARY DOCUMENTS / VISA

Citizens from the European Union do not need a visa (if they don't want to stay more than 90 days in Italy) and can enter Italy with an Identification card or Passport. Citizens from other countries should check with the nearest Italian Embassy or Consulate.

If your students need a visa to extend their stay for more than 90 days they should apply for a 'Type D' (student) visa. The schools will provide you with a certificate of enrollment for the visa application after the global tuition fees are paid in advance.

#### ***For those who need a visa in any case:***

*If a visa is requested to study in Italy, each student (or agency) has to contact the nearest Italian Consulate beforehand to complete the formalities. Our certificate of enrollment fulfils one of the requirements to obtain a visa. In order to receive this certificate, the global tuition fees must be paid in advance and in full for the entire period of study.*

*If a visa is rejected by the Italian Consulate, our schools will refund all prepaid money minus the registration fee, all the expenses related to expedited shipping and bank transfer costs as well as 200 Euro to cover administration costs. You must send an official written proof of the visa refusal from the Consulate, in order to receive a refund.*

### INSURANCE

Our students are insured against accidents during their way to school (one hour before lessons start and one hour after lessons), during classes and during organized spare time activities.

Participants are not insured the time outside the school (in accommodation or spending their free time somewhere). They are not insured against illness, accidents, theft or loss of personal possessions, either by the schools or by those offering the accommodation. During their stay at our schools, students must be personally insured against illness and accident. We therefore recommend taking out a personal insurance policy.

During their stay in Italy, your students must be personally insured against illness and accident. Citizens from European Union countries are entitled to free medical care in Italy if they hold an European Health Insurance Card (EHIC-Card) which can be obtained from their local health authority in their home country before departing for Italy. Students from non-EU countries must enquire with the authorities in their countries to know if they are insured during a stay abroad; if they are not covered, they should arrange health insurance to cover their stay in Italy.

Moreover, participants are advised to insure against loss of fees due to non-arrival, absence or unexpected termination of their course.





## **FINANCE**

### **Exchanging money / Euro - European Union currency**

The basic unit of Italian currency is the **Euro = €**

For a stay of more than 3 months, it may even be useful to open a bank account. Our staff will give further information on it.

### **Credit Cards / ATM**

Credit Cards are accepted almost everywhere. Your students can receive money at Automatic Teller Machines (ATM), if they have an ATM card linked to an international network (Bancomat, Postomat, EC-Card, Cirrus, Plus, Maestro, etc.). Mastercard and Visa (with PIN number) may be used to withdraw cash from an ATM machine. Cash from ATM's only in Euro; daily amount is limited.

### **Spending money** (pocket money)

This is not the same for every person but we think that 80 Euro per week, in addition to the costs for accommodation and food, should be enough.

## **JOURNEY**

### **By train**

There are several night- and Eurocity-day-connections with Italy. People under 26 years may receive special discounts. Reservations for sleeping car or couchettes should be made as early as possible. Siena is connected with Florence and Rome by a public bus or by the train.

### **By car**

All of our course locations are conveniently located on the national motorways; paid parking in garages is usually available near our schools.

### **By air**

Our schools in Florence and Siena can be reached from the airports in Florence, Pisa, Rome-Fiumicino and Rome-Ciampino; the school in Milan can be reached from the airports of Linate, Malpensa and Orio al Serio; the school in Rome is easily reached from Fiumicino and Ciampino airports.



## **FIRST DAY AT SCHOOL**

We expect our students between 8:30 and 9:00 am in the main reception area of the school. After arriving, our students are welcomed and made to feel “at home” right from the start.

Students that have little or no knowledge of the Italian language will attend their first lesson. All other students do a written and oral placement test which enables us to find the appropriate level.

In the afternoon the class lists and timetables will be made available on the message board. If your students have any questions about the level assigned, they should contact our course coordinator.

## **TELEPHONE, FAX, INTERNET, EMAIL**

International telephone calls can be made from all public telephones (in the telephone offices, in bars). Also, the schools in Florence and Rome have a public telephone.

The country code for Italy is «**39**»:

- ‘Land phone’: The country code must always be followed by the «**0**» before the area code;
- ‘Mobile phone’: There will never be the «**0**» before the number.

Your students can use our school fax-machines any time for receiving faxes free of charge and send them (against a fee).

The email addresses of our schools can be used to receive private messages.

All our students have free Internet access in all course centers.

## **HEALTH, MEDICAL DOCTORS AND PHARMACIES**

Citizens from European Union countries are entitled to free medical care in Italy if they hold an European Health Insurance Card (EHIC-Card) which can be obtained from their local health authority in their home country before departing for Italy.

Students from non-EU countries must enquire with the authorities in their countries to know if they are insured during a stay abroad; if they are not covered, they should arrange health insurance to cover their stay in Italy.

The first-aid service (“*pronto soccorso*”) in the Emergency Room of the hospital is free for anyone who is in need.

The Scuola Leonardo da Vinci can provide a doctor whenever students are in need of a consultation or medical care. In addition the Consulates have a list of English-speaking medical doctors.

In every city your students will find 24-hour pharmacies. Your students should not forget to bring, if necessary, their own medical prescriptions.



## ELECTRICITY

Italy uses a 220 Volts/AC system. Additionally, wall sockets and plugs may differ from those in students' home countries. Be sure to inform your students about the possible need for an adaptor.

## WORLD TIME ZONES

Italy uses Middle-European-Time (MET):

World time zones						
City	Rome	London	New York	Los Angeles	Beijing, Shanghai, Tokyo	Seoul, Sydney
MET	± 0	- 1	- 6	- 9	+ 8	+ 9
From the end of March to the end of October the clocks in Italy are turned ahead one hour.						

## CLIMATE

Although summer in Italy, from the Alps to Sicily, is quite warm, the winter in Northern and Central Italy can be quite cool; winter in the south, however, is relatively mild. The most pleasant climate in the cities you may find in spring and autumn.

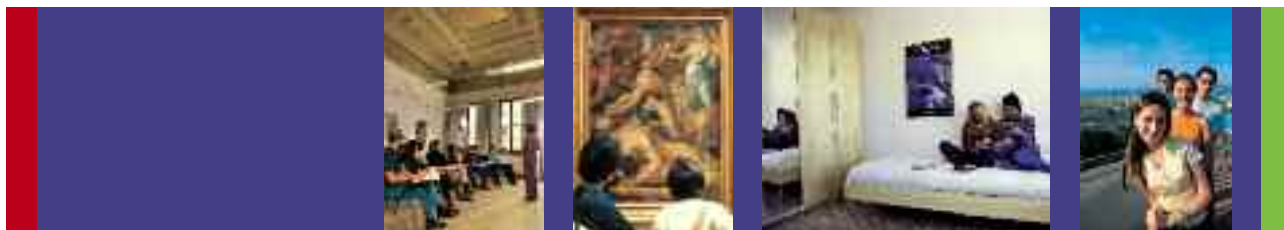
	Average Temperature (° Celsius)										Average Temperature (° Fahrenheit)									
	Florence		Milan		Rome		Siena		Viareggio		Florence		Milan		Rome		Siena		Viareggio	
	min	max	min	max	min	max	min	max	min	max	min	max	min	max	min	max	min	max	min	max
Jan	4	13	- 2	5	4	13	3	10	2	11	39	55	28	41	39	55	37	50	35	52
Feb	3	12	0	8	4	13	3	10	3	12	37	54	32	46	39	55	37	50	37	54
Mar	5	16	3	13	6	18	5	14	5	15	41	61	37	55	43	64	41	57	41	59
Apr	9	21	7	18	10	22	8	18	7	18	48	70	47	64	50	72	46	64	47	64
May	13	25	11	22	12	25	11	21	11	22	55	77	52	72	54	77	52	70	52	72
Jun	17	28	15	26	15	27	15	25	14	26	63	82	59	79	59	81	59	77	57	79
Jul	18	29	17	29	18	30	17	28	17	29	64	84	63	84	64	86	63	82	63	84
Aug	18	30	17	28	18	29	17	28	17	29	64	86	63	82	64	84	63	82	63	84
Sep	13	24	14	24	17	28	14	24	14	26	55	75	57	75	63	82	57	75	57	79
Oct	11	21	8	18	16	24	11	19	11	21	52	70	46	64	61	75	52	66	52	70
Nov	9	16	4	10	11	16	7	13	6	16	48	61	39	50	52	61	47	55	43	61
Dec	4	12	- 1	5	4	14	4	10	3	12	39	54	30	41	39	57	39	50	37	54

## REMINDER

For accommodation in host families and apartments:

- Students need to bring their own towels.
- Your students as well as the fellow-lodgers are expected to keep the apartment clean, although every two weeks (or every week) an employee will clean the common areas.
- Your clients must pay a deposit of 100 Euro to get the keys for their accommodation in shared apartments.
- Double rooms: We offer your clients the possibility to come together with their friend and take a double room, provided by our school, even if the accompanying person does not take a language course.
- We suggest you to advise your clients to bring with them a photocopy of their passport.

**Please inform your students accordingly to make sure they arrive in Italy well prepared.**



## F.A.Q. - FREQUENTLY ASKED QUESTIONS

Would you like to know more about:

- A) **Tuition**
- B) **Cultural and Leisure Program**
- C) **Arrival / Housing / Transfer**
- D) **Other Useful Tips**

### A) ALL ABOUT TUITION

#### Which is the next starting date?

At Scuola Leonardo da Vinci your clients may **start their Italian language course every Monday**, if they are not beginners! Beginners may start their course every two weeks. Please consult our course starting dates for beginners.

#### What should your client expect to do on the first day at school?

We will wait for your clients between 8:30 and 9:00 a.m. in the main reception area of the school. Students having little or no knowledge of the Italian language will attend the first lesson in which the oral capacity and the understanding will be tested. All other students will take a written and oral placement test which enables us to find the appropriate level.

#### Which is a typical course schedule?

##### **INTENSIVE ITALIAN LANGUAGE COURSE:**

###### Florence:

09:00 - 10:30, break, 10:45 - 12:15 or  
14:15 - 15:45, break, 16:00 - 17:30

###### Milan:

09:00 - 10:30, break, 10:45 - 12:15 or  
14:00 - 15:30, break, 15:45 - 17:15

###### Rome:

09:00 - 10:30, break, 10:45 - 12:15 or  
10:45 - 12:15, break, 12:30 - 14:00 or  
12:30 - 14:00, break, 14:15 - 15:45 or  
14:15 - 15:45, break, 16:00 - 17:30

###### Siena:

09:00 - 10:30, break, 10:45 - 12:15 or  
14:15 - 15:45, break, 16:00 - 17:30

##### **SUPER INTENSIVE ITALIAN GROUP LANGUAGE COURSE:**

###### Florence:

09:00 - 10:30, break, 10:45 - 12:15, break, 12:30 - 14:00

###### Milan:

09:00 - 10:30, break, 10:45 - 12:15, break, 12:30 - 14:00 or  
12:30 - 14:00, break, 14:15 - 15:45, break, 16:00 - 17:30

###### Rome:

09:00 - 10:30, break, 10:45 - 12:15, break, 12:30 - 14:00 or  
12:30 - 14:00, break, 14:15 - 15:45, break, 16:00 - 17:30

##### **SUPER INTENSIVE PLUS ITALIAN LANGUAGE COURSES:**

###### Florence:

- group lessons:  
09:00 - 10:30, break, 10:45 - 12:15
- individual lessons (one or two lessons):  
12:30 - 14:00 or 14:15 - 15:45 or 16:00 - 17:30

###### Milan:

- group lessons:  
09:00 - 10:30, break, 10:45 - 12:15 or  
14:00 - 15:30, break, 15:45 - 17:15
- individual lessons (one or two lessons):  
12:30 - 14:00 or 14:15 - 15:45 or  
16:00 - 17:30 or 17:00 - 18:30

###### Rome:

- group lessons:  
09:00 - 10:30, break, 10:45 - 12:15 or  
12:30 - 14:00, break, 14:15 - 15:45 or  
14:15 - 15:45, break, 16:00 - 17:30
- individual lessons (one or two lessons):  
12:30 - 14:00 or 16:00 - 17:30 or 17:45 - 19:15

###### Siena:

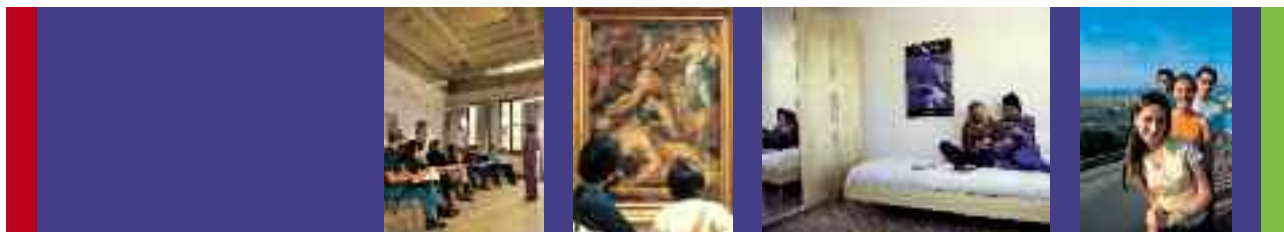
- group lessons:  
09:00 - 10:30, break, 10:45 - 12:15 or  
14:15 - 15:45, break, 16:00 - 17:30
- individual lessons (one or two lessons):  
12:30 - 14:00 or 14:15 - 15:45

For homework and exercises students should calculate about one additional hour per day.

#### Which books do our students use in the lessons?

Our basic text and exercise books have been developed by our school. These books are used in conjunction with authentic teaching materials such as newspaper and magazine articles, audiovisual materials, and activities inside the classroom.





## F.A.Q. - FREQUENTLY ASKED QUESTIONS (2)

### Is the teaching material included in the course price?

All text books and other supplies are provided by the school, but participants are expected to bring their own dictionary.

### Which teaching method do you use?

Our schools teach according to the Communicative Approach: from the first day on, at all levels, only Italian will be spoken. The spoken language is the most important part of the tuition. Continually promoting the use of verbal communication permits our students to learn Italian 'naturally', to unite theory and practice with no great problems and to increase their knowledge quickly and with confidence. Participants are encouraged to practice their spoken Italian in real-life situations, with their teacher, and with other participants, in pairs and groups. In advanced courses the written language will also be promoted.

### Which is your teachers qualification?

All our mother-tongue instructors are highly qualified. Most of them have studied Italian language and literature. All our teachers have been specially trained in teaching Italian to foreigners.

### Which course certificates do students receive?

At the end of each course, students with regular attendance receive the certificate of attendance indicating the level of proficiency attained.

#### DIPLOMAS «FIRENZE» OF THE ACCADEMIA ITALIANA DI LINGUA® (AIL):

- **DELI-A1** - Elementary level-A1\*:  
at the end of the first ability level;
- **DELI-A2** - Elementary level-A2\*:  
at the end of the second ability level;
- **DILI-B1** - Intermediate level-B1\*:  
at the end of the third ability level;
- **DILC-B1 Business** - Intermediate Diploma of **Business** language,  
level-B1\*: at the end of the third ability level;
- **DILI-B2** - Intermediate level-B2\*:  
at the end of the forth ability level;
- **DALI-C1** - Advanced level-C1\*:  
at the end of the fifth ability level;
- **DALC-C1 Business** - Advanced Diploma of **Business** language,  
level-C1\*: at the end of the fifth ability level.
- **DALI-C2** - Advanced level-C2\*:  
at the end of the sixth ability level;

*Nota bene: The AIL DILC-B1 Examination has been recognized by the UFFT (Swiss Federal Office for professional education and technology) as the final Italian exam, it being the second national language, for all the professional commercial schools in Switzerland.*

\*) Language ability scale according to the European Language Portfolio (Common European Framework of Reference for Languages - ELP/CEFR).

- **Individual preparation** for all the Italian language Diplomas: DELI, DILI, DALI, DILC, DALC Diplomas «Firenze» of the Accademia Italiana di Lingua® (AIL); CILS; CELI; PLIDA, L2-Roma.

### Which is the average age of students attending the school? I'm interested in attending a course for older students aged 30 and above. Do you have suitable courses for this age group?

Sixty percent of our students are aged between 17 and 30 seeking to improve their Italian language skills and awareness of Italian culture.

Sixty percent of our students are already working; about ten percent are business managers and executives of different nationalities.

Five percent are retired and wish to improve their Italian and familiarize themselves with Italian culture.

Usually students aged 30 and more feel comfortable in our classes and enjoy to meet people from all over the world. In the Super Intensive Plus and the Super Intensive Small Group Courses the average age is higher.

### Language Ability Levels

On the first day of the language course, the knowledge of Italian will be determined by an entry test and an interview. Students with no knowledge of Italian will be assigned to the beginner level.

The time it takes to learn to use a foreign language varies from person to person. Therefore, regular progress tests at the end of each level enables us to measure the language development and evaluate the performance of the students over a period of time.

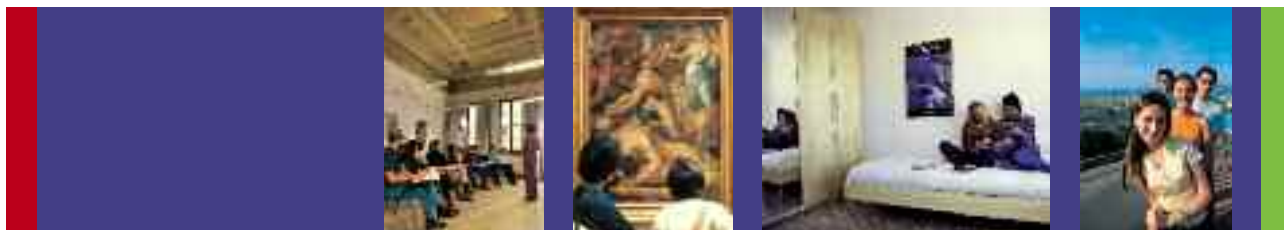
Our schools offer courses on six ability levels, following the Assessment Grid of the European Language Portfolio (ELP/CEFR: Common European Framework of Reference for Languages) which is based on the assessment grid of Schneider/North:

Level:	ELP/CEFR:	Schneider/North:
• <b>Elementary:</b>	A1 - A2	N1 - N4
• <b>Intermediate:</b>	B1 - B2	N5 - N8
• <b>Advanced:</b>	C1 - C2	N9 - N10

### How much Italian will I be able to speak, assuming I am a complete beginner upon arrival, I work very hard and I am good at languages?

At the end of the Intermediate level our students already possess considerable knowledge of Italian. Their feeling for the language has become confident and their range of expressions has developed greatly and is more differentiated.

Students will be able to sit for the Leonardo da Vinci Certificate examination "Knowledge of the Italian language" and for the «Firenze-Diploma» DILI-B2 of the Accademia Italiana di Lingua® (AIL).



## F.A.Q. - FREQUENTLY ASKED QUESTIONS (3)

### B) ALL ABOUT CULTURAL AND LEISURE PROGRAMS

The cities and the surroundings offer a nearly unlimited variety of leisure activities, which our students might undertake by themselves. We offer leisure activities as well and organize on a regular basis:

- Dinners, which enable teachers and students to get to know each other better;
- Guided visits in History of Art;
- Film evenings at school;
- Day and half-day excursions;
- Visit to wine cellars.

Every month our schools distribute their own calendar of cultural activities. In this way participants will always be well informed concerning exhibitions, concerts, films and other events. For the weekends we hand out special leaflets for individual trips. All students receive a written guide indicating active and passive sporting activities and the secretary's office can also help with the organization of sporting activities.

#### Can you give me an example of a monthly activity calendar in Florence?

- Day excursion to Siena and San Gimignano or Pisa and Lucca etc.; every second Saturday (at cost price).
- Half-day excursion to the vineyards of the "Chianti" area, visit to a winery incl. "merenda" (typical Tuscan afternoon snack); every 2 weeks, normally every second Thursday (at cost price).
- Dinners with the school in a typical Florentine trattoria: students and teachers have a good chance to get to know each other; every first week after a course begins (at cost price).
- Free guided History of Art tours in Florence: every week.
- One or two guided museum visits the month (at cost price, i.e. entrance fees).
- Free Cinema italiano: every Friday.
- Disco evening: every Friday.
- In summer: day trips to Cinque Terre, Verona Opera Festival.

#### Can you give me an example of a monthly activity calendar in Milan?

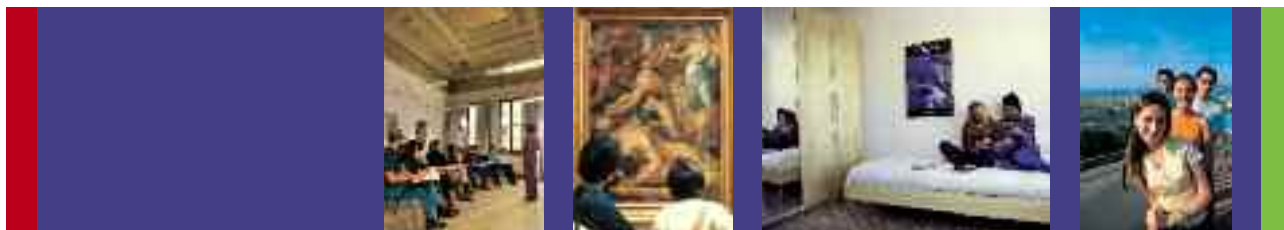
- Day excursion to Lago Maggiore, Lago di Como or Lago di Garda (all of them make up the famous lake district close to Milan), Genova, Verona, Venezia, ecc.; normally the first Saturday of the month (at cost price).
- Half-day excursion to Monza, Brescia, Pavia, Mantova, Cremona, ecc.: every two weeks (at cost price).
- Two-days excursion to Florence, Rome, Viareggio, Nice, ecc.: every month (at cost price).
- Free guided tour around the city: every two weeks.

- Soccer match: if enough students are interested, there's the possibility to buy tickets to see Inter or Milan soccer matches in the "San Siro Stadium": every week, from September to June (at cost price).
- Art History tour to some of the most important sights where Leonardo da Vinci works are on show: Castello Sforzesco, Museo della Scienza e della Tecnica, Museo d'Arte e Scienza: every two weeks (you pay for Museum entrance only; guide free).
- Guided tour to the *Last Supper* of Leonardo da Vinci (10 Euro), twice per month.
- Aperitivo night in "Navigli": students will appreciate the typical after-work activity in Milan, buy a cocktail and the price includes snacks and drinks, at some of the most beautiful bars and cafes in town: every week (at cost price).
- Dinners with the school in a typical Milanese restaurant. Students and teachers have a good chance to get to know each other over a delicious "risotto alla Milanese" and a good glass of wine: every 2 weeks (at cost price).
- Disco night in Milan: students will enjoy the best discos in the city (Hollywood, Old Fashion, Karma, Alcatraz, The Club); every two weeks (at cost price).
- For the weekends we hand out special leaflets for individual trips to: Monza, Brescia, Pavia, Ligurian coast, the Lake District (Lago di Garda, Lago Maggiore, Lago di Como, Lago d'Iseo), Venice and Switzerland.
- If enough students are interested, we organize volleyball, basketball and soccer games.

#### Can you give me an example of a monthly activity calendar in Rome?

The city of Rome and its surroundings offer a wide variety of opportunities to experience the Italian culture and learn about our city. Every week we organize a calendar of activities that we offer to students. All relevant information to the activities can be found at the front desk in a bi-monthly flyer. The idea is to not only have you to learn more about our culture, it is also an opportunity to meet other students and make new friends.

- Tandem – language exchange with aperitivo between students and local Italians: every week.
- Half-day excursion to Tivoli, Ostia Antica, Castelli Romani, etc.
- Dinner with the school in a typical Roman pizzeria or restaurant: every week (extra fee).
- Guided History of Art tours in Rome: every week (free).
- Movie Night: every two weeks (free).
- Diction/Pronunciation lessons: every two weeks (free).
- Museum visits with local tour guides each month (extra fee).
- "Vengo anch'io": our selection of weekly activities available to all students.



## F.A.Q. - FREQUENTLY ASKED QUESTIONS (4)

### Can you give me an example of a monthly activity calendar in Siena?

- Dinner in the Tuscan Countryside: an enjoyable dinner in the Tuscan countryside, where students can get to know one another while sampling authentic regional Tuscan specialities. Every 4 weeks (at cost price).
- Day excursion with private bus to the surroundings of Siena, i.e. vineyards in the "*Chianti*" region, Montepulciano, San Galgano, incl. "*merenda*" (typical Tuscan afternoon snack); every 2 weeks (at cost price).
- Half-day excursion and short walking tours. Students may spend a lovely afternoon discovering small villages in the heart of the Province of Siena; every 2 weeks (at cost price).
- Free guided tours around the city; every 2 weeks.
- History of Art tours to some of the most important sights in Siena, as the Duomo, Pinacothèque (art gallery), Palazzo Pubblico etc.; every 2 weeks (free; Museum entrance only if any).
- The Italian cinema: a film presentation with comments and discussion; every 4 weeks.
- The Italian music: an afternoon listening to the Italian music and learning about different groups and singers; every 4 weeks.
- A workshop which combines performance, exercises and instruction (led by Altero Borghi, a Siennese actor and theatrical director). This popular new activity enables students to use their individual language experiences while engaging in fun and amusing vocal and pronunciation exercises. Every four weeks; every two weeks during the summer.
- Seminar: the History of the "*Palio*" - historical horse race: four lessons in the afternoon and visit of the museum of a "*Contrada*" (historical city districts), for beginners as well as for advanced students; in the summer months.
- Wine and Cheese tasting in a typical wine bar. Students will discover the art of wine tasting, guided by expert sommeliers. Every 4 weeks (at cost price).

### C) ALL ABOUT ARRIVAL, TRANSFER & HOUSING (A - Z)

#### Accommodation in host-family:

In selecting host families, we do not look for luxury and comfort in the material sense but for Italian families who appreciate receiving foreign students. Additionally, the word 'family' should not be taken too literally, as a family can be 'traditional' with children, a single parent or a childless couple who take in students because they enjoy the company.

Hand-washing of clothes as well as the use of the ironing board is permitted with no extra charge. The use of the washing-machine is not included, but arrangements can be made between the landlord, the school and the student.

Bed-linens are provided and changed every two weeks, but students need to bring their own towels.

Remember that in family homestay students cannot cook on their own (exceptions on special request).

#### Accommodation in a shared apartment:

Students share a flat or floor of a house either with other students from our school, with other Italian students or with the owner.

Kitchen and bathroom are of common use.

The apartments are furnished and the kitchens are supplied with all essential kitchen utilities (cutlery, plates, pans etc.).

Students can prepare their meals separately or together with their flatmates and fellow students.

Electricity, gas, water, local costs and taxes are included in the price.

The apartments are cleaned before arrival. During the stay, students and their flatmates are responsible for the cleaning of their own room and of the rooms used in common (kitchen and bathroom).

Bed-linens are provided and changed every two weeks or, in alternative, upon arrival each student will be given a set of bed-linens, two sets if they stay for a longer period. In this case students will wash bed-linens themselves.

Students need to bring their own towels.

Please note, that we may request a deposit of 100 Euro for shared apartment accommodation to get the keys. This deposit must be paid in cash at arrival and will be refunded on departure, less reparation costs if needed.

There is no telephone in the apartment.

Italy uses a 220 Volts/AC system. Plugs may differ from those in the home country and it's possible that students need an adapter.



## F.A.Q. - FREQUENTLY ASKED QUESTIONS (5)

### Accommodation reservations:

To make reservations for accommodation, we need your client's (or their parents') credit card number as guarantee deposit. Together with the confirmation of the address we will inform you about the exact rent of the booked accommodation. If accommodation is not yet included in the package price, students have to pay this amount immediately upon arrival in Italy. By paying the rent, students accept the accommodation arranged. In case your client would like to change accommodation we ask him/her to discuss this with our secretariat before paying the rent.

### Accommodation in a private apartment:

Private apartments are more comfortable than shared apartments and therefore more expensive. They are available for one or more persons. Prices are available on request. Please note that the private apartments must be reserved well in advance and the prices may vary depending on the city and season.

### Accommodation in a Hotel:

We work with Hotels situated close to the schools (basic offer always: bed & breakfast, rooms with shower or bathroom). Prices are available on request and according to the categories of hotels and the season. Please make Hotel reservation well in advance.

### Availability:

Housing reservations run from the Sunday previous to the beginning of the course after 2:00 pm to the Saturday morning (10:00 am) at the end of the course. If your client needs to arrive a day earlier or to stay a day longer, please contact the school for help with extra accommodation arrangements. Different arrival or departure days must be confirmed in writing.

However, for host family and shared apartment accommodation it is not possible to arrive earlier than the Saturday before the start of the course and to remain later than the Sunday after the end of the course.

### Arrival date and time:

We need to be informed at least 4 days in advance of the arrival day and time of your client. Therefore, upon receiving the accommodation address, students have to contact the landlord (by telephone) or the school (by telephone, fax or email) to communicate the date and time of arrival in order to make the waiting time for both parts as short as possible. If there is no communication, students will be expected to arrive in the evening, after 6:00 pm.

Housing check in: Sunday before the start of the course, from 2 pm to 10 pm. For arrivals after 10 pm there is an extra charge of 25 Euro.

Housing check out: Saturday morning at the end of the course, until 10 am.

Different arrival or departure days only by special arrangements and on extra charges.

### Bed-linens / towels:

Bed-linens are provided and changed every two weeks or, in alternative, upon arrival each student will be given a set of bed-linens, two sets if they stay for a longer period. In this case students will wash bed-linens themselves.

Students need to bring their own towels.

### Emergency:

For emergencies, please consult the emergency phone numbers given to you together with the confirmation (to be used only if your client arrives outside the normal School office hours).

### Laundry:

Shared apartments: There is no washing-machine in the apartments. Students may use the many self-service laundromats.

Host families: Hand-washing of clothes as well as the use of the ironing board is permitted with no extra charge. The use of the washing-machine is not included, but arrangements may be made between the landlord and the student.

### Location:

Our accommodations are located in the city centers as well as in the suburbs. In any case students can easily reach the school and the center of the cities by public transport. To get from the suburbs to the center takes 15 - 25 minutes by public transport (Milan and Rome up to 50 minutes). If students have been placed in the town center (if available), it takes about 15 minutes walking to reach the school.

### Mail

Do not use the house address as your mail address, especially for Fedex, TNT or DHL parcels; they might easily get lost. Use the School secretary office address for such mail.

### Meals:

If your client books host family accommodation he/she can choose between breakfast and half board (breakfast and dinner). He/she will have the meals together with the family but should be aware that Italian eating habits can be rather different. Breakfast usually only consists of coffee or tea and bread, butter, marmalade. Dinner is a complete meal served normally at around 8:00 pm.

### Payment of accommodation:

Our schools only make reservations for accommodation. We need your client's (or your client's parents) credit card number as guarantee deposit. Payment for accommodation has to be made in Euro and in cash immediately upon arrival in Italy. It has to be paid in total (and not by instalments) for each month or shorter periods.





## F.A.Q. - FREQUENTLY ASKED QUESTIONS (6)

### Photocopy of passport:

Following the events of September 11, 2001, Italian authorities have intensified checks on foreigners. The result is an unfortunate increase in paperwork. All landlords in Italy must declare the presence of tenants and thus need a photocopy of passports of all new tenants. We suggest your clients to bring a photocopy of their passport with them.

### Room-mating with another student:

All our students may book a place in a double room. Furthermore, we offer our students the possibility to come together with their friend and take a double room, even if the accompanying person does not take a language course.

We recommend to book a 'place in a double room' only for young people (max. 30 years). According to our experience mature people normally do not feel at ease in a double room as they may have to share it with very young people who have different habits and attitudes.

### Transfer:

Scuola Leonardo da Vinci offers transfer services from the airports in Rome, Milan, Bergamo (Orio al Serio), Florence and Pisa and from the train stations in Florence, Milan, Rome and Siena. For prices please consult our current price list. If your client wishes the school to arrange a transfer, please send us the arrival information (date and time of arrival and flight or train number) possibly with the enrollment form or at least one week before the arrival date.

Our transfer confirmation always indicates the meeting point with the driver as well as the transfer emergency phone number.

## D) ALL ABOUT ... USEFUL INFORMATION (A - Z)

### Check list:

- Valid passport or identity card;
- Tickets and reservations;
- Insurance documents;
- Money, traveller's cheques and credit cards;
- Personal medicine or medical prescriptions;
- EHIC-Card (for citizens from EU countries);
- Italian address given to parents, etc.;
- School informed about arriving time;
- Transfer requested from school.

### Climate:

Although summer in Italy, from the Alps to Sicily, is quite warm, the winter in Northern and Central Italy can be quite cool; winter in the south, however, is relatively mild. The best weather in the cities is in spring and autumn.

Average summer temperatures range from 18°C to 30°C (64°F to 86°F), the average winter temperature is around 4°C to 16°C (39°F to 61°F).

### Credit Cards / ATM:

Credit Cards are accepted almost everywhere. Your students can receive money at Automatic Teller Machines (ATM), if they have an ATM card linked to an international network (Bancomat, Postomat, EC, Cirrus, Plus, Maestro, etc.). Mastercard and Visa (with PIN number) may be used to withdraw cash from an ATM machine. Cash from ATM's only in Euro. To remember that the daily amount is limited.

### Credits for American Universities:

All our school centers can award 3 College Credits per each language level, i.e.: ITA 105, ITA 106, ITA 205, ITA 206, ITA 301, ITA 302. We can send transcripts to American Universities, where our courses are usually accepted as valid language credits. Please ask us for more information.

### Electricity:

Italy uses a 220 Volts/AC system. Additionally, wall sockets and plugs may differ from those in the home country. Be sure to give your clients information about the possible need for an adapter before departure.

### Exchanging money:

When exchanging large amounts of money it is usually better to

### Fax:

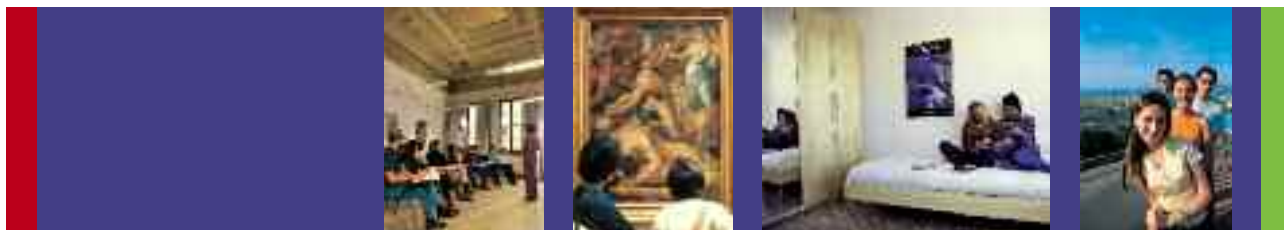
Faxes can be sent from the post office, from a lot of stationer's shops (cartoleria) and from copy shops. At our schools students can receive faxes free of charge and send them (against a fee).

### Insurance:

Our students are insured (accidents) during their way to school (one hour before lessons start and one hour after lessons), during classes and during organized spare time activities.

Participants are not insured the time outside the school (in accommodation or spending their free time somewhere). They are not insured against illness, accidents, theft or loss of personal possessions, either by the schools or by those offering the accommodation. We therefore recommend taking out a personal insurance policy.

During the stay in Italy, students must be personally insured against illness and accident. Citizens from European Union countries are entitled to free medical care in Italy if they hold an European Health Insurance Card (EHIC-Card) which can be obtained from their local health authority in their home country before departing for Italy.



## F.A.Q. - FREQUENTLY ASKED QUESTIONS (7)

### *Insurance (following)*

Students from non-EU countries must enquire with the authorities in their countries to know if they are insured during a stay abroad; if they are not covered, they should arrange health insurance to cover their stay in Italy.

Moreover, participants are advised to insure against loss of fees due to non-arrival, absence or unexpected termination of their course. They may contact their own travel agent for further details or our schools.

### **Internet access and sending & receiving emails:**

The email addresses of our schools can be used for the receipt of private messages. All our School Centers offer free Internet access for our students.

### **Italian Currency / Euro - European Union currency:**

The basic unit of Italian currency is the Euro. 1 Euro = 100 cents.

### **Health, Medical Doctors and Pharmacies:**

The first-aid service in the Emergency Room (*Pronto Soccorso*) of the hospital is free for anyone who is in need.

Our schools can provide a doctor whenever students are in need of a consultation or medical care.

In every city students will find 24-hour pharmacies. Your clients should not forget to bring, if necessary, their own medical prescriptions.

### **Public Holidays:**

Our schools are closed on the following national and local public holidays: January 6th (Epiphany, called "*Befana*"), Easter Monday, April 25th (National Holiday), May 1st (Labour Day), June 2nd (Republic Day), June 24th (Saint John, Florence only), June 29th (Saint Peter and Paul, Rome only), August 15th (Assumption Day, called "*Ferragosto*"), November 1st (All Saints' Day), December 7th (Saint Ambrose, Milan only), December 8th (Immaculate Conception). Lessons are not held, not made up and not refunded.

### **Pocket money:**

This is not the same for every person but we think that Euro 80 per week, in addition to the costs for accommodation and food, should be enough.

### **Telephone:**

International telephone calls can be made from all public telephones (in the telephone offices, in bars, etc.). Also, the schools in Florence, Milan and Rome have a public telephone.

The country code for Italy is «39»:

- 'Land phone': The country code must always be followed by the «0» before the area code;
- 'Mobile phone': There will never be the «0» before the number.

### **Traveling by train:**

There are several night- and Eurocity-day-connections with Italy. People under 26 years may receive special discounts. Reservations for sleeping car or couchettes should be made as early as possible. Siena is connected with Florence and Rome by a public bus or by the train.

### **Traveling by car:**

All of our course locations are conveniently located on the national motorways.

In the old city centers parking is normally not allowed. In all other districts parking is free of charge except for specially marked short term parking zones. Paid parking in garages is usually available near our schools.

### **Traveling by air:**

Our schools in Florence and Siena can be reached from the airports in Florence, Pisa, Rome-Fiumicino and Rome-Ciampino. The school in Milan can be reached from the airports Linate, Malpensa and Orio Al Serio. The school in Rome is easily reached from Fiumicino and Ciampino airports.

### **Visa:**

Citizens from the European Union do not need a visa and can enter Italy with an Identification card or Passport. Citizens from other countries should check with the nearest Italian Embassy or Consulate.

If your clients need a visa to extend the stay for more than 90 days they should apply for a 'Type D' (student) visa. Our schools will provide you, after enrollment and pre-payment of the global tuition fees, with a certificate of enrollment for your client's visa application.

### **World time zones:**

Italy uses Middle-European-Time (MET):

- Florence, Milan, Rome, Siena, Viareggio: ± 0;
- London: - 1;
- New York: - 6;
- Los Angeles: - 9;
- Beijing, Shanghai, Tokyo: + 8;
- Seoul, Sydney: + 9.

From the last Sunday of March to the last Sunday of October the clocks in Italy are turned ahead one hour.

### **Nota bene:**

***If you didn't find what you were looking for, please feel free to enquire by phone, fax, email or skype:***

Phone: +39-055-290305  
Fax: +39-055-290396  
Email: [info@scuolaleonardo.com](mailto:info@scuolaleonardo.com)  
Skype: [italianinitaly](https://www.skype.com/name/italianinitaly)



ACCADEMIA ITALIANA DI LINGUA®

30  
1984-2014

## THE DIPLOMAS OF THE ITALIAN LANGUAGE «FIRENZE» (1)

The Accademia Italiana di Lingua® (AIL) is the professional Association of schools, institutions and experts in the field of teaching Italian as a Foreign Language. The main aim of the association is to further and to guarantee the high standards set by the association and required from its members. The association represents schools and institutions in Italy and abroad and its main office is located in Florence.

The AIL has thus initiated the first Diploma of modern Italian which effectively tests the language abilities of the candidates. Diploma examinations «Firenze» in written and spoken Italian for the various ability levels, are held four times a year in the homologated examination centers.

AIL offers the following Diploma examinations:

**DELI-A1** The Diploma of the Italian Language «Firenze» AIL, **Elementary level-A1**, may be passed at the end of the 1st ability level. CEFR level: A1 • S/N level: N2. )\*

**DELI-A2** The Diploma of the Italian Language «Firenze» AIL, **Elementary level-A2**, may be passed at the end of the 2nd ability level. CEFR level: A2 • S/N level: N4. )\*

**DILI-B1** The Diploma of the Italian Language «Firenze» AIL, **Intermediate level-B1**, may be passed at the end of the 3rd ability level. CEFR level: B1 • S/N level: N6. )\*

**DILC-B1 Business** The **Business** Diploma of the Italian Language «Firenze» AIL, **Intermediate level-B1**, may be passed at the end of the 3rd ability level. CEFR level: B1 • S/N level: N6. )\*

**NB:** The AIL DILC-B1 Examination has been recognized by the UFFT (Swiss Federal Office for professional education and technology) as the final Italian exam, it being the second national language, for all the professional commercial schools in Switzerland.

**DILI-B2** The Diploma of the Italian Language «Firenze» AIL, **Intermediate level-B2**, may be passed at the end of the 4th ability level. CEFR level: B2 • S/N level: N8. )\*

**DALI-C1** The Diploma of the Italian Language «Firenze» AIL, **Advanced level-C1**, may be passed at the end of the 5th ability level. CEFR level: C1 • S/N level: N9. )\*

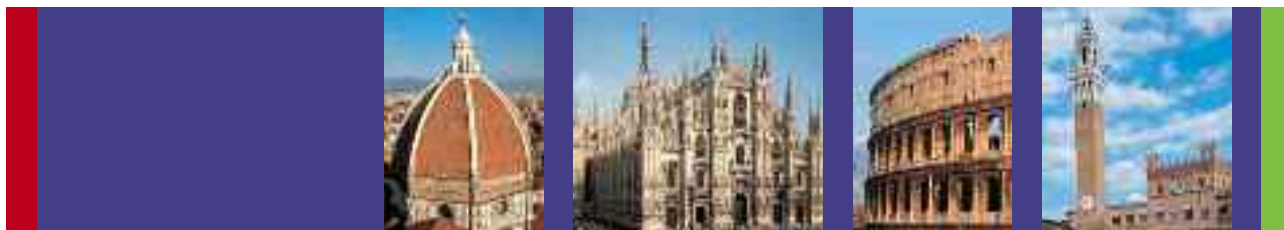
**DALC-C1 Business** The **Business** Diploma of the Italian Language «Firenze» AIL, **Advanced level-C1**, may be passed at the end of the 5th ability level. CEFR level: C1 • S/N level: N9. )\*

**DALI-C2** The Diploma of the Italian Language «Firenze» AIL, **Advanced level-C2**, may be passed at the end of the 6th ability level. CEFR level: C2 • S/N level: N10. )\*

\*) Language ability scale according to the European Language Portfolio (Common European Framework of Reference for Languages - CEFR) which is based on the assessment grid of Schneider/North (S/N).

**Weightings for each test (in %) of the various Diplomas «Firenze» AIL**

Examination	DELI-A1	DELI-A2	DILI-B1	DILC-B1	DILI-B2	DALI-C1	DALC-C1	DALI-C2
Test	%	%	%	%	%	%	%	%
Reading comprehension	20	30	20	20	20	15	15	20
Written expression	10	10	20	20	20	25	25	20
Morphosyntactic skills	10	10	15	15	20	20	20	20
Listening comprehension	20	20	20	20	15	15	15	20
Oral expression	40	30	25	25	25	25	25	20
Proficiency								
Passive skill proficiency	40	50	40	40	35	30	30	40
Active skill proficiency	60	50	60	60	65	70	70	60



## THE DIPLOMAS OF THE ITALIAN LANGUAGE «FIRENZE» (2)

### Outcome of the exams of the various levels

- DELI-A1** By passing this examination in Italian language, the candidate demonstrates understanding of simple and familiar expressions and to be able to interact in simple contexts with the help of the interlocutor.
- DELI-A2** By passing this examination in Italian language, the candidate has shown that he is able to understand the main structures of the Italian language, read simple texts and communicate in elementary everyday situations.
- DILI-B1** By passing this examination in Italian language, the candidate has shown that he is able to communicate, both orally and in writing, in all everyday situations. He understands conversations that deal with topics of everyday life and can participate in these. He is also able to understand texts that deal with these topics and can express his own opinions in writing.
- DILC-B1 Business** By passing this examination in Italian business language, the candidate has shown that he is able to communicate, both orally and in writing, in all everyday situations. He understands conversations that deal with topics of everyday life and the economy and can participate in these. He is also able to understand texts that deal with these topics of everyday life and the economy, and can express his own opinions in writing. ***This examination is recognized as the final Italian exam, it being the second national language, for all the professional commercial schools in Switzerland.***
- DILI-B2** By passing this examination, the candidate has demonstrated his/her ability to communicate and comprehend Italian, both in the oral and written form, regarding terms already familiar to the candidate.
- DALI-C1** By passing this examination, the candidate has proven that his knowledge of the Italian language enables him to express himself correctly, both orally and in writing, with the complexity expected of everyday language skills. Additionally, he can understand and compose written texts.
- DALC-C1 Business** By passing this Italian business language examination, the candidate has shown the ability to communicate in any situation requiring a strong knowledge of commercial Italian: correspondence, public relations, specialized literature, secretarial work, business meetings etc.
- DALI-C2** By passing this examination, the candidate has proven that he understands with ease virtually everything heard or read in Italian. He can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. He can express himself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.

### Levels of the various Diplomas «Firenze» AIL

Language ability scale	DELI-A1	DELI-A2	DILI-B1	DILC-B1	DILI-B2	DALI-C1	DALC-C1	DALI-C2
Common European Framework (CEFR)	A1	A2	B1	B1	B2	C1	C1	C2
Günther Schneider & Brian North	N2	N4	N6	N6	N8	N9	N9	N10

### Examination dates for the AIL Diplomas «Firenze»

2017				2018			
31 March	30 June	22 September	01 December	30 March	29 June	28 September	07 December

### Examination fees 2017

Examination fees 2017	Mock examination material
DELI-A1 / DELI-A2	<p>85 Euro</p> <p>105 Euro</p> <p>105 Euro</p> <p>125 Euro</p> <p>125 Euro</p> <p>For more information, request of mock examination and enrollment please contact the information office of Accademia Italiana di Lingua® AIL: <a href="mailto:info@acad.it">info@acad.it</a> or visit the web site of the AIL: <a href="http://www.acad.it">www.acad.it</a></p> <p>Accademia Italiana di Lingua® AIL via Brunelleschi 4, IT-50123 Florence - Italy Phone: +39-055-290305 • Fax: +39-055-290396</p>
DILI-B1 / DILI-B2	
DILC-B1 Business	
DALI-C1 / DALI-C2	
DALC-C1 Business	





## FIRENZE (1)



## SCUOLA LEONARDO DA VINCI® FLORENCE

### THE CITY

Florence, in the heart of Tuscany, is the cradle of the Renaissance and the classical Italian of Dante, Petrarch, and Boccaccio. While other European cities still lived in the Middle Ages, modern art and culture developed here under the reign of the Medici. Today in Florence one can visit and admire the masterpieces of artists like Botticelli, Michelangelo and Leonardo da Vinci in world-famous museums (the “Uffizi”, the “Accademia”, “Palazzo Pitti”), in beautiful churches, or even on a casual walk through the city.

The “Ponte Vecchio” connects the lively and historic city center around the Cathedral with the quieter neighborhood on the other side of the “Arno” river. Florence's urban landscape is distinguished by beautiful squares like “Piazza della Repubblica” and “Piazza della Signoria”, by small streets and winding medieval alleys, by various markets, and above all by the marvelous cupola of the Cathedral, visible from almost everywhere in the city.

Today Florence attracts tourists from all over the world who find here, besides history, everything to make them feel at home: Tuscan food and the best Italian wines, numerous bars and discos, a traffic-free center, and many inviting shops.

### Your contact persons:



Mrs. Geraldine Villiger



Mr. Marco Ristori





## FIRENZE (2)



### THE SCHOOL

The Scuola Leonardo da Vinci is situated in a beautiful historical “palazzo” with a magnificent view of the Cathedral in the heart of downtown Florence, only a few minutes walk from the most famous sights. A student lounge with coffee corner is at our students disposal and students have free access to our Internet Point.

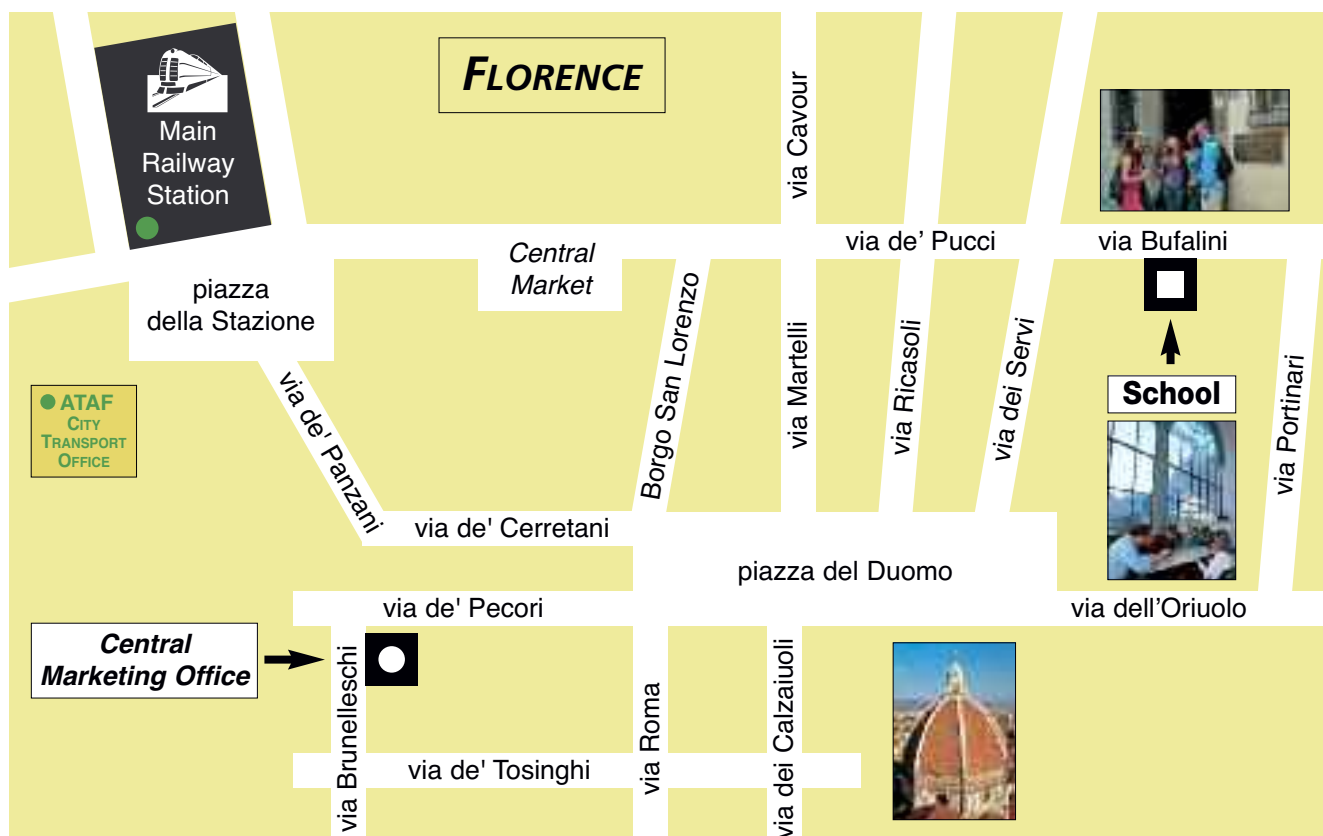
- 15 classrooms
- Internet Point, free time
- Free WiFi
- Student Lounge with Coffee Corner

### QUALITY AND RECOGNITIONS

- Officially authorized by the Italian Ministry of Education: *Decreto Prot. n. 15707/C.19 del 5.7.2000*
- Officially recognized by the Region of Tuscany as Professional Training Center
- Quality management system «ISO 9001:2008» certified by SQS-IQNET

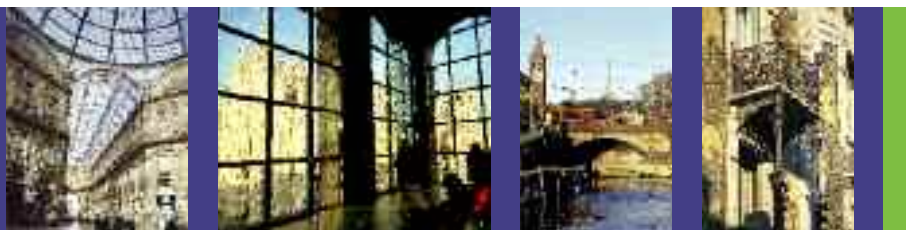
### HOW TO GET TO FLORENCE

- by car: A1 motorway "Autostrada del Sole" Milan - Rome, exit Firenze Nord.
- by train: Train from Milan/Verona/Venice via Bologna to Firenze S.M.N. (main railway station).
- by plane:
  - Flight to Florence-Peretola, with citybus "ATAF" or "Sita" direct to Firenze S.M.N.
  - Flight to Pisa, with Airport Train direct to Firenze S.M.N.
  - Flight to Rome-Fiumicino, with Airport Train to Roma-Termini and with train to Firenze S.M.N.





MILANO (1)



## SCUOLA LEONARDO DA VINCI® MILAN

### The City

Milan is the city that never sleeps and Italy's creative capital. The most international of all Italian cities, it offers the possibility to meet people from all around the world who are here studying, working and having fun together. The fashion addicted will feel right at home here. Milan is also the main destination and a necessary stop for all of those that would like to get to know and taste the real Italian Style. In Milan, what counts is a lifestyle and each detail can make a difference.

Most of the Milan's sights are situated in the city center. "*Piazza del Duomo*" is the city's belly button. It is dominated by the Cathedral, "*il Duomo*", which is the second largest Gothic church in the world. Every itinerary starts from here and returns to it. Not far from the Cathedral you'll find the most important Opera House in the world, "*La Scala*", waiting for you. This is the place that hosted all the major voices of the past two centuries, among them "*la divina*" Maria Callas.

Just a few steps from "*La Scala*" you will find the "*Brera*" district, the oldest and the most characteristic area in Milan. Walk into it and you will feel like you've been transported into another epoch, with narrow streets, small coffee bars, musicians playing classical music, and tarot card readers waiting to predict your destiny.

Our school is located in the "*Navigli*" area, which is the heart of Milan's night life, with bars, restaurants and discos that are open until early morning. Also famous for numerous antique shops and laboratories, this area is the favourite spot for artists, designers, and craftsman.

### Your contact persons:



Mrs. Gessica Zorz



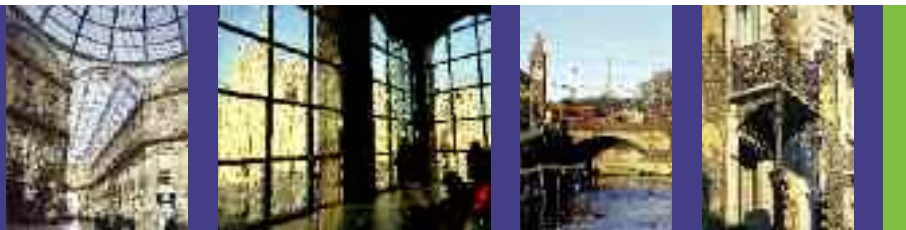
Mrs. Valentina Erika Parini







## MILANO (2)



### THE SCHOOL

Situated in a University Campus, the school is composed of nice large classrooms, all equipped with air conditioning, a secretary, a director's office, Internet Point free of charge, and WI-FI connection throughout the area. It's the perfect place to learn Italian!

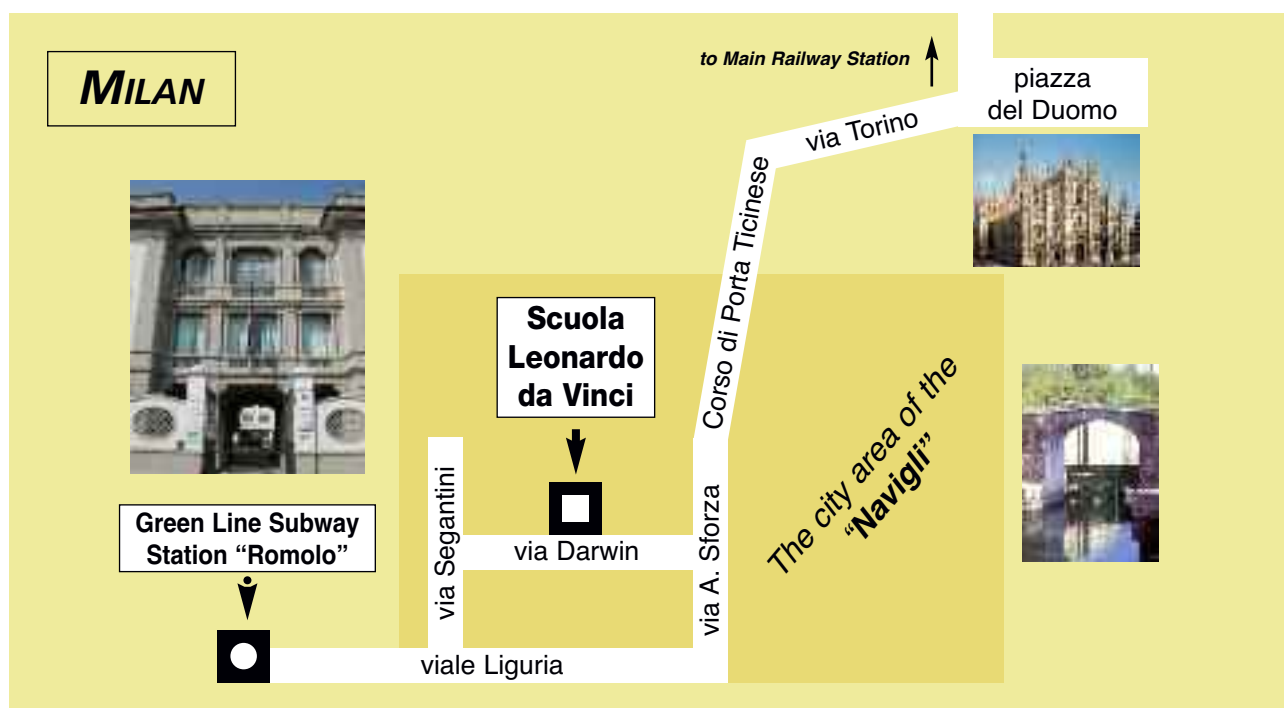
- 9 classrooms
- Internet Point, free time
- Free WiFi at school and in all shared apartment accommodations
- Coffee Corner and Mensa on Campus

### QUALITY AND RECOGNITIONS

- Officially recognized by the Region of Lombardy as Professional Training Center
- Quality management system «ISO 9001:2008» certified by SQS-IQNET

### HOW TO GET TO MILAN

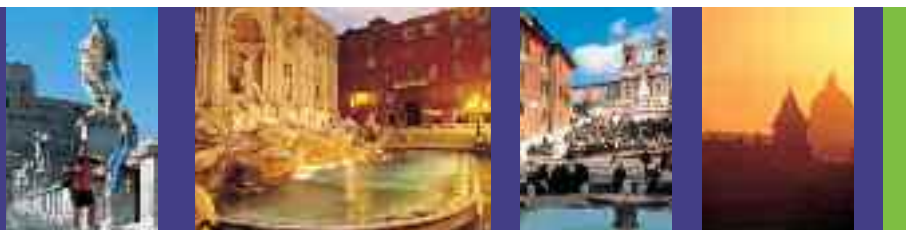
- by car:
  - A1 motorway “Autostrada del Sole - Tangenziale Ovest” (connecting Milan with Rome and Switzerland), exit Milano Famagosta (exit # 6).
  - A4 Motorway (connecting Milan with Turin and Venice) - Tangenziale Est, exit Milano Chiari.
  - A7 Motorway (connecting Milan with Genoa), exit Milano Ovest.
- by train: Train from Rome/Venice/Switzerland to Milan “Stazione Centrale” (main railway station); with Subway M2 (green line) direction Famagosta, stop at Romolo station.
- by plane:
  - Flight to Milan-Linate, Shuttle to “Stazione Centrale” Air Terminal, Subway (green line) to Romolo station.
  - Flight to Milan-Malpensa, Shuttle to piazzale Cadorna, Subway (green line) to Romolo station.
  - Flight to Bergamo-Orio Al Serio, Shuttle to “Stazione Centrale”, Subway (green line) to Romolo station.







## ROMA (1)



## SCUOLA LEONARDO DA VINCI® ROME

### THE CITY

Rome, known as the 'Eternal City', is the monumental capital of Italy with a wide cultural offer: from museums to parks, from art galleries to unique and unforgettable archaeological sites. Famous for its vivid night-life, its family run restaurants and world famous hotels, Rome combines tradition with modernity, elegance with informality. Rome has also many theatres, cinemas, restaurants, clubs and markets - it will be difficult to choose from.

Rome is a multi-layer unique capital, not only because another hidden city lies beneath today's surface, but also because in Rome you will witness the abundance of various styles from different ages: from Roman to Medieval architecture, from Renaissance perfection to Baroque splendour. This abundance makes Rome one of the most attractive and exciting cities in the world: discover the seduction of its squares, hear the water flowing from its magnificent fountains, admire the holiness of its numerous churches where world renowned artists have created masterpieces, feel the history of mankind as you walk through Roman's ruins and its beautiful buildings, enjoy people strolling at "Campo dei Fiori", "Piazza Navona" and "Piazza di Spagna".

The hospitality and warm character of its people will make it easy for our students to make new friends. Rome is a cosmopolitan city with so much to offer to the visitor, it is one of the perfect places in which to learn Italian.

### ***Your contact persons:***



Mrs. Cinzia Galano

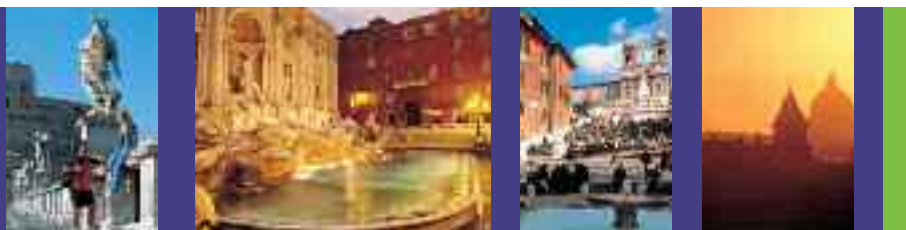


Mrs. Teodora Dimitrova





## ROMA (2)



### THE SCHOOL

The Scuola Leonardo da Vinci is located in an attractive and elegant typical aristocratic building in the center of Rome, in the pedestrian area, halfway from the astounding “Piazza Navona”, “Castel S. Angelo” and “San Pietro” Basilica. This area, typically Roman, abounds with charming cafes, shops, boutiques, libraries and a vibrancy found nowhere else in the city. The whole school building and the surroundings have free wireless Internet access.

- 12 classrooms
- Internet Point, free time
- Free WiFi
- Nearby Café/Restaurant with WIFI and discounted prices for our students

### QUALITY AND RECOGNITIONS

- Officially authorized by the Italian Ministry of Education: *Decreto Prot. n. 59736 del 13.09.1999*
- Quality management system «ISO 9001:2008» certified by SQS-IQNET

### HOW TO GET TO ROME

- by car: A1 motorway "Autostrada del Sole" Milan - Rome, exit Roma-Nord.
- by train: Train from Milan/Verona/ Venice - Rome to Roma Termini (main railway station).
- by plane: • Flight to Rome-Fiumicino, with Airport Train to Roma Termini or to Roma Ostiense/ Trastevere.  
• Flight to Rome-Ciampino, Shuttle to Roma Termini (main railway station).





## SCUOLA LEONARDO DA VINCI® SIENA

### THE CITY

Surrounded by hills and the olive groves and vineyards of '*Chianti*', Siena is for many the most beautiful city of Tuscany. Its heart is the '*Piazza del Campo*', the center for feasts and colorful festivals, closed to traffic since the 1950's.

Siena offers many possibilities to satisfy art lovers: the Cathedral, the '*Palazzo Pubblico*' and the former hospital '*Santa Maria della Scala*', which serves today as a cultural center. But the visitor will find the special charms of Siena off the usual tourist path, in the winding alleys and steep steps which connect the three hills of the city.

Siena is world famous for the annual historic horse-race, the "*Palio*", which takes place in the '*Piazza del Campo*' on July 2nd and August 16th, but already causes excitement in the city many weeks before.

In addition to the bustling daily life of the streets and squares of the city, Siena offers many cultural events, the theatre, concerts and cinema as well as a variety of athletic facilities. The small towns San Gimignano, Montalcino and Volterra are not far away from Siena and to the romantic beaches of the Maremma on the Mediterranean sea it is only 70 km.

### **Your contact persons:**



Mrs. Cristina Ceccatelli



Mrs. Sonia Piccoli







## SIENA (2)



### THE SCHOOL

The Scuola Leonardo da Vinci is located on a typical Sienese street in the historic center of Siena, next to “Piazza San Domenico” and “Piazza Gramsci” and a three-minutes walk from “Piazza del Campo”. It is a small language school, known for its familiar and friendly atmosphere. After classes, the sunny terrace of the school provides a scenic meeting place for the students. The school offers free Internet access for all students.

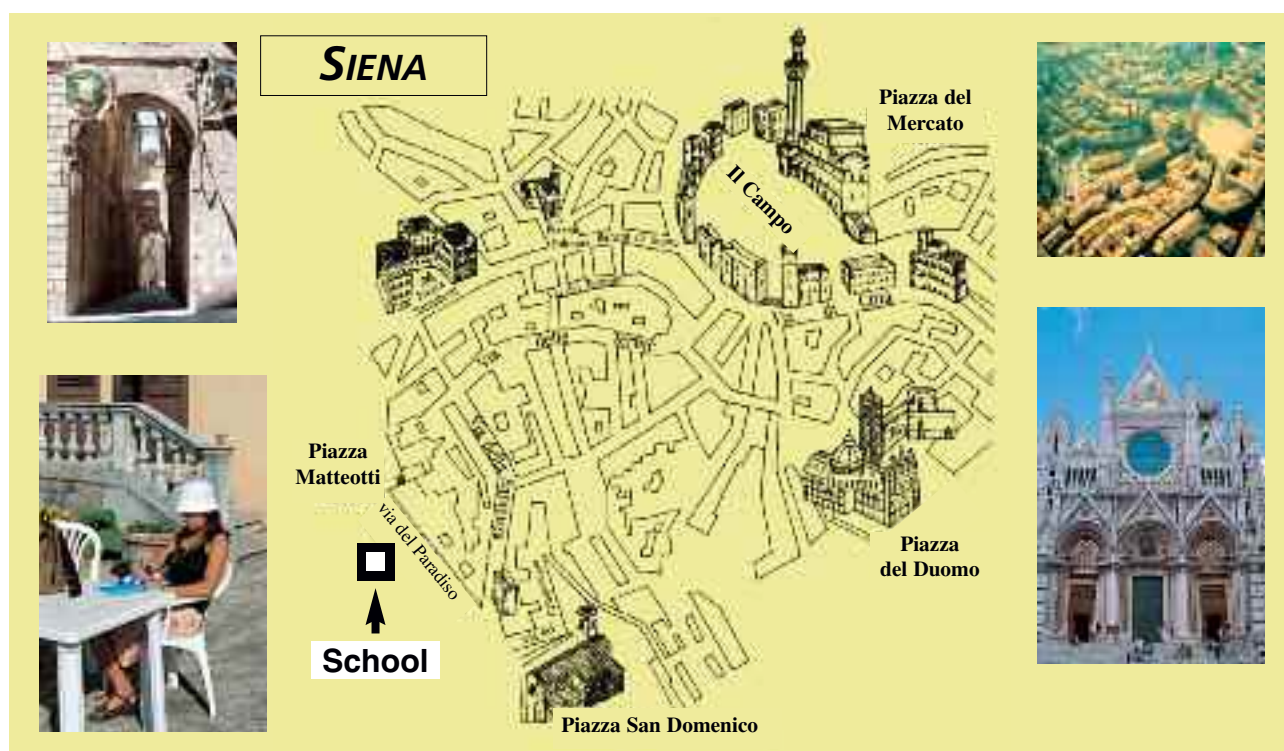
- 8 classrooms
- Free WiFi
- Coffee Corner

### QUALITY AND RECOGNITIONS

- Officially authorized by the Italian Ministry of Education: *Decreto Prot. n. 9267 del 23.09.2002*
- Quality management system «ISO 9001:2008» certified by SQS-IQNET

### HOW TO GET TO SIENA

- by car: A1 motorway "Autostrada del Sole" Milan - Rome, exit Firenze Certosa, direction Siena.
- by train and bus: Train Milan/Verona/Venice via Bologna to Florence;  
SITA bus from Florence Main Railway Station to Siena.
- by plane:
  - Flight to Florence-Peretola, with city bus to Florence Main Railway Station and with bus SITA to Siena.
  - Flight to Pisa, with train to Florence, change at Empoli to Siena or, in alternative, with direct bus TRA-IN to Siena.







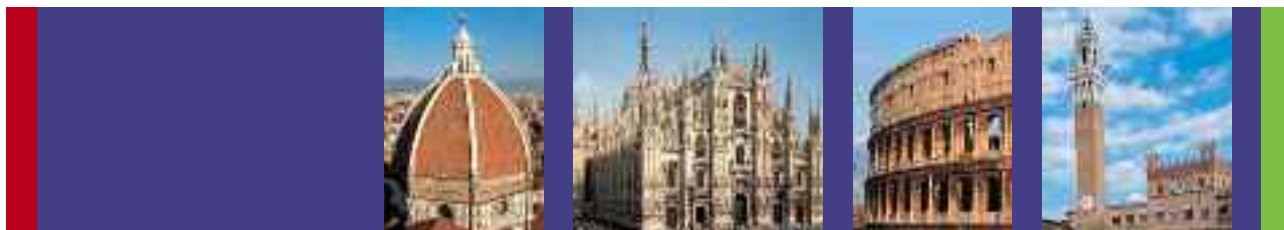
## ADDRESSES OF THE SCHOOL CENTERS (1)

- N.B.:**
- The country code for Italy is «39».
  - 'Land phone numbers': The country code must always be followed by the «0» before the area code.
  - 'Mobile phone numbers': After the country code there will never be the «0» before the number.

### Scuola Leonardo da Vinci - Central Marketing Office, Florence - Certified by SQS-IQNET <ISO 9001:2008>

Address:	via Brunelleschi 4, IT-50123 FLORENCE - Italy
Phone number:	+39-055-290305
Fax number:	+39-055-290396
Email:	info@scuolaleonardo.com
Skype:	italianinitaly
Management:	Mrs. Chiara Poggi, Mr. Hans-Gedeon Villiger, Mr. Guido Poggi
Association membership:	<ul style="list-style-type: none"> <li>• AIL - Accademia Italiana di Lingua® (Diplomas «Firenze»)</li> <li>• ASILS - Association of language schools of Italian as a foreign language®</li> <li>• EDUITALIA - International Education</li> <li>• ELITE - European Federation of Associations for Teaching Mother Tongues</li> <li>• FIYTO - Federation of International Youth Travel Organisations</li> <li>• ALTO - Association of Language Travel Organisations</li> <li>• NAFFSA - Association of International Educators</li> </ul>





## ADDRESSES OF THE SCHOOL CENTERS (2)

<b>Scuola Leonardo da Vinci, Florence</b> - Officially authorized: Decreto Prot. n. 15707/C. 19 del 05.07.2000			
Address:	via Bufalini 3, IT-50122 FLORENCE - Italy		
Phone number:	+39-055-261181	Head of school:	Mr. Gianni Mannu
Fax number:	+39-055-294820	Director of Studies:	Mr. Guido Ristori
Email:	accountflorence@scuolaleonardo.com	Year of foundation:	1977
Skype:	studyitalianflorence		
Emergency phone number:	in Italy: 339-6907685 • from abroad: +39-339-6907685 (To be used only on Sundays of arrival!)		
Transfer phone number:	To be notified with the transfer confirmation.		

<b>Scuola Leonardo da Vinci, Milan</b> - Officially recognized by the Region of Lombardy			
Address:	via Carlo Darwin 20, IT-20143 MILAN - Italy		
Phone number:	+39-02-8324.1002	Head of school:	Mr. Wolfango Poggi
Fax number:	+39-02-8942.5256	Director of Studies:	Ms. Sanda Stevanovic
Email:	milan@scuolaleonardo.com	Year of foundation:	2004
Skype:	learnitalianmilan		
Emergency phone number:	in Italy: 346-2179025 • from abroad: +39-346-2179025 (To be used only on Sundays of arrival!)		
Transfer phone number:	in Italy: 02-475657 • from abroad: +39-02-475657 (Autonoleggio Capri)		

<b>Scuola Leonardo da Vinci, Rome</b> - Officially authorized: Decreto Prot. n. 59736 del 13.09.1999			
Address:	piazza dell'Orologio 7, IT-00186 ROME - Italy		
Phone number:	+39-06-6889.2513	Head of school:	Mr. Pier Alberto Merli
Fax number:	+39-06-6821.9084	Director of Studies:	Mr. Massimo Aureli
Email:	rome@scuolaleonardo.com	Year of foundation:	1984
Skype:	learnitalianrome		
Emergency phone number:	in Italy: 328-0313040 • from abroad: +39-328-0313040 (To be used only on Sundays of arrival!)		
Transfer phone number:	in Italy: 348-8819571 • from abroad: +39-348-8819571 (Caravel Auto)		

<b>Scuola Leonardo da Vinci, Siena</b> - Officially authorized: Decreto Prot. n. 9267 del 23.09.2002			
Address:	via del Paradiso 16, IT-53100 SIENA - Italy		
Phone number:	+39-0577-249097	Head of school:	Mrs. Patricia Ramspeck
Fax number:	+39-0577-249096	Director of Studies:	Mrs. Sonia Piccoli
Email:	siena@scuolaleonardo.com	Year of foundation:	1991
Skype:	learnitaliansiena		
Emergency phone number:	in Italy: 349-6792560 • from abroad: +39-349-6792560 (To be used only on Sundays of arrival!)		
Transfer phone number:	in Italy: 348-3844650 • from abroad: +39-348-3844650 (Mr. Ricci)		



Welcome to the **Scuola Leonardo da Vinci®** educational group!

**Scuola Leonardo da Vinci®** is a leading in country Italian language school organization grouping:

- Scuola Leonardo da Vinci, **Florence**, founded in 1977
- Scuola Leonardo da Vinci, **Rome**, founded in 1984
- Centro Puccini, **Viareggio**, Partner School on the Tuscan Riviera, clustered in 1988
- Scuola Leonardo da Vinci, **Siena**, founded in 1991
- Scuola Leonardo da Vinci, **Milan**, founded in 2004

**Scuola Leonardo da Vinci®** is continuously increasing the number of its students.

**Scuola Leonardo da Vinci®** has separate departments for different needs, all targeted to a single goal:

## QUALITY!

- **Linguistic Department**, which monitors the students' learning and develops new didactic subjects and technologies.
- **Accommodation and Welfare Department**, which monitors the quality of housing and the welfare of the students.
- **Leisure and Culture Department**, which programs and organizes extra-curricular activities.
- **Marketing Department**, which satisfies the inquiries of agencies: you have a single partner for four different locations in Italy: Florence, Milan, Rome and Siena.





**SCUOLA  
LEONARDO  
DA VINCI®**

**53**

*Services for Agents  
and Partners*

*Officially authorized by the Italian Ministry of Education  
Officially recognized by the Regions as Professional Training Centers  
Quality management system «ISO 9001:2008» certified by SQS-IQNET*



Scuola Leonardo da Vinci®  
via Brunelleschi 4  
IT-50123 FIRENZE - Italy

Tel.: +39-055.290305  
Fax: +39-055.290396  
Skype: italianinitaly

[info@scuolaleonardo.com](mailto:info@scuolaleonardo.com)



## **Sales and Marketing Training on Skype**



Do you have new staff members? Scuola Leonardo da Vinci® offers Skype training during your business hours.

The training will give you an overview of our programs and suggestions on how to sell Scuola Leonardo da Vinci® to your clients.

The training is offered in English.

To book your training session contact Mr. Wolfango Poggi at [wolfango.poggi@scuolaleonardo.com](mailto:wolfango.poggi@scuolaleonardo.com).

## **Downloads for Agents, Representatives and Educational Advisors!**

If you wish to download our photogallery, the 'Useful tips for our students' and other important information, please contact our Marketing Office at:

[info@scuolaleonardo.com](mailto:info@scuolaleonardo.com)







**SCUOLA  
LEONARDO  
DA VINCI®**

**SCUOLA  
LEONARDO  
DA VINCI®**  
1977 - 2017



## **ALL OUR SUPPLEMENTARY COURSES ON REQUEST**

- x Art History**
- x Italian Culinary Arts and Professional Cooking**
- x Italian Wines**
- x Fine Arts Courses**
- x Leather Working Courses**
- x University Preparation Courses & Preparation for  
International Medical Admission Test - IMAT**
- x Fashion & Design Courses**
- x Fashion & Design Academies Preparation**
- x Courses for Musical Specialization**
- x Junior Summer Camp**

**-> For detailed information please contact:  
[info@scuolaleonardo.com](mailto:info@scuolaleonardo.com)**





**SCUOLA  
LEONARDO DA VINCI®  
FLORENCE - MILAN  
ROME - SIENA**

**40** SCUOLA  
LEONARDO  
DA VINCI®  
1977 - 2017



*In Country Italian Language Courses*

# **PROGRAMS & PRICES 2018**

*inclusive Agent Manual & F.A.Q.*



## **CONFIDENTIAL**

**RESERVED FOR LANGUAGE TRAVEL AGENTS ONLY**



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**b-c**



## JUBILEE AT THE SCUOLA LEONARDO DA VINCI® 1977-2017

The Scuola Leonardo da Vinci®, founded in Florence in 1977, is pleased to announce its **40th anniversary of continuous operation**. Now expanded to include branches in Milan, Rome and Siena, we would like to celebrate our growth and longevity with all those who have participated in our long, happy journey.

One way we will honor the 40th year of our foundation is to restyle and launch our brand image. The **new logo of the Scuola Leonardo da Vinci Educational Group** will maintain the 'Vitruvian Man' of Leonardo da Vinci, enhanced by a background in four colors, each color representing one of our four branch cities.

We would also like to acknowledge our 40 successful years in a manner that is meaningful on a global level. We have thus decided to share our good fortune by **becoming sustaining members of two important charitable institutions**: EMERGENCY ([www.emergency.it/en](http://www.emergency.it/en)) and the WORLD WILDLIFE FUND ([www.panda.org/](http://www.panda.org/)).



SCUOLA  
LEONARDO  
DA VINCI®



SCUOLA  
LEONARDO DA VINCI®  
**FIRENZE**



SCUOLA  
LEONARDO DA VINCI®  
**MILANO**



SCUOLA  
LEONARDO DA VINCI®  
**ROMA**



SCUOLA  
LEONARDO DA VINCI®  
**SIENA**



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## ITALIAN LANGUAGE COURSES in Florence, Milan, Rome, Siena

### Central Marketing Office:

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via Bufalini 3  
IT-50122 FIRENZE

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florence@scuolaleonardo.com

### Milano:

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IT-20143 MILANO

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### Siena:

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IT-53100 SIENA

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siena@scuolaleonardo.com



- Intensive Group Courses
- One-to-One Courses
- Academic School Year
- 50+ Courses «La Dolce Vita»



- Art History
- Drawing & Painting
- Etching
- Leather Working



- Culinary Arts for Amateurs and Professionals
- Wine Course
- Visits to wine cellars



- Art and Design
- Fashion
- Preparation Courses for access to Universities



- Musical Specialisation:**
- Instrument Courses
  - Canto and Diction for Opera Singers



- Accommodation Services:**
- Home-Stay, Apartments
  - Hotel, Residence, B&B
  - Transfer services



- Leisure time:**
- Guided visits, Excursions
  - Dinners, Film evenings
  - Free Internet Access

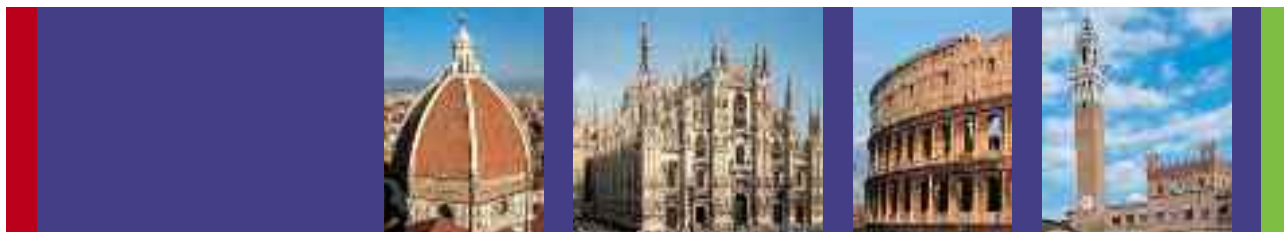
**www.scuolaleonardo.com**



## COURSE DATES 2018

<b>Course Starting Dates: Florence - Milan - Rome - Siena</b>  <i><b>NB:</b> Non beginners can start on every Monday.</i>  ▲ = Starting dates for absolute beginners.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	▲ 02	05	▲ 05	▲ 03	▲ 07	▲ 04	▲ 02	▲ 06	▲ 03	▲ 01	05	03
	08	▲ 12	12	09	14	11	09	13	10	08	▲ 12	▲ 10
	▲ 15	19	▲ 19	▲ 16	▲ 21	▲ 18	▲ 16	▲ 20	▲ 17	▲ 15	19	17
	22	▲ 26	26	23	28	25	23	27	24	22	▲ 26	
	▲ 29			▲ 30			▲ 30			▲ 29		
Christmas Holidays: from 22 December 2018 to 06 January 2019												
<b>Public Holidays</b>	01 January / 02 April / 25 April / 01 May / 29 June (Rome only) / 15 August / 01 November											
<b>AIL «Firenze» Diplomas Examination dates (page 7)</b>	30 March			29 June			28 September			07 December		
<b>AIL «Firenze» Diplomas preparation courses (page 7)</b>	05 - 30 March			04 - 29 June			03 Sep - 28 Sep			12 Nov - 07 Dec		
<b>Academic School Year / «Gap Year» 2018/2019 (page 8)</b>	From 02 January to 10 August 2018 (32 weeks) From 07 May to 14 December 2018 (32 weeks) From 17 September 2018 to 10 May 2019 (34 weeks, including Christmas Holidays)											
<b>50+ Courses «La Dolce Vita»</b> Starting dates 1 or 2 weeks (page 11)	Florence:			09 Apr		21 May		10 Sep		08 Oct		
	Milan:			05 Mar		04 Jun		17 Sep		29 Oct		
	Rome:			19 Mar		04 Jun		15 Oct				
	Siena:			07 May		03 Sep		01 Oct				
<b>“For those who plan ahead”: Course starting dates 2019 for absolute beginners</b>	07 Jan / 21 Jan / 04 Feb / 18 Feb / 04 Mar / 18 Mar / 01 Apr / 15 Apr / 29 Apr / 06 May / 20 May / 03 Jun / 17 Jun / 01 Jul / 15 Jul / 29 Jul / 05 Aug / 19 Aug / 02 Sep / 16 Sep / 30 Sep / 14 Oct / 28 Oct / 11 Nov / 25 Nov / 09 Dec											





## CONDITIONS 2018

PRICE OFFER for Language Travel Agencies, valid for 2018

### Nota bene:

- The price list is valid from 1 January until 31 December 2018;  
Euro = European Union Currency.
- Normally, we grant a commission as established on all language courses (except Group Study Offers which are offered at net prices), inclusive the registration fee; 20% on the Junior Camp package.
- We grant you a **commission of 10% on Culture and Art Courses** (i.e. Courses in Music Specialization, Culinary Arts, Siena with Gusto, Art History, Painting, Fashion, Design, Skype lessons online, etc.).
- \* ) A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment. Also on this registration fee we will grant you a commission as established.
- Culture, Art, Music and Fashion courses will take place only with the minimum number of participants indicated.
- Duration of a lesson = 45 minutes (except some Culture, Art and Professional Cooking Courses). Lessons are held from Monday to Friday and can take place either in the morning or in the afternoon. Lessons are not held and not refunded on national and local public holidays.
- Minimum age = 16 years (except Junior Camp = 11 years).
- **VISA:** If a visa is requested to study in Italy, each student (or agency) has to contact the nearest Italian Consulate beforehand to complete the formalities. Our certificate of enrollment fulfils one of the requirements to obtain a visa. In order to receive this certificate, the global tuition fees must be paid in advance and in full for the entire period of study.

If a visa is rejected by the Italian Consulate, our schools will refund all prepaid money minus the registration fee, all the expenses related to expedited shipping and bank transfer costs as well as 200 Euro to cover administration costs. You must send an official written proof of the visa refusal from the Consulate, in order to receive a refund.

### The course price includes:

- Placement, assessment and final tests.
- Teaching material (except Fine Arts courses).
- Diploma «Firenze» AIL examination fees for the preparation courses.
- Documents for Visa and Residence Permit, if requested.

***Exception:** If the Agency, for whatever reason, requires the Visa documents to be sent urgently by fast mail (e.g. express couriers), all the related expenses will be charged on the invoice.*

- Free WiFi.
- Organization of social activities (most activities free or at cost price).
- Certificate of attendance.
- Student card.






**COURSE PRICES 2018 (1)**

(official prices in Euro per person; **commission as established**)

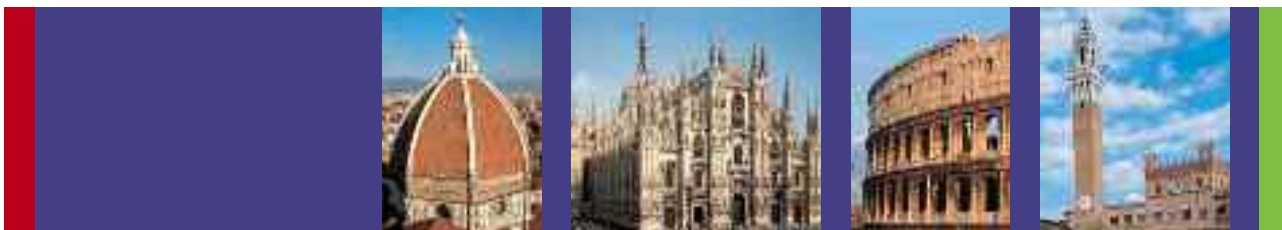
GROSS

INTENSIVE ITALIAN LANGUAGE COURSE	Duration	Course No.	Number of lessons	Participants min. max.	Euro *
	1 week «One Week Only»	110	20	14	210
	2 weeks Intensive Course	111	40		380
	3 weeks	112	60		540
	4 weeks		80		720
	5 weeks Middle Length Intensive Course	121	100		800
	6 weeks		120		960
	7 weeks		140		1'120
	8 weeks		160		1'280
	10 weeks		200		1'600
	12 weeks Long Term Intensive Course	131	240		1'800
	14 weeks		280		2'100
	16 weeks		320		2'400
	20 weeks		400		3'000
	24 weeks Long Term Semester Course	141	480		3'120
	28 weeks		560		3'640
	32 weeks		640		4'160
	36 weeks		720		4'680
	40 weeks	142	800		4'800
	48 weeks «Sabbatical Year»	151	960		5'280
Short description and Notes	<ul style="list-style-type: none"> <li>• 4 lessons of group language course per day</li> <li>• 20 lessons per week</li> <li>• Max. 14 participants per class; <b>Siena: max 12 participants per class.</b></li> <li>• Non beginners can start <b>every Monday</b>; Starting dates for absolute beginners, see page 1 (▲).</li> <li>• Course centers: Florence - Milan - Rome - Siena</li> </ul>				



\*) A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment.





**COURSE PRICES 2018 (2)**

(official prices in Euro per person; **commission as established**)

GROSS

<b>SUPER INTENSIVE GROUP COURSE</b> <i>Florence - Milan - Rome</i> <i>«Bildungsurlaub»</i>	Duration	Course No.	Number of lessons	Participants min. max.	Euro *
	1 week «One Week Only»	160	30	3 14	340
	2 weeks	161	60		600
	3 weeks		90		870
	4 weeks		120		1'140
	additional week, from 5th week on		30		270
<b>Short description and Notes</b>	<ul style="list-style-type: none"> <li>Per day: 4 lessons of Intensive language course and 2 extra lessons of group language course; 30 lessons per week. In the extra sessions students will have the opportunity to increase their knowledge with practice in speaking and conversing in three levels of ability: beginner, intermediate and advanced.</li> <li>Recognized as "Bildungsurlaub".</li> <li>Min. 3 - max. 14 participants per group; if there should be only one participant for a course/level, she/he will be given 20 lessons of Intensive language course plus 3 lessons of private tuition per week.</li> <li>Course centers: Florence - Milan - Rome</li> </ul>				

<b>SUPER INTENSIVE PLUS-5 COURSE</b>	Duration	Course No.	Number of lessons	Participants min. max.	Euro *
	1 week «One Week Only»	170	25	14/1	410
	2 weeks	171	50		780
	3 weeks		75		1'140
	4 weeks		100		1'500
	additional week, from 5th week on		25		360
<b>Short description and Notes</b>	<ul style="list-style-type: none"> <li>Per day: 4 lessons of Intensive language course plus 1 extra lesson of private tuition; 25 lessons per week (<i>Plus 5 © = five lessons of private tuition per week</i>).</li> <li>Course centers: Florence - Milan - Rome - Siena</li> </ul>				

<b>SUPER INTENSIVE PLUS-10 COURSE</b> <i>«Bildungsurlaub»</i>	Duration	Course No.	Number of lessons	Participants min. max.	Euro *
	1 week «One Week Only»	180	30	14/1	610
	2 weeks	181	60		1'180
	3 weeks		90		1'740
	4 weeks		120		2'300
	additional week, from 5th week on		30		560
<b>Short description and Notes</b>	<ul style="list-style-type: none"> <li>Per day: 4 lessons of Intensive language course plus 2 extra lessons of private tuition; 30 lessons per week (<i>Plus 10 © = ten lessons of private tuition per week</i>).</li> <li>Recognized as "Bildungsurlaub".</li> <li>Course centers: Florence - Milan - Rome - Siena</li> </ul>				

\*) A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment.




**COURSE PRICES 2018 (3)**

(official prices in Euro per person; **commission as established**)

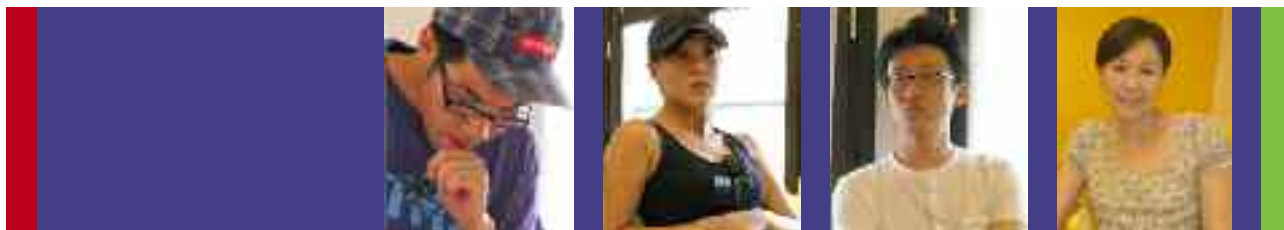
GROSS

<b>SUPER INTENSIVE SMALL GROUP COURSE</b> <i>Florence and Rome</i> <i>«Bildungsurlaub»</i>	Duration	Course No.	Number of lessons	Participants min. max.	Euro *
	2 weeks	191	60	2 5	1'180
	3 weeks		90		1'740
	4 weeks		120		2'300
	additional week, from 5th week on		30		560
<b>Short description and Notes</b>	<ul style="list-style-type: none"> <li>• 6 lessons per day; 30 lessons per week.</li> <li>• 2 to max. 5 participants per group; if there should be only one participant for a course/level, she/he will be placed in a Super Intensive Plus-10 course.</li> <li>• Minimum 2 weeks.</li> <li>• Recognized as "Bildungsurlaub".</li> <li>• Course centers: Florence - Rome</li> </ul>				

<b>PROFESSIONAL COURSES</b>	Duration	Course No.	Number of lessons	Participants min. max.	Euro *
	2 weeks	331	60	14/1	1'380
	additional week		30		690
<b>Short description and Notes</b> 	<p>The professional courses consist of four lessons in an Intensive language course plus two private tutorials on the selected professional field, each day. Students can choose among the following subjects:</p> <ul style="list-style-type: none"> <li>• Business Italian</li> <li>• Italian for Banking and Finance</li> <li>• Italian for Law</li> <li>• Italian for the Hotel Industry</li> <li>• The Language of Wine and Food</li> <li>• The Language of Tourism</li> <li>• Italian for Flight Attendants</li> <li>• Italian for Healthcare</li> <li>• The Language of Fashion</li> <li>• The Language of the Libretti (Opera)</li> </ul> <p>• Individual preparation for the Italian language Diplomas: DELI, DILI, DALI Diplomas «Firenze» of the Accademia Italiana di Lingua - AIL; CILS; CELI; PLIDA, L2-Roma Tre</p> <p>An intermediate knowledge of Italian is suggested for those attending the professional courses. Please ask for detailed programs.</p> <ul style="list-style-type: none"> <li>• Recognized as "Bildungsurlaub".</li> <li>• All courses are extendable.</li> <li>• Course centers: Florence - Milan - Rome - Siena</li> </ul>				



\*) A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment.



**COURSE PRICES 2018 (4)**

(official prices in Euro per person; [commission, as established, on language courses only](#))

GROSS

PRIVATE TUITION		<b>One-To-One</b> (1 participant) 411	<b>Two-To-One</b> (2 participants) 431	<b>Three-To-One</b> (3 participants) 451
	Course No.			
	1 lesson	45 Euro	55 Euro	70 Euro
	Lunch with the teacher, per day <sup>(1)</sup>	80 Euro	120 Euro	160 Euro
<b>CONDITIONS OF PARTICIPATION</b>	<ul style="list-style-type: none"> <li>Min. 3 lessons per day.</li> <li>Min. enrollment: one week.</li> <li>A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment.</li> <li><b>TWO-TO-ONE-COURSE</b> and <b>THREE-TO-ONE-COURSE</b>: similar knowledge of the Italian language of the participants requested.</li> </ul>			
<b>SYSTEM LINGUAKIT ©</b>	<ul style="list-style-type: none"> <li>3 to 8 lessons per day.</li> <li>The course intensity may be changed from week to week.</li> </ul>			
<b>PROFESSIONAL COURSES</b>	<ul style="list-style-type: none"> <li>Should there be already sufficient knowledge of Italian, the participant can also learn Italian language specific to her/his profession. Please indicate, together with the enrollment, the professional branch requested from the participant.</li> </ul>			
<b>LUNCH WITH THE TEACHER</b>	<ul style="list-style-type: none"> <li>On request, every private tuition combination can be organized to include lunch with the teacher.</li> <li>Costs for lunch do not include fees for language lessons.</li> </ul> <p><sup>(1)</sup> <b>No commission on the costs for lunch.</b></p>			
<b>COURSE DATES</b>	<ul style="list-style-type: none"> <li>These courses can be started on any working day of the year; however, we suggest to begin on Mondays.</li> <li>Private lessons during weekends and the weeks of Christmas and New Year only on request and at special rates.</li> </ul>			
<b>ACCOMMODATION LESS THAN 2 WEEKS</b>	<ul style="list-style-type: none"> <li>Accommodation costs for the duration of one week in self catering shared apartment or family: please see prices on page 13.</li> </ul>			
<b>COURSE CENTERS</b>	<ul style="list-style-type: none"> <li>Florence - Milan - Rome - Siena</li> </ul>			



\*) A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment.






**COURSE PRICES 2018 (5)**

(official prices in Euro per person; **commission as established**)

GROSS

«FIRENZE» DIPLOMA EXAMINATION COURSES	Exam Preparation Course	Duration in weeks	Course No.	Number of lessons	Participants min. max.	Euro *
	All levels (see below)	4	311	120	2 14	1'385
Dates 2018 for examination preparation courses on all levels	05 - 30 March	04 - 29 June	03 Sep - 28 Sep		12 Nov - 07 Dec	
Short description and Notes	<div></div> <ul style="list-style-type: none"><li>• Preparation courses for the following exams and levels according to the “Common European Framework of Reference for Languages - CEF”:<ul style="list-style-type: none"><li>• <b>DELI-A1</b> Elementary level one</li><li>• <b>DELI-A2</b> Elementary level two</li><li>• <b>DILI-B1</b> Intermediate level one</li><li>• <b>DILI-B2</b> Intermediate level two</li><li>• <b>DALI-C1</b> Advanced level one</li><li>• <b>DALI-C2</b> Advanced level two</li><li>• <b>DILC-B1</b> <b>Business examination</b> - Intermediate level</li><li>• <b>DALC-C1</b> <b>Business examination</b> - Advanced level</li></ul></li><li>• 80 lessons of Intensive language course and 40 lessons of examination preparation; total 120 lessons in 4 weeks.</li><li>• Minimum 2 participants; if there should be only one participant in a preparatory course/level, she/he will be placed in an Super Intensive Plus-5 course.</li><li>• Examination fees included in the course price.</li><li>• Recognized as “Bildungsurlaub”.</li><li>• Course centers: Florence - Milan - Rome - Siena</li></ul> <p>➡ For detailed information on the AIL-exams «Firenze» see pages 40-41 or consult the website: <a href="http://www.acad.it">www.acad.it</a></p>					



\*) A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment.






**COURSE PRICES 2018 (6)**

(official prices in Euro per person; [commission, as established, on language courses only](#))

GROSS

ACADEMIC SCHOOL YEAR «GAP YEAR»	Duration	Course No.	Number of lessons	Participants min. max.		Euro *
	32 weeks	321	650	5	14	5'925
<b>Short description and Notes</b>  	<ul style="list-style-type: none"> <li>The "Academic School Year" is a 32 week language and culture course for students who wish to experience living and studying in Italy. The course combines not only language courses with Italian culture classes at the Scuola Leonardo da Vinci but the syllabus also incorporates the fundamental elements of level C1 of the European Language Portfolio. All in all, the course offers students the opportunity to see at first hand the various aspects of Italy's rich history and culture. The course is composed of a linguistic element and an academic element:</li> <li>1) Linguistic element: <ul style="list-style-type: none"> <li>- 480 lessons of the Intensive language course</li> <li>- 80 lessons of exam preparation, choosing between two language Diplomas «Firenze» AIL: DELI-A2, DILI-B1, DILI-B2, DALI-C1 (elementary, intermediate and/or advanced levels)</li> </ul> </li> <li>2) Academic element (80 lessons): <ul style="list-style-type: none"> <li>- Italian Civilisation and History</li> <li>- Art History</li> <li>- Business Italian</li> <li>- History of Italian Fashion and Design</li> </ul> </li> <li>3) Final research: 10 contact hours of tutoring</li> <li>The duration of the whole stay is 32 weeks (34 weeks for the course starting in September and including 2 weeks of Christmas Holidays when no courses are held).</li> <li>All students can take part in the weekly cultural and social activities organized by the school.</li> <li>Minimum 5 participants.</li> <li>Course centers: Florence - Milan - Rome</li> <li><i>Please ask our Marketing Office for detailed information</i></li> </ul>					
<b>Course calendar 2018/2019</b>	From 02 January to 10 August 2018 (32 weeks) From 07 May to 14 December 2018 (32 weeks) From 17 September 2018 to 10 May 2019 (34 weeks, including Christmas Holidays)					
<b>The price of the course includes</b>	<ul style="list-style-type: none"> <li>Teaching material, "Academic School Year" Diploma, Student card</li> <li>650 lessons of language, culture, tutoring and exam preparation in 32 weeks</li> <li>Placement, mid-term and final tests, including continuous assessment tests</li> <li>Fees for two Diploma «Firenze» AIL exams</li> <li>Drop-in hours; same as office hours</li> <li>Documents for Visa and Residence Permit</li> <li>Social activities (free or at cost price)</li> </ul>					
<b>Special accommodation offer, reserved for "Academic School Year" students</b>  <u>NET</u>	Students can choose from the following: <ul style="list-style-type: none"> <li>Double or single room in an apartment with other students</li> <li>Double or single room in family, breakfast included</li> <li>Double or single room in family, half board (breakfast and dinner)</li> </ul> Accommodation price for 32 weeks (223 nights - no commission): <ul style="list-style-type: none"> <li>Double room in an apartment with other students: 3'345 Euro</li> <li>Supplement for September course, including Christmas Holidays (13 nights): 195 Euro</li> <li>Supplement for single room in an apartment with other students, family with breakfast or half board: see accommodation costs table on page 13.</li> </ul>					

\*) A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment.



## ITALIAN TOUR

### ***A program combining travel with a love for learning***

Discover your Italy and select your destinations from four of Italy's most memorable cities: Florence, Milan, Rome and Siena.

*The program consists of 20 group language lessons in each of the cities for 2, 3, 4 and more weeks. The schools all offer the same course structure but in varying architectural and historic settings.*

*You will learn about the Italian language and culture without the usual hassles of travel: The school will provide transportation assistance and take care of the appropriate class level, accommodation and extra activities.*

*Through your study of Italian language, culture and art and your immersion in contrasting landscapes, regional traditions and cuisine, you will find Italian Tour a profound and satisfying travel experience.*

#### **FLORENCE**

Home of Classical Italian and the Renaissance, Florence is situated in Tuscany along the famous Arno River.

Considered the center of modern western history and culture, it has brought us such greats as Michelangelo, Leonardo da Vinci, Dante and Boccaccio.

Our skillful teachers will delight in helping you learn the language of these immortal masters as they guide you through the city's beautiful monuments, rich literary traditions and artistic wonders.

#### **MILAN**

Our knowledgeable staff and teachers will introduce you to Milan, by far Italy's most cosmopolitan city. Here you will find a mixture of ancient roots and modern technology, where illustrious houses of fashion, chic restaurants, big banks and the Italian Stock Exchange share space with a stunning Gothic cathedral, the Sforza Castle, Leonardo's Last Supper, and the marvelous Brera Art Gallery. An intriguing atmosphere of modern international flair and Old World charm await all who visit.

#### **ROME**

Rome is one of the most beautiful and unique cities in the world, featuring more than 2600 years of European history and culture. A veritable living museum, Rome has three million inhabitants, ancient ruins, magnificent fountains, and elegant shopping districts, all filtered through the seductively sweet Italian lifestyle known as 'la dolce vita'.

The enthusiastic school team will teach you the language of the poets as they help you discover the many treasures of this enchanting city.

#### **SIENA**

The intimate atmosphere of our school will welcome you to Siena, a magical city surrounded by olive groves and vineyards in the very heart of Tuscany. The center of this medieval jewel is the shell-shaped Piazza del Campo, where twice a year the Palio horse race is held.

Our expert staff will guide you with enthusiasm as you learn the Italian language and discover Siena's unique cultural traditions, stunning architecture, Early Renaissance masterpieces and robust cuisine.



**COURSE PRICES 2018 (7)**

(official prices in Euro per person; [commission, as established, on language courses only](#))

GROSS

## «ITALIAN TOUR»

**Learn Italian and discover Italy in selecting your destinations:  
Florence, Milan, Rome and Siena.**

***FROM TWO TO FOUR WEEKS - PROLONGABLE***

«ITALIAN TOUR» Language Course	Duration	Course No.	Number of lessons	Participants min. max.	Euro *
	2 weeks	231	40	1	380
	3 weeks		60	1	540
	4 weeks		80	1	720
	5 weeks		100	1	800
	additional week		20	1	160

«ITALIAN TOUR» Accommodation	<u>NET</u>	Room Type	Room	2 weeks (13 nights) Euro	3 weeks (20 nights) Euro	4 weeks (27 nights) Euro	Additional week (7 nights) Euro
<b>Apartment standard</b> shared kitchen and bathroom	<u>AA</u>	AA	place in double room )**	234	360	486	126
		AB	single room	325	500	675	175
<b>Family, breakfast</b>	<u>AC</u>	AC	place in double room )**	286	440	594	154
		AD	single room	377	580	783	203
<b>Family, half board</b> (breakfast & dinner)	<u>AE</u>	AE	place in double room )**	468	720	972	252
		AF	single room	559	860	1'161	301

\*\*) Double rooms can be booked only by two participants of a language course travelling together or by a participant accompanied by her/his friend.

**Notes**



- Duration: from two to four weeks, prolongable.  
You will change city every week, according to your choice, between Florence, Milan, Rome and Siena.
- 4 lessons of group language course per day; total 20 lessons per week in each course center.
- Course starting dates:
  - Non beginners can start on every Monday.
  - Starting dates for absolute beginners, see on page 1 (▲).
- Transfer between the course centers:
  - Assistance will be given in every course center for the organisation of the transfer between the cities (by train, bus, local transfer, etc.).
  - Transfer costs are not included in the above price list.
- Course centers: Florence - Milan - Rome - Siena

\*) A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment.



## «LA DOLCE VITA» 50+ COURSE

### ONE OR TWO WEEKS PROGRAMS

<b>Short description</b>	<p>This course is specifically designed for mature students of any age. Students will learn Italian in a pleasant and relaxing environment, accompanied by a wide variety of cultural activities.</p> <p>Participants can choose among the most beautiful Italian cities: Florence, Milan, Rome or Siena.</p> <p>The Senior Courses can be booked together with accommodation, single room in a family with breakfast. There are also double rooms available, to be booked for two people travelling together.</p>
<b>Morning Program</b>	<p>The morning course of Intensive Italian Language is designed to improve language and conversational skills, and heighten the awareness and appreciation of the Italian culture.</p>
<b>Afternoon Program<sup>1</sup></b>      	<p>➤ <b>Florence - One week:</b> Orientation tour of the city; Half-day excursion to the vineyards of the 'Chianti' area: visit to a winery including 'merenda' (typical Tuscan afternoon snack); Guided History of Art visit; Tour of Artisan Workshops (Ceramics, Etching, Florentine paper, Shoemaker, etc.); Traditional Italian dinner in a typical 'Trattoria'.</p> <p>➤ <b>Florence - Two weeks (Weekend day trip for those who have booked 2 weeks):</b> The program of the One-Week-Course is followed by: Weekend excursion in Tuscany (Siena or Pisa or Lucca); Visit of Fiesole and the Roman Theatre or Visit of Renaissance Villas and Gardens; Tour of Fashion Workshops or Shopping at an Outlet; Lesson of Tuscan cuisine; Visit of a Museum or 'Palazzo'; 'Apericena' (rich buffet with typical snacks).</p> <p>➤ <b>Milan - One week:</b> Orientation tour of the city; Guided tour to the 'Museo della Scala' and Brera district; Italian cooking class; Participation at a Classical Concert or Opera; Visit to the "Foundation Giuseppe Verdi, the House for Musicians".</p> <p>➤ <b>Milan - Two weeks (Weekend day trip for those who have booked 2 weeks):</b> The program of the One-Week-Course is followed by: Weekend excursion to Como or Verona; Visit to Leonardo da Vinci's 'Last Supper' and Santa Maria delle Grazie church or to the Leonardo da Vinci Museum of Science and Technology; Walking through the district of the 'Navigli' (Art studios and Antique shops); Visit to the 'Museo del Novecento'; Shopping in via Monte Napoleone (Fashion and Prêt à porter shops); Typical Milanese 'Aperitivo'.</p> <p>➤ <b>Rome - One week:</b> Guided tour 'Ancient Rome' (Pantheon, Capitol Hill, Markets of Trajan); Vatican Museum visit; Ceramic laboratory visit and creation of own art work piece; Wine tasting; Typical Roman dinner.</p> <p>➤ <b>Rome - Two weeks (Weekend day trip for those who have booked 2 weeks):</b> The program of the One-Week-Course is followed by: Day trip to Tivoli's centre and visit of one of the Emperor's villas and gardens; Guided visit of some of the most important Roman monuments (Colosseum, The Roman Forum, Palatine Hill); Art gallery visit; Street food tour in the center of Rome; Guided visit of Contemporary Architecture (Auditorium and MAXXI Museum); Walk in the Jewish Ghetto enjoying the sunset and farewell dinner.</p> <p>➤ <b>Siena - One week:</b> Guided city tour and local aperitif in the 'Campo' square; Visit to the Duomo, the imposing cathedral of Siena; Traditional Tuscan dinner in a local Trattoria; Guided visit to the fascinating fountains of Siena; Introduction to Tuscan cuisine: lesson and tasting.</p> <p>➤ <b>Siena - Two weeks (Weekend day trip for those who have booked 2 weeks):</b> The program of the One-Week-Course is followed by: Weekend excursion through the gorgeous Chianti countryside, cellar visit and wine tasting; Siena, her 'Contrade' and the historical horse race of the 'Palio' - lesson and video about an unique medieval tradition; 'Pecorino' cheese tasting, accompanied by a selection of honeys and marmelades; Guided tour of the 'Palazzo Pubblico', Siena's graceful gothic town hall; Guided tour to Siena's stunningly beautiful churches.</p>

<sup>1</sup>) Please note: Programs are subject to change.






**COURSE PRICES 2018 (8)**


(official prices in Euro per person; [commission, as established, on language courses only](#))


GROSS

## «LA DOLCE VITA» 50+ COURSE

### ONE OR TWO WEEKS

«LA DOLCE VITA» DURATION 1 WEEK		Course No.	Number of lessons	Participants min. max.	Euro *
	1 week Senior Course	221	20 + visits + excursions	3	450
	6 nights accommodation in single room in family with breakfast <u>NET</u>				228
	Total course and accommodation				678
	On request, there are <b>double rooms available for two people travelling together</b> , at the price of 348 Euro (6 nights) in family with breakfast.				
<b>Dolce Vita Course dates 2018</b> 1 week		Florence: 09 Apr - 13 Apr Milan: 05 Mar - 09 Mar Rome: 19 Mar - 23 Mar Siena: 07 May - 11 May	21 May - 25 May 04 Jun - 08 Jun 04 Jun - 08 Jun 03 Sep - 07 Sep	10 Sep - 14 Sep 17 Sep - 21 Sep 15 Oct - 19 Oct 01 Oct - 05 Oct	08 Oct - 12 Oct 29 Oct - 02 Nov

«LA DOLCE VITA» DURATION 2 WEEKS		Course No.	Number of lessons	Participants min. max.	Euro *
	2 weeks Senior Course	222	40 + visits + excursions	3	890
	13 nights accommodation in single room in family with breakfast <u>NET</u>				338
	Total course and accommodation				1'228
	On request, there are <b>double rooms available for two people travelling together</b> , at the price of 494 Euro (13 nights) in family with breakfast.				
<b>Dolce Vita Course dates 2018</b> 2 weeks		Florence: 09 Apr - 20 Apr Milan: 05 Mar - 16 Mar Rome: 19 Mar - 30 Mar Siena: 07 May - 18 May	21 May - 01 Jun 04 Jun - 15 Jun 04 Jun - 15 Jun 03 Sep - 14 Sep	10 Sep - 21 Sep 17 Sep - 28 Sep 15 Oct - 26 Oct 01 Oct - 12 Oct	08 Oct - 19 Oct 29 Oct - 09 Nov

Notes	
	<ul style="list-style-type: none"> <li>• Duration: one or two weeks.</li> <li>• 4 lessons of group language course per day; total 20 lessons in one week or 40 lessons in two weeks.</li> <li>• Visits and excursions in the afternoons.</li> <li>• Min. 3 participants per group</li> <li>• If there is only one participant, she/he will be placed in a Super Intensive PLUS-5 course; in this case, all organized school activities are free of charge for the participant.</li> <li>• Course centers: Florence - Milan - Rome - Siena</li> </ul>

\*) A registration fee of 70 Euro, valid for 12 months, must be paid for any enrollment.



## ACCOMMODATION COSTS 2018

(prices in Euro per person; **commission 10%**)

GROSS

10%

Type of accommodation	Room Type	Room	«One Week Only» (6 nights) Euro	2 weeks (13 nights) Euro	additional week (7 nights) Euro	price per night (not for 1 week) Euro
<b>Apartment standard</b> shared kitchen and bathroom	AA	place in double room	150.00	234.00	126.00	18.00
	AB	single room	204.00	325.00	175.00	25.00
<b>Family, breakfast</b>	AC	place in double room	174.00	286.00	154.00	22.00
	AD	single room	228.00	377.00	203.00	29.00
<b>Family, half board</b> (breakfast & dinner)	AE	place in double room	258.00	468.00	252.00	36.00
	AF	single room	312.00	559.00	301.00	43.00

**Hotels of all categories, Studios,  
Private Apartments, Residences, B&B**

*On request, the schools can send you a list of various  
recommendable Hotels, B&B's, etc. **No commission!***

**Availability:**

- Housing check in: Sunday afternoon before the start of the course, from 2 pm to 10 pm. For arrivals after 10 pm there is an extra charge of 25 Euro.
- Housing check out: Saturday morning at the end of the course, until 10 am. Different arrival or departure days only by special arrangements and on extra charges.

**Extra night on arrival and departure:**

- Extra nights of earlier arrivals and later departures can be reserved. Please contact the school for arrangements and for information on extra charges. Different arrival or departure days must be confirmed in writing.
- However, it is not possible to arrive earlier than the Saturday before the start of the course and to remain later than the Sunday after the end of the course.
- Remember that the schools are closed from 22 December 2018 to 06 January 2019 for Christmas Holidays. Students can, however, book accommodation for this period on extra charges.

**Arrival time:**

- It is yours or the clients' duty to inform either the landlord (by phone) or the school (by phone, fax or email), at least 4 days before arrival, of their estimated time of arrival.

**Double rooms:**

- Your clients may book a place in a double room (max. 30 years).
- We offer your clients the possibility to come together with a friend to book a double room provided by our school, even if the accompanying person does not take a language course.

**Bed-linens:**

- Host families: Bed-linens are provided and changed every two weeks.
- Shared apartments: Bed-linens are provided and changed every two weeks or, in alternative, upon arrival each student will be given a set of bed-linens and two sets if they stay for a longer period. In this case students are required to wash bed-linens themselves.

**Towels:**

- Students need to bring their own towels. Please inform your students accordingly to make sure they arrive in Italy well prepared.

**Deposit for shared apartments:**

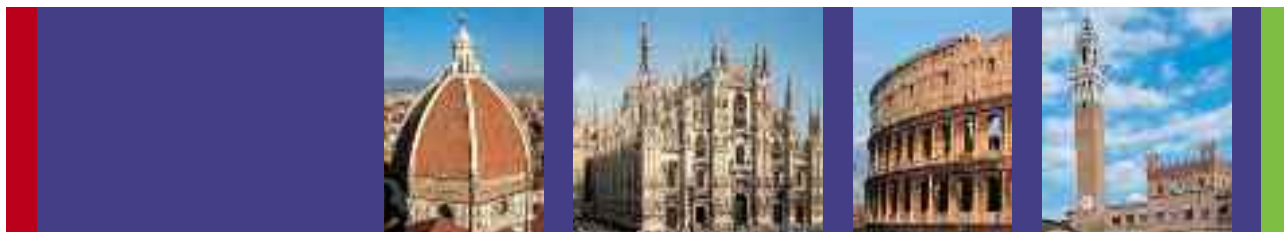
- Your clients must pay a deposit of 100 Euro to get the keys for their accommodation in shared apartments. This deposit must be paid in cash on arrival and will be refunded upon departure, less repairs if needed.

**Host family accommodation:**

- Students can choose between breakfast and half board (breakfast and dinner). Students cannot cook on their own (exceptions on special request).

**Nota bene:**

- Accommodations are provided only in combination with the booking of a language course (exception: Drawing, Painting and Music courses).
- No accommodation will be provided for the booking of Part Time Courses.



## TRANSFER SERVICE COSTS 2018

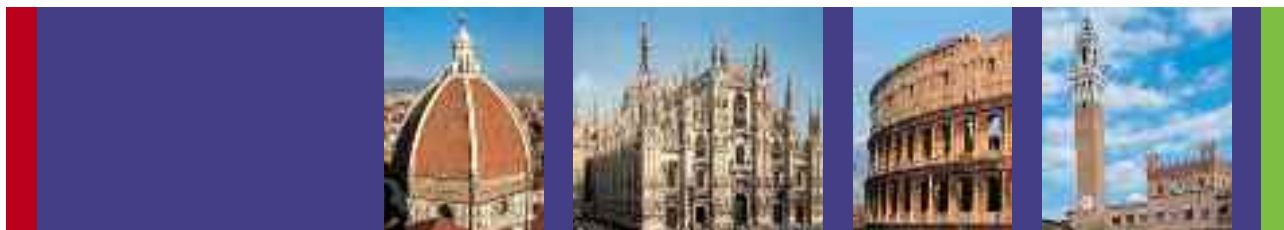
NET

(net prices one way in Euro per person; **no commission**)

City	From airport or railway station to accommodation address or vice versa	Euro - one way
<b>Florence</b>	Florence airport Amerigo Vespucci (FLR)	60
	Florence main railway station (Firenze S.M.N.)	45
	Florence bus terminal Piazza Adua	45
	Pisa airport Galileo Galilei (PSA)	180
	Additional charge - Delays: per hour	+ 25
<b>Milan</b>	Milan airport Malpensa (MXP)	130
	Milan airport Linate (LIN)	70
	Milan airport Orio al Serio (BGY)	140
	Milan main railway station (Stazione Centrale)	55
	Additional charge - Delays: per hour	+ 25
<b>Rome</b>	Rome airport Leonardo da Vinci (FCO)	100
	Rome airport Ciampino (CIA)	100
	Rome main railway station (Stazione Termini)	50
	Additional charge - Delays: per hour	+ 25
<b>Siena</b>	Florence airport Amerigo Vespucci (FLR)	200
	Florence main railway station (Firenze S.M.N.)	200
	Florence bus terminal (Piazza Adua)	200
	Pisa airport Galileo Galilei (PSA)	240
	Siena main railway station	45
	Siena bus terminal Piazza Gramsci	45
	Additional charge - Delays: per hour	+ 25
<b>Notes</b>	<ul style="list-style-type: none"> <li>• Transfer must be booked together with the enrollment or at least one week before arrival.</li> <li>• Please send us the necessary information (arrival time, flight or train number, etc.) at least one week before your clients' arrival.</li> <li>• Our transfer confirmation indicates always the meeting point with the driver as well as the transfer emergency phone number.</li> </ul>	







## TERMS OF COOPERATION (1/3)

<b>Central Marketing Office</b>	<p>For all Leonardo da Vinci schools, your correspondence concerning commercial agreements, information requests and/or promotional support (brochures, posters, CD/DVD photo gallery, video) should be addressed exclusively to our Central Marketing Office in Florence.</p> <p>The Central Marketing Office of the Leonardo da Vinci schools is responsible for:</p> <ul style="list-style-type: none"> <li>• Conditions regarding the collaboration, agreements and certificates of representation;</li> <li>• General information about courses, accommodation, booking and payment procedures and everything that concerns the schools in general;</li> <li>• Promotional material, CD/DVD Photo Gallery, etc.</li> </ul>
<b>Enrollment</b>	<p>The enrollment procedures (enrollment, confirmations, invoicing, etc.) are the same in all our schools. The schools, however, keep their administrative independence: enrollments and payments are, therefore, to be made directly to the single schools.</p> <p>Each Leonardo da Vinci school of Florence, Milan, Rome and Siena is responsible for:</p> <ul style="list-style-type: none"> <li>• Bookings, cancellations, payments;</li> <li>• Accommodation, transfer;</li> <li>• Local information, city maps;</li> <li>• Special offers for groups;</li> <li>• Leisure time program, special requests, etc.</li> </ul>
<b>Confirmation of booking</b>	<p>For each booking you will receive an invoice directly from the school where you have sent the enrollment.</p> <p>The invoice allows you to check the accuracy of the booking (starting date, length, costs, etc.) as well as the accommodation reservation. - Please check!</p> <p>We will not send you a separate confirmation letter as the invoice serves as confirmation of the booked courses and accommodation.</p>
<b>Payment of Courses</b>	<p>The payment of the net amount must be made at least <b>2 weeks (15 days) before the beginning of the course</b>.</p> <p>If not otherwise agreed, the payment has to be made via International postal money order or by bank wire transfer.</p> <p>Banking transfer costs borne by sender: If you prefer to pay by bank wire transfer, you must be certain that no bank transfer costs will be charged to our schools ('OUR' instructions). Otherwise, we will charge you 30 Euro per payment. This sum may vary according to current bank rates.</p>
<b>Minors</b>	<p>We can accept students at our schools who are under 18 years, but not students under 16 years of age. But remember that parents have to underwrite a declaration of liability.</p> <p>Students under 18 years, if not accompanied, can book accommodations exclusively in family housing with half board (breakfast and dinner), if this service is offered through our schools.</p> <p>Additionally, parents have to finalize in writing when their son/daughter has to be at home every evening (curfew). The school will not be held liable for any damages or injuries involving enrolled students that occur outside of school premises or outside of authorized school activities.</p> <p>Moreover, parents must authorize the school in writing to take urgent medical care if needed.</p> <p>Please ask our "declaration for minors" form in time, as the school must have this form before the minor student arrives. Should you need further explanations, please feel free to contact us at anytime.</p>
<b>Insurance</b>	<p>Our students are insured (accidents) during their way to school (one hour before lessons start and one hour after lessons), during classes and during organized spare time activities. Participants are not insured the time outside the school (in accommodation or spending their free time somewhere). They are not insured against illness, accidents, theft or loss of personal possessions, either by the schools or by those offering the accommodation. We therefore recommend taking out a personal insurance policy.</p>




## TERMS OF COOPERATION (2/3)

<b>Accommodation information</b>	<p>Usually 2 weeks before the beginning of the course - and <b>after the payment is received</b> - we will send you the clients' address for their accommodation.</p> <p>Together with the address we will also send telephone numbers, bus connections and all other important information.</p> <p>It is <b>yours or the clients' duty to inform either the landlord</b> (by phone) <b>or the school</b> (by phone, fax or email), at least 4 days before arrival, of their estimated time of arrival.</p> <p><b>Housing check in:</b> Sunday afternoon before the start of the course, from 2 pm to 10 pm. For arrivals after 10 pm there is an extra charge of 25 Euro.</p> <p><b>Housing check out:</b> Saturday morning at the end of the course, until 10 am.</p> <p>Different arrival or departure days only by special arrangements, which have to be confirmed in writing, and on extra charges.</p> <p>Apartment accommodation: A <b>100 Euro deposit</b> must be paid to get the keys. This deposit has to be paid in cash on arrival and will be refunded to your client on departure, less reparation costs if needed.</p> <p>If the client has booked <b>transfer service</b>, please send us all necessary information on his/her arrival (arrival day and time, flight or train number, etc.) at least one week before arrival.</p> <p><b>Room-mating with another student:</b></p> <p>We recommend to book a 'place in a double room' only for young people (max. 30 years). According to our experience, mature people normally do not feel at ease in a double room as they may have to share it with very young people who have different habits and attitudes.</p> <p>On the other hand, please remember that we offer your clients the possibility to come together with a friend to take a double room, provided by our school, even if the accompanying person does not take a language course.</p> <p><b>Reservation of Hotels, B&amp;B's, Studios, Residences, Private Apartments</b>, etc. should be made directly to the host and well in advance.</p>
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## TERMS OF COOPERATION (3/3)

<b>Cancellation conditions</b>	<p>In the interest of your clients and in the interest of our schools and your agency, we wish to keep the costs for cancellations as low as possible. In case that we have to offer compensation to teachers, families, landlords, Hotels, Residence, etc., we are unable to reduce the cancellation costs lower than the costs that we have to pay ourselves.</p> <p><b>For all bookings:</b></p> <ol style="list-style-type: none"><li>1) Cancellation received up to 15 days (<math>&gt; 15</math>) before client was due to arrive: the cancellation fee is 35 Euro.</li><li>2) Cancellation received less than 15 days and up to 7 days (<math>&lt; 15 + &gt; 7</math>) before client was due to arrive: the cancellation fee is 35 Euro and one week's accommodation.</li><li>3) Cancellation received less than 7 days (<math>&lt; 7</math>) before client was due to arrive: the cancellation fee is 35 Euro, one week's accommodation and one week's tuition.</li><li>4) No show, i.e., client did not cancel and did not arrive at our school on the date booked: the cancellation fee is 35 Euro, two weeks' accommodation and two weeks' tuition.</li><li>5) If cancellation is made after the course has been started, the entire fee for the booked courses are forfeited, even if the booked period of study is more than one month, i.e. no refunds will be made.</li></ol> <p><b>For all bookings with special agreements:</b></p> <ol style="list-style-type: none"><li>6) Reservations of Hotels, B&amp;B's, Private apartments, Residences, Studios, etc., if exceptionally made through our schools, as well as deposit for group bookings: the cancellation fee, <b>at any date</b>, is the whole amount of the deposit.</li></ol> <p><b>For enrollments which require a Visa:</b></p> <ol style="list-style-type: none"><li>7) See special enrollment and cancellation conditions on page 2.</li></ol>
<b>Extensions</b>	<p>It is our policy that commission will be credited to our agents for all and any extension of your clients. We will charge the client directly at the school for all extra courses that the client books, and credit you with the commission due.</p> <p>The same is the case if the client, for whatever reason, returns to the school later and books directly, as long as the client is identified as your former client.</p> <p>However, there will be no payment for commissions on extended courses, but only compensation with payments of future bookings.</p>
<b>Agency Pricing</b>	<p>Our agents are not authorized to sell courses or accommodations below the prices offered by our schools.</p>
<b>«Bildungsurlaub»</b> 	<p>Our Super Intensive Courses (min. 6 lessons per day) are recognized by the following German States (Bundesländer): Berlin, Bremen, Brandenburg, Hamburg, Rheinland-Pfalz, Sachsen-Anhalt, Schleswig-Holstein.</p> <p>Min. 8 lessons per day: Hessen, Niedersachsen.</p>





# AGENT MANUAL

## MARKETING AND ADMINISTRATION

### GENERAL INFORMATION AND MARKETING SUPPORT

Please address your correspondence concerning information requests and/or promotional support (brochures, posters, photos, video, DVD) for all schools exclusively to our Central Marketing Office in Florence.

***The Central Marketing office of the Leonardo da Vinci schools is responsible for:***

- Conditions regarding the collaboration, agreements and certificates of representation;
- General information about courses, accommodation, booking procedures and everything that concerns the schools in general;
- Promotional material, photos (CD - DVD), video (VHS-PAL, DVD), etc.

### FOR YOUR ADMINISTRATION TO BE RECORDED

The enrollment procedures (enrollment, confirmations, invoicing, etc.) are the same in all our schools. The schools, however, keep their administrative independence: enrollments and payments are, therefore, to be made directly to the single schools.

***Each Leonardo da Vinci school of Florence, Milan, Rome and Siena is responsible for:***

- Bookings, cancellations, payments;
- Accommodation, transfer;
- Local information, city maps;
- Special offers for groups;
- Leisure time program, special requests, etc.

### ENROLLMENT

In order to complete any reservation we need the following data:

- ✗ First name and Surname / Date of birth / Sex / Number and date of issue of passport
- ✗ Type of course
- ✗ Type of accommodation - please mention:
  - accommodation together with another participant
  - smoker/non-smoker
  - allergies
  - diet
- ✗ Dates of arrival and departure
- ✗ Transfer, if needed
- ✗ Previous knowledge of the Italian language



## TUITION

### TEACHING

Our teaching method takes full account of modern didactics and is oriented towards the “Foreign Language Concept of the Council of Europe” and the “Guidelines of the Accademia Italiana di Lingua (AIL)”.

Leonardo da Vinci schools teach according to the “Communicative approach”: from the first day on, at all levels, only Italian will be spoken. The spoken language is the most important part of the tuition. Continually promoting the use of verbal communication makes our students learn Italian 'naturally', to put together theory and practice with no great problems and to increase their knowledge quickly and with confidence. In advanced courses the written language will also be promoted.

Our teaching staff consists of young teams of experienced language teachers, all graduate professionals specially trained in teaching Italian to foreigners.

Most of the teaching material has been developed by our schools and is continually updated with the most recent foreign language research.

On the other hand, in our vision, learning Italian does not consist in just studying grammar and vocabulary. We want to allow our students to gain an insight into the Italian way of life and thinking. This is why we offer, in addition to the language courses, a wide range of extracurricular activities.

### LEVELS OF ABILITY

On the first day of the language course, student's knowledge of Italian will be determined by an entry test and an interview. Students with no knowledge of Italian will be assigned to the beginner level.

The time it takes to learn to use a foreign language varies from person to person. Therefore, regular progress tests at the end of each level enables us to measure improvements and to evaluate performances over a period of time.

Our schools offer courses on six ability levels, following the Assessment Grid of the European Language Portfolio (ELP/CEFR: Common European Framework of Reference for Languages) which is based on the assessment grid of Schneider/North:

Level   Grid	I		II		III		IV		V	VI
	Beginner		Elementary		Intermediate I		Intermediate II		Advanced I	Advanced II
	Elementary 1 ITA 105		Elementary 2 ITA 106		Intermediate 1 ITA 205		Intermediate 2 ITA 206		Advanced 1 ITA 301	Advanced 2 ITA 302
ELP/CEFR	A1		A2		B1		B2		C1	C2
S/N	N1	N2	N3	N4	N5	N6	N7	N8	N9	N10
AIL Exams	DELI-A1		DELI-A2		DILI-B1 DILC-B1 <i>Business</i>		DILI-B2		DALI-C1 DALC-C1 <i>Business</i>	DALI-C2

ELP/CEFR = Language ability scale according to the European Language Portfolio  
(Common European Framework of Reference for Languages)

S/N = Language ability scale according to Günther Schneider and Brian North



## **TEACHING PROGRAM** (according to the level)

- Intensive grammar study
- Phonetics
- Development of vocabulary
- Syntax and application
- Listening and comprehension
- Dialogue and communication
- Situation method
- Idiomatic language
- Written and oral expression
- Lecture and analysis
- Live guided discussion and synthesis
- Free conversation

## **TEACHING MATERIAL**

All text books and other supplies are provided to the student by the school but students are expected to bring their own dictionary.

## **DURATION OF LESSONS**

One lesson has a duration of 45 minutes.

## **CERTIFICATE OF ATTENDANCE**

At the end of the course all students receive, on request, a Certificate of Attendance.

## **CREDITS / «BILDUNGSURLAUB» / STUDY GRANTS**

For American University students we can offer special programs that guarantee credits for the University back home. Our schools collaborate with the State University of New York at New Paltz, the Edgewood College (Madison, WI) and the Santa Barbara City College (CA), whereby students registering with us may receive credits at those colleges. Since the State University of New York at New Paltz, Edgewood College and Santa Barbara City College are higher educational institutions fully accredited in the United States, these credits will normally be transferable to most American colleges and universities. Inquire for more detailed information.

Our Super Intensive Courses (min. 6 lessons per day) are recognized by most German States (Bundesländer) as «Bildungsurlaub». For details, please contact us.

Swedish students can apply for study grants for our schools, since they are recognized from CSN Lund - Sweden (Swedish National Student Assistance Board).

## **MINIMUM ADMISSION AGE**

The minimum age for participants is 16 years; Exception Junior Camp Program: admission age 11 to 16 years.

*Please remember that any enrollment for students younger than 18 years of age must be authorized by her/his parents who are requested to undersign a declaration of liability.*

*Please ask our school secretariate for the form.*



## ACCOMMODATION

One of the free services offered by our schools is finding suitable accommodation for our students. Accommodation is regularly checked by our staff. There is a choice among the following possibilities:

- Single or double room in a **family with breakfast**;
- Single or double room in a **family with half board** (breakfast and dinner);
- Single or double room in **self catering shared apartments**, bathroom and kitchen shared with other students or with the landlord/landlady;
- **Hotels** of all categories;
- **Private apartments** (independent flats);
- **Residences, B&B.**

### GENERAL INFORMATION ABOUT ACCOMMODATION

#### Room-mating with another student

We recommend to book a 'place in a double room' only for young people (max. 30 years). According to our experience, mature people normally do not feel at ease in a double room as they may have to share it with very young people who have different habits and attitudes.

We offer your clients the possibility to come together with their friend and take a double room, provided by our school, even if the accompanying person does not take a language course.

#### Availability

Housing reservations run from the Sunday afternoon (after 2:00 pm) before the beginning of the course to the Saturday morning (10:00 am) at the end of the course. If your student needs to arrive a day earlier or to stay a day longer, please contact the school for help with extra accommodation arrangements. For different arrival or departure days please make sure to receive a written confirmation from the school. However, it is not possible to arrive earlier than the Saturday before the beginning of the course and to remain later than the Sunday after the end of the course.

#### Arrival date and time / Emergency

We need to be informed **at least 4 days in advance** of the student's arrival day and time. Therefore, upon receiving the accommodation address, you or your client have to contact the landlord (by telephone) or the school (by telephone, fax or e-mail) to communicate the date and time of arrival in order to make the waiting time for both sides as short as possible. If the school or the landlords are not informed about the arrival time, students will be expected to arrive in the evening, after 6:00 pm. For emergencies, please call the emergency phone numbers at page 51 (working only on arrival days).







### **Location / key**

Our accommodations are located in the city centers as well as in the suburbs. In any case your student can easily reach the school and the center of the cities by public transports. To get from the suburbs to the center it takes 15 - 25 minutes by public transports (Milan and Rome up to 50 minutes). If the student has been placed in the town center it takes about 15 minutes on foot to reach the school. Students are given their own key.



### **Deposit for shared apartments**

Your clients must pay a deposit of 100 Euro to get the keys for their accommodation in shared apartments. This deposit must be paid in cash on arrival and will be refunded on departure, with the deduction of damages, repairs and cleaning costs if needed.



### **Bed-linens**

Host families: Bed-linens are provided and changed every two weeks.

Shared apartments: Bed-linens are provided and changed every two weeks or, in alternative, upon arrival each student will be given a set of bed-linens and two sets if they stay for a longer period. In this case students are required to wash bed-linens themselves.



### **Towels**

Students need to bring their own towels. Please inform your students accordingly to make sure they arrive in Italy well prepared.



### **Laundry**

Hand-washing of clothes is allowed with no extra charge. The use of the washing-machine is not foreseen, your students may use the many self-service laundrettes.

### **Photocopy of passport**

Following the events of September 11, 2001, Italian authorities have intensified checks on foreigners. The result is an unfortunate increase in paperwork. All landlords in Italy must declare the presence of tenants and thus need a photocopy of passports of all new tenants. We suggest you to advise your clients to bring with them a photocopy of their passport.



### **Mail**

Please inform your clients to not use the house address as their mail address, especially for Fedex, TNT or DHL parcels; they might easily get lost.

Your clients should use the School secretary office address for such mail.



## ACCOMMODATION IN A HOST FAMILY

In selecting host families, we do not look for luxury and comfort materially meant but for Italian families who appreciate hosting foreign students. Additionally, the word 'family' should not be taken too literally, as a family can be 'traditional' with children, a single parent or a childless couple who take in students because they enjoy the company.

### Meals

Students can choose between breakfast and half board (breakfast and dinner). The students have their meals together with the family but they should be aware that Italian eating habits can be rather different from their own. Breakfast usually only consists of coffee or tea and bread, butter, marmelade. Dinner is a complete meal served normally at around 8:00 pm.

### House rules in host families

Living with a family offers a unique opportunity to become acquainted with the Italian culture and way of living, but it also requires compromises between the host and the student. Therefore there are some house rules which the students must take into consideration:

- Leaving their room presentable;
- Not waking up the family after midnight when returning home;
- Not using any family belongings without authorization;
- Not preparing meals by themselves;
- Not doing the laundry by themselves (The use of the washing-machine is not included, but arrangements may be made between the landlord and the student.);
- The use of the ironing board is permitted with no extra charge;
- Students are allowed to use the common rooms and to receive telephone calls;
- The room (if not locked) is cleaned daily.





## ACCOMMODATION IN SELF CATERING SHARED APARTMENTS

Living in a apartment, together with other foreign or Italian students or with the landlord/landlady, requires maturity but allows the students considerable independence. The student shares with the roommate(s) the bathroom and the kitchen and can cook on her/his own.

### Facilities

- The student shares a flat or floor of a house either with other students from Scuola Leonardo da Vinci, with other Italian students or with the owner. Students share the kitchen and the bathroom.
- The apartments are furnished and the kitchens are supplied with all essential kitchen equipment (cutlery, plates, pans etc.).
- Students can prepare their meals separately or together with their flatmates and fellow students.
- Electricity, gas water, local costs and taxes are included in the price.
- Bed-linens: upon arrival each student will be given a set of bed-linens, two sets if they stay for more than two weeks. In this case students will wash bed-linens themselves.
- The students have to bring their own towels.
- We suggest that the student organizes some food for the first evening.
- The apartment are not provided with telephones.
- The apartments are cleaned before the arrival of the student. During their stay, students are responsible for the cleaning of their rooms and of the rooms used in common (kitchen and bathroom).



### House-rules for shared apartments

Your student is expected to respect the following house-rules:

- To leave the common rooms clean and presentable;
- To wash the dishes after use;
- To throw the garbage in the street containers every day;
- Not to wake their flatmates after midnight when returning home;
- Not to organize 'parties' (Parties, especially with people not living in the apartment, are strongly forbidden for insurance and safety reasons, as well as for the tranquillity of the students not taking part and the neighbours.);
- Not to use a vacant bed or room in the apartment;
- Not to invite any 'just-made' friends to stay in the apartment;
- To report any damage or technical fault immediately to the school secretary;
- To leave the apartment clean on departure.





## PRIVATE APARTMENTS

Private apartments are more comfortable than shared apartments and therefore more expensive. They are available for one or more persons. On request our schools will send a list of apartment providers. Please note that private apartments must be reserved well in advance and the prices vary depending on the city and season. Reservations and payments have to be made by the client directly to the apartment provider.



## HOTELS

We recommend hotels situated close to the schools (basic offer always: bed & breakfast, rooms with shower or bathroom). The categories are as follows:

- **Lux. cat.** (Five-Star-Hotel): all comfort;
- **1st cat.** (Four-Star-Hotel): restaurant; bar; rooms with air condition, TV, bath/WC;
- **2nd cat.** (Three-Star-Hotel): rooms with air condition, TV, bath/WC;
- **3rd cat.** (Two-Star-Hotel): rooms with bath/WC;
- **4th cat.** (One-Star-Hotel): rooms with wash basin; bath/WC on the floor.



On request our schools will send a list of hotels. Reservations and payments have to be made by the client directly to the hotel.

## RESIDENCE

One, two and three-roomed apartments with either two, three or four beds in each; a lounge, a fitted kitchen area, bathroom with shower, direct dial telephone, air conditioning, television and daily cleaning services. On request, there are normally the following supplementary services: parking, breakfast, secretarial services and a safe for valuables. Please contact our schools if your clients require more details about residence accommodation in our cities.



## B&B

A Bed and Breakfast is a small lodging establishment that offers overnight accommodation and breakfast. Bed and Breakfasts are often private family homes and typically have between four and six rooms. There are also some special categories like *Art-B&B*, *Historical Residence*, etc. Please contact us for more details and a list of B&B's.

## CAR PARKING

In most Italian cities, parking is free only for residents (parking places marked with white paint). For non residents there are parking places that you can use by paying hourly or daily rates (parking places marked with blue paint). If your clients stay for a longer time, we recommend the use of a park garage. All cars parked in a prohibited area will be removed.







## TRANSFER

At arrival, we recommend that your students take a taxi to their accommodation. Taxis are:

- 1) easily found at the «TAXI» stations, which are always in front of the train station and the airport;
- 2) the best way to bring the luggage to your students 'new home';
- 3) not expensive.



Scuola Leonardo da Vinci also offers a **TRANSFER SERVICE** from the airports in Florence, Milan, Rome and Pisa and from the train stations in Florence, Milan, Rome and Siena. For prices please consult our current price list.

If you wish the school to arrange a transfer for your students, please send us the arrival information (date and time of arrival and flight or train number) possibly with the enrollment form or at least one week before their arrival date. We always need a written transfer booking.

Meeting point: The driver will be waiting for your students at the exit of the airport arrival hall or in front of the railway track, holding a board "SCUOLA LEONARDO DA VINCI". For emergencies, please consult the transfer phone numbers at page 51.

## SPORT

During the stay your students may wish to practice their favourite sport or learn a new one. They have the following opportunities: Gymnastics/fitness/yoga, swimming, footing, tennis, squash, golf, horse-riding, biking and so on.

Our written guides for all sporting activities help students to organize their free time and the secretary's office can also help with the organization of sporting activities.



## LEISURE TIME

The four cities and the surroundings offer a nearly unlimited variety of leisure activities, which our students might undertake by themselves. We offer some leisure activities ourselves and organize on a regular basis:

- Dinners, which enable teachers and students to get to know each other better;
- Guided visits in History of Art;
- Film evenings at school;
- Day and half-day excursions;
- Visit to a wine cellar.



Every month our schools distribute their own calendar of cultural activities. This way participants will always be well informed concerning exhibitions, concerts, films and other events. The stay in Italy should be remembered by your students not solely on account of the language course ...



### SCHOOL ACTIVITIES IN FLORENCE

- Day excursion to Siena and San Gimignano or Pisa and Lucca etc.; every second Saturday (at cost price).
- Half-day excursion to the vineyards of the "Chianti" area, visit to a winery incl. "merenda" (typical Tuscan afternoon snack); every 2 weeks (at cost price).
- Dinners with the school in a typical Florentine trattoria: students and teachers have a good chance to get to know each other; every 2 weeks (at cost price).
- Free guided History of Art tours in Florence: every week.
- One or two guided museum visits the month (at cost price, i.e. entrance fees).
- Free Movie evening: every week.
- Disco evening: every week.
- In summer: day trips to Cinque Terre and the Verona Opera Festival.



### SCHOOL ACTIVITIES IN MILAN

- Day excursion to Lago Maggiore, Lago di Como or Lago di Garda (all of them make up the famous lake district close to Milan), Genova, Verona, Venezia, ecc.; normally the first Saturday of the month (at cost price).
- Half-day excursion to Monza, Brescia, Pavia, Mantova, Cremona, ecc.: every two weeks (at cost price).
- Two-days excursion to Florence, Rome, Viareggio, Nice, ecc.: every month (at cost price).
- Free guided tour around the city: every two weeks.
- Soccer match: if enough students are interested, there's the possibility to buy tickets to see Inter or Milan soccer matches in the "San Siro Stadium": every week, from September to June (at cost price).
- Art History tour to some of the most important sights where Leonardo da Vinci works are on show: Castello Sforzesco, Museo della Scienza e della Tecnica, Museo d'Arte e Scienza: every two weeks (you pay for Museum entrance only; guide free).
- Guided tour to the *Last Supper* of Leonardo da Vinci (10 Euro), twice per month.
- Aperitivo night in "Navigli": students will appreciate the typical after-work activity in Milan, buy a cocktail and the price includes snacks and drinks, at some of the most beautiful bars and cafes in town: every week (at cost price).
- Dinners with the school in a typical Milanese restaurant. Students and teachers have a good chance to get to know each other over a delicious "risotto alla Milanese" and a good glass of wine: every 2 weeks (at cost price).
- Disco night in Milan: students will enjoy the best discos in the city (Hollywood, Old Fashion, Karma, Alcatraz, The Club); every two weeks (at cost price).
- If enough students are interested, we organize volleyball, basketball and soccer games.





## FREE TIME ACTIVITIES - ROME

The city of Rome and its surroundings offer a wide variety of opportunities to experience the Italian culture and learn about our city. Every week we organize a calendar of activities that we offer to students. All relevant information to the activities can be found at the front desk in a bi-monthly flyer. The idea is to not only have you to learn more about our culture, it is also an opportunity to meet other students and make new friends.

- Tandem – language exchange with aperitivo between students and local Italians: every week.
- Half-day excursion to Tivoli, Ostia Antica, Castelli Romani, etc.
- Dinner with the school in a typical Roman pizzeria or restaurant: every week (extra fee).
- Guided History of Art tours in Rome: every week (free).
- Movie Night: every two weeks (free).
- Diction/Pronunciation lessons: every two weeks (free).
- Museum visits with local tour guides each month (extra fee).
- "Vengo anch'io": our selection of weekly activities available to all students.



## SCHOOL ACTIVITIES IN SIENA

- Dinner in the Tuscan Countryside: an enjoyable dinner in the Tuscan countryside, where students can get to know one another while sampling authentic regional Tuscan specialties. Every 4 weeks (at cost price).
- Day excursion with private bus to the surroundings of Siena, i.e. vineyards in the "*Chianti*" region, Montepulciano, San Galgano, incl. "*merenda*" (typical Tuscan afternoon snack); every 2 weeks (at cost price).
- Half-day excursion and short walking tours. Students may spend a lovely afternoon discovering small villages in the heart of the Province of Siena; every 2 weeks (at cost price).
- Free guided tours around the city; every 2 weeks.
- History of Art tours to some of the most important sights in Siena, as the Duomo, Pinacothèque (art gallery), Palazzo Pubblico etc.; every 2 weeks (free; Museum entrance only if any).
- Free Movie evening: every week.
- The Italian music: an afternoon listening to the Italian music and learning about different groups and singers; every 4 weeks or on request.
- A workshop which combines performance, exercises and instruction (led by Altero Borghi, a Sienese actor and theatrical director). This popular new activity enables students to use their individual language experiences while engaging in fun and amusing vocal and pronunciation exercises. Every four weeks; every two weeks during the summer.
- Seminar: the History of the "*Palio*" - historical horse race: four lessons in the afternoon and visit of the museum of a "*Contrada*" (historical city districts), for beginners as well as for advanced students; in the summer months.
- Wine and Cheese tasting in a typical wine bar. Every 4 weeks (at cost price).







## PRACTICAL INFORMATION

### NECESSARY DOCUMENTS / VISA

Citizens from the European Union do not need a visa (if they don't want to stay more than 90 days in Italy) and can enter Italy with an Identification card or Passport. Citizens from other countries should check with the nearest Italian Embassy or Consulate.

If your students need a visa to extend their stay for more than 90 days they should apply for a 'Type D' (student) visa. The schools will provide you with a certificate of enrollment for the visa application after the global tuition fees are paid in advance.

#### ***For those who need a VISA in any case:***

*If a visa is requested to study in Italy, each student (or agency) has to contact the nearest Italian Consulate beforehand to complete the formalities. Our certificate of enrollment fulfils one of the requirements to obtain a visa. In order to receive this certificate, the global tuition fees must be paid in advance and in full for the entire period of study.*

*If a visa is rejected by the Italian Consulate, our schools will refund all prepaid money minus the registration fee, all the expenses related to expedited shipping and bank transfer costs as well as 200 Euro to cover administration costs. You must send an official written proof of the visa refusal from the Consulate, in order to receive a refund.*

### INSURANCE

Our students are insured against accidents during their way to school (one hour before lessons start and one hour after lessons), during classes and during organized spare time activities.

Participants are not insured the time outside the school (in accommodation or spending their free time somewhere). They are not insured against illness, accidents, theft or loss of personal possessions, either by the schools or by those offering the accommodation. During their stay at our schools, students must be personally insured against illness and accident. We therefore recommend taking out a personal insurance policy.

During their stay in Italy, your students must be personally insured against illness and accident. Citizens from European Union countries are entitled to free medical care in Italy if they hold an European Health Insurance Card (EHIC-Card) which can be obtained from their local health authority in their home country before departing for Italy. Students from non-EU countries must enquire with the authorities in their countries to know if they are insured during a stay abroad; if they are not covered, they should arrange health insurance to cover their stay in Italy.

Moreover, participants are advised to insure against loss of fees due to non-arrival, absence or unexpected termination of their course.





## FINANCE

### Exchanging money / Euro - European Union currency

The basic unit of Italian currency is the **Euro = €**

When exchanging large amounts of money it is usually better to wait until you arrive in Italy. However, your students should also bring cash for the first few days (for the taxi, for purchasing small things, etc.). They should avoid changing money in change offices because of high commission rates; they will receive the best exchange rate at the bank.

For a stay of more than 3 months, it may even be useful to open a bank account. Our staff will give further information on it.

### Credit Cards / ATM

Credit Cards are accepted almost everywhere. Your students can receive money at Automatic Teller Machines (ATM), if they have an ATM card linked to an international network (Bancomat, Postomat, EC-Card, Cirrus, Plus, Maestro, etc.). Mastercard and Visa (with PIN number) may be used to withdraw cash from an ATM machine. Cash from ATM's only in Euro; daily amount is limited.

### Spending money (pocket money)

This is not the same for every person but we think that 80 Euro per week, in addition to the costs for accommodation and food, should be enough.

## JOURNEY

### By train

There are several night- and Eurocity-day-connections with Italy. People under 26 years may receive special discounts. Reservations for sleeping car or couchettes should be made as early as possible. Siena is connected with Florence and Rome by a public bus or by the train.

### By car

All of our course locations are conveniently located on the national motorways; paid parking in garages is usually available near our schools.

### By air

Our schools in Florence and Siena can be reached from the airports in Florence, Pisa, Rome-Fiumicino and Rome-Ciampino; the school in Milan can be reached from the airports of Linate, Malpensa and Orio al Serio; the school in Rome is easily reached from Fiumicino and Ciampino airports.



## **FIRST DAY AT SCHOOL**

We expect our students between 8:30 and 9:00 am in the main reception area of the school. After arriving, our students are welcomed and made to feel “at home” right from the start.

Students that have little or no knowledge of the Italian language will attend their first lesson. All other students do a written and oral placement test which enables us to find the appropriate level.

In the afternoon the class lists and timetables will be made available on the message board. If your students have any questions about the level assigned, they should contact our course coordinator.

## **TELEPHONE, FAX, INTERNET, EMAIL**

International telephone calls can be made from all public telephones (in the telephone offices, in bars). Also, the schools in Florence and Rome have a public telephone.

The country code for Italy is «**39**»:

- ‘Land phone’: The country code must always be followed by the «**0**» before the area code;
- ‘Mobile phone’: There will never be the «**0**» before the number.

Your students can use our school fax-machines any time for receiving faxes free of charge and send them (against a fee).

The email addresses of our schools can be used to receive private messages.

All our students have free Internet access in all course centers.

## **HEALTH, MEDICAL DOCTORS AND PHARMACIES**

Citizens from European Union countries are entitled to free medical care in Italy if they hold an European Health Insurance Card (EHIC-Card) which can be obtained from their local health authority in their home country before departing for Italy.

Students from non-EU countries must enquire with the authorities in their countries to know if they are insured during a stay abroad; if they are not covered, they should arrange health insurance to cover their stay in Italy.

The first-aid service (“*pronto soccorso*”) in the Emergency Room of the hospital is free for anyone who is in need.

The Scuola Leonardo da Vinci can provide a doctor whenever students are in need of a consultation or medical care. In addition the Consulates have a list of English-speaking medical doctors.

In every city your students will find 24-hour pharmacies. Your students should not forget to bring, if necessary, their own medical prescriptions.



## ELECTRICITY

Italy uses a 220 Volts/AC system. Additionally, wall sockets and plugs may differ from those in students' home countries. Be sure to inform your students about the possible need for an adaptor.

## WORLD TIME ZONES

Italy uses Middle-European-Time (MET):

World time zones						
City	Rome	London	New York	Los Angeles	Beijing, Shanghai, Tokyo	Seoul, Sydney
MET	± 0	- 1	- 6	- 9	+ 8	+ 9
From the end of March to the end of October the clocks in Italy are turned ahead one hour.						

## CLIMATE

Although summer in Italy, from the Alps to Sicily, is quite warm, the winter in Northern and Central Italy can be quite cool; winter in the south, however, is relatively mild. The most pleasant climate in the cities you may find in spring and autumn.

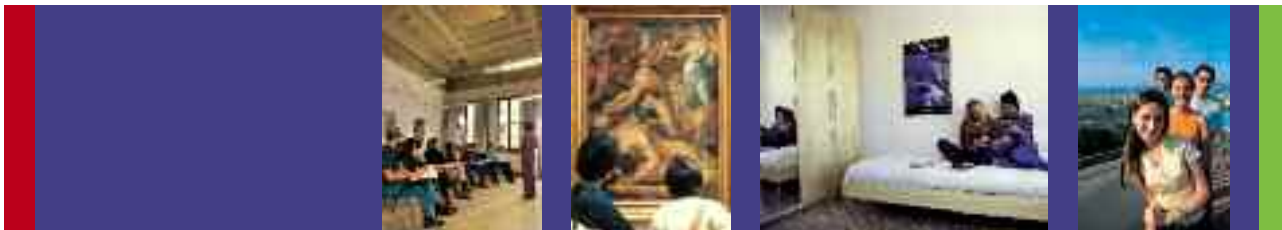
	Average Temperature (° Celsius)										Average Temperature (° Fahrenheit)									
	Florence		Milan		Rome		Siena		Viareggio		Florence		Milan		Rome		Siena		Viareggio	
	min	max	min	max	min	max	min	max	min	max	min	max	min	max	min	max	min	max	min	max
Jan	4	13	- 2	5	4	13	3	10	2	11	39	55	28	41	39	55	37	50	35	52
Feb	3	12	0	8	4	13	3	10	3	12	37	54	32	46	39	55	37	50	37	54
Mar	5	16	3	13	6	18	5	14	5	15	41	61	37	55	43	64	41	57	41	59
Apr	9	21	7	18	10	22	8	18	7	18	48	70	47	64	50	72	46	64	47	64
May	13	25	11	22	12	25	11	21	11	22	55	77	52	72	54	77	52	70	52	72
Jun	17	28	15	26	15	27	15	25	14	26	63	82	59	79	59	81	59	77	57	79
Jul	18	29	17	29	18	30	17	28	17	29	64	84	63	84	64	86	63	82	63	84
Aug	18	30	17	28	18	29	17	28	17	29	64	86	63	82	64	84	63	82	63	84
Sep	13	24	14	24	17	28	14	24	14	26	55	75	57	75	63	82	57	75	57	79
Oct	11	21	8	18	16	24	11	19	11	21	52	70	46	64	61	75	52	66	52	70
Nov	9	16	4	10	11	16	7	13	6	16	48	61	39	50	52	61	47	55	43	61
Dec	4	12	- 1	5	4	14	4	10	3	12	39	54	30	41	39	57	39	50	37	54

## REMINDER

For accommodation in host families and apartments:

- Students need to bring their own towels.
- Your students as well as the fellow-lodgers are expected to keep the apartment clean, although every two weeks (or every week) an employee will clean the common areas.
- Your clients must pay a deposit of 100 Euro to get the keys for their accommodation in shared apartments.
- Double rooms: We offer your clients the possibility to come together with their friend and take a double room, provided by our school, even if the accompanying person does not take a language course.
- We suggest you to advise your clients to bring with them a photocopy of their passport.

**Please inform your students accordingly to make sure they arrive in Italy well prepared.**



## F.A.Q. - FREQUENTLY ASKED QUESTIONS

Would you like to know more about:

- A) *Tuition*
- B) *Cultural and Leisure Program*
- C) *Arrival / Housing / Transfer*
- D) *Other Useful Tips*

### A) ALL ABOUT TUITION

#### Which is the next starting date?

At Scuola Leonardo da Vinci your clients may **start their Italian language course every Monday**, if they are not beginners! Beginners may start their course every two weeks. Please consult our course starting dates for beginners.

#### What should your client expect to do on the first day at school?

We will wait for your clients between 8:30 and 9:00 a.m. in the main reception area of the school. Students having little or no knowledge of the Italian language will attend the first lesson in which the oral capacity and the understanding will be tested. All other students will take a written and oral placement test which enables us to find the appropriate level.

#### Which is a typical course schedule?

##### **INTENSIVE ITALIAN LANGUAGE COURSE:**

###### Florence:

09:00 - 10:30, break, 10:45 - 12:15 or  
14:15 - 15:45, break, 16:00 - 17:30

###### Milan:

09:00 - 10:30, break, 10:45 - 12:15 or  
14:00 - 15:30, break, 15:45 - 17:15

###### Rome:

09:00 - 10:30, break, 10:45 - 12:15 or  
10:45 - 12:15, break, 12:30 - 14:00 or  
12:30 - 14:00, break, 14:15 - 15:45 or  
14:15 - 15:45, break, 16:00 - 17:30

###### Siena:

09:00 - 10:30, break, 10:45 - 12:15 or  
14:15 - 15:45, break, 16:00 - 17:30

##### **SUPER INTENSIVE ITALIAN GROUP LANGUAGE COURSE:**

###### Florence:

09:00 - 10:30, break, 10:45 - 12:15, break, 12:30 - 14:00

###### Milan:

09:00 - 10:30, break, 10:45 - 12:15, break, 12:30 - 14:00 or  
12:30 - 14:00, break, 14:15 - 15:45, break, 16:00 - 17:30

###### Rome:

09:00 - 10:30, break, 10:45 - 12:15, break, 12:30 - 14:00 or  
12:30 - 14:00, break, 14:15 - 15:45, break, 16:00 - 17:30

##### **SUPER INTENSIVE PLUS ITALIAN LANGUAGE COURSES:**

###### Florence:

- group lessons:  
09:00 - 10:30, break, 10:45 - 12:15
- individual lessons (one or two lessons):  
12:30 - 14:00 or 14:15 - 15:45 or 16:00 - 17:30

###### Milan:

- group lessons:  
09:00 - 10:30, break, 10:45 - 12:15 or  
14:00 - 15:30, break, 15:45 - 17:15
- individual lessons (one or two lessons):  
12:30 - 14:00 or 14:15 - 15:45 or  
16:00 - 17:30 or 17:00 - 18:30

###### Rome:

- group lessons:  
09:00 - 10:30, break, 10:45 - 12:15 or  
12:30 - 14:00, break, 14:15 - 15:45 or  
14:15 - 15:45, break, 16:00 - 17:30
- individual lessons (one or two lessons):  
12:30 - 14:00 or 16:00 - 17:30 or 17:45 - 19:15

###### Siena:

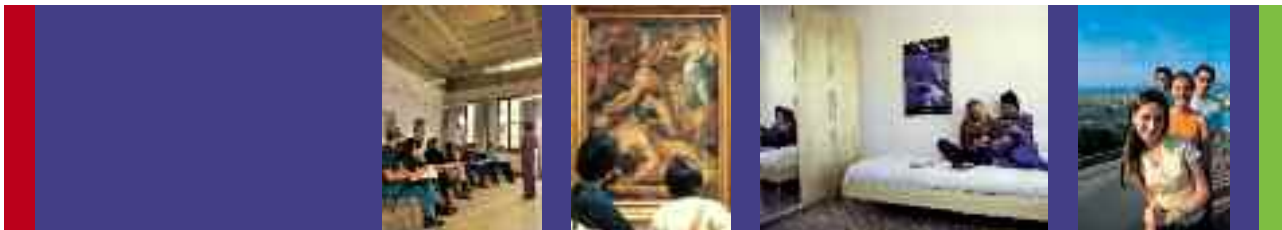
- group lessons:  
09:00 - 10:30, break, 10:45 - 12:15 or  
14:15 - 15:45, break, 16:00 - 17:30
- individual lessons (one or two lessons):  
12:30 - 14:00 or 14:15 - 15:45

For homework and exercises students should calculate about one additional hour per day.

#### Which books do our students use in the lessons?

Our basic text and exercise books have been developed by our school. These books are used in conjunction with authentic teaching materials such as newspaper and magazine articles, audiovisual materials, and activities inside the classroom.





### F.A.Q. - FREQUENTLY ASKED QUESTIONS (2)

#### Is the teaching material included in the course price?

All text books and other supplies are provided by the school, but participants are expected to bring their own dictionary.

#### Which teaching method do you use?

Our schools teach according to the Communicative Approach: from the first day on, at all levels, only Italian will be spoken. The spoken language is the most important part of the tuition. Continually promoting the use of verbal communication permits our students to learn Italian 'naturally', to unite theory and practice with no great problems and to increase their knowledge quickly and with confidence. Participants are encouraged to practice their spoken Italian in real-life situations, with their teacher, and with other participants, in pairs and groups. In advanced courses the written language will also be promoted.

#### Which is your teachers qualification?

All our mother-tongue instructors are highly qualified. Most of them have studied Italian language and literature. All our teachers have been specially trained in teaching Italian to foreigners.

#### Which course certificates do students receive?

At the end of each course, students with regular attendance receive the certificate of attendance indicating the level of proficiency attained.

#### DIPLOMAS «FIRENZE» OF THE ACCADEMIA ITALIANA DI LINGUA® (AIL):

- **DELI-A1** - Elementary level-A1\*:  
at the end of the first ability level;
- **DELI-A2** - Elementary level-A2\*:  
at the end of the second ability level;
- **DILI-B1** - Intermediate level-B1\*:  
at the end of the third ability level;
- **DILC-B1 Business** - Intermediate Diploma of **Business** language,  
level-B1\*: at the end of the third ability level;
- Nota bene: The AIL DILC-B1 Examination has been recognized by the UFFT (Swiss Federal Office for professional education and technology) as the final Italian exam, it being the second national language, for all the professional commercial schools in Switzerland.*
- **DILI-B2** - Intermediate level-B2\*:  
at the end of the forth ability level;
- **DALI-C1** - Advanced level-C1\*:  
at the end of the fifth ability level;
- **DALC-C1 Business** - Advanced Diploma of **Business** language,  
level-C1\*: at the end of the fifth ability level.
- **DALI-C2** - Advanced level-C2\*:  
at the end of the sixth ability level;

- **Individual preparation** for all the Italian language Diplomas: DELI, DILI, DALI, DILC, DALC Diplomas «Firenze» of the Accademia Italiana di Lingua® (AIL); CILS; CELI; PLIDA, L2-Roma.

#### Which is the average age of students attending the school? I'm interested in attending a course for older students aged 30 and above. Do you have suitable courses for this age group?

Sixty percent of our students are aged between 17 and 30 seeking to improve their Italian language skills and awareness of Italian culture.

Sixty percent of our students are already working; about ten percent are business managers and executives of different nationalities.

Five percent are retired and wish to improve their Italian and familiarize themselves with Italian culture.

Usually students aged 30 and more feel comfortable in our classes and enjoy to meet people from all over the world. In the Super Intensive Plus and the Super Intensive Small Group Courses the average age is higher.

#### Language Ability Levels

On the first day of the language course, the knowledge of Italian will be determined by an entry test and an interview. Students with no knowledge of Italian will be assigned to the beginner level.

The time it takes to learn to use a foreign language varies from person to person. Therefore, regular progress tests at the end of each level enables us to measure the language development and evaluate the performance of the students over a period of time.

Our schools offer courses on six ability levels, following the Assessment Grid of the European Language Portfolio (ELP/CEFR: Common European Framework of Reference for Languages) which is based on the assessment grid of Schneider/North:

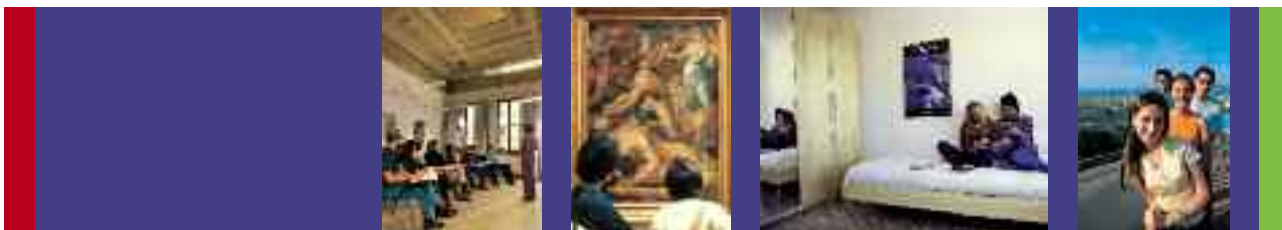
Level:	ELP/CEFR:	Schneider/North:
• <b>Elementary:</b>	A1 - A2	N1 - N4
• <b>Intermediate:</b>	B1 - B2	N5 - N8
• <b>Advanced:</b>	C1 - C2	N9 - N10

#### How much Italian will I be able to speak, assuming I am a complete beginner upon arrival, I work very hard and I am good at languages?

At the end of the Intermediate level our students already possess considerable knowledge of Italian. Their feeling for the language has become confident and their range of expressions has developed greatly and is more differentiated.

Students will be able to sit for the Leonardo da Vinci Certificate examination "Knowledge of the Italian language" and for the «Firenze-Diploma» DILI-B2 of the Accademia Italiana di Lingua® (AIL).

\*) Language ability scale according to the European Language Portfolio (Common European Framework of Reference for Languages - ELP/CEFR).



## F.A.Q. - FREQUENTLY ASKED QUESTIONS (3)

### B) ALL ABOUT CULTURAL AND LEISURE PROGRAMS

The cities and the surroundings offer a nearly unlimited variety of leisure activities, which our students might undertake by themselves. We offer leisure activities as well and organize on a regular basis:

- Dinners, which enable teachers and students to get to know each other better;
- Guided visits in History of Art;
- Film evenings at school;
- Day and half-day excursions;
- Visit to wine cellars.

Every month our schools distribute their own calendar of cultural activities. In this way participants will always be well informed concerning exhibitions, concerts, films and other events. For the weekends we hand out special leaflets for individual trips. All students receive a written guide indicating active and passive sporting activities and the secretary's office can also help with the organization of sporting activities.

#### Can you give me an example of a monthly activity calendar in Florence?

- Day excursion to Siena and San Gimignano or Pisa and Lucca etc.; every second Saturday (at cost price).
- Half-day excursion to the vineyards of the "Chianti" area, visit to a winery incl. "merenda" (typical Tuscan afternoon snack); every 2 weeks, normally every second Thursday (at cost price).
- Dinners with the school in a typical Florentine trattoria: students and teachers have a good chance to get to know each other; every first week after a course begins (at cost price).
- Free guided History of Art tours in Florence: every week.
- One or two guided museum visits the month (at cost price, i.e. entrance fees).
- Free Cinema italiano: every Friday.
- Disco evening: every Friday.
- In summer: day trips to Cinque Terre, Verona Opera Festival.

#### Can you give me an example of a monthly activity calendar in Milan?

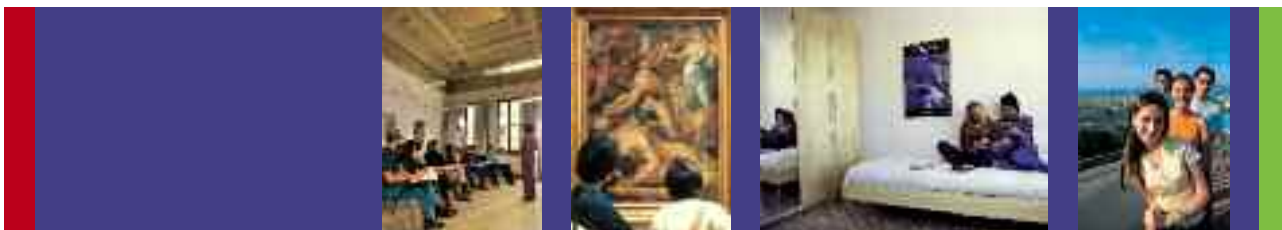
- Day excursion to Lago Maggiore, Lago di Como or Lago di Garda (all of them make up the famous lake district close to Milan), Genova, Verona, Venezia, ecc.; normally the first Saturday of the month (at cost price).
- Half-day excursion to Monza, Brescia, Pavia, Mantova, Cremona, ecc.: every two weeks (at cost price).
- Two-days excursion to Florence, Rome, Viareggio, Nice, ecc.: every month (at cost price).
- Free guided tour around the city: every two weeks.

- Soccer match: if enough students are interested, there's the possibility to buy tickets to see Inter or Milan soccer matches in the "San Siro Stadium": every week, from September to June (at cost price).
- Art History tour to some of the most important sights where Leonardo da Vinci works are on show: Castello Sforzesco, Museo della Scienza e della Tecnica, Museo d'Arte e Scienza: every two weeks (you pay for Museum entrance only; guide free).
- Guided tour to the *Last Supper* of Leonardo da Vinci (10 Euro), twice per month.
- Aperitivo night in "Navigli": students will appreciate the typical after-work activity in Milan, buy a cocktail and the price includes snacks and drinks, at some of the most beautiful bars and cafes in town: every week (at cost price).
- Dinners with the school in a typical Milanese restaurant. Students and teachers have a good chance to get to know each other over a delicious "risotto alla Milanese" and a good glass of wine: every 2 weeks (at cost price).
- Disco night in Milan: students will enjoy the best discos in the city (Hollywood, Old Fashion, Karma, Alcatraz, The Club); every two weeks (at cost price).
- For the weekends we hand out special leaflets for individual trips to: Monza, Brescia, Pavia, Ligurian coast, the Lake District (Lago di Garda, Lago Maggiore, Lago di Como, Lago d'Iseo), Venice and Switzerland.
- If enough students are interested, we organize volleyball, basketball and soccer games.

#### Can you give me an example of a monthly activity calendar in Rome?

The city of Rome and its surroundings offer a wide variety of opportunities to experience the Italian culture and learn about our city. Every week we organize a calendar of activities that we offer to students. All relevant information to the activities can be found at the front desk in a bi-monthly flyer. The idea is to not only have you to learn more about our culture, it is also an opportunity to meet other students and make new friends.

- Tandem – language exchange with aperitivo between students and local Italians: every week.
- Half-day excursion to Tivoli, Ostia Antica, Castelli Romani, etc.
- Dinner with the school in a typical Roman pizzeria or restaurant: every week (extra fee).
- Guided History of Art tours in Rome: every week (free).
- Movie Night: every two weeks (free).
- Diction/Pronunciation lessons: every two weeks (free).
- Museum visits with local tour guides each month (extra fee).
- "Vengo anch'io": our selection of weekly activities available to all students.



## F.A.Q. - FREQUENTLY ASKED QUESTIONS (4)

### Can you give me an example of a monthly activity calendar in Siena?

- Dinner in the Tuscan Countryside: an enjoyable dinner in the Tuscan countryside, where students can get to know one another while sampling authentic regional Tuscan specialities. Every 4 weeks (at cost price).
- Day excursion with private bus to the surroundings of Siena, i.e. vineyards in the "*Chianti*" region, Montepulciano, San Galgano, incl. "*merenda*" (typical Tuscan afternoon snack); every 2 weeks (at cost price).
- Half-day excursion and short walking tours. Students may spend a lovely afternoon discovering small villages in the heart of the Province of Siena; every 2 weeks (at cost price).
- Free guided tours around the city; every 2 weeks.
- History of Art tours to some of the most important sights in Siena, as the Duomo, Pinacothèque (art gallery), Palazzo Pubblico etc.; every 2 weeks (free; Museum entrance only if any).
- The Italian cinema: a film presentation with comments and discussion; every 4 weeks.
- The Italian music: an afternoon listening to the Italian music and learning about different groups and singers; every 4 weeks.
- A workshop which combines performance, exercises and instruction (led by Altero Borghi, a Siennese actor and theatrical director). This popular new activity enables students to use their individual language experiences while engaging in fun and amusing vocal and pronunciation exercises. Every four weeks; every two weeks during the summer.
- Seminar: the History of the "*Palio*" - historical horse race: four lessons in the afternoon and visit of the museum of a "*Contrada*" (historical city districts), for beginners as well as for advanced students; in the summer months.
- Wine and Cheese tasting in a typical wine bar. Students will discover the art of wine tasting, guided by expert sommeliers. Every 4 weeks (at cost price).

### C) ALL ABOUT ARRIVAL, TRANSFER & HOUSING (A - Z)

#### Accommodation in host-family:

In selecting host families, we do not look for luxury and comfort in the material sense but for Italian families who appreciate receiving foreign students. Additionally, the word 'family' should not be taken too literally, as a family can be 'traditional' with children, a single parent or a childless couple who take in students because they enjoy the company.

Hand-washing of clothes as well as the use of the ironing board is permitted with no extra charge. The use of the washing-machine is not included, but arrangements can be made between the landlord, the school and the student.

Bed-linens are provided and changed every two weeks, but students need to bring their own towels.

Remember that in family homestay students cannot cook on their own (exceptions on special request).

#### Accommodation in a shared apartment:

Students share a flat or floor of a house either with other students from our school, with other Italian students or with the owner.

Kitchen and bathroom are of common use.

The apartments are furnished and the kitchens are supplied with all essential kitchen utilities (cutlery, plates, pans etc.).

Students can prepare their meals separately or together with their flatmates and fellow students.

Electricity, gas, water, local costs and taxes are included in the price.

The apartments are cleaned before arrival. During the stay, students and their flatmates are responsible for the cleaning of their own room and of the rooms used in common (kitchen and bathroom).

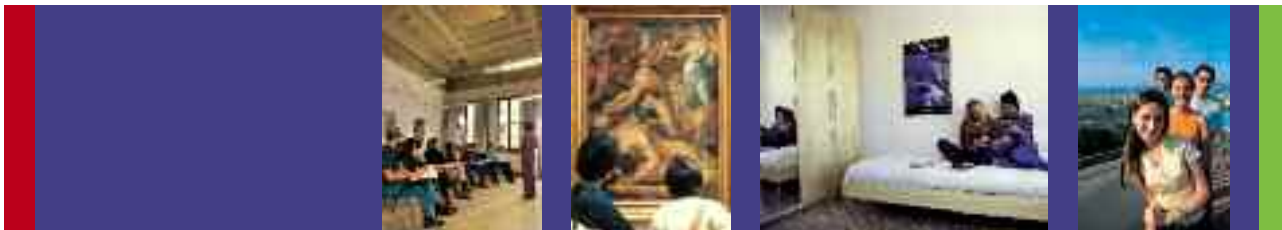
Bed-linens are provided and changed every two weeks or, in alternative, upon arrival each student will be given a set of bed-linens, two sets if they stay for a longer period. In this case students will wash bed-linens themselves.

Students need to bring their own towels.

Please note, that we may request a deposit of 100 Euro for shared apartment accommodation to get the keys. This deposit must be paid in cash at arrival and will be refunded on departure, less reparation costs if needed.

There is no telephone in the apartment.

Italy uses a 220 Volts/AC system. Plugs may differ from those in the home country and it's possible that students need an adapter.



## F.A.Q. - FREQUENTLY ASKED QUESTIONS (5)

### Accommodation reservations:

To make reservations for accommodation, we need your client's (or their parents') credit card number as guarantee deposit. Together with the confirmation of the address we will inform you about the exact rent of the booked accommodation. If accommodation is not yet included in the package price, students have to pay this amount immediately upon arrival in Italy. By paying the rent, students accept the accommodation arranged. In case your client would like to change accommodation we ask him/her to discuss this with our secretariat before paying the rent.

### Accommodation in a private apartment:

Private apartments are more comfortable than shared apartments and therefore more expensive. They are available for one or more persons. Prices are available on request. Please note that the private apartments must be reserved well in advance and the prices may vary depending on the city and season.

### Accommodation in a Hotel:

We work with Hotels situated close to the schools (basic offer always: bed & breakfast, rooms with shower or bathroom). Prices are available on request and according to the categories of hotels and the season. Please make Hotel reservation well in advance.

### Availability:

Housing reservations run from the Sunday previous to the beginning of the course after 2:00 pm to the Saturday morning (10:00 am) at the end of the course. If your client needs to arrive a day earlier or to stay a day longer, please contact the school for help with extra accommodation arrangements. Different arrival or departure days must be confirmed in writing.

However, for host family and shared apartment accommodation it is not possible to arrive earlier than the Saturday before the start of the course and to remain later than the Sunday after the end of the course.

### Arrival date and time:

We need to be informed at least 4 days in advance of the arrival day and time of your client. Therefore, upon receiving the accommodation address, students have to contact the landlord (by telephone) or the school (by telephone, fax or email) to communicate the date and time of arrival in order to make the waiting time for both parts as short as possible. If there is no communication, students will be expected to arrive in the evening, after 6:00 pm.

Housing check in: Sunday before the start of the course, from 2 pm to 10 pm. For arrivals after 10 pm there is an extra charge of 25 Euro.

Housing check out: Saturday morning at the end of the course, until 10 am.

Different arrival or departure days only by special arrangements and on extra charges.

### Bed-linens / towels:

Bed-linens are provided and changed every two weeks or, in alternative, upon arrival each student will be given a set of bed-linens, two sets if they stay for a longer period. In this case students will wash bed-linens themselves.

Students need to bring their own towels.

### Emergency:

For emergencies, please consult the emergency phone numbers given to you together with the confirmation (to be used only if your client arrives outside the normal School office hours).

### Laundry:

Shared apartments: There is no washing-machine in the apartments. Students may use the many self-service laundromats.

Host families: Hand-washing of clothes as well as the use of the ironing board is permitted with no extra charge. The use of the washing-machine is not included, but arrangements may be made between the landlord and the student.

### Location:

Our accommodations are located in the city centers as well as in the suburbs. In any case students can easily reach the school and the center of the cities by public transport. To get from the suburbs to the center takes 15 - 25 minutes by public transport (Milan and Rome up to 50 minutes). If students have been placed in the town center (if available), it takes about 15 minutes walking to reach the school.

### Mail

Do not use the house address as your mail address, especially for Fedex, TNT or DHL parcels; they might easily get lost. Use the School secretary office address for such mail.

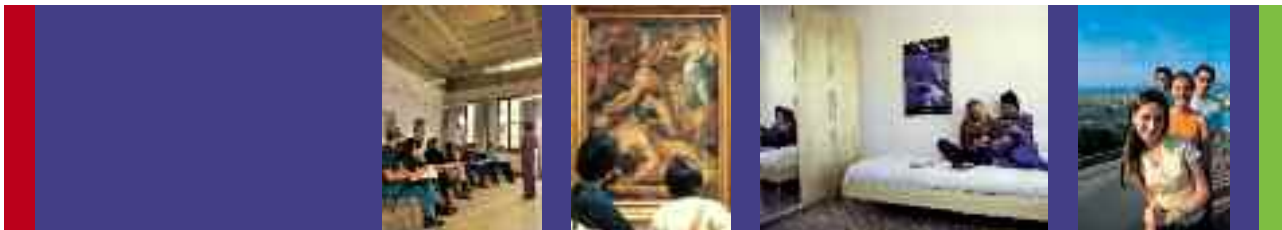
### Meals:

If your client books host family accommodation he/she can choose between breakfast and half board (breakfast and dinner). He/she will have the meals together with the family but should be aware that Italian eating habits can be rather different. Breakfast usually only consists of coffee or tea and bread, butter, marmalade. Dinner is a complete meal served normally at around 8:00 pm.

### Payment of accommodation:

Our schools only make reservations for accommodation. We need your client's (or your client's parents) credit card number as guarantee deposit. Payment for accommodation has to be made in Euro and in cash immediately upon arrival in Italy. It has to be paid in total (and not by instalments) for each month or shorter periods.





### F.A.Q. - FREQUENTLY ASKED QUESTIONS (6)

#### Photocopy of passport:

Following the events of September 11, 2001, Italian authorities have intensified checks on foreigners. The result is an unfortunate increase in paperwork. All landlords in Italy must declare the presence of tenants and thus need a photocopy of passports of all new tenants. We suggest your clients to bring a photocopy of their passport with them.

#### Room-mating with another student:

All our students may book a place in a double room. Furthermore, we offer our students the possibility to come together with their friend and take a double room, even if the accompanying person does not take a language course.

We recommend to book a 'place in a double room' only for young people (max. 30 years). According to our experience mature people normally do not feel at ease in a double room as they may have to share it with very young people who have different habits and attitudes.

#### Transfer:

Scuola Leonardo da Vinci offers transfer services from the airports in Rome, Milan, Bergamo (Orio al Serio), Florence and Pisa and from the train stations in Florence, Milan, Rome and Siena. For prices please consult our current price list. If your client wishes the school to arrange a transfer, please send us the arrival information (date and time of arrival and flight or train number) possibly with the enrollment form or at least one week before the arrival date.

Our transfer confirmation always indicates the meeting point with the driver as well as the transfer emergency phone number.

#### D) ALL ABOUT ... USEFUL INFORMATION (A - Z)

##### Check list:

- Valid passport or identity card;
- Tickets and reservations;
- Insurance documents;
- Money, traveller's cheques and credit cards;
- Personal medicine or medical prescriptions;
- EHIC-Card (for citizens from EU countries);
- Italian address given to parents, etc.;
- School informed about arriving time;
- Transfer requested from school.

##### Climate:

Although summer in Italy, from the Alps to Sicily, is quite warm, the winter in Northern and Central Italy can be quite cool; winter in the south, however, is relatively mild. The best weather in the cities is in spring and autumn.

Average summer temperatures range from 18°C to 30°C (64°F to 86°F), the average winter temperature is around 4°C to 16°C (39°F to 61°F).

#### Credit Cards / ATM:

Credit Cards are accepted almost everywhere. Your students can receive money at Automatic Teller Machines (ATM), if they have an ATM card linked to an international network (Bancomat, Postomat, EC, Cirrus, Plus, Maestro, etc.). Mastercard and Visa (with PIN number) may be used to withdraw cash from an ATM machine. Cash from ATM's only in Euro. To remember that the daily amount is limited.

#### Credits for American Universities:

All our school centers can award 3 College Credits per each language level, i.e.: ITA 105, ITA 106, ITA 205, ITA 206, ITA 301, ITA 302. We can send transcripts to American Universities, where our courses are usually accepted as valid language credits. Please ask us for more information.

#### Electricity:

Italy uses a 220 Volts/AC system. Additionally, wall sockets and plugs may differ from those in the home country. Be sure to give your clients information about the possible need for an adapter before departure.

#### Exchanging money:

When exchanging large amounts of money it is usually better to do it in Italy. However, your clients should also bring cash for the first few days (for the taxi, for purchasing small things, etc.). Students should avoid to change money in change offices because of high commission rates; the best exchange rates are at the bank. For a stay of more than 3 months, it may even be useful to open a bank account. Our staff will give students further information on it.

#### Fax:

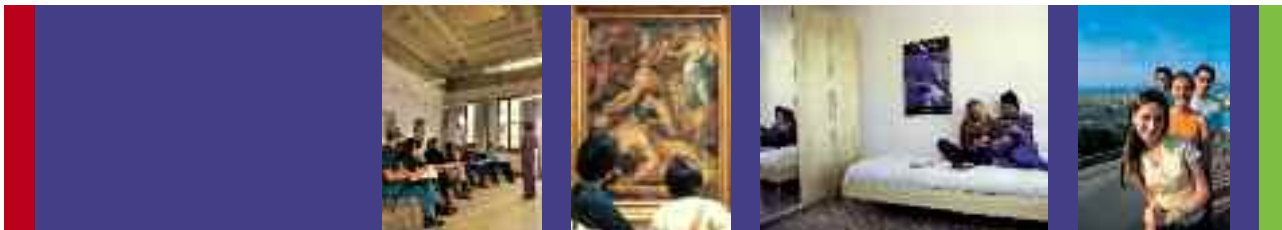
Faxes can be sent from the post office, from a lot of stationer's shops (cartoleria) and from copy shops. At our schools students can receive faxes free of charge and send them (against a fee).

#### Insurance:

Our students are insured (accidents) during their way to school (one hour before lessons start and one hour after lessons), during classes and during organized spare time activities.

Participants are not insured the time outside the school (in accommodation or spending their free time somewhere). They are not insured against illness, accidents, theft or loss of personal possessions, either by the schools or by those offering the accommodation. We therefore recommend taking out a personal insurance policy.

During the stay in Italy, students must be personally insured against illness and accident. Citizens from European Union countries are entitled to free medical care in Italy if they hold an European Health Insurance Card (EHIC-Card) which can be obtained from their local health authority in their home country before departing for Italy.



### F.A.Q. - FREQUENTLY ASKED QUESTIONS (7)

#### *Insurance (following)*

Students from non-EU countries must enquire with the authorities in their countries to know if they are insured during a stay abroad; if they are not covered, they should arrange health insurance to cover their stay in Italy.

Moreover, participants are advised to insure against loss of fees due to non-arrival, absence or unexpected termination of their course. They may contact their own travel agent for further details or our schools.

#### **Internet access and sending & receiving emails:**

The email addresses of our schools can be used for the receipt of private messages. All our School Centers offer free Internet access for our students.

#### **Italian Currency / Euro - European Union currency:**

The basic unit of Italian currency is the Euro. 1 Euro = 100 cents.

#### **Health, Medical Doctors and Pharmacies:**

The first-aid service in the Emergency Room (*Pronto Soccorso*) of the hospital is free for anyone who is in need.

Our schools can provide a doctor whenever students are in need of a consultation or medical care.

In every city students will find 24-hour pharmacies. Your clients should not forget to bring, if necessary, their own medical prescriptions.

#### **Public Holidays:**

Our schools are closed on the following national and local public holidays: January 6th (Epiphany, called "*Befana*"), Easter Monday, April 25th (National Holiday), May 1st (Labour Day), June 2nd (Republic Day), June 24th (Saint John, Florence only), June 29th (Saint Peter and Paul, Rome only), August 15th (Assumption Day, called "*Ferragosto*"), November 1st (All Saints' Day), December 7th (Saint Ambrose, Milan only), December 8th (Immaculate Conception). Lessons are not held, not made up and not refunded.

#### **Pocket money:**

This is not the same for every person but we think that Euro 80 per week, in addition to the costs for accommodation and food, should be enough.

#### **Telephone:**

International telephone calls can be made from all public telephones (in the telephone offices, in bars, etc.). Also, the schools in Florence, Milan and Rome have a public telephone.

The country code for Italy is «39»:

- 'Land phone': The country code must always be followed by the «0» before the area code;
- 'Mobile phone': There will never be the «0» before the number.

#### **Traveling by train:**

There are several night- and Eurocity-day-connections with Italy. People under 26 years may receive special discounts. Reservations for sleeping car or couchettes should be made as early as possible. Siena is connected with Florence and Rome by a public bus or by the train.

#### **Traveling by car:**

All of our course locations are conveniently located on the national motorways.

In the old city centers parking is normally not allowed. In all other districts parking is free of charge except for specially marked short term parking zones. Paid parking in garages is usually available near our schools.

#### **Traveling by air:**

Our schools in Florence and Siena can be reached from the airports in Florence, Pisa, Rome-Fiumicino and Rome-Ciampino. The school in Milan can be reached from the airports Linate, Malpensa and Orio Al Serio. The school in Rome is easily reached from Fiumicino and Ciampino airports.

#### **Visa:**

Citizens from the European Union do not need a visa and can enter Italy with an Identification card or Passport. Citizens from other countries should check with the nearest Italian Embassy or Consulate.

If your clients need a visa to extend the stay for more than 90 days they should apply for a 'Type D' (student) visa. Our schools will provide you, after enrollment and pre-payment of the global tuition fees, with a certificate of enrollment for your client's visa application.

#### **World time zones:**

Italy uses Middle-European-Time (MET):

- Florence, Milan, Rome, Siena, Viareggio: ± 0;
- London: - 1;
- New York: - 6;
- Los Angeles: - 9;
- Beijing, Shanghai, Tokyo: + 8;
- Seoul, Sydney: + 9.

From the last Sunday of March to the last Sunday of October the clocks in Italy are turned ahead one hour.

#### ***Nota bene:***

***If you didn't find what you were looking for, please feel free to enquire by phone, fax, email or skype:***

Phone: +39-055-290305  
Fax: +39-055-290396  
Email: [info@scuolaleonardo.com](mailto:info@scuolaleonardo.com)  
Skype: [italianinitaly](https://www.skype.com/en/contacts/italianinitaly)



## THE DIPLOMAS OF THE ITALIAN LANGUAGE «FIRENZE» (1)

The Accademia Italiana di Lingua® (AIL) is the professional Association of schools, institutions and experts in the field of teaching Italian as a Foreign Language. The main aim of the association is to further and to guarantee the high standards set by the association and required from its members. The association represents schools and institutions in Italy and abroad and its main office is located in Florence.

The AIL has thus initiated the first Diploma of modern Italian which effectively tests the language abilities of the candidates. Diploma examinations «Firenze» in written and spoken Italian for the various ability levels, are held four times a year in the homologated examination centers.

AIL offers the following Diploma examinations:

**DELI-A1** The Diploma of the Italian Language «Firenze» AIL, **Elementary level-A1**, may be passed at the end of the 1st ability level. CEFR level: A1 • S/N level: N2. )\*

**DELI-A2** The Diploma of the Italian Language «Firenze» AIL, **Elementary level-A2**, may be passed at the end of the 2nd ability level. CEFR level: A2 • S/N level: N4. )\*

**DILI-B1** The Diploma of the Italian Language «Firenze» AIL, **Intermediate level-B1**, may be passed at the end of the 3rd ability level. CEFR level: B1 • S/N level: N6. )\*

**DILC-B1 Business** The **Business** Diploma of the Italian Language «Firenze» AIL, **Intermediate level-B1**, may be passed at the end of the 3rd ability level. CEFR level: B1 • S/N level: N6. )\*

**NB:** The AIL DILC-B1 Examination has been recognized by the UFFT (Swiss Federal Office for professional education and technology) as the final Italian exam, it being the second national language, for all the professional commercial schools in Switzerland.

**DILI-B2** The Diploma of the Italian Language «Firenze» AIL, **Intermediate level-B2**, may be passed at the end of the 4th ability level. CEFR level: B2 • S/N level: N8. )\*

**DALI-C1** The Diploma of the Italian Language «Firenze» AIL, **Advanced level-C1**, may be passed at the end of the 5th ability level. CEFR level: C1 • S/N level: N9. )\*

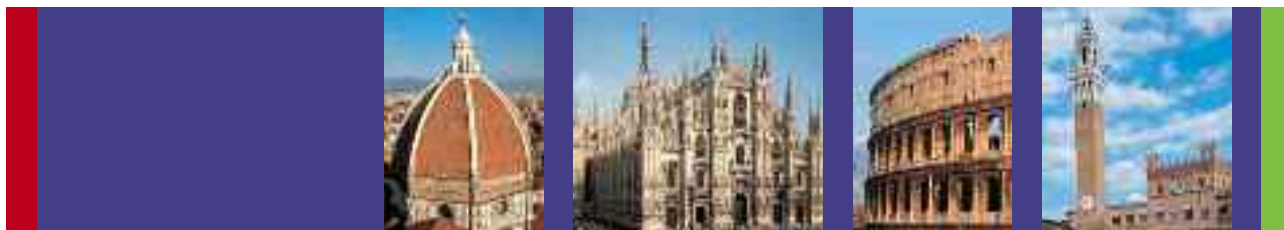
**DALC-C1 Business** The **Business** Diploma of the Italian Language «Firenze» AIL, **Advanced level-C1**, may be passed at the end of the 5th ability level. CEFR level: C1 • S/N level: N9. )\*

**DALI-C2** The Diploma of the Italian Language «Firenze» AIL, **Advanced level-C2**, may be passed at the end of the 6th ability level. CEFR level: C2 • S/N level: N10. )\*

\*) Language ability scale according to the European Language Portfolio (Common European Framework of Reference for Languages - CEFR) which is based on the assessment grid of Schneider/North (S/N).

**Weightings for each test (in %) of the various Diplomas «Firenze» AIL**

Examination	DELI-A1	DELI-A2	DILI-B1	DILC-B1	DILI-B2	DALI-C1	DALC-C1	DALI-C2
Test	%	%	%	%	%	%	%	%
Reading comprehension	20	30	20	20	20	15	15	20
Written expression	10	10	20	20	20	25	25	20
Morphosyntactic skills	10	10	15	15	20	20	20	20
Listening comprehension	20	20	20	20	15	15	15	20
Oral expression	40	30	25	25	25	25	25	20
Proficiency								
Passive skill proficiency	40	50	40	40	35	30	30	40
Active skill proficiency	60	50	60	60	65	70	70	60



## THE DIPLOMAS OF THE ITALIAN LANGUAGE «FIRENZE» (2)

### Outcome of the exams of the various levels

The examinations are standardized and carried out according to the Examination Regulations of the Accademia Italiana di Lingua® (AIL), on the basis of the tasks as developed by the AIL Expert Commission. The examinations are adjudicated according to objective criteria.

- DELI-A1** By passing this examination in Italian language, the candidate demonstrates understanding of simple and familiar expressions and to be able to interact in simple contexts with the help of the interlocutor.
- DELI-A2** By passing this examination in Italian language, the candidate has shown that he is able to understand the main structures of the Italian language, read simple texts and communicate in elementary everyday situations.
- DILI-B1** By passing this examination in Italian language, the candidate has shown that he is able to communicate, both orally and in writing, in all everyday situations. He understands conversations that deal with topics of everyday life and can participate in these. He is also able to understand texts that deal with these topics and can express his own opinions in writing.
- DILC-B1 Business** By passing this examination in Italian business language, the candidate has shown that he is able to communicate, both orally and in writing, in all everyday situations. He understands conversations that deal with topics of everyday life and the economy and can participate in these. He is also able to understand texts that deal with these topics of everyday life and the economy, and can express his own opinions in writing. ***This examination is recognized as the final Italian exam, it being the second national language, for all the professional commercial schools in Switzerland.***
- DILI-B2** By passing this examination, the candidate has demonstrated his/her ability to communicate and comprehend Italian, both in the oral and written form, regarding terms already familiar to the candidate.
- DALI-C1** By passing this examination, the candidate has proven that his knowledge of the Italian language enables him to express himself correctly, both orally and in writing, with the complexity expected of everyday language skills. Additionally, he can understand and compose written texts.
- DALC-C1 Business** By passing this Italian business language examination, the candidate has shown the ability to communicate in any situation requiring a strong knowledge of commercial Italian: correspondence, public relations, specialized literature, secretarial work, business meetings etc.
- DALI-C2** By passing this examination, the candidate has proven that he understands with ease virtually everything heard or read in Italian. He can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. He can express himself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.

### Levels of the various Diplomas «Firenze» AIL

Language ability scale	DELI-A1	DELI-A2	DILI-B1	DILC-B1	DILI-B2	DALI-C1	DALC-C1	DALI-C2
Common European Framework (CEFR)	A1	A2	B1	B1	B2	C1	C1	C2
Günther Schneider & Brian North	N2	N4	N6	N6	N8	N9	N9	N10

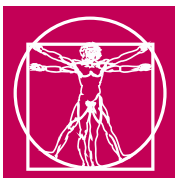
### Examination dates for the AIL Diplomas «Firenze»

2018				2019			
30 March	29 June	28 September	07 December	29 March	28 June	27 September	06 December

### Examination fees 2018

Examination fees 2018	Mock examination material
DELI-A1 / DELI-A2	<p>85 Euro</p> <p>For more information, request of mock examination and enrollment please contact the information office of Accademia Italiana di Lingua® AIL: <a href="mailto:info@acad.it">info@acad.it</a> or visit the web site of the AIL: <a href="http://www.acad.it">www.acad.it</a></p> <p>Accademia Italiana di Lingua® AIL via Brunelleschi 4, IT-50123 Florence - Italy Phone: +39-055-290305 • Fax: +39-055-290396</p>
DILI-B1 / DILI-B2	
DILC-B1 Business	
DALI-C1 / DALI-C2	
DALC-C1 Business	





## FIRENZE (1)



# SCUOLA LEONARDO DA VINCI® FLORENCE

## THE CITY

Florence, in the heart of Tuscany, is the cradle of the Renaissance and the classical Italian of Dante, Petrarch, and Boccaccio. While other European cities still lived in the Middle Ages, modern art and culture developed here under the reign of the Medici. Today in Florence one can visit and admire the masterpieces of artists like Botticelli, Michelangelo and Leonardo da Vinci in world-famous museums (the “Uffizi”, the “Accademia”, “Palazzo Pitti”), in beautiful churches, or even on a casual walk through the city.

The “*Ponte Vecchio*” connects the lively and historic city center around the Cathedral with the quieter neighborhood on the other side of the “*Arno*” river. Florence's urban landscape is distinguished by beautiful squares like “*Piazza della Repubblica*” and “*Piazza della Signoria*”, by small streets and winding medieval alleys, by various markets, and above all by the marvelous cupola of the Cathedral, visible from almost everywhere in the city.

Today Florence attracts tourists from all over the world who find here, besides history, everything to make them feel at home: Tuscan food and the best Italian wines, numerous bars and discos, a traffic-free center, and many inviting shops.

### Your contact persons:



Mrs. Geraldine Villiger

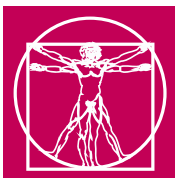


Mr. Marco Ristori



Mrs. Silvia Costantino





## FIRENZE (2)



### THE SCHOOL

The Scuola Leonardo da Vinci is situated in a beautiful historical “palazzo” with a magnificent view of the Cathedral in the heart of downtown Florence, only a few minutes walk from the most famous sights. A student lounge with coffee corner is at our students disposal and students have free access to our Internet Point.

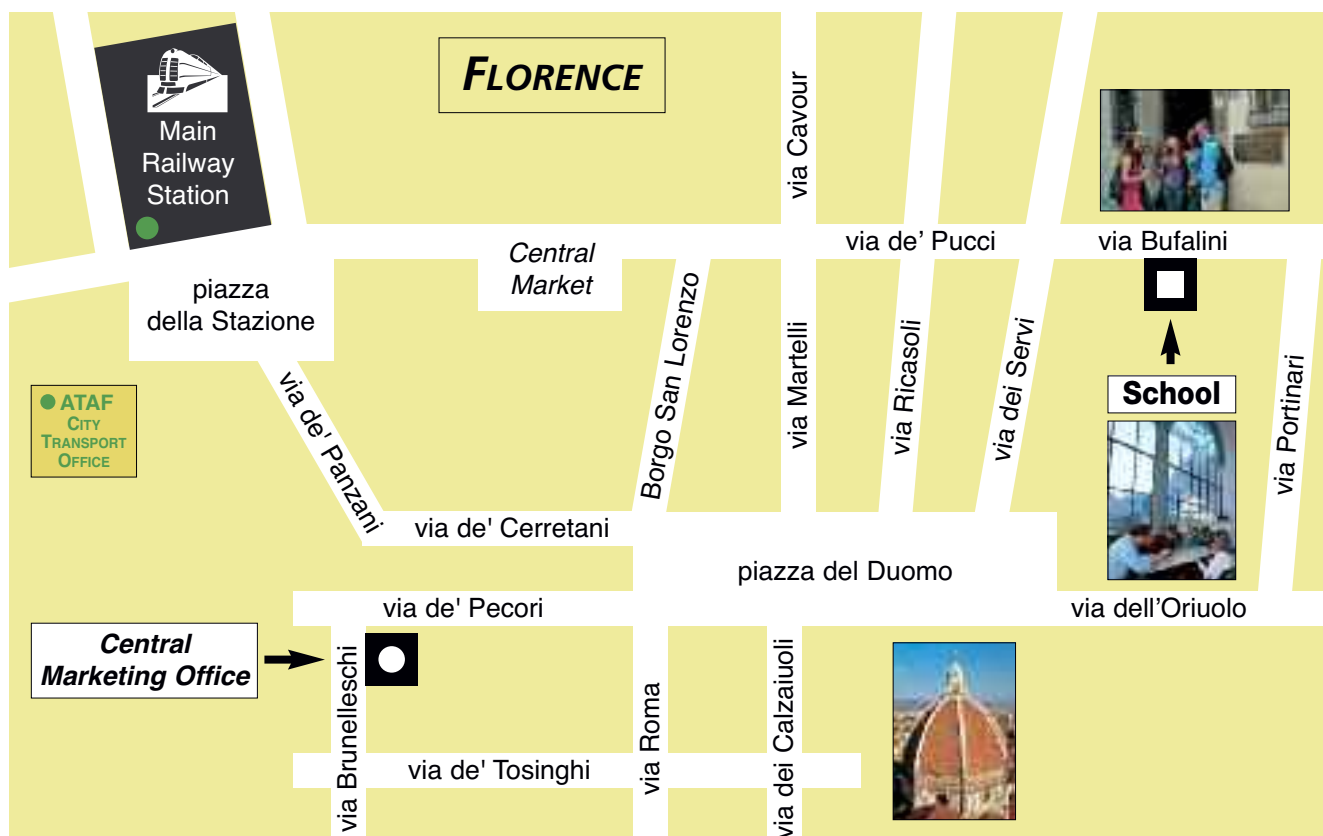
- 15 classrooms
- Internet Point, free time
- Free WiFi
- Student Lounge with Coffee Corner

### QUALITY AND RECOGNITIONS

- Officially authorized by the Italian Ministry of Education: *Decreto Prot. n. 15707/C.19 del 5.7.2000*
- Officially recognized by the Region of Tuscany as Professional Training Center
- Quality management system «ISO 9001:2015» certified by SQS-IQNET

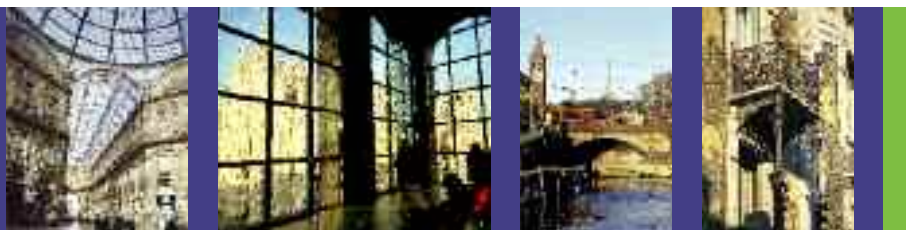
### HOW TO GET TO FLORENCE

- by car: A1 motorway "Autostrada del Sole" Milan - Rome, exit Firenze Nord.
- by train: Train from Milan/Verona/Venice via Bologna to Firenze S.M.N. (main railway station).
- by plane: • Flight to Florence-Peretola, with citybus "ATAF" or "Sita" direct to Firenze S.M.N.  
• Flight to Pisa, with Airport Train direct to Firenze S.M.N.  
• Flight to Rome-Fiumicino, with Airport Train to Roma-Termini and with train to Firenze S.M.N.





## MILANO (1)



# SCUOLA LEONARDO DA VINCI® MILAN

## The City

Milan is the city that never sleeps and Italy's creative capital. The most international of all Italian cities, it offers the possibility to meet people from all around the world who are here studying, working and having fun together. The fashion addicted will feel right at home here. Milan is also the main destination and a necessary stop for all of those that would like to get to know and taste the real Italian Style. In Milan, what counts is a lifestyle and each detail can make a difference.

Most of the Milan's sights are situated in the city center. "*Piazza del Duomo*" is the city's belly button. It is dominated by the Cathedral, "*il Duomo*", which is the second largest Gothic church in the world. Every itinerary starts from here and returns to it. Not far from the Cathedral you'll find the most important Opera House in the world, "*La Scala*", waiting for you. This is the place that hosted all the major voices of the past two centuries, among them "*la divina*" Maria Callas.

Just a few steps from "*La Scala*" you will find the "*Brera*" district, the oldest and the most characteristic area in Milan. Walk into it and you will feel like you've been transported into another epoch, with narrow streets, small coffee bars, musicians playing classical music, and tarot card readers waiting to predict your destiny.

Our school is located in the "*Navigli*" area, which is the heart of Milan's night life, with bars, restaurants and discos that are open until early morning. Also famous for numerous antique shops and laboratories, this area is the favourite spot for artists, designers, and craftsman.

## Your contact persons:



Mrs. Gessica Zorz



Mrs. Valentina Erika Parini



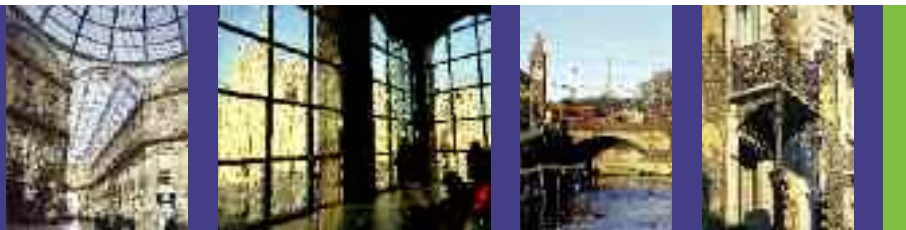
Mrs. Anna Tempesta







## MILANO (2)



### THE SCHOOL

Situated in a University Campus, the school is composed of nice large classrooms, all equipped with air conditioning, a secretary, a director's office, Internet Point free of charge, and WI-FI connection throughout the area. It's the perfect place to learn Italian!

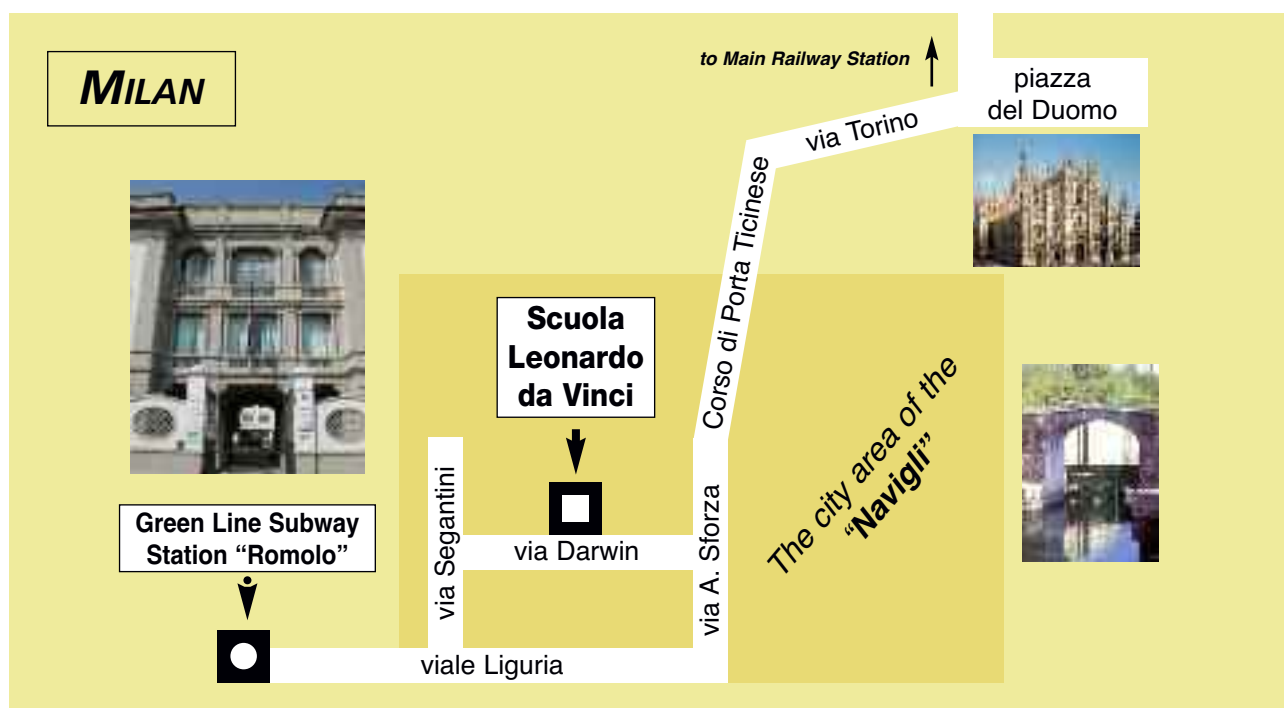
- 9 classrooms
- Internet Point, free time
- Free WiFi at school and in all shared apartment accommodations
- Coffee Corner and Mensa on Campus

### QUALITY AND RECOGNITIONS

- Officially recognized by the Region of Lombardy as Professional Training Center
- Quality management system «ISO 9001:2015» certified by SQS-IQNET

### HOW TO GET TO MILAN

- by car:
  - A1 motorway “Autostrada del Sole - Tangenziale Ovest” (connecting Milan with Rome and Switzerland), exit Milano Famagosta (exit # 6).
  - A4 Motorway (connecting Milan with Turin and Venice) - Tangenziale Est, exit Milano Chiari.
  - A7 Motorway (connecting Milan with Genoa), exit Milano Ovest.
- by train: Train from Rome/Venice/Switzerland to Milan “Stazione Centrale” (main railway station); with Subway M2 (green line) direction Famagosta, stop at Romolo station.
- by plane:
  - Flight to Milan-Linate, Shuttle to “Stazione Centrale” Air Terminal, Subway (green line) to Romolo station.
  - Flight to Milan-Malpensa, Shuttle to piazzale Cadorna, Subway (green line) to Romolo station.
  - Flight to Bergamo-Orio Al Serio, Shuttle to “Stazione Centrale”, Subway (green line) to Romolo station.







## ROMA (1)



# SCUOLA LEONARDO DA VINCI® ROME

## THE CITY

Rome, known as the 'Eternal City', is the monumental capital of Italy with a wide cultural offer: from museums to parks, from art galleries to unique and unforgettable archaeological sites. Famous for its vivid night-life, its family run restaurants and world famous hotels, Rome combines tradition with modernity, elegance with informality. Rome has also many theatres, cinemas, restaurants, clubs and markets - it will be difficult to choose from.

Rome is a multi-layer unique capital, not only because another hidden city lies beneath today's surface, but also because in Rome you will witness the abundance of various styles from different ages: from Roman to Medieval architecture, from Renaissance perfection to Baroque splendour. This abundance makes Rome one of the most attractive and exciting cities in the world: discover the seduction of its squares, hear the water flowing from its magnificent fountains, admire the holiness of its numerous churches where world renowned artists have created masterpieces, feel the history of mankind as you walk through Roman's ruins and its beautiful buildings, enjoy people strolling at "Campo dei Fiori", "Piazza Navona" and "Piazza di Spagna".

The hospitality and warm character of its people will make it easy for our students to make new friends. Rome is a cosmopolitan city with so much to offer to the visitor, it is one of the perfect places in which to learn Italian.

## Your contact persons:



Mrs. Cinzia Galano



Mrs. Teodora Dimitrova





## ROMA (2)



### THE SCHOOL

The Scuola Leonardo da Vinci is located in an attractive and elegant typical aristocratic building in the center of Rome, in the pedestrian area, halfway from the astounding “Piazza Navona”, “Castel S. Angelo” and “San Pietro” Basilica. This area, typically Roman, abounds with charming cafes, shops, boutiques, libraries and a vibrancy found nowhere else in the city. The whole school building and the surroundings have free wireless Internet access.

- 12 classrooms
- Internet Point, free time
- Free WiFi
- Nearby Café/Restaurant with WIFI and discounted prices for our students

### QUALITY AND RECOGNITIONS

- Officially authorized by the Italian Ministry of Education: *Decreto Prot. n. 59736 del 13.09.1999*
- Quality management system «ISO 9001:2015» certified by SQS-IQNET

### HOW TO GET TO ROME

- by car: A1 motorway "Autostrada del Sole" Milan - Rome, exit Roma-Nord.
- by train: Train from Milan/Verona/ Venice - Rome to Roma Termini (main railway station).
- by plane: • Flight to Rome-Fiumicino, with Airport Train to Roma Termini or to Roma Ostiense/ Trastevere.  
• Flight to Rome-Ciampino, Shuttle to Roma Termini (main railway station).





## SCUOLA LEONARDO DA VINCI® SIENA

### THE CITY

Surrounded by hills and the olive groves and vineyards of '*Chianti*', Siena is for many the most beautiful city of Tuscany. Its heart is the '*Piazza del Campo*', the center for feasts and colorful festivals, closed to traffic since the 1950's.

Siena offers many possibilities to satisfy art lovers: the Cathedral, the '*Palazzo Pubblico*' and the former hospital '*Santa Maria della Scala*', which serves today as a cultural center. But the visitor will find the special charms of Siena off the usual tourist path, in the winding alleys and steep steps which connect the three hills of the city.

Siena is world famous for the annual historic horse-race, the "*Palio*", which takes place in the '*Piazza del Campo*' on July 2nd and August 16th, but already causes excitement in the city many weeks before.

In addition to the bustling daily life of the streets and squares of the city, Siena offers many cultural events, the theatre, concerts and cinema as well as a variety of athletic facilities. The small towns San Gimignano, Montalcino and Volterra are not far away from Siena and to the romantic beaches of the Maremma on the Mediterranean sea it is only 70 km.

### **Your contact persons:**



Mrs. Cristina Ceccatelli



Mrs. Sonia Piccoli







## SIENA (2)



### THE SCHOOL

The Scuola Leonardo da Vinci is located on a typical Sienese street in the historic center of Siena, next to “Piazza San Domenico” and “Piazza Gramsci” and a three-minutes walk from “Piazza del Campo”. It is a small language school, known for its familiar and friendly atmosphere. After classes, the sunny terrace of the school provides a scenic meeting place for the students. The school offers free Internet access for all students.

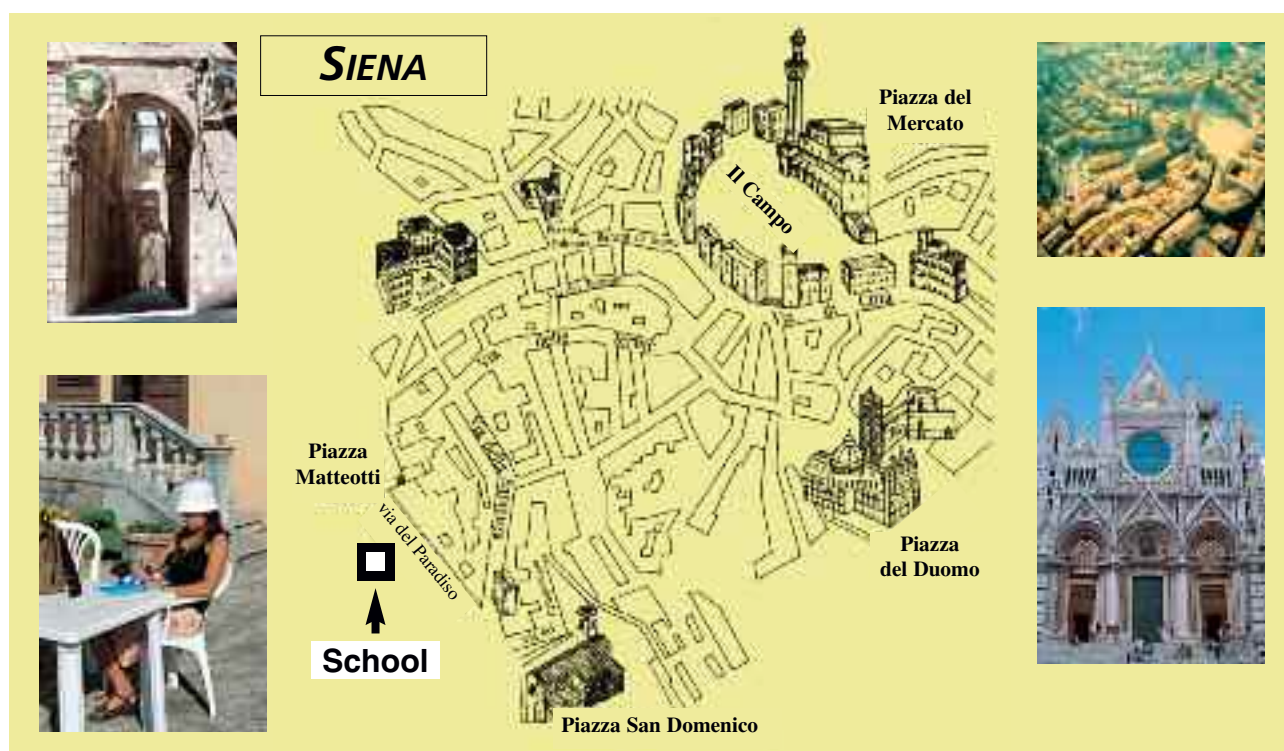
- 8 classrooms
- Free WiFi
- Coffee Corner

### QUALITY AND RECOGNITIONS

- Officially authorized by the Italian Ministry of Education: *Decreto Prot. n. 9267 del 23.09.2002*
- Quality management system «ISO 9001:2015» certified by SQS-IQNET

### HOW TO GET TO SIENA

- by car: A1 motorway "Autostrada del Sole" Milan - Rome, exit Firenze Certosa, direction Siena.
- by train and bus: Train Milan/Verona/Venice via Bologna to Florence;  
SITA bus from Florence Main Railway Station to Siena.
- by plane:
  - Flight to Florence-Peretola, with city bus to Florence Main Railway Station and with bus SITA to Siena.
  - Flight to Pisa, with train to Florence, change at Empoli to Siena or, in alternative, with direct bus TRA-IN to Siena.







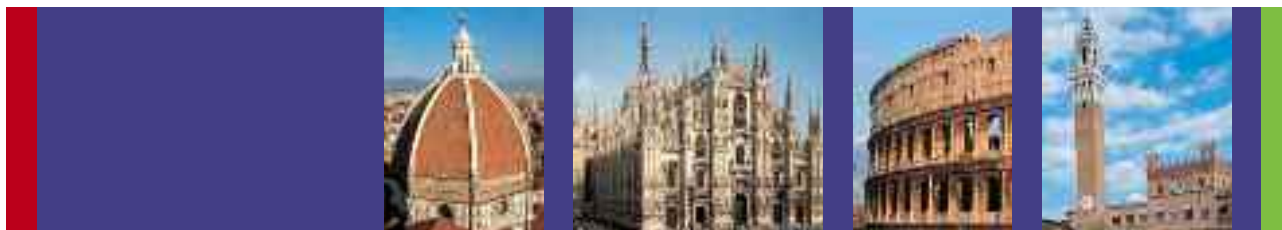
## ADDRESSES OF THE SCHOOL CENTERS (1/2)

- N.B.:**
- The country code for Italy is «39».
  - 'Land phone numbers': The country code must always be followed by the «0» before the area code.
  - 'Mobile phone numbers': After the country code there will never be the «0» before the number.

### Scuola Leonardo da Vinci - Central Marketing Office, Florence - Certified by SQS-IQNET <ISO 9001:2015>

Address:	via Brunelleschi 4, IT-50123 FLORENCE - Italy
Phone number:	+39-055-290305
Fax number:	+39-055-290396
Email:	info@scuolaleonardo.com
Skype:	italianinitaly
Management:	Mrs. Chiara Poggi, Mr. Hans-Gedeon Villiger, Mr. Guido Poggi
Association membership:	<ul style="list-style-type: none"> <li>• AIL - Accademia Italiana di Lingua® (Diplomas «Firenze»)</li> <li>• ASILS - Association of language schools of Italian as a foreign language®</li> <li>• EDUITALIA - International Education</li> <li>• ELITE - European Federation of Associations for Teaching Mother Tongues</li> <li>• FIYTO - Federation of International Youth Travel Organisations</li> <li>• ALTO - Association of Language Travel Organisations</li> <li>• NAFSA - Association of International Educators</li> </ul>





## ADDRESSES OF THE SCHOOL CENTERS (2/2)

<b>Scuola Leonardo da Vinci, Florence</b> - Officially authorized: Decreto Prot. n. 15707/C. 19 del 05.07.2000			
Address:	via Bufalini 3, IT-50122 FLORENCE - Italy		
Phone number:	+39-055-261181	Head of school:	Mr. Gianni Mannu
Fax number:	+39-055-294820	Director of Studies:	Mr. Guido Ristori
Email:	accountflorence@scuolaleonardo.com	Year of foundation:	1977
Skype:	studyitalianflorence		
Emergency phone number:	in Italy: 339-6907685 • from abroad: +39-339-6907685 (To be used only on Sundays of arrival!)		
Transfer phone number:	To be notified with the transfer confirmation.		

<b>Scuola Leonardo da Vinci, Milan</b> - Officially recognized by the Region of Lombardy			
Address:	via Carlo Darwin 20, IT-20143 MILAN - Italy		
Phone number:	+39-02-8324.1002	Head of school:	Mr. Wolfango Poggi
Fax number:	+39-02-8942.5256	Director of Studies:	Ms. Sanda Stevanovic
Email:	milan@scuolaleonardo.com	Year of foundation:	2004
Skype:	learnitalianmilan		
Emergency phone number:	in Italy: 346-2179025 • from abroad: +39-346-2179025 (To be used only on Sundays of arrival!)		
Transfer phone number:	in Italy: 02-475657 • from abroad: +39-02-475657 (Autonoleggio Capri)		

<b>Scuola Leonardo da Vinci, Rome</b> - Officially authorized: Decreto Prot. n. 59736 del 13.09.1999			
Address:	piazza dell'Orologio 7, IT-00186 ROME - Italy		
Phone number:	+39-06-6889.2513	Head of school:	Mr. Pier Alberto Merli
Fax number:	+39-06-6821.9084	Director of Studies:	Mr. Massimo Aureli
Email:	rome@scuolaleonardo.com	Year of foundation:	1984
Skype:	learnitalianrome		
Emergency phone number:	in Italy: 328-0313040 • from abroad: +39-328-0313040 (To be used only on Sundays of arrival!)		
Transfer phone number:	in Italy: 348-8819571 • from abroad: +39-348-8819571 (Caravel Auto)		

<b>Scuola Leonardo da Vinci, Siena</b> - Officially authorized: Decreto Prot. n. 9267 del 23.09.2002			
Address:	via del Paradiso 16, IT-53100 SIENA - Italy		
Phone number:	+39-0577-249097	Head of school:	Mrs. Patricia Ramspeck
Fax number:	+39-0577-249096	Director of Studies:	Mrs. Sonia Piccoli
Email:	siena@scuolaleonardo.com	Year of foundation:	1991
Skype:	learnitaliansiena		
Emergency phone number:	in Italy: 349-6792560 • from abroad: +39-349-6792560 (To be used only on Sundays of arrival!)		
Transfer phone number:	in Italy: 348-3844650 • from abroad: +39-348-3844650 (Mr. Ricci)		



Welcome to the **Scuola Leonardo da Vinci®** educational group!

**Scuola Leonardo da Vinci®** is a leading in country Italian language school organization grouping:

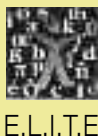
- Scuola Leonardo da Vinci, **Florence**, founded in 1977
- Scuola Leonardo da Vinci, **Rome**, founded in 1984
- Centro Puccini, **Viareggio**, Partner School on the Tuscan Riviera, clustered in 1988
- Scuola Leonardo da Vinci, **Siena**, founded in 1991
- Scuola Leonardo da Vinci, **Milan**, founded in 2004

**Scuola Leonardo da Vinci®** is continuously increasing the number of its students.

**Scuola Leonardo da Vinci®** has separate departments for different needs, all targeted to a single goal:

## QUALITY!

- **Linguistic Department**, which monitors the students' learning and develops new didactic subjects and technologies.
- **Accommodation and Welfare Department**, which monitors the quality of housing and the welfare of the students.
- **Leisure and Culture Department**, which programs and organizes extra-curricular activities.
- **Marketing Department**, which satisfies the inquiries of agencies: you have a single partner for four different locations in Italy: Florence, Milan, Rome and Siena.





**SCUOLA  
LEONARDO  
DA VINCI®**

**53**

*Services for Agents  
and Partners*

*Officially authorized by the Italian Ministry of Education  
Officially recognized by the Regions as Professional Training Centers  
Quality management system «ISO 9001:2015» certified by SQS-IQNET*



Scuola Leonardo da Vinci®  
via Brunelleschi 4  
IT-50123 FIRENZE - Italy

Tel.: +39-055.290305  
Fax: +39-055.290396  
Skype: italianinitaly

[info@scuolaleonardo.com](mailto:info@scuolaleonardo.com)



## **Sales and Marketing Training on Skype**



Do you have new staff members? Scuola Leonardo da Vinci® offers Skype training during your business hours.

The training will give you an overview of our programs and suggestions on how to sell Scuola Leonardo da Vinci® to your clients.

The training is offered in English.  
To book your training session contact Mr. Wolfango Poggi at [wolfango.poggi@scuolaleonardo.com](mailto:wolfango.poggi@scuolaleonardo.com).

## **Downloads for Agents, Representatives and Educational Advisors!**

If you wish to download our photogallery, the 'Useful tips for our students' and other important information, please contact our Marketing Office at:

[info@scuolaleonardo.com](mailto:info@scuolaleonardo.com)







## **ALL OUR SUPPLEMENTARY COURSES ON REQUEST**

- x Art History**
- x Italian Culinary Arts and Professional Cooking**
- x Italian Wines**
- x Fine Arts Courses**
- x Leather Working Courses**
- x University Preparation Courses & Preparation for  
International Medical Admission Test - IMAT**
- x Fashion & Design Courses**
- x Fashion & Design Academies Preparation**
- x Courses for Musical Specialization**
- x Junior Summer Camp**

**-> For detailed information please contact:  
[info@scuolaleonardo.com](mailto:info@scuolaleonardo.com)**

