

APPLICATION FORM



Scuola Porta d'Oriente - Istituto di Lingua e Cultura Italiana
Via Antonio Primaldo, 70 - 73028 Otranto (LE) - ITALY
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Nome e Cognome: **Mr.** **Mrs.**
(name)

Data di nascita: **luogo di nascita:**.....
(date and place of birth)

Nazionalità: **Professione:**
(nationality) (occupation)

Indirizzo:.....
(home address)

tel.:..... **fax:**..... **e-mail:**.....

Hai già studiato l'Italiano?:.....
(have you already studied Italian?)

Scuola/università:..... **Quanto tempo?**
(school or university) (How much time?)

Livello: **elementare** **medio** **avanzato** **eccellente**
(level) (elementary) (intermediate) (advanced) (specialization level)

Desidero iscrivermi ai seguenti corsi (I wish to enroll for the following courses):

tipo di corso <i>course</i>	data inizio corso <i>starting date</i>	data fine corso <i>final date</i>	n° settimane <i>total weeks</i>

Tipo di alloggio: **Stanza singola (single room)**
(type of accomodation) **Stanza doppia (double room)**

Data di arrivo (date of arrival)..... **ora (time)**

by: **aereo (aeroplane) numero (number)** **treno (train)** **macchina (car)**
 Pullman (coach) **I want to reserve the pick-up service of the school**

Data di partenza (date of departure)

Come avete conosciuto la scuola?
How did you find out about the school?

.....

General Conditions of Participation

1. **Conclusion of the contract:** Please send the application form with the signed General Conditions of Participation by fax or by post to the school. Application must be received by the school at least 15/20 days before the starting dates of courses. The confirmation will be sent to you by post, fax or e-mail.
2. **Payments and documents:** The following is required for enrolment: - fill out the attached enrollment form, read attentively and sign the General Conditions of Participation; - enclose the receipt for the payment of the course + enrollment fee + 30% of the accommodation. Payment can be made through: - **International postal order** (by the post office), made payable to Scuola Porta d'Oriente - Via Antonio Primaldo 70 - 73028 Otranto, Italy; - **Bank transfer**; - **International cheque or Bank cheque (only issued by your bank)**; - **Credit Card**. We have to charge you for the whole bank costs. As soon as we receive the payment we will be able to send you a confirmation (by e-mail, fax or letter) for the course.
3. **Services:** The contractual services provided appear in the brochure on the web-site and in the price list. Collateral agreements must be confirmed in writing.
4. **Cancellations:** Cancellations must be sent to the school centre by registered letter, telegramme, fax or e-mail. If a cancellation is made about 30 days before the beginning of the course the 50% of the course will be retained. If a cancellation is made after the 30 days before the beginning of the course or after the course has been started (even the first day), the full course fees are forfeited, i.e. no refunds will be possible. It can be used for future enrollments within one year. Courses begin only on the published dates. There can be no refund for students who begin a course late or leave before completion of the course or miss lessons. The missed lessons cannot be recovered.
5. **Lessons:** Lessons are held from Monday to Friday and can take place either in the morning or in the afternoon. Lessons are not held (not refunded and not recovered) on national and local public holidays. One lesson is 50 minutes. If there should be only one participants for a certain course/level, the tuition cost will be converted to 1,30 h of one-to-one tuition. In the event that there will be only 2 or 3 students for a particular level, the number of hours will be reduced by 1 hour per day. The number of course hours include the initial test that is obligatory. Should a student be unable to attend a course, he or she cannot transfer the payment both for the course and accommodation to another student. **First day at school:** We will be expecting you at school at ca. 8:30/9.00 am. If you are absolute beginner you will attend your first lesson. All other students take a written and oral test which enables us to find the appropriate level. After the test, some teachers will describe programs, the school organization and will give you some useful information about the area. After the test the class lists and timetables will be communicated. If you have any questions about the level assigned, you should contact our course director immediately.
6. **Accommodation:** Accommodation is available from the Sunday evening before the beginning of the course to Saturday morning after the course up to 9,00. Different arrival or departure days must be confirmed to the school. The school is only an intermediary between students and landlords and cannot be directly responsible for the relations between them. However, you will be assisted by a member of our staff in case of problems. Please inform the school (by phone, fax or email), at least four days before your arrival, of your estimated time of arrival. If you arrive a day earlier, or if you want to stay a day longer, get in touch with the school. Bed-linens are provided, but you need to bring your own towels. The rest of the accommodation fee must be paid at your arrival or at the first day of school. Students must pay the reserved period by the enrollment form or by e-mail even if they arrive 1 or more days after. The money paid for accommodation is not refundable in case of cancellation or in case you leave the house before the reserved period. Each student will be required to pay a forfeiture deposit of 75 euros that will be refundable on the day of their departure. It must be understood that this deposit will not be refunded to those students who cause *problems* or ignore the Residential Rules posted in every apartment. Some specific examples of *problems* are listed below: - damage to furniture, fittings or objects within apartments. - extra cleaning, such as dirty dishes or rubbish left in apartments. - late departures that delay the scheduled cleaning of the rooms for subsequent guests. - when students reserving a single room attempt to lodge additional persons in the room without prior authorisation from the school. - when students attempt physical alterations in the rooms without prior authorisation from the school. **Please note:** the school is not obliged to inform students of the impending arrival of other students in apartments that are designated for *shared* accommodation.
7. **Transfer:** We also provide a personal transfer service from the airport of Brindisi and the train station of Lecce to your accommodation. If you would like the school to arrange a transfer, please send us your arrival information (date and time of arrival and flight or train number) with the enrolment form. Please, confirm your arrival almost one day before by calling the school or e-mailing. Contact the school in case of delays. Staff will be available to transport students from the school to their apartments before 9pm each evening. After 9pm this transportation must be reserved in advance, for which a fee will be payable.
8. **Insurance:** Participants are not insured against illness, accidents, theft or loss of personal possessions, either by the schools or by those offering the accommodation. Citizens from European Union countries are entitled to free medical care in Italy if they hold an E111 form which can be obtained from their local health authority in their home country before departing for Italy.
9. **Visa:** U.S.A and European citizens do not require a visa to enter Italy. Citizens of other countries should contact their nearest Italian Embassy or Consulate to check the details regarding entry permits. Our Certificate of enrolment fulfills one of the requirements to obtain a visa. This certificate can only be issued by our school centres after the whole course fee has been paid.
10. **Personal data:** The participant authorizes the Scuola Porta d'Oriente to include her/his personal data on a mailing list. The participant may also periodically receive informative, publicity or promotional material.
11. **Changing in course programmes and prices:** The schools reserve the right to modify their course programs and prices.
12. **Expulsion:** the school Porta d'Oriente reserves the right to dismiss any student whose conduct is unsatisfactory at the discretion of the person in charge for the courses once asked the teachers.
13. Any **disputes or disagreements** about the interpretation and the application of this contract will be settled in Lecce's Tribunal Court according to the Italian laws.
14. **Acceptance:** By signing or by sending the registration form or any other written form of registration, the participant understands and accepts the "General Conditions of Participation". To have more useful information about your stay here and to avoid misunderstandings, we strongly recommend to our students to read the Vademecum <http://www.porta-doriente.com/vademecum.pdf>; <http://www.porta-doriente.com/vademecum.rtf>.

Date.....

Signature.....

THE COURSES

All courses are extendable for as many weeks as you wish

➤ **INTENSIVE LANGUAGE AND CULTURE COURSE** (2 lessons of grammar + 2 of conversation per day). The programme is for 20 hours per week (4 hours per day).

1 week Euro 220 2 weeks Euro 350 3 weeks Euro 500 4 weeks Euro 650

➤ **INTENSIVE-PLUS COURSE** (6 lessons per day of grammar, conversation, culture). The programme is for 30 hours per week (6 hours per day). The Intensive-plus course consists of 4 lessons Intensive course per day in the morning and 2 extra lessons of group language course in the afternoon or 1 individual lesson.

1 week Euro 380 2 weeks: Euro 690 3 weeks: Euro 980 4 weeks: Euro 1.250

➤ **COURSE OF CONVERSATION OR ITALIAN FOR TOURISTS** (2 lessons of conversation per day)

1 week: Euro 200 2 weeks: Euro 300 3 weeks: Euro 400

➤ **ITALIAN FOR SPECIAL PURPOSES** This program is combined with the Italian Intensive course: 4 lessons of grammar/conversation per day+ 1 individual lesson of Italian for special purposes. *each week Euro 380*

THE ITALIAN OF BUSINESS:

- *Italian for tourist and trade operators*: the course is structured on practical activities of every day life: the use of telephone, the presence at a meeting, the presentation of facts, the editing of letters and the management of negotiations.

- *Italian of economy and finance and Italian for managers*: for economic students and professionals -engineers, operators operating in small, averages and big firms who have frequent commercial contacts with international companies or for people who are interested in marketing and markets will enrich their dictionary with appropriate technical terms.

THE JURIDICAL ITALIAN: the study of the juridical language.

THE ITALIAN OF MEDICINE AND SCIENCE: for those people that work or study in a medical-scientific milieu where people speak Italian. The course includes practical stages on request.

THE ITALIAN OF ART AND ARCHEOLOGY: study of the principal artists and Italian artistic movements with relative analysis of the work. The course includes (on request) visits to museums, castles, exhibitions, archaeological sites.

THE ITALIAN LITERATURE: monographic study of the most important authors of the Italian literature and history, analysis of literary works and literary criticism.

THE ITALIAN FOR RELIGIOUS: analysis of the religious language through the Sacred Books

➤ **PRIVATE TUITION** Students can choose the No. of lessons. If you want to attend a course that suits your particular professional and personal requirements and your time schedule, you can choose our private tuition program. Continual language practice, maximum concentration through an intensive work with your personal teacher and, especially, active practising of your communication skills guarantee your swift progress and success in the shortest possible time. We are able to suit your private tuition programme to your wishes regarding dates and areas of interest. The private tuition is from absolute beginner to advanced level. You can plan your program and your time schedule with your teacher. *Euro 32 for 1 LESSON = 60 minutes*

➤ **TWO-TO-ONE TUITION** (2 persons/group)

10 hours: 270 euro/person; 20 hours: 540 euro

➤ **STAGES FOR TEACHERS OF ITALIAN LANGUAGE**

- **METODOLOGIA**: analisi dei diversi metodi di insegnamento e loro applicazione pratica

- **LETTERATURA ITALIANA MODERNA E CONTEMPORANEA** (metodologia della letteratura e analisi letteraria): analisi di alcuni autori più significativi con comparazioni con il cinema italiano

- **CIVILTÀ DELL'ITALIA CONTEMPORANEA**: approfondimento degli aspetti economici (differenze tra Italia del Sud e del Nord); storici e letterari dell'Italia; il mammismo italiano, fenomeno sociologico complesso che genera altri aspetti come la Mafia, disoccupazione; la Mafia e mentalità mafiosa; la politica italiana: con analisi di documenti; viaggio nel folklore italiano: dal Carnevale, al Palio di Siena, al Tarantismo: analisi antropologica di queste tre tipologie; analisi comparativa dei maggiori film del cinema italiano.

Il corso prevede un numero di settimane a scelta del candidato per un totale di 20 ore settimanali; i contenuti, i periodi e la durata possono essere determinati secondo i bisogni. *Costo di una settimana Euro 380*

➤ **DIPLOMA C I L S** This program is normally for 20 hours per week. The school is seat and preparation center (officially recognized by the University of Siena) for the CILS-certificate, certification of Italian as foreign language officially recognized. CILS-certification can be used for employment or study whereby an official declaration of linguistic competence is required. *2 weeks: Euro 550 4 weeks: Euro 1000*

➤ **ITALIAN COOKING**

2 days/week (5/6 hours): Euro 120 students can choose the No. of weeks or lessons; 1 day/week (3 hours): Euro 65

➤ **SPECIAL COURSES FOR CHILDREN** The course is addressed to the children (from 4 to 12 years old) that want to learn Italian. The course is held by teachers specialized in the teaching to the children.
Euro 260/1 week students can choose the No. of weeks

The registration fee and the price of the course include:

- the cultural lessons are included in the course program with no extra-fees
- initial test and interview and certificate of attendance
- course materials: (book and photocopies on different subjects will be distributed, according to the program and the participant's needs)
- the use of the audio-visual supports (on request)
- **extra-curricular cultural activities:** the guided tour of Otranto; seminar on the popular music and tradition (Pizzica, Tarantismo); **ONLY ON REQUEST:** breakfast with the tutors, contacts with the personalities of the social, economic and cultural life of the town, weekly projections of the most famous Italian films, music; exchanges with Italian students to improve conversation.
- students' card (for discounts in shops, sport facilities, restaurants)
- touristical information brochures of the area
- **Students can choose adding weeks.**
- 1 hour = 50 minutes
- Enrollment fee: Euro 70
- If there should be only one participants for a certain course/level, the tuition cost will be converted to 1,30 h of one-to-one lesson. In the event that there will be only 2 or 3 students for a particular level, the number of hours will be reduced by 1 hour per day.
- The special courses, the cooking course, Diploma CILS course and the courses for Italian teachers will be activated also with a minimum number of students (1/2)

STARTING DATES OF THE COURSES 2005 (Different dates can be chosen, please contact the school)

17, 31 jan	14, 28 feb	14, 29 mar	11, 26 apr	2, 16, 30 may	13, 27 jun
4, 18 jul	1, 8, 16, 29 aug	12, 26 sept	3, 10, 17, 24, 31 oct	7, 14, 21 nov	December: dates on request

ACCOMODATION	1 WEEK 6 nights		2 WEEKS 13 nights		3 WEEKS 20 nights		4 WEEKS 27 nights	
	<i>double room</i>	<i>single room</i>	<i>double room</i>	<i>single room</i>	<i>double room</i>	<i>single room</i>	<i>double room</i>	<i>single room</i>
APARTMENT SHARED WITH OTHER STUDENTS	150 €	190 €	250 €	330 €	350 €	450 €	430 €	560 €
INDIPENDENT APARTMENTS (private apartments for 1, 2 or more persons)	<i>for information, please, contact the school</i>							
FAMILY the price includes only breakfast; lunch or dinner on request	230 €		435 €		650 €		860 €	

- other kinds of accomodation like hotels or villas are provided on request
- *all the apartments are at a walking distance from the school and they are 2-3 rooms apartments with kitchen and bathroom and some have a balcony/terrace or garden*
- *adding fee -forfait- for final cleaning of the room, changing of the sheets and gas, water and electricity: Euro 30; towels and heating (on request) are not included in the price.*
- *high season (person/week): June and September (single room Euro 30; double room Euro 20) July and August (single room Euro 95; double room Euro 50)*
- *Caution money for all the apartments: 75 euro; the deposit will be refunded on your departure*
- *Housing reservations run from the Sunday evening before the start of the course to the Saturday morning (9.00) at the end of the course. Different arrival or departure days only on special request.*