

Learn Italian in Milan

Application form, Dates and Fees 2014-2015

HOW TO BOOK A COURSE

1. Please complete the application form and return it by post, fax or e-mail to

International House Milan

Piazza Velasca 5 - 20122 Milano

Tel. 0039 02 8057825 - Fax 0039 02 86911097

E-mail: registration@ihmilano.it

2. International House will send you:

- Confirmation of registration
- Payment receipt for course and accommodation fees (the invoice will be forwarded on receipt of payment)
- Accommodation details, which will be forwarded one or two weeks before the course starts

3. Before your arrival, please e-mail the school:

- A copy of your bank payment receipt (see "General Conditions")
- Your arrival details

4. On the first day of your course:

- Please arrive at school at the time shown on your confirmation letter
- Bring a copy of the confirmation of registration and proof of payment with you.

YOUR COURSE FEES INCLUDE

- Tuition as described
- Placement test
- Welcome pack on arrival
- Course books and extra material distributed during the course
- End of Course Certificate on completion of course
- Free SOS Italian tutorials

School services, valid for 12 months:

- Free internet and Wi-Fi
- Use of school library and self-study centre
- Free DVD rental
- IH student card for discounts in selected shops and restaurants
- Access to social programme

You can also book all courses on our website:

www.ihmilano.com



International House
Milan



Officially Recognised
by the
ITALIAN MINISTRY OF EDUCATION



Member of the
ASSOCIATION OF SCHOOLS OF ITALIAN
AS A SECOND LANGUAGE



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Dates and Fees 2014-2015

REGISTRATION FEE for all courses: € 80,00

GROUP COURSES

Standard (20 lessons/week) Intensive (28 lessons/week)

1 week	€ 218.00	€ 288.00
2 weeks	€ 375.00	€ 490.00
3 weeks	€ 545.00	€ 730.00
4 weeks	€ 696.00	€ 918.00
Price per additional week	€ 172.00	€ 227.00

Long-term packages standard course

Trimester programme, 12 weeks	€ 1956.00 (Extra week up to 23 weeks € 163.00)
Semester programme, 24 weeks	€ 3720.00 (Extra week up to 35 weeks € 155.00)

Starting dates: *Beginners* **2014** 1 Sept, 29 Sept, 27 Oct, 24 Nov
2015 12 Jan, 9 Feb, 9 March, 13 April, 11 May, 8 June, 6 July, 3 Aug, 31 Aug, 28 Sept, 26 Oct, 23 Nov
Other levels Any Monday

SUPER INTENSIVE PROGRAMMES

Group + elective one-to-one options:
 General, Business, Fashion, Design,
 Tourism, CELI and CILS exam preparation

Standard Course + 10 one-to-one lessons

€ 630.00 per week

EVENING GROUP COURSES

General Italian (levels A1-B1)	Twice per week (4 lessons)
Short programme - 12 weeks	€ 450.00
Medium programme - 24 weeks	€ 840.00
Long programme - 36 weeks	€ 1200.00

General Italian (levels B2-C1)	Once per week (2 lessons)
Semester programme - 20 weeks	€ 350.00
One year programme - 40 weeks	€ 700.00

Starting dates: *Beginners* **2014** week of 15 Sept
2015 weeks of 19 Jan, 13 Apr, 14 Sept
Other levels Any week (no evening courses in August)

EXTENSIVE PERSONALISED COURSES (also via Skype!)

<i>Minimum booking: 20 lessons</i>	General Italian	Professional Italian
One-to-one, cost per lesson	€ 46.00	€ 52.00
Two-to-one, cost per lesson	€ 28.00 per person	€ 31.00 per person

INTENSIVE EXECUTIVE PROGRAMMES, one-to-one

Semi-intensive, 20 lessons/week	General Italian	Professional Italian
Intensive, 30 lessons/week	€ 880.00	€ 1020.00
Full Immersion, 45 lessons/week	€ 1290.00	€ 1500.00
	€ 1890.00	€ 2250.00

SPECIAL PROGRAMMES

Italian for Fashion&Design

2 week programme:	Standard Course + 8 focus lessons (28 lessons/week)
4 week programme:	€ 530.00
	€ 980.00

Starting dates: **2014** 15 Sept
2015 9 Feb, 6 July, 7 Sept

Italian with Internship: € 1252.00 - 8 weeks, start any Monday

Enjoy 50+ ...e non solo! Milano da vivere € 795.00 **2014** 1-12 Sept
2015 6-17 May, 2-13 Sept (2 week Standard Course + activities)

ACCOMMODATION (placement fee: € 35.00)

Host family	prices per week, single room	€ 185.00, bed&breakfast	€ 250.00, half-board
Shared apartment (with permanent tenants)		€ 155.00, no meals	
<i>Double rooms, hotels, residences and hostels</i>		price on request	

*one lesson = 45 minutes



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Registration Form

Write clearly in BLOCK CAPITALS. Mark the boxes with a tick: ✓

Family Name _____ First Name _____

Male Female Date of birth _____ Nationality _____

Mother tongue _____ Occupation _____

Home address _____

Tel. _____ Fax _____ E-mail _____

Company/School _____

Where did you hear about IH Milan? Internet Poster or Flyer Friend Agent Other _____

If Internet, please specify the website _____

If agent, please give their name _____

Your personal details will be processed in accordance with the provisions of Italian law 196/03 concerning the privacy of data. They will be used for the purposes of your enrolment on the course and for future communications about our company's activities.

Tuition

- Group Courses** Standard (20 lessons/week)
 Intensive (28 lessons/week)
- Super Intensive Programmes** General Business Fashion
- Choose your elective one-to-one Design Tourism CELI Cils
- Evening Group Course** Short programme Semester programme
 Medium programme One year programme
 Long programme
- Personalised Programme** General Professional
 1-to1 2-to-1 N. of lessons _____
- Executive Programmes** Semi-intensive
 Intensive
 Full immersion
 One-day seminar
 Lunch with the teacher
- Special Programmes** Italian for Fashion&Design
 Italian with Internship
 Enjoy 50+...e non solo! Milano da vivere
 Other special programme _____

Course information

Starting date _____

Finishing date _____

N. of weeks _____

Language Level

Have you ever studied Italian?

No Yes: for how long _____

Describe your approximate level*:

- Beginner (A1)
 Elementary (A2)
 Pre-Intermediate (A2)
 Intermediate (B1)
 Upper-Intermediate (B2)
 Advanced (C1)
 Proficiency (C2)

*A level test will also be sent before arrival

Accommodation

No Yes: Host-family (B&B) Host-family (half-board) Shared apartment (with permanent tenants)

Arrival date (Sunday) _____ Departure date (Saturday) _____ No. of weeks _____

Do you smoke? No Yes

Do you have any allergies or health problems? No Yes _____

Do you require airport transfer? No Yes, from Linate Airport

IH Milan can book this for the student. The cost Yes, from Malpensa Airport

must be paid in cash directly to the driver Yes, from Orio al Serio Airport (Bergamo)

Notes _____

Visa

Do you need a student visa? No Yes

Would you like IH to send the documents by courier? No Yes (€ 65.00)



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Registration & General Conditions 2014-2015

Payment Please mark your chosen method of payment

I will pay the total amount by Bank Transfer to
International House srl
UNICREDIT BANCA
Account number: 000100485736
ABI 02008 - CAB 33712
IBAN: IT29S0200833712000100485736
BIC-Swift Code: UNCRITM1M5A

I will pay the total amount by Credit Card (American Express excluded)

Please note that all payments should be made in Euro and that **bank charges** are to be met by the sender.

General Conditions

Minimum Age: 16 years

Group Size: Maximum 10 students, minimum 4, average 6-7 students per class.

Lessons: Each lesson lasts 45 minutes.

Payment: The total amount is to be paid to the school (after receipt of written confirmation) 4 weeks before the start of the course. If your course starts in less than 4 weeks, payment must be received in full at the time of booking. The invoice is issued upon receipt of confirmation of payment. Enrolment will be considered valid only when payment is received not later than one week before the start of the course.

Cancellations: All course fees must be paid in advance. A minimum of 14 working days' notice in writing (fax, e-mail or letter) is required for changes to the course schedule, postponement or cancellation of the booking.

If a course is cancelled with fewer than 14 working days' notice, there will be a charge equivalent to one week of the course booked. The registration fee, the accommodation placement fee and the courier fee are non-refundable.

If you wish to suspend your Standard and Intensive course, we require one week's notice in writing. *Evening classes cannot be suspended.*

Individual lessons must be cancelled with at least 48 hours' notice. 20% max of course can be cancelled.

If accommodation is cancelled with less than 14 working days' notice, a cancellation charge equivalent to one week's accommodation fee is charged.

The school reserves the right to cancel any group course or to offer a reduced timetable if the minimum number of 4 students is not reached.

No refunds can be made after a course has started.

Public holidays: The school will be closed on the following dates - **2014:** 1 Nov, 8 Dec, 24 Dec.

2015: 2 Jan, 6 Jan, 6 April, 25 April, 1 May, 2 June, 15 Aug, 7 and 8 Dec, 24 Dec.

In addition to these dates, group courses will also be suspended on 22 and 23 Dec 2014 and from 5 to 9 Jan 2015.

Please note that no lessons take place on public holidays. There is no reduction in fees when a course includes a public holiday and classes are not compensated for.

Visas: Citizens of the EU do not require a visa to enter Italy. Citizens of other countries may need a visa and should contact their local Italian Embassy or Consulate for further information. The school can provide a certificate of registration after receiving confirmation of payment for the whole course. If the visa is not issued, the school will refund all but the registration fee, the courier fee and € 80.00 of the money paid, provided that the original letter explaining the reasons for refusal of the visa is sent to IH Milan.

Photos and videos: IH Milan may use photographs of images of students for promotional and advertising purposes.

Responsibility: The school is not liable for the loss of property on the premises or in the accommodation.

Complaints: If there were any issues that you think the school could have handled better, visit www.ihworld.com and fill in the complaint form.

Safety: Our school complies with the provisions of Italian law 81/08 concerning safety. Please use the school's equipment and premises with due care and attention to ensure both your safety and that of others.

Declaration & Signature

The undersigned hereby agrees to the General Conditions, which have been read and understood, accepts full responsibility for the payment of all course fees, and confirms that the information given on this form is complete and correct.

Signed _____ Date _____

AGENT'S STAMP

Please return to: Fax + 39 02 86911097
E-mail: registration@ihmilano.it