

Learn Italian in Milan

Application form, Dates and Fees 2014

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:**
 - The confirmation of registration
 - A payment record for course and accommodation fees (the invoice will be forwarded upon receipt of payment)
 - The 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 the bank payment receipt (see "General Conditions")
 - Your arrival details
- 4. On the first day of your course:**
 - Please arrive at school on the time shown on your confirmation letter
 - Bring with you a copy of the confirmation of registration and of your proof of payment

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



Officially Recognised
by the
ITALIAN MINISTRY OF EDUCATION



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



Learn Italian in Milan

Dates and Fees 2014

REGISTRATION FEE for all courses: € 80,00

GROUP COURSES

4 - 10 STUDENTS PER GROUP

Standard (20 lessons/week)

10.00-13.15, Mon to Fri

Intensive (28 lessons/week)

10.00-13.15, Mon to Fri
& 14.30-16.00, Mon to Thurs

1 week	€ 218.00
2 weeks	€ 375.00
3 weeks	€ 545.00
4 weeks	€ 696.00
Price per additional week (5-11 weeks)	€ 172.00

€ 288.00
€ 490.00
€ 730.00
€ 918.00
€ 227.00

Long-term packages (Standard)

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)
One-year programme, 36 weeks	€ 5472.00 (Any extra week € 152.00)

Starting dates: *Beginners*
Other levels

7 Jan, 3 Feb, 3 March, 31 March, 5 May, 3 June, 7 July, 4 Aug, 1 Sept, 29 Sept, 27 Oct, 24 Nov
Any Monday

SUPER INTENSIVE PROGRAMME

Group + elective one-to-one options:

General, Business, Fashion, Design,
Tourism, CELI and CILS exam preparation

Standard Course + 10 one-to-one

€ 630.00 per week

EVENING GROUP COURSES

4 - 10 STUDENTS PER GROUP

General Italian

Short programme - 5 weeks	€ 175.00 (4 + 1-week bonus)
Medium programme - 10 weeks	€ 320.00 (8 + 2-week bonus)
Long programme - 15 weeks	€ 450.00 (12 + 3-week bonus)
Starting dates: <i>Beginners</i>	weeks of 20 Jan, 14 Apr, 15 Sept
<i>Other levels</i>	Any week (no evening courses in August)

4 lessons/week, minimum booking 5 weeks - 19.00-20.30, Mon+Wed or Tues+Thur

CELI A2 preparation*

60 lessons	€ 500.00
Starting date:	27 Jan

4 lessons/week, bi-weekly attendance

*CELI A2 Certificate is an official certification of knowledge of the Italian Language valid to obtain Permit of Stay

PERSONALISED COURSES (also via Skype!)

Minimum booking: 20 lessons

One-to-one, cost per 1 lesson	€ 46.00
Two-to-one, cost per 1 lesson	€ 28.00 per person

General Italian

Professional Italian

€ 52.00
€ 31.00 per person

EXECUTIVE PROGRAMMES, one-to-one

Semi Intensive, 20 lessons/week	€ 920.00
Intensive, 30 lessons/week	€ 1380.00
Full Immersion, 45 lessons/week	€ 2070.00
One-day seminar, 10 lessons/1 day	€ 460.00
Lunch with the teacher (meal included)	€ 70.00

Professional Italian

€ 1040.00
€ 1560.00
€ 2340.00
€ 520.00

SPECIAL PROGRAMMES

4 - 10 STUDENTS PER GROUP

Italian for Fashion&Design

2 - week programme:	€ 530.00
4 - week programme:	€ 980.00

Starting dates: 7 July, 4 August, 15 September

Survival Italian for beginners

2 - week programme:	€ 280.00
Starting dates:	3 March, 5 May, 3 June, 7 July, 4 August, 1 September

Italian for Shopping:

Italian for Business:

Italian in the Kitchen:

Italian for Football:

Italian with Internship:

Enjoy 50+ ...e non solo! Milano da vivere € 795.00 - 5-16 May, 1-12 Sept (2 weeks Standard Course + activities)

Standard Course + 8 focus lessons (28 lessons/week)

€ 295.00 - 1 week (28 lessons/week - Standard course+8 focus lessons), start 13 Jan, 14 Jul
€ 250.00 - 2 weeks (10 lessons/week, 14.30-16.00, Mon-Fri), start 23 Jun, 14 Jul, 25 Aug
€ 350.00 - 2 weeks (15 lessons/week, 14.30-16.45, Mon-Fri), start 9 Jun, 30 Jun, 4 Aug
€ 250.00 - 2 weeks (10 lessons/week, 14.30-16.00, Mon-Fri), start 16 Jun, 7 Jul, 25 Aug
€ 1252.00 - 8 weeks, start any Monday
€ 795.00 - 5-16 May, 1-12 Sept (2 weeks Standard Course + activities)

ITALIAN CULTURE & CONVERSATION

10 hours (1 lesson = 60 minutes)

Lessons in the afternoon, open groups

only € 120.00! Free registration fee

ACCOMMODATION

Host family

Shared apartment (with permanent tenants)

Double rooms, hotels, residences and hostels

prices per week, single room

€ 185.00, bed&breakfast	€ 250.00, half-board
€ 155.00, no meals	
price on request	

ACCOMMODATION PLACEMENT FEE: € 35.00



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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

☐ General Italian ☐ Short programme
☐ Medium Programme
☐ Long programme

☐ CELI A2 preparation

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
☐ Survival Italian for beginners
☐ Italian for Shopping
☐ Italian for Business
☐ Italian in the Kitchen
☐ Italian for Football
☐ Italian with Internship
☐ Enjoy 50+...e non solo! Milano da vivere

Italian Culture & Conversation ☐

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)

☐ Post-intermediate (B2)

☐ Advanced (C1)

*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 an airport transfer? ☐ No ☐ Yes, from Linate Airport

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

has to be paid in cash directly to the driver ☐ Yes, from Orio al Serio Airport

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

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: We do not accept students under the age of 18 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 relevant 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 course schedule, postponement or cancellation of booking.

If a course is cancelled with less 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: 23 Dec 2013-1 Jan 2014, 6 Jan, 21 April, 25 April, 1 May, 2 June, 15 Aug, 1 Nov, 8 Dec, 24 Dec 2014-2 Jan 2015. In addition to these dates, group courses will also be suspended on 2 and 3 January 2014 & on 22 and 23 December 2014.

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.

Photos: IH Milan may use photographs 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 was 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 _____

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

AGENT'S STAMP