



**LINGUAVIVA**  
EDUCATIONAL GROUP

FLORENCE - MILAN

2025

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BOOKING GUIDE

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Società  
Dante Alighieri  
Centro d'esame  
autorizzato

# HOW TO APPLY

Read the brochure and Booking Guide carefully and select the destination, the programme and the starting date when you wish to attend one of Linguaviva's schools.

We suggest booking at least 4 weeks in advance. There are two ways to enroll at our Schools.

- You can apply through an **authorized Linguaviva Agent**.  
You will receive professional advice on the destination, course and accommodation best suited to your needs as well as support in completing all the formalities, payment and travelling arrangements.
- You can apply **directly**, through Linguaviva **web site** ([www.linguavivagroup.com](http://www.linguavivagroup.com)) where you will find all information on locations, schools, courses and services offered by our Schools. You may assess your Italian knowledge through our on-line Italian level test. You may enroll on a course using our on-line application form. Alternatively, you may send the Application Form enclosed in this Booking Guide to the Admission Office of the selected school.

## HOW TO FILL IN THE APPLICATION FORM

If you decide to use the *Application Form* in this Booking Guide, please send it to the Admission Office stating: Personal details, School location, Course type, Accommodation option (please remember to give your credit card details as guarantee for the accommodation reservation), Transfer service if requested.

## WHERE TO SEND YOUR APPLICATION FORM

For enrolments at LINGUAVIVA in **FLORENCE**

Your application should be sent to:

### Linguaviva - Florence

Admission Office

Via Fiume 17

50123 FIRENZE - Italia

Tel (+39) 055 294359 - (+39) 055 280016

E-mail: [admissions@linguaviva.it](mailto:admissions@linguaviva.it)

For enrolments at LINGUADUE in **MILAN**

Your application should be sent to:

### Linguadue - Milan

Admission Office

Via Valenza 5

20144 MILANO - Italia

Tel (+ 39) 02 2951 9972

E-mail: [admissions@linguadue.com](mailto:admissions@linguadue.com)

## PAYMENT

Please refer to our *Terms and Conditions* of this Booking Guide. In order to confirm your course, along with the application form, we need to receive the payment of the **registration fee of 80 Euro + deposit of 20%** for **Linguaviva in Florence** and **Linguadue in Milan** of the global tuition fee.

If you book less than 2 weeks before the course starting date you should pay the **full tuition fee**.

If you need the Certificate of enrolment to apply for a Student Visa the tuition fee must be paid in full for the entire period of study.

The course must be paid in full at least 2 weeks before the beginning of your course. In case of bank transfers proof of payment should be sent to school via fax or e-mail.

## CONFIRMATION OF BOOKING

Upon receipt of your application form and payment, the Admission Office will immediately send you the **Course confirmation**.

- If you need to apply for a study Visa the School will send you also a **certificate of enrolment** as soon as the amount due as tuition fee is paid in full. On request we can send you the original certificate of enrolment by express courier DHL at an extra charge.

- 2-3 weeks before course starting date you will receive an **accommodation confirmation** with a description of the room or apartment reserved for you.

- If you have required a **transfer service** the school will confirm it upon receipt of complete transfer details.

## FEES 2025

## FLORENCE

COURSES	Duration	Lessons 1 Lesson = 45 min	TUITION FEES	Starting Dates 2025	INCLUDED in the tuition fees
<b>Standard</b> 20 lessons per week	2 weeks	40	€ 430	We suggest all students to begin on one of the following dates; however non-Beginner students only for language courses may start any Monday  7 <sup>th</sup> January 3 <sup>rd</sup> February 3 <sup>rd</sup> March 31 <sup>st</sup> March 28 <sup>th</sup> April 26 <sup>th</sup> May 30 <sup>th</sup> June 28 <sup>th</sup> July 25 <sup>th</sup> August 22 <sup>nd</sup> September 20 <sup>th</sup> October 17 <sup>th</sup> November	<b>INCLUDED in the tuition fees</b> <ul style="list-style-type: none"> <li>• Lessons</li> <li>• Accommodation placement service</li> <li>• Full orientation upon arrival</li> <li>• Placement test</li> <li>• Academic counselling for Italian Universities, Career Schools and Vocational Programmes</li> <li>• Certificates</li> <li>• Linguaviva's examination fee</li> </ul>
	3 weeks	60	€ 645		
4 weeks	80	€ 860			
additional week up to 11 weeks			€ 215		
<b>Long Term Standard</b> 20 lessons per week	12 weeks		€ 2.070		
	additional week from 12 to 23 w.		€ 170		
	24 weeks		€ 3.960		
	additional week over 24 weeks		€ 165		
<b>Intensive</b> 30 lessons per week	2 weeks	60	€ 660		
	3 weeks	90	€ 990		
	4 weeks	120	€ 1.320		
	additional week		€ 330		
<b>Super Intensive</b> 30 lessons per week (20 in group + 10 lessons per week)	2 weeks	60	€ 1.530		
	3 weeks	90	€ 2.300		
	4 weeks	120	€ 3.060		
	additional week		€ 765		
<b>Italian + Arts</b> 20 + 8 lessons per week • Photography • Fashion • Painting/Drawing	Min. 4 weeks	80 + 32	€ 1.760		<b>NOT INCLUDED in the tuition fees</b> <ul style="list-style-type: none"> <li>• Textbooks</li> <li>• Accommodation (see below)</li> <li>• Airport transfers</li> <li>• Bank charges</li> <li>• Insurance</li> <li>• Social activities</li> </ul> <b>Italian Public Holidays 2025</b> Lessons will not take place on the following days: 21 <sup>st</sup> April 25 <sup>th</sup> April 1 <sup>st</sup> May 2 <sup>nd</sup> June 15 <sup>th</sup> August 8 <sup>th</sup> December  <b>Language courses are suspended</b> from 22 <sup>nd</sup> December 2025 to 5 <sup>th</sup> January 2026
<b>Italian + Cooking</b> 20 + 8 lessons per week	2 weeks	40 + 16	€ 990	Any Monday Cooking courses are suspended from 5 <sup>th</sup> to 28 <sup>th</sup> of August	
	3 weeks	60 + 24	€ 1.490		
	4 weeks	80 + 32	€ 1.980		
<b>Italian Wine Lovers</b>	2 weeks	20 +	€ 1.300 <sup>(b)</sup>	9 <sup>th</sup> June 22 <sup>nd</sup> September	
<b>Italian + Food Culture</b>	3 weeks	20 +	€ 7.200 <sup>(c)</sup>	13 <sup>th</sup> April 28 <sup>th</sup> September	
<b>One-to-One</b> <b>Online one-to-one</b>	Min. 1 week	20	€ 1.100	Any Monday	
		30	€ 1.650		
		40	€ 2.200		
<b>Cultural Programme for Seniors</b>	2 weeks	36 + activities	€ 1.200 <sup>(a)</sup>	12 <sup>th</sup> May 8 <sup>th</sup> September	

(a) Including Italian lessons and special activity programme. (b) Teaching material included.

(c) Global fee including accommodation, transfer services between destinations, special activity programme, and teaching materials

**Registration fee:** € 80, payable for all courses with the first registration, valid for 12 months and for all Linguaviva Schools.

**Deposit:** 20% of full tuition fees.

**Transfer service:** from Florence airport to the accommodation € 60.

### ACCOMMODATION FEES (Prices per person)

		Single Room	Twin Room	
<b>Homestay</b> Half Board	2 weeks	€ 660	€ 520	In order to reserve an accommodation the school requires the student's credit card details as guarantee for the accommodation. <b>Booking.</b> Accommodation is booked from the Sunday before your course starts to the Saturday after it ends. If you have difficulty arranging flights on these days we will help you in making alternative accommodation arrangements. <b>Minors.</b> Can be only booked in homestay accommodation with half board. <b>Twin Rooms.</b> We guarantee twin room for two people coming together for the same period and the price is per person. <b>Location.</b> The accommodation is located both in the centre or in residential areas surrounding the centre at a maximum distance of 15 minutes by bus from the school.  <i>For information concerning payments, deposits and cancellations please see the <b>Terms and Conditions.</b></i>
	3 weeks	€ 990	€ 780	
	4 weeks	€ 1.320	€ 1.040	
<b>Homestay</b> Bed & Breakfast	2 weeks	€ 420	€ 340	
	3 weeks	€ 630	€ 510	
	4 weeks	€ 840	€ 680	
<b>Shared Flat</b> (self-catering) Min. age 18	2 weeks	€ 400	€ 320	
	3 weeks	€ 600	€ 480	
	4 weeks	€ 800	€ 640	

## FEES 2025

## MILAN

COURSES	Duration	Lessons 1 Lesson = 45 min	TUITION FEES	Starting Dates 2025	INCLUDED in the tuition fees
<b>Standard</b> 20 lessons per week	2 weeks	40	€ 430	We suggest all students to begin on one of the following dates; however non-Beginner students only for language courses may start any Monday  7 <sup>th</sup> January 3 <sup>rd</sup> February 3 <sup>rd</sup> March 31 <sup>st</sup> March 28 <sup>th</sup> April 26 <sup>th</sup> May 30 <sup>th</sup> June 28 <sup>th</sup> July 25 <sup>th</sup> August 22 <sup>nd</sup> September 20 <sup>th</sup> October 17 <sup>th</sup> November	<b>INCLUDED in the tuition fees</b> <ul style="list-style-type: none"> <li>• Lessons</li> <li>• Accommodation placement service</li> <li>• Full orientation upon arrival</li> <li>• Placement test</li> <li>• Academic counselling for Italian Universities, Career Schools and Vocational Programmes</li> <li>• Certificates</li> <li>• Linguaviva's examination fee</li> </ul>
	3 weeks	60	€ 645		
4 weeks	80	€ 860			
additional week up to 11 weeks			€ 215		
<b>Long Term Standard</b> 20 lessons per week	12 weeks		€ 2.070		
	additional week from 12 to 23 w.		€ 170		
	24 weeks		€ 3.960		
	additional week over 24 weeks		€ 165		
<b>Intensive</b> 30 lessons per week	2 weeks	60	€ 660		
	3 weeks	90	€ 990		
	4 weeks	120	€ 1.320		
	additional week		€ 330		
<b>Super Intensive</b> 30 lessons per week (20 in group + 10 lessons per week)	2 weeks	60	€ 1.530		
	3 weeks	90	€ 2.300		
	4 weeks	120	€ 3.060		
	additional week		€ 765		
<b>Twice-a-week evening course (b)</b>	8 weeks	32	€ 350		<b>NOT INCLUDED in the tuition fees</b> <ul style="list-style-type: none"> <li>• Textbooks</li> <li>• Accommodation (see below)</li> <li>• Airport transfers</li> <li>• Bank charges</li> <li>• Insurance</li> <li>• Social activities</li> </ul> <b>Italian Public Holidays 2025</b> Lessons will not take place on the following days: 21 <sup>st</sup> April 25 <sup>th</sup> April 1 <sup>st</sup> May 2 <sup>nd</sup> June 15 <sup>th</sup> August 8 <sup>th</sup> December
<b>Cultural Programme for Seniors</b>	2 weeks	36 + activities	€ 1.300 (a)	12 <sup>th</sup> May 8 <sup>th</sup> September	
<b>One-to-One</b>		20	€ 1.100	Any Monday	
<b>Online one-to-one</b>		30	€ 1.650		
		40	€ 2.200		

(a) Including Italian lessons and special activity programme (b) Course suspended in July and August

**Registration fee:** € 80, payable for all courses with the first registration, valid for 12 months and for all Linguaviva Schools.

**Deposit:** 20% of full tuition fees.

**Transfer service** from the airports to the accommodation: Milano Malpensa € 130, Orio al Serio (Bergamo) € 140, Milano Linate € 85.

### ACCOMMODATION FEES (Prices per person)

		Single Room	Twin Room	In order to reserve an accommodation the school requires the student's credit card details as guarantee for the accommodation.  <b>Booking.</b> Accommodation is booked from the Sunday before your course starts to the Saturday after it ends. If you have difficulty arranging flights on these days we will help you in making alternative accommodation arrangements.  <b>Minors</b> can be only booked in homestay accommodation with half board.  <b>Twin room accommodation</b> can be arranged on request for students travelling together. Single room with <b>private bathroom</b> available upon request at an extra weekly charge.  <b>Location.</b> The accommodation is located in various residential areas of the city at a maximum distance of 30 minutes by public transports from the school.  <i>For information concerning payments, deposits and cancellations please see the <b>Terms and Conditions.</b></i>
<b>Homestay</b> Half Board	2 weeks	€ 660	€ 520	
	3 weeks	€ 990	€ 780	
	4 weeks	€ 1.320	€ 1.040	
<b>Homestay</b> Bed & Breakfast	2 weeks	€ 430	€ 340	
	3 weeks	€ 645	€ 510	
	4 weeks	€ 860	€ 680	
<b>Shared Flat</b> (self-catering) Min. age 18	2 weeks	€ 420	€ 330	
	3 weeks	€ 630	€ 495	
	4 weeks	€ 840	€ 660	

# TERMS AND CONDITIONS

## FLORENCE - MILAN

### ENROLMENT

The student fills in the *Application Form* and sends it to the chosen school along with

- **registration fee** of € 80
- **deposit of 20%** of the global tuition fee.

For enrolments of more than one month the student must pay a deposit corresponding to the global tuition fee.

Students reserving courses **less than 2 weeks** before course starting date should send the full payment with their registration.

In the case of bank transfers, proof of payment should be sent to the school. Enrolment shall be considered valid upon receipt of a written confirmation by the school.

In order to reserve an accommodation the school requires the student's credit card details as a guarantee for the accommodation.

### HOW TO PAY

The balance of the global tuition fee must be paid in full 2 weeks before course starting date. Following methods of payment for both deposit and balance are possible:

- International Bank Cheque
- Credit card (Mastercard and Visa)
- Bank transfer to:

For enrolments at LINGUAVIVA Florence

**Banca Intesa San Paolo**  
**Via Nazionale 93/95, 50123 FLORENCE**

Account name: LINGUAVIVA srl  
Account number: 10000000803  
IBAN: IT 27 P030 6902 9041 0000 0000 803  
Swift: BCIT IT MM

For enrolments at LINGUADUE Milan **Intesa San Paolo Spa, Agenzia 2109 Corso Buenos Aires 92, 20124 MILAN**  
Account name: LINGUAVIVA srl  
Account number: 1000 / 00014204  
IBAN: IT 37 T030 6909 4651 0000 0014 204  
Swift: BCIT IT MM

In case of bank transfers please indicate for whom the payment is being made by stating clearly the student's name and the starting date of the course.

Payment must be received in full. Students are liable for all bank charges and will be billed for such charges on first day if necessary.

### HOURS OF CLASSES

Each academic hour / lesson is of 45 minutes

### ACCOMMODATION

The school acts as intermediary between students and owners/families.

#### Credit card

When reserving an accommodation through the school, students will be asked to give the credit card details as a guarantee for the reservation. Once the student has received the accommodation details, the School is authorized to charge

€ 100 for homestay or shared flat only in the event of:

- **change of booking**, if communicated less than 2 weeks prior to the arrival date
- **cancellation of accommodation**, if communicated less than 2 weeks prior to the arrival date
- **non arrival or no show** in the reserved accommodation

In case of Visa refusal no cancellation fees are due for the reserved accommodation.

#### Accommodation Payment

Accommodation fees are to be paid by the student in cash directly to the owner upon arrival and at the start of each successive course for long-term stays.

Accommodation fees can be paid in full and in advance also through an authorized Linguaviva educational agency.

#### Damages caution

Upon arrival students must pay in cash directly to the landlord or homestay family a **damages caution** of € 100 for homestay and shared flat. This caution will be refunded at the end of the stay if no damage is caused in the accommodation reserved for the students.

#### Independent flat

Independent apartments are managed by selected estate agencies specialized in offering housing services to international students. On request the school will be happy to provide all the details to contact the real estate agency. Students or Educational agencies should make the reservations directly with the real estate agency.

#### Leaving earlier or changing accommodation

Students who wish to leave their accommodation before the end of the reserved period must give the owner 2 weeks notice.

In case students leave immediately, they have to pay 2 weeks rent.

### MINIMUM AGE

The minimum age to be a student at Linguaviva in Florence is 16. The minimum age to be a student at Linguadue in Milan is 18.

### UNDER 18S

Minors are hosted in homestay accommodation with half board. Parents or guardians of under 18s must send the school a completed "parental consent form" before the student arrives in the school and must abide by the curfew set by the school and homestay provider. Please note that normally 16/17-year-old students are not supervised except in lessons and during social activities organized by the school.

### COURSE CANCELLATIONS

Cancellations must be communicated in writing.

**Before the beginning of the course**

**Registration fee and deposit of the global tuition fee are not refundable.**

**After the beginning of the course**

If a cancellation is made after the course has started the school will retain the entire tuition fee, even if the period of study is more than one month.

If the course is longer than 4 weeks students may apply for a credit for the unused part of the course. A voucher will be issued for the unattended period and will be valid for 12 months after the date of issue. If the student decides not to attend classes or to shorten the course, he/she is not entitled to any refund. Deposits, fees and course credits are not transferable to another person.

### COURSE CHANGES

If the request to change type of course is made less than 15 days before the course begins, students will be given a credit for the tuition fees for the new course or period chosen.

It is not possible to make changes after the course has begun.

On no account paid tuition fees can be transferred to individual classes.

### PARTICIPANTS

A **minimum of 6 students** is required for all courses. For general language courses the maximum group size is 14 participants. In the event of insufficient applications for a course, the school reserves the right to offer an alternative course of equal value.

### STUDENT VISA

In order to receive a study visa students must be enrolled in a course of at least 20 lessons per week. According to the Italian law the global tuition fee must be pre-paid in full for the entire period of study. If students wish to have the original certificate of enrolment sent by express courier DHL, this cost is to be paid by the student.

Students who do not get the visa to enter Italy must notify the school in writing before the course starting date showing proof of rejection from the Italian Embassy.

In this case they are entitled to a complete refund less the Registration Fee of € 80 + administrative expenses. Once the student has arrived in Italy and intends to shorten the period of stay by cancelling a course that has already begun, the school will retain the global tuition fee for the period of study for which the certificate of enrolment was issued.

### TRANSFER SERVICE

All information concerning airport of arrival, flight details and arrival time should be communicated to the school with the enrolment or at the latest 2 weeks before arrival date. The school will send the confirmation and any relevant information concerning the airport transfer service.

### PUBLIC HOLIDAYS

No lessons will take place on public holidays as indicated on the Fees sheet. No refund will be offered or extra lessons held for these days.

### PERSONAL DATA

The student authorizes the school Linguaviva/Linguadue to use his/her personal data in accordance with the European privacy law (UE 679/2016) which foresees also that this information will be kept in secure archival form. We collect or store personal information in the context of managing bookings and directly related products. The student authorizes Linguaviva/Linguadue also to send, periodically, information and promotional material about the school and the courses offered. The student may request at any moment that all this information is deleted.

### USE OF PHOTOS AND COMMENTS

Permission is given for the use of student comments or testimonials and photographs/images of students in the official promotional material for Linguaviva by the student or their parents or legal guardian with acceptance of these terms and conditions.

### QUERIES AND COMPLAINTS

Students should bring any problems to the school attention immediately in order to receive all the assistance and help needed to resolve any issues arising during the stay at school. We do not accept retrospective complaints or queries.

### SPECIAL LEARNING NEEDS AND PHYSICAL DISABILITY

Please consult the school well in advance if you have special learning needs.

Our schools are not accessible for wheelchair users or those who have difficulties using stairs. Generally all the courses are not suitable for those with complete visual or hearing impairment.

### CONDUCT

Students are expected to observe a behaviour based on mostly accepted standards

of courtesy and consideration for others. In a multi-national environment it is vital to respect cultural, racial and religious differences.

For the same purpose animals are not admitted inside the school in any case.

### RESPONSIBILITY

The school is not liable for any loss of property on the premises.

Linguaviva is not liable for loss of tuition or other services due to factors outside our control (*force majeure*). Refunds will not be made under these circumstances.

### INSURANCE

Students are advised to take out medical and personal insurance before leaving their home country and to insure themselves against loss of fees through non-arrival, absence for any reason, or unforeseen termination of their courses.



# APPLICATION FORM

Please complete this form and send it to the Admission Office

## PERSONAL DETAILS

Family Name \_\_\_\_\_ First Name \_\_\_\_\_  M  F

Date and place of birth \_\_\_\_\_

Home address \_\_\_\_\_

Private Tel. \_\_\_\_\_ Office Tel. \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Nationality \_\_\_\_\_

Mother tongue \_\_\_\_\_ Profession \_\_\_\_\_

Name of emergency contact \_\_\_\_\_

Tel. \_\_\_\_\_ E-mail \_\_\_\_\_ Fax \_\_\_\_\_

## LOCATION

Please state the location of the school you wish to attend:

- FLORENCE  MILAN

## COURSE OPTION

Please state the Course/s you wish to attend:\*

Please state the Course/s you wish to attend:*				Payment details
Starting date	N° of weeks	Tuition Fee		
Starting date	N° of weeks	Tuition Fee		
Starting date	N° of weeks	Tuition Fee		
Starting date	N° of weeks	Tuition Fee		
			Total Tuition Fees	
			Deposit	
			Registration Fee	€ 80
			<b>Total payment enclosed</b>	

\* For Arts Programme please state one of the following courses:  
*Interior Design, Fashion, Photography and Painting*

\* For One-to-One courses please state the number of lessons per week.

### Knowledge of Italian

- Beginner (A1)  Elementary (A2)  Intermediate (B1)  Advanced (B2)  Proficient (C1)

How did you hear about the school?

\_\_\_\_\_

## TRANSFER SERVICE

Please check your arrival location, prices are one way per person:

- FLORENCE**  Florence airport € 60
- MILAN**  Malpensa airport € 130  
 Orio al Serio airport € 140  
 Linate airport € 85

Please fill in the section below:

Arrival	date	time	flight N°	Airline	from
Departure					to

(please turn over)

## ACCOMMODATION IN FLORENCE AND MILAN

If you have selected a programme in **Florence or Milan**, please check your choice of accommodation:

- Homestay**       Half Board       **Shared flat**  
 Bed & Breakfast  
 Single room  
 Twin room (\*)

(\*) Twin rooms are available only for two applicants travelling together

Please state if you suffer from any illnesses, allergies, dietary problems, if you take any medicine regularly and if you prefer not to have accommodation with pets.

### Credit card details as guarantee for accommodation

Please check your Credit Card       **Eurocard/Mastercard**       **Visa**

Credit Cardholder's Name

Credit Card Number

Security Code

Expiry Date

We authorize the School to charge the amount of € 100 as guarantee for **homestay** and **shared flat**

Date

Credit Cardholder's Signature

## PAYMENT

I have paid the amount of (see *Payment details* section above):

by means of:  Credit Card       Bank Transfer (incl. transfer cost)

**Enclosed please find: • proof of payment**

I authorize the School to use my personal data in accordance with the current law (UE 679/2016) which foresees keeping this information in archival form.

I have read and I accept the **Terms and Conditions**.

Place/date

Signature (of the parents for minors)

## WHERE TO SEND YOUR APPLICATION FORM

For enrolments at LINGUAVIVA in **FLORENCE**  
Your application should be sent to:

**Linguaviva - Florence**  
Admission Office  
Via Fiume 17  
50123 FIRENZE - Italia  
Tel (+39) 055 294359 - (+39) 055 280016  
E-mail: [admissions@linguaviva.it](mailto:admissions@linguaviva.it)

For enrolments at LINGUADUE in **MILAN**  
Your application should be sent to:

**Linguadue - Milan**  
Admission Office  
Via Valenza 5  
20144 MILANO - Italia  
Tel (+ 39) 02 2951 9972  
E-mail: [admissions@linguadue.com](mailto:admissions@linguadue.com)



