

2015 Accommodation Request Form

Personal Information

Last Name		First Name	<input type="checkbox"/> Male
			<input type="checkbox"/> Female
Nationality	Date of Birth (dd/mm/yy)	Place of Birth (City/Country)	
Street and Number		City	State /
Zip Code	Country	Telephone	E-mail

Type of Accommodation

Please check your choice of accommodation.

- ☐ **Hotel 1 day** (1 night) €60 ~ ☐ **Residence** 1 week (7 nights) €600 ~
☐ **Private Flat** (1~2 persons) €1,700 / 4 weeks (28 nights) 1 bedroom, bathroom, kitchen, living room

Home Stay ☐ Half Board (Breakfast & Dinner) 4 weeks (27 nights) €1,300

Shared Flat ☐ Single Room ☐ Twin(/Triple) Room

*Non smoking only.

	Single	Twin(/Triple)		Single	Twin(/Triple)
<input type="checkbox"/> 1 week (6 nights)	€400	€300	<input type="checkbox"/> 2 months - 8 weeks	€1,400	€1,000
<input type="checkbox"/> 2 weeks (13 nights)	€520	€380	<input type="checkbox"/> 3 months - 12 weeks	€2,100	€1,500
<input type="checkbox"/> 3 weeks (20 nights)	€620	€450	<input type="checkbox"/> 4 months - 16 weeks	€2,800	€2,000
<input type="checkbox"/> 4 weeks (27 nights)	€700	€500	<input type="checkbox"/> 8 months - 32 weeks	€5,600	€4,000
<input type="checkbox"/> Early check-in (per 1 day)	€ 80	€ 60	<input type="checkbox"/> Other _____ weeks		

*If the additional days rate exceeds additional week rate the cheaper will apply.

*Electricity/gas/water/heating cost: during April-October 16 Euro/week, November – March 26 Euro/week

☐ **Other** (Please State) _____

Do you suffer from any illness, allergies, dietary problems, or prefer accommodation without pets?

☐ NO ☐ YES (Please state) _____

Airport Pick-up ☐ From Airport to Accommodation €160 ☐ From Accommodation to Airport €160 ☐ Not Necessary

Duration

From (dd/mm/yy) _____ To (dd/mm/yy) _____ Total _____ Euro

Payment/Deposit

I have paid the amount of _____ Euro by means of Bank Transfer to the following bank.

☐ Bank Name: SUMITOMO MITSUI BANKING CORPORATION
 SWIFT CODE/BIC: SMBC JP JT
 Branch Name: AZABU BRANCH
 Bank Address: 4-1-3 Nishiazabu Minato-ku Tokyo Japan 106-0031
 Account Number: 270 – 107029
 Account Holder: ACCADEMIA RIACI TOKYO OFFICE

☐ Bank Name: Banco Posta
 Account Holder: ACCADEMIA RIACI
 Account Number: 000084496884
 VIA DE' CONTI 4, 50123 FIRENZE ITALY
 Phone Number: +39-055-289831
 CODE IBAN: IT26 W076 0102 8000 0008 4496 884
 CODE BIC/SWIFT: BPPIITRRXXX
 CIN: W ABI: 07601 CAB: 02800

Credit Card Information for guarantee deposit for accommodation. (*OBLIGATORY)

☐ VISA ☐ Master Card ☐ American Express ☐ JCB

Card No. _____ - _____ - _____ - _____ Security Code _____ Expiration Date ____/____

Card Holder's Name _____ Card Holder's Signature _____

Accommodation General Conditions

1. **The Check-in date for accommodation is on Sunday and Checkout is on Saturday.** Check-in and Checkout on any other day is on additional charge as written on the list. Early Check-in by 5 or 6 days is considered as 1 additional week. We strongly recommend you to check in at least 1 week prior to the course start.
2. The deadline for accommodation request is 60 days before the entrance, or at the same time of application.
3. In order to place a reservation for 2 months or more, **you need to pay a deposit fee equivalent to 1-month fee.** This deposit fee is not refundable, and the last 1 month's rent is taken from the deposit. For deposit amount for accommodation of less than 2 months, please inquire. If you reserve a Residence, please reserve preferably 4 months before check-in.
4. In order to issue a **certificate of accommodation**, you need to pay the deposit fee of 3 months. After the certificate is issued, you cannot cancel the reservation.
5. In order to place a reservation, **your Credit card information is needed as a guarantee deposit for the accommodation. Credit card will not be charged unless the student fails to pay the rent or, there is damage to the accommodation that cannot be covered by the deposit fees the student has paid in advance.**
6. The address of your accommodation will be indicated in before your arrival. We need to be informed at least 7 days in advance of your arrival day and time.
7. **The remaining rent of the accommodation for the period of time you reserved must be paid on the first day on your arrival in cash to the school office.** The rent of the last month will be taken from the deposit you have paid on reservation.
8. If you would like to cancel the reservation of the accommodation, you must notify the school at least 60 days before. Otherwise, you need to pay the rent for the subsequent month or cannot receive refund. The amount of refund will be 70% of the paid fee (after deducting 2.1% of the tax, as well as bank commissions). After issuing the certificate of accommodation for the purpose of VISA application, you cannot cancel the reservation.
9. School accommodation is basically in flats, located in the city distributed to different sites near city center. Each flat has usually several rooms, and each room has 1, 2 or sometime 3 beds. Students using the same flat will share kitchen and bathroom.
10. The roommates are decided based on gender. Students cannot choose their roommates or flat mates depending on their personal preferences, except for the cases that the school considers justified.
11. If you request a single room, you may use a separate room with one bed, but still share kitchen and bathroom with the others.
12. Each residents need to clean their rooms, kitchen, and bathroom by themselves. Commodities such as soap, detergent, toilet paper, etc. must be purchased by residents. The kitchen is equipped with utensils. There are no face-towels or hand-towels. Bath-towels and bed sheets are replaced regularly or sometimes need to do laundry by themselves.
13. Some apartment has Internet connection, but its availability and the cost depends on the flat, and cannot be chosen by the student. Telephone of the flat must not be used except for emergency, or explicit agreement with the owner.
14. Air-conditioning for cooling is not common in Florence. If you would like accommodation with air conditioning, please request Residence.
15. As for the heating system in winter, **according to the Italian law on energy saving, heating system is available for 8 hours/day during November to March (at max.20°).** Most buildings have central heating system due to high heating. In winter, therefore, we advice students to bring enough warm clothes, too. **If you modify the central control of the heating system without permission, there may be legal consequence to the guarantor. The landowner reserves right to debit such legal fee to the credit card of the student.**
16. **Students are to keep the keys of the accommodation in good care.** If they lose the keys, it may be needed to change the entire door of the building, and the school is not responsible for such cost. **The landowner reserves right to debit such fee to the credit card of the student.**
17. Individual bedrooms do not have keys or even if there is, in most cases it closes only from inside. Please keep important belongings inside locked suitcase.
18. Only students who reserved the rooms can be allowed inside the apartment. It is not allowed to invite friends to eat together, or hold parties. Such parties can be reported to the police by neighbors, and the landlord may charged you for damage or may refuse continued stay in the accommodation.
19. **According to Italian anti-terrorism law, any landlord needs to notify the local police all the people hosting in their properties. Any failure to do that will be punished severely by state law. Therefore, you are not allowed to invite friends or family to stay in your flat overnight without permission of the landlord in advance.** Otherwise, the landlord may refuse your continued stay in the room, and the school cannot help the student.
20. **It is prohibited by the law to make loud noise after midnight. It may be reported by the neighbors and be fined.** Also the landlord may refuse continued stay in the accommodation on such ground.
21. The students staying at shared flat must follow the rule of usage of the flat. Those who chose a home stay option must follow the family's rule as one of the family. It is not permitted to invite over friends. Any failure to follow accommodation rules constitutes ground for being expelled from the accommodation. The school is not responsible for compensating for the paid rent in such a case.
22. Mediating any disagreement between roommates or flat mates is not the school's competency. Problems with the landowner, however, are to be resolved via school office.

I have read and agree to the Accommodation General Conditions and request accommodation.

Signature

Date

