



ENROLLMENT POLICIES AND PROCEDURES

Administrative Campus: Piazza Indipendenza 4, Florence Italy

Admissions Office: 10004 Wurzbach Road #231, San Antonio, TX

Program and Housing Deposits

Semester Students:

- \$1000 program deposit
- \$500 housing damage deposit (shared apartments)
- \$1000 housing damage deposit (private apartment only)

Summer Students:

- \$500 program deposit
- \$250 housing damage deposit (shared apartments)
- \$500 housing damage deposit (private apartment only)

Payment Policies

- 1. Program deposit:** No student will receive a letter of enrollment in any SRISA Program until the program deposit has been paid. The program deposit is non-refundable but is applied to the tuition balance. The remaining tuition is due by the tuition deadline, approximately one month prior to the beginning of the semester. The tuition deadline is available on the school's yearly calendar, which can be found on our website at http://srisa.org/admissions/dates_fees/.
- 2. Tuition:** Tuition must be paid in full by the final tuition deadline. Those who fail to pay the full tuition by this date will incur a \$100 late fee and may be dropped from the program. Students receiving financial aid must request and submit a student aid form in order to defer final payment.
- 3. Refunds:** The program deposit is non-refundable. The remaining tuition is refundable 50% after the enrollment deadline, dates available on our website at http://srisa.org/admissions/dates_fees/. The remaining tuition is non-refundable 1-week (7 days) prior to the start of the program, which is the housing check-in date. Housing fees are non-refundable after the enrollment deadline. The housing deposit is non-refundable until the end of the program. The housing deposit will then be refunded (minus any damages or other incurred expenses) in the form of a check in U.S. dollars, approximately 3 months after the end of your last term. **All other housing fees are non-refundable after the enrollment deadline.**
- 4. Transcript Fee:** Students have the option of receiving an official transcript through SRISA's accrediting institution in the US. This fee is refundable until the end of the first week of classes, after which point the transcript fees will not be refunded. Students dropping out of the SRISA program after the first week of classes will not receive a refund for transcript fees.

Methods of Payment

Payments can be made by:

- Online through MySRISA: <http://srisa.org/admissions/payment/>
- Credit Card: Visa or Mastercard only, transaction fees apply*
- Personal or Cashier's Check payable to: *Santa Reparata International School of Art*
- Wire Transfer: fees apply, ask for details

* For payment by credit card call 210-340-2675. Calls forward free of charge to Florence, Italy.

SEND ALL APPLICATION MATERIALS AND PAYMENTS TO:

SRISA Admissions / 10004 Wurzbach Road #231 / San Antonio, TX 78230

Tel: (210) 340-2675 / E-mail: info@srisa.org

Housing Options

1. Shared Apartments:

All apartments are equipped with the following:

- Kitchen with refrigerator and stove
- Dishes, pots, pans, flatware and glasses, etc.
- Bathroom with bath and/or shower
- Blankets (winter months) and pillows

Note: Students are required to bring a set of single/twin sized sheets and towels. Linens are not included.

All apartments are furnished and have enough beds to accommodate the students assigned to them. Apartments are simple, not fancy. Students with particular needs may want to arrange their own housing or inquire about private housing. All apartments are within walking distance of the school (max 20 minute walk).

Though apartments may vary widely in size and amenities, none of the apartments are equipped with:

- Air Conditioning
- Telephones
- Drying machines (although most apartments have washing machines)

Note on Shared Apartments: Most rooms in Florentine apartments are double occupancy. We cannot guarantee any student a single room. Any student that requests and is charged for a single room but is placed in a double room will be reimbursed the single room fee.

2. Private Apartments:

This option is suitable for those traveling with family or those who do not wish to live with other SRISA students.

Rental for private apartments range anywhere from €1,200-€2,500 per month. This includes rent and housing fees but may not include utilities. Please be very specific about your housing needs. In general, the more you are willing to spend the better the apartment will be. If budget is your #1 priority, we will take that into consideration.

If you wish to stay in a private apartment, you should contact the housing coordinator by e-mail: housing@santareparata.org

Upon notification that a private apartment has been leased, you will be responsible for paying the full rent and deposit.

3. Arranging your own housing:

Should you have particular needs beyond what SRISA is able to offer, you may prefer to arrange your own housing. SRISA will not be responsible for independently made arrangements nor can we be held responsible for any problems that may arise as a result.

Housing Check-in and Check-out Dates:

Please refer to the SRISA yearly calendar for Housing check-in and check-out dates. You will not have access to apartments before or after the housing check-in and check-out dates. There are no exceptions.

Arrival in Florence: When you arrive in Florence, take a taxi to the school to pick up apartment keys and sign your housing agreement. Students will then be accompanied to their apartment by a SRISA staff member. We recommend when booking flights that you arrive directly in Florence as the cost of transportation from other cities such as Rome or Milan may be more costly.

Important Note: The office at SRISA is open from 9 am to 6 pm Monday through Friday. Those arriving over the weekend or after 6 pm must make their own arrangements to stay in a hotel.

Housing Deposits and Fees

1. Housing Deposit:

This deposit will insure your place in SRISA housing and serves as your security deposit during the semester. Any eventual damages to your apartment will be deducted from this deposit.

Housing deposits will be refunded (minus any damages or other incurred expenses) in the form of a check in U.S. dollars, approximately 3 months after the end of your last term. This check will be mailed to the address indicated on your application.

If you cancel your place in SRISA housing, your housing deposit is not refundable.

Note: Those students remaining for multiple semesters or summer terms will pay the deposit only once. In case of cancellation of second term housing, the deposit is non-refundable.

2. Housing Fees:

For an updated list of housing fees for semester and summer programs please consult the SRISA Website: http://srisa.org/admissions/dates_fees/

- Costs for Shared apartments include: Rent, housing fees, coordination and utilities.
- Costs for Private apartments include: Rent, housing fees, and coordination. Utilities are not included.

Payment of Housing Deposits and Fees

Rent for the full period is due at the same time as the tuition deadline.

Payments can be made by:

- Credit Card: Visa or Mastercard only, transaction fees apply*
- Online by signing up for MySRISA: http://www.santareparata.org/forms/sign_in.php
- Personal or Cashier's Check payable to: *Santa Reparata International School of Art*
- Wire Transfer: fees apply, ask for details

* For payment by credit card call 210-340-2675. Calls forward free of charge to Florence, Italy.

Housing Contact Information

For questions about housing and information please contact:

Housing Coordinator
Florence, Italy:
housing@srisa.org
Tel. 011-39-055-4627374

