

ELON CENTER IN

Florence Italy

Isabella Cannon Global Education Center



Elon Center in Florence, Italy

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Isabella Cannon Global Education Center

Elon University

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Introduction

The Isabella Cannon Global Education Center (GEC) created this book to provide admitted students to the Elon Center in Florence, Italy and their families with detailed information about the program. This program is only available to current students enrolled at Elon University. This guide was created from orientation materials from Elon University and the Accademia Europea di Firenze (AEF) in Italy.

Students who would like additional information are welcome to call 336-278-6700 to set up an appointment with or e-mail any questions they may have to the Elon Center in Florence, Italy Program Advisor, Janelle Papay.

Program Application



How to Apply

The Elon Center in Florence, Italy program brochure has a fact sheet that details student eligibility for the program, application period dates, and courses currently offered at the Center.

For more information on Elon Abroad programs, visit the Elon Abroad search page to access individual program brochure pages.

Application

The application dates are posted at the top of program brochure under the **Dates/Deadlines** heading. Once the application period begins, students may click on the **Apply Now** button on the right side of the page to start their electronic application. A prompt will appear asking you to log in with your Elon username and password.

The electronic application consists of several short questionnaires, two recommendations, and an application deposit.

Students do not need to finish the application in one sitting. To go back to a saved application, click the "login" button on the right side of the study abroad website. This will take you to the Elon Abroad login and the application homepage.

Program Dates



General

General Dates

The general program dates for the Elon Center in Florence, Italy are:

Fall Semester	Spring Semester
late August - late November	late January - May

Program Schedule

Program dates are listed under the **Dates/Deadlines** section of the program brochure. A detailed breakdown of program dates will be provided at the Specific Orientation for the Elon Center in Florence program. The group flight will be announced at the orientation as well. Please do not book domestic flights before receiving this information. The dates for the semesters listed on the program brochure will give you a good idea of when the flights will be; however, orientation in Florence is typically a couple of days before classes start.

Academic Schedule

A detailed day by day course schedule will be posted to each student's Elon Abroad homepage prior to departing for Italy. This schedule is typically available a month prior to the program's start date. The GEC strongly recommends that students wait until after course schedules are posted before planning any weekend trips. Several classes will have mandatory class-related excursions or field trips on Fridays and/or weekends. The program attendance policy further addresses these requirements.

Chapter 3

Financial Matters



Funding

Elon Scholarships

Any scholarships that you currently receive as a student at Elon University will apply to your semester abroad. The Isabella Cannon Global Education Center will notify the Bursar's office of all students studying abroad and billing will be adjusted accordingly.

Loans and/or Grants

If you routinely have to sign or co-sign loan and/or grant checks and deposit them with Elon each semester, you will have to sign these checks prior to your departure. You may want to consider having these checks electronically transferred to Elon or legally authorizing someone in your family to sign on your behalf. Loan and/or Grant checks that are sent abroad frequently delay payment and on occasion have been lost in the mail. Elon University cannot be responsible for delivering these checks. The GEC strongly suggests that you work with your family and the Loan and/or Grant providers to determine the best solution for your situation.

Fellows and/or Honors

If you are a member of any Elon College Fellows, Business Fellows, Honors Fellows, Isabella Cannon Leadership Fellows, Journalism & Communications Fellows, and/or Odyssey Watson Scholars, etc. that offers a travel grant for study abroad, you should discuss this study abroad opportunity with your program director. Your program director will ask for a completed form requesting your travel grant be applied to your student account as tuition aid. Once the form has been completed, you should notify the GEC that you anticipate funds being applied to your student account.

The deadlines for travel grant approval applications are:

Fall Semester	Spring Semester
May 1	November 1

Additional Funding

There are various scholarships available that can aid the financial requirements for your study-abroad experience. The GEC has compiled a list of scholarships, on and off campus, that you may be eligible for on the GEC Funding for Study Abroad website. Many more scholarships may be available, and the GEC recommends researching any available programs.

The GEC offers scholarships based on financial need, Aid is available for Elon semester, summer, and winter term study abroad programs. A current FAFSA on file, proof of financial need, and an application for a need-based scholarship are required to apply. Awards are for up to \$1,000. The Isabella Cannon Global Education Center Need-Based Scholarship Application can be found online. The deadlines for this application are:

Fall Semester	Spring Semester
May 1	November 1

Deadlines

Payment Deadlines

Payment deadlines for the Elon Center in Florence program are:

Fall Semester	Spring Semester
First Friday of August	First Friday of January

If you have not met the deadline you will have to make satisfactory arrangements with the Bursar's office to pay all fees before you will receive final clearance for participation in the program. Remember to research additional scholarship deadlines and travel grant application deadlines.

Program Cancellation Deadline

A deposit is due at the time of application. Your application is not considered complete until a deposit has been received electronically. The deposit is refundable until the pre- registration for the semester you go abroad. This date is available on the Ontrack Undergraduate Academic Calendar.

If you withdraw from the program before the start of pre-registration, the GEC will request the deposit is refunded by the Bursar's office.

If you withdraw after the refund deadlines, you will lose your deposit and are held liable for any funds already paid to vendors, which may include up to the total program cost. Students who cancel within a month of the program's commencement will not be refunded any program fees.

You must email [the program manager](#) to withdraw your application. Approved refunds can take up to two weeks to be issued and will be processed through the Bursar's office.

Finances

Budget Sheets

For the Elon Center in Florence, Italy semester program, billed and estimated costs are listed on the term specific Budget Sheets. Budget Sheets for the Fall and Spring semesters can be accessed through the **Cost** section of the program brochure.

Each Budget sheet is broken into two sections: Billed Costs, and Estimated Costs. Since the Budget sheets will change from term to term and year to year, the GEC designates the specific term and year that each budget sheet is applicable in the notes section.

Billed Costs

The Billed Costs are notated with an asterisk in the budget sheet and are paid directly to Elon University. Elon will then pay the overseas providers. Billed Costs include: Elon tuition for the semester, International Health Insurance, and a study abroad fee.

The Study Abroad Fee is the difference between the cost of delivering the program abroad and Elon tuition. The Study Abroad fee also includes: housing, a Florence museum pass, on-site orientations, and program tours and excursions. Students should note that Art Studio lessons and Voice lessons are available for credit at an additional cost per credit hour.

If you want to compare the Billable costs of the study abroad program with the cost of a semester at Elon, visit the websites of the Bursar's Office or the Office of Financial Planning.

Estimated Costs

The Estimated Costs are items the GEC has associated with the program that will not be billed by Elon University. The Estimated Costs listed on the Budget Sheet for this program are estimates that will vary based on individual spending habits, the exchange rate, and inflation. The exchange rate for the Euro can be found at www.xe.com/ucc.

Personal costs for individual students will vary, and the GEC suggests students develop their own personal budgets based on their current spending habits at Elon, exchange rates, and any planned personal travel while abroad. More information about planning a personal budget can be found on the GEC Travel Preparations website.

Suggestions for Spending Money

The GEC suggests carrying American money (\$50 will be more than enough) with you for your flight over to Italy. It is also advisable to take some Euros with you. Most U.S. Banks can provide Euros with sufficient notice. Euros can also be purchased at Currency Exchange kiosks in most international airports for a higher exchange rate.

Expect the cost for your first month to be more than the other months you are there. Initial purchases, adjusting to foreign currency and a new lifestyle are expensive. Do not count on

earning money while abroad, as you are not eligible to work in Italy on your Schengen Visa.

Past participants in the program have recommended using an ATM, Debit or Credit card in their name while in Europe. ATM machines are available throughout all of Europe, and provide students with easy access to money.

Notify your credit/debit card companies and/or bank(s) of the countries you plan to visit prior to leaving the U.S. Some companies will place a hold on, or cancel your card if they see unexpected charges outside of the U.S. Ask your financial institution about any fees, restrictions or limitations associated with using your card outside of the U.S. International transaction fees, cost of ATM usage, and other terms vary from company to company. Past students have found Capital One to be a good card for Italy, but we encourage you to research your options.

Keep all money, credit cards, etc. in a safe place. We suggest you use some sort of travel money neck pouch or hip pouch. Use common sense and protect your money, credit cards, and passport. Carry only the necessary cards and IDs with you. Leave other funds and IDs in a safe place, such as your apartment, in order to have additional access to funds in case of loss or theft. We suggest you give your parents/guardians a copy of the front and back of your credit cards and bank ATM cards.

Documentation



Identification

US Passport

If you are a U.S. citizen, you need an undamaged passport, valid for at least **six** months beyond your date to re-enter the U.S. If you do not have this now, apply immediately. It is the student's responsibility to have the appropriate travel documentation for the program. If you are not a U.S. citizen, let the program advisor know so the GEC can help find the information you need to study in the Elon Center in Florence, Italy semester program.

Schengen Visa

A visa is a stamp or sticker in the passport that allows the passport holder to enter a country for a specified amount of time. Students studying abroad in Italy for 90 days or more are required to have a visa. Elon University will Batch Process one large group of Schengen Visa applications. The Batch Processing will send all applicable visa applications to the Consulate General of Italy in Philadelphia. Students that complete the following will be eligible to participate in the Batch Process:

- Attend a Visa Orientation session
- Submit all required documentation on the "Schengen Study Visa Checklist" document attached to your Elon Abroad homepage by the date provided at the Specific Orientation

Students who do not attend the Visa Orientation session or who do not submit the required documentation have to apply in person at the Italian Consulate for their jurisdiction. Please keep in mind that each Consulate has different requirements and procedures for an Italian student visa. The GEC will not assist

students who fail to attend either the Specific or Visa Orientations with their Schengen Visa Applications.

Permesso di Soggiorno

Students are required to apply for a Permesso di Soggiorno or *Permit to Stay*. The GEC will e-mail the online application for the Permesso di Soggiorno after the Schengen Visas have been granted by the Italian Consulate. Upon arrival in Florence, Italy, AEF will walk students through the second part of the application. Students are responsible for the cost of the Permesso di Soggiorno. The Estimated Cost is listed on the Budget Sheets on the program brochure.

Preparation



Orientation

A successful semester abroad is dependent upon adequate preparation. Students will participate in a series of mandatory orientations during the semester prior to studying abroad. These orientations will address issues of academic, cultural, logistical, financial, medical, and personal preparation. Failure to attend the required orientations will result in dismissal from the program. Any financial losses incurred by this dismissal, including program fees and international airfare, are the student's full responsibility. The GEC updates the orientation dates on the GEC Orientation website and will take attendance at each orientation session. The Elon Center in Florence, Italy will have students attend two different orientation sessions.

If a student is unable to attend a mandatory orientation, it is the student's responsibility to contact the program advisor prior to the orientation date and discuss making up the orientation.

General Orientation

The GEC has created nine General Orientation modules that are available through the Elon Abroad homepage. These modules will cover Elon's study abroad policies health and safety information. Students are required to complete all nine modules by the dates listed on the GEC Orientation website.

Specific Orientation

The program advisor will schedule a specific Elon Center in Florence, Italy Orientation and post the dates to the GEC Orientation website. This orientation will provide admitted students with an overview of the program. It will cover logistical and course information, and will answer questions students may have about the program.

Visa Orientation

The program advisor will schedule two visa sessions and post both dates to the GEC Orientation website. Admitted students are required to attend one of the two visa sessions. This hour long session will go over the Schengen Visa application in detail.

Faculty-led Orientation

The Faculty-in-Residence will schedule a specific Elon Center in Florence, Italy Orientation and post the dates to the GEC Orientation website. This orientation will be lead by the faculty member and typically discusses expectations for the semester, the General Studies course, and any topics of their choosing.

Flights

The Program Advisor will provide students with a suggested group flight itinerary during the Specific Orientation and will attach the itinerary to the Elon Abroad applicant homepage. The GEC strongly recommends students take the optional group flight that will be arranged by Aladdin Travel. Those students will be met at the airport by the Elon Faculty in Residence and the Director of the Accademia Europea di Firenze, who will arrange for free transportation directly to the apartments. Students will be able to check in immediately, receive their apartment keys, and get settled. If the group flight is delayed, the AEF staff will adjust the pickup time from the airport. Students who participate in the group flight can also work with Aladdin Travel to purchase add-on flights from their home cities to the airport the group flight departs from.

Students traveling independently are required to arrive before the group flight and wait at the airport. In-Country Orientation and apartment check-in will begin once the group flight lands. Look for the Elon Faculty in Residence when you exit customs and baggage claim. If you are unable to get from the airport to the

apartments, do not panic. Contact the Elon Faculty in Residence. They will assist you through the situation.

Luggage

Students should contact the airline to find out the allowance for checked and carry-on baggage. Each airline will have different requirements and it is important that you are familiar with your specific airlines baggage allowances to avoid paying additional fees for your baggage.

The GEC recommends using soft luggage, duffel bags and rucksacks with locks as these are easier to carry on trains, planes, and in narrow European staircases. The GEC also recommends reducing the amount of luggage that you take until you are able to carry it comfortably without assistance. Past participants have also recommended leaving sufficient space in your luggage to bring souvenirs back to the U.S.

Packing



Clothing

Students should take at least one “dress-up” outfit, and basic school clothes. It is important to remember that the majority of the streets in Florence, Italy are cobblestone and program participants will be doing a lot of walking throughout the city. Keep baggage to a minimum, plan carefully, and eliminate non-essentials. More information on packing can be found on the GEC Travel Preparations website.

Electrical Appliances

Italy has a different system of electrical current (230-240/50 Hz). If you take hair dryers, electric razors or other appliances, you will need to purchase both a converter and adapter. If you bring a laptop a surge protector is also recommended. Most of Europe uses the same electrical outlets as Italy with the exception of the UK. Always unplug small appliances when not in use. You and your apartment mates may want to consider purchasing small electrical appliances together in Florence.

ID Cards

Students should take at least one form of identification in addition to their Passport. Photocopies of all forms of Identification should be made in case they are lost or stolen. Past participants have used the following ID Cards:

- Elon ID/Phoenix Card
- International Student Identification Card (ISIC) - this is an optional form of identification that can be purchased and may provide discounts to local attractions through Europe.
- Driver's license - The GEC does not recommend renting a car while you are in Europe.

Customs

If you are taking any foreign-made articles such as cameras, binoculars, expensive watches, etc., you may want to register them with the U.S. Customs at the airport to avoid having to pay duty on them when you return. You are allowed to bring \$400 worth of duty-free goods into the U.S. when you return. Refer to the U.S. Customs Agency for more information.

Academics



Registration

Term Abroad

Admitted students will submit three course registration questionnaires via the Elon Abroad applicant homepage. The questionnaires are:

- Florence Course Registration
- Florence Art Studio Lessons
- Florence Voice Lessons
- Florence Music Program

Students should refer to the application instructions on their Elon Abroad applicant homepage for the registration deadline.

Students on this program must take a minimum of **16** credit hours including 4 (or 8) credit hours of Italian language from the courses listed on the program brochure. Students on this program cannot exceed a maximum of **18** credit hours, including the Italian language course. Courses may be cancelled based on insufficient enrollment. You will only be able to drop and add Florence courses during the first week of classes in Florence. Registration drop/adds should be communicated to the GEC via the Florence Drop/Add Questionnaire on your Elon Abroad

homepage. Course descriptions are available on the program brochure.

The GEC will upload a day-by-day course schedule to the Elon Abroad applicant homepage prior to the group's departure to Florence, Italy. It is strongly suggested that students wait to plan trips and visits until after the final class schedule has been posted to the applicant homepage as several courses will have mandatory field trips on some of the Fridays or weekends throughout the program.

Students should meet with their academic advisor to discuss the courses they will take on the Florence program as well as courses to take upon return to Elon. More information about Course Planning can be found on the GEC website.

Returning Term at Elon

Students will register for classes for their returning term at Elon via Ontrack while abroad during specified times provided by Elon's Registrar's office. Students will not be excused from classes in Florence to register for classes at Elon.

Courses

Course Work

The Elon semester abroad is an academic program. A student's eligibility to participate is based on the expectation that students will approach the course work with seriousness. The GEC hopes that admitted students will take advantage of the opportunities to enjoy life in Florence. We would like to remind all admitted students that this is an academic program, and students will be challenged at least as much in the study abroad program's classes in Florence, Italy as in the courses at Elon University. All students must take courses for a letter grade and may **NOT** take a course pass/fail or audit a course.

Textbooks and Supplies

Students may wish to take a paperback Italian-English dictionary to Florence, Italy. These reference books are available in bookstores in Italy as well. A clipboard or notebook is essential, as several courses will take students on tours and put students in non-classroom situations to take notes. The textbooks for all courses in Italy should be purchased in Italy with the possible exception of the General Studies course. Check with the Elon Faculty in Residence for required General Studies textbooks.

Students with Disabilities

Students with disabilities are encouraged to disclose their disabilities early in the application process. This will allow the student sufficient time to investigate the availability of accommodations. It is the student's responsibility to disclose any disability that requires accommodation, and to make plans for their needs. All decisions regarding accommodations will be made on a case-by-case basis. If a student chooses not to disclose disability-related needs prior to arrival at their host institution, the GEC, Disabilities Services, and the host institution will determine if accommodations are possible. It may not be feasible to make arrangements for accommodations requested too close to the departure date or once on-site. See the GEC Preparing Yourself website for more information on Disabilities and Study Abroad.

Attendance

Attendance Policy

Attendance at all classes and class-related excursions is mandatory. The University also recognizes that there are rare occasions that demand a student to miss class, including, but not limited to, recognized religious holidays or family emergencies. However, family visits, out-of-town guests, special occasions, celebrations, etc., will not be approved as excused absences. Arrangements for dealing with any work missed as a result of absences must be worked out between the student and instructor.

Anticipated Absence

Submit an e-mail to the Elon Faculty in Residence that includes the date of your proposed absence, the reason for the absence, and the classes to be missed. Students must include a proposal for promptly completing any missed assignments. Students will be informed whether or not the absence will be excused. If excused, the other instructors will be notified. According to Elon University's policy for absences relating to religious observance, students who intend to miss class due to a religious holiday must notify their instructors within the first week of classes.

Unanticipated Absence

Email the Elon Faculty in Residence as soon as possible describing the circumstances. The other instructor(s) will be informed.

The Elon Faculty in Residence will determine whether or not the absence will be excused and will notify the other instructors. Students may want to submit invoices or reports from medical providers in cases where classes have missed due to illness or injury.

Unexcused Absence

Italian Language Classes: More than three unexcused absences from Italian Language Classes will result in the deduction of one full letter grade from the final course grade. Each two subsequent unexcused absences from Italian Language Classes will result in the loss of an additional letter grade.

- General Curriculum Classes: More than two unexcused absences from any General Curriculum course will result in the deduction of one full letter grade from the final course grade. Each subsequent unexcused absence from a General Curriculum class will result in the loss of an additional letter grade.
- Punctuality: Students arriving more than 15 minutes late or who leave class early will be assessed one unexcused absence per incident.
- Classes missed due to visits from family members, out of town guests, or other travel not part of the Elon program will be considered unexcused absences and will count toward grade penalties assessed in calculating the student's final course grade.

It is strongly suggested that students wait to plan trips and visits until after the final class schedule has been posted to the Elon Abroad applicant homepage.

Housing



Apartments

Housing

Elon leases apartments in a residential neighborhood within walking distance of AEF, restaurants, supermarkets and shopping areas. Apartments range in occupancy from 2-10 students in an apartment and bedrooms typically have 2-3 students per room. Students should note that the apartments will not be equal in terms of size, occupancy or contents. The Elon Faculty in Residence and family (if applicable) will occupy an apartment near the student apartments. The apartment rental will include linens (sheets, pillowcases and towels), a full European kitchen, washer and drying rack. Some students have suggested that you may need to bring your own towel for travel and that you may want washcloths or hand towels for use in the apartments. The apartment will have housekeeping service once a week to replenish linens but not to clean the apartment.

Students will live in unique and historic buildings throughout Florence. The majority of these buildings are very different from the dorms at Elon University. It is important to note that air conditioning is not common throughout Florence, Italy. Students should be prepared to purchase small fans and dress

appropriately for the weather. The apartments are equipped with heating systems that will be turned on and off on a specific date. The heat in Florence is regulated by the local government and students who try to bypass the local government's heating regulations have had the heat in their apartments turned off and have been charged a heavy fine to have the heat turned back on.

Students are responsible for the condition of the apartment and are expected to keep it in good working order. Upon arrival in Florence, AEF, and a member of the apartment leasing company will discuss the expectations of the apartment. Prior to departure, the apartment will be inspected by the owners of the apartment and any damages will be charged to the student account of all apartment occupants.

Issues of noise are taken very seriously in Italy and can result in reports to the police and expensive fines. Noise problems are also taken very seriously at Elon and can result in honor code violations. Repeated violations could result in dismissal from the program. Students on the program represent Elon. Their

behavior and attitudes can damage or strengthen Elon's relationship with the neighborhood, and the city of Florence.

Under Elon's lease agreement with Accademia Europea di Firenze and the owners of the apartments, students are prohibited from having overnight guests, including family members. Fines for having unauthorized guests start at 1,500 Euros.

Furthermore, the apartments are available only for the dates of the program. If students arrive at a different time or date or if students stay beyond the departure date of the group, they will not be able to stay in the apartments, but must find a hotel at their own expense. Students must then transport their luggage from the hotel to the apartment at their expense at the time set for those arriving on the group flight.

Gallery 7.1 Pictures of past student apartments



Kitchen



Communication



Methods

There are many different ways to communicate while you are abroad. The best form of communication will depend on you, your interests, and the country where you'll be studying. It is important to stay in touch with your family and friends, but not to the extent that it interferes with your experience abroad. Start talking with your family and friends now about the frequency of communication. Consider the cost of international communication, both in terms of time and money, when having this conversation. More information about communicating while abroad can be found on the GEC Communicating While Abroad website.

Recommended Methods of Communication

Email, blogs, websites, IM, and Skype will be a cheaper way to stay in contact with your friends and family. However, keep in mind that you are in Florence to experience, explore, and understand a new city and country. Make sure you are not spending a majority of your time communicating with family and friends in the U.S., or you will miss out on this once in a life time opportunity.

If your parents or guardians do need to contact you in Florence, they should dial 011 + 39 (the country code for the Italy) + 055 (the city code of Florence) + the number. Note: Make sure you dial the 0 before the city code. Italy is one of the countries where you do not drop the 0 from the city code when dialing from the United States.

Mail

Mail and Packages should be sent to AEF:

Your Name

Elon University Program

Accademia Europea Di Firenze

Via Roma 4 – 50123 Firenze, Italia

Phone: +39 055-211599

Past students and parents strongly recommend against having things shipped to you in Italy. If relatives and friends wish to mail packages and boxes, they should be marked “Used Goods” to avoid paying duty. Heavy import duty will be charged on any new items and the tariff could cost more than the items mailed. If duty is charged, you have to pay it before the parcel is released to you.

Cell Phones

Your U.S. cell phone may or may not work in Florence, and if it does, international rates will be added to each call. You have the option of “renting” a cell phone for the time you are there through one of the international cell phone companies. An international cell phone company representative will be present during your in country orientation to discuss renting cell phones. Companies used by past students include: Carphone Warehouse, Piccell Wireless, Cellhire, and Student Cells.

Telephones

Telephone calls are expensive in Italy. Cost of the telephone system in Italy is based on the duration of the phone calls. It is much cheaper to call a fixed phone number than a mobile phone number. A phone card, *scheda telefonica*, may be purchased that works as a debit card at most pay phones. With these cards, you can see the total on your card decreasing as you talk, and you can monitor the length of your conversations.

When calling family or friends in the States, consider using a calling card. Cards obtained in Italy have much better rates than cards from the US. All calling cards have local access numbers that connect you to the American operator. Calling the U.S. without a phone card will cost five times more. The table below presents peak times for transatlantic calls.

Time Zone	Most Expensive	Least Expensive
Florence (CET)	2:00PM - 8:00PM	After 11:00PM
U.S. (EST)	8:00AM - 2:00PM	After 5:00PM
U.S. (CST)	7:00AM - 1:00PM	After 4:00PM
U.S. (MST)	6:00AM - 12:00PM	After 3:00PM
U.S. (PST)	5:00AM - 11:00AM	After 2:00PM

You might also consider arranging to have your family/friends set up an international plan through their long distance carrier so they can call you at a reduced rate.

1-800 Numbers - Remember 1-800 numbers (usually associated with U.S. phone cards) are not free abroad.

Collect Calls - Dial “170” to make a collect call to anywhere in the world.

Phone Messages at AEF

If someone calls the school looking for you, the secretary will take a message and post it at the mail boxes. You will not be called from class to answer a phone call except for in the case of an emergency.

Resources



In Country

Facilities

Accademia Europea di Firenze (AEF) is the organization with which we partner for Elon in Florence program. The classrooms in Florence where courses will be held are in a building located in the city center near the Duomo, and a building near the Ponte Vecchio. In addition to the classroom space, there is also an Elon faculty office, and a few computers for use between classes.

The AEF Building is a shared space. There may be other classes in the building as well as the daily work of the AEF staff, so respect must be shown at all times. Please remember, you represent Elon and your behavior and attitudes can damage or strengthen Elon's relationship with Accademia Europea Di Firenze.

Elon Faculty in Residence

The Elon Faculty in Residence will be living in an apartment near the student apartments and should be the student's first contact when any concerns arise in Florence. The GEC will be in contact with the Elon Faculty in Residence regularly during the semester.

Computers

Each apartment will have wireless internet and a printer. The Elon Faculty in Residence and the staff of AEF will discuss with you the protocol for usage. Please note that you may not have as fast or as stable an internet connection as you have at Elon. Because of the difference in internet service, if you are in the apartments using the wireless internet, you should not download music or movies or use stream video (YouTube, video chatting) or you will hinder the internet usage for all other Elon students.

Libraries

Upon request, Accademia Europea di Firenze will provide you with documentation to allow access to public libraries. Elon students should refer to the guides online to setup electronic access to Belk Library while abroad.

Consulate

The United States of America Consulate is located at the address below:

Lungarno Vespucci, 38

Hours of Operation are:

- Monday to Friday from 9 a.m. to 12:30 p.m.
- Monday to Friday from 2 p.m. to 3:30 p.m.

The telephone number is 055 239 8276

Medical



Insurance

International Health Insurance

Elon University will enroll students in a Global Health and Safety Services and Insurance Program. As a student at Elon University, it is policy that you must also maintain your domestic insurance even while you are abroad. Your study abroad insurance policy covers you only while you are outside of the US.

The Global Health and Safety Services and Insurance Program coverage begins the day the program starts (group flight departure) and ends the day the program ends (group flight returns to USA). An overview of the policy and benefits are currently listed on the GEC Pre-departure Health and Safety Information website.

iNext maintains a [website](#) with extensive information including a list of comprehensive travel insurance benefits and assistance services. Parents and students can log into this website using the student's username and password that will be provided by iNext via an initial email. This email will also include a printable template card. Once logged on, a student must complete an iNext registration process in order to receive their travel

insurance card. Each student will receive a card with photo ID that will be delivered to the address specified 5 to 10 days after the online registration is complete.

Although the insurance has no co-pay for services, a student will in most cases have to pay for services provided and submit a claim for reimbursement. In emergency situations (see below) a guarantee of payment may be issued for up to \$5000 in order to facilitate cashless access to medical care.

Unless there is a sudden emergency, you should call the Elon Faculty in Residence. They will accompany you to a medical provider in Florence. Please inform the Elon Faculty in Residence any time that you see a medical professional or have health issues of any kind during the semester.

If you have an emergency while traveling outside of Florence, try to visit an approved facility or call the insurance as soon as you can to make arrangements and contact the Elon Faculty in Residence to let them know.

Medications

Medications and Prescription Drugs

Pre-departure vaccinations and healthy travel practices are important in protecting student health and ensuring a successful study abroad experience. Students should consult the [CDC](#) website and discuss with their family physician which (if any) recommended vaccinations and/or medications should be taken prior to the study abroad program. Some medications take 30 or more days to take effect, or may require a series of shots given months apart, so plan accordingly.

Non-prescription drugs are available in Florence, but may have different names. If you like a particular over the counter medicine, bring it with you. Students should ask their doctor to prescribe enough to last an entire semester. For some controlled substances, this may not be a possibility. If this becomes an issue, you and your doctor should investigate the availability of the medicine in Florence. If it is available, your physician can write you additional prescriptions. In the case that it is not available, have your doctor prescribe an available equivalent. Students should take a legible copy of their prescription for any medicine they take and know the correct name and correct

dosage for all medications. See the GEC Pre-Departure Health and Safety website for more information.

The Italian government considers certain drugs illegal, including, but not limited to: Ritalin, Cylert, Adderall, Wellbutrin, Prozac, Paxil, and Zoloft. Anyone found with these medications without appropriate physician approval can be prosecuted. Contact the Italian Consulate in your jurisdiction for additional information. You will need to see your physician and obtain a letter stating:

- the generic name of medication
- why you are taking it (your medical condition)
- the prescribed dosage

Students who wear contacts and/or glasses will want to take extras and pack their prescription in case it is needed.

Controlled Substances

The illegal drug laws and penalties are stricter in most European countries than in the U.S.. Avoid all involvement with controlled substances! ANY use of a controlled substance, including marijuana, WILL result in dismissal from the program. You will be returned home at your own expense without any refund of the program fee.

You will be held responsible for your behavior, held to the Elon Honor Code, and generally held to a high standard of conduct.

Expectations



Personal Responsibility

Responsibility/Expectations

You will be held responsible for your behavior, held to the Elon Honor Code, and generally held to a high standard of conduct. You will also be expected to respect the people and customs of Italy, the faculty, and the other students of the program. Any behavior that is disruptive of the program could result in dismissal from the program.

You will be responsible for any damage done to your apartment during the time you occupy it. An inspection will be made prior to your arrival in order to determine the condition of the apartments. Regular inspections will be made and you will be held responsible for any damage beyond reasonable wear and tear. Any charges will be discussed with you after your return.

It is your responsibility to inform the Elon Faculty in Residence on any occasion that you are going to be out of Florence overnight. You will need to inform the Elon Faculty in Residence of your travel plans for weekends and the semester break. The obvious reason for this is to allow contact with you should an emergency arise. The Elon Faculty in Residence will discuss how they want you to communicate your travel plans outside of Florence, Italy during the Faculty Orientation.

Permesso di Soggiorno

The Permesso di Soggiorno, also known as the “Permit to Stay”, is a legal document that requires students to register their purpose for visiting Italy, residence and arrival and departure dates with the local government.

The GEC will provide students with more information about the Permesso di Soggiorno online application process once students have received their Schengen Visas. There are two application steps for the Permesso di Soggiorno, the first is an online application that should be started in the US prior to departure for Italy. The second part of the Permesso application will be handled by AEF and will take place the day after arrival in Florence, Italy.

Related Glossary Terms

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Chapter 4 - Identification

Schengen Visa

A Schengen Visa is a visa that allows holders to travel freely to several European countries.

More information about the Schengen Visa and member countries can be found on the Consulate General of Italy in Philadelphia’s website. <http://www.consfiladelfia.esteri.it/NR/rdonlyres/2670E630-A2FE-4F54-A9D7-418A2290C90F/38786/IMPORTANTVISAINFORMATION.htm>

Related Glossary Terms

Drag related terms here