

THE SCHOOL

www.porta-doriente.com

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The school derives its name from the town where it is located, Otranto. It is the easternmost town in Italy, meeting-point between the East and the West.

It is located in the historical centre in an ancient building from 900, **at 20 mt from the beach**.

Classrooms are provided with audio-didactic supports and air-conditioning for summer lessons. There is a linguistic-multimedia laboratory with computers and a library where you can find every kind of book, essay, novel, dictionary (in every language), Italian newspapers, and the most famous films of the Italian cinema.

AN AVANT-GARDE SCHOOL

The school cooperates with other European partners in the collaboration of innovative projects in the field of linguistic learning. It takes part in the program called "Lingua", a European network which cooperates with other institutions for the development of didactic materials and methods. Our Institute is a promoter (in collaboration with the town of Otranto) of cultural events such as stages, workshops and international meetings on projects and cultural themes that are presented every year. Some of these projects will be available through the several exchange programs of the European Community. The school also collaborates with the University of Lecce. The school is **preparation center for the CILS-certificate (Certification of Italian as foreign language)** from the University of Siena which is officially recognized by the Ministry of Foreign Affairs. CILS-certification can be used for employment or study whereby an official declaration of linguistic competence is required.

THE REGION "SALENTO": THE DOOR OF EAST

SALENTO begins at Lecce and ends on the heel of Italy. It's the Southern part of Apulia. It moved to east as if a Greek God, to enjoy himself, had thrown the boot towards him. "Land of Otranto" was called the Salento, land of Normans. The town that gave the name to this land was a small Mediterranean power leaned out on the East with its monasteries as San Nicola of Casole, one of the most cultured and sophisticated places in Europe during the XIII century. There precious manuscripts were copied, there people spoke Greek and Latin, there people landed from Paris as from Bisanzio. The monastery of Casole had from the XI to the XV century in the whole South of Italy a cultural role which anticipated the Humanistic movement of northern Italy. Here flourished an active center of studies that picked up the ancient Greek-Latin codes. For the first time in Europe, in the "scriptorium casolano" rose in 1160, the Students' House, the second rose in London in 1183. The School of Casole became the meeting-point of researchers of Eastern and Western Europe, who exchanged codes, experiences, and knowledge .

It is a land of dolmen and menhir, of prehistoric caves of extraordinary importance, archaeological sites, and places that seem like magic. Land which is subject of historical and anthropological studies from foreign researchers of international fame.

OTRANTO: a town for a big holiday. An important historic and artistic centre, Otranto lies on one of Italy's most beautiful coastlines, the sea that laps against its shores is limpid and intense in colour. *Otranto presents itself to the visitor in the guise of a medieval city, still attached to the periods that preceded its destruction.* Rich in remains, which testify to its intensely glorious and at times dramatic past; the splendid Cathedral overlooks the town, along with Saint Peter's Basilica, Martyr's Hill, the Castle, the Towers, the Bastions, the Aragonese walls and the fortified farmhouses, a must for all visitors to Salento. The coast-road is one of the most poetic tourist itineraries in the province. With its breathtaking sea views Otranto is a paradise for all nature lovers. Otranto lies at the most easterly point of Italy: in summer you can get across to Greece. It seems made just for the purpose of holding the interest of the traveller in search of new sensation and appealing to his imagination.

Otranto, a "crossroad of cultures," is a place where the student can meet the past cultures: the Arabs, the Greeks, the Messapians, the Spanish, the Normans, the Celts, and the Swabians. Students can also find signs of primitive peoples (caves with primitive drawings, dolmen and menhir can be found all over the countryside). Land of transit, all ancient people travelling between East and West left their mark.

Otranto offers a lot of possibilities to relax and to enjoy: in town centre you can find several pubs,

discos, restaurants and hotels. In summer time open-air cinema and concerts are organized. Very typical of the zone are the popular dances in the street.

Otranto is well linked (about 35 km) with the chief town Lecce and with other big centres on the coast. **Lecce is called "the Florence of Southern Italy"**. Lecce, home of the Baroque, is more than an architectural style, a way to relive past. Time in Lecce passes through its tortuous streets, through places that you would never recognise, because the streets change perspective continuously. The Salento, finis terrae, is a winding land that lives through the nuances of the imagination.

THE METHOD

"And a disciple asked: tell us of teaching. And he said: nobody can reveal anything to you, except what already rests half-asleep in the roots of your own knowledge. The Master that walks with his disciples in the shade of the temple doesn't lavish his knowledge, but rather his faith and his love. If he is really wise he doesn't impose you to enter in the abode of his wisdom but drives you to the threshold of your mind. The astronomer can tell you about what he knows of space but he can not deliver his knowledge to you. The musician can sing you the rhythm that pervades creation but he can not give you his ear that halts that rhythm neither his voice that resounds it. The vision of a human being doesn't lend its wings to another human being. And as each of you is alone in the conscience of God, so each one must be alone in his knowledge of God and in the knowledge of the world "

Gibran Kahlil Gibran, The prophet, 1923

THE IMPORTANCE OF THE METHOD

The teaching staff consists of experienced, university-trained professionals with a solid experience in the teaching of Italian as a foreign language. Some teachers have worked abroad with students of very different nationalities and levels and have acquired a particular sensitivity to the specific demands of every participant. The service of reception and didactic orientation offered by the tutors is based on the didactic principles of the "**project work**": upon their arrival the students will determine with the teachers the level of their linguistic knowledge. The teachers will help the students clarify their real purposes and they will plan together the stages of "the learning-project". The teacher has a role of organizer, guide and animator of various phases of the learning-project which includes only the institutional course but also the personal activities carried out out of the course. The purpose is to allow students optimum time for linguistic learning and avoid the dispersion of useful energies.

YOU CAN STUDY ITALIAN WITH AN ITALIAN STUDENT

The school promotes linguistic exchanges with Italian speaking people in an informal context: you will speak Italian during meetings which can take place at the beach, at a restaurant or at a bar. Our students find this method very useful to improve their speaking skills.

Studying a language in tandem means that two people speaking different languages (i.e: an Italian and a foreigner) can work together to help to improve their knowledge of the foreign language while discovering some aspects of the partner's culture.

THE IMPORTANCE OF SELF-LEARNING

While the students are not in the classrooms, they are stimulated by the tutors to utilize the self-learning , method that provides maximum potentiality for learning to learn which is at the base of all knowledge. This method allows the students, through the control of their progress, to improve the efficiency of their learning and to strengthen the motivation of their study. The school has adopted self-learning as a complementary and coordinate method to the traditional teaching in the classroom.

THE INTERCULTURAL MEETINGS (on request)

Once a week intercultural meetings will be organized so students can debate in Italian on aspects of their own culture, comparing aspects of different cultures. The purpose of the meetings is to define the equivalence and the functional differences between cultures, experiences, and notions of his own culture which distort his perception of the foreign country.

COURSES: STANDARD AND INTENSIVE

N.B Small groups: the minimum number will allow a better participation and a faster learning of the Italian language

Courses always have a direct link with external reality. What happens in town, the region and the country must be announced during the lessons. All individual external experiences provide material for the lessons, a systematic work according to the principles of the applied linguistics. The content of teaching and of the cultural activities are therefore in direct link with:

- **all aspects of life of the town and the region;**
- **training, choices and objectives, as well as, their sensitive, creative, artistic, intellectual and cultural reactions.**

Comprehension will be facilitated by the use of authentic audiovisual supports, films, radio broadcasts and television and the use of multimedia programs;

Reading will be deepened by newspapers, professional documents, literary texts;

Conversation will be improved by debates, round table discussions;

Writing will be improved by the production of texts with a precise communication perspective according to the different levels.

LEVELS OF KNOWLEDGE

- **Elementary level:** acquisition of the ability to communicate in Italian and to elaborate simple information; acquisition of the general dictionary and the use of basic grammatical constructions.
- **Intermediate level:** acquisition of the ability to face daily situations and to express opinions through the consolidation of grammar and the dictionary.
- **Advanced level** (level of specialization): acquisition of the three fundamental abilities of language: listening, oral production and writing to express fluently own opinions about complex subjects.
- **Excellent:** level of specialization: analysis and study of the different forms of the written and oral language; lessons focusing on the most important aspects of literature, culture and Italian civilization.

The price of the courses includes:

-initial test and interview and certificate of attendance

-course materials: (book and photocopies on different subjects will be distributed, according to the program and the participant's needs)

-the use of the multimedia laboratory and audio-visual supports (on request)

extra-curricular cultural and recreational activities as well as: weekly excursions and guided visits with the assistance of qualified guides (with extra fee of euro 20.65); **ONLY ON REQUEST**: breakfast with the tutors, contacts with the personalities of the social, economic and cultural life of the town, weekly projections of the most famous Italian films, music; exchanges with Italian students to improve conversation.

-students' card (for discounts in shops, sport facilities, restaurants)

STARTING DATES OF THE COURSES 2002: every two weeks Contact the school for further information and to choose the most suitable date to you

7 jan; 21 jan	4 feb; 18 feb	4 mar; 18 mar	2 apr; 15 apr	6 may ;20 may	3 jun; 17 jun
1 jul; 15 jul; 29 jul	5 aug; 26 aug	9 sept;23 sept	7 oct; 21 oct	4 nov; 18 nov	December: dates on request

-Students can choose adding weeks.

-1 hour=50 minutes

-Enrollment fee: lit. 135.000 (Euro 69.72)

-If there should be only one participants for a certain course/level, that student's standard tuition cost will be converted to one hour and thirty minute individual tuition. (one to one)

-In the event that there will be only 2 students for a particular level, the number of hours for the standard course will be reduced by 1 hour per day (3 hours instead of 4)

-The special courses, the cooking course, Diploma CILS course and the courses for Italian teachers will be activated also with a minimum number of students (1/2).

-The reduction of 10% must not be considered on private tuition.

COURSES IN MINI-GROUPS	NO. OF LESSONS PER WEEK	DURATION IN WEEKS	PRICE Euro A REDUCTION OF 10% must be considered for the months from October to March
Small groups classes Students can choose adding weeks.			
<u>STANDARD COURSE 1</u> (2 lessons of grammar + 2 of conversation per day: art, gastronomy, cinema, civilization, politics; guided visit in the town of Otranto and surroundings)	20	1 2 3 4 5 6	Euro 165.26 Euro 309.87 Euro 459.64 Euro 619.74 Euro 774.68 Euro 903.79
<u>STANDARD COURSE 2</u> (1 lessons of grammar + 1 of conversation per day) + 1 free lesson per week about Italian culture	11	1 2 3	Euro 136.86 Euro 247.89 Euro 340.86
<u>INTENSIVE COURSE</u> (6 lessons per day of grammar, conversation, culture) + free guided visit in the town of Otranto and surroundings	30	1 2 3 4	Euro 335.69 Euro 619.74 Euro 903.79 Euro 1.234.33
<u>Italian for special purposes:</u> -art and architecture -italian literature -medicine and science -business Italian (2 lessons of grammar/conversation per day+ 2 lessons of Italian for special purposes)	20	students can choose the No. of weeks	Euro 232.40 1 week
<u>cours of Italian language and culture</u> through cinema, theatre, gastronomy, songs, fashion... (2 lessons of grammar/conversation per day+ 2 lessons of Italian culture)	20	2 3 4	Euro 335.69 Euro 464.81 Euro 645.57
<u>pre-university Italian courses</u>	20	2 3 4	Euro 325.36 Euro 454.48 Euro 573.26
<u>courses on request</u> (groups)	20	students can choose the No. of weeks	cost of 1 week Euro 206.58
<u>stages for ITALIAN TEACHERS and graduands</u>	20	students can choose the No. of weeks	cost of 1 week Euro 206.58
<u>private tuition</u>	students can choose the No. of lessons		Euro 25.82 1 LESSON
<u>DIPLOMA C I L S</u>	20	4	Euro 929.62
<u>Italian cooking</u>	2 afternoons /week		Euro 103.29/1 week

PROGRAM OF THE ACTIVITIES

GUIDED EXCURSIONS

LA GRECIA SALENTINA (THE GREEK PART OF SALENTO)

GUIDED TOUR OF SOME OF THE 9 VILLAGES WHERE OLD GREEK IS SPOKEN:

- VISIT OF THE MOST BEAUTIFUL GREEK-BYZANTHINE CHURCHES (S. STEFANO, S.CATERINA)
- VISIT OF THE HISTORICAL CENTRES: ANALYSIS OF THE GREEK CONCEPTION OF THE TOWN AND LIFE IN THIS ZONE
- VISIT OF SOLETO, THE TOWN OF THE WITCHES; CORIGLIANO WITH ITS BEAUTIFUL CASTLE; STERNATIA, THE TOWN BUILT ON UNDERGROUND OIL-MILLS OF THE XVI CENTURY: ANALYSIS OF OLIVE-OIL PRODUCTION IN ONE OF THIS UNDERGROUND OIL-MILL; MARTANO, THE TOWN OF THE MENHIR (PREHISTORIC MONUMENT)

GUIDED TOUR OF THE SOUTH COAST

- the remains of the monastery of S. Nicola di Casole: the 2nd biggest library in the Mediterranean area, the first students' house in Europe, very important centre for the Greek and Byzantine culture;
- Visit of the fortified farms: ex. Of how the buildings got the form of fortified castles to defend against Turkish invasion in 1480.
- Stops to admire the landscape: the cliffs are often lofty and inaccessible, yet they teem with caves and gorges that form a jagged coastline
- Visit to S. Cesarea Terme: Arab style town, Castro and grotto Zinzulusa (optional: boat-tour)

GUIDED TOUR OF THE NORTH COAST

- the beautiful beaches of the South Coast, Alimini Lakes, S.Andrea and its beautiful landscape: little bays of white sand and cliffs, S. Foca and the archeological site
- The coastline is dented with narrow strips of sandy shore, once bordered with sand hillocks covered by a glory of psammophytous (sand vegetation) plants. Lying at the feet of precipitous cliffs are enchanting little beaches that change shape according to the irregular and impulsive rhythm of the waves beaten back by the cliffs.

GUIDED VISIT OF THE TOWN OF LECCE

CALLED THE FLORENCE OF SOUTH ITALY, KNOWN FOR THE BAROCCO STYLE.

FOOD-AND-WINE ITINERARIES

THE WINE AND OLIVE OIL ROAD; VISIT OF THE PLACES WHERE TYPICAL REGIONAL PRODUCTS ARE PRODUCED: FREE TASTING; VISIT OF HANDICRAFTS LABORATORIES.

GUIDED EXCURSIONS: Euro 20.65

Weekly activities

the following activities can be proposed:

- | | |
|---|-----------|
| -guided visit to the town of Otranto: | free |
| -guided visit to the ipogeo (underground Byzantine church): | free |
| -Italian cinema: a film will be projected: | free |
| -Italian song: listening to Italian songs: | free |
| -Course of home-made pasta: | Euro 7.74 |

COURSES FOR SPECIAL PURPOSE, STAGES AND ATELIERS

N.B The special courses will be activated on request, also with a minimum number of participants (1/2)

THE ITALIAN OF BUSINESS

to develop own linguistic competence in the sectors of economy and commerce, thanks to a thematic progression completed by audio-visual supports, the study of specific texts, interventions of experts, as well as, brief stages with local firms. The option for the Italian of Business includes:

- **Italian for tourist and trade operators:** the course is structured on practical activities of every day life: the use of telephone, the presence at a meeting, the presentation of facts, the editing of letters and the management of negotiations. Brief practical stages (3/4 days) in travel agencies, hotels and tourist offices are also possible.
- **Italian of economy and finance and Italian for managers:** for economic students and professionals -engineers, operators operating in small, averages and big firms who have frequent commercial contacts with international companies or for people who are interested in marketing and markets will enrich their dictionary with appropriate technical terms.

THE JURIDICAL ITALIAN: the study of the juridical language.

THE ITALIAN OF MEDICINE AND SCIENCE: for those people that work or study in a medical-scientific milieu where people speak Italian. The course includes practical stages on request.

THE ITALIAN OF ART AND ARCHEOLOGY: study of the principal artists and Italian artistic movements with relative analysis of the work. The course includes (on request) visits to museums, castles, exhibitions, archaeological sites.

THE ITALIAN LITERATURE: monographic study of the most important authors of the Italian literature and history, analysis of literary works and literary criticism.

THE ITALIAN CIVILIZATION, CULTURE AND LANGUAGE THROUGH :

During the course the following subjects will be discussed:

- **cinema and theatre:** the course will take in examination some aspects of the cinema with reference to the problems and social features of contemporary Italy, to literature and to the other visual arts.
- **gastronomy:** you will discover Italian gastronomy!; the course is held 1 time per week: students will prepare with the help of teachers the typical dishes of Italian cuisine that they will taste at dinner.
- **the Italian song:** the study of traditional Italian music since the history of Opera to song.
- **media and publicity:** the reading of newspapers and the watching of television. Students will be able to explain and comment on the content of articles and television programmes to learn the language and Italian culture through the analysis of advertising.
- **the Italian fashion**

PRE-UNIVERSITY ITALIAN COURSES (For students wishing to enroll in an Italian University or for students who already attend an Italian University)

The course objective is to learn how to study at an Italian University and to become acquainted with the higher education of the Italian system. The teaching focuses on the systematic and progressive acquisition of reading, analysis and writing skills (note-taking, summaries, reports, essays). The program also trains you to express yourself in a university context, and informs you about the Italian university system.

COURSES OFFERED ON REQUEST

If you have specific professional purposes you can indicate that in the enrollment form. Following an assessment of your level and your requirements, we define a program with you and the organization or company sponsoring you. The objective is to acquire and develop language skills which you will need to use immediately. You can opt for a private tuition for groups, and for an intensive course or for a longer course.

STAGES PER PROFESSORI DI ITALIANO

- LETTERATURA ITALIANA MODERNA E CONTEMPORANEA (metodologia della letteratura e analisi letteraria)
- PRATICA COMUNICATIVA DELLA LINGUA E FONETICA CORRETTIVA DELLO SCRITTO E DELL'ORALE
- CIVILTÀ DELL'ITALIA CONTEMPORANEA
- DIDATTICA E METODOLOGIA DELL'APPROCCIO COMUNICATIVO
- DIDATTICA DELL'ITALIANO COME LINGUA STRANIERA

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Il corso comprende esercitazioni pratiche pedagogiche, con possibilità di osservare lezioni svolte. Il corso prevede un numero di settimane a scelta del candidato per un totale di 20 ore settimanali; i contenuti, i periodi e la durata possono essere determinati secondo i bisogni.

Verranno proposti i seguenti argomenti di aggiornamento:

-LETTERATURA ITALIANA MODERNA E CONTEMPORANEA: analisi di alcuni autori più significativi con comparazioni con il cinema italiano

-CIVILTÀ DELL'ITALIA CONTEMPORANEA:

-approfondimento degli aspetti economici (differenze tra Italia del Sud e del Nord), storici e letterari dell'Italia

-il mammismo italiano, fenomeno sociologico complesso che genera altri aspetti come la Mafia, disoccupazione, ecc...

-la Mafia e mentalità mafiosa

-la politica italiana: con analisi di documenti

-viaggio nel folklore italiano: dal Carnevale, al Palio di Siena, al Tarantismo: analisi antropologica di queste tre tipologie.

-analisi comparativa dei maggiori film del cinema italiano

PREPARATION COURSE FOR CILS EXAMINATION

A lot of Italian firms operating abroad are looking for foreign personnel or foreign firms that have commercial relationships with Italy requiring the CILS certification. The required level to enter an Italian University is the level 2 CILS: foreign students that possess the 2 CILS level will be exempt from the entrance examination at Italian universities. There **are 4 cils levels**: Basic User, Threshold Level (B1), Vantage Level (B2), Effective-Proficiency (C1), Mastery (C2).

Program of a typical week at Scuola Porta d'Oriente

The cultural activities change every week: it is only an example of program. Activities, days and times may change.

Monday:

-grammar lesson, conversation about different topics of Italian culture and civilization

-break

-learn Italian from real life: students with the teacher will go into shops, cafes and around the city to learn the daily oral expressions of Italian language.

Tuesday:

- grammar lesson + conversation on different topics of Italian culture and civilization

- break

-Italian cinema: students with the help of teachers will watch to the projection of the most popular films of the Italian cinema. Or learning of the language through the most beautiful Italian songs.

Wednesday:

- grammar lesson + conversation on different topics of Italian culture and civilization

- break

- debate on the film seen the previous day. Students have to express their own impressions, thoughts and critics about the film. They have also to compare Italian culture and habits with their own. Teachers will explain all the particular expressions of the spoken language and grammatical topics met during the film.

Thursday

-grammar lesson + conversation on different topics of Italian culture and civilization

-break

-the study of the grammar and language through the most famous Italian songs.

Friday

-grammar lesson + conversation on different topics of Italian culture and civilization

-visit to the Public Cooking School of Otranto (the school is closed in June-July-August: in this period the lessons will be held by School Porta d'Oriente).

Students will take part, with the help of the Italian students, in the preparation of the typical Italian and local recipes. After the preparation of the different dishes there is usually a big lunch during which teachers, Italian students and foreign students will eat together.

Saturday and Sunday: WEEKLY EXCURSIONS

The school offers a program of extra-curricular activities: organized-guided excursions are offered every week-end. Generally our guided-excursions take students to less well known itineraries, off the beaten track, which are not included in the excursions program of most travel agencies.

ENROLLMENT FORM
PHOTOCOPY THE ENROLLMENT FORM AND SEND TO THE SCHOOL ADDRESS



Porta d'Oriente
Istituto di lingua e cultura italiana

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tel 0039 338 4562722 tel/fax 0039 0836 801964 e-mail: porta.doriente@libero.it
<http://www.porta-doriente.com>

Nome e cognome:.....
(name)

Data e luogo di nascita:.....
(date and place of birth)

Nazionalità:..... Professione:.....
(nationality) (occupation)

Indirizzo:.....tel.....fax.....e-mail:.....
(home address)

Hai già studiato l'Italiano?:.....
(have you already studied Italian?)

Scuola/università:.....
(school or university)

Livello: elementare medio
(level) (elementary) (intermediate)

avanzato eccellente
(advanced) (specialization level)

Desidero iscrivermi ai seguenti corsi:
(I wish to enroll for the following courses)

Tipo di corso course	data inizio corso starting date	data fine corso final date	N° settimane total weeks

Data di arrivo/date of arrival..... ora/time.....
by: aereo/aeroplane numero/number.....
treno/train
macchina/car
pullman/coach I want to reserve the pick-up service of the school

Come avete conosciuto la scuola?/ How did you find out about the school?

.....

ACCOMODATION

Indicate by a cross the accomodation you wish;

-all the apartments are 10 minutes walk from the school.

-Every **adding week or 1 week** for double room in apartment: Euro 121.36; single room: Euro 139.44

-adding fee for final cleaning for all the apartments: Euro 26

-adding fee for high season (July and August) person/week: Euro 61.97

-Housing reservations run from the Sunday evening before the start of the course to the Saturday morning at the end of the course. Different arrival or departure days only on special request.

-Students have to communicate to the school the date of their arrival two days before.

-Other possibilities are available on request. For further information, please, contact us.

-We remind you that the above prices are only estimates, which may be subject to slight variations.

-Once paid, the money for the accomodation is not refundable.

ACCOMODATION	2 WEEKS (Euro / person)		3 WEEKS (Euro / person)		4 WEEKS (Euro / person)	
	double room	single room	double room	single room	double room	single room
APARTMENT SHARED WITH OTHER STUDENTS the prices include: the change of linen every 2 weeks; +LIT. 35.000/Euro 18 every week for consumptions	Euro 196.25	Euro 232.40	Euro 294.38	Euro 348.60	Euro 392.50	Euro 464.81
Independent MINI APARTMENTS (private apartments for 1, 2 or more persons)	for information about the prices, periods and conditions, contact the school;					
	<ul style="list-style-type: none"> prices are more or less like those of the apartments with an extra charge for the month of August 					
HOTEL	Euro 36.1 per day +breakfast and dinner					
FAMILY only single rooms all prices include breakfast; lunch or dinner on request	Euro 335.6		Euro 438.9		Euro 542.2	

General Conditions of Participation

1. Conclusion of the contract: Please send the application form directly to the school address. Application for regular, special Italian language and culture courses must be received by the school at least 10 days before the starting dates of courses. For the courses beginning in August application must be received 30 days before.

The confirmation will be sent to you by post, fax or e-mail.

2. Payments: The following is required for enrolment:

- fill out the attached enrollment form;
- enclose the photocopy of your identity card;
- enclose the receipt for the payment of the first instalment (30% of the total course fees)+ the enrolment fee. Payment can be made through:

-International postal order, made payable to Scuola Porta d'Oriente - Via Madonna del Passo sn- 73028 Otranto, Italy; - **Bank transfer** to: Marsella Teresa (general director) Current account number: 29500 (ABI 3140, CAB 79620; swift code SALBIT 33) - Name of the bank: BANCA 121, Via Umberto I - 73020 Cutrofiano (LECCE); **-International cheque or Eurocheque;**

We have to charge you for the whole transfer costs. Upon receipt of the confirmation **the balance must be paid at least 2 weeks before the beginning of the course.** At that time students are required to pay the final instalment of fees. For last minute enrollment the entire amount must be paid at once. The whole payment of the course can be made at once.

3. Services: The contractual services provided appear in the brochure and in the price list. Collateral agreements must be confirmed in writing.

4. Cancellations: Cancellations must be sent to the school centre by registered letter, telegramme, fax or e-mail. If a cancellation is made about 30 days before the beginning of the course, the school will refund the 50% of the course. For cancellations at a later date, the school retains up to the total amount + enrollment fee. If cancellation is made after the course has been started (even the first day), the full course fees are forfeited, i.e. no refunds will be possible. Courses begin only on the published dates. There can be no refund for students who begin a course late or leave before completion of the course or miss lessons.

5. Lessons: Lessons are held from Monday to Friday and can take place either in the morning or in the afternoon. Lessons are not held and not refunded on national and local public holidays: **December 8th-23th-24th-25th-26th-31st and January 1st, Easter Monday, April 25 , May 1st , August , November 1st.**

If there should be only one participants for a certain course/level, that student's standard tuition cost will be converted to one hour and thirty minute individual tuition. (one to one)

-In the event that there will be only 2 students for a particular level, the number of hours for the standard course will be reduced by 1 hour per day (3 hours instead of 4)

-The special courses, the cooking course, Diploma CILS course and the courses for Italian teachers will be activated also with a minimum number of students (1/2).

-First day at school

We will be expecting you at school at 8:30 am. If you are absolute beginner you will attend your first lesson. All other students take a written and oral test which enables us to find the appropriate level. After the test, some teachers will describe programs, the school organization and will give you some useful information about the area. In the afternoon the class lists and timetables will be posted. If you have any questions about the level assigned, you should contact our course director immediately.

6. Accommodation: Accommodation is available from the Sunday evening before the beginning of the course to Saturday midday after the course. Different arrival or departure days must be confirmed to the school. The school is only an intermediary between students and landlords and cannot be directly responsible for the relations between them. However, you will be assisted by a member of our staff in case of problems.

Please inform either the landlord (by phone) or the school (by phone, fax or email), at least four days before your arrival, of your estimated time of arrival. If you arrive a day earlier, or if you want to stay a day longer, get in touch with our local school office. Bed-linens are provided and changed every two weeks, but you need to bring your own towels.

The money paid for accommodation is not refundable in case of cancellation or in case you leave the house before the reserved period.

7.Transfer: We also provide a personal transfer service from the airport of Brindisi and the train station of Lecce to your accommodation. If you would like the school to arrange a transfer, please send us your arrival information (date and time of arrival and flight or train number) with the enrolment form. Please, confirm your arrival almost one day before by calling the school or e-mailing. Contact the school in case of delays.

8. Insurance: Participants are not insured against illness, accidents, theft or loss of personal possessions, either by the schools or by those offering the accommodation. Citizens from European Union countries are entitled to free medical care in Italy if they hold an E111 form which can be obtained from their local health authority in their home country before departing for Italy.

9. Visa: U.S.A and European citizens do not require a visa to enter Italy. Citizens of other countries should contact their nearest Italian Embassy or Consulate to check the details regarding entry permits. Our Certificate of enrolment fulfills one of the requirements to obtain a visa. This certificate can only be issued by our school centres after the registration fee has been paid.

10. Personal data: The participant authorizes the Scuola Porta d'Oriente to include her/his personal data on a mailing list. The participant may also periodically receive informative, publicity or promotional material.

11. Changing in course programmes and prices: The schools reserve the right to modify their course programmes and prices.

12. Acceptance: By signing or by sending the registration form or any other written form of registration, the participant understands and accepts the "General Conditions of Participation".

Date

Signature

6 reasons to chose Porta d'Oriente

- ours is not a big school, which caters for people looking for small classes, to provide the best value for money and time
- the students' needs take priority; ours is not a big school, which caters for people looking for small classes, to provide the best value for money and time. Because our classes are composed max. of 4/5 students
- our [method](#) is new and exclusive
- the professionalism of the teachers and their constant contact with the students
- the quality/price ratio of the courses to the services
- the capillary assistance on the place: teachers are always willing to assist with any outside problems
- the enchantment of the place: [Otranto](#), one of the most beautiful seaside resorts of Southern Italy, where experiencing real Italy and cultural life is possible in a holiday-setting.

Where the school is located:

Otranto is a beautiful town on the seaside at 50 km from the main city Lecce the so called Florence of South of Italy for its artistical beauties. A bus and train service links Otranto to Lecce.

Otranto is also placed at a short distance from the other touristical seaside resorts on the beautiful coast.

Very famous touristical place Otranto offers several hotels, restaurants, shops, supermarkets, banks. The town overlooks the beautiful beaches with white and fine sand and the clear water. Otranto offers the possibility to enjoy and to relax with its several pubs, open-air performances, discos.

<u>Otranto is not so far:</u> only 2 hours of flight from all the main European cities!!

Otranto is situated 50 Km from Lecce ([railwaystation](#)) and 95 km from Brindisi ([airport](#)).

- [Direct links](#) from Milano/Roma-Lecce/Brindisi:

Lecce and Brindisi can be easily reached by all the Italian and European railway stations and airports.

- There is a [bus service](#) from Brindisi airport to Lecce;
to get to Otranto from Lecce you can take a train

- **In addition, the school organizes a paying pick-up service from Brindisi airport to Otranto.**

SCUOLA PORTA D'ORIENTE

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