



The Florence Academy of Art

Studio Policies

Student Handbook 2024–2025 · Revised September 2025

The Florence Academy of Art was founded in 1991 by Daniel Graves to train students and to provide the highest possible level of instruction in classical drawing, painting, and sculpture. We aim for our students to acquire the technical skills needed to develop a visual language, and, ultimately, create a work that is both personal and universally relevant.

Our curriculum is based on the major Realist ateliers of 19th century Paris, best exemplified by the systematic training offered by the French Academies. Our philosophy, which underlies the Academy's curriculum and method of instruction, demands skill-based discipline, a consideration for canons of beauty, and the direct study of nature and the Old Masters as the foundation for great painting and sculpture.

Mission Statement

To provide the highest level of instruction in classical methods of drawing, painting and sculpture for students wishing to pursue careers as professional artists in the Realist tradition.

Philosophy

The Florence Academy of Art is a dynamic center dedicated to the training of artists through the combination of intense observation with advanced craft skills. The curriculum derives from the classical-realist tradition rooted in the 19th century (most particularly exemplified by the French Academies in the teaching of master painters like Gérôme, Bonnat and Carlos Duran) but also addresses the creative and professional position of the artist in a contemporary environment.

It is the view of this Academy that throughout the 20th century prominent movements of art have steadily drawn attention (and teaching) away from close observation of the material world and the acquisition of strong technical skills to a position where cohesive artistic thought is inexorably fragmented by the urge towards greater individual expression.

The Academy therefore provides students with the opportunity to explore distinctive aspects of their chosen subject through the development of considerable powers of draftsmanship, direct study of works of the Old Masters and a deep, practical understanding of the materials and methods of the artist. By this means, and through the resulting identification of clear artistic objectives, students acquire creative self-confidence, visual understanding and subtle and precise powers of description.

Study at the Academy centers upon the importance of drawing (particularly drawing from the human figure) as a means to gaining skill in painting or sculpture. Through intense observation students acquire a visual literacy that enables them to interpret humanist values in their work, and, ultimately, create a work of universal relevance.

The program, like that of the French Academies, is based upon systematic progression through the classical disciplines, interpreting the basic elements of composition, form, color harmony and expression. Advancement to each level of study is dependent upon successful completion of the previous level. In this way, the program is carefully matched to each individual and not imposed in a 'study group' context.

Goals

In summary, the Academy aims to train artists to:

- draw to a very high standard
- execute works in painting or sculpture to high levels of professional craftsmanship
- acquire a deep understanding of the works and methods of the Old Masters
- acquire a sound awareness of commercial practices in Fine Art

Historical Overview

- written by Sean Forester

The Florence Academy of Art continues a tradition of artistic training that descends from Renaissance ateliers, such as our namesake, the Florentine, *Accademia del Disegno*, founded by Vasari in 1563. The atelier method can be traced through the lineages of the greatest masters of Western European art: Leonardo studied in the atelier (or *bottega*) of Verrocchio, Van Dyck with Rubens, and Sargent with Carlos-Duran.

The atelier method was based on a clear progression of art training under the supervision of the master artist. In the 16th century, the young students began by copying master drawings, grinding pigments and preparing canvas. They progressed to drawing antique sculptures then to portraiture, still life, and drapery studies. Finally, they arrived at the core of the training: study of the human figure from life in north daylight, either painted in oil or modeled with clay. Advanced students continued to assist the master with their works until they set up their own ateliers.

The great national Academies of the 17th, 18th and 19th century in Europe evolved from this tradition. In addition to important practical training, the academies added anatomy, perspective, composition, art history, and humanities. The name “academy” was chosen because of its association with Plato’s philosophy. As Leonardo’s Notebooks show, Renaissance artists aspired to be seen as intellectuals as well as craftsmen; they wanted painting and sculpture to take their rightful place within the liberal arts next to poetry, music, mathematics and philosophy. Alberti and Vasari in Florence, the Carracci in Bologna, Zuccaro in Rome, and later the founders of the renowned L’Ecole des Beaux-Arts in Paris all shared a belief in this humanistic art training. The definitive theory and practice is presented in Joshua Reynolds’s *Discourses on Art* before the Royal Academy, London in 1769.

However, in the 20th century this tradition very nearly died out. Modernism, two world wars, and massive changes in technology and communication changed the landscape of art education. The formulaic passage of artistic knowledge from generation to generation that had previously formed the foundation of Western art was abandoned, leaving few artists to teach these principles in their private studios. As we begin the 21st century, The Florence Academy of Art is at the center of the recovery of this classical artistic training. Our students follow a curriculum similar to the ateliers and academies described above.

While the curriculum of The Florence Academy of Art is rooted in classical tradition, we make art for the contemporary world. In this globalized and fast-paced time, many people are returning to the authenticity of fine craftsmanship: slow food, handmade furniture, bespoke clothing, traditional dance and martial arts, and of course, music where academies like Julliard and Curtis Institute continue the classical tradition. Similarly, The Florence Academy of Art seeks to carry forward the best of the Western art tradition with an emphasis on craftsmanship and a humanist perspective.

LOCKERS

Small padlocks are useful if you wish to use one of the student lockers at the school. For painting students (from Year 2) a lock is useful for the artist trolley tables (art carts).

To help keep the school clean and tidy for all, and for safety reasons, we kindly ask to keep the lockers and corridors clean and free from personal belongings (e.g. please do not place anything on top of the lockers). Studios, lockers, and trolleys will need to be emptied, and all materials taken home over the summer break.

- **Please only use one locker each so that all our students may have access!**

WI-FI

Wireless connection is provided in most areas of the school for student use. Please check noticeboards from time to time for any username and password changes.

USERNAME: faa

PASSWORD: ilovebargue

FAA CAFÉ & COURTYARD

The FAA Café is open Monday through Friday from 8:00 am – 5:00 pm. In addition, on Fridays an aperitivo is available until 9:00 pm.

Guests and friends are very welcome to join you in the courtyard and at the FAA Café after school hours, unless specified. This may be for example during school events, or as indicated on the notice boards for school activity limited to enrolled students only.

The café may be closed during short term breaks and for other holiday closures.

STUDENT LOUNGE & KITCHEN

The student lounge is available for students to use during term times. Coffee and tea making facilities, microwave, and fridges are available. You are very welcome to eat in the student lounge area or courtyard at any time.

Kitchen Etiquette - This is a shared area!

- Please be respectful & clean up after yourself.
- Do not leave food items over the weekend. Occasionally the fridges are emptied for extra cleaning; personal containers and food left over the weekend will be thrown away.

Please do not eat in the studios or classrooms.

OPENING HOURS

Please check noticeboards for opening hours.

LOAN POLICY

The FAA would like to provide the opportunity for each student to access the collection and borrow the circulating material. As the current collection is small the loan period by necessity needs to be a short period to provide reasonable access and turnaround time for the material.

Circulating material may be borrowed from the library for two weeks only. Maximum number of items that can be borrowed at one time: 2.

Responsibility for the material is assumed by the student for the material borrowed. Any loss or damage will be assessed to the student.

There is no fee to borrow material from the library. However, a late charge of € 0.50 will be charged for each day the material is late. Borrowing privileges will be suspended until the charges are paid.

Use of library materials is copyrighted and for personal use only and according to library rules set forth.

Please note that the library is closed during the term breaks, the summer and during some workshop periods.

THE BRITISH INSTITUTE OF FLORENCE • HAROLD ACTON LIBRARY

The British Institute's Library and Cultural Centre in Palazzo Lanfredini is another library resource in Florence.

Many international residents and visitors use it as a place to stop by for a moment, read a book or browse the periodicals etc.

By becoming a member, you have access to the Library whenever it is open and also have borrowing rights to their vast book collection.

Membership benefits include FREE Internet and computing facilities; open shelved access to over 50,000 books; borrowing of up to 4 books for a month; newspapers and journals in English and Italian; DVDs, CDS and videos for loan for a week.

Harold Acton Library
Lungarno Guicciardini 9

<http://www.britishinstitute.it/en/library/membership.asp>

STUDIO POLICY

SUBSCRIBING TO POLICIES

The Florence Academy of Art endeavors to provide an educational environment conducive to encouraging the artistic talents of each student. This requires that all students respect the policies of the Academy, its instructors, and the other students in the program.

• **By enrolling in the Academy, students agree to subscribe to these policies** •

GENERAL PROVISION

Students, faculty and other staff, as well as visitors and guests on school property, are prohibited from engaging in, among other things, any action or situation, which recklessly or intentionally endangers mental or physical health or involves the consumption of illegal drugs or abuse of alcohol. Students may not bring drugs or alcohol onto school property. The penalties for violations will include the ejection of the violator from school property and in the case of a student, staff or faculty violator, their suspension or expulsion.

STUDIO CONDUCT

1. The studio is open from 8:00 am - 9:00 pm*. No student is allowed in the building after 9:00 pm. The night security guard walks through the studio and will alert the Director and /or police if any person is found on the premises.
**Please note studio opening times may change. Weekend opening times are posted on the notice board and subject to change for extra activities.*
2. Each morning, set up takes place between 8:30 - 8:55 am. Students are expected to keep quiet from 8:55 to 9:00, and begin working at 9:00 (nb. Sculpture students start at 8:45). If you arrive after 8:55, you must wait until the first break to enter the studio. You may set up in the model room only during the breaks. If you arrive late, and your easel is occupied, the instructor may assign you to another easel for that morning if available. The same policy applies to the afternoon session: set up takes place before 12:55; students are expected to be quiet from 12:55 -1:00 and begin working at 1:00. If you arrive after 12:55, you must wait until the break to enter the studio.
Instructors are not required to give you a critique if you arrive after the first break.
3. If you need help, please see the instructor or assistant instructor of the day (consult your class schedule). All decisions, instructional and disciplinary, are made by the instructor of the day.
4. Please wait until break to walk through the model area. No photography or filming of nude or clothed models is allowed at any time. No filming during final critique is allowed.
5. Please keep noise and talking down during class time, including afternoon sessions from 5:00-7:00 pm. Also, although the model finishes at 4:00 pm, some students are still working, so please keep noise and disruptive activities to a minimum.
6. Please leave all public areas clean and free of trash; clean and dry sinks after washing brushes, keep grinding table and areas designated to the preparation of materials clean. Wipe off excess oil from brushes with paper towels before washing; throw glue, gesso and other hard materials in garbage cans. **DO NOT wash oil, (including turpentine etc.) gesso or glue down the drains.**

7. Please leave easels clean for the next person. Sharpen your charcoal over the garbage cans.
8. When not in use, hazardous materials must be stored in containers and clearly marked describing their contents. Unmarked containers will be discarded. Paints and other hazardous materials may be stored in the appropriate refrigerators for non-food items. All hazardous waste must be stored in a sealed container and left in the designated spot in the "bottega" (brush washing room) for pick up and disposal by Academy staff.
9. Students are entitled to studio space at the Academy. Graphic Arts, Drawing and painting students have a place in a studio equipped with an easel and stand. Sculpture students have open studio space. None of the school's instructional furniture (easels, drawing tables, stools, modeling stands, etc.) may be taken out of the studios. Students must sign out casts and Bague drawings, and handle these with care. Any person causing damage to the casts or other school property will be held financially and legally responsible.
10. Please keep your assigned studio space clean, and clear of trash and clutter. Students may not set up additional lights, heaters, or fans without permission from the office.
11. Do not set anything on top of electric heaters (particularly any flammable substances); keep electrical heaters facing away from model cloths.
12. Throw away painting rags and towels in the metal garbage can and replace lid.
13. No smoking is allowed inside the studio.
14. No cell phone use inside the studio. Use of personal computers allowed between 12:00-1:00 pm and after 4:00 pm only.
15. Bicycles must be parked in the bike racks available in the student courtyard. Please come to the office to obtain a BIKE TAG to park at school.
16. If you remain in the studio after regular class hours, when administrative or academic staff are not available, you do so at your own risk.
17. Please make sure the studio doors and gate doors are securely shut when you enter and leave the studio.
18. The last person to leave the studio at night should turn off all heaters, spotlights and lights.
19. First aid boxes are located around the school: Student lounge, Bottega, FAA Café, Office bathroom.
20. The Academy does not assume responsibility for the loss or damage of personal belongings, artwork or material left anywhere in the studios. Please use lockers provided. Material, artwork and other personal property left in the school by students after end of the year will be disposed.
21. All items of importance to students are posted on the bulletin boards or the doors to the studios. Such postings constitute due notice for official purposes. Students are strongly advised to check these areas periodically, and to ask the office staff for clarification.
22. The Academy reserves the right to use photographs of students and student artwork for publicity purposes.

SAFE HANDLING OF MATERIALS

The school adheres to strict rules and policies regarding the safe handling of all materials and is fully committed to support ecological practices within the realm of realism drawing, painting, and sculpture. In addition, all policies implemented comply with the standards set by the National Association of Schools of Art and Design (NASAD) <https://nasad.arts-accredit.org/> of which The Florence Academy of Art is an accredited member.

While the use of any toxic or potentially harmful material is limited and controlled, please note that rectified turpentine is used.

During courses and workshops students are advised on how to use materials safely, including disposal where relevant. If a student does not wish to use turpentine, they may use mineral spirits instead, however again, other students will be using turpentine during the day.

Regarding strong odors and ventilation, there is no substantial smell of turpentine thanks to strict practices of using small amounts and always keeping reserves in closed jars. Furthermore, the main school building is a large open-plan space divided into studios with sufficient light, high ceilings and ventilation from outside entrances and corridors which run the length of the school. Oil paint is used daily.

The section on studio conduct indicates the safe handling of materials; additional information is also offered during certain workshops and programs, and where necessary for the materials being used. Instructors are also available to advise students on materials, and their safe handling and use, as well as during materials lectures included in the 3-year program.

MEDICAL ISSUES/CONDITIONS

Please note that the methodology we teach asks students to stand or be mobile for long periods, potentially 3 to 6 hours per day depending on the course or workshop, as well as periods of intense concentration. This is integral to our approach as students move between their easels or sculptures to view the subject from a distance, then return to apply their work.

If you have a condition that may adversely affect your attendance, performance, or ability to concentrate, please consult your physician before starting, or moving forward in the program. We invite students where possible, to inform the Registrar, Office Manager or Program Director/Coordinator.

The Florence Academy of Art is committed to a policy of non-discrimination as indicated below. All matters will be handled with the utmost respect for the student's privacy and well-being.

SERVICE DOGS & SUPPORT ANIMALS

Upon pre-written request accompanying applications with authorization from the school's direction, the school allows the use of Service Dogs for example - any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability.

While the school recognizes the importance of Support Animals, including emotional support animals, we may only accept service animals inside the school studios on rare occasions for short 2-week workshops or short events only.

Unfortunately for the (full time) long-term 1 or 3-Year programs we are unable to accept support animals in the studios due having students enrolled with specific allergies to dogs and cats within a school that has a shared open space facility.

MISCONDUCT IN THE STUDIO

Student misconduct is defined as disruptive behavior or instigation of disruption of a class or other school activity, creating public annoyance or alarm, or unreasonable noise; tampering with, misusing or vandalizing fire safety equipment or security systems or devices; willful defacing, damaging or destroying of school property or of another's property; unauthorized removal, theft or mutilation of instructional materials; unauthorized entry, unauthorized use of keys to schoolrooms and facilities, unauthorized presence in offices or spaces at times when such presence is prohibited; unauthorized or fraudulent use of services or facilities (such as computers, telephone, etc.)

Misconduct is subject to review by the Academic Director, and selected members of the teaching and administrative staff. Final disciplinary decisions are made by Academic Director.

Possible penalties for misconduct include: **reprimand**; a verbal or written notice indicating that a recurrence of the misconduct may result in further penalties; **probation**, indicating the student is in official jeopardy and the commission of a serious offense during this period will normally result in suspension or expulsion; **suspension**, a suspended student forfeits all privileges of enrollment and may be required to petition for readmission; **expulsion**, permanent separation from the Academy.

In cases where there has been damage or loss to the school or an individual the student may be required to repair or replace the damage or loss caused. Failure to do so may result in, among other things, the denial of graduation or further enrollment.

In cases where the student shows obvious signs of mental distress in the studio, for example, alcohol on breath or frequent absences, instructors will inform the Program Director/Coordinator immediately. If the student's behavior in the studio is immediately serious: obvious signs of depression, emotional instability, frequent and prolonged absences (3 days or more) and/or performs actions that put them or other students in harm's way, the Program Director/Coordinator or principal faculty will inform an office staff member immediately or call the Academic Director.

The Academic Director will meet with the student to assess what future action should be taken. This could include giving the student a second chance to get control of the situation, letting the student go immediately, or calling the student's emergency contact.

The Academic Director may impose an emergency suspension when in their judgment, such action appears necessary (a) for reasons relating to a student's physical or emotional safety and well-being or the safety and well-being of a member of the Academy or its property; or (b) to deal with a continuing disturbance or a forcible interference by students with any Academy activity.

Students have the right to meet with the Academic Director after receiving a reprimand to address the grounds for probation, suspension and/or expulsion. Upon expulsion the student will not be entitled to a refund of tuition or fees already paid and will turn in keys and vacate the premises immediately.

Students may appeal the Academic Director's decision in writing to the Academic Director or Registrar within one week. At that time, a committee will be formed composed of one principal instructor and the Executive Director or Registrar (or Office Manager). Fellow students may be heard for both parties. The committee will review the action and make a recommendation to the Academic Director for a final decision.

MISCONDUCT • WORKSHOP STUDENTS additional policies:

In addition to the studio policies in general, and due to the nature of the short intensive class schedules and limited time students are in class, any disruptive behavior in a workshop environment will not be tolerated and the person/s in question may be asked to leave the studio

immediately by the instructor of the day.

The Academic Director also has the right to impose an emergency suspension when in their judgment this appears necessary (a) for reasons relating to a student's physical or emotional safety and well-being or the safety and well-being of a member of the Academy or its property; or (b) to deal with a continuing disturbance or a forcible interference by students with any Academy activity.

Any students that do not adhere to the studio policies may jeopardize being offered a place in any future workshops, courses or activities at The Florence Academy of Art.

GRIEVANCE ISSUES

If a student has a problem that is personal, cultural, medical, or logistic, they should speak to the Registrar or Office Manager who is responsible for services to students and will give them appropriate direction if necessary to obtain support from professionals in specialized fields that fall outside of the Academy's educational program.

If a student has a problem that is academic in nature, or if they are experiencing a problem in the studio, they should speak to their Program Director/Coordinator.

All matters will be handled with the utmost respect for the student's privacy and well-being.

NON-DISCRIMINATION POLICY

The Florence Academy of Art is committed to a policy of non-discrimination on the basis of race, color, ancestry, religious creed, national origin, handicap, disability, medical condition, sex, age, sexual orientation, or marital status in its admissions, educational programs, activities, and employment.

EQUALITY, DIVERSITY, AND INCLUSION POLICY

The MA Program promotes the policies and ideas of an inclusive learning environment to reflect the diverse students and communities that we serve.

Diversity. We support a broad definition of diversity that includes experience, age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language(s) spoken, and physical appearance. We also recognize that individuals are represented by multiple identities.

Equity is fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups. To improve equity, we must increase justice and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources. Tackling equity issues requires an understanding of the root causes of outcome disparities within our art education community.

Inclusive environments are places in which any individual or group is and feels welcomed, respected, supported, valued, and able to fully participate. An inclusive and welcoming culture embraces differences and offers respect in words and actions for all people, and fosters a diversity of thought, ideas, perspectives, and values.

If you feel there is an area where our programs are not meeting Equity, Diversity, and Inclusion goals, please write directly to info@florenceacademyofart.edu with a description of your concern.

SEXUAL ABUSE/HARASSMENT POLICY

Sexual harassment is unlawful. The Florence Academy of Art does not tolerate sexual harassment in any form. Every staff member and student has a responsibility to ensure that sexual harassment does not occur.

Anyone found to have sexually harassed another person will be subject to disciplinary action that may include an apology, counseling, transfer of duties or dismissal.

Reports of sexual harassment will be treated promptly, seriously, and confidentially. Complainants have the right to determine how a complaint will be treated. They also have the right to have a supporter or representative chosen by them involved in the process and the option to stop the

process at any time.

The alleged harasser also has the right to have a supporter or representative chosen by them present when they respond to the allegations made.

No volunteer or paid staff member will be treated unfairly as a result of making a complaint of sexual harassment. Immediate disciplinary action will be taken against anyone who victimizes or retaliates against someone who has made a complaint of sexual harassment.

The Florence Academy will afford natural justice to any person involved in a dispute.

Definition of sexual harassment

Sexual harassment includes any unwelcome behavior of a sexual nature that could be reasonably expected to make someone feel offended, humiliated, or intimidated.

This may include (but is not restricted to):

- an unwelcome sexual advance
- a request for sexual favors
- unwelcome comments about someone's sex life or physical appearance
- leering and ogling
- sexually offensive comments, stories, or jokes
- displaying sexually offensive photos, pinups, or calendars, reading matter or objects
- sexual propositions or continued requests for dates
- physical contact such as touching or fondling, or unnecessary brushing up against someone
- indecent assault or rape (these are criminal offences).

Sexual harassment may occur between one student and another, between one staff member and another, and between students and staff members. It may occur wherever staff and students are interacting with others in the context of their position in the academy, including field trips, work off site and social functions.

Making a Complaint

A student or staff member who believes they have been harassed (the complainant) should:

- if comfortable to do so, inform the alleged harasser the behavior is offensive, unwelcome, against the academy's policy and should stop
- make a note of the date, time and location of the incident/s
- if not comfortable to confront the alleged harasser or if unwelcome behavior continues, report to a Principal Instructor or to the Office Manager
- if this is inappropriate, speak to another senior member of the academy, such as an Academic Director, the Executive Director, or a member of the board.

The sexual harassment contact will follow the procedures set out below. At any time, the complainant has the right to discontinue this process.

Complaints Process

When a complaint is received, the sexual harassment contact will:

- obtain and record a full, step-by-step account of the incident/s
- ensure the organization's process for handling the complaint is understood
- ascertain the complainant's preferred outcome, e.g., an apology, the behaviour to cease, a change in working arrangements
- agree on the next step: informal resolution or formal investigation
- keep a confidential record of all details of this discussion and subsequent steps in the process.

Informal Resolution

Where a complainant has chosen informal resolution, following an informal process the sexual harassment contact will:

- inform the alleged harasser of the complaint and provide an opportunity to respond
- ensure both parties understand their rights and responsibilities under the organization's policy
- if possible, mediate an outcome that is satisfactory for the complainant
- ensure that confidentiality is maintained
- follow up to ensure the behavior does not re-occur.

Formal Investigation

If a formal investigation is requested by the complainant, or if an informal resolution fails, the sexual harassment contact will escalate the matter to a senior member of the organization.

That person will:

- afford natural justice to all involved
- interview all directly concerned, separately
- interview witnesses, separately
- keep records of the interviews and investigation
- ensure confidentiality and minimize disclosure
- make a determination as to whether there is sufficient evidence that a reasonable person could conclude, on the balance of probabilities (i.e., it's more likely than not), that an incident/incidents of sexual harassment as defined by the legislation has occurred
- in such a case, determine appropriate action, which may include a change of duties for the harasser, change to working arrangements or, where the incidents were frequent and/or severe, dismissal
- where it cannot be determined by the required test, that an incident/incidents of sexual harassment as defined by the legislation has occurred, may still take action to ensure the proper functioning of the workplace; but these actions should not prejudice any party. They will also continue to closely monitor the situation and provide retraining where required
- check to ensure the action meets the needs of the complainant and organization.

Outcomes as they affect the complainant will be discussed with the complainant to ensure that needs are met, where appropriate.

Relationships with Staff, Faculty and Students

When faculty and staff interact with students, they are in a position of trust and power. These relationships must not jeopardize the school atmosphere by the appearance of either favoritism or unfairness. In relationships with students, the faculty or staff is expected to be aware of their professional responsibilities and to avoid apparent or actual conflict of interest, favoritism, or bias.

Consensual sexual relationships are prohibited between a student and faculty or staff who is in a position to exercise power or authority over that student. Efforts by employees to initiate these relationships are also prohibited. Violations of this policy by an employee will be reviewed by the Academic Director and may be grounds for dismissal. In cases of doubt, advice and counsel should be sought from the Academic Director, Executive Director or Registrar.

Graduates in Residence & Future Employment

Students successfully completing the 3-year Certificate Program and moving onto the 4th year may also be considered as future faculty.

Regarding the hiring of new faculty, and /or office staff and colleagues; all students, faculty and staff should be aware that ongoing or prior sexual or romantic relationships with colleagues or students will play a role in any decision regarding employment.

ADVANCEMENT

ATTENDANCE

Attendance is fundamental to a student's progress, and ultimately, performance, and is compulsory. Poor attendance will impact their final assessment during the End of Term Critique. Students should arrive to begin working on time. Students should plan to be present from the first till the last day of each term.

ABSENCES

If a student must be absent from class for more than two days for whatever reason, they must inform the office via email. If a student goes missing, that is, is absent for more than 3 days, the Registrar will try to make contact. If this is not possible, they will inform the student's emergency contact. If a student notices a fellow student is missing for more than a few days, and has not been able to contact them, they should inform either their Program Director/Coordinator or the office directly.

STUDIO ADVANCEMENT

The Studio Advancement Policy assigns student positions in front of the model, and individual spaces within the studio. Groups of first-time applicants/new students enter the studio order in alphabetical order; if a new student has had prior training in a classical atelier, they enter the program at a higher level in the studio order than the other beginners. If a student must be absent for one or more term for financial or other serious reasons, and return to the program, they return to the studio order at their original position. If a student becomes an instructor they are first in the order. Alumni returning to the program are given positions just below instructors.

The studio advancement order is influenced by two variables: when the student enters the program and how quickly they advance through the curriculum. For example, two students who begin at the same time can advance through the curriculum at different rates, resulting in one person ready to paint before the other. That person moves to a higher position in the studio order. Advancement of students can also occur as a result of instructor evaluations at the end of term critique or advancement review. Students should be prepared for adjustments to the studio advancement order each new term.

With regard to studio spaces, when a space becomes free because a student leaves, the next person below him/her in the studio order is given first choice to occupy the space, and so on until a new person is moved in. If two students occupy the same place in the studio order, the first choice is given to the student ready to move to a higher position.

Students who leave the program in good standing due to financial or other serious reasons may return to their place in the program; students who leave for reasons that are not considered serious may not find a place available for the term they intend to return; in this case precedence is given to enrolled.

TRANSFER STUDENTS, ADVANCED STANDING UPON ENTRY AND WAIVED EXERCISES

Applicants may request advanced standing upon entry to the Drawing & Painting Certificate Program. Faculty will assess and determine the applicant's level during the portfolio review. Only applicants who have attended similar atelier style schools, and who have completed the same drawing exercises as those required by The Florence Academy of Art Intensive Drawing curriculum, will be considered for advanced standing upon entry.

Applicants who are granted advanced standing must spend enough time in the Academy's drawing and painting programs to absorb the principles, methods and ideology espoused by The Florence Academy of Art. Therefore, the last entry point in the curriculum for all applicants, and the first required exercise, is a cast in charcoal and white chalk on toned paper.

WAIVED EXERCISES (TESTING OUT): Program faculty may concur to waive specific exercises thereby allowing a student to fulfill graduation requirements without completing all of the curriculum's exercises. This decision will be based on the performance of the individual student and will be monitored closely by the faculty to ascertain that the student has understood the concepts and is able produce work at the standards required by the program.

TESTING OUT PROCEDURE: Students who test out are awarded the number of credits equal to the exercises skipped. A student may test out only with the maximum grade of "A" (equal to 3 points awarded per five areas of assessment). The assessment is overseen by the Academic Director, the student's Program Director/Coordinator and the receiving Program Director/Coordinator. The outcome of the assessment is communicated to the Registrar who updates the Student Database.

ADVANCED ENTRY SCULPTURE FOR FAA STUDENTS/ALUMNI

Students who have completed the 3 year Drawing & Painting Program and the year-long evening écorché sculpture course at The Florence Academy of Art may be considered for advanced standing to the second year of the Sculpture Program. These students must successfully complete all required exercises as listed in the Intermediate and Advanced Sculpture curricula in order to receive a Certificate in Sculpture. In some cases, Sculpture Program faculty may concur to waive specific exercises thereby allowing a student to fulfill graduation requirements without completing all of the curriculum's exercises (testing out). This decision will be based on the performance of the individual student and will be monitored closely by the faculty to ascertain that the student has understood the concepts and is able produce work at the standards required by the program.

ASSESSMENT: END OF TERM CRITIQUE

All students must attend the End of Term Critique at the end of each term. Failure to attend a scheduled critique or review once is grounds for probation. The student receives a written warning from the Director of their program after the first failure to attend a scheduled critique or review. Failure to attend a scheduled critique or review twice is grounds for dismissal.

The End of Term Critique usually lasts 10-15 minutes during which time the faculty constructively discusses the breadth of the work the student has produced during the term of study, identifies strengths and weaknesses, and makes recommendations for the future. The Academy thus monitors the student's progress through the curriculum's established set of exercises. Students must score above 10 points to be promoted to the next term (the maximum score is 15); those who do not reach the minimum score are given one term of probation to bring up their scores. Scores and comments are recorded on the student's individual page on the database. The results of the End of Term Critique are automatically updated to the student's transcript. Students are provided a copy by the Registrar's office.

Location of end of term assessment records: Florence; Registrar database, Via Aretina

GRADUATION POLICY & CERTIFICATES / DOCUMENT OF ATTENDANCE

Students who successfully complete all required exercises as listed in the three-year Drawing and Painting curricula receive a Certificate in Painting, and in the three-year Sculpture curriculum receive a Certificate in Sculpture.

Students who successfully complete all required exercises as listed in the Foundation in Graphic Arts curricula receive a Document of Attendance in Graphic Arts.

Students who complete a workshop can request a letter of attendance; certificates are not awarded for workshops.

Depending on the program, students require a minimum of one to three years to finish the assigned projects but may require more time during their programmed study period. The FAA certificate or document of attendance is conferred when all required projects are completed.

The Florence Academy of Art does not offer a BA or BFA degree.

As the school is an accredited member of the National Association of Schools of Art and Design (NASAD), students who successfully complete our certificate programs earn U.S. undergraduate credits. Please refer to the section on credits for more information.

END OF YEAR CEREMONY

The End of Year Ceremony is traditionally held the third week in June to celebrate a year of achievements: graduating students receive certificates and documents of attendance of completion. The next academic year's teaching staff is formally announced, and prizes are awarded to the best drawings, paintings, and sculptures of the year, as well as to the best students in the Anatomy and Écorché Sculpture courses.

GRADUATES IN RESIDENCE

Students completing their third and final year of study in the painting or sculpture Certificate Programs may be considered for a position of a Graduate in Residence (4th Year) for the upcoming academic year. This position is open to students from Florence and Mölndal and aims to give the Academy's graduates a year of specialization to refine their studies, and produce a series of personal works in shared studio space on the Florence campus. Graduates in Residence assist in workshops, classes and all other school activities where necessary, and provide teaching support and assistance with the guidance of the full time faculty and directors.

The residency is open to students who have completed the full three years of study at the Florence Academy and are committed to staying the full fourth year.

All final year students that successfully complete the program are considered equally for the positions – there is no formal application process again as all final year students are reviewed on their performance and achievements during their final year of their studies.

The Academic Team (Faculty, Academic Director, Program Directors and Executive Director) suggest and finally select candidates they believe possess the self-motivation to be productive, to produce work of high quality and to be a source of stimulation and inspiration in the studio. The Graduate in Residence is a model of professional behavior in the studio, during school activities, and towards their own work.

ALUMNI ASSOCIATION

Upon successful completion of the program, Foundation and Certificate Program graduates are considered part of the alumni association called, The FAA Collective, and will be invited to participate in future events and exhibitions, and kept apprised of the opportunities that come to FAA's attention: group exhibitions, international competitions, and artist residencies. FAA will also offer graduates of the 3 year certificate program an individual page in the Alumni Gallery on the Florence Academy website that features their artwork and contact information (email, website and/or social media addresses).

GRADING

Grading is based on points. Instructors will award up to 3 points in five categories: attendance, attitude, effort, progress, and performance. Students must total 10.5 or above to pass.

We are not, however, grading art. Art cannot be graded. We are grading the student's performance based on the expectations we have for students at the same level. Grading at The Florence Academy of Art is meant to be a positive experience, where instructors identify the student's strengths, and set a path for them to improve where they are weak. Our experience has shown us that if a student attends regularly, works hard, and keeps a good attitude, they are likely to make progress that will positively affect performance.

Contribute to your own development by listening to your teachers in a sincere way. They understand what you are doing, or how you should be doing it, better than anyone.

Grading Scale	Letter Grade	Descriptive Evaluation	Percentage	GPA
15	A+	Excellent	100%	4.0
14.5	A	Excellent	97%	4.0
14	A	Excellent	93%	4.0
13.5	A-	Good	90%	3.7
13	B+	Good	87%	3.3
12.5	B	Good	83%	3.0
12	B	Good	80%	3.0
11.5	B-	Needs work	77%	2.7
11	C+	Needs work	73%	2.3
10.5	C	Barely passing	70%	2.0
10	C-	Academic Review	67%	1.7
Below 10	F	Unacceptable	0	0

GRADING CRITERIA

14-15 points: Excellent

Student clearly demonstrates an outstanding grasp of concepts, procedures, and techniques. Attendance, effort and attitude are exemplary. The outcome of their projects shows technical skill and creativity, and few errors.

12-13.5 points: Good

Student demonstrates a good understanding of concepts, procedures, and techniques. May need to improve in attendance, effort, or attitude, but generally projects show technical skill and creativity, and few errors.

11-11.5 points: Needs work

Students must improve in attendance, effort or attitude in order to make progress. Projects reflect some skill and a general understanding of concepts, but also show minor errors. Student must spend more time and focus on developing skill base.

10-10.5 points: Barely passing

Student's attendance is poor, reflecting little effort and poor attitude. All projects need substantial work. The majority may be incomplete and show only a basic understanding of the ideas

presented, with numerous errors. The student has not spent enough time or attention learning basic concepts.

Below 10: Academic Review/Failing

Student has not fulfilled the minimum requirements. All assigned exercises are incomplete. Little if any time or care has been given to learning the basic concepts. (Probation means students must obtain a score of 10 or more at their next end of term critique to be able to continue their studies in their program.)

COURSE GRADING RECOMMENDATIONS AND REQUIREMENTS

Attendance is *very* important. Regular absences will impede your progress, potentially delay completing the curriculum on time, and impact your final evaluation negatively.

You should inform the office if you will be absent for more than one day due to sickness or unforeseen emergencies.

Arrive to class on time. Punctuality shows common courtesy to your instructor and fellow students. Chronic lateness or leaving class early will result in a lower final grade.

Come to class with all necessary materials, fully prepared to work throughout the entire class.

An outstanding work ethic and positive attitude are essential for a good grade. Give attention to the craftsmanship and presentation of your projects. You must care about the quality of your work.

Students are graded on individual progress in the following areas: attendance, effort, attitude, progress and performance.

You must attend your final critique. Failure to attend a scheduled critique once is grounds for probation. You will receive a written warning from the Director of your program after the first failure to attend a scheduled critique. Failure to attend a scheduled critique twice is grounds for dismissal.

Your grade is greatly influenced by:

- Attendance and punctuality
- Effort, motivation
- Improvement, progress
- A positive attitude in the studio and helpfulness to your peers

Please ask your Program Director/Coordinator if you have any questions about grading at The Florence Academy of Art.

CREDITS

The Florence Academy of Art does not offer a BA or BFA degree.

• CREDITS FOR 3-YEAR PROGRAMS:

As the school is an accredited member of the National Association of Schools of Art and Design (NASAD), students who successfully complete our three-year certificate programs may earn U.S. undergraduate credits.

We operate on a quarter system. Units correspond to *quarter hours*. One quarter hour of credit represents 22 hours of class instruction each week. You are awarded credit when you successfully complete a course, that is, only when curricular, competency, and all other requirements are met, and the Final Term Critique is passed.

*CREDITS FOR FUTURE STUDY AT UNIVERSITY LEVEL:

The Florence Academy of Art is an accredited member of the National Association of Schools of Art and Design (NASAD); this allows students to request U.S. universities to recognize credit for courses successfully completed at FAA. It is important to note, transfer credit is not guaranteed when a student transfers from one institution to another, and the receiving university determines the number of transfer credits it will accept. Each university differs in this regard and may also have different physical residency requirements before conferring the degree. FAA advises speaking with a college advisor if students are interested in credit transfer, including students looking to use credits earned at the FAA outside of the United States.

For students planning to seek an undergraduate, graduate degree, or other continuing study options after completing a Certificate Program at FAA, The FAA again advises speaking with a college advisor from the school, college or educational institution of your choice, regarding eligibility of credits and study at the FAA.

• CREDITS FOR FOUNDATION IN GRAPHIC ARTS PROGRAM:

Please note, The Florence Academy does not offer a BA or BFA degree, or university credits. Credits may however be expressed in relation to the completed hours of study.

The Florence Academy of Art expresses the foundation coursework in credits to the equivalent of 1 credit for 22 hours of completed study. These are not university credits.

If you are looking to move onto an undergraduate, graduate other study program after the 1-year course, please do first check with the university or institution that you want to apply too to be sure if they will accept the FAA document of attendance.

Any acceptance or recognition of hours of study or credit equivalent from The Florence Academy of Art (external activity) is at the discretion of the Home University or institution in question and in accordance with each institution's transfer policy.

CREDIT TRANSFER TO FAA FROM OTHER SCHOOLS:

The Florence Academy of Art does not accept transfer of credit from other institutions. Any previous experience/study will be reviewed at entry on a case-by-case basis and follow the **Policy for Transfer Students, Advanced Standing upon Entry and Waived Exercises** (testing out).

• CREDITS FOR WORKSHOPS (EXTERNAL ACTIVITY):

The Florence Academy does not offer university credits for its workshops.

Credits may however be expressed in relation to the completed hours of study.

Please note: The Florence Academy of Art expresses workshop coursework in credits to the equivalent of 1 credit for 20 hours of completed study.

Academic grades are not awarded and there are no exams. Please see each course for total hours of study.

Any final acceptance or recognition of hours of study or credits for workshop (external activity) is at the discretion of the Home University or institution in question and in accordance with each institution's transfer policy.

The Florence Academy of Art is a directly accredited institutional member of the National Association of Schools of Art and Design (NASAD), the United States accrediting body of independent schools of art recognized by the U.S. Department of Education.

For students planning to seek an undergraduate, graduate degree, or other continuing study options after completing a period of study (workshop) at the Academy, The FAA advises speaking with a college advisor from the school, college or educational institution of your choice regarding possible recognition of study.

For tuition fees and payment deadlines, and all policies pertaining to these, please also refer to the website.

PAYMENT OF TUITION FEES

New students:

For new students a non-refundable deposit is due within 7 days upon acceptance into the academic year program, or workshops. This amount will be deducted from the balance of fees due. Payment instructions, including details on applying for a study visa for international students, are included in the acceptance email.

Payment is due no later than the payment instalment deadline. No student may attend class until the tuition fee has been paid. Any change to payment deadlines or tuition fees will be communicated at least one month before you are required to confirm your attendance, and two months before invoices or payment notifications are issued. Please note that tuition and fees are subject to annual increases.

LATE PAYMENTS

If your tuition payment is late, you, or the person paying your bill, will be notified via email, and the payment period will be extended by five days. If payment is subsequently not received you will be advised, and unfortunately, we shall be forced to replace your position on the program with a new student.

DEPOSIT FOR RETURNING STUDENTS

A non-refundable tuition deposit of € 1.000 is due according to the published deadlines for returning students. This deposit will be deducted from the full tuition fee (annual).

REFUNDS

FIRST YEAR STUDENTS ONLY:

Students may request a refund of their tuition fees within the first week of their first term less the tuition deposit. The tuition deposit of € 1.000 is non-refundable in all instances.

ALL STUDENTS:

Any period of absence during the term, whatever the motive or duration, will not be refunded. The tuition deposit of € 1.000, and/or full tuition payment, are non-refundable in all instances.

*** Visa applicants & payment deadlines:** If you need a study visa, the *deposit and payment installment / term payment* is required before we can send any visa documentation. If your visa is unsuccessful, we will refund any fees paid, less a 100 Euro Administration Fee. We do require confirmation from the embassy or consulate if a visa has been refused before any refund or deferral can be considered.

SUSPENDING OR WITHDRAWING FROM FULL-TIME STUDIES

If a student withdraws or is considering suspending or withdrawing from studies, they should contact the Registrar and Program Director/Coordinator/Academic Director as soon as possible.

School policy states that we are unable to issue refunds or defer payment once the fees (tuition deposit or full tuition installment) have been paid. Please note, however, we do understand that on occasion students may be forced to change their plans at the last minute.

In this case, and only for exceptional or unforeseen circumstances, the student's deferral to a future term or installment may be considered if a suitable replacement is found in time for the start

of the course or term in question. If so, the student's tuition, less the non-refundable deposit, will be refunded. Each case is at the discretion of the Academic Director and Executive Director.

The tuition deposit of € 1.000 is neither refundable nor deferrable in all instances during any term or payment installment period.

RETURNING AFTER DEFERRAL OR WITHDRAWAL:

If a student would like to come back after suspending or withdrawing from their studies, they should contact their Program Director/Coordinator and the Registrar or Office Manager. School policy states students who leave in good standing due to financial or other serious reasons may return to their place in the program when a space is available.

Important: As places are very limited, it may not be possible for the student to return to the term, or year of their choice. Readmission to their program will depend on availability and again, due to the intensive program and projects required during courses, often places are very limited for returning students.

A new non-refundable deposit payment will be required to secure any future placement.

STUDENT FINANCIAL ASSISTANCE

The Academy is committed to helping deserving students in financial need complete their full program of study through work-study and merit-based financial assistance. Although the FAA does its best to help as many students in financial need as possible, it may not be able to help everyone.

Currently the FAA reserves awarding assistance to students in their second and third years of study in the 3-year certificate programs as priority to help these students fulfil the long program of study.

There are various work-study positions, including for example: studio assistant, studio cleaning, library staff, and lecture or events assistant, etc. The awards vary in amount according to the assigned role, however they may not cover tuition in full, so students must be prepared to cover the majority of their fees.

HOW IS FINANCIAL AID AWARDED:

Each spring students in the 3-year certificate programs are invited to sign up via email for financial aid for the following year. Teachers and staff are consulted in the decisions regarding financial aid awards. For each student who applies, we discuss their level of dedication to their studies, overall performance, attitude in the studio, and willingness to contribute to the Florence Academy community in a positive way.

Awards or any student financial assistance are then communicated directly by the office to the student.

OPPORTUNITIES FOR 1 YEAR PROGRAMS/COURSES:

Any new or additional opportunities for 1-year programs or students of shorter study periods are evaluated during the year where possible and communicated via the program director/coordinator/registrar. In these instances, students will also be invited to sign up via email as above, or via direct contact in class via the faculty.

EMERGENCY CONTACT

Emergencies: 112

If you find yourself in serious difficulty and need help, the single number to call for emergencies in Italy is 112, a free number you dial without any area code: the operator will put you in touch with the authority or service that can help you.

Keep your address with you for any emergencies at home.

MEDICAL SITUATIONS & SUPPORT HOTLINES

1) **Medical Service Firenze**, Via Roma, 4 (main street between the Duomo and Piazza della Repubblica),

tel: 055-475411, fax 055-4630176, email: medserv@tin.it, www.medicalservice.firenze.it

English speaking doctors and desk staff. Walk-in clinic with a general practitioner:

Monday-Friday from 11:00-12:00 and 5:00-6:00 - Saturdays 11:00-12:00. House calls available.

2) **Misericordia**, Vicolo degli Adimari, 1

English speaking doctors. Walk-in clinic: Monday to Friday from 1:30 pm – 5:00pm

3) **Dr. Stephen Kerr**, English doctor with a clinic in Piazza Mercato Nuovo 1, also known as the Loggia del Porcellino. He is available every weekday afternoon from 3:00 –5:00 p.m. You may also call for an appointment, tel: 055-288055, cell: 335-8361682. <https://www.dr-kerr.com/>

4) Dentist Clinica Dentale Michelangelo: Via di Varlungo, 26/B, 50136 Firenze FI, (around the corner from school). Phone: 338 363 7541

5) If you require **counseling**, please call **Dr. Kerr** (above) for the names of counselors, therapists and psychologists in Florence, or contact:

Psychologist, Dr. Eugenia Coppitz, tel. 338 714 5951

Anna Choub, MD, Specialist in Psychiatry, 339 568 7775,

Counselors Veronique Fabbri-Balduzzi, 347 148 9148 or Eugenio Bacchini, 347 001 2432.

6) For all emergency services, dial **112**. (You should keep your address near your telephone for any emergencies)

7) If you are in town and require the **Emergency Room** (Pronto Soccorso), the main hospital is Santa Maria Nuova, Piazza Santa Maria Nuova, 1.

8) If you require a doctor during the night, weekend, for non-emergency situations, call the **Guardia Medica Free contact number**, Tel. **116117**.

116117 The new single European number 116117 is for non-urgent care in the provinces of Florence. The new single number 116117 is free, accessible and multilingual.

This is the number to call for non-emergency night illnesses.

(Remember to keep your address near the telephone.)

9) **Pharmacies open 24 hours** (indicated by a blue cross): inside the central train station

10) **Private clinics** that speak English for diagnostic tests, physiotherapy appointments etc.:

FANFANI <https://www.istitutofanfani.it/>

PROSPERIUS <https://prosperius.it/>

11) SUPPORT HOTLINES

Support hotlines provide help to those in need.

Contact a hotline if you need support yourself or need help supporting a friend. If you're concerned about a friend, please encourage the person to contact a hotline as well.

Samaritans:

Toll-free number: 800 86 00 22

Call +39 067708977

13:00 – 22:00 Every day

Telefono Amico

<http://www.telefonoamico.it>

Call: 199 284 284

Global Suicide Hotline Resources for your own country

LINK: https://faq.whatsapp.com/1417269125743673/?helpref=uf_share

Befrienders

<http://www.befrienders.org>

Bros Global

Life coaching, Mentorship, support.

<https://www.bros.global/>

STUDY VISA

Students who are non-EU citizens must receive a study visa from their local Italian embassy or consulate. The information and documentation required to obtain a study visa will be provided by The Florence Academy of Art upon enrolment. It is recommended that students start the visa process immediately upon receipt of notification of acceptance to the program – applications for a visa can be made as early as 3 months before the start of class.

Visa requirements are subject to change and vary between consular offices. Students are responsible for contacting the embassy or consulate in their home countries for up-to-date information on requirements. The Florence Academy of Art is not liable for students not receiving visas for study in Italy.

TYPE OF VISA

Students need to apply for a **TYPE D** visa. This is a visa for 'STUDY' only and not 'STUDY UNIVERSITY ENROLMENT' or other reason to stay for study.

It should **not** be the visa that needs to be verified by the Italian Ministry of Education, University and Research (M.I.U.R.): The Florence Academy of Art is a private school, not an Italian State University.

For more information: <https://vistoperitalia.esteri.it/home/en>

PERMIT OF STAY

In addition to a student visa, students who are non-EU citizens who intend to stay in Italy for more than 3 months must obtain a sojourn permit (Permesso di Soggiorno).

If you are arriving in Italy for the first time, you must request your permit within 8 days of your arrival in Italy.

The permit is usually valid for one year and must be renewed each year. If you already have a sojourn permit and wish to renew it, you must request the renewal before the expiry of the current permit.

TO REQUEST, OR RENEW, A PERMIT OF STAY:

- 1) Either contact the agency Italy4U (see below for ASSISTANCE WITH PERMITS).

The agency will organize the permit and assist you through the process.

or

- 2) To apply directly yourself, pick up the free application form (KIT) at a local post office from the 'Sportello Amico' desk. Complete the form and attach the documentation requested to your application (To renew your sojourn permit you will also need a letter from the Florence Academy stating you have been admitted to the next year of study.)

In addition to the completed application, you must present the following documentation:

- passport or equivalent identification document (valid), for identification purposes by postal operators
- receipt of the postal payment slip relating to the payment of the amount due for the request for the Electronic Residence Permit
- A4 photocopy of the same identification document (please remember that only the pages containing the personal data of the holder and the stamps of the entry and exit visas from the country are necessary)
- A4 photocopy of all additional documentation requested in the instructions

Upon completion of the required documentation delivery, you will be issued a letter containing the

date, time and place established for the appointment necessary for the subsequent activities to be carried out at the Police Headquarters (Questura).

The post office clerk will give you a receipt, including a code to check the status of your application online.

You are required to keep this receipt as proof of having applied for the sojourn permit.

The post office receipt is also necessary when traveling.

What are the costs?

To pay the contribution and the residence permit in electronic format you will have to use a single account payment slip that you will find in all post offices.

The cost of the Electronic Residence Permit is approx. 30 - 70 Euro depending on the length of the permit.

The following must also be paid:

- 30 euros to the post office operator, at the time of submitting the application
- 16 euros for the stamp duty

Permit costs indicated are approx. and may change.

ASSISTANCE WITH PERMITS • Italy4U •

The Florence Academy of Art collaborates with the agency Italy4U that assist students with permits and other fiscal, health, visa permits in Italy. Students may contact ITALY4U directly to make an appointment to submit the kit for the Permesso di Soggiorno.

- Here is a direct link for our students to apply for the permit of stay via ITALY 4U:
<https://secure.italy4you.org/register/FAA/2024>
- ITALY4U website: <https://italy4you.org/>

This is a paid service – students pay all service fees directly to the agency for visa or permit assistance.

To obtain a Permesso di Soggiorno via the agency is approx. € 220, this includes the agency fees and all costs.

All agency staff speak fluent English and have direct contacts with the authorities to assist with bureaucratic issues.

FISCAL CODE (Codice Fiscale)

You will need a tax code if you wish to sign a housing contract. This can be done by booking an appointment online to go to one of the offices in Florence where they quickly assign a code.

For Non-EU citizens, a Fiscal Code can also be obtained via your consulate in your home country.

The office can help if you need any assistance on applying for a Fiscal Code.

HEALTH INSURANCE

While we are unable to recommend any one insurance company, many students use this service which is recommended by Italy4U:

Paffer, <https://www.paffer.it/foreign/?ref=italy4you>

EU CITIZENS

It is not necessary for EU citizens to obtain a study visa or sojourn permit (Permesso di Soggiorno).

If you intend on staying in Italy for less than 3 months (90 days within a 180-day period) you are not required to make any formal declaration or request.

If you intend on staying in Italy for longer than 3 months you may register with the City Hall of Florence (Ufficio Anagrafico on via Baracca, 150/p).

Regarding Medical Insurance, you should request a **European Health Insurance Card** (formerly E111) from your National Health Department, or similar, or seek private insurance coverage for overseas travel.

*Important – the European Health Insurance Card:
is not an alternative to travel insurance.*

It does not cover any private healthcare or costs such as a return flight to your home country or lost/stolen property, does not cover your costs if you are travelling for the express purpose of obtaining medical treatment, does not guarantee free services.

As each country's healthcare system is different services that cost nothing at home might not be free in another country.

STAYS OF LESS THAN 90 DAYS

Citizens of most non-EU countries, including the USA, Canada, Australia, New Zealand, and the UK, can travel to Italy and within the Schengen area for up to 90 days within a 180-day period without a visa.

We do always recommend that you double check any travel regulations before travelling.

Most non-EU citizens will require a visa for stays over 90 days. If you find that you do need a visa please make arrangements with your consulate or embassy as soon as possible as this can take some time.

CHECK VISA REQUIREMENTS

You can double check the visa requirements for your country on this Italian government website:
<https://vistoperitalia.esteri.it/home/en>

IMPORTANT TRAVEL INFO

A quick note for NON-EU students travelling at any time, or during the term breaks!

ALWAYS travel with your Permesso di Soggiorno (Permit of Stay) card.

If you have not yet received your Permesso di Soggiorno card, **ALWAYS** travel with the post office receipts that proves you have submitted the paperwork.

If you do not have a Permesso di Soggiorno card or post office receipts, it is very important not to stopover in Schengen countries as you may have issues re-entering Italy. We recommend:

- Fly 'direct' (no stopover) when possible, that is, fly out and back in direct to an Italian airport: **ITALY > HOME COUNTRY > ITALY**
- If there are no direct flights to/from to Italy your home country, and you need to stop-over, make sure your stopover is in a **NON-SCHENGEN** country before arriving in Italy, for example: the UK, Turkey, Dubai, etc.

Travelling will not be a problem if your VISA is still valid to enter Italy (multiple entry).

Again, any stopovers in European countries without a permit card or post office receipts are risky, so you do so at your own risk.

For any questions, or assistance on Permits of Stay, please contact Italy4you: info@italy4you.org

Welcome to the FAA Community!

The FAA cannot be held responsible for issues or problems that may arise by using the information regarding external services provided on this list. If you encounter any specific problems, or have recommendations please inform the Registrar. Thank you.