Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis not related to the applicable educational requirements for students or the applicable job requirements for employees. The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action employer. Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Jana Estergard, Equal Opportunity Officer, 117 Park Central Square, Springfield, Missouri 65897, (417) 836-4252.

Persons with disabilities may request accommodations through the Disabilities Services office. Accommodations that are not already in place at some site may be possible to arrange but only with sufficient advance notice. Missouri State cannot alter systems, architecture, transportation, or laws in other countries.

Published fees are based on accommodation rates, administrative costs, and currency exchange rates in effect on the publication date of the brochure and may be subject to minor changes. Unless such increases exceed 10% of the published program cost, they are not grounds for withdrawal with refund.

Refund Policy. If a student withdraws prior to March 21, 2013 a full refund will be made less the 15% non-refundable deposit and any purchases made on behalf of student. If a student is forced to withdraw from the program after March 21, 2013 for a bona fide medical reason, a full refund of all payments will be made less the 15% deposit and non-refundable purchases. A certificate of incapacitating illness or injury from a licensed physician is necessary in making claims for refund. Refunds will not be made for any other circumstances or after the program begins. All notification of withdrawal must be made in writing and sent to the Study Away Office, International Center, Missouri State University.

Any enrollment after January 30, 2013 will be subject to availability of space and requires payment of fees in full with application. The balance of program fees will be billed to your student account in two billings, on March 21 and on April 8. Anyone not paid in full by May 8, 2013 will be charged a $100 late fee. Failure to pay program fees or show proof of financial aid to cover the program cost before departure will result in not being able to participate in the program and forfeit of all monies paid. Published fees are based on accommodation rates, administrative costs, and currency exchange rates in effect on the publication date of the brochure and may be subject to minor changes. Unless such increases exceed 10% of the published program cost, they are not grounds for withdrawal with refund.

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There will be an orientation session on campus about five weeks prior to departure for Italy and one day of orientation in Florence.

Enrollment deadlines: Early enrollment by December 14, 2012 (cost is $4813). Enrollment after December 14, 2012 (cost is $4920), airfare may be higher. Enrollment deadline January 30, 2013 (cost is $4920), airfare may be higher. Enrollment deadline is January 30, 2013. Additional enrollments may be accepted on a space available basis, although costs will be higher. Due to the great popularity of the program, the number of students accepted is limited. Group travel will be arranged on the first 10 students enrolling, but may not be available for those signing up later than mid-December. Early application is STRONGLY advised.

Lodging. All students will be placed in group accommodations in apartments (4-6 people per apartment) in the historic center of Florence. Two students share a bedroom. All apartments have a full kitchen as well as common spaces. The apartments will all be within walking distance of the classrooms and studio space. For an additional $125 fee students who wish may request a single room.

Transportation. For students who wish to travel with the group, spaces will be reserved for flights out of Springfield to Italy. Approximate cost is $1,500. If estimated airfare increases prior to purchase time, students will be billed for the difference. Students at other institutions may be eligible to participate (contact Art & Design Office for details). Contact the Study Away Office for details and availability of financial aid. Special scholarships for this program may be available. MSU students who enrolled as first year students (or West Plains transfers) in Fall 2009 or Fall 2010 are eligible for a $500 Study Away Voucher to help with costs of an approved Study Away experience. Contact the Study Away Office for details.

Application Procedure. Complete the Missouri State Application Form and submit to the program director: Professor Gwen Walstrand • Ellis 401D • gwennwalstrand@missouristate.edu • 417.836.5737

Students are required to register for two courses (6 credits) or three courses (7 credits). Four weeks of instruction are held in Florence, Italy, the home of the Renaissance. The program directors will oversee all academic and tour arrangements and accompany the group on required excursions and ensure that the program runs smoothly. Studio, library, and computer facilities are available at Santa Reparata during class times and after class hours every day.

**For Further Information, contact:**

- Gwen Walstrand • Ellis 401D • gwennwalstrand@missouristate.edu • 417.836.5737
- Iwona Duszek • Brick City 214 • iwoduszek@missouristate.edu • 417.836.5422
- Department of Art & Design • Ellis Hall 308 • 417.836.5110
- Study Away Office, International Center • 417.836.6368
- Jim D. Morris Center for Continuing Education, Suite 403 • http://international.missouristate.edu/studyaway/

**Informational sessions:**

- October 10 (Wednesday, 2012) • 7pm in Pummill 208
- October 16 (Tuesday, 2012) • 7pm in Brick City 218
- October 29 (Monday, 2012) • 7pm in Ellis 303
- November 1 (Thursday, 2012) • 7pm in Pummill 208
- November 13 (Tuesday, 2012) • 7pm in Pummill 208
- November 28 (Wednesday, 2012) • 7pm in Ellis 303
- December 11 (Tuesday, 2012) • 7pm in Ellis 303
- January 16 (Wednesday, 2013) • 6pm in Ellis 303
- January 23 (Wednesday, 2013) • 6pm in Ellis 303

**About the Program.** The summer program in Florence, sponsored by the Department of Art & Design of Missouri State University, is designed to give students total immersion in the art and culture of Florence. The facility is provided by the Santa Reparata International School of Art in Florence; welcome banquet, SRISA & MSU sponsored field trips, entry fees to churches and museums, Study Away fee, an International Student Identity Card, and apartment lodging in Florence. 25% of the program costs is a refundable housing deposit, returned to you after the program ends.

**Total program fees to be billed by the Study Away Office: $4,813.00. Include:**

- airfare (if arranged by the program), classroom & studio space at Santa Reparata International School of Art in Florence; welcome banquet, SRISA & MSU sponsored field trips, entry fees to churches and museums, Study Away fee, an International Student Identity Card, and apartment lodging in Florence. $250 of the program costs is a refundable housing deposit, returned to you after the program ends.

**Tuition billed** for 6 hours credit (in-state undergraduate): $1,203. Students enrolled in a faculty-led short-term program are assessed the Missouri resident rate even if they are out-of-state students. Tuition for 7 hours credit is 1,404.

**Other expenses:** (estimated) $1,800. Includes: personal expenses, meals, textbooks, art supplies, passport, and local personal transportation.

**Financial Aid.** Students who receive financial aid through Missouri State University may apply that aid to the Florence program if eligible. Please see the Office of Financial Aid for details and availability of financial aid. Special scholarships for this program may be available. MSU students who enrolled as first year students (or West Plains transfers) in Fall 2009 or Fall 2010 are eligible for a $500 Study Away Voucher to help with costs of an approved Study Away experience. Contact the Study Away Office for details.

**Student fees** are billed by the Study Away Office. Early enrollment by December 14, 2012 (cost is $4813). Enrollment after December 14, 2012 (cost is $4920), airfare may be higher. Enrollment deadline January 30, 2013 (cost is $4920), airfare may be higher. Additionally, if enrolled after the deadline, $125 fee students who wish may request a single room.

**Program Costs.** Total program fees to be billed by the Study Away Office: $4,813.00. Includes: airfare (if arranged by the program), classroom & studio space at Santa Reparata International School of Art in Florence; welcome banquet, SRISA & MSU sponsored field trips, entry fees to churches and museums, Study Away fee, an International Student Identity Card, and apartment lodging in Florence. 25% of the program costs is a refundable housing deposit, returned to you after the program ends.

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**Application Procedure.** Complete the Missouri State Application Form and submit to the program director: Professor Gwen Walstrand • Ellis 401D • gwennwalstrand@missouristate.edu • 417.836.5737

**Payment Schedule.** A 15% ($722) non-refundable deposit is due with the program application. It will be billed to your university account. The first billing of the balance of the program costs will be on March 21. The second billing of the balance will be April 8.