

# La Romita Workshop

## Student Enrollment Guide

# Benvenuto! Welcome!

10 Days in Italy:

## “Painting the Italian Landscape”

August 13th - August 23rd, 2025

Instructor: Thomas Kegler

For over 50 years, La Romita School has been hosting some of the best retreats available to artists, anywhere. Now that you have registered for a workshop with us, it's important to us that you understand the rest of the enrollment process, to ensure that you have all the information you need, and that we have all the information we need to ensure a smooth and successful experience. Please read through this guide carefully, and if you have any questions or concerns don't hesitate to reach out to us at [registrations@laromita.org](mailto:registrations@laromita.org) or Toll Free 1-855-476- 6482.

### La Romita Student Enrollment Guide Contents:

- Completing Your Enrollment
  - Online Forms
- Tuition
- Booking Your Travel to Italy
- When to Book
- Selecting Your Flight
- Selecting Your Flight Home
- About Your Passport
- Travel Insurance
- Getting to La Romita from Leonardo Da Vinci
- What to do if you encounter delays
- Other Ways of Getting to La Romita
- General Information about Traveling in Italy
- Currency
- Gratuities
- Climate
- Packing for your Trip
- Luggage
- Clothing
- Art Supplies
- Electronic Devices
- Cellphones
- Medicine
- What if I forgot something?
- Accommodations & Amenities
  - Bathrooms
  - Laundry
  - WiFi
  - Break Room
  - Snacks and Incidentals
  - Additional Fees
  - Workshop Policies
  - Attendance Policy
  - Cancellations and Refunds
  - Orientation Zoom Meeting

# Completing Your Enrollment Online Forms

Here are a few important links to online forms that you must complete in order to finish enrolling for your workshop.

- Form 1: Health Information, Contacts, Waivers, and Releases (additional information and legal paperwork we need completed by you in order for you to be able to attend a workshop at La Romita). Please complete this as soon as possible. ([Link to form 1](#))
- Form 2: Travel information (information about your itinerary, that will help ensure an easy pickup and drop-off in Rome). ([Link to form 2](#))

Please complete this after you've booked your travel, and no later than 2 weeks before your workshop start-date. If you have difficulty completing online forms, let us know by calling 1-855-476-6482 or emailing [registrations@laromita.org](mailto:registrations@laromita.org)

IMPORTANT: if you are registering for yourself and someone else (for example, your spouse), you'll need to complete separate enrollment forms for each enrollee.

## Tuition

The total cost is \$3,900 for the ten day class, a double room, all meals (wine is included for lunch and dinner), and 8 days of instruction.

The fee also includes a personal driver, who will take you out each day to an Umbrian village and provide transportation to and from the airport in Rome.

A nonrefundable \$500 deposit was due at the time of registration. \$1,700 is due by 2/15/2025, and the remaining balance of \$1,700 is due by 6/15/2205.

Thomas Kegler Studios, LLC will send you an invoice at the email address you provided during registration. The invoice will include a link which you may use to pay your balance via Paypal, or you may send a check made payable to *Thomas Kegler Studios, LLC* to the following address:

Thomas Kegler  
270 Pine St  
East Aurora, NY 14052

## Booking Your Travel to Italy

### ***When to Book***

We recommend that you book your travel until no sooner than 90 days before your workshop start-date. In the unlikely event we have to cancel a workshop, Thomas Kegler Studios, LLC will issue a refund for the tuition, but the airfare tickets that you purchased may not be transferable or refundable.

We strongly suggest that you consider purchasing **travel insurance** in case of unforeseen needs to cancel.

### ***Selecting Your Flight***

Arrange to arrive at the Leonardo da Vinci Fiumicino airport (FCO) in Rome, no later than 10:30 a.m. on the starting date of your workshop (August 13th, 2025).

**IMPORTANT:** International flights arriving in Rome in the morning are overnight flights.

To arrive on your start day, you will need to book travel that starts the day before.

If your program begins on August 13th, 2025, the flight will leave the U.S. on August 12th, 2025.

Be sure of your dates!!!

**Selecting Your Flight Home** Ensure that your return flight departs no earlier than 10:30 a.m. on the day of departure (August 23rd, 2025)

Once you have travel booked, please be sure to complete the Travel Information Form

### **About Your Passport**

A passport valid for six months beyond the length of stay is required for entry into Italy.

If yours is about to expire or has expired, renew it immediately.

As passport requirements are subject to change, it is essential that you review and verify passport requirements at websites such as [travel.state.gov](http://travel.state.gov) to ensure that your passport meets the mandatory guidelines.

**IMPORTANT:** Keep a separate list of passports, credit card and pin numbers as well as prescription information.

### **Travel Insurance**

**IMPORTANT:** For your own protection and convenience, La Romita strongly urges you to purchase travel insurance that includes coverage for cancellation “for any Reason”.

La Romita School of Art will not be responsible for personal accidents, illness, injury, delay, error or omission, loss, faults or negligence of any cause.

Review your insurance policies and ensure luggage insurance is included.

**TIP:** Talk to a travel agent or compare online travel insurance information to find something that meets your needs.

While not an endorsement of any kind, below is a list of possible travel insurance providers:

- TRAVEL GUARD [www.travelguard.com](http://www.travelguard.com) Tel: 800-826-1300
- USA ASSIST [www.usa-assist.com](http://www.usa-assist.com) Tel: 877-539-8619
- INSUREMYTRIP.COM [www.insuremytrip.com](http://www.insuremytrip.com) Tel: 800-487-4722
- CSA TRAVEL PROTECTION [www.csatravelprotection.com](http://www.csatravelprotection.com) Tel: 888-873-5484

### **Getting to La Romita from Leonardo Da Vinci**

We strongly recommend that you take the bus we provide to get to La Romita from Rome’s airport. Travel time between the airport and La Romita is two hours. Our bus driver usually arrives at the airport around 10:00 a.m.

Many participants will have flights that arrive earlier so please follow these instructions to help him locate you.

Flights that arrive directly from the United States and many European stop-overs arrive at Terminal 3 (T3).

Upon exiting customs in T3, make your way to the right and follow the directions towards the trains.

You’re looking for the waiting area next to Exit 4, and there should be ample seating in the area. If you arrive in Terminals 1 or 2, please make your way to Terminal 3.

Our bus driver will park outside the terminal and come in to find the group.

He will not leave until all of the group is accounted for.

If your La Romita experience is part of a longer trip just get to the meetup spot(s) at T3 Arrivals by 10:30AM.

### **What to do if you encounter delays**

IMPORTANT: Let us know as soon as possible!

**A.** If you miss your flight while stateside, please contact La Romita US by telephone and email ASAP. Toll-free: 1-855-476-6482 and leave a message. Email: [schoolinfo@laromita.org](mailto:schoolinfo@laromita.org) 4

**B.** If you miss a connection in Europe or your flight is changed or delayed, please call or text Edmund Zimmerman (our on-site director) +39 351 866 6284

Please let us know immediately if you have flight difficulties.

TIP: Check with your cell phone service provider about using your telephone abroad.

### **Other Ways of Getting to La Romita**

We strongly recommend using our bus, but if circumstances prevent you from doing so, there are a few alternatives:

**A.** Train station: Take the airport train to the main train station in Rome (Stazione Termini). From the station in Rome, take the train to Terni. We recommend that you buy your Terni ticket at the airport train station. The fare from the airport to Terni is approximately 25 euros.

NOTE: The destination sign at the platform ("track" in Italian is binario) will be Ancona or Perugia...not Terni, so find the correct binario by checking the exact time of departure on the departure board or ask the station agent. Travel time from the station to La Romita is one hour. Call La Romita upon arrival and we can arrange to pick you up. Once in Terni, taxi fare from the train station is approximately 20 euros.

**B.** Taxi: Agree upon a price with the driver prior to taking a taxi to La Romita. The cost should be approximately 300 euros.

**C.** Car service: La Romita can hire a car with a driver for you for approximately 150 euros, but we must know in advance. Unfortunately, we are unable to accommodate last minute requests. If you are arriving in Italy before the workshop start-date and know that you will not be using our bus, please mention it in the Travel Info form of the online registration.

### **General Information about Traveling in Italy**

Currency Cash is the most common way of paying for transactions. In most places you can use your debit or ATM card to get cash in euros. Visa and MasterCard are accepted in Italy. IMPORTANT: Let your credit card company know that you are traveling abroad.

Please remember the pin number to all your credit and debit cards.

Gratuities Tips are voluntary.

However, a longstanding tradition has been established whereby participants express their appreciation to the La Romita staff by leaving a tip.

### **Climate**

The weather in Italy is as varied as the pasta, so please use the stated information only as a guideline. Generally, the August period in the Umbrian region is characterized by steady dry and hot/warm weather with clear skies,

perfect for painting en plein air.

La Romita's Studio and Dining area have central air conditioning and fans can be found in each room.

## **Packing for your Trip**

### ***Luggage***

Travel light! It is recommended that you consider this carefully and bring what you can comfortably handle on your own.

Simple clothing, comfortable, drip-dry, warm and hot weather clothing for the full summer months. A small umbrella or rain poncho is always handy. Layering is advised. Sturdy, comfortable shoes for walking as hill-towns have cobbled streets, most of which have no sidewalks.

### **Miscellaneous Packing Suggestions:**

- Small flashlight.
- A few extra washcloths.
- Wipe-ups or other pre packaged hand cleaners for use on painting trips.
- An extra pair of prescription glasses.
- Compact tissue packs---many public toilets do not have toilet paper available.

### **Art Supplies**

A trip to a local art supply store on the arrival day of your workshop is often scheduled in order to augment your teacher's supply list.

NOTE: La Romita has ample portable stools available for plein air painting.

**Consider shipping your art equipment via UPS a few weeks ahead of time.**

### **Electronic Devices**

Computers, cameras and phones are usually compatible with Italian current (220 instead of 110 volts) but need an adapter (European "Type C") for Italian sockets.

TIP: Check by looking at "input" on your charging device

Travel converters that change the voltage from 220 to 110 are available at electronics shops but are rarely needed.

## **Cellphones**

We recommend that you contact your cell phone carrier and inquire about international packages. Many carriers offer international packages with deals on texting, calls while you're in-country, and limited data options.

## **Medicine**

Clearly mark all prescriptions and where possible carry them in their original packaging/containers. Make sure you carry sufficient doses to cover your entire trip, plus a few to cover possible travel-related delays. If you regularly take any over-the-counter medications (such as ibuprofen, antihistamines, etc.), bring a small supply. These are all available in Italy, but can be expensive. Place your prescriptions in your carry-on luggage and not your checked luggage. Ensure your travel insurance covers medical eventualities. Italy has an excellent modern health system

and socialized medicine, so access to care should not be a concern at all. The registration process includes a medical waiver and some questions about allergies and any underlying conditions you feel we should know about. La Romita strongly urges you to talk to your doctor about international travel and prescriptions, especially if you have a medical or health condition that could flare up or worsen while you are abroad.

### **What if I forgot something?**

There are plenty of opportunities to pick up any small items that you might forget. Remember that we're there to help make your trip worry-free.

## **Accommodations & Amenities**

### **Bathrooms**

As shared bathrooms are located at the end of the corridors, a light robe is recommended. Hair dryers are available in each bathroom. Hand and bath towels are furnished.

### **Laundry**

We provide plastic laundry bins in order to hand wash items and an area to line dry them. Upon request and for a fee, our staff will take a limited amount of laundry off-site to wash on your behalf. An iron and ironing board are also available. There is no professional laundry service.

### **WiFi**

La Romita has free WiFi available that covers most of the common areas of our property.

### **Break Room**

There is a break room with a refrigerator set up in the back part of the studio, available to students 24 hours a day.

### **Snacks and Incidentals**

We take the group to a grocery store on the first day so that you can pick up last-minute essentials, snacks, etc. You can store them in your room or use the break room refrigerator.

### **Additional Fees**

La Romita covers entrance fees that are part of the workshop itinerary, such as to the Waterfall, or the gardens of Villa Lante. Other activities that might present themselves (such as festivals or concerts) may not be covered. Participation in those activities is always optional.

## **Workshop Policies**

### **Cancellations and Refunds**

If you need to cancel your registration for any reason, please notify me as soon as possible. If someone fills your spot, your payment will be refunded. If we are unable to fill your spot, your \$500 deposit will not be refunded. No refunds will be made 30 days before the trip due to logistics and overseas commitments involved in planning/coordinating the trip.

### **Orientation**

### **Zoom Meeting**

Starting in 2025, we will host an “Orientation Remote Meeting” before the workshop. We will send an invite a few weeks in advance. At the meeting, we cover any last minute questions or concerns and relay any recent changes that aren’t accounted for in documents like this. We send out minutes of the meeting, along with a Travel one-sheet that has important contact information.