

APPLICATION DEADLINE

Fall + Spring Semester - June 15th

RETURN COMPLETED FORM TO

Lorenzo de' Medici - International Enrollment Office
E-mail: info@lorenzodemedici.it
Via Faenza, 43, 50123 Florence, Italy
Tel. +39 055 28 73 60 / +39 055 28 72 03 Fax + 39 055 23 98 920

APPLICATION INSTRUCTIONS

The following are required to apply for **all LdM Art & Design Certificate Programs**:

- Application Form – completed and signed
- Proof of Payment
- Copy of your passport
- Copy of diploma, high school/university transcript or equivalent (translated into English)
- Personal Essay (reason for choosing this program, experience abroad, future goals)
- Proof of English proficiency if English is not your first language (see details under “Admission Criteria”)
- Two (2) Passport-size photos

The following are also required to apply for the **LdM Professional/Advanced Certificate Programs**:

- The completed LdM Previous Studies Form - Please contact info@lorenzodemedici.it for the appropriate form
- Digital Portfolio including 10 examples of your work/projects. Please note an example of work for all techniques included in selected certificate must be submitted.

Have you previously studied at Lorenzo de' Medici Institute? Yes No

How did you find out about LdM? Family/friend Istituto Italiano di Cultura Student Teacher Google Ad
 Internet search Website _____ Educational Agency – Specify _____ Other _____

PERSONAL INFORMATION

Last Name _____ First Name _____ Female
 Male

Current University/College _____ Profession _____

Country of Citizenship _____ First Language _____

Date of Birth (mm/dd/yy) _____ Passport Number _____

City/State of Birth _____ Country of Birth _____

Permanent Address _____

City _____ Country _____

Postal Code _____ E-mail _____

Phone/Fax _____ Mobile phone _____

EMERGENCY CONTACT

Name _____ Relationship _____

Phone / Mobile _____ E-mail _____

PRIVACY POLICY

LdM is registered to hold your personal data in accordance with Italian Law 675/1996 and D.Lgs.196/2003 on privacy. This information will be used for administrative purposes and will not be given to any third party. I hereby agree to comply with the above regulations and I authorize the use of my personal information by Lorenzo de' Medici.

I allow LdM exclusively to collect, publish and use for purposes of advertising and promotion that are not detrimental to my dignity or reputation: 1) my image in photographic, video or digital content; 2) my own writings, figurative works, music, art and creative projects; 3) my name in conjunction with interviews and statements in relation to LdM. I permanently waive all rights of compensation for the aforementioned content generated in the period of enrollment at LdM, which may be reproduced either in its entirety or in part, in the form of any multimedia content, and may be published on the following website www.ldminstitute.com and/or in other domains related to LdM in Italy and abroad.

Student signature  _____ Date _____

TUITION 2014-2015 & PROGRAM SELECTION

LdM Certificates – One Year: €10,200

Professional/Advanced Certificates – One Year: €10,800

Check (✓) the desired Program/Term:

LdM CERTIFICATES (1 st Year)	Academic Year Fall 2014 & Spring 2015	PROFESSIONAL/ADVANCED CERTIFICATES (2 nd Year)	Academic Year Fall 2014 & Spring 2015
Interior Design Certificate	<input type="radio"/>	Interior Design Professional Certificate	<input type="radio"/>
Fine Arts Certificate	<input type="radio"/>	Fine Arts Advanced Certificate	<input type="radio"/>
Graphic Design & Visual Communication Certificate	<input type="radio"/>	Graphic Design & Visual Communication Professional Certificate	<input type="radio"/>
Restoration and Conservation Certificate	<input type="radio"/>	Restoration and Conservation Professional Certificate	<input type="radio"/>
Fashion Design Certificate	<input type="radio"/>	Fashion Design Professional Certificate	<input type="radio"/>
Fashion Marketing & Merchandising Certificate	<input type="radio"/>		
Jewelry Art & Design Certificate	<input type="radio"/>		

Are you applying for the beginning level of the selected Certificate Program? Yes No

ITALIAN LANGUAGE PROFICIENCY

Select the appropriate level: Beginner Lower Intermediate Intermediate Upper Intermediate Advanced

List the course title and level of your most recent Italian language course: _____

How many semesters of Italian language have you completed? _____

Describe any other relevant Italian language experience: _____

ADMISSION CRITERIA

Students must be at least 18 years old by the start of the program. LdM requires students to have upheld good academic and disciplinary standing. For the **Fashion Marketing & Merchandising Certificate**, students must have completed one year of university by the start of the program.

Application Deadlines - Acceptance of late applicants is subject to available space in the program.

Proof of English Proficiency - In order to learn effectively, students are expected to be independent English users with proficiency in listening, speaking, reading, and writing. Non-native English speakers are required to demonstrate that they have reached the high intermediate level in English language skills, with certification or other evidence equivalent to the following minimum overall TOEFL scores: Paper Based Test 550+, Computer Based Test 213+, or Internet Based Test 80+.

Please contact the International Enrollment Office if you do not meet one of these criteria for additional information and instructions.

PROGRAM SPECIFICS

- Students may enroll in the selected program only for the complete academic year (two semesters). The first semester of each program is offered in the Fall only and the second semester is offered in the Spring only.
- All Certificate Programs are offered in Florence only. Please note that once you arrive at LdM you will not be allowed to switch Program or Location.
- Students with prior knowledge of the selected field of study may be admitted to the non-beginning semester of the 1st year Certificate, after submitting a portfolio of their work to be assessed and approved. The second semester of each Certificate takes place in the Spring semester only; prices are available on request. Spring Semester Deadline - November 15th.
- Students may choose to start with the Certificate and move into the Professional/Advanced Certificate, completing a two-year program.
- Students applying for the Professional/Advanced Certificate Program must provide proof of a solid background in the selected area. An admissions committee will review the application and accept only those students who meet the entry requirements. Please note that if you select the Professional/Advanced Certificate Program but do not meet the requirements, you will have the option of being admitted to the Certificate Program.
- The Certificate Program is comprised of a series of courses that have been determined by LdM as a complete learning experience in the field. All of these courses must be completed as part of the program. Students will be granted the Certificate or Professional/Advanced Certificate upon successful completion of the course sequence. Students who do not successfully complete the course sequence will receive a Certificate of Academic Performance only.
- Students who would like to enroll only in one semester at LdM (with the exception of the students who are applying to the non-beginning semester of the 1st year Certificate as above) should apply for the Study Abroad Programs or Semester Certificates.

REGISTRATION POLICIES

- The LdM Certificate and Professional/Advanced Certificate courses have already been determined by LdM. Students cannot change their courses or sections.
- Students may attend only the courses listed on their Official Registration form. Auditing is not allowed.

- Students pre-registered for a non-beginning course, including Italian, must check the LdM Certificate Program information to make sure they meet all the prerequisites. A placement test will be administered to confirm the students' level. As a result of the placement test, LdM reserves the right to move students into a different level.
- A level test will be administered at the beginning of Intermediate/Advanced level Studio Art and Design courses to confirm the students' level. Many of the Studio Art and Design courses list two time blocks. Students enrolled in these courses must attend both time blocks.
- Students who fail one or more level tests will have the option of enrolling in the beginning level of the Certificate or switching to the Study Abroad Program and paying the difference in tuition.
- Students must retain full-time status.
- No refunds will be issued for classes dropped after arrival at LdM.
- In the event of insufficient enrollment in particular courses (especially at the higher levels), LdM reserves the right to adjust the balance of teaching/open studio hours.
- Mid-terms and final exams will be given only on the scheduled days that appear on each course syllabus and will not be moved under any circumstances including illness, religious holidays, travel plans, family matters, etc. Exams are scheduled during normal class times, so more than one exam may be administered on the same day. Students are not allowed to make up any assessed in-class activities they have missed (including but not limited to quizzes, tests, etc.) under any circumstances including illness, religious holidays, travel plans, family matters, etc.
- Students with documented learning disabilities will be subject to local educational standards. Based on current and official documentation of the disability, LdM will provide assistance to these students. It is each student's responsibility to provide this documentation during the registration process and within the deadline.
- LdM does not offer Pass/Fail grades or Incompletes, only letter grades. All classes registered for and grades received will appear on each student's academic record. Students are responsible for understanding the LdM grading system. Detailed information about grading/evaluation can be found in the specific course syllabi.
- LdM reserves the right to withhold the certificate/academic record and/or housing deposit of students who violate contract agreements related to housing and/or academic issues (i.e. any balance or debt incurred) and/or whose behavior is considered detrimental towards the institute and other students.
 - a) The Rules of Conduct applied at this Institute may be different from the rules applied by the student's home college or university.
 - b) The Lorenzo de' Medici Rules of Conduct must be carefully read by each student. A copy of the Rules of Conduct is included in the Orientation Packet given to every student and is also distributed during Orientation at LdM and shown in every building of the Institute.
- It is ABSOLUTELY REQUIRED that all students attend the ORIENTATION MEETING. Students must make sure they plan their travel itinerary accordingly.
- All students are required to carry a cell phone at all times that can receive text messages and phone calls in Italy, and to provide the phone number to LdM at Orientation.

ATTENDANCE POLICY

- The LdM Certificate classes are intensive and practical, so course attendance is a primary requirement for a responsible learning experience. Absences will also be counted during the first week of class.
- Punctuality is mandatory. Students must arrive in class on time: any lateness, leaving class during the lesson without notice, not showing up on time after the break or leaving early will impact the participation grade and the Final Grade.
- Students are responsible for keeping track of their absences and for catching up on any missed work.
- Make-up classes are always mandatory as part of the course program.
- If a class occasionally creates conflict with another class, the student is required to inform both instructors in advance.
- For no reason (i.e. religious holidays, travel plans, family matters, etc.) will absences be excused.
- Students will receive an "F" on each exam they miss.
- Students who leave LdM before the end of the term must fill out an Official Withdrawal Request form and return it to their advisor. Students who submit the form by the "W" Withdrawal deadline will receive a "W" for each non-completed course. Students who submit the form by the "W/F" Withdrawal deadline will receive a "W/F" for each non-completed course. Students who leave LdM without submitting the form will receive an "F" in each non-completed course. In all cases, students will not receive a refund.
- Students who absent themselves from courses will have their final grade penalized as indicated on the following table:

	Final grade lowered by one full letter when you have:	Final grade = "F" when you have:
All courses	3 absences	4 or more absences
Internships – See course syllabus for absence policy		

STUDENT CONDUCT

Students are expected to conduct themselves in a responsible, law-abiding manner consistent with the rules and regulations of LdM, as well as with applicable Italian and European Union governmental laws generally. Deviations from such rules, regulations and laws include, but are not limited to, unauthorized absences from class or other program activities, the making of threats or engaging in harassment, violence or other misconduct, damage to, or defacement of, school, residence or student property, the use, possession or distribution of alcohol or other substances and/or other reckless or dangerous behavior. LdM reserves the right to take disciplinary action against a student based on the student's deviation from such rules, regulations and laws, or who otherwise engages in behavior that jeopardizes the safety and well-being of the student, members of the LdM community or any other person. Disciplinary action may include, but is not limited to, suspension or dismissal from the program. There shall be no refund of tuition, fees or rent in the event that a student is suspended or dismissed from the program. LdM reserves the right to release to the student's primary institution or other interested party information regarding any failure of the student to comply with such rules, regulations or laws, as well as the details of any disciplinary action taken as a result thereof.

PROGRAM WAIVER

This program involves studying at LdM and living in an apartment, hostel, hotel, residencia or with a host family in the host city. Group excursions and social/cultural activities are routinely offered to participants. Some trips may be over-night and most will involve transportation on a bus and/or train. The undersigned fully understands that there are certain dangers, hazards, and/or risks inherent in international travel, the group excursions and in the activities included in the LdM program and have signed this document in full recognition and appreciation of the dangers of these activities, which include, but are not limited to, physical injuries (minimal, serious, catastrophic) and/or property loss or damage. The Undersigned therefore agrees to assume and take on all responsibilities in any activities associated with the LdM program. In consideration of, and in return for, the service, facilities and other assistance provided to participants by LdM (and their governing boards, employees, and agents) I, the Undersigned, along with any of our assignees, heirs, distributees, guardians, and legal representatives release LdM and its partner institutions from any and all liability, claims and actions that may arise from injury, harm or death to the Undersigned and from loss or damage to the Undersigned's property in connection with these activities. The Undersigned understands that this

release covers liability, claims and actions caused entirely or in part by any acts or failure to act by LdM, including but not limited to negligence, mistake, or failure to supervise by LdM or any of their employees, agents or contractors.

STUDENT CERTIFICATIONS

1. Have you been found responsible for any behavioral or academic misconduct at your present or previous institution/s resulting in disciplinary action such as warning, probation, suspension, expulsion or other sanction?

YES NO

2. Have you been convicted of a misdemeanor, felony or other crime?

YES NO

If your criminal record has been cleared of this conviction, you may answer NO.

If you answered yes to either or both of the above, the additional materials listed below are required to approve the admission:

- **A formal essay explaining date/s and circumstances of all incident/s, the disposition of the incident/s, and what you learned from the incident/s.**
- A document of disciplinary record from your home institution confirming the type and number of infractions, date/s and that all sanctions have been completed; or a judicial record that states all consequences have been resolved (depending on the incidents).
- A statement of approval from your home institution, if applicable.

HEALTH INSURANCE

Students are required to have international health insurance. In case this insurance is not recognized as sufficient to meet the permit of stay requirement, students will need to acquire the appropriate Italian insurance upon their arrival.

HOUSING POLICIES

- For students seeking LdM Housing, the **Housing Request Form** and **Housing Deposit** must be submitted along with this application.
- The Housing Request Form can be downloaded at <http://www.ldminstitute.com/en/landing/application-forms1/>

- I would like LdM to arrange housing for me (**please complete Housing Request Form**)
- I will make my own living arrangements

PAYMENT

All Certificates may only be paid per year.

If a student visa is required, LdM is obligated to receive the **full balance of tuition** before releasing an official "Letter of Acceptance," which is one of the required documents for the student visa application.

If a student visa is not required, a deposit of 40% of the total tuition is due with the application; the remaining balance of the tuition is due 30 days prior to the start of the term.

Lab fees, course materials and field trips are not included in the tuition costs. All bank charges shall be paid by the student.

Choose (✓) one of the following **PAYMENT METHODS**, specifying payment in Euro:

- Bank cashier's check or international money order payable to:
Lorenzo de' Medici s.r.l.
Attn: International Enrollment Office
Via Faenza, 43
50123 Firenze - Italia
- Bank transfer to the following bank account (please provide LdM with a copy of the bank receipt as proof of payment):
Name: Lorenzo de' Medici
Account #: 85450
Bank: Cassa di Risparmio di Firenze – Sede
Address: Via Bufalini, Firenze – ITALY
ABI code: 06160 CAB code: 02800 SWIFT code: CRFI IT 3F
IBAN code: IT70U061600280000085450C00
- If interested in paying by Credit Card, please contact info@ldminstitute.com

CANCELLATION POLICY

If an official cancellation notice is received by LdM:

- 20 days or more before the start of the term, the student will be liable for 20% of the tuition.
- 19 to 7 days before the start of the term, the student will be liable for 30% of the tuition.
- 6 days to the beginning of the term, no refund will be given.

After classes start, no refund will be due to students who do not attend or who withdraw from LdM.

Fees are not transferable to other persons.

Students will receive the refund minus the cost of any transfer fees.

- I certify that I have read and understand the LdM policies stated in this application. I certify that I have carefully considered each question contained herein and that my statements are true and complete to the best of my knowledge. I understand that, in addition to my application materials, any record of misconduct or criminal activity will be considered as part of the admissions process, and could, alone or in combination with other factors, be grounds for the denial of my application. I accept as binding any and all conditions that apply to admission to LdM. Furthermore, I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of grades, should the information I have certified be false or should it be deemed necessary or advisable in the judgment of LdM. I will provide LdM with prompt written notice of any facts that hereafter arise that would make the certifications contained herein untrue.
- I agree by signing this application form that I will abide by the rules and regulations of LdM, as well as applicable governmental laws generally, including LdM Rules of Conduct, Academic Regulations, LdM policies, and Italian and European Union laws.
- I hereby waive and release any and all claims that I now have, or in the future may have, against LdM, its officers, directors, employees, subsidiaries or affiliates in respect of the admissions process, including, without limitation, the denial of my application for any reason.

MY SIGNATURE BELOW ALSO ATTESTS TO THE FACT THAT I HAVE BEEN MADE AWARE OF THE INFORMATION REGARDING:

Student Visa and Permit of Stay Information: <http://www.ldminstitute.com/en/apply/student-visa>

Rules of Conduct: <http://www.ldminstitute.com/en/apply/ldm-rules-of-conduct>

Planning Your Trip: <http://www.ldminstitute.com/en/landing/planning-your-trip/>

Student signature  _____ **Date** _____

PRINT NAME _____