

**CERTIFICATE PROGRAM APPLICATION/
CERTIFICATES AND PROFESSIONAL/ADVANCED CERTIFICATES
2014-2015**



This application is for students seeking admission to the Certificate or Professional/Advanced Certificate Program for US transferable credits. Applicants who are NOT seeking US credit should consult www.ldminstitute.com for the correct application and related information. Applicants seeking admission to the university accredited Study Abroad Program or Marist/LdM Bachelor's Degree Program must use corresponding application. *As used throughout this application, the term "LdM" refers to Lorenzo de' Medici, S.r.l., Lorenzo de' Medici, Inc., and their respective programs, collectively.*

Please make sure to submit the following to LdM for application processing:

- Program Application (signed/completed)
- Official transcript from current (or most recently attended) college/university
- Letter of Recommendation
- Personal Essay (reason for choosing this program, experience abroad, future goals, professional experience in the selected field of study)
- Students whose first language is not English must provide proof of English proficiency. (See details under Admissions.)

Lorenzo de' Medici

3600 Bee Caves Road, Suite 205B

Austin, TX 78746, USA

Tel: (877)765-4LDM (4536) Fax: (512) 328-4638

info@lorenzodemedici.org

(Transcripts and letters of recommendation may accompany application or be submitted under separate cover.)

Students with prior knowledge of the selected field of study may be admitted to a non-beginning semester of the Certificate Program, 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 and deadline are available on request.

To apply for the **LdM Professional/Advanced Certificate Programs**, the following are also required:

- Completed LdM Previous Studies form - Please contact info@lorenzodemedici.org 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

Non-beginning Certificate and Professional/Advanced Certificate applications will be considered pending until all required materials have been submitted and reviewed by the LdM Admissions Committee.

Application Deadline:

Fall + Academic Year: June 15

Spring: November 15

Program: Academic Year Certificate Academic Year Professional/Advanced Certificate Semester Certificate

Term: Academic Year 2014-2015 Fall 2014 Spring 2015

HOUSING: Will you be securing your housing through LdM? Yes No

LdM will provide additional housing information and forms upon acceptance to the Program.

APPLICANT INFORMATION

Legal name: _____
Last name First name Middle name

Gender: _____ Social Security #: _____

Date of Birth: (mm/dd/yy) _____ City/State/Country of Birth: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Your College/University E-mail address: _____

Your Personal E-mail address: _____

Phone: () _____ Cell Phone: () _____

Fax: () _____ Information valid until: _____

** All LdM mailings will be sent to the Current Address until the date listed above, after which mailings will be sent to the Permanent Address listed below.*

Permanent Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Permanent Phone: () _____ Country of Citizenship: _____

Passport #: _____ Date Issued: _____

Current/Former College/University: _____

Actual/Anticipated Graduation Date: _____

Classification while at LdM: Freshman Sophomore Junior Senior Graduate

Major: _____ Minor: _____ Cumulative GPA: _____

LAST NAME, FIRST INITIAL

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How did you learn about Lorenzo de' Medici?

- | | | |
|--|---|--|
| <input type="checkbox"/> campus visit by LdM representative | <input type="checkbox"/> study abroad fair | <input type="checkbox"/> professor |
| <input type="checkbox"/> study abroad officer/director | <input type="checkbox"/> magazine/newspaper | <input type="checkbox"/> family/friend |
| <input type="checkbox"/> web/internet resource (Please indicate which resource/s below.) | | |
| <input type="checkbox"/> LdM website | <input type="checkbox"/> GoAbroad.com | <input type="checkbox"/> DiversityAbroad.com |
| <input type="checkbox"/> StudyAbroad.com | <input type="checkbox"/> IIEPassport.org | <input type="checkbox"/> Abroad101.com |
| <input type="checkbox"/> other: _____ | | |

Why did you choose LdM?

- | | | |
|---|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Course Selection | <input type="checkbox"/> Reputation | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> Location | <input type="checkbox"/> Cost | |

ITALIAN LANGUAGE PROFICIENCY

Non-beginning Students (who have had at least one semester or equivalent of Italian) must carefully check the LdM Academic Catalog for prerequisites. At LdM, these students will take a placement test to confirm their level. LdM reserves the right to move students into a different level based on the results of the placement test.

Select Italian language level: Elementary 1 Elementary 2 Intermediate 1 Intermediate 2 Advanced

Note: Placement test upon arrival for all levels above Elementary 1.

How many college semesters/quarters of Italian will you have completed by the start of the program?

List the code, title and level of the highest Italian course you will have completed.

Describe any other relevant Italian language experience.

PARENT/GUARDIAN (EMERGENCY CONTACT) INFORMATION

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Email: _____

Phone: () _____ Cell Phone: () _____ Fax: () _____

BILLING INFORMATION

Where and to whom should payment information and invoices be mailed?

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: () _____ Email: _____

Financial Assistance: Are you planning to use financial aid from your home institution or another form of education loan? Yes No

LAST NAME, FIRST INITIAL

CERTIFICATE PROGRAM APPLICATION/ CERTIFICATES AND PROFESSIONAL/ADVANCED CERTIFICATES 2014-2015



REGISTRATION INFORMATION

Please make sure to read all of the Registration Information and consult the most current LdM Certificate Program information (available online) before completing the program selection.

Indicate your credit preference/requirement, selecting one of the options below:

- A Lorenzo de' Medici transcript is preferred for the transfer of academic credit. (This official document, in English, is signed and sealed by the Registrar.)
- A Marist College (US accredited) transcript will be necessary to facilitate the transfer of academic credit.

Certificates and Professional/Advanced Certificates are awarded by Lorenzo de' Medici – The Italian International Institute. The certificate will be issued by LdM upon successful completion of the course sequence. Students seeking US transferable credit may receive either the LdM grade report or US Marist College transcript. **Students who intend to transfer credits back to their home institution are responsible for ensuring that they will receive credits for their coursework. This includes any new courses as a result of placement test/level adjustments.** LdM assumes no responsibility for students that do not receive credits from their home institution for courses taken at LdM. The Certificate Program tuition is specific to the transcript type. Please consult the Certificate Program fees for more information.

YEAR-LONG CERTIFICATE PROGRAM SELECTION

Indicate your intended Certificate Program on the chart below.

CERTIFICATES (1ST YEAR)	ACADEMIC YEAR FALL 2014 & SPRING 2015	PROFESSIONAL/ADVANCED CERTIFICATES (2ND YEAR)	ACADEMIC YEAR FALL 2014 & SPRING 2015
Interior Design Certificate	<input type="checkbox"/>	Interior Design Professional Certificate	<input type="checkbox"/>
Jewelry Art & Design Certificate	<input type="checkbox"/>	Graphic Design & Visual Communication Professional Certificate	<input type="checkbox"/>
Graphic Design & Visual Communication Certificate	<input type="checkbox"/>	Fashion Design Professional Certificate	<input type="checkbox"/>
Fashion Design Certificate	<input type="checkbox"/>	Restoration and Conservation Professional Certificate	<input type="checkbox"/>
Fashion Marketing & Merchandising Certificate	<input type="checkbox"/>	Fine Arts Advanced Certificate	<input type="checkbox"/>
Restoration and Conservation Certificate	<input type="checkbox"/>		
Fine Arts Certificate	<input type="checkbox"/>		

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

SEMESTER CERTIFICATE PROGRAM SELECTION

Indicate your intended Certificate Program and two electives on the chart below.
Note courses which require prerequisites * and consult Academic Catalog for further description.

SEMESTER CERTIFICATE PROGRAMS	FALL 2014	SPRING 2015	MANDATORY CORE COURSES	SELECT TWO ELECTIVE COURSES, NOTING ANY PREREQUISITE. *
Visual Communication for Fashion Certificate	<input type="checkbox"/>	<input type="checkbox"/>	FAS 100 F Introduction to the Fashion Industry FAS 160 F Fashion Illustration 1 GRA 280 F Creative Processes in Visual Communication *	<input type="radio"/> PHO 185 F Principles of Fashion Photography <input type="radio"/> FAS 235 F Visual Merchandising <input type="radio"/> ANT 185 F/FAS 185 F Anthropology of Fashion and Desirability: Beyond the Catwalk
Product Design Towards Sustainability Certificate	<input type="checkbox"/>	<input type="checkbox"/>	INT 181 F Technical Drawing * INT 293 F Product Design * INT 365 F Sustainable Design *	<input type="radio"/> ARC/INT 220 F Aesthetics of Design: Theory and Practice * <input type="radio"/> INT 240 F Design Materials * <input type="radio"/> ENV 180 F Introduction to Environmental Issues
Architecture in Urban Context Certificate	<input type="checkbox"/>	<input type="checkbox"/>	INT 181 F Technical Drawing * ARC 320 F Sustainable Architecture * ARC 340 F Architecture in its Environment *	<input type="radio"/> ARC 269 F Public Space Design * <input type="radio"/> ARC 380 F Architecture Studio: Special Topics * <input type="radio"/> ART/ARC 286 F Contemporary Architecture *
Interior Design in Contemporary Living Certificate	<input type="checkbox"/>	<input type="checkbox"/>	INT 181 F Technical Drawing * INT 250 F Interior Design * INT 210 F Design for Living Spaces *	<input type="radio"/> FAS 195 F Textile Science <input type="radio"/> INT 380 F Furniture Design * <input type="radio"/> INT 330 F Lighting Design *

SEMESTER CERTIFICATE PROGRAMS CONTINUED ON PAGE 4

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SEMESTER CERTIFICATE PROGRAMS (CONT.)

FALL
2014

SPRING
2015

MANDATORY CORE COURSES

SELECT TWO ELECTIVE COURSES, NOTING ANY PREREQUISITE. *

ART IN FOOD:
ITALIAN GASTRONOMY

ANT/CLT/NUH 198 F Food and Culture
NUH 220 F Current Trends in Italian Cuisine
NUH 234 F Fundamentals of Food Design,
Styling and Photography

- ITL/ITC XXX F Italian Language
 NUH 160 F The Food of Italy
 NUH 250 F Italian Cuisine: History and Practice
 NUH 245 F Italian Food & Culture: Pairing Food & Wine

BALANCE IN
NUTRITION: THE
ART OF COOKING

NUH 280 F Sustainable Food
NUH 240 F Topics in Nutrition:
Italian Style Cooking
SCU 130 F Ceramics

- ITL/ITC XXX F Italian Language
 NUH 220 F Current Trends in Italian Cuisine
 NUH 249 F The Science of Food, Health and Wellbeing

GENERAL POLICIES

Admissions

Applicants must complete and submit all the required application materials. (See checklist on Page 1.) Additionally,

- Students must have a cumulative GPA of 2.8 or better.
- Students must be at least entering their sophomore year.
- Students must have upheld good academic and judicial standing with their home institutions, if applicable.
- Students must be at least 18 years of age.

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+.

YEAR-LONG PROGRAM SPECIFICS

Students may enroll in a selected year-long Certificate Program for the complete academic year (fall and spring semesters). The first semester of each year-long program is offered in the fall only and the second semester is offered in the spring only.

Students with prior knowledge of the selected field of study may be admitted to the non-beginning semester of a first-year Certificate, after submitting a portfolio of their work to be assessed and approved. The second semester of each year-long Certificate takes place in the spring semester only, prices and deadline are available on request.

Year-long Certificate Program 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 but do not meet the requirements for the Professional/Advanced Certificate Program, you will have the option of being admitted to the Certificate Program.

All Certificate Programs are offered in Florence only.

Please note that once you arrive at LdM you will not be allowed to switch Programs or Location.

Students must successfully complete the entire course sequence to receive a Certificate or Professional/Advanced Certificate.

YEAR-LONG CERTIFICATE 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 applying to a non-beginning level of the selected program will take a level test for each course of the chosen semester. 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 pre-registered for a non-beginning course, including Italian, must check the LdM Academic Catalog 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.
- 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-term and final exams will be given only on the scheduled days that appear on each course syllabus. For no reason (i.e. religious holidays, travel plans, family matters, etc.) will they be moved. Exams are scheduled during normal class times, so more than one exam may be administered on the same day.
- 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 final transcript. Students are responsible for understanding the LdM grading system and their home institution's minimum grade requirement for the transfer of credit. Detailed information about grading/evaluation can be found in the specific course syllabi.
- 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 transcript only.
- Students with learning disabilities will be subject to local educational standards. Based on current and official documentation of the disability, LdM offers assistance to these students. It is each student's responsibility to provide this documentation within the deadline.
- 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.
- Each student must carefully read the Lorenzo de' Medici Rules of Conduct. A copy of the Rules of Conduct must be signed by every student during Orientation.
- Attendance is mandatory for all courses.
- No refunds will be issued for classes dropped after arrival at LdM.
- It is ABSOLUTELY REQUIRED that all students attend the ORIENTATION MEETING in Florence. Students must make sure they plan their travel itinerary accordingly.

SEMESTER CERTIFICATE REGISTRATION POLICIES

- The Semester Certificate courses have already been determined by LdM and students cannot change the course selection.
- Mandatory courses or sections cannot be changed. Only one elective course can be changed upon arrival at LdM, choosing from the list of approved elective courses and depending on course availability. Section changes are not allowed for elective or mandatory courses. Any Elective change is only allowed during the first week of classes, before the Final Registration deadline.
- Students may attend only the courses listed on their Official Registration form. Auditing is not allowed.
- Students will be required to take a level test for each course that includes a prerequisite. Students who fail one or more level tests will have the option of enrolling in the Study Abroad Program and paying the difference in tuition.
- 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-term and final exams will be given only on the scheduled days that appear on each course syllabus. For no reason (i.e. religious holidays, travel plans, family matters, etc.) will they be moved. Exams are scheduled during normal class times, so more than one exam may be administered on the same day.
- 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 final transcript. Students are responsible for understanding the LdM grading system and their home institution's minimum grade requirement for the transfer of credit. Detailed information about grading/evaluation can be found in the specific course syllabi.
- Upon successful completion of any of the certificate course sequences, students will be granted the LdM Certificate. Students who do not successfully complete the selected course sequence will receive only a transcript.
- Students with learning disabilities will be subject to local educational standards. Based on current and official documentation of the disability, LdM offers assistance to these students. It is each student's responsibility to provide this documentation within the deadline.
- 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.
- Each student must carefully read the Lorenzo de' Medici Rules of Conduct. A copy of the Rules of Conduct must be signed by every student during Orientation.
- Attendance is mandatory for all courses.
- No refunds will be issued for classes dropped after arrival at LdM.
- It is **ABSOLUTELY REQUIRED** that all students attend the **ORIENTATION MEETING** in Florence. Students must make sure they plan their travel itinerary accordingly.

ATTENDANCE REGULATIONS

- Course attendance is a primary requirement for a responsible learning experience at LdM.
- Punctuality is mandatory. Students must arrive in class on time: any lateness or leaving class 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.
- For no reason (i.e., religious holidays, travel plans, family matters, etc.) will absences be excused.
- Make-up classes are always mandatory as part of the course program.
- 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 be eligible for credits or receive a refund.
- Students who absent themselves from courses will have their final grade penalized as indicated on the following table:

ABSENCES

Final grade lowered by
one full letter when you have:

Final grade = "F" when you have:

Courses meeting once or twice a week

3 absences

4 or more absences

Internships – See course syllabus for absence policy

CERTIFICATE PROGRAM APPLICATION/ CERTIFICATES AND PROFESSIONAL/ADVANCED CERTIFICATES 2014-2015



PAYMENT POLICY

All payments are payable to "Lorenzo de' Medici, Inc." and mailed to:

LdM Academic Relations + Student Services
3600 Bee Caves Road, Suite 205 B
Austin, TX 78746 USA

Upon acceptance to LdM, **ALL Certificate Program** students must pay:

- \$1,500 Housing Advance (\$300 housing deposit + \$1,200 advance rent payment) if securing student apartment for Fall semester through LdM.
- \$300 housing deposit refundable at the end of the program, minus any cleaning costs, damages and outstanding balances.
- \$500 Initial Program Payment toward total program cost.

Additionally, **Semester Certificate Program** students must pay:

- Half of program cost by June 15.
- Remaining program balance by July 15.

Additionally, **Year-Long Certificate Program** students must pay:

- Half of program cost by July 15.
- \$500 tuition deposit plus \$1,200 advance rent payment for Spring (if securing student apartment through LdM) by November 1.
- Final balance by December 15.
- If students apply on or after the application deadline (June 15) but before the Fall program payment deadline (July 15), they must pay Housing Advance if securing student apartment through LdM, plus the \$500 tuition deposit.
- If students apply on or after the Fall program payment deadline (July 15), they must submit half the program cost upon application, including Fall housing payment in full, if securing student apartment through LdM.

2014-2015 ACADEMIC YEAR	APPLICATION DEADLINE	FALL PAYMENT DEADLINE	SPRING DEPOSIT PAYMENT DEADLINE	SPRING PAYMENT DEADLINE	PROGRAM DATES
Year-Long Certificate and Professional/Advanced Certificate	June 15	July 15	Nov. 1	Dec.15	Aug. 27 – May 16

2014-2015 ACADEMIC YEAR	APPLICATION DEADLINE	HALF-PROGRAM PAYMENT DEADLINE	FINAL PAYMENT DEADLINE	PROGRAM DATES
Semester Certificate Program: Fall	June 15	June 15	July 15	Aug. 27 – Dec. 13
Semester Certificate Program: Spring	Nov. 15	Nov. 15	Dec. 15	Jan. 28 – May 16

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 United States, 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 dangers 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 my assignees, heirs, distributees, guardians, and legal representatives release Lorenzo de' Medici, S.R.L., Lorenzo de' Medici, Inc., and their respective programs, affiliates and 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 or person in connection with these activities. The undersigned understands that this release covers liability, claims and actions as a result of injury to property or persons 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 affiliates or partner institutions or their employees, agents, or contractors.

PRIVACY POLICY

LdM is fully committed to respecting the privacy of all applicants and all visitors to its website. The information that you provide to LdM will only be used for the purpose of carrying out your interest in the LdM program. Your personal information will not be shared with any third party, except for LdM's affiliates or partner institutions or as otherwise authorized by you.

CANCELLATION POLICY/CERTIFICATE PROGRAM (YEAR-LONG CERTIFICATES)

- \$500 initial program payment can be refunded net of bank fees if the cancellation occurs prior to the 60 days preceding the program start date.
- \$1500 Housing Advance (\$300 housing deposit and \$1200 advance rent payment) can be refunded net of bank fees if the cancellation occurs prior to the 45 days preceding the program start date.

IN ADDITION, IF AN OFFICIAL CANCELLATION NOTICE IS RECEIVED BY LDM:

- 44-11 days prior to the beginning of the term, the student will be liable for half of the fall semester program cost, including housing if through LdM.
- 10-0 days prior to the beginning of the fall semester, the student will be liable for the fall semester cost plus the \$500 spring deposit.
- 30-11 days prior to the beginning of the spring semester, the student will be liable for half of the spring balance.
- 10-0 days prior to the beginning of the spring semester, the student will be liable for the spring balance.

CANCELLATION POLICY/SEMESTER CERTIFICATES

- \$500 initial program payment can be refunded net of bank fees if the cancellation occurs prior to the 60 days preceding the program start date.
- \$1500 Housing Advance (\$300 housing deposit and \$1200 advance rent payment) can be refunded net of bank fees if the cancellation occurs prior to the 45 days preceding the program start date.

IN ADDITION, IF AN OFFICIAL CANCELLATION NOTICE IS RECEIVED BY LDM:

- 44-11 days prior to the beginning of the term, the student will be liable for half of the program costs. Furthermore, students who cancel 30-11 days prior to the beginning of the term will be liable for the advance rent payment.
- 10-0 days prior to the beginning of the term, the student will be liable for full program costs.
- After the start of the program, liability amounts to full program costs and no refund will be made.

**CERTIFICATE PROGRAM APPLICATION/
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2014-2015**



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.

- 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, official transcript and academic recommendation, 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 course credit or 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 United States, 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.
- I have read and understand the Registration and Attendance Policies contained herein. I understand that I am responsible for my course selection and that I must consult with my home institution and obtain my advisor's signature below regarding the transfer of credits. I understand that if I submit my application without an advisor signature below, I have no guarantee of the transfer of credits for my coursework at LdM.
- I understand that I have the option to receive either the Lorenzo de' Medici transcript or the Marist College US transcript for my coursework/transfer of credit. If I am seeking transfer of credit, I must confirm the transcript requirement with my home institution according to the guidelines stated in the LdM Transcript Request Form. I may not change the transcript type once classes have begun. Furthermore, Marist College cannot issue a transcript retroactively for me if I originally requested the LdM transcript for my studies.

Student signature _____

Date _____

ADVISOR CERTIFICATION

If you are seeking US transferable credits for your coursework at LdM and are currently enrolled at an institution of higher learning, please have your advisor complete and sign the section below.

The courses listed on the Certificate Program sequence have been evaluated and approved for transferable academic credit. Below, I confirm the transcript type required by the home institution for the transfer of credit. Please consult the LdM Academic Catalog for course descriptions and prerequisites. For more information, contact LdM Academic Relations + Student Services.

A Lorenzo de' Medici transcript is preferred for the transfer of academic credit. (This official document, in English, is signed and sealed by the Registrar.)

A Marist College (US accredited) transcript will be necessary to facilitate the transfer of academic credit.

Advisor Name: _____ Advisor Signature: _____ Date: _____

Institute: _____ Department: _____

Telephone: () _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

LAST NAME, FIRST INITIAL

CERTIFICATE PROGRAM RECOMMENDATION FORM



To the applicant: Please complete Part 1 and forward this form to a professor, assistant professor, or employer with knowledge of the applicant's abilities, experience, and education. The person making the recommendation will complete Part 2.

Part 1: To be completed by the applicant.

Full Name of Applicant (please print): _____

Telephone Number: () _____ Email: _____

LdM Program you are applying to:

Program: Academic Year Certificate Academic Year Professional/Advanced Certificate Semester Certificate
Term: Academic Year 2014-2015 Fall 2014 Spring 2015

By signing below, I waive my rights of access to all information contained herein.

Signature of Applicant: _____ Date: _____

Part 2: To be completed by the person providing the recommendation.

The above individual has applied to Lorenzo de' Medici Institute. Please consider this student's academic and personal qualities to the best of your knowledge in answering the following questions:

1. How long and in what capacity have you known the applicant?

2. Living and studying abroad requires adaptability, openness to cultural differences, discipline and self-confidence. Based on your knowledge of this student, please tell us how well you think he or she would adjust to and make use of the experience.

3. Please comment on the following topics in regard to this applicant:

- A. Understanding of/interest in other cultures
- B. Academic history and writing skills
- C. Ability to respond appropriately to challenge or difficulties
- D. Personal interests, experience, or activities which would aid the student in his or her study abroad experience

CERTIFICATE PROGRAM RECOMMENDATION FORM



4. Please comment on any other applicable achievements or qualifications of this student or communicate any concerns you have regarding the study abroad experience for him or her.

Please evaluate the applicant's abilities and rate them accordingly by checking the most appropriate box.

	Unsure	Poor	Fair	Good	Excellent
1. Academic ability & dedication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Social skills; ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Performance under stress or adversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Institute: _____ Department: _____

Telephone: () _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Once completed, please mail this form to:
LdM Academic Relations + Student Services
3600 Bee Caves Road, Suite 205 B
Austin, TX 78746, USA

or fax to: 512.328.4638