

**APPLICATION INSTRUCTIONS**

The following are required to apply for the LdM Italian Language Programs:

- Application Form – completed and signed
- Proof of Payment
- Copy of your passport

**RETURN COMPLETED FORM TO**

Istituto Lorenzo de' Medici – Italian Language Enrollment Office  
E-mail: [ita@lorenzodemedici.it](mailto:ita@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

**PERSONAL INFORMATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  Female  
 Male

Current University/College \_\_\_\_\_ Profession \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ First Language \_\_\_\_\_

Date of Birth (dd/mm/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 \_\_\_\_\_

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

How did you find out about our Programs?

- Family/friend
- LDM website
- Istituto Italiano di Cultura
- Student
- Google Ad
- Teacher
- Other \_\_\_\_\_

**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](http://www.ldminstitute.com) and/or in other domains related to LdM in Italy and abroad.

Student signature  \_\_\_\_\_ Date \_\_\_\_\_

## TUITION & PROGRAM SELECTION

Select (✓) the desired Program and Location:

### GROUP COURSES

In case the minimum number of participants for Group Courses (4) is not reached, LdM reserves the right to reduce the number of teaching hours.

COURSE TITLE	NUMBER OF HOURS	TUITION	AVAILABLE CAMPUSES
<b>Superintensive</b> Florence (all year long)	4 hrs. per day for 2 weeks = 40 hrs.	€ 400	<input type="radio"/> Florence
	4 hrs. per day for 3 weeks = 60 hrs.	€ 590	<input type="radio"/> Florence
	4 hrs. per day for 1 month = 80 hrs.	€ 735	<input type="radio"/> Florence
	4 hrs. per day for 2 months = 160 hrs.	€ 1.340	<input type="radio"/> Florence
	4 hrs. per day for 3 months = 240 hrs.	€ 1.890	<input type="radio"/> Florence
	4 hrs. per day for 4 months = 320 hrs.	€ 2.480	<input type="radio"/> Florence
	4 hrs. per day for 5 months = 400 hrs.	€ 2.980	<input type="radio"/> Florence
	4 hrs. per day for 6 months = 480 hrs.	€ 3.420	<input type="radio"/> Florence
	Extra week	€ 180	<input type="radio"/> Florence
<b>Intensive</b> Florence & Rome (June & July) Tuscania (June & July)	3 hrs. per day, Monday-Thursday, for 1 month = 48 hrs.	€ 490	<input type="radio"/> Florence <input type="radio"/> Rome
		€ 450	<input type="radio"/> Tuscania

### INDIVIDUAL COURSES

-By request, these courses can be organized to include art history visits and lunch with the teachers (additional costs may apply).  
One hour is 50 mins long.

<b>Individual Lessons (One-to-One)</b>	Minimum 5 hrs, maximum 40 hrs. Schedule to be coordinated with Italian Department	€45 per hour	<input type="radio"/> Florence <input type="radio"/> Tuscania <input type="radio"/> Rome Number of Hours per week _____
<b>Semi-Individual lessons (Two students + One Teacher)</b>	Minimum 5 hrs, maximum 40 hrs. Schedule to be coordinated with Italian Department	€35 per person per hour	<input type="radio"/> Florence <input type="radio"/> Tuscania <input type="radio"/> Rome Number of Hours per week _____

#### CERTIFICATION COURSES - Florence

Individual courses to prepare students for Proficiency Tests of Italian as a Second Language are available upon request.

### COMBINATION COURSES

<b>Combo (Group + Individual)</b>	add 1 hr. of individual lesson/day for 1 week = 5 hrs.	€200	<input type="radio"/> Florence <input type="radio"/> Tuscania <input type="radio"/> Rome
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### ITALIAN CULTURE COURSES

<b>Italian Culture (ITC courses)</b> (All LdM sites)	At all LdM sites we offer courses on different aspects of Italian culture taught in Italian language, for example Italian for Tourism, Italian through Cooking, Art History etc. These courses require a specific level of Italian language (from A1 to C1) and are offered on a semester basis (Jan-May and Sept-Dec) and on a monthly basis (June and July sessions) in accordance with the yearly course planning. For further details regarding the program, requirements and availability, please contact <a href="mailto:info@ldminstitute.com">info@ldminstitute.com</a> or <a href="mailto:ita@lorenzodemedici.it">ita@lorenzodemedici.it</a>	<b>TERM</b> _____  <input type="radio"/> Florence <input type="radio"/> Tuscania <input type="radio"/> Rome
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### LDM FLORENCE COOKING COURSES

<b>Italian Cooking Lessons</b> (Florence)	LdM Florence offers "Lunch/Dinner with the Chef" (cooking demonstrations), as well as cooking lessons at discounted rates for LdM students. Lessons are in Italian or English and take place at the Cucina Lorenzo de' Medici in the charming location of the Mercato Centrale, a historic market right in the heart of Florence. Individual lessons in Italian or English are also available upon request. Please check <a href="http://www.ldminstitute.com/en/main/italian-language/">http://www.ldminstitute.com/en/main/italian-language/</a> .	Enrolments for cooking courses are done on site at LdM.
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## REGISTRATION POLICIES

-Course attendance is a primary requirement for a responsible learning experience at LdM.

## SELECT DATES

Please reference the Italian Language Dates online: [https://www.ldminstitute.com/files/Italian\\_Language\\_Calendar\\_2019\\_Florence.pdf](https://www.ldminstitute.com/files/Italian_Language_Calendar_2019_Florence.pdf)

Elementary 1 level Group Courses start on the Monday of the first week of each month.

Course 1 \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
*Course Title Day Month Year Day Month Year*

Course 2 (if desired) \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
*Course Title Day Month Year Day Month Year*

Notes: \_\_\_\_\_

## ITALIAN LANGUAGE PROFICIENCY

Have you ever studied Italian?  Yes  No

If YES:

How many hours? \_\_\_\_\_ Where? \_\_\_\_\_

When / How long ago? \_\_\_\_\_ Which level did you attend? \_\_\_\_\_

Indicate if possible your self-assessed language level according to the Common European Framework Reference for Language Levels:

A1  A2  B1  B2  C1  C2

**Non-beginning students will take a placement test at LdM to confirm their level.**

## 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

[https://www.ldminstitute.com/wp-content/uploads/2019/12/2020\\_Housing\\_Request\\_Form\\_A4\\_print.pdf](https://www.ldminstitute.com/wp-content/uploads/2019/12/2020_Housing_Request_Form_A4_print.pdf)

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

## PAYMENT

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

**If a student visa is not required.** a deposit of 50% of the total tuition is due with the application. The remaining balance of the tuition is due 20 days prior to the start of the course.

**Registration Fee** - Upon enrollment, the tuition/deposit must be paid along with a non-refundable €50 registration fee. This registration fee will remain valid for 12 months, allowing students to enrol in courses at any time throughout that period.

**Returning Students** - Previous LdM students are eligible for a 10% discount on tuition fees.

Course materials are not included in the tuition costs.

## CALCULATE COST

**Tuition Subtotal** (see Program Selection above): \_\_\_\_\_

If a student visa is required:	
Tuition Subtotal	
Registration Fee €50	
Housing Security Deposit €150 <i>For students who are securing housing through LdM.</i>	
<b>TOTAL due with application *</b> <i>If using credit card – add a 2% convenience fee</i>	

If a student visa is NOT required:	
Deposit due with application (= 50% of Tuition Subtotal)	
Registration Fee €50	
Housing Security Deposit €150 <i>For students who are securing housing through LdM.</i>	
<b>TOTAL due with application *</b>	
<b>BALANCE due 20 days before beginning of course</b> (= 50% of Tuition Subtotal) *	

\* If using credit card – add a 2% convenience fee for each payment

### PAYMENT METHOD

Choose (✓) one of the following methods, specifying payment in Euro:

- Secure on-line credit card payment (VISA, MASTERCARD, AMERICAN EXPRESS, JCB) at: <http://pay.ldminstitute.com>  
All credit card transactions are subject to a **2% convenience fee** at the time of payment.
- 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 s.r.l.  
Bank: BPER  
Address: Viale Belfiore 27R - 50144 Firenze - ITALY  
IBAN code: IT07P053870280000003012972  
SWIFT/BIC code: BPMOIT22XXX

All bank charges shall be paid by the student.

### 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 **30% of the tuition.**

- 19 to 7 days before the start of the term, the student will be liable for **50% 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.

**NOTE:** Only in the case that a student is unable to obtain the visa to enter Italy, the previous cancellation policy does not apply (see Student Visa link below).

I have read, understood, and will abide by the above Lorenzo de' Medici policies and regulations.  
My signature below also attests to the fact that I have been made aware of the information regarding:

Student Visa: <https://www.ldminstitute.com/en/landing/student-visas/>  
Planning Your Trip: <https://www.ldminstitute.com/en/landing/planning-your-trip/>

Student signature  \_\_\_\_\_ Date \_\_\_\_\_

PRINT STUDENT NAME \_\_\_\_\_