

New Distance Learning Program - Summer 2020

A Glimpse of Italy: Traveling through History, Art and Culture

APPLICATION FORM

APPLICATION DEADLINE

June 20, 2020

RETURN COMPLETED FORM TO

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

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. Students must be in a good medical/psychological condition to succeed in the program.

Application Deadline - June 20, 2020. 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+.

If you do not meet one of these criteria please contact info@ldminstitute.com for additional information and instructions.

ATTENDANCE POLICY

Course participation is a primary requirement for a responsible distance learning experience at LdM.

APPLICATION INSTRUCTIONS

The following are required to apply for the LdM New Distance Learning Program:

- Application Form – completed and signed
- Proof of Payment
- Copy of your passport
- Copy of diploma, high school/university transcript or equivalent inclusive of grading system (translated into English)
- Proof of English proficiency if English is not your first language (see details under "Admission Criteria")

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 _____ <input type="radio"/> Female <input type="radio"/> 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 _____
Preferred personal email address (must be active for use while at LdM) _____	
Alternative email address _____	
Permanent Address _____	
City _____	Post Code _____ Country _____
Phone / Fax _____	Mobile Phone _____

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 courses of Italian language have you completed? _____

Describe any other relevant Italian language experience: _____

PROGRAM AND COURSE SELECTION

Please fill out the following course request only after having carefully read and understood all the policies listed on this form

- It is your responsibility to verify that there are no time conflicts among your selected courses and alternatives.
- LdM encourages students to consider course load and exam scheduling when making registration decisions.
- **YOU ARE REQUIRED TO PROVIDE A VALID ALTERNATIVE COURSE/SECTION FOR EACH FIRST CHOICE**

PROGRAM (SEE LIST ON THE RIGHT - NO PROGRAM CHANGES ALLOWED AFTER PROGRAM START)

- One Course
- One Course + **IGC 016 The Food of Italy: A Gastronomic Tour of the Regions** (2 hrs/week)
- One Course + **IGC 022 Current Trends in Italian Cuisine** (2 hrs/week)
- Combination of Two Courses

	Code	Section	Course Title	Day/Time
1 →				
Alternative				
2 →				
Alternative				

REGISTRATION POLICY

- Students will automatically be enrolled in their alternative program/course/section if any of their first choices are unavailable (cancelled due to insufficient enrollment or full). The Registrar reserves the right to move students to a different section in order to balance course enrollment, or deny course change requests.
- **All course change requests, before the start of the program, must be supported and accompanied by a strong academic reason and will depend on course availability. Changes are not allowed after the start of the program.**
- Students may attend only the courses listed on their Official Registration form. Auditing is not allowed.
- No refunds will be issued for classes dropped after the start of the LdM Program.
- Students are not allowed to change Program and/or Courses after the start of the LdM Program.
- Students must retain full-time status. Students may not drop or withdraw (with a "W" or "W/F") from a course if it would bring them below the minimum number of courses. Students relying on financial aid are responsible to know if they are required to be enrolled in a minimum number of courses/hours. Special cuisine offerings are available only in addition to daily classes.
- 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. 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 Certificate of Academic Performance. Students are responsible for understanding the LdM grading system. Detailed information about grading/evaluation can be found in the specific course syllabi.
- Students with documented learning disabilities will be subject to local Italian 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 within the deadline. LdM is able to guarantee the following: online Italian language tutoring and extra time for completion of exams.
- LdM reserves the right to withhold the Certificate of Academic Performance of students who are involved in serious academic issues 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 school.
- b) The Lorenzo de' Medici Rules of Conduct must be carefully read by each student. A copy of the Rules of Conduct will be sent via email to each student by their LdM Advisor

- ORIENTATION is mandatory for all students. The exact details of the Orientation will be shared with students before the start of the program.
- It is students' responsibility to provide a valid email address in this application where they will receive all the information regarding the program and their courses.

ATTENDANCE POLICY

- **Course participation is a primary requirement for a responsible distance learning experience at LdM.**
- Participation will be counted starting on the first days of class.
- Punctuality is mandatory. Students must join the online live session on time: any lateness, leaving class during the lesson without notice, or leaving early, will impact the participation grade and the Final Grade.
- Students are responsible for keeping track of their assignments, 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.
- Students must be aware that there will be no possibility to make up any assessed in-class activities they have missed (including, but not limited to, quizzes, tests, etc.).
- Students will receive an "F" on each exam they miss.
- Students who decide to leave the LdM Program before the end of the term should notify their LdM Advisor via email as soon as possible in order to complete the Official LdM withdrawal form. 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 the LdM program without submitting the form will receive an "F" in each non-completed course. In all cases, students will not receive a refund.
- Students should take into consideration that LdM courses may run MONDAY through THURSDAY and that their schedule may be subject to adjustments until the final registration deadline.

RIGHT TO MODIFY

It is the policy of LdM to adhere to the rules, policies, procedures and course offerings that are announced. In exceptional cases, LdM nevertheless reserves the right to expand, delete, update or revise its course offerings, course content, and academic and administrative rules and procedures; to adjust course schedules and contact hours, and to modify any other information included in the catalogue and the course schedule whenever such changes are deemed necessary. Every attempt has been made to ensure that the information provided is correct.

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, 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 or fees 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

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.

PAYMENT

A deposit of 50% of the total tuition is due with the application. The remaining balance of the tuition is due before the beginning of the Program.

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:

- If interested in paying by Credit Card, please contact info@ldminstitute.com
- 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 s.r.l.
Bank: BPER
Address: Viale Belfiore 27R - 50144 Firenze - ITALY
IBAN code: IT07P053870280000003012972 SWIFT/
BIC code: BPMOIT2XXX

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 cost.
- 19 to 7 days before the start of the term, the student will be liable for 30% of the tuition cost.
- 6 days to the beginning of the term, the student will be liable for 50% of the tuition cost.

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.

STUDENT CERTIFICATIONS

- 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 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 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.
- Lorenzo de' Medici is committed to ensuring the success of each student during his/her study program. Services (accessibility, academic accommodations, etc.) may be different from what students are accustomed to in their home country.
- I confirm that I have read and understood the LdM admission criteria, as the agreement between LdM and the student will be finalized only in case of the student's admission to the program.
- I agree by signing and submitting 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 participation in the LdM Program grants me personal, non-transferable, revocable and non-commercial access to the LdM courses, materials and contents. By signing this application form I agree to these terms and I agree to not share the contents or materials of these courses with any third party.
- LdM is registered to hold your personal data under the European law (Reg. UE 2016/679-G.D.P.R.) and Italian Law (D.lgs. 196/2003, as modified by D.lgs. 101/2018). LdM privacy policy is available on our official web site. This information will be used for administrative purposes and will not be given to any third party. LdM reserves the right to give your email address to your professors and LdM staff if needed. I hereby agree to comply with the above regulations and I authorize the use of my personal information by Lorenzo de' Medici, in accordance with Reg. (UE) 2016/679 General Data Protection Regulation and Italian law on privacy D.lgs. 196/2003, as modified by D.lgs. 101/2018). 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.

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

Rules of Conduct: <https://ldminstitute.com/students/current-students/rules-of-conduct/>

Student signature



Date

PRINT NAME