

**CERTIFICATE PROGRAM APPLICATION/  
CERTIFICATES AND PROFESSIONAL/ADVANCED CERTIFICATES  
2020-2021**



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](http://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](mailto: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](mailto: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 2020-2021  Fall 2020  Spring 2021

**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: \_\_\_\_\_

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

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Preferred personal email address (must be active for use while at LdM): \_\_\_\_\_

Alternative email 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: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Classification while at LdM:  Freshman  Sophomore  Junior  Senior  Graduate

Matriculation Status:  Enrolled at home institution  Taking a leave of absence from home institution  Not currently attending an institution

LAST NAME, FIRST INITIAL

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2020-2021**



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"/> GoOverseas.com |
| <input type="checkbox"/> StudyAbroad.com   | <input type="checkbox"/> IIEPassport.org    | <input type="checkbox"/> Abroad101.com       | <input type="checkbox"/> Google         |
| <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 2020-2021



## 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.

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

CERTIFICATES (1ST YEAR)	ACADEMIC YEAR FALL 2020 & SPRING 2021	PROFESSIONAL/ADVANCED CERTIFICATES (2ND YEAR)	ACADEMIC YEAR FALL 2020 & SPRING 2021
Interior Design Certificate (Florence)	<input type="checkbox"/>	Interior Design Professional Certificate (Florence)	<input type="checkbox"/>
Graphic Design & Visual Communication Certificate (Florence)	<input type="checkbox"/>	Jewelry Design Professional Certificate (Florence)	<input type="checkbox"/>
Fashion Design Certificate (Florence)	<input type="checkbox"/>	Fashion Design Professional Certificate (Florence)	<input type="checkbox"/>
Fashion Marketing & Merchandising Certificate (Florence)	<input type="checkbox"/>	Restoration and Conservation Professional Certificate (Florence)	<input type="checkbox"/>
Restoration & Conservation Certificate (Florence)	<input type="checkbox"/>	Fine Arts Advanced Certificate (Florence)	<input type="checkbox"/>
Fine Arts Certificate (Florence)	<input type="checkbox"/>		
Jewelry Design Certificate (Florence)	<input type="checkbox"/>		

## SEMESTER CERTIFICATE PROGRAM SELECTION - FLORENCE

SEMESTER CERTIFICATE PROGRAMS CONTINUED ON PAGE 4

Indicate your intended Certificate Program and two track courses on the chart below. Note courses which require prerequisites \* and consult Academic Catalog for further description. The certificate courses sequences are fixed and cannot be changed. The LdM registrar will enroll you in the appropriate pre-determined section/s according to your certificate choice.

SEMESTER CERTIFICATE PROGRAMS	FALL 2020	SPRING 2021	CORE COURSES	SELECT TWO TRACK 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 FAS 314 F Fashion Communication *	<input type="checkbox"/> PHO 185 F Principles of Fashion Photography <input type="checkbox"/> FAS 235 F Visual Merchandising <input type="checkbox"/> 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 II * INT 365 F Sustainable Design *	<input type="checkbox"/> ARC/INT 220 F Aesthetics of Design: Theory and Practice * <input type="checkbox"/> INT 240 F Design Materials * <input type="checkbox"/> ENV 180 F Introduction to Environmental Issues
Architecture in Urban Context Certificate	<input type="checkbox"/>	<input type="checkbox"/>	ARC 269 F Public Space Design * ARC 320 F Sustainable Architecture * ARC 340 F Architecture in its Environment *	<input type="checkbox"/> INT 181 F Technical Drawing * <input type="checkbox"/> ARC 380 F Architecture Studio: Special Topics * <input type="checkbox"/> 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 II * INT 210 F Design for Living Spaces *	<input type="checkbox"/> FAS 195 F Textile Science <input type="checkbox"/> INT 380 F Furniture Design * <input type="checkbox"/> INT 330 F Lighting Design *
Italian Gastronomy Certificate	<input type="checkbox"/>	<input type="checkbox"/>	IGC 220 F Current Trends in Italian Cuisine ANT/CLT/IGC 198 F Food and Culture IGC 245 F Italian Food and Culture: Pairing Food & Wine	<input type="checkbox"/> ITL/ITC XXX F Italian Language <input type="checkbox"/> IGC 160 F Italian Regional Food in Cultural Perspective <input type="checkbox"/> IGC 250 F Italian Cuisine: History and Practice <input type="checkbox"/> IGC/PHO 234 F Fundamentals of Food Design, Styling and Photography

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Please select chef's jacket size (Required for practical NTR/IGC courses with a lab fee): XS S M L XL XXL

SEMESTER CERTIFICATE PROGRAMS (CONT.)	FALL 2020	SPRING 2021	CORE COURSES	SELECT TWO TRACK COURSES, NOTING ANY PREREQUISITE. *
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Balance in Nutrition Certificate	<input type="checkbox"/>	<input type="checkbox"/>	NTR 205 F Nutrition Studies NTR 240 F Topics in Nutrition: Italian Style Cooking NTR 232 F Mediterranean Diet	<input type="checkbox"/> ITL/ITC XXX F Italian Language <input type="checkbox"/> NTR 226 F Vegetarian Culture <input type="checkbox"/> NTR 249 F The Science of Food, Health and Wellbeing <input type="checkbox"/> IGC/ENV 280 F Sustainable Food
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## SEMESTER CERTIFICATE PROGRAM SELECTION - ROME

International Conflict Transformation Certificate	<input type="checkbox"/>	<input type="checkbox"/>	POL 326 R Anthropology of Violence & Conflict POL 292 R International Conflict Resolution POL 297 R Humanitarian Affairs	<input type="checkbox"/> POL 250 R Globalization and Social Change <input type="checkbox"/> POL 380 R International Terrorism <input type="checkbox"/> POL 328 R International Rome: A UN City
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## 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.
- Students must be in a good medical/psychological condition to succeed 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+.

### 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, except for the Certificate in International Conflict Transformation which is offered in Rome.

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.
- Attendance is mandatory for all courses.
- 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-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, travel plans, family matters, etc.

Exams are scheduled during class times, so more than one 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, travel plans, family matters, etc.
- 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 documented learning disabilities will be subject to local educational standards, and therefore may not be provided with the same accommodations offered by their home institution.

However, 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.

- Students must retain full-time status. Students relying on financial aid are responsible to know if they are required to be enrolled in a minimum number of courses/hours.
- 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.
- No refunds will be issued for classes dropped after arrival at LdM.
- It is ABSOLUTELY REQUIRED that all students attend the ORIENTATION MEETING
- Students must make sure they plan their travel itinerary accordingly.
- If 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.

# CERTIFICATE PROGRAM APPLICATION/ CERTIFICATES AND PROFESSIONAL/ADVANCED CERTIFICATES 2020-2021

## SEMESTER CERTIFICATE REGISTRATION POLICIES

- The Semester Certificate courses have already been determined by LdM and students cannot change the course selection.
- Core courses or sections cannot be changed. Only one track course can be changed upon arrival at LdM, choosing from the list of approved track courses and depending on course availability. Section changes are not allowed for track or core courses. Any track course change is only allowed during the first week of classes, before the Final Registration deadline. All course change requests must be supported by a strong academic reason.
- 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.
- No refunds will be issued for classes dropped after arrival at LdM.
- 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, 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, travel plans, family matters, etc.
- Students must retain full-time status. Students relying on financial aid are responsible to know if they are required to be enrolled in a minimum number of courses/hours.
- 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 documented learning disabilities will be subject to local educational standards, and therefore may not be provided with the same accommodations offered by their home institution. However, 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 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.
- 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.
- Applicants to the Semester Certificates may be asked to provide an alternative site and alternative courses (if applicable), depending on enrollment demand for the selected term.

## ATTENDANCE REGULATIONS

- 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 and 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.
- Students will receive an "F" on each exam they miss.
- Absences will also be counted during the first days of class unless students added the class during the add/drop period. For no reason (i.e. travel plans, family matters etc.) will absences be excused.
- 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 ... when you have:	Final grade = "F" (no credit awarded) when you have:
Courses meeting once a week	3 absences = one full letter penalty	4 or more absences
Courses meeting twice a week	4 absences = one full letter penalty	5 or more absences

### SCIENCE COURSES

	Final grade lowered by ... when you have:	Final grade = "F" (no credit awarded) when you have:
Lecture once a week	1 absence = one full letter penalty	2 or more absences
Lecture twice a week	2 absences = one full letter penalty	3 or more absences
Lab portion (course specific)	1 absence = ...% penalty (see course syllabus)	2 or more absences

# CERTIFICATE PROGRAM APPLICATION/ CERTIFICATES AND PROFESSIONAL/ADVANCED CERTIFICATES 2020-2021



## PAYMENT DEADLINES

2020-2021 ACADEMIC YEAR	APPLICATION DEADLINE	FALL PAYMENT DEADLINE	SPRING DEPOSIT PAYMENT DEADLINE	SPRING PAYMENT DEADLINE
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Year-Long Certificate and Professional /Advanced Certificate	June 15	July 15	Nov. 1	Dec.15
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2020-2021 ACADEMIC YEAR	APPLICATION DEADLINE	HALF-PROGRAM PAYMENT DEADLINE	FINAL PAYMENT DEADLINE
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Semester Certificate Program: <b>Fall</b>	June 15	June 15	July 15
Semester Certificate Program: <b>Spring</b>	Nov. 15	Nov. 15	Dec. 15

### 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 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, residency, or with a host family in the host city. Group excursions and social/cultural activities are routinely offered to participants. Some trips may be overnight 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.

### ADVISOR CERTIFICATION

Students enrolling through LdM Academic Relations + Student Services have the option to receive either the Lorenzo de' Medici transcript or the Marist College US transcript for their coursework/transfer of credit. Students seeking transfer of credit must confirm the transcript requirement with their home institution according to the guidelines stated in the LdM Transcript Request Form. Students may not change the transcript type once classes have begun. Furthermore, Marist College cannot issue a transcript retroactively for a student who originally requested the LdM transcript for his/her studies.

If selecting the Marist College transcript below, please be sure to refer to the Marist course codes/titles on the course schedules found at [www.ldminstitute.com](http://www.ldminstitute.com). For more information, contact LdM Academic Relations + Student Services. **Note:** Course level classification is left to the determination of the home institution.

- 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: \_\_\_\_\_

**CERTIFICATE PROGRAM APPLICATION/  
CERTIFICATES AND PROFESSIONAL/ADVANCED CERTIFICATES  
2020-2021**



**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 so that LdM can decide whether 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 school, confirming the type, number of infractions and date/s, as well as details of sanctions issued (i.e., written warning, probation, disciplinary probation, etc.), and that all sanctions have been completed; or a judicial record that details the sanctions issued and 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.
- Lorenzo de' Medici is committed to ensuring the success and safety of each student during his/her study abroad program in Italy. Services and infrastructure (building access, mobility assistance, academic accommodations, etc.) in Italy may be different from what students are accustomed to in their home country and physical and/or psychological disorders can become serious under the stresses of traveling abroad. LdM requires that all students with a medical/psychological condition that may affect their participation provide a medical waiver from their current physician/s confirming 1) stability for at least one year prior to the start of the Program and 2) stating approval for a study abroad experience. Students are responsible for disclosing all medical/psychological information to LdM that may affect their academic, emotional and psychological well-being at the Program. Failure to disclose medical/psychological conditions may warrant action on behalf of LdM, up to and including denial of admission, admission revocation or expulsion from the Program. In the event that the student's medical/psychological condition or well-being should change prior to the program start date, or during the program, the student will be required to notify LdM promptly. LdM reserves the right to deny admission, impose conditions based on the Program's ability to accommodate the student's particular needs or expel the student or deny admission for a future term. Please note that the Americans with Disabilities Act (ADA) is an American Law and is not applicable to a non American program/country.
- 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.
- 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.
- 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](http://www.ldminstitute.com), and/or in other domains related to LdM in Italy and abroad.

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

Date \_\_\_\_\_

\*\*\*This form must be printed and physically signed. No electronic signatures will be accepted.\*\*\*

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

# 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 2020-2021

Fall 2020

Spring 2021

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