



Non-Credit Distance Learning Program – Fall 2020
Flavors of Italy: Culinary Secrets from the Italian Kitchen
APPLICATION FORM

ENROLLMENT REQUIREMENTS

Students must be at least 18 years old by the start of the program. In order to learn effectively, students are expected to be independent English users with proficiency in listening, speaking, reading, and writing.

PERSONAL INFORMATION

Female
 Male

Legal name: _____
Last name First name Middle name

Date of birth (mm/dd/yyyy) _____ Country of birth _____

Country of citizenship _____ Passport # _____

Permanent address _____

City _____ State _____ Zip _____ Country _____

Home Phone _____ Cell Phone _____

Preferred personal email address (**must be active for use while at LdM**) _____

Alternative email address _____

College/University (**if applicable**) _____

COURSE SELECTION/INFORMATION - Fill out the following only after carefully reading all registration and attendance policies

- Each course is comprised of 4 weekly 2-hr sessions per sequence. Please see schedule for full details.
- Courses are subject to availability/minimum number of students enrolled,
- Carefully select your desired course(s). No refunds will be issued for classes dropped after the start of the LdM Program.
- Students may not switch Program and/or sequence once classes have started.

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SEQUENCE OPTIONS:	PROGRAM (SEE LIST BELOW - <u>NO PROGRAM CHANGES ALLOWED AFTER ARRIVAL</u>):
<input type="radio"/> Sequence 1 7th August - 29th August, 2020	<input type="radio"/> IGC 016 sec. 101 The Food of Italy: A Gastronomic Tour of the Regions (0-Credit Course) <input type="radio"/> IGC 022 sec. 101 Current Trends in Italian Cuisine (0-Credit Course) <input type="radio"/> Combination of Two 0-Credit Courses (IGC 016 sec. 101 and IGC 022 sec. 101)
<input type="radio"/> Sequence 2 18th September - 10th October, 2020	<input type="radio"/> IGC 016 sec. 102 The Food of Italy: A Gastronomic Tour of the Regions (0-Credit Course) <input type="radio"/> IGC 022 sec. 102 Current Trends in Italian Cuisine (0-Credit Course) <input type="radio"/> Combination of Two 0-Credit Courses (IGC 016 sec. 102 and IGC 022 sec. 102)
<input type="radio"/> Sequence 3 16th October - 14th November, 2020	<input type="radio"/> IGC 016 sec. 103 The Food of Italy: A Gastronomic Tour of the Regions (0-Credit Course) <input type="radio"/> IGC 022 sec. 103 Current Trends in Italian Cuisine (0-Credit Course) <input type="radio"/> Combination of Two 0-Credit Courses (IGC 016 sec. 103 and IGC 022 sec. 103)
<input type="radio"/> Sequence 4 20th November - 12th December, 2020	<input type="radio"/> IGC 016 sec. 104 The Food of Italy: A Gastronomic Tour of the Regions (0-Credit Course) <input type="radio"/> IGC 022 sec. 104 Current Trends in Italian Cuisine (0-Credit Course) <input type="radio"/> Combination of Two 0-Credit Courses (IGC 016 sec. 104 and IGC 022 sec. 104)

Do you agree to be enrolled in the alternative course if your first choice is full or unavailable?

Yes No

REGISTRATION POLICY

1. Students will automatically be enrolled in the available alternative course if their first choice is unavailable (cancelled due to insufficient enrollment or full). The Registrar reserves the right to move students to a different section (if any) in order to balance course enrollment, or deny course change requests.
2. **All course change requests before the start of the program, will depend on course availability. Changes are not allowed after the start of the program.**
3. Students may attend only the courses listed on their Official Registration form. Auditing is not allowed.
4. Under any circumstances, no refunds will be issued for classes dropped after the start of the LdM Program.
5. Students are not allowed to change Program and/or Courses after the start of the LdM Program.
6. Upon successful completion of the program, students will receive a Certificate of Attendance. No credits or grades are awarded for this non -credit program. Detailed information about grading/evaluation (if any) can be found in the specific course syllabi.
7. Students with documented learning disabilities will be subject to local Italian educational standards, and therefore may not be provided with the same accommodations offered by their home institution\country. However, based on current and official documentation of the disability, LdM will provide assistance to these students to the best of its capacity. It is each student's responsibility to provide this documentation\information to LdM within the deadline.
8. LdM reserves the right to withhold the Certificate of Attendance of students whose behavior is considered detrimental towards the institute and other students.
 - a) The Rules of Conduct applied at this Institute may be different from the rules applied by the student's home college or university.
 - b) The Lorenzo de' Medici Rules of Conduct must be carefully read by each student. A copy of the Rules of Conduct will be sent via email to each student by their LdM Advisor.
9. ORIENTATION is mandatory for all students. The exact details of the Orientation will be shared with students before the start of the program.
10. It is the 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

1. For the details of the Attendance Policy (if any) please refer to each course syllabus.
2. Course participation is a primary requirement for a responsible distance learning experience at LdM.
3. Punctuality is mandatory. Students must join the online live session on time as lateness may have a negative impact on a student's ability to follow the remaining contents of the class.
4. If a class occasionally creates conflict with another class, the student is required to inform both instructors in advance.
5. Students must be aware that there will be no possibility to make up any activities they have missed.
6. 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.
7. Students should take into consideration 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.

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.

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, 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. Please note that the American Disability Action (ADA) is an American Law and is not applicable to a non-American program.
- 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 website. 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.

Student signature  _____ **Date** _____

PRINT STUDENT NAME _____