



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

APPLICATION DEADLINES

Fall Semester – June 15

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. For the **Two Italies Program** students must have completed one year of university by the start of the program.

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

Application Deadlines - 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+.

Please contact the International Enrollment Office if you do not meet one of these criteria for additional information and instructions.

ATTENDANCE POLICY

Course attendance is mandatory and a primary requirement for a responsible learning experience at LdM. Please see details under the attendance policy section in this application form.

APPLICATION INSTRUCTIONS

The following are required to apply for the LdM Study Abroad Semester Programs:

- 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)
- Personal Essay (reason for choosing this program, experience abroad, future goals) for semester programs only
- Proof of English proficiency if English is not your first language (see details under "Admission Criteria")
- Two (2) Passport-size photos

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 _____ Gender: _____

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 _____ Mobile Phone _____

EMERGENCY CONTACT

Name _____ Relationship _____

Phone / Mobile _____ E-mail _____

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: _____

Jacket size (required for practical JWY/IGC/NTR courses with a lab fee)	XS	S	M	L	XL	XXL
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SITE	YEAR	SESSION	PROGRAM
Florence <input type="radio"/>			Study Abroad Program <input type="radio"/>
Tuscania <input type="radio"/>	2021	Fall <input type="radio"/>	Two Italies Program <input type="radio"/>
Florence & Tuscania (Two Italies Program only) <input type="radio"/>			

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

SEMESTER PROGRAM AND COURSE SELECTION

TWO ITALIES PROGRAM: Florence and Tuscania – Fall Semester	For TWO ITALIES students:
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Two Italies Program

This semester-long study abroad experience connects students to two diverse Italian locations, each with a distinct identity and culture; Florence and Tuscania. Students begin their academic journey in Florence and complete the experience in Tuscania, where they follow a structured program of five courses, including one in Italian language and culture, which begins with a pre-session component in Florence. Please note all courses are mandatory and cannot be changed, dropped or withdrawn from. Please consult the Two Italies Brochure for the Academic Calendar and for further course information.

FLORENCE PROGRAMS (SEE LIST BELOW)	TUSCANIA PROGRAMS (SEE LIST BELOW)
<input type="radio"/> Five Courses without Italian language	<input type="radio"/> Five Courses without Italian language
<input type="radio"/> Four Courses + Italian Language (3 hrs/week)	<input type="radio"/> Four Courses + Italian Language (3-4 hrs/week)
<input type="radio"/> Three Courses + Italian Language (6 hrs/week)	

- Students are not allowed to change Program or location after the program start date.
- 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.
- Students registering for any non-beginning course must choose the appropriate level by carefully checking the LdM Academic Catalog and Course Schedule (online) for prerequisites. Concurrent enrollment does not satisfy our prerequisite requirements: the students must have completed the prerequisites before arrival at LdM.
- Italian language is optional at LdM, with the exception of the Two Italies program, for which an Italian language and culture course forms part of the curriculum. All non-beginning students will take an Italian placement test to confirm their level. As a result of the placement test LdM reserves the right to move students into a different level. Therefore, students must be aware that their schedule is subject to adjustments.
- **A VALID ALTERNATIVE IS REQUIRED FOR EACH FIRST COURSE CHOICE, IN ORDER TO FACILITATE THE REGISTRATION PROCESS**

Code	Section	Course Title	Day/Time
1 →			
Alternative			

2 →			
Alternative			
3 →			
Alternative			
4 →			
Alternative			
5 →			
Alternative			

REGISTRATION POLICIES

- **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 and after arrival, must be supported and accompanied by a strong academic reason.**
- A level test will be administered at the beginning of Performing Arts and Intermediate/Advanced level Studio Art and Design courses to confirm the students' level. Many of the Studio Art and Design courses list two time blocks. Students enrolled in these courses must attend both time blocks.
- Students may attend only the courses listed on their Official Registration form. Auditing is not allowed.
- Only one class can be changed upon arrival at LdM, depending on course availability. This is only allowed during the first days of classes, before Final Registration. Final Registration deadlines will be announced during Orientation. No exceptions will be made to these deadlines. This is not available for the Two Italies program.
- Students participating in an internship must fulfill the relevant prerequisites. Concurrent enrollment in a course in the same field is required. The application for an LdM internship is due by the application deadline, along with the required supporting documentation (eg. student's CV, formal letter of intent, two reference letters, portfolio, etc.). Late submission of the supporting documentation can compromise the eligibility for an internship placement. Placement in internships is not guaranteed and choosing an alternate course is mandatory. Students taking an internship must retain a minimum number of courses/hours. Internships cannot be added during the add/drop period. Internships have particular attendance regulations.
- No refunds will be issued for classes dropped after the program start date.
- 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.
- 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 may 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 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 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 during the registration process and within the deadline. LdM is able to guarantee the following: Italian language tutoring, administration of exams in separate classrooms, and extra time for completion of exams.
- LdM reserves the right to withhold the Certificate of Academic Performance 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.
 - 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 is included in the Orientation Packet given to every student and is also distributed during Orientation at LdM and shown in every building of the Institute.
- It is **ABSOLUTELY REQUIRED** that all students attend all **ORIENTATION MEETINGS** (regardless of whether these take place online or onsite). Students must make sure they plan their travel itinerary accordingly. For the Two Italies Program all orientations are mandatory (both online and in person at each site). The arrival date listed on the LdM academic calendar must be respected.
- 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 Two Italies and Tuscania Program may be asked to provide an alternative site and alternative courses (if applicable), depending on enrollment demand for the selected term.

ATTENDANCE POLICIES

- Course attendance is a primary requirement for a responsible learning experience at LdM. Students are expected to participate in and attend, all online and in person class meetings. *
- 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 earlier 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.
- Make-up classes, also during reading days where necessary, 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.
- Absences will also be counted during the first days of class unless students added the class during the add/drop period.
- 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 receive a refund.
- Students should take into consideration that LdM courses may run MONDAY through FRIDAY during the semester and that their schedule may be subject to adjustments until the final registration deadline.
- Students who absent themselves from courses will have their final grade penalized as indicated on the following table:

ITALIAN LANGUAGE / ITALIAN LANGUAGE AND CULTURE COURSES (ITL/ITC)		
	Final grade lowered by one full letter when you have:	Final grade = “F” when you have:
3/4-hour courses meeting once or twice a week	3 absences	4 or more absences
6-hour courses	4 absences	5 or more absences
DANCE and MATH COURSES in Florence		
	Final grade lowered by one full letter when you have:	Final grade = “F” when you have:
Dance and Math courses	3 absences	4 or more absences
Internships – See course syllabus for absence policy		
ALL OTHER COURSES		
	Final grade lowered by one full letter when you have:	Final grade = “F” when you have:
Courses meeting once a week	3 absences	4 or more absences
Courses meeting twice a week	4 absences	5 or more absences
SCIENCE COURSES		
	Final grade lowered by ... when you have:	Final grade = “F” when you have:
Lecture twice a week	2 absences = one full letter penalty	3 or more absences
Lecture once a week	1 absence = one full letter penalty	2 or more absences
Lab portion (course specific)	1 absence = ... % penalty (See course syllabus)	2 or more absences

*** NOTE: IN CASE OF COVID-19, THE LDM ATTENDANCE POLICY WILL NOT BE REINFORCED IN CASE OF ILLNESS. STUDENTS WHO ARE ABSENT DUE TO FLU/COVID-19 RELATED SYMPTOMS/ILLNESS ARE RESPONSIBLE FOR PROMPTLY CONTACTING THEIR LDM ADVISOR FOR FURTHER INSTRUCTIONS.**

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, 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 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 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

1. Have you been found responsible for any behavioral or academic misconduct at your present or previous home school/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 in order to consider the application for 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 school, if applicable.

HEALTH INSURANCE

Students are required to have international health insurance. In case this insurance is not recognized as sufficient to meet the permit of stay requirement, students will need to acquire the appropriate Italian insurance upon their arrival.

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 requested at: info@ldminstitute.com

- I would like LdM to arrange housing for me (**Please complete 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 "Letter of Acceptance", which is one of the required documents for the student visa application.

If a student visa is not required. a deposit of 40% of the total tuition is due with the application. The remaining balance of the tuition is due 30 days prior to the start of the term.

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: BPMOIT22XXX

- 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 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 1) confirming 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, expel the student or deny admission for a future academic term.
- 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 Italian and European Union laws.
- 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.
- 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:

Student Visa and Permit of Stay Information: <https://ldminstitute.com/students/prospective-students/planning-your-trip/>

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

Planning Your Trip: <https://ldminstitute.com/students/prospective-students/planning-your-trip/>

Cancellation policies: <https://ldminstitute.com/admissions/all-other-applicants/study-abroad-program-costs-2021-2022/>

Student signature  _____ **Date** _____

PRINT NAME _____