



Lorenzo de' Medici

APPLICATION FORM

OFFICE USE ONLY

Application n° _____

Date received _____

CUSTOMIZABLE PROGRAMS 2009 - 2010

How to Apply for the LdM Customizable Semester Program:

In order to apply for the LdM Customizable Semester Program, students must submit the following documents and/or meet the following requirements:

- Application Form
- Copy of the enrolment fee wire transfer receipt
- Copy of your passport
- Copy of diploma or equivalent (translated in Italian or English)
- If English is not your first language, you must provide results from an English Language Proficiency Exam. Please see the minimum requirements below.**

TOFEL (*Test of English as a Foreign Language*)

- Paper Based Test 550+
- Computer Based Test 213+
- Internet Based Test 80+

*** Exemptions from the English language testing requirement may be requested with other proof of language proficiency on a case-by-case basis.*

Application Deadline: 15 June for Fall 2009, 15 November for Spring 2010

(Applications accepted after the deadline above, but acceptance is subject to available space in the program)

For any questions about this application, required forms, or the admissions process in general please don't hesitate to contact us at:

LdM Admissions Office – phone : +39 055 28 73 60 - e-mail : info@lorenzodemedici.it

PLEASE RETURN THE COMPLETED APPLICATION FORM

BY MAIL TO: Lorenzo de' Medici
Admission Office
Via Faenza, 43
50123 Florence, Italy

BY FAX TO: +39 055 23 98 920

Please complete this application form in BLOCK CAPITALS and in black ink

All fields marked with a * must be completed

1	Personal Information		
Last Name*:	_____	First Name*:	_____
Gender*:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Profession:	_____
Citizenship*:	_____	Mother Language*:	_____
Date of Birth*:	dd/mm/yy_____	City of Birth/State*:	_____
Passport No.*:	_____	Country of Birth*:	_____
2	Contact Information (permanent address)		
Address*:	_____		
City*:	_____	Country*:	_____
Post Code:	_____	Email*:	_____
Phone :	_____	Mobile phone :	_____
Fax :	_____	Address good until*:	_____
3	Emergency Contact		
Name* :	_____	Relationship*:	_____
Phone	_____	Email:	_____
Cell Phone* :	_____		
Current Institution* (if student): _____			
4	Italian language proficiency		
Please select the option which best represents your language ability:			
	Proficient	You can use a full range of language with proficiency approaching that in your own mother tongue	
	Advanced	You can use a very wide range of language effectively and with confidence in all situations	
	Upper Intermediate	You can use a good range of language effectively for all practical needs and personal conversation	
	Intermediate	You can use a moderate range of language, sufficient for everyday practical needs	
	Lower Intermediate	You can use a limited range of language, sufficient for basic everyday practical needs	
	Elementary	You can use a simple range of language, sufficient for basic everyday practical needs	
	Beginner	You have no knowledge of Italian	
5	Personal Statement		
Reason for choosing this Programme	_____		
Your future career plan	_____		
Have you ever lived outside your home country	_____		
Any other comments that you feel are necessary	_____		

Enclose one academic reference in English from your most recent place of study (School, College or University)

Name and address of your Referee

Name and address of school

Teacher

Email

Tuition and Costs 2009 - 2010

30% tuition deposit due with application

Please check the appropriate box under "Fall 2009" or "Spring 2010" to select the desired Program

CUSTOMIZABLE SEMESTER PROGRAMS 2009 – 2010			
FLORENCE PROGRAM			
PROGRAM A (4 Courses + Regular Italian)	EURO	FALL 2009	SPRING 2010
PROGRAM B (Super Intensive Italian)	5.600		
PROGRAM C (2 Courses + Intensive Italian)	2.000		
PROGRAM D (3 Courses + Six-Hour Italian)	4.000		
EXTRA COURSE	4.800		
	750		
TUSCANIA PROGRAM			
PROGRAM A (4 Courses + Regular Italian)	EURO	FALL 2009	SPRING 2010
PROGRAM B (Super intensive Italian)	5.000		
	2.000		
ROME PROGRAM			
PROGRAM A (4 Courses + Regular Italian)	EURO	FALL 2009	SPRING 2010
PROGRAM B (Super Intensive Italian)	5.600		
	2.000		

REGISTRATION INFORMATION

NOTE: Italian language beginner students and students who have had one semester or equivalent of Italian who enroll in Italian Language Courses must select a section that fits their schedule. Please provide alternative sections of Beginning and Intermediate 1 Italian that could fit your schedule in case the first choice is closed. Non-beginning Italian language students who have had more than one semester or equivalent of Italian should not select a section, but should indicate how many semesters of Italian language they have taken. They will take a language placement test in Florence. Non-beginning Italian language students who enroll in Super-Intensive, Intensive or Six-Hour Italian will have to take a placement test once in Florence. Students enrolling in Intermediate/Advanced Studio Art courses will have to take placement tests in Florence.

- **IT IS YOUR RESPONSIBILITY TO VERIFY THAT THERE ARE NO TIME CONFLICTS AMONG THE COURSES THAT YOU SELECT.**
- **WE REQUIRE THAT YOU PROVIDE ALTERNATIVE COURSES TO YOUR FIRST CHOICES** ("ALT." line in the box below)

Please insert chosen courses for the selected program:					
We require that you provide alternative courses to your first choices, SINCE COURSES MIGHT CLOSE WHILE REGISTERING					
	Code	Section	Course Title	Days	Time
1			(Italian Language)		
→					
Alt.					
2					
→					
Alt.					
3					
→					
Alt.					
4					
→					
Alt.					
5					
→					
Alt.					
Extra course					
1					
→					
Alt.					

REGISTRATION POLICY

Students enrolled in either the Intensive Italian Program or the Super-Intensive Italian Program have to attend mandatory weekly visits and seminars. Please consult our course schedule for exact days and times of visits and seminars.

1. **In case any of the courses originally selected is not available (closed due to class size limit or cancelled due to insufficient enrollment), you will automatically be enrolled in the alternative(s) you have selected, and/or be moved to a different section in order to level course enrollment.**
2. Once course selections have been made (including alternatives), only one course can be changed upon arrival in Florence depending on course availability. This variation to the course schedule can be done only once and only during the first week of classes and before Final Registration. Section changes are considered course changes.
3. Once classes start, you must attend only those courses you have been registered for and which appear on your Official Registration form. For this reason, auditing is not allowed.
4. Once on site, you should see your advisor for the appropriate form in case you want to add/drop one course. Once this form has been filled out and signed, it must be returned to your advisor, who will then receive final approval from the Registrar.
5. Once classes start, and in case you drop one or more classes, you will not be entitled to any refund.
6. If you are a beginner in Italian language or if you have had Italian language for one semester or equivalent and enroll in either the 3 or 4-hours Italian class, you must pre-register for a section. If you are a non-beginner in Italian language who have had more than one semester or equivalent of Italian, you should not select a language section because you will take a placement test after arrival on site. Depending on your performance on the test, you will be assigned a language level and section. You are, however, required to indicate how many semesters of Italian you have taken on your registration form.
7. Non-beginning Italian language students enrolled in Super-Intensive, Intensive or Six-Hour Italian language will take a placement test in Florence.
8. Students enrolling in Intermediate/Advanced Studio Art courses will have to take placement tests on site.
9. Students will be informed about the add/drop and final registration deadlines during Orientation. No exceptions will be made to those deadlines.
10. Students with learning disabilities will be subject to local educational standards, and therefore they will not be provided with the same special treatment offered by their home school. However, based on current and official documentation of the disability, our Institute offers reasonable assistance to students with learning disabilities.
11. Mid-term and final exams will be administered only on the scheduled days that appear on the class syllabus for each course. For no reason (i.e. religious issues, travel plans, family matters, etc.) will they be anticipated or postponed.
12. Our Institute does not offer Pass/Fail grades or Incompletes, but only letter grades. All classes registered for and grades received will be shown on the student's transcript not withstanding the student's intent to transfer credits to the home school.
13. Our Institute reserves the right to withhold the transcripts 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 school and other students.
14. It has to be clear that the Rules of Conduct applied at this Institute are different from the rules applied by the student's home college or university.
15. My signature below also attests to the fact that I have been made aware of the information regarding:
 - a) Student Visa (<http://www.lorenzodemedici.it/general/visa.php>)
 - b) Permit of Stay (http://www.lorenzodemedici.it/guide/florence/Permit_of_Stay.php)
 - c) Rules of Conduct (<http://www.lorenzodemedici.it/guide/rules.php>).

PAYMENT

Although a tuition deposit of 30% of the total tuition is due at the time of application to start the admissions process, if a student visa is required, LdM is obligated to receive the **full balance of tuition** before releasing an official "Letter of Acceptance," which will need to be presented to the local consulate along with any other required documents for student visa application.

The remaining balance of the tuition is due 30 days prior to the start of the semester.

Send the tuition deposit for the selected Programme with one of the following payment methods:

1. Secure on-line payment (VISA, MASTERCARD, AMERICAN EXPRESS, JCB). Follow the on-line application procedure and you will be guided to the credit card direct payment form: <http://www.lorenzodemedici.it/payments/form.php>
2. bank cashier's check or international money order payable to:

Lorenzo de' Medici s.r.l.
Via del Giglio, 15
50123 Firenze - Italia
3. bank transfer to the following bank account (please send copy of bank receipt to the fax number +39 055 2398920 as proof of payment):

Name:	Lorenzo de' Medici
Account #:	85450
Bank:	Cassa di Risparmio di Firenze – Sede
Address:	Via Bufalini, Firenze – ITALY
	ABI code: 06160 CAB code: 02800 SWIFT code: CRFI IT 3F
	IBAN code: IT70U0616002800000085450C00

All bank charges are to be paid by the student

CANCELLATION POLICY

If an official cancellation notice is received by LdM:

- 20 days or more before the start of the term, the student will be liable for 30% of the deposit.
- 19 to 7 days before the start of the term, the student will be liable for 50% of the deposit.
- 6 days to the beginning of the term, no refund will be made.

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

After the beginning of the course no refund will be due to students who do not attend or withdraw from it. Fees are not transferable to other persons.

I HAVE READ, UNDERSTOOD, AND WILL ABIDE BY THE ABOVE LORENZO DE' MEDICI POLICIES AND REGULATIONS.

I hereby authorize the use of my personal information by Lorenzo de' Medici, which will treat it in accordance with Italian Law 196/03 on privacy (this means your personal information will be used only by LdM, and not given to any other entity).

Processing Your Personal Data

LdM is registered to hold your personal data under the Italian data protection law. In electronic and paper form the school holds your personal data, your academic and administrative history, and those concerning relevant transactions. This information is necessary for administrative purposes while you are at the School.

Examples of how your information will be used are as follows:

To administer your studies and record academic achievements (e.g. course choices, examination and assessment, the publication of pass lists and graduation programmes).

To administer the financial aspects of your registration as a student (e.g. payment of fees, rents, debt collection).

To manage LdM facilities (e.g. Computing, Library and sports facilities).

To produce management statistics.

To monitor equal opportunities policies (e.g. compliance with the Race Relations Act).

To administer employment processes, should you choose to work at the LdM.

For security and disciplinary purposes (e.g. through the use of security cameras and reports of incidents compiled by security staff and others).

To assist with the work of the Alumni Office.

For students registered on Programmes which involve teaching or placements outside the School, the LdM will pass personal information as necessary to the bodies outside the School which provide teaching or placements.

I authorize Lorenzo de' Medici to use my e-mail address for administrative and academic purposes.

yes

no

Student's signature _____

Date _____