



APPLICATION DEADLINE

Fall 2009 - June 15th
Spring 2010 - November 15th

RETURN COMPLETED FORM TO

Lorenzo de' Medici - Admissions 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@lorenzodemedici.it

APPLICATION INSTRUCTIONS

The following are required to apply for **all LdM Certificate Programs**:

- Application Form – completed and signed
- Proof of Payment
- Copy of your passport
- Copy of diploma, high school/university transcript or equivalent (translated into English)
- Personal Essay (reason for choosing this program, experience abroad, future goals)
- Proof of English proficiency if English is not your first language (see details under “Admission Criteria”)

Students with prior knowledge of the selected field of study may be admitted to a non-beginning semester of the Study Certificate Program, after submitting a portfolio of their work to be assessed and approved.

The following are also required to apply for the **LdM Professional Study Certificate Programs**:

- The completed LdM Previous Studies form - Please contact info@lorenzodemedici.it for the appropriate form
- Digital Portfolio of 5 examples of your projects

PERSONAL INFORMATION


Last Name _____	First Name _____	<input type="radio"/> Female
		<input type="radio"/> Male
Current University/College _____	Profession _____	
Country of Citizenship _____	First Language _____	
Date of Birth (mm/dd/yy) _____	Passport Number _____	
City/State of Birth _____	Country of Birth _____	
Permanent Address _____		
City _____	Country _____	
Postal Code _____	E-mail _____	
Phone/Fax _____	Mobile phone _____	

EMERGENCY CONTACT

Name _____	Relationship _____
Phone / Mobile _____	E-mail _____

PRIVACY POLICY

LdM is registered to hold your personal data under the Italian data protection law. This information will be used for administrative purposes and will not be given to any third party. I authorize the use of my personal information by Lorenzo de' Medici, in accordance with Italian Law D.Lgs. 196/03 on privacy.

Student signature  _____ **Date** _____

TUITION 2009-2010 & PROGRAM SELECTION

Study Certificates - Semester: €5.000 Year: €9.500
Professional Study Certificates - Year: €10.000

Check (✓) the desired Program/Term:

STUDY CERTIFICATES	Fall 2009	Spring 2010	Year 2009-2010	PROFESSIONAL STUDY CERTIFICATES	Year 2009-2010
Interior Design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Interior Design	<input type="radio"/>
Jewelry Art & Design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Jewelry Art & Design	<input type="radio"/>
Graphic Design & Visual Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Graphic Design & Visual Communication	<input type="radio"/>
Fashion Design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fashion Design	<input type="radio"/>
Fashion Marketing & Merchandising	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fashion Marketing & Merchandising	<input type="radio"/>
Restoration and Conservation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Restoration and Conservation	<input type="radio"/>
Fine Arts (4 semesters)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Are you applying for the beginning level of the selected Study Certificate Program? Yes No

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 semesters of Italian language have you completed? _____

PROGRAM SPECIFICS

Study Certificate - Students may choose to enroll in and attend only one semester of a particular program but will not receive a Certificate unless they complete the entire sequence of courses (four semesters for the Fine Arts Study Certificate; two semesters for each of the other Study Certificates).

Professional Study Certificate – Students may enroll in the selected program only for the complete year (two semesters) of each program.

All Study Certificates and Professional Study Certificates are offered in Florence only.

Please note that once you arrive at LdM you will not be allowed to switch Program.

ADMISSION CRITERIA

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+.

REGISTRATION POLICIES

- The Study Certificate and Professional Study Certificate courses have already been determined and cannot be changed.
- Students may attend only the courses listed on their Official Registration form. Auditing is not allowed.
- 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 Study Certificate Program or switching to the Customizable Program and paying the difference in tuition.
- Beginning Italian language students have been assigned a section which cannot be changed. All other students must take a placement test to confirm their level during Orientation at LdM.
- 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-term and final exams will be given only on the scheduled days that appear on each course syllabus. For no reason (i.e. religious issues, travel plans, family matters, etc.) will they be moved. Exams are scheduled during normal class times, so students with more than one course scheduled on the same day will take the same number of exams on that day.
- LdM does not offer Pass/Fail grades or Incompletes, only letter grades. All classes registered for and grades received will appear on each student's final certificate.
- If a student enrolled in the Certificate Program fails one or more courses, the student becomes ineligible for the Study or Professional Study Certificate but may stay enrolled at LdM and receive an Academic Performance Record.
- Students with learning disabilities will be subject to local educational standards. Based on current and official documentation of the disability, LdM offers reasonable 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 school 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.

PAYMENT

Professional Study Certificates may only be paid per year.

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 30% 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.

PAYMENT METHOD

Choose (✓) one of the following methods, specifying payment in Euro:

- Secure on-line credit card payment (VISA, MASTERCARD, AMERICAN EXPRESS, JCB) at:
<http://www.lorenzodemedici.it/payments/form.php>
- Bank cashier's check or international money order payable to:
 Lorenzo de' Medici s.r.l.
 Via del Giglio, 15
 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
 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 shall 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 10% of the tuition.
- 19 to 7 days before the start of the term, the student will be liable for 20% of the tuition.
- 6 days to the beginning of the term, no refund will be given.


After classes start, no refund will be due to students who do not attend or who withdraw from LdM.

Fees are not transferable to other persons.

Students will receive the refund minus the cost of any transfer fees.

**I HAVE READ, UNDERSTOOD, AND WILL ABIDE BY THE ABOVE LORENZO DE' MEDICI POLICIES AND REGULATIONS.
 MY SIGNATURE BELOW ALSO ATTESTS TO THE FACT THAT I HAVE BEEN MADE AWARE OF THE INFORMATION REGARDING:**

Student Visa: <http://www.lorenzodemedici.it/general/visa.php>
 Permit of Stay: http://www.lorenzodemedici.it/guide/florence/Permit_of_Stay.php
 Rules of Conduct: <http://www.lorenzodemedici.it/guide/rules.php>
 Health Insurance: <http://www.lorenzodemedici.it/general/healthinsurance.php>

Student signature  _____ **Date** _____