

**APPLICATION DEADLINE**

Fall + Spring Semester - June 15<sup>th</sup>

**RETURN COMPLETED FORM TO**

Lorenzo de' Medici - International Enrollment Office  
E-mail: [info@lorenzodemedici.it](mailto:info@lorenzodemedici.it)  
Via Faenza, 43, 50123 Florence, Italy  
Tel. +39 055 28 73 60 / +39 055 28 72 03 Fax + 39 055 23 98 920

**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”)
- Two (2) Passport-size photos

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

- The completed LdM Previous Studies form - Please contact [info@lorenzodemedici.it](mailto: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 _____

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 \_\_\_\_\_

**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 2010-2011 & PROGRAM SELECTION

Certificates – One Year: €9.500  
Professional/Advanced Certificates – One Year: €10.000

Check (✓) the desired Program/Term:

CERTIFICATES (1 <sup>st</sup> Year)	Academic Year Fall 2010 & Spring 2011	PROFESSIONAL/ADVANCED CERTIFICATES (2 <sup>nd</sup> Year)	Academic Year Fall 2010 & Spring 2011
Interior Design Certificate	<input type="radio"/>	Interior Design Professional Certificate	<input type="radio"/>
Jewelry Art & Design Certificate	<input type="radio"/>	Jewelry Art & Design Professional Certificate	<input type="radio"/>
Graphic Design & Visual Communication Certificate	<input type="radio"/>	Graphic Design & Visual Communication Professional Certificate	<input type="radio"/>
Fashion Design Certificate	<input type="radio"/>	Fashion Design Professional Certificate	<input type="radio"/>
Fashion Marketing & Merchandising Certificate	<input type="radio"/>	Fashion Marketing & Merchandising Professional Certificate	<input type="radio"/>
Restoration and Conservation Certificate	<input type="radio"/>	Restoration and Conservation Professional Certificate	<input type="radio"/>
Fine Arts Certificate	<input type="radio"/>	Fine Arts Advanced Certificate	<input type="radio"/>

Are you applying for the beginning level of the selected 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

- Students may enroll in the selected program only for the complete academic year (two semesters). The first semester of each program is offered in the Fall only and the second semester is offered in the Spring only.
- All Certificate Programs are offered in Florence only.
- Please note that once you arrive at LdM you will not be allowed to switch Program.
- Students must successfully complete the entire course sequence to receive a Certificate or Professional/Advanced Certificate.
- Students with prior knowledge of the selected field of study may be admitted to the non-beginning semester of the 1st year Certificate, 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.
- Students who would like to enroll only in one semester at LdM (with the exception of the students who are applying to the non-beginning semester of the 1st year certificate as above) should apply for the Customizable Programs.

#### 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 Certificate and Professional/Advanced Certificate courses have been determined by LdM and cannot be changed by the student.
- 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 Certificate 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 more than one exam may be administered on the same 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 Certificate or Professional/Advanced Certificate but may stay enrolled at LdM and receive a Certificate of Academic Performance / Certificate of Attendance.
- 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 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.

## 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 downloaded at: <http://www.lorenzodemedici.it/services/download/application.php>

- I would like LdM to arrange housing for me. (Please complete Housing Request Form)
- I will make my own living arrangements

## PAYMENT

All 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>

All credit card transactions are subject to a **2% convenience fee** at the time of payment.

- 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  
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: IT70U061600280000085450C00

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](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** \_\_\_\_\_