

APPLICATION DEADLINE

Fall Semester - June 15th
Spring Semester - November 15th

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@lorenzodemedici.it

APPLICATION INSTRUCTIONS

The following are required to apply for the LdM Customizable Semester Program:

- 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

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 2010-2011 & PROGRAM SELECTION

Check (✓) the desired Program/Term:

FLORENCE	Tuition	Fall 2010	Spring 2011
Four Courses + Regular Italian	€5.600	<input type="radio"/>	<input type="radio"/>
Three Courses + Six-Hour Italian	€4.800	<input type="radio"/>	<input type="radio"/>
Super Intensive Italian	€2.000	<input type="radio"/>	<input type="radio"/>
Extra Course	€750	<input type="radio"/>	<input type="radio"/>
TUSCANIA			
Four Courses + Regular Italian	€5.000	<input type="radio"/>	<input type="radio"/>
Super Intensive Italian	€2.000	<input type="radio"/>	<input type="radio"/>
Extra Course	€750	<input type="radio"/>	<input type="radio"/>
ROME			
Four Courses + Regular Italian	€5.600	<input type="radio"/>	<input type="radio"/>
Super Intensive Italian	€2.000	<input type="radio"/>	<input type="radio"/>
Extra Course	€750	<input type="radio"/>	<input type="radio"/>

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+.

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? _____

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 _____

COURSE SELECTION

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

- Once you arrive at LdM you will not be allowed to switch Program/Location.
- It is your responsibility to verify that there are no time conflicts among your selected courses and alternatives.
- You are required to provide alternative courses to each of your first choices.
- All students must select an Italian language section and alternative section that fit their schedule.
- Students registering for an intermediate or advanced course, including Italian language, must choose the appropriate level by carefully checking the LdM Academic Catalogue and Course Schedule (available online) for prerequisites. At LdM, these students will take a placement test to confirm their level.

	Code	Section	Course Title	Day/Time
1 →			(Italian Language)	
Alternative				
2 →				
Alternative				
3 →				
Alternative				
4 →				
Alternative				
5 →				
Alternative				
Extra course			For any extra course you will be charged the applicable fee	
1 →				
Alternative				

REGISTRATION POLICIES

- Students will automatically be enrolled in their alternative course/section, if any of their first choices is 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.
- Students enrolled in the Super Intensive Italian language program have to attend mandatory weekly visits and seminars. Consult the LdM course schedule for exact days and times.
- 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 week of classes, before Final Registration. Final Registration deadlines will be announced during Orientation. No exceptions will be made to these deadlines.
- If students drop any courses upon arrival, they will not be entitled to a refund.
- 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 Certificate of Academic Performance notwithstanding their intent to transfer credits to their home institution.
- Students with learning disabilities will be subject to local educational standards, and therefore will not be provided with the same special treatment offered by their home school. However, 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 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 school and other students.
- Each student must carefully read the Lorenzo de' Medici Rules of Conduct as they are different from those applied at students' home college or university. A copy of the Rules of Conduct must be signed by every student during Orientation.
- Attendance is mandatory for all courses.

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 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.

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

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: Florence: http://www.lorenzodemedici.it/guide/florence/Permit_of_Stay.php

Rome: http://www.lorenzodemedici.it/guide/rome/Permit_of_Stay.php

Tuscania: http://www.lorenzodemedici.it/guide/tuscania/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 _____