



ADMISSIONS

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. Applicants must have completed one year of college/university credit and have a minimum 2.80 cumulative GPA. Students participating in the science courses in Rome are required to have a minimum 3.0 cumulative GPA. In order to learn effectively, students are expected to be independent English users with proficiency in listening, speaking, reading, and writing. Students must be in a good medical/psychological condition to succeed in the program.

PERSONAL INFORMATION

Legal name: _____ ☐ Female
☐ Male
Last name *First name* *Middle name*
Date of birth (mm/dd/yyyy) _____ Country of birth _____
Country of citizenship _____ Passport # _____
Permanent address _____
City _____ State _____ Zip _____ Country _____
Home Phone _____ Cell Phone _____
Preferred personal email address (**must be active for use while at LdM**) _____
Alternative email address _____
Social Security # _____ College/University _____
Major _____ Minor _____
Check (✓) classification while at LdM: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate
Please select chef's jacket size (**Required for practical NUH courses with a lab fee**) ☐ XS ☐ S ☐ M ☐ L ☐ XL ☐ XXL

SITE:	YEAR:	SESSION:	PROGRAM:
<input type="radio"/> FLORENCE <input type="radio"/> TUSCANIA <input type="radio"/> ROME <input type="radio"/> THREE CITIES Program	<input type="radio"/> 2017 <input type="radio"/> 2017-2018 <input type="radio"/> 2018	<input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Academic Year <input type="radio"/> January Intersession <input type="radio"/> Summer I / June <input type="radio"/> Summer II / July	<input type="radio"/> Study Abroad Program <input type="radio"/> Semester Certificate <input type="radio"/> STEM Program <input type="radio"/> Summer Workshop <input type="radio"/> Field School

EMERGENCY CONTACT

Last name _____ First name _____ Relationship _____
Home Phone _____ Cell Phone _____ E-mail _____

ITALIAN LANGUAGE PROFICIENCY

How many college semesters/quarters of Italian have you completed? _____
List the code, title and level of the highest Italian course you have completed _____
Describe any other relevant Italian language experience _____

COURSE SELECTION - Fill out the following only after carefully reading all registration and attendance policies

- **YOU MUST OBTAIN THE APPROVAL FOR YOUR COURSES BEFORE SUBMITTING YOUR COURSE SELECTION.** You are responsible for ensuring that your home institution will grant you credits for courses (both first choices and alternatives) taken at LdM. This includes any changed courses as a result of placement test/level adjustments.
- It is your responsibility to verify that there are no time conflicts among your selected courses and alternatives.
- Make sure that you sign up for the amount of credits required by your home institution, without exceeding the maximum number of credits allowed.
- During the semester all students must select an Italian language section and alternative section that fit their schedule. Italian language (ITL code) and Italian language and culture (ITC code) courses are equivalent in term of satisfying the LdM language requirement. Italian language is optional during short terms.
- Students registering for a non-beginning course, including Italian, must choose the appropriate level by carefully checking the LdM Academic Catalog and Course Schedule (online) for prerequisites. At LdM, these students will take a placement test to confirm their level. As a result of the placement test LdM reserves the right to move students into a different level.
- **YOU ARE REQUIRED TO PROVIDE AN ALTERNATIVE COURSE/SECTION TO EACH FIRST CHOICE.**
- Any student taking a science course in Rome during the semester belongs to the STEM Program.

SEMESTER PROGRAMS

SITE:	YEAR:	SESSION:	PROGRAM (SEE LIST BELOW - NO PROGRAM CHANGES ALLOWED AFTER ARRIVAL):
<input type="radio"/> FLORENCE <input type="radio"/> TUSCANIA <input type="radio"/> ROME <input type="radio"/> THREE CITIES Program	<input type="radio"/> 2017 <input type="radio"/> 2017-2018 <input type="radio"/> 2018	<input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Academic Year	<input type="radio"/> 3- or 4-Hour Italian + Four Courses (total of 15 or 16 credits) <input type="radio"/> 6-Hour Italian + Three Courses (total of 15 or 16 credits)

THREE SEMESTER PROGRAM					
	CODE	SECTION	CREDITS	COURSE TITLE	DAY / TIME
1			Circle one: 3 4 6	Italian (ITL / ITC)	
ALT.				Italian (ITL / ITC)	
2			3		
ALT.					
3			3		
ALT.					
4			3		
ALT.					
5			3		
ALT.					
EXTRA COURSE (3 credits)					
Extra			3		
ALT.					

SPECIAL SEMESTER PROGRAMS

☐ STEM PROGRAM - ROME

The STEM Program combines a core course on Italy's contributions to modern sciences with a selection of science courses that is subject to change each semester. Furthermore, students can choose from among a variety of general education courses. The core course and the STEM courses cannot be changed, dropped or withdrawn from. Italian language study is encouraged but no language courses are required. To enroll, select the STEM Program and list in the course selection chart above the core course, the science courses and the general education courses you want to take. To help ensure a successful experience, we recommend that students take no more than two science courses with a lab component.

☐ THREE CITIES PROGRAM: TUSCANIA, ROME, AND FLORENCE – FALL SEMESTER (total of 15 credits)

☐ THREE CITIES PROGRAM: TUSCANIA, ROME, AND VENICE – SPRING SEMESTER (total of 15 credits)

This semester-long study abroad experience connects students to three diverse Italian cities, each with a distinct identity and culture; Tuscany, Rome and either Florence (in Fall) or Venice (in Spring). Students spend one month in Tuscany followed by one month in Rome, and then they complete the experience in either Florence (Fall) or Venice (Spring). They follow a structured program of five 3-credit courses, including one in Italian language and culture. Please note all courses are mandatory and cannot be changed, dropped or withdrawn from.

Please consult the Three Cities Brochure for the Academic Calendar and for further course information.

○ SEMESTER CERTIFICATES - FLORENCE (total of 15 credits)

	Core courses:	Track courses: choose two among the following checking the course schedule for any prerequisites
ARCHITECTURE IN URBAN CONTEXT	<ul style="list-style-type: none"> • Technical Drawing • Sustainable Architecture • Architecture in its Environment 	<ul style="list-style-type: none"> ○ Public Space Design ○ Architecture Studio: Special Topics ○ Contemporary Architecture
INTERIOR DESIGN IN CONTEMPORARY LIVING	<ul style="list-style-type: none"> • Technical Drawing • Interior Design II • Design for Living Spaces 	<ul style="list-style-type: none"> ○ Textile Science ○ Furniture Design ○ Lighting Design
PRODUCT DESIGN TOWARDS SUSTAINABILITY	<ul style="list-style-type: none"> • Technical Drawing • Product Design II • Sustainable Design 	<ul style="list-style-type: none"> ○ Aesthetics of Design: Theory and Practice ○ Design Materials ○ Introduction to Environmental Issues
VISUAL COMMUNICATION FOR FASHION	<ul style="list-style-type: none"> • Introduction to the Fashion Industry • Fashion Illustration I • Fashion Communication 	<ul style="list-style-type: none"> ○ Principles of Fashion Photography ○ Visual Merchandising ○ Anthropology of Fashion and Desirability
ART OF COOKING: ITALIAN GASTRONOMY	<ul style="list-style-type: none"> • Current Trends in Italian Cuisine • Food and Culture • Italian Food and Culture: Pairing Food & Wine 	<ul style="list-style-type: none"> ○ Italian Language ○ Italian Regional Food in Cultural Perspective ○ Fundamentals of Food Design, Styling and Photography ○ Italian Cuisine: History and Practice
ART OF COOKING: BALANCE IN NUTRITION	<ul style="list-style-type: none"> • Nutrition Studies • Topics in Nutrition: Italian Style Cooking • Mediterranean Diet and Vegetarian Cuisine 	<ul style="list-style-type: none"> ○ Italian Language ○ Current Trends in Italian Cuisine ○ The Science of Food, Health and Well-Being ○ Sustainable Food

SUMMER SESSIONS

SITE:	YEAR:	SESSION:	PROGRAM (SEE LIST BELOW - <u>NO PROGRAM CHANGES ALLOWED AFTER ARRIVAL</u>):
○ FLORENCE	○ 2018	○ Summer I / June	○ 3-Credit Course (3 credits) ○ 4-Hour Italian (4 credits)
○ TUSCANIA		○ Summer II / July	○ Combination of Two 3-Credit Courses (total of 6 credits)
○ ROME			○ Combination of 3-Credit Course + 4-Hour Italian (total of 7 credits)
			○ Workshop (6 credits) ○ Field School (6 credits)

CODE	SECTION	CREDITS	COURSE TITLE	DAY / TIME
1		Circle one: 3 4 6		
ALT.				
2		3		
ALT.				

NON-CREDIT ITALIAN CUISINE & WINE TASTING CLASS

For any extra course you will be charged the applicable fee

Extra			0		
ALT.					
Extra					
ALT.					

SITE:	YEAR:	SESSION:	PROGRAM (SEE LIST BELOW - <u>NO PROGRAM CHANGES ALLOWED AFTER ARRIVAL</u>):
○ FLORENCE	○ 2018	○ Summer I / June	○ 3-Credit Course (3 credits) ○ 4-Hour Italian (4 credits)
○ TUSCANIA		○ Summer II / July	○ Combination of Two 3-Credit Courses (total of 6 credits)
○ ROME			○ Combination of 3-Credit Course + 4-Hour Italian (total of 7 credits)
			○ Workshop (6 credits) ○ Field School (6 credits)

CODE	SECTION	CREDITS	COURSE TITLE	DAY / TIME
1		Circle one: 3 4 6		
ALT.				
2		3		
ALT.				

NON-CREDIT ITALIAN CUISINE & WINE TASTING CLASS

For any extra course you will be charged the applicable fee

Extra			0		
ALT.					
Extra					
ALT.					

JANUARY INTERSESSION

SITE: **YEAR:** **SESSION:** **PROGRAM (SEE LIST BELOW - NO PROGRAM CHANGES ALLOWED AFTER ARRIVAL):**

☐ FLORENCE ☐ 2018 ☐ January Intersession

☐ 3-Credit Course (3 credits) ☐ 4-Hour Italian (4 credits)
☐ Combination of Two 3-Credit Courses (total of 6 credits)
☐ Combination of 3-Credit Course + 4-Hour Italian (total of 7 credits)

CODE	SECTION	CREDITS	COURSE TITLE	DAY / TIME
1		Circle one: 3 4		
ALT.				
2		3		
ALT.				

REGISTRATION POLICY

- Students will automatically be enrolled in their alternative program/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, or deny course change requests.
- All course change requests must be supported 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 Three Cities program, Semester Certificate and STEM Program courses, Field School or Workshop.
- The science courses in Rome cannot be changed, dropped or withdrawn from.**
- No refunds will be issued for classes dropped after arrival at LdM.
- Students are not allowed to change Program or Location after arrival.
- Students must retain full-time status, with a minimum of 12 credits during the semester and 3 credits during short terms. However, it is each student's responsibility to know if his/her home institution requires enrollment for more than 12 or 3 credits respectively. Furthermore, students relying on financial aid are strongly encouraged to maintain a standard 15 credit minimum during the semester and a 6 credit minimum during short terms. 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 credits. Non-credit offerings are available only in addition to credit-bearing courses.
- 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 LdM transcript regardless of their intent to transfer credits to their home institution. Students are responsible for understanding the LdM grading system and their home institution's minimum grade requirement for the transfer of credit. 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, and therefore may not be provided with the same accommodations offered by their home institution. However, 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 within the deadline.
- LdM reserves the right to withhold the transcript 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.
 - The Rules of Conduct applied at this Institute may be different from the rules applied by the student's home college or university.
 - 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 the ORIENTATION MEETING. Students must make sure they plan their travel itinerary accordingly. For the Three Cities Program all three orientations (in Tuscany, Rome and Florence or Venice) are mandatory.
- 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.

ATTENDANCE POLICY

- Course attendance is a primary requirement for a responsible learning experience at LdM.
- 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 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.
- For no reason (i.e., travel plans, family matters, etc.) will absences be excused.
- 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 be eligible for credits or receive a refund.

10. Students who absent themselves from courses will have their final grade penalized as indicated on the following table:

SEMESTER COURSES		
ITALIAN LANGUAGE / ITALIAN LANGUAGE AND CULTURE COURSES (ITL/ITC)		
	Final grade lowered by one full letter when you have:	Final grade = "F" (No credit awarded) 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 COURSES and MATH COURSES in Florence		
	Final grade lowered by one full letter:	Final grade = "F"; No credit awarded:
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:	Final grade = "F"; No credit awarded:
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" (No credit awarded) 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
SUMMER SESSION COURSES / THREE CITIES COURSES		
	Final grade lowered by one full letter:	Final grade = "F"; No credit awarded:
Science courses	1 absence	2 or more absences
All the other courses	3 absences	4 or more absences
Workshop and Field School – See course syllabus for absence policy		
JANUARY INTERSESSION COURSES		
	Final grade lowered by one full letter:	Final grade = "F"; No credit awarded:
Italian language courses	3 absences	4 or more absences
All other courses	2 absences	3 or more absences

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 dangers 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 institution/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 institution, 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 institution.

- 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 credit or 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. Please note that the American Disability Action (ADA) is an American Law and is not applicable to a non American program/country.
- 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 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 Italian data protection law. This information will be used for administrative purposes and will not be given to any third party. 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 Italian Law 675/1996 and D.Lgs.196/2003 on privacy. 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.

Student signature 

Date

***** This form must be printed and physically signed, no electronic signatures accepted *****

PRINT STUDENT NAME