

**CERTIFICATE PROGRAM APPLICATION/  
CERTIFICATES AND PROFESSIONAL/ADVANCED CERTIFICATES  
2011-2012**



This application is for students seeking admission to the Certificate or Professional/Advanced Certificate Program. Applicants seeking admission to the university accredited Study Abroad Program or Marist/LdM Bachelor's Degree Program must use corresponding application.

**Please make sure to submit the following to LdM for application processing:**

- Program Application (signed/completed)
- Official transcript from current (or most recently attended) college/university
- Letter of Recommendation
- Personal Essay (reason for choosing this program, experience abroad, future goals, professional experience in the selected field of study)
- Students whose first language is not English must provide proof of English proficiency. (See details under Admissions.)

**Lorenzo de' Medici**  
**3600 Bee Caves Road, Suite 205B**  
**Austin, TX 78746, USA**  
 Tel: (877) 765-4LDM (4536)  
 Fax: (512) 328-4638  
 info@lorenzodemedici.org

(Transcripts and letters of recommendation may accompany application or be submitted under separate cover.)

Students with prior knowledge of the selected field of study may be admitted to a non-beginning semester of the Certificate Program, 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.

To apply for the **LdM Professional/Advanced Certificate Programs**, the following are also required:

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

Non-beginning Certificate and Professional/Advanced Certificate applications will be considered pending until all required materials have been submitted and reviewed by the LdM Admissions Committee.

**Application Deadline:** **Fall + Spring Semester:** June 15  
**Program:**  Certificate  Professional/Advanced Certificate  
**Term:**  Academic Year 2011-2012

**HOUSING:** Will you be securing your housing through LdM?  Yes  No  
 LdM will provide additional housing information and forms upon acceptance to the Program.

**APPLICANT INFORMATION**

Legal name: \_\_\_\_\_  
*Last name* *First name* *Middle name*

Gender:  Male  Female Social Security #: \_\_\_\_\_

Date of Birth: (mm/dd/yy) \_\_\_\_\_ City/State/Country of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Your College/University E-mail address: \_\_\_\_\_

Your Personal E-mail address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Information valid until: \_\_\_\_\_

*\* All LdM mailings will be sent to the Current Address until the date listed above, after which mailings will be sent to the Permanent Address listed below.*

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Permanent Phone: ( ) \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Passport #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Current/Former College/University: \_\_\_\_\_

Actual/Anticipated Graduation Date: \_\_\_\_\_

Classification while at LdM:  Freshman  Sophomore  Junior  Senior  Graduate

Major: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

LAST NAME, FIRST INITIAL

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How did you learn about Lorenzo de Medici?

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> campus visit by LdM representative                              | <input type="checkbox"/> study abroad fair  | <input type="checkbox"/> professor        |  |
| <input type="checkbox"/> study abroad officer/director                                   | <input type="checkbox"/> magazine/newspaper | <input type="checkbox"/> family/friend    |  |
| <input type="checkbox"/> web/internet resource (Please indicate which resource/s below.) |   |   |  |
| <input type="checkbox"/> LdM website   | <input type="checkbox"/> GoAbroad.com       | <input type="checkbox"/> Peterson's Guide | <input type="checkbox"/> DiversityAbroad.com |
| <input type="checkbox"/> StudyAbroad.com   | <input type="checkbox"/> IIEPassport.org    | <input type="checkbox"/> other: _____     |  |

Why did you choose LdM?

- |   |                                     |                                       |
|---|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Course Selection | <input type="checkbox"/> Reputation | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> Location         | <input type="checkbox"/> Cost       |                                       |

**PARENT/GUARDIAN (EMERGENCY CONTACT) INFORMATION**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Cell Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

**BILLING INFORMATION**

Where and to whom should payment information and invoices be mailed?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Email: \_\_\_\_\_

**Financial Assistance:** Are you planning to use financial aid from your home institution or another form of education loan?  Yes  No

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**REGISTRATION INFORMATION**

**Please make sure to read all of the Registration Information and consult the most current LdM Certificate Program information (available online) before completing the program selection.**

Indicate your credit situation choosing one of the following:

- An LdM Italy transcript will suffice for the transfer of academic credit.
- A Marist College (US accredited) transcript will be necessary to facilitate the transfer of academic credit.
- I am not seeking US transferrable credit for my Certificate Program coursework.

Certificates and Professional/Advanced Certificates are awarded by Lorenzo de' Medici – The Italian International Institute. The certificate will be issued by LdM upon completion of all course requirements.

Students seeking a US transcript for their coursework will receive a US Marist College transcript in addition to the certificate awarded by LdM. In this case, the tuition cost varies from non-US transcript and non-credit costs. (See [www.lorenzodemedici.org](http://www.lorenzodemedici.org).) If you intend to transfer your credits back to your home institution, it is your responsibility to ensure that you will receive credits for your coursework. Please note: Students enrolling through LdM Student Services + Academic Relations have the option to receive either the Lorenzo de' Medici transcript or the Marist College US transcript for their coursework/transfer of credit. Students seeking transfer of credit must confirm the transcript requirement with their home institution according to the guidelines stated in the *LdM Transcript Request Form*. Students may not change the transcript type once classes have begun. Furthermore, Marist College cannot issue a transcript retroactively for a student who originally requested the LdM transcript for his/her studies.

**PROGRAM SELECTION**

Indicate your program selection below.

<b>CERTIFICATES (1ST YEAR)</b>	<b>ACADEMIC YEAR FALL 2010 &amp; SPRING 2011</b>	<b>PROFESSIONAL/ADVANCED CERTIFICATES (2ND YEAR)</b>	<b>ACADEMIC YEAR FALL 2010 &amp; SPRING 2011</b>
Interior Design Certificate	<input type="checkbox"/>	Interior Design Professional Certificate	<input type="checkbox"/>
Jewelry Art & Design Certificate	<input type="checkbox"/>	Jewelry Art & Design Professional Certificate	<input type="checkbox"/>
Graphic Design & Visual Communication Certificate	<input type="checkbox"/>	Graphic Design & Visual Communication Professional Certificate	<input type="checkbox"/>
Fashion Design Certificate	<input type="checkbox"/>	Fashion Design Professional Certificate	<input type="checkbox"/>
Fashion Marketing & Merchandising Certificate	<input type="checkbox"/>	Fashion Marketing & Merchandising Professional Certificate	<input type="checkbox"/>
Restoration and Conservation Certificate	<input type="checkbox"/>	Restoration and Conservation Professional Certificate	<input type="checkbox"/>
Fine Arts Certificate	<input type="checkbox"/>	Fine Arts Advanced Certificate	<input type="checkbox"/>

**IMPORTANT:**

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

**ITALIAN LANGUAGE PROFICIENCY**

Select Italian language level:

- Elementary 1
- Elementary 2
- Intermediate 1
- Intermediate 2
- Advanced

Note: Placement test upon arrival for all levels above Elementary 1.

How many college semesters/quarters of Italian will you have completed by the start of the program?

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List the code, title and level of the highest Italian course you will have completed.

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**GENERAL POLICIES**

**Admissions**

Applicants must complete and submit all the required application materials. (See checklist on Page 1.)

**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+.

**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.**

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 may choose to start with the Certificate and move into the Professional/Advanced Certificate, completing a two-year program.

Students applying for the Professional/Advanced Certificate Program must provide proof of a solid background in the selected area. An admissions committee will review the application and accept only those students who meet the entry requirements. Please note that if you select but do not meet the requirements for the Professional/Advanced Certificate Program, you will have the option of being admitted to the Certificate Program.

All Certificate Programs are offered in Florence only.

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

Students must successfully complete the entire course sequence to receive a Certificate or Professional/Advanced Certificate.

**Registration Regulations**

The Certificate and Professional /Advanced Certificate courses have already been determined by LdM. Students cannot change their courses or sections.

Students may attend only the courses listed on their Official Registration form. Auditing is not allowed.

Credit-bearing students are responsible for ensuring that their home institution will grant them credits for courses taken at LdM. This includes any new courses resulting from placement test/level adjustments.

Students pre-registered for an intermediate or advanced level course, including Italian language, must check the LdM Certificate Program information to make sure they meet all the prerequisites. A placement test will be administered to confirm the students' level.

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 Program or switching to the Free Elective Program (Study Abroad) 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.

Students will be granted the Certificate or Professional/Advanced Certificate upon successful completion of the course sequence. Students who do not successfully complete the course sequence will receive a Certificate of Academic Performance only.

If students want to drop a course, it is possible, but it means they would not complete the course sequence, and therefore they would not receive the Certificate or Professional/Advanced Certificate, but only the Certificate of Academic Performance. To drop a class, students must ask their advisor for the Add & Drop Request form, fill out and sign the form and give it to their advisor, who will submit it to the Registrar for final approval. It is each student's responsibility to confirm the outcome of their request in person with their advisor.

Credit-bearing students must retain full-time status. They 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.

No refunds will be issued for classes dropped after arrival at LdM.

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 academic 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 written documentation within the deadline.

LdM reserves the right to withhold the academic record and/or housing deposit of students who violate contract agreements related to housing and/or academic issues (i.e. any balance or debts 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. (See [www.lorenzodemedici.org](http://www.lorenzodemedici.org).)

**Attendance Regulations**

The LdM Certificate classes are intensive and practical, so course attendance is a primary requirement for a responsible learning experience. Students who go over the maximum number of absences will compromise their course work, and it will be difficult for them to keep up with the class.

Punctuality is mandatory. Any lateness will affect the attendance count.

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.

Students will receive an "F" on each exam they miss.

Students who need to leave LdM before the end of the term must fill out an Official Withdrawal Request form and submit it to their advisor. A "W" for each course will appear on their academic record. Students who leave LdM without submitting the form will receive an "F" in each course. In either case, students will not be eligible for credits or receive a refund.

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

ITALIAN LANGUAGE COURSES		
	Final grade lowered by one full letter when you have:	Final grade = "F" when you have:
Courses meeting once or twice a week	3 absences	4 or more absences
Courses meeting 3 times a week	4 absences	5 or more absences
ALL OTHER COURSES		
	Final grade lowered by one full letter when you have:	Final grade = "F" when you have:
Courses meeting once a week	3 absences	4 or more absences

## **PAYMENT POLICY**

All payments are payable to "Lorenzo de' Medici S.R.L." and mailed to:

**LdM Student Services and Academic Relations  
3600 Bee Caves Road, Suite 205 B  
Austin, TX 78746 USA**

- **Upon acceptance to LdM, students must pay:**
  - **\$300.00** Housing Deposit (refundable at the end of the program, minus any cleaning costs, damages and outstanding balances) if securing student apartment through LdM.
  - **\$500.00** Initial Program Payment toward total program cost.
- Half of program cost due by application deadline.
- Final half of program cost due on program payment deadline.
- If students apply on or after the application deadline but before the final program payment deadline, they must pay half of the program cost and housing deposit, if securing student apartment through LdM, upon application.
- If students apply on or after the program payment deadline, they must submit the program cost in full upon application, including housing deposit, if securing student apartment through LdM.
- All students must pay the \$500.00 initial program payment and the housing deposit (if securing a student apartment through LdM). If students would like to establish a payment plan (for an additional fee of \$130.00), payment in full will be due 10 days prior to departure. For financial aid students, payment in full is due upon release of their financial aid funds with a signed personal guarantee. If anticipated financial aid does not cover the balance, students must pay their portion by the payment deadline.
- Late applicants (those who apply after the program application deadline) will be charged a fee of \$125.00. Please note, late applicants may not receive course and/or housing preferences and may experience difficulty obtaining their visa prior to program start date.
- If a student's application is denied, all deposit and payments will be refunded in full.
- Lab fees, course materials and field trips are not included in the tuition costs.

## **CANCELLATION POLICY/SEMESTER PROGRAM**

- \$500 initial program payment can be refunded net of bank fees if the cancellation occurs prior to the 60 days preceding the program start date.
- \$300 housing deposit can be refunded net of bank fees if the cancellation occurs prior to the 45 days preceding the program start date.

## **IN ADDITION, IF AN OFFICIAL CANCELLATION NOTICE IS RECEIVED BY LDM:**

- 44-11 days prior to the beginning of the term, the student will be liable for half of the program costs. Furthermore, students who cancel 30-11 days prior to the beginning of the term will be liable for the first month rent.
- 10-0 days prior to the beginning of the term, the student will be liable for full program costs.
- After the start of the program, liability amounts to full program costs and no refund will be made.

# CERTIFICATE PROGRAM APPLICATION/ CERTIFICATES AND PROFESSIONAL/ADVANCED CERTIFICATES 2011-2012



## 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 overnight and most will involve transportation on a bus and/or train. The undersigned fully understands that there are certain dangers, hazards, and 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 Italy.

In consideration of, and in return for, the service, facilities and other assistance provided to participants by LdM Student Services + Academic Relations Office or the LdM Italy (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.

## PRIVACY POLICY

LdM is fully committed to respecting the privacy of all applicants and all visitors to its website. The information that you provide to LdM will only be used for the purpose of carrying out your interest in the LdM program. Your personal information will not be shared with any third party.

## CERTIFICATIONS

1. I certify that I am in good academic and judicial standing at my home institution OR that I was in good academic and judicial standing at the institution I most recently attended. If I am currently enrolled and plan to return to my home institution, I certify that I meet its requirements and deadlines to be eligible to participate in the LdM Certificate Program abroad.
2. I certify that I have carefully considered each question and that my statements are true and complete to the best of my knowledge. I accept as binding any and all conditions that normally apply to admission to LdM. Furthermore, I understand that LdM may refuse or revoke, without showing cause, admission to any student prior to enrollment if it is deemed necessary or advisable in the judgment of LdM.

I have read and agree with the above statements, including Program Waiver. I have carefully reviewed all the information I am submitting.

Signature of Applicant:

Date:

If credit seeking, I understand that I am responsible for obtaining pre-approval for transferable credits.

Signature of Applicant:

Date:

I understand that I have the option to receive either the Lorenzo de' Medici transcript or the Marist College US transcript for my coursework/transfer of credit. If I am seeking transfer of credit, I must confirm the transcript requirement with my home institution according to the guidelines stated in the LdM Transcript Request Form. I may not change the transcript type once classes have begun. Furthermore, Marist College cannot issue a transcript retroactively for me if I originally requested the LdM transcript for my studies.

Signature of Applicant:

Date:

## ADVISOR CERTIFICATION

If you are currently enrolled at a North American institution and plan to transfer the credits from your coursework at LdM, please have your advisor complete and sign the section below.

The courses listed on the Certificate Program sequence have been evaluated and approved for transferable academic credit. Students enrolling through LdM Student Services + Academic Relations have the option to receive either the Lorenzo de' Medici transcript or the Marist College US transcript for their coursework/transfer of credit. Students seeking transfer of credit must confirm the transcript requirement with their home institution according to the guidelines stated in the LdM Transcript Request Form. Students may not change the transcript type once classes have begun. Furthermore, Marist College cannot issue a transcript retroactively for a student who originally requested the LdM transcript for his/her studies.

Please consult the LdM Academic Catalog for course descriptions and prerequisites. For more information, contact LdM Student Services + Academic Relations.

Below, I confirm the transcript type required by the home institution for the transfer of credit.

- A Lorenzo de' Medici grade report is preferred for the transfer of academic credit. A Lorenzo de' Medici transcript will suffice for the transfer of academic credit. (This official document, in English, is signed and sealed by the Registrar.)
- A Marist College (US accredited) transcript will be necessary to facilitate the transfer of academic credit.

Advisor Name:

Advisor Signature:

Date:

Institute:

Department:

Telephone: ( )

Email:

Mailing Address:

City:

State:

Zip Code:

Country:

# CERTIFICATE PROGRAM RECOMMENDATION FORM



To the applicant: Please complete Part 1 and forward this form to a professor, assistant professor, or employer with knowledge of the applicant's abilities, experience, and education. The person making the recommendation will complete Part 2.

**Part 1:** To be completed by the applicant.

Full Name of Applicant (please print): \_\_\_\_\_

Telephone Number: (       ) \_\_\_\_\_

Email: \_\_\_\_\_

LdM Program you are applying to:

Certificate Program             Professional/Advanced Certificate Program

Term:     Academic Year 2011-2012

By signing below, I waive my rights of access to all information contained herein.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Part 2:** To be completed by the person providing the recommendation.

The above individual has applied to Lorenzo de' Medici Institute. Please consider this student's academic and personal qualities to the best of your knowledge in answering the following questions:

1. How long and in what capacity have you known the applicant?

2. Living and studying abroad requires adaptability, openness to cultural differences, discipline and self-confidence. Based on your knowledge of this student, please tell us how well you think he or she would adjust to and make use of the experience.

3. Please comment on the following topics in regard to this applicant:

- A. Understanding of/interest in other cultures
- B. Academic history and writing skills
- C. Ability to respond appropriately to challenge or difficulties
- D. Personal interests, experience, or activities which would aid the student in his or her study abroad experience

# CERTIFICATE PROGRAM RECOMMENDATION FORM



4. Please comment on any other applicable achievements or qualifications of this student or communicate any concerns you have regarding the study abroad experience for him or her.

Please evaluate the applicant's abilities and rate them accordingly by checking the most appropriate box.

	Unsure	Poor	Fair	Good	Excellent
1. Academic ability & dedication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Social skills; ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Performance under stress or adversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Institute: \_\_\_\_\_ Department: \_\_\_\_\_

Telephone: (      ) \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Once completed, please mail this form to:  
**LdM Student Services + Academic Relations**  
**3600 Bee Caves Road, Suite 205 B**  
**Austin, TX 78746, USA**

or fax to: 512.328.4638