

APPLICATION DEADLINE

Fall + Spring Semester - June 15th

RETURN COMPLETED FORM TO

Blueberry World Wide
Grev Turegatan 35
114 38 STOCKHOLM
Tel: 08-442 67 60
www.blueberry.nu



☎ 055 23 98 920



APPLICATION INSTRUCTIONS

The following are required to apply for **all LdM Art & Design 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 for the appropriate form
- Digital Portfolio of 10 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 2012-2013 & PROGRAM SELECTION

Certificates – One Year: €10.200
Professional/Advanced Certificates – One Year: €10.800

Check (✓) the desired Program/Term:

CERTIFICATES (1 st Year)	Academic Year Fall 2012 & Spring 2013	PROFESSIONAL/ADVANCED CERTIFICATES (2 nd Year)	Academic Year Fall 2012 & Spring 2013
Interior Design Certificate	<input type="radio"/>	Interior Design Professional Certificate	<input type="radio"/>
Fine Arts Certificate	<input type="radio"/>	Fine Arts Advanced Certificate	<input type="radio"/>
Graphic Design & Visual Communication Certificate	<input type="radio"/>	Graphic Design & Visual Communication Professional Certificate	<input type="radio"/>
Restoration and Conservation Certificate	<input type="radio"/>	Restoration and Conservation 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"/>		
Jewelry Art & Design 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

Students must be at least 18 years old by the start of the program.

For the **Fashion Marketing & Merchandising Certificate**, students must have completed one year of university by the start of the program.

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+.

Please contact the International Enrollment Office if you do not meet one of these criteria for additional information and instructions.

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.ldminstitute.com/en/apply/>

- 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://pay.ldminstitute.com>

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.

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 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, please attach a written explanation including date/s and circumstances of incident, the disposition of the incident, and what you learned from the incident.

- 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 materials, 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 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.
- 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.


MY SIGNATURE BELOW ALSO ATTESTS TO THE FACT THAT I HAVE BEEN MADE AWARE OF THE INFORMATION REGARDING:

Student Visa: <http://www.ldminstitute.com/en/apply/student-visa>

Permit of Stay: <http://www.ldminstitute.com/en/apply/student-visa/permit-of-stay>

Rules of Conduct: <http://www.ldminstitute.com/en/apply/ldm-rules-of-conduct>

Health Insurance: <http://www.ldminstitute.com/en/apply/health-insurance>

Student signature  _____ Date _____

PRINT NAME _____