

BACHELOR LONDON SCHOOL

APPLICATION AND ENROLLMENT PROCEDURES (Please type or print clearly):

1. Submit this enrollment form and send it to us together with a copy of your passport or ID.
2. Send us proof of previous education, four samples of creative work, your CV, two essays and a registration fee of € 300. This is a one-time fee. This amount does not apply toward your tuition and is not refundable.
3. A personal interview is also required. If you do not live in Madrid area and cannot arrange a personal interview without hardship, you may skype us for a while.
4. Once you have sent us all the documents above, you will be notified by email regarding your acceptance. Your enrollment contract is not binding until it has been accepted in writing by our Admissions Director.

PERSONAL INFORMATION:

Name _____ Address _____

City _____ State _____ Country _____ ZIP or Postal Code _____

Code / Phone Number _____ Age _____ Date of Birth _____ ID Number _____ Email _____

High School from which you graduated - *diploma or equivalent required* _____

Schools attended beyond High School level - *name of school, major/degree and dates* _____

Schools attended beyond High School level - *name of school, major/degree and dates* _____

Person to contact in case of an emergency _____ Code / Phone Number _____ Relationship _____

Address _____ City _____ State _____ ZIP or Postal Code _____

ENROLLMENT OPTIONS:

Which program would you like to enroll in? _____

I would like to take my program in... Bilingual English

I would like to start in... Fall 20____ Winter 20____

My health is... Excellent Good Fair Poor

I heard about Miami Ad School from: _____

Would you like information on housing? Yes No

MIAMI AD SCHOOL MADRID

BACHELOR LONDON SCHOOL

Tuition and Costs:

Tuition for each quarter is € 3.000. Tuition is based on the quarter system and is due one month prior to class start. Each quarter is 10 weeks in length, followed by a break; the break varies from two to three weeks, depending on the time of year. To graduate students must complete 1920 clock hours / 96 credit hours. It takes twelve quarters (36 months) for completion of the Bachelors London School. Costs are divided in two parts:

1. The total price for the three years of the PORFFOLIO PROGRAM + BACHELOR LONDON SCHOOL is € 36,000. You can divide quarterly payments (€ 3,000 x QUARTERS) or monthly (€ 1,000 x 36), to be paid to Miami Ad School Madrid.

Miami Ad School Refund Policy:

Students are not financially obligated beyond the current term of enrollment. Should a student be terminated or canceled for any reason, all refunds will be made accordingly:

1. Registration fee will be refunded if the application is not accepted by the school or if the student cancels within three business days after signing the Enrollment Contract.

2. Cancellation after the third business day, but before the first class, will result in a refund of all tuition but not the €100 registration fee.

3. Withdrawal or termination:

a. If during the program Miami Ad School determines that a student is not able to benefit from the program, fails to make satisfactory progress or fails to comply with Miami Ad School rules and regulations, Miami Ad School reserves the right to dismiss the Student. Tuition will be refunded according to the refund policy outline below.

b. Students wishing to withdraw shall notify Miami Ad School in writing prior to leaving. Written notice must be delivered by either certified mail, in person, or if by other delivery system there must be a confirmation of delivery. However, if a student withdraws without written notice to Miami Ad School, termination shall take effect on the date Miami Ad School determines that the student has withdrawn from school.

4. Refunds for students enrolled prior to visiting the institution: Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

5. Refund for withdrawal after classes commence:

a. Cancellation after attendance has begun, but prior to the first 10% of the period of financial obligation will result in a pro-rata refund computed on the number of hours scheduled to the total program hours.

b. After the first 10% of the period of financial obligation is and until the end of 25% of the period of obligation, the institution shall refund 50% of the tuition.

c. After the first 25% of the period of financial obligation is and until the end of 50% of the period of obligation, the institution shall at least 25% of the tuition.

d. After the first 50% of the period of financial obligation, the institution may retain all tuition.

Copyrights:

Any work a student produces while at school is the property of the Miami Ad School Madrid. The written permission of the Miami Ad School Madrid is required before passing any such work to third parties. Distribution of instructional material outside of school faculty, staff or student body is prohibited.

Please note:

While course content is subject to change, no additional costs will be passed on to the student. Course schedules may change, due to faculty commitments outside of school. As a professional school we require our students to demonstrate a mature and serious approach to their education. Students who are habitually absent or late, who show immature behavior or disrespect for faculty, staff, classmates or property will be terminated from the school. Non payment of costs, and insufficient progress are also grounds for termination. Miami Ad School Madrid reserves the right to make changes in course syllabi and content without prior notice.

Insurance:

Students are responsible for their own belongings. Miami Ad School strongly recommends that students have both property and medical insurance.

Placement Assistance:

While we maintain a vigorous placement assistance program, we cannot guarantee employment for our graduates.

Class Schedules:

Schedules will vary from quarter to quarter, dependent upon faculty workload in their professional positions. Students can expect to take classes in the evening, afternoon or morning, although every effort will be made to accommodate the student's work schedule.

Final Provision:

The inefficacy of any clause of this contract does not reflect upon the efficacy of any other clause, so long as it is not a violation of good faith. In any such case, resulting issues must be addressed and resolved in accordance with the original intent of the clause, and to the satisfaction of all parties. Such procedure may be applied to any omissions found herein.

Please sign the following statements:

I am at least 18 years of age and certify that all statements are true and correct to the best of my knowledge. I also understand that any false or misleading statements are considered grounds for termination of studies. I agree to abide by the rules and regulations of Miami Ad School. I have read both sides of this form and understand the contents. I have retained a copy for my records. I have downloaded and / or printed an electronic catalog at least one week prior to enrollment or collection of any tuition or fees. In accordance with the provisions of the Organic Law on Data Protection (LOPD) 15/1999, we inform you that the personal data collected in this document will be included in a file under the responsibility of Miami Ad School Madrid, with the purpose of fulfilling the commitments between the parties. You can exercise your rights of rectification, cancellation, access and opposition in Miami Ad School.

Signature of Applicant

Date

Authorized School Signature

Date