

# PORTFOLIO PROGRAM CONTRACT

## 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 and three samples of creative work. In case you don't have any work to be shown yet, ask us and we will offer you two creative exercises for you to demonstrate your creative skills.
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, we will send you our bank details to complete the application by transferring the 300€ registration fee. This is a one-time fee. This amount does not apply towards your tuition and is not refundable.

## PERSONAL INFORMATION:

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Name \_\_\_\_\_ Address \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ ZIP or Postal Code \_\_\_\_\_

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Code / Phone Number \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ ID Number \_\_\_\_\_ Email \_\_\_\_\_

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

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

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

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

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP or Postal Code \_\_\_\_\_

## ENROLLMENT OPTIONS:

Which program would you like to enroll in?  Art Direction  Copywriting  Design & Technology

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

I would like to start in...  Winter 20\_\_  Spring 20\_\_  Summer 20\_\_  Fall 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

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### Tuition and Costs:

Tuition for each quarter is €2.600. Tuition is based on the quarter system and is due one month prior to class start. Each quarter is 11 weeks in length, followed by a break; the break varies from one to three weeks, depending on the time of year. To graduate students must complete 1920 clock hours/96 credit hours. It takes eight quarters (24 months) for completion of the Art Direction or Copywriting programs.

Total cost for all eight quarters is €20.800. Students take 4 lecture classes each week, with an additional 12 hours each week in lab time. Each lecture critique class is 2 to 3 hours long, with typically 3 additional hours outside of class each week. Total class time each week is 24 hours. Students must have a laptop. Contact your admissions counselor in case you have any doubts.

### 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. Cancellation after the third business day, but before the first class, will result in a refund of all tuition but not the €300 registration fee.
2. 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.
3. 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.
4. 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. Nonpayment 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.

### Graduation:

Prior to graduation, students must pass a "portfolio review" from a panel of professionals, certifying the student's portfolio is at an acceptable professional standard. A Diploma is awarded after successfully passing the final portfolio review. Failure to pass may require additional training.

### 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.

### Internship Period:

The current program can be extended for a period of 3/6 months where the student will be able to apply their skills through an internship with national and international agencies. The company assigned will give a report on the student which will be valued for the students graduation.

### 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 tuitions or fees.

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Signature of Applicant

Date

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Authorized School Signature

Date