

# MIAMI AD SCHOOL MINNEAPOLIS ART DIRECTION CONTRACT

## Application and Enrollment Procedures: (Please type or print clearly.)

1. Submit this enrollment form, assignment, work samples, essays, 2 letters of recommendation, 2 forms of ID, diploma/transcripts from the last school you attended, video and a registration fee of \$100. (The fee covers administrative expenses incurred in processing new students. This is a one-time fee. This amount does not apply toward your tuition, and is refunded if the applicant is not accepted to the school.) International students have additional requirements; please see checklist.
2. Once you have submitted your completed application, you will be notified regarding your acceptance within 3 weeks.
3. Your enrollment contract is not binding until it has been accepted in writing by our admissions office.

## Personal Information:

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

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Zip or postal code \_\_\_\_\_

Area code/phone \_\_\_\_\_ Age \_\_\_\_\_ Date of birth (MM/DD/YYYY) \_\_\_\_\_ SS# \_\_\_\_\_ Email address \_\_\_\_\_

High school from which you graduated: (Diploma or equivalent required.) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip or postal code \_\_\_\_\_

Schools attended beyond high school level and dates attended: \_\_\_\_\_

Name of school \_\_\_\_\_ Dates attended (MM/DD/YYYY) \_\_\_\_\_ Major and degree \_\_\_\_\_

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Person to contact in case of an emergency \_\_\_\_\_ Area code/phone \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip or postal code \_\_\_\_\_

## References: Please list the names and relationships of two references other than family:

Name \_\_\_\_\_ Area code/phone \_\_\_\_\_ Relationship \_\_\_\_\_

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**Are you a United States citizen?**  Yes  No **If not, what is your nationality?** \_\_\_\_\_

**Are you a Resident Alien?**  Yes  No

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

**My health is:**  Excellent  Good  Fair  Poor

Please explain any physical handicaps or chronic health conditions. \_\_\_\_\_

**I heard about Miami Ad School from:** \_\_\_\_\_

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## **Tuition and Costs:**

Tuition for each quarter is \$4,350. Tuition is based on the quarter system. Each quarter is 10 weeks in length, followed by a break. To graduate students must complete 1920 clock hours/96 credit hours. It takes eight quarters (24 months) for completion of the Art Direction program. Total tuition cost for all eight quarters is \$34,800. Students take 4 lecture/critique/demonstration classes each week. Each lecture critique class is 3 hours long. All students must have an Apple Macintosh Airport-equipped notebook computer with CD-R or DVD-R (approximately \$1,000-3,000). Also required is a standard complement of computer software including but not limited to the newest Adobe CS Master Collection, iWork and iLife (approximately \$730+), a digital SLR camera with adjustable settings and HD video (approximately \$900-\$2000). Additional anticipated supplies cost \$150-300 per quarter. For information on Apple computers and student loan programs, visit our custom Apple store at: [http://store.apple.com/us\\_edu\\_69269](http://store.apple.com/us_edu_69269) Students who do not already own these materials will be required to purchase them as a condition of admission.

## **Buyer's Right to Cancel:**

Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges shall be refunded. Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the contract, then a complete refund is given regardless of whether the program has started. If a student gives written notice of cancellation after five business days of the execution of the contract but before the start of the program then all tuition, fees and other charges, except \$50.00 shall be refunded to the student. If a student gives written notice of cancellation after the start of instruction but before completion of 75% of the quarter, then the student is assessed a pro rata portion of tuition, fees and all other charges plus \$100.00. Any notice of cancellation shall be acknowledged in writing within 10 days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice. This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50% of the course. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmark date of the letter of acceptance.

## **Withdrawal:**

A withdrawal form can be obtained from the registrar's office. Withdrawal interviews with the appropriate department head and financial aid officer are both necessary, as well as signatures from the registrar, the president of the school and the student.

### 1. Buyer's Right to Cancel:

Each student will be notified of acceptance/rejection in writing. If a student is rejected, all tuition, fees, and other charges shall be refunded. Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the contract (for schools using written contracts) or day on which the student is accepted (for schools not using written contracts), then a complete refund is given regardless of whether the program has started.

### 2. If a student gives written notice of cancellation after five business days of the execution of the contract (for schools using written contracts) or day on which the student is accepted (for schools not using written contracts), but before the start of the program, then all tuition, fees and other charges, except 15% of the total cost of the program (15% not to exceed \$50.00) shall be refunded to the student.

### 3. Return of Title IV Funds:

Is calculated on the Financial Aid recipients before our Accrediting Agencies Refund policy is used. The Higher Education Amendment

of 1998, Public Law 105-244 (the Amendments of 1998) changed substantially the way funds paid toward a student's education are to be handled when a recipient of SFA Program funds withdraws from school. The new requirements do not prescribe the use of any refund policy. Instead, a statutory schedule is used to determine the amount of SFA Program funds a student has earned when he or she ceases attendance based on the period the student was in attendance. As a result, the order of unearned funds no longer includes funds from sources other than SFA programs. Up through the 60% Point in each payment period of enrollment, a pro rata schedule is used to determine how much SFA program funds the students have earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA Program funds.

### 4. Refund for withdrawal after class commences: If a student gives written notice of cancellation after the start of instruction but before completion of 75% of the period of instruction, then the student is assessed a pro rata portion of tuition, fees, and all other charges plus 25% of the total program cost (25% not to exceed \$100). Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 days of receipt of such notice. If the student fails to give written notice, and has missed 14 days of class, the student will automatically be withdrawn from school following the same policy outlined above for students who gave written notice. This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50% of the course. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmark date of the letter of acceptance.

## **Financial Assistance:**

Students can apply for 6 types of financial aid: government loans, government grants, MHESO S.E.L.F. loan (Minnesota state loan), private loans, scholarships and a payment plan. For more information please contact the Director of Financial Aid.

## **Payment Plan:**

Students may be permitted to pay their quarterly tuition in installments. Please contact the business office for more information.

## **Copyrights:**

Any work a student produces while at school is the property of Miami Ad School. The written permission of Miami Ad School 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.

## **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 at the student's expense.

## **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.

# MIAMI AD SCHOOL MINNEAPOLIS ART DIRECTION CONTRACT

## MIAMI AD SCHOOL MINNEAPOLIS NOTICE OF CANCELLATION

### Application Deadlines:

Spring quarter registration deadline: 13 January 2012

Spring quarter starts 2 April 2012

Summer quarter registration deadline: 13 April 2012

Summer quarter starts 2 July 2012

Fall quarter registration deadline: 13 July 2012

Fall quarter starts 1 October 2012

Winter quarter registration deadline: 12 October 2012

Winter quarter starts 7 January 2013

### 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.

\_\_\_\_\_  
Type of Goods or Services Purchased

\_\_\_\_\_  
Date of Transaction

If you do not want the goods or services described above, you may cancel your purchase by mailing or delivering a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to:

MIAMI AD SCHOOL MINNEAPOLIS  
25 North 4th Street, Suite 201  
Minneapolis, MN 55401

Not later than midnight of the fifth business day following the post-marked date of the school's letter of acceptance. If you cancel any payments made by you under the contract or sale will be returned within 30 business days following the postmarked date of the Notice of Cancellation. Any property traded in and any instrument executed by you will be returned within ten business days following receipt by the seller of your cancellation notice and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received any goods delivered to you under this contract or sale; or you may if you wish, comply with the written instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If the seller does not pick up the goods within 20 days of the date of our Notice of Cancellation, you may retain or dispose of them without any further obligation.

I HEREBY CANCEL THIS TRANSACTION.

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

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Authorized School Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Buyer's Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

### Please Note:

The above is provided as a sample to reconcile the conflict which exists between Minnesota Statutes Chapter 325 and Minnesota Statutes Chapter 141. This reconciliation pertains only to that provision of Chapter 325 which requires specific language under the heading "Notice of Cancellation." Any other references to the "third business day" required by Chapter 325 would also be reconciled by changing this to the "fifth business day."