

# MIAMI AD SCHOOL MIAMI COPYWRITING CONTRACT

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

1. Submit this enrollment form, assignment, work samples, essays, video, 2 letters of recommendation, 2 forms of ID, diploma/transcripts from the last school you attended 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 \_\_\_\_\_ Major and degree \_\_\_\_\_

Name of school \_\_\_\_\_ Dates attended \_\_\_\_\_ Major and degree \_\_\_\_\_

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 \_\_\_\_\_

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

**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 Copywriting 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.

## 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 school does not accept the application 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 and \$50.00 of the \$100.00 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 based on the policies and procedures in the schools catalog and student handbook. Tuition will be refunded according to the refunds policy outline below.
  - b. Students wishing to withdraw shall notify Miami Ad School in writing prior to leaving, either by delivering notice by certified U.S. Mail, in person, or by other delivery system. To the director of the school, 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 wishing to withdraw shall notify Miami Ad School in writing prior to leaving, either by delivering notice by certified U.S. Mail, in person, or by other delivery system. To the director of the school, 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.

## Return of Title IV Funds Policy

Effective October 7, 2000 the law specifies how the school must determine the amount of SFA program assistance that a student earns if he/she withdraws. The school will calculate the amount of Title IV aid that a student has earned based on a payment period. The new law required that, when a student withdraws during a payment period, the amount of SFA program assistance that he/she has earned up to that point is determined by a specific formula. If the student has received (or the school received it on his/her behalf) less assistance than the amount earned for the payment period, he or she will be able to receive those additional funds. If a student has received more assistance than he/she has earned, the excess funds must be returned. The amount of assistance that a student has earned is determined on a pro-rata basis. That is 30 percent of the payment period. That is, if 30 percent of the payment period has been completed, the student earned 30 percent of the assistance that he/she was originally scheduled to receive for the payment period. Once a student has completed more than 60 percent of the payment period he/she will have earned all of the SFA assistance.

If a student receives excess funds that must be returned, the school must return a portion of the excess equal to the lesser of:

- The institutional charges (which are prorated for the payment period) multiplied by the unearned percentage of the funds; or
- The entire amount of the excess funds.

If the school is not required to return the excess funds, the student must return the remaining amount, even if all the funds were applied to his/her account. Any loans funds that the student must repay in accordance with the terms of the promissory note. That is the student makes scheduled payments to the holder of the loan over a period of time.

- Any amount of unearned grant funds that you must return is called an over payment. The amount of a grant overpayment that you must repay is half of the unearned amount. You must make arrangements with the school or

the Department of Education to return the unearned grant funds.

- The requirements for FSA program funds when you withdraw are separate from any refunds policy that the school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The school may also charge you for any FSA program funds that the school was required to return.

If you have any questions about the FSA program funds, you can call the Federal Student Aid Information Center at 1-800-4 FEDAID.

## Financial Assistance:

Students can apply for 5 types of financial aid: governments loans, government grants, private loans, scholarships and 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" to certify 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.

## 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.

Signature of Applicant

Date (MM/DD/YYYY)

Authorized School Signature

Date (MM/DD/YYYY)