

MIAMI AD SCHOOL SAN FRANCISCO COPYWRITING 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 \$75. (The fee covers administrative expenses incurred in processing new students. This is a one-time fee. This amount does not apply toward your tuition.)
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 _____

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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 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 Students who do not already own these materials will be required to purchase them as a condition of admission. Student is obligated to pay \$4,350.00 for any quarter, in which 60% or more was completed. *You are responsible for this amount. If you get a student loan, you are responsible for repaying the loan amount plus any interest.*

Refund Policy:

The student has right to a full refund of all charges less the amount of \$75.00 for the registration fee, if he/she cancels this agreement prior to or on the first day of instruction. The amount retained for registration fee may not exceed one hundred dollars (\$75.00).

Buyer's Right to Cancel:

The student has a right to cancel this enrollment agreement and obtain a refund. You may cancel this enrollment agreement and receive a refund by providing a written notice to Business Office, Miami Ad School, 955 Alton Road: Miami Beach, FL 33139.

Withdrawal:

A withdrawal form can be obtained from the Director'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.

Student's Right to Cancel:

You may cancel your contract for school, without any penalty or obligations on the fifth business day following your first class session as described in the "Notice of Cancellation Form" that will be given to at your first class. After the end of the cancellation period, you also have the right to stop school at any time, and you have a right to receive a refund for the part of the course not taken. In addition the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only 44 hours on a 240 hour quarter and paid \$4,350.00 tuition, the student would receive a refund of \$3,552.50.

Students are not financially obligated beyond the current term of enrollment. The termination date for refund computation purposes is the last date collected for sending to a third party on the student's behalf, such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

Notice:

Any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

\$4,350.00	X	196 Clock Hours of Instruction	=	\$3,552.50 Refund Amount
Amount Paid for Instruction		Paid, but Not Received		
		240 Clock Hours of Instruction		
		for Which the Student Has Paid		

Financial Assistance:

Students can apply for 3 types of financial aid: private loans, scholarships and a pay

Payment Plan:

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

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 San Francisco strongly recommends that students have property insurance to cover any losses to their property.

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.

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.

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 Ad School San Francisco. I have read both sides of this form and understand the contents. I have retained a copy for my records. I have received the catalog of courses. This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy including examples of how it applies and: (b) a catalog including a description of the course or educational service, including all material facts concerning the school and the program or course of instruction, which are likely to affect your decisions to enroll. Immediately upon signing this agreement, you will be given a copy of it to retain.

A total of 1920 Clock hours (240 Clock Hours per quarter X 8 quarters) are required to complete the course or educational service.

Start Date

Scheduled Completion Date

Buyer's Right to Cancel:

The student has a right to cancel this enrollment agreement and obtain a refund. You may cancel this enrollment agreement and receive a refund by providing a written notice to Registrar, Miami Ad School, 955 Alton Road: Miami Beach, FL 33139.

Signature of Applicant

Date (MM/DD/YYYY)

Authorized School Signature

Date (MM/DD/YYYY)

If you have scheduled an interview, please list the date and time.

MIAMI AD SCHOOL SAN FRANCISCO CERTIFIES THAT THE INSTITUTION HAS MET ALL DISCLOSURE REQUIREMENTS OF THE STATE OF CALIFORNIA. ANY QUESTIONS OR PROBLEMS CONCERNING THIS SCHOOL WHICH HAVE NOT BEEN SATISFACTORILY ANSWERED OR RESOLVED BY THE SCHOOL SHOULD BE DIRECTED TO THE COUNCIL FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION, 1027 TENTH STREET, FOURTH FLOOR, SACRAMENTO, CA 95814, (916) 445-3427