

MIAMI AD SCHOOL MIAMI BOOT CAMP FOR COMMUNICATION PLANNERS CONTRACT

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

1. Submit this enrollment contract, a letter of recommendation, documentation of a college degree, the assignment and video, two forms of identification and registration fee of \$100. (This fee covers administrative expenses incurred in processing new students. This is a one-time only fee. This amount does not apply towards your tuition, and is refunded if applicant is not accepted).
2. Once you have completed the application requirements listed above, you will be notified by mail regarding your acceptance.
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 _____

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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: April 2012 I would like to start at a later date: _____

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 the program is \$5,500.00. Students take 5 lecture/critique/demonstration classes each week. Each lecture/critique class is 3 hours long. Total class time each week is 15 hours. Anticipated supplies cost is \$350. Tuition is subject to change with one full term's notice.

Refund Policy:

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. Cancellation attendance has begun, but prior to 60% completion of the program will result in a pro-rata refund computed on the number of hours completed versus program hours.
4. Cancellation after 60% of the program is completed will result in no refund.
5. The termination date for refund computation purposes is the last day of actual attendance by the student.
6. Refunds will be made within 30 days following determination of termination and receipt of a cancellation notice.

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.

Financial Assistance:

Students can apply for 3 types of financial aid: government loans, private loans and payment plan. For more information please contact the director of financial aid.

Payment Plan:

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

1st Payment Payment due on March 1st \$1836.00	2nd Payment Payment due on April 1st \$1832.00	3rd Payment Payment due on May 1st \$1832.00
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Copyrights:

Any work a student produces while at school is the property of the Miami Ad School Miami. The written permission of the Miami Ad School Miami 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, classmates or property will be terminated from the school. Nonpayment of costs, and insufficient progress are also grounds for termination.

Insurance:

You are responsible for your own belongings. Miami Ad School strongly recommends that you have properly insurance to cover any losses to your personal property.

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 "review" from a panel of professionals, certifying the student is at an acceptable professional standard. A diploma is awarded after successfully passing the final review. Failure to pass may require additional training.

Class Schedules:

Schedules will vary from term to term, depending upon faculty workload in their professional positions. Students can expect to take classes in the evening, afternoon or morning.

Application Deadlines:

Registration Deadline: *Friday, 13 January 2012*
 Bootcamp Starts: *Monday, 2 April 2012*

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)