MFC
Milan Fashion Campus

Application Document
2025

SUMMER COURSE

Milan Fashion Campus
Via Giuseppe Broggi, 7- 20129 Milano
Ph. + 39 02.26822730 / Fax. 02.700445714
E-Mail: info@milanfashioncampus.eu

Introduction to Milan Fashion Campus

The objective of courses at Milan Fashion Campus is to offer short, rich, and intensive student training in the professional world of fashion. From beginner-level students to advanced-level students, our campus is focused on **one-on-one training** service following each student's characteristics, skills, and goals. Students will develop specific skills depending on the course chosen. At the end of the period of some courses that provide portfolio learning, students will prepare materials for their portfolios. Also, students will receive the Certificate of Study issued by the private school of Milan Fashion Campus after the completion of the course.

How is the Total Course Fee calculated?

Total Course Fee = Enrollment Fee* + Course Fee** + Tax VAT 22 %

* Enrollment fee: **€ 150**
**There is a VISA support letter fee already included in the course fee <u>when applicable</u>.
Please read more about visa, refund, and cancellation policy on pages 8 & 9.

Course Schedules

- Course may **start on any Monday** except for Italian holidays (See School Calendar on page 10)
- Courses are scheduled 4 days a week from Monday to Thursday.
- Morning: 9:30 am – 12:30 pm - Afternoon: 1:45 pm – 4:45 pm

Full-Time: 6 hours a day, morning and afternoon
Part-Time: 3 hours a day, morning or afternoon

❗ To receive the final certificate, there must be no more than 15% absences and only medical certifications are accepted as a valid justification for absences.

Course Combination

It's possible to choose more than one course and **compose your own program**.
1. Choose the courses that you would like to learn.
2. Choose the course durations.
3. Calculate the total durations and evaluate the date possibility using our School Calendar (page 10), keeping in mind not to overlap the school's summer or winter closure.
4. Tick the box of all the chosen courses & their durations in one application Form.
5. Choose a Monday to start the course.
6. Fill up the rest of the application form.

<u>A set of multiple courses (course combination) will be counted as a unique program (one singular course).</u> Once the total payment is made, there will only be one invoice released. Therefore, the refund and cancellation policy will also follow this approach. You can read more about these policies on page 9.

It is also possible to extend or add courses while doing one course, which desire can be communicated directly to the teachers during the course.

Any particular request related to course composition or durations can be asked on the Special Request section on page 7.

Application Procedure:

STEP 1 <u>**Send the application form with the required documents**</u>

Send the following documents via email **to info@milanfashioncampus.eu :**

- Completed **application form with signature** (only submit page 3, page of the fashion course(s) you have selected (4,5, and/or 6), page 7, page 9 signed)
- **Photocopy of Passport** (the page with picture)
- Resume with information about your past studies and work experiences (if there is)
- Photocopy of School Certificates (if there is)
- Letter of Consent from parents/guardians (only for minors/under 18 years old. Read more on the last page)

NOTE: There is no minimum requirement to join the course. The recommended level of English required to follow the classes is IELTS 5.5 but no certificate is required to join. This is only for a reference.

STEP 2 <u>**Eligibility Confirmation**</u>

After we have received the application and have confirmed your eligibility and the chosen date availability, we will send you the information necessary for course fee payment.

STEP 3 <u>**Payment and Confirmation**</u>

FOR COURSES THAT LAST 1 MONTH (4 weeks) OR LESS
- Enrolment Fee + 100% Course Fee: must be paid 10 days after the application date*

FOR COURSES THAT LAST MORE THAN 1 MONTH (4 weeks)
- Enrolment Fee + 30% of Course Fee: must be paid 10 days after the application date*
- 70% Course Fee: must be paid 30 days before the course starting date*

* If the starting date of the class is within 30 days after the application date, both the enrolment fee and course fee must be paid right away (within 1-2 working days) after the application and availability is confirmed by the school. In any case, <u>all the payments</u> should be <u>completed before the first day or the course can not be started</u>. If the payment deadline is not followed or communicated on time, the application can no longer be maintained and the spot booked is no longer guaranteed.

<u>Please read page 8</u> to find out what the fee includes and other information regarding payment.

After your payment procedure please send us an email to confirm your transaction with a photocopy of the bank transaction.

After we have confirmed your transaction, we will send you a confirmation email with :
- Official course participation letter (only by request)
- Invoice of completed bank transfer
- Information on materials needed for the course
- Information about Milan

STEP 4 <u>**Prepare your stay in Milan!**</u>

Dorm/accommodation is not provided by the school. To plan your accommodation, check the following web page for accommodation information close to our school: [ACCOMMODATION](#)

APPLICATION FORM

Please fill out all fields in capital letters.

Personal Details

Family name:	First Name:
Date of birth (D/M/Y):	Place of birth:
Nationality:	Sex: ☐ M ☐ F ☐ Other

Codice Fiscale *only if you are Italian
Partita IVA*only if you are Italian
Email:
Website:

1st Address

Street:	City:
Postcode:	Country:
Phone number:	Cell Phone number:

2nd Address

Street:	City:
Postcode:	Country:
Phone number:	Cell Phone number:

Education

Name of school:	From/ to:
City, Country:	Majored:

Work

Company:	From/ to:
City, Country:	Work position:

Skills

Languages:	Design: ☐ Beginner ☐ Intermediate ☐ Advanced
Photoshop: ☐ Beginner ☐ Intermediate ☐ Advanced	Illustrator: ☐ Beginner ☐ Intermediate ☐ Advanced

COURSE GENERAL OUTCOME

Learn the skills, live the experience Do you love Italian fashion, style, and culture? Are you a fashion victim? A fashion enthusiast? Or do you just like to dress well? A unique fashion experience in the world's fashion capital!		

1-2 Weeks	- Intensive very short-term course introducing you to the world of fashion. - Understanding the basics of how Adobe Photoshop works	Available in all courses
3-4 Weeks	- Intensive short-term course introducing you to the world of fashion, deeper exercise & work feedback - Intermediate skills developed in Adobe Photoshop	Available in all courses

PLEASE LEAVE A TICK ✓ or CROSS X
ON THE COURSE(S) YOU WOULD LIKE TO ENROLL TO

Total Course Price is the **amount that you will pay, which includes the enrollment fee and tax.**

NEW FASHION PORTFOLIO BUILDING COURSE
FOR FUTURE FASHION STUDENTS

Program Composition	Session Type	Duration	Total Course Price (enrolment fee + tax included)
One of the Fashion Design Courses *please specify your choice on page 9*	Full time	3 Weeks (72h)	☐ € 4.200
Portfolio		1 Week (24h)	

FASHION STYLING COURSES

Course name	Session Type	Duration	Total Course Price (enrolment fee + tax included)
Personal Women Fashion Styling Best seller	Full time	1 Week (24h)	☐ € 2.990
	Full time	2 Weeks (48h) 3 Weeks (72h)	☐ € 3.240 ☐ € 3.480
	Part-time	3 Weeks (36h)	☐ € 3.110
Combo Women & Men Fashion Styling 2 Days Women+ 2 Days Men	Full time	1 Week (24h) Perfect for cutting down on hotel costs	☐ € 2.990
Men Image Fashion Styling	Full time	1 Week (24h)	☐ € 2.990

FASHION TRENDS COURSE

Trend Forecasting	Full time	2 Weeks (48h) 3 Weeks (72h)	☐ € 3.240 ☐ € 3.480

COMPUTER PROGRAMS COURSES

Adobe Photoshop and Illustrator	Full time	3 Weeks (72h)	☐ € 3.240
	Part-time	3 Weeks (36h)	☐ € 2.870

NEW INTENSIVE WORKSHOPS

Course name	Duration	Total Course Price (enrolment fee + tax included)
AI Fashion Workshop Fashion Design Using Artificial Intelligence	1 week (Full time)	☐ € 3.10

FASHION DESIGN COURSES

Course name	Session Type	Duration	Total Course Price (enrolment fee + tax included)
Womenswear Design *Including Photoshop lessons*	Full time	2 Weeks (48h) 4 Weeks (96h)	☐ € 3.233 ☐ € 3.477
	Part-time	4 Weeks (48h)	☐ € 3.111
Menswear Design ☐ Classic ☐ Streetwear (choose one) *Including Photoshop lessons*	Full time	2 Weeks (48h) 4 Weeks (96h)	☐ € 3.233 ☐ € 3.477
	Part-time	4 Weeks (48h)	☐ € 3.111
Lingerie & Swimwear Design *Including Photoshop lessons*	Full time	2 Weeks (48h) 4 Weeks (96h)	☐ € 3.233 ☐ € 3.477
	Part-time	4 Weeks (48h)	☐ € 3.111
Bridal Design *Including Photoshop lessons*	Full time	2 Weeks (48h) 4 Weeks (96h)	☐ € 3.233 ☐ € 3.477
	Part-time	4 Weeks (48h)	☐ € 3.111
Accessories Design *Including Photoshop lessons*	Full time	2 Weeks (48h) 4 Weeks (96h)	☐ € 3.233 ☐ € 3.477
	Part-time	4 Weeks (48h)	☐ € 3.111
Collection Design *Including Photoshop lessons*	Full time	2 Weeks (48h) 4 Weeks (96h)	☐ € 3.233 ☐ € 3.477
Freehand Fashion Drawing	Full time	2 Weeks (48h)	☐ € 2.867
	Part-time	4 Weeks (48h)	☐ € 2.867
Fashion Illustration	Full time	3 Weeks (72h)	☐ € 3.111
	Part-time	2 Weeks (24h)	☐ € 2.989

Please fill out the following information:

Surname:_____Name:_____

Name of Course:_____

Course Dates and Session Type:

Starting date:_____ Last day of school:_____

☐ Full-Time

Part-Time: ☐ Morning **or** ☐ Afternoon (please tick only one if applicable)

*Courses duration may be modified or elongated upon request, please write in the *"Special Requests for the Course"* bank below*

If you come through an agent, please write here the name of the agent or Agency:

_____

 What is your desired final outcome from this course?

_____

_____

_____

Please write if there are any particular skills you would like to learn from this course:

_____

Special Request for the course:

_____

VISA – Student Visa and Stay Permit in Italy

For Non-EU students who plan to stay in Italy for **less than 3 months**, usually it is possible to come with a Tourist Visa.

Non-EU students who plan to stay in Italy for **more than 3 months**, will first need to ask for a Student Visa in their home country, then apply for:
- codice fiscale (fiscal code), sometimes can also be asked in the embassy. Please double-check when applying for your visa. Otherwise, it can be requested after your arrival in Italy.
- a stay permit (Permesso di Soggiorno) within 8 days from arrival date in Italy.

The VISA Support Letter is only released by request. If you need this letter, please inform us when sending the application form and **documents will be sent only after the school receives the first payment of courses.**

VISA SUPPORT LETTER FEE
The € 500 fee is already included in the course fee. This reflects the school's administrative effort and commitment to managing visa-related documentation responsibly and ensuring compliance with government regulations. In case of course cancellation, this fee is not refundable, therefore the same amount will be deducted from your course fee refund. The deduction safeguards the school against potential legal challenges, ensuring a fair and transparent policy for all applicants.

Each country has different visa requirements and conditions.
Contact the Italian Consulate or Embassy in your country for further information.
Useful link to learn more about VISA

Payment

FOR COURSES THAT LAST 1 MONTH (4 weeks) OR LESS
- Enrolment Fee + 100% Course Fee: must be paid 10 days after the application date*

FOR COURSES THAT LAST MORE THAN 1 MONTH (4 weeks)
- Enrolment Fee + 30% of Course Fee: must be paid 10 days after the application date*
- 70% Course Fee: must be paid 30 days before the course starting date*

* If the starting date of the class is within 30 days after the application date, both the enrolment fee and course fee must be paid right away (within 1-2 working days) after the application and availability are confirmed by the school.
After your payment procedure please send us an email to confirm your transaction with a photocopy of the bank transaction.

IMPORTANT DETAILS:
- All fees still have to include 22% of VAT unless stated otherwise.
- The costs do not include flight fares, transportation, personal expenses, course materials, and meals, not including Bank Commission.
- Before making any payment wait for confirmation from Milan Fashion Campus.
- Payment is to be made through bank transfer.
- We do not receive payments with checks.
- To pay with credit cards, please ask us first through email. We can also receive payments through Stripe. With this method, there will be an additional 4% of the fee to be calculated for credit card commission.

Refund Policies

For the **enrollment fee**, no refund will be issued.

In the event of a **Visa Support Letter Fee** release, there will be a € 500 deduction from the course fee refund as explained on the previous page.

For course fees, course cancellations made:

- **30 days or more before** the starting course date - **100% refund.**
- **15-29 days before** starting course date - **50% refund.**
- **14 days or less before** starting course date & ongoing courses - **no refunds will be issued.**

Please Note: The percentage of the course refunds does not include the bank transaction fee -administrative work, and Invoice Cancellation fee.

Cancellation Policies

- The cancellation of the course must be notified via registered email.
- The cancellation date is counted from the day the cancellation email is sent.
- Cancellations for health reasons are only accepted with official medical declarations.
- There is no refund in cases of force majeure and a declared pandemic situation.
- No refunds for individual courses within a package/combination of two or more courses once any course has started, as the package is considered one single course. Refund policy timing follows the general refund policy above.
- **Milan Fashion Campus reserves the right to cancel courses, within a month of the scheduled commencement date. Enrolled students will be informed by written communication and all fees already paid will be reimbursed, without any further costs.**

Important: If you have **health problems we should be aware of**, please report it here below:

_____

For acknowledgement and acceptance:

☐ I have consulted the regulations of Milan Fashion Campus indicated above and the website www.milanfashioncampus.eu and accept that my private information is only used for the application acceptance process. *

☐ I agree to respect the course schedule and hours as stated on Page 1. I also agree that to receive my final certificate, I must not exceed 15% of absences and only medical certifications of absences are taken as regular justification.*

☐ The student agrees to the use of video registration or photographic image divulgation of the classroom, which may include the student during his/her stay. *

☐ I have read and agreed to all the policies, terms, and conditions written in this application form.*

*obligatory

Full name: _____

Signature: _____ **Date:** _____

If the student's age is younger than 18, a parent/guardian signature is needed: **(please read the warning on the last page)**

Sign & name of parent/guardian _____

2025

Academic Calendar

January
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Febuary
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
24	25	26	27	28		

March
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
24	25	26	27	28	29	30
31						

April
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

abc Public Holiday

abc School's close

abc Weekends, no classes

abc First day of school opening

abc Summer Course

Jan 1: New Year's Day
Jan 6: Epiphany
Apr 20: Easter Sunday
Apr 21: Easter Monday
Apr 25: Liberation Day

May 1: Labour Day
May 12: Mother's Day
Jun 2: Republic Day
Aug 15: Assumption
Nov 1: All Saints' Day

Dec 8: Immaculate Conception
Dec 25: Christmas Day
Dec 26: St Stephen's Day

If the **dates** that you are interested in are **highlighted in yellow**, please use the **Summer Course Application Form.**

After filling out the application form, please send *only*:

(email linked below)

- page 3
- page of the fashion course you have selected (4,5, *or* 6)
- page 7
- page 9 signed

After sending them to us,
Please **wait for the confirmation mail before making the course fee payment.**

WARNING for underage students (under 18):

Please note that even though we accept minor students, it might be difficult to find accommodation as the minimum legal age to rent is 18 years old.

We suggest that minor students are **accompanied by adults/parents during their stay in Italy**.

A letter of consent from parents/guardians specifying that MFC does not take any responsibility outside school hours must be attached to the application form.

For any further questions please contact us
Mail: info@milanfashioncampus.eu
Ph. number: (+39) 02 26822730

Milan Fashion Campus

Via Giuseppe Broggi 7,
20129 Milano
Italia