Application Document
2024-2025

REGULAR 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 11 & 12.

Course Schedules

- Course may **start on any Monday** except for Italian holidays (See School Calendar on pages 13 & 14)
- 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.
❗ For courses equal to or longer than 3 months, attendance is only required for obligatory scheduled sessions. To receive the final certificate, students must complete and have at least 85% of the exercises reviewed. Students can study at the school during regular hours and receive assistance from teachers or tutors by appointment.

Course Combination

It's possible to choose multiple courses 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 (pages 13 & 14), 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 12.

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 10.

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 (4,5,6,7, 8, or 9), page 10, page 12 signed)
- **Photocopy of Passport** (the page with picture)
- Resume with information about your past studies and work experiences
- Photocopy of School Certificates (if there is any)
- 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 11</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
2-4 Months	- Understanding the world of fashion creating your taste - Intermediate to advanced skills developed in Adobe Photoshop and also Adobe Illustrator - Introduction to the professional world of fashion, visits to fashion exhibitions, and experience Milan Fashion Week when in season - Creation of a brief portfolio	Available for the following courses: Womenswear Design, Menswear Design, Lingerie/Swimwear Design, Wedding/Bridal Design, Accessories Design, Master Courses, Fashion Foundation Course
6 Months	- Thoroughly understanding the world of fashion with a developed sense of taste - Advanced skills developed in Adobe Photoshop and Adobe Illustrator - Understanding the professional world of fashion, visits to fashion exhibitions and experiencing Milan Fashion Week - Creation of a complete portfolio	***Personalized Course Plan*** (One on one Course, Planning Service with teacher to sui*g*t you)

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

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

NEW INTENSIVE WORKSHOPS

Course name	Duration	Total Course Price (enrolment fee + tax included)
AI Fashion Workshop Fashion Design Using Artificial Intelligence	4 days (24h)	☐ € 1.830 (enrollment fee: 50€)
Start & Launch Your Fashion	3 days (18h)	☐ € 2.550

Brand		

FASHION MASTER COURSE

Program composition	Duration	Total Course Price (enrolment fee + tax included)
Women Fashion Styling	3 weeks	
Fashion Shooting *Including photo studio, photographer, make-up artist, and model	1 week	**Fashion Master Course** Total Duration **4 Months** Select Here ☐ **€ 14.274** Most complete professional Top Course
Trend Forecasting	2 weeks	
Womenswear Design	4 weeks	
Collection Design	4 weeks	
Portfolio	2 weeks	

OTHER MASTER COURSES

Program composition	Duration	Total Course Price (enrolment fee + tax included)
NEW Fashion Design Short Master		
Trend Forecasting	2 Weeks	
Womenswear Design	4 Weeks	Total Duration **3 Months** Select Here ☐ **€ 11.224**
Collection Design	4 Weeks	
Portfolio	2 Weeks	
NEW Fashion Styling Short Master		
Trend Forecasting	2 Weeks	
Women Fashion Styling	3 Weeks	Total Duration **2 Months** Select Here ☐ **€ 7.564**
Media Fashion Styling + Shooting	1 Week	
Portfolio	2 Weeks	

PREPARATORY FASHION PROGRAM

FASHION FOUNDATION COURSE

Preparatory courses were created for students who needed to gain prior knowledge or experience in the field. The aim is to let the participants understand the fashion styling and design lessons right from the beginning with theoretical parts and workshops. It's the perfect way for students worldwide to improve their fashion skills and start their adventure into the fashion world.

Program composition *only for beginner*	Duration	Total Course Price (enrolment fee + tax included)
Trend Forecasting	2 Weeks	Total Duration 3 Months
Womenswear Design	4 Weeks	Select Here ▢
Collection Design	4 Weeks	€ 11.224
Portfolio	2 Weeks	

FASHION DESIGN COURSES

Course name	Full / Part-time	Duration	Total Course Price (enrolment fee + tax included)
Womenswear Design Including Photoshop lessons	Full time	2 Weeks (48h) 4 Weeks (96h)	☐ € 3.172 ☐ € 3.416
	Full time	2 Months (192h)	☐ € 5.124
	Full time	3 Months (288h)	☐ € 7.564
	Part-time	4 Weeks (48h)	☐ € 3.050
Menswear Design ☐ Classic ☐ Streetwear (choose one) Including Photoshop lessons	Full time	2 Weeks (48h) 4 Weeks (96h)	☐ € 3.172 ☐ € 3.416
	Full time	2 Months (192h)	☐ € 5.124
	Full time	3 Months (288h)	☐ € 7.564
	Part-time	4 Weeks (48h)	☐ € 3.050
Lingerie & Swimwear Design Including Photoshop lessons	Full time	2 Weeks (48h) 4 Weeks (96h)	☐ € 3.172 ☐ € 3.416
	Full time	2 Months (192h)	☐ € 5.124
	Full time	3 Months (288h)	☐ € 7.564
	Part-time	4 Weeks (48h)	☐ € 3.050

Course name	Full / Part-time	Duration	Total Course Price (enrolment fee + tax included)
Bridal Design *Including Photoshop lessons*	Full time	2 Weeks (48h) 4 Weeks (96h)	☐ € 3.172 ☐ € 3.416
	Full time	2 Months (192h)	☐ € 5.124
	Full time	3 Months (288h)	☐ € 7.564
	Part-time	4 Weeks (48h)	☐ € 3.050
Accessories Design *Including Photoshop lessons*	Full time	2 Weeks (48h) 4 Weeks (96h)	☐ € 3.172 ☐ € 3.416
	Full time	2 Months (192h)	☐ € 5.124
	Full time	3 Months (288h)	☐ € 7.564
	Part-time	4 Weeks (48h)	☐ € 3.050
Collection Design *Including Photoshop lessons*	Full time	2 Weeks (48h) 4 Weeks (96h)	☐ € 3.172 ☐ € 3.416
	Full time	2 Months (192h)	☐ € 5.124
Freehand Fashion Drawing	Full time	2 Weeks (48h)	☐ € 2.806
	Part-time	4 Weeks (96h)	☐ € 2.806
Fashion Illustration	Full time	3 Weeks (72h)	☐ € 3.050
	Part-time	2 Weeks (48h)	☐ € 2.806

NEW FASHION PORTFOLIO BUILDING COURSE
FOR FUTURE FASHION STUDENTS

One of the Fashion Design Courses *please specify your choice on page 9*	Full time	3 Weeks (72h)	☐ € 4.148
Portfolio		1 Week (24h)	

FASHION STYLING COURSES

Course name	Full / Part-time	Duration	Total Course Price (enrolment fee + tax included)
Personal Women Fashion Styling <mark>Best seller</mark>	Full time	1 Week (24h)	☐ € 2.928
	Full time	2 Weeks (48h) 3 Weeks (72h)	☐ € 3.172 ☐ € 3.416
	Part-time	3 Weeks (36h)	☐ € 3.050
Combo Women & Men Fashion Styling 2 Days Women+ 2 Days Men	Full time	1 Week full immersion Perfect for cutting down on hotel costs	☐ € 2.928
Men Image Fashion Styling	Full time	1 Week (24h)	☐ € 2.928
Media Editorial Fashion Styling **(with Photoshoot)** *Including studio, photographer, and model	Full time	3 Weeks (72h)	☐ € 5.185
Milan Fashion Week Experience Special Course only in February & September	Full time	2 Weeks (48h) Editorial Styling, Women Personal Styling & Photoshoot	☐ € 3.294

FASHION TRENDS COURSE

Trend Forecasting	Full time	2 Weeks (48h) 3 Weeks (72h)	☐ € 3.172 ☐ € 3.416

FASHION BUSINESS-RELATED COURSES

Social Media For Fashion *Beginner course special edition	Full time	1 Week (24h)	☐ € 2.196
Fashion Buying	Full time	3 Days (18h)	☐ € 2.318

COMPUTER PROGRAMS COURSES

Adobe Photoshop and Illustrator	Full time	3 Weeks (72h)	☐ € 3.172
	Part-time	3 Weeks (36h)	☐ € 2.806

In this course, our teachers will teach you about personal styling and guide you on to planning **a photoshoot session in which you will be the model** completely **with your taste and idea**. The photoshoot will be done on the second week of the course with our photo studio partner.

Read more about the course

SPECIAL FORM: please tick the box to apply for this new course

Women Fashion Styling + Professional Photoshoot *Including Photoshop lessons, studio, photographer, and all styling documents*	Full time	2 Weeks (48h)	☐ **€ 4.514**

Do you already have any wishes or ideas on **how your photoshoot is going to be**? Tell us about it here below!

_____

_____

_____

Please fill out the following information:

Surname:_____Name:_____

Name of Course:_____

Course Duration and Period:

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 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 first payment of courses is received by the school.**

VISA SUPPORT LETTER FEE

The fee of € 500 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 the 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 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 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 understand that to receive my final certificate, I must have no more than 15% absences from obligatory sessions. For courses longer than 3 months, 85% of my exercises must be completed and reviewed by the school.*

☐ 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 (4,5,6,7, 8, *or* 9)
- page 10
- page 12 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