



# APPLICATION FORM SUMMER COURSES 2016

## APPLICANT'S CONTACT DETAILS

(Fill out in block capital letters and please note that all the fields are mandatory. Incomplete applications will not be taken into account)

**STUDENT'S PERSONAL INFORMATION**

Family name

First name  Gender: F  M

Birth date (day/month/year) \_\_ / \_\_ / \_\_\_\_

Place of birth (city)  (country)

Citizenship

Permanent address (complete postal address)

Home phone number: (country code)  (area code)  (number)

Mobile phone number: (country code)  (area code)  (number)

Email

Emergency contact person: Last name

First name  Relationship

Phone number: (country code)  (area code)  (number)

**STUDENT'S BACKGROUND**

**EDUCATION**

SCHOOL / ACADEMY / UNIVERSITY name

COURSE NAME/MAJOR  Year currently attended

**PROFESSIONALS' BACKGROUND INFORMATION, WORK EXPERIENCE**

COMPANY

POSITION  YEARS OF EXPERIENCE

### How did you find out about naba summer courses?

- FRIENDS
- SCHOOL (PLS. SPECIFY) \_\_\_\_\_
- EXHIBITION (PLS. SPECIFY) \_\_\_\_\_
- EDUCATIONAL COUNSELLOR (PLS. SPECIFY) \_\_\_\_\_
- INTERNET SEARCH ENGINE
- WWW.LAUREATEDESIGN.COM/SUMMER
- WWW.NABA.IT
- WEBSITE (PLS. SPECIFY) \_\_\_\_\_
- OTHER SOURCE (PLS. SPECIFY) \_\_\_\_\_

INFORMATION IN ACCORDANCE WITH THE ITALIAN PERSONAL DATA PROTECTION ACT: LEGISLATIVE DECREE 196/03

Under the Legislative Decree 196/03, we hereby inform you that the processing of personal data will be based on the principles of correctness, lawfulness and transparency. The personal data provided will also be registered and electronically stored by NABA. NABA adopts appropriate security, logical and physical procedures to ensure adequate data protection. Furthermore, the data may be communicated by means and procedures strictly necessary to fulfil the obligations related to the Academy's activity and in particular to:

- Fulfil the contractual and legal obligations towards the person concerned.
- Carry out the necessary formalities to undertake and to continue a relationship with the Academy.
- Handle the collection and payments arising from the contracts.
- Allow third parties to carry out technical and organizational tasks.

You have the right to know the origin and the use of your personal data in our possession. You also have the right to update, integrate, or cancel your data or you can have your data blocked or deny their processing; in this respect you may contact the person in charge of processing your personal data:

NABA - Via Darwin, 20 - 20143 Milan; email - [privacy@naba.it](mailto:privacy@naba.it)

Signature \_\_\_\_\_

Date \_\_\_\_\_

## NABA Summer Courses 2016

Please select the course/s or the combination of courses you would like to apply for. You can choose one course per session as courses taking place in the same session will run according to the same schedule. You can combine courses in different sessions (e.g. you could combine Product Design I in the first session with product Design II in the second session and then with Lighting Design in the third session. Before making your choice please make sure you meet the admission requirements of the course/s you intend to apply for.

	SESSION 1 28.06 - 08.07	SESSION 2 12.07 - 22.07	SESSION 3 26.07 - 05.08
PRODUCT DESIGN I	<input type="checkbox"/>		<input type="checkbox"/>
INTERIOR DESIGN I	<input type="checkbox"/>		<input type="checkbox"/>
FASHION DESIGN I	<input type="checkbox"/>		<input type="checkbox"/>
FASHION IMAGE AND STYLING I	<input type="checkbox"/>		<input type="checkbox"/>
FASHION MARKETING AND COMMUNICATION	<input type="checkbox"/>		
PHOTOGRAPHY I	<input type="checkbox"/>		
HAND ILLUSTRATION	<input type="checkbox"/>		
PRODUCT DESIGN II		<input type="checkbox"/>	
INTERIOR DESIGN II		<input type="checkbox"/>	
FASHION DESIGN II		<input type="checkbox"/>	
FASHION IMAGE AND STYLING II		<input type="checkbox"/>	
ACCESSORIES DESIGN		<input type="checkbox"/>	
FASHION TREND SCOUTING		<input type="checkbox"/>	
DIGITAL ILLUSTRATION		<input type="checkbox"/>	
PHOTOGRAPHY II		<input type="checkbox"/>	
LIGHTING DESIGN			<input type="checkbox"/>
INTERIOR DESIGN FOR HOTELS			<input type="checkbox"/>
TEXTILE DESIGN			<input type="checkbox"/>
VISUAL MERCHANDISING			<input type="checkbox"/>
FASHION PHOTOGRAPHY			<input type="checkbox"/>
2D CARTOON ANIMATION			<input type="checkbox"/>
CULTURAL TOUR OF THE BEST IN DESIGN IN MILANO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CULTURAL TOUR OF THE BEST IN FASHION IN MILANO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SKETCHING AROUND MILAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## TUITION FEES

<input type="checkbox"/>	<b>1,595 EUR</b> tuition fee for a 2 week session (45 hours of lesson over 9 days)
<input type="checkbox"/>	<b>2,795 EUR</b> tuition fee for a 4 week session (90 hours of lesson over 18 days)
<input type="checkbox"/>	<b>3,995 EUR</b> tuition fee for a 6 week session (135 hours of lesson over 27 days)

I have read all the information above and I agree to "NABA Summer Courses - Booking Terms and Conditions" and to "NABA Summer Courses - Academic Regulations" indicated in this application form from page 3 to page 5. By submitting this form I hereby accept the booking terms and conditions as well as the academic regulations and understand that they shall take effect on receipt of the booking form by NABA. I hereby declare that I am responsible for choosing a course that is suitable to my educational background/training/work experience.

I hereby authorize NABA to use any pictures or videos that will be taken by NABA authorized staff during the summer courses for educational purposes and to promote NABA Summer School on dedicated websites and academic advertising material.

The booking will be confirmed by the Summer Courses Office per email.

Date (day/month/year) \_\_\_ / \_\_\_ / \_\_\_

Signature \_\_\_\_\_

## NABA Summer School 2015 - Booking Terms and Conditions

### SUMMER SESSIONS

- First session: from June 28<sup>th</sup> to July 8<sup>th</sup> 2016
- Second session: from July 12<sup>th</sup> to July 22<sup>nd</sup> 2016
- Third session: from July 26<sup>th</sup> to August 5<sup>th</sup> 2016

### APPLICATION DEADLINES

Applications to NABA Summer Courses 2015 must be sent to NABA Summer Courses Office via email at **summer@naba.it** and must be sent within and not later than three weeks prior to the course session beginning.

### ADMISSION REQUIREMENTS

All classes are held in English. A fluent understanding of the English language is required.

NABA can accept bookings from students from 18 years of age. In case of applicants who are 17 but show a strong motivation to NABA Introduction level or Experience level courses, NABA will take their applications into account, on condition that a written declaration of responsibility is sent by their parents or legal guardians.

Please carefully read the course descriptions before applying to a course.

NABA will not take any responsibility for the students' choice of a course level that is not suitable to their background and skills.

We strongly suggest students to bring their personal equipment, as indicated prior to the course beginning.

### APPLICATION PROCESS

You can choose between:

- **Online application:** visit the website **www.laureatedesign.com/summer** and follow the steps to book and pay online
- **Standard application:** download the application form from the website **www.laureatedesign.com/summer**, carefully fill it out and send it via email to

NABA Summer Courses Office at **summer@naba.it**  
You will be contacted via email to finalize your booking

For further information on the application procedure please consult **www.laureatedesign.com/summer** or contact us at **summer@naba.it**

### TUITION FEES

- **1,595 EUR** tuition fee for a 2week session (45 hours of lesson over 9 days)
- **2,795 EUR** tuition fee for a 4week session (90 hours of lesson over 18 days)
- **3,995 EUR** tuition fee for a 6week session (135 hours of lesson over 27 days)

**The fees include:** class work, lectures and guided visits included in the program.

**The fees do not include:** travel expenses, accommodation, local transportation and meals.

Total fees are due by the start date of the course and under no circumstances students who have not finalized the payment will be admitted into class.

Please note that NABA Summer Courses 2015 have a limited number of places that will be therefore assigned on a first come - first accepted basis.

### METHODS OF PAYMENT

- **Online Payment**

Go to **www.laureatedesign.com/summer**

You will then have to fill out an online booking form on a secure server and follow the online payment procedure through which you will be guided step by step.

Once you have completed your booking you will be able to print your application.

Please make sure you sign it and send it to NABA Summer Courses Office via email to **summer@naba.it** to finalize your enrolment.

You will receive an email confirming your enrolment only when you have sent all the enrolment documents.

Booking cannot be confirmed until full payment has been received. Before making your travel arrangements please make sure that your booking has been processed and that the course is running.

- **Bank Transfer Payment**

Please specify the cause of the payment by writing the participant's name and course title on the bank transfer statement (i.e. "John Smith - Summer School 2016 - Interior Design I + Interior Design II + Interior Design for Hotels").

A copy of the bank transfer receipt needs to be sent to the NABA Summer Course Office as a scanned document at [summer@naba.it](mailto:summer@naba.it).

If you pay by bank transfer, you will only be registered once your application form and a receipt from your bank confirming the transfer has been received by NABA Summer Courses Office.

### **Bank details**

Nuova Accademia S.r.l.

Via C. Darwin 20 20143 Milano Italy

Banco Popolare Società Cooperativa

Agenzia 10 Mi

ABI: 05034 - CAB: 01610 CIN: L

CURRENT ACCOUNT# 20020

SWIFTCODE: BAPPIT22

IBAN CODE: IT28L0503401610000000020020

Please note that all bank charges are your responsibility along with any charges related to the transfer of these funds (conditions "OUR" on payment order).

In case any bank expenses are charged to Nuova Accademia s.r.l., you will be asked to pay the missing amount cash upon arrival and booking cannot be confirmed until full payment has been received.

- **By PeerTransfer**

Naba has partnered with peerTransfer in order to streamline the process of international payments.

PeerTransfer allows you to pay securely from any country and any bank, generally in your home currency.

By making your payment with peerTransfer you can

- Track your payments from start to finish

- Save on bank fees and exchange rates

- Contact their multilingual customer support team with any questions, day or night

To get started, visit [naba.peertransfer.com](http://naba.peertransfer.com) to begin the payment process.

Please notice that all bank, credit card and third party charges have to be covered by the student.

All fees are VAT free according to the law D.P.R. 26/10/1972 nr.633.

### **HOUSING**

NABA helps international students find accommodation in Milan. Students can choose among a number of single and shared room in apartments nearby the Campus.

Furthermore, NABA has developed agreements with

a certain number of real estate agencies that have a variety selection of apartments in different area of the city and, at the same time, has developed contacts with private landlords that rent out apartments close to the Campus and in various area of Milan.

NABA has also special deals with hostels, residence and hotels.

For further information, please contact **NABA Housing Office** via email at [housing@laureatedesign.it](mailto:housing@laureatedesign.it) or via phone at **+39 02 97 372 295**.

### **VISA**

Please check with the closest Italian Embassy/Consulate in your country of origin if you need to request a VISA to enter Italy.

If you need one, NABA will provide an admission certificate (upon complete payment of tuition fee) in order for you to obtain a visa from your local Italian Consulate/Embassy.

Please note that the VISA application and issuing process may take over a month, so consider applying for VISA well in advance.

Please note that applying for a VISA in time is your responsibility.

In case a student is denied his/her VISA, a reimbursement of the full tuition fee (minus 150 EUR administrative fee) will only be possible if the student sends a proof of the VISA rejection (official letter/email sent by the Embassy/Consulate denying the visa).

Proof of VISA rejection shall be sent to [summer@naba.it](mailto:summer@naba.it).

### **CREDITS**

NABA will award ECTS credits for its Summer Courses, so it will be easier for students to transfer their credits to other Universities and Academies that use or acknowledge the ECTS system.

Upon successful completion of each two week summer course (45 hours of classes), NABA will issue 3 ECTS credits that can be transferred at the option of each student's home university.

Interested students should require NABA ECTS course syllabus to NABA Summer Courses Office at [summer@naba.it](mailto:summer@naba.it) and submit it to their home universities in order to verify the possibility of having the ECTS credits issued by NABA for the summer courses recognized in their study curriculum.

### **INFORMATION MATERIAL**

NABA websites and communication materials describe the summer courses run by NABA.

Every care has been taken to ensure accuracy, however changes might have been introduced after publication, as it is the policy of NABA to constantly monitor its course offerings as well as the performance and content of individual courses.

Whilst every attempt will be made to provide the courses and the service described, NABA reserves the right to make changes as appropriate for reasons of operational efficiency or due to circumstantial.

### **INFORMATION & REGISTRATION CENTER**

NABA Summer Courses Office

Email: [summer@naba.it](mailto:summer@naba.it)

Tel: **+39 02 97372243** / Fax: +39 02 97372280

[www.laureatedesign.com/summer](http://www.laureatedesign.com/summer)

# NABA SUMMER SCHOOL ACADEMIC REGULATION

## ACADEMIC YEAR 2015/2016

**Art. 1)** Each course has a definite start and end date, fixed at time of registration. Within those start and end dates students have to complete their attendance.

**Art. 2)** Course attendance is compulsory and cannot be suspended for any reason.

**Art. 3)** Non-attendance of a class or classes due to illness or for personal or professional reasons does not provide the right to refunds, extra tuition or a transfer. However, in such an event, NABA will take into account all the circumstances and take such action that NABA considers to be fair and reasonable.

**Art. 4)** Students' attendance is taken every morning and every afternoon through the online register. On-line registers will automatically close 30 minutes after the lesson has started and students arriving after that time will automatically be considered absent for that portion of the day.

**Art. 5)** Students shall attend at least 80% of a course to be entitled to the final attendance certificate.

**Art. 6)** Changing course: students have to attend and conclude the course for which they registered. Changing course can only be permitted on an exceptional basis for justified reasons and based on the availability of places. Course changes have to be authorized by Short Programs Office and can be allowed only until the second lesson day (request shall be made no later than 1 pm of the second lesson day).

**Art. 7)** Class postponement/re-scheduling by NABA: if a class is postponed for reasons for which we are responsible, including staff illness, we will make every reasonable effort to reschedule the class.

**Art. 8)** NABA reserves the right to:

- amend or cancel courses, change course location or substitute lecturers and tutors.

- make any changes that in our absolute discretion we consider necessary or appropriate for reasons of operational efficiency or due to any other circumstances that are beyond our control. If we cancel a course then we shall endeavour to give as much notice as possible.

In case a professor that had previously been appointed by NABA resigns from one week before the beginning of the course up to the first lesson day for serious health reasons or for reasons beyond our control, NABA will offer to all the enrolled students the possibility to transfer to another summer course among those offered in the same period or to be reimbursed the entire course tuition. NABA will not be liable for any other consequential loss that might be incurred by the students that do not accept to transfer to another course.

**Art. 9)** Students' Complaints: students that would like to express any complaints related to the course didactics or organization need to address them to the Short Programs Office without delay so as to allow any possible action to find a solution. In case students feel their complaints have not been addressed properly, they shall send an official letter of complaint addressed to NABA Short Programs Office within 2 weeks starting from the last day of the course they attended. Letters sent after that deadline will not be taken into consideration.

**Art. 10)** All communications between the Short Programs Office and the summer students will take place directly in the classrooms during lesson time or per email. Students are therefore kindly required to check their email accounts on a daily basis and to inform the Short Programs Office of any change of email address or in case they have troubles in receiving emails.

**Art. 11)** Some items for project development might be provided by NABA (as specified by each professor in the course description). Any other supply (ex. drawing material, digital camera, laptop...as described per each course) will have to be owned and brought/purchased by the students.

**Art. 12)** Students shall not leave any personal belongings unattended on NABA campus. NABA cannot be held responsible for any thefts or damage that might be caused to students' personal belongings.

**GENERAL CONDITION**

**Art.1)** For signed contracts, contractual proposals of registration at distance, and for any contract negotiated outside the site of "Nuova Accademia" (NABA), is recognized to the student the right to withdraw from the contract without the risk of incurring in any extra expenditure and without the payment of any penalty, within fifteen working days from the conclusion of the contract. The student willing to withdraw shall send a written notification. It will be considered termination date, the date when the written notification will be received. The written notification shall be addressed to: Nuova Accademia Srl - Via C. Darwin 20, 20143 Milan (MI)

**Art.2)** NABA will activate courses only if a minimum of participants will enrol. If a minimum of participants will not be achieved, the course will not take place. NABA will promptly communicate to the student if a course will be run or not. NABA will inform students at least 21 days prior the beginning of the course whether it will not be run. In such event, NABA will refund the students in the shortest possible term. NABA is exempted by any extra costs incurred by students (i.e. travel, food, accommodation...) for the enrolment and admission process.

**Art. 3)** NABA reserves the right (up to 30 days before beginning of program) to:

- Cancel a course
- Change a course
- Change location of classes

If a student withdraws up to:

- 90 days before the beginning of the program, has the right to get the full refund of the tuition fee minus €150 as administration fee.
- 30 days before the beginning of the program, has the right to get the 50% refund of the tuition fee minus €150 as administration fee.

**Art.4)** Enrolment to a course, together with the payment of the required enrolment fee, creates a binding agreement to follow the course and to pay the full fees. NABA reserves the right (excepting what's stated on paragraphs 1-2-3) to dismiss or expel a student at any time for non-payment of fees or any other due amount, failure to meet the ongoing attendance requirement, late commencement of study and/or withdrawal from courses commenced under any circumstances (personal reason, health problem, family related problem...). No refunds will be granted to the student (including any prepaid fees or deposits) dismissed under this paragraph.

**Art.5)** NABA reserves the right to use its discretion to determine number of courses and type of courses yearly set up for each program. NABA guarantees to enrolled students the minimum courses required to obtain the diploma as defined by MIUR (Ministry of Education, University and Research) or any other present normative.

**Art.6)** Subjects may change for academic purposes or for Ministerial reasons related to the AFAM reform system (AFAM is the system of "Alta Formazione Artistica e Musicale", including all public and private Fine Arts and Music Academies recognized by the Ministry itself).

**Art.7)** Classes will take place according to what is foreseen in the yearly academic calendar.

**Art.8)** NABA guarantees to students access to educational areas for all the duration of classes as foreseen for the academic year, and for the number of hours necessary to complete the program. Further access to didactic structures is subject to didactic scheduling needs and logistic availability.

**Art.9)** NABA shall not be liable for any failure or delay in the performance, in whole or part, of any of our obligations arising from or attributable to acts, events, omissions or accidents beyond or reasonable control including, but not limited, to strikes, lockouts or other industrial disputes (involving our workforce or the workforce of any other party), act of god, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulations or direction, accident breakdown of plant or machinery, fire, flood, storm, pandemics, epidemics or other outbreaks of disease or infection in the public supply of electricity, heating, lighting, air conditioning or telecommunications equipment.

**Art.10)** Each and every Intellectual Property Rights that will result from the creative and inventive activities related to the projects that will be carried out by individual students or groups of students, within an educational project, under the guidance of NABA 's teachers and / or directors, and any and all materials created, designed and carried out by students during the academic activity (i.e. essays, researches, sketches/drawings, models, presentations) will be exclusive property and ownership of NABA and will be for free and out righted remised to NABA. NABA will hold each and every right for taking advantage of the material and use it for economic purposes. Moreover, NABA will also have the right to use the material for any and all purposes such as advertisements, promotion, internal policy, information, didactic research, educational projects etc... (These are not exhaustive examples). Consequently, NABA will hold each and every right to register the Intellectual Property Rights and copyrights in national, European and international registers, without prejudice to the student right to be recognized as author.

**Art.11)** Enrolment fee and tuition fee do not include photocopies, lecture notes, colour printings, materials to be used for all project workshops, computer rendering of the final thesis as well as participation in competitions and exhibitions.

**Art.12)** Students are expected to conduct themselves at all times in a manner which demonstrates respect for NABA and its staff, fellow students / delegates and property. Breaches of the Student Code of Conduct can amount to gross misconduct, which may lead to expulsion from study (without refund) and refund for damage property.

**Art.13)** NABA reserves the right to ask for reimbursement in case of damages caused by students to the Academy facilities.

**Art.14)** The student is required to comply with the cleanliness of the premises of common use.

**Art.15)** It is forbidden to bring dogs and other animals on NABA campus.

**Art.16)** NABA is not responsible under any condition for any object lost or property left unattended in the Academy structures

**Art.17)** Any controversy falls within the competence of the Milan legal court.

Please refer to art.13 of the Italian legislative decree 196/2003 for the personal data processing, in accordance with the terms of the current legislation. The applicant can contact NABA concerning the data processing procedures email - [privacy@naba.it](mailto:privacy@naba.it)

Milano, \_\_\_\_\_

\_\_\_\_\_  
(Student signature)

Following art. 1341 e 1342 c.c. I declare to have read and approved articles: 1, 2, 3, 4, 5, 9, 10, 13, 16, 17

\_\_\_\_\_  
(Student signature)

Administration Office Signature  
(Acceptance of the application form)