

UP _{TO} DATE
FASHION ACADEMY
MILANO



ADMISSION FORM

		enrollment fee		course fee	total fee		
		EU	NON EU		EU	NON EU	
ACADEMIC COURSES							
<input type="checkbox"/>	Ac 01	Fashion Design La Maison	800	1.000	10.800	11.600	11.800
<input type="checkbox"/>	Ac 02	Beauty Lookmaker	800	1.000	11.900	12.700	12.900
<input type="checkbox"/>	Ac 03	Fashion World Styling	1.000	1.200	13.900	14.900	15.100
<input type="checkbox"/>	Ac 04	Beauty Consulting	800	1.000	11.900	12.700	12.900
<input type="checkbox"/>	Ac 05	Beauty Styling	800	1.000	11.900	12.700	12.900
GLOBAL IMAGE & LIFE COACHING COURSES							
<input type="checkbox"/>	Gi 01	Global Image & Life Coaching	600	700	7.900	8.500	8.600
<input type="checkbox"/>	Gi 02	Fashion Image Consulting	300	400	3.500	3.800	3.900
<input type="checkbox"/>	Gi 03	Fashion Personal Shopper	300	400	3.100	3.400	3.500
<input type="checkbox"/>	Gi 04	Business Image & Etiquette	300	400	2.300	2.600	2.700
FASHION SPECIALIST COURSES							
<input type="checkbox"/>	Sp 01	Fashion Make-Up Specialist *	600	700	6.900	7.500	7.600
<input type="checkbox"/>	Sp 02	Fashion Hair-Styling Specialist *	600	700	6.900	7.500	7.600
<input type="checkbox"/>	Sp 03	Fashion Styling Specialist *	600	700	6.900	7.500	7.600
* disponibili in versione intensive con introduzione one-to-one							
FASHION FUNDAMENTAL COURSES							
<input type="checkbox"/>	Fo 01	Fashion Make-Up Fondamentale	300	400	2.950	3.250	3.350
<input type="checkbox"/>	Fo 02	Fashion Hair-Styling Fondamentale	300	400	2.950	3.250	3.350
<input type="checkbox"/>	Fo 03	Fashion Styling Fondamentale	300	400	2.950	3.250	3.350
FASHION ADVANCED COURSES							
<input type="checkbox"/>	Fa 01	Fashion Make-Up Avanzato	300	400	2.500	2.800	2.900
<input type="checkbox"/>	Fa 02	Fashion Hair-Styling Avanzato	300	400	2.500	2.800	2.900
<input type="checkbox"/>	Fa 03	Fashion Trend & Cool-hunting	300	400	2.500	2.800	2.900
FASHION TREND PORTFOLIO COURSES							
<input type="checkbox"/>	Ft 01	Fashion Make-Up Trend Portfolio	300	400	2.100	2.400	2.500
<input type="checkbox"/>	Ft 02	Fashion Hair-Styling Trend Portfolio	300	400	2.100	2.400	2.500
<input type="checkbox"/>	Ft 03	Fashion Styling Trend Portfolio	300	400	2.100	2.400	2.500
FASHION SHORT COURSES							
<input type="checkbox"/>	Sh 01	Fashion Photography	300	400	2.950	3.250	3.350
<input type="checkbox"/>	Sh 02	Fashion PR & Marketing Communication	300	400	2.500	2.800	2.900
<input type="checkbox"/>	Sh 03	Introduction to Fashion Collection	300	400	2.100	2.400	2.500
<input type="checkbox"/>	Sh 04	Visual Merchandising	300	400	2.500	2.800	2.900
<input type="checkbox"/>	Sh 05	Fashion Show Production	300	400	2.100	2.400	2.500
EVENING COURSES							
<input type="checkbox"/>	Ec 01	Fashion Event Organization	300	400	900	1.200	1.300
<input type="checkbox"/>	Ec 02	Personal Styling	300	400	900	1.200	1.300
<input type="checkbox"/>	Ec 03	Fashion Wedding Planner	300	400	900	1.200	1.300
<input type="checkbox"/>	Ec 04	Fashion Home Decoration	300	400	900	1.200	1.300
<input type="checkbox"/>	Ec 05	Fashion Photography	300	400	900	1.200	1.300
SUMMER COURSES							
<input type="checkbox"/>	S 01	Fashion Image Consulting	300	400	2.100	2.400	2.500
<input type="checkbox"/>	S 02	Creative Personal Styling	300	400	2.100	2.400	2.500
<input type="checkbox"/>	S 03	Design Your Fashion Make-Up	300	400	2.100	2.400	2.500
<input type="checkbox"/>	S 04	Fashion Personal Shopper	300	400	2.100	2.400	2.500
<input type="checkbox"/>	S 05	Fashion Accessories	300	400	2.100	2.400	2.500
MASTER CLASS COURSES							
<input type="checkbox"/>	Mc 01	Fashion Body Painting	-	-	520	520	520
<input type="checkbox"/>	Mc 02	Fashion Brow Design	-	-	520	520	520
<input type="checkbox"/>	Mc 03	Fashion & Editorial Make-Up Trend	-	-	520	520	520
<input type="checkbox"/>	Mc 04	Fashion & Editorial Hair-Styling Trend	-	-	520	520	520
<input type="checkbox"/>	Mc 05	Fashion Nail Collection	-	-	520	520	520
<input type="checkbox"/>	Mc 06	Fashion Tattoo	-	-	520	520	520
<input type="checkbox"/>	Mc 07	Fashion Shoes Collection & Accessories	-	-	520	520	520
<input type="checkbox"/>	Mc 08	Fashion Trends Texture & Color Book	-	-	520	520	520
<input type="checkbox"/>	Mc 09	Fashion Seasonal Book of Personal Shopper	-	-	520	520	520
<input type="checkbox"/>	Mc 10	Fashion Image Consulting - Special Abstract	-	-	520	520	520
ONE-TO-ONE COURSES							
<input type="checkbox"/>	Ot 01	Fashion & Image Tour (min. 3h)	-	-	120/h	120/h	120/h
<input type="checkbox"/>	Ot 02	Fashion Secrets (min. 3h)	-	-	120/h	120/h	120/h

Included VAT

PERSONAL INFORMATION

surname _____ last name _____ male female
place of birth _____ date of birth _____ adress _____
zip code _____ city _____ country _____
phone _____ mobile phone _____ e-mail _____

you finished your studies at high school college university

you have had work experience yes no

ENROLLMENT REQUEST FOR COURSE

Course code _____ Course description _____
Enrollment fee _____ Tuition fee _____
Total _____
Starting date of course _____ Ending date of course _____

TUITION PAYMENT PROCEDURE

Please fill the space related to the condition of payment chosen.

- Bank transfer: Uptodate Srl
Credito Artigiano - P.zza S. Fedele, 4 - 20121 Milano
IBAN: IT11Y0351201601000000008738
SWIFT: ARTI IT M 2
- bancomat
 cash
 check
 credit card Visa credit card Master Card credit card American Express

please charge the following amount: Euro _____ name of the student _____
card number _____ expiry date _____
name of card holder _____ signature _____

Please mail/fax, e-mail this form and all following documents to the Uptodate Fashion Academy:
application form, copy of fee bank transfer, copy of diploma, passport photocopy.

For having read this document and the general conditions:

Student _____

For approval:

Management _____

CONDITIONS FOR APPLICATION

ENROLMENT

Art. 1 Entrance requirements

The entrance requirements for enrolment in the Academic Courses are the following (except for special trend courses):

- Aged 18 or over
- Must have completed secondary education ('diploma di licenza media superiore' for Italian students or the equivalent qualification for foreign students), or have a professional qualification or a minimum of one year's documented work or training experience in the sector

The entrance requirements for enrolment in the Fashion and Summer Courses are the following:

- Aged 18 or over
- Must have completed secondary education ('diploma di licenza media superiore' for Italian students or the equivalent qualification for foreign students), or have a professional qualification or a minimum of three years' documented work or training experience in the sector

Students will be required to supply the relevant original certificates, or a certified copy, and also send them in advance by fax or email.

Art. 2 Enrolment documents

During the enrolment process students will be required to supply Uptodate with the following documentation:

1. An admission request form. All fields must be completed and the form signed ("Admission request form").
2. Two passport photographs.
3. A photocopy of a valid identification document.
4. A copy of the receipt of the enrolment fee payment, plus 20% of the tuition fee.
5. "Diploma di licenza media superiore" (or equivalent certificate for foreign students) or professional qualification (see art.1).

Uptodate Academy will verify that the student fulfils all entrance requirements (art.1) and that the relevant documents have been submitted. Enrolment is subject to this verification.

The Registry Office will keep all documentation in the student's personal file.

Students must promptly inform the Registry Office of any changes in contact details, home address, telephone numbers, email address etc.

Art. 3 Enrolment fee and tuition fees

The enrolment fee includes:

- Administration costs for course enrolment
- Academic materials (brochures)
- Student record-book
- Enrolment certificate
- Attendance certificate
- Diploma
- Personal Accident Insurance and Third Party Liability
- Student assistance via email
- Student assistance during their stay in Milan

For NON-EU students, the enrolment fee is increased to cover the additional administration costs for communication with the consulate and immigration office, and assistance with the renewal of student residence permits as detailed in art. 5.

Payment of tuition fees, to be made by bank transfer or credit card within 30 days of course commencement, will entitle students who have fulfilled the requirements listed in art.1 to attend their chosen course.

Art. 4 Enrolment and Attendance Certificates

The school Registry Office issues enrolment and attendance certificates only to those students who have paid the tuition fees.

Art. 5 Student Residence Permits

Foreign students are responsible for obtaining a student residence permit at their local immigration authority and for its subsequent renewal. Uptodate Academy is solely responsible for issuing the enrolment and attendance certificates necessary for this purpose and in accordance with art.4.

In case resident permit is not allowed, enrolment fee will not be refunded.

Foreign students who are already in Italy at the time of enrolment and who hold student visas for schools other than Uptodate Academy must, on receipt of the official admission letter and the enrolment certificate for one of the courses, renew their visa to cover the whole duration of the course inclusive of internship period, by producing the documentation specified in the previous article.

In case visa is not cleared, enrolment fee will not be refunded.

Art. 6 Refunds

The enrolment fee can only be refunded in the following cases:

A student not being accepted by Uptodate Academy;

Cancellation of the course for which the student has been regularly enrolled.

If a student renounces his assigned place and if Uptodate is informed in writing, tuition fees may be refunded subject to the following conditions: 100% refund if the communication is sent at least 90 days prior to course commencement; 30% refund if the communication is sent at least 60 days prior to course commencement; no refund if the communication is sent less than 60 days prior to course commencement. Tuition fees are non-refundable once the course has started.

In case of renoucnce due to disease, relating pathology will have to be justified by a bill of health.

In case of in action disease at the moment of the enrolment, relating enrollment fee will not be refunded.

In case of renoucnce due to unsuccessful Visa application for Italy, relating enrollment fee will not be refunded.

The above communication must be sent by registered mail with return receipt. The postmark date will be held as valid for the above terms.

In all cases provided by the regulation, Uptodate Fashion Academy will make the refund through wire transfer within 60 days since the starting date for the course to be refunded.

Art. 7 Non-refundable expenses

The Academy supplies the students with a price reduction for manifestations, external events and shooting complementary to lessons and courses. Further expenses concerning taxi, pony, restaurants, ATM tickets, parking, models for photographic shootings and/or make up tests and/or any other commitments for all courses etc. will not be refunded as they are at students' complete charge.

Art. 8 Financing

Students may apply for financing to cover tuition fees for the entire duration of the course.

Upon request, Uptodate Academy will supply the student with information on the Financial Institutions able to provide financing. These Institutions are exclusively responsible for the decision to provide financing and payment terms.

Possible disputes about the matter are not UPTODATE's responsibility which is third part, not involved in the relationship.

Art. 9 Waiting Lists

Applications are accepted for each course until all available places are filled. Some courses are often full. In this case it is possible to be placed on a waiting list under no obligation and free of charge.

Should places subsequently become available the Admissions Office will contact students on the waiting lists in strict chronological order.

ATTENDANCE, ABSENCES AND LATENESS

Art. 10 Attendance requirements

All Uptodate courses have compulsory attendance requirements.

Uptodate Academy will consider anything more than three absences, even if not consecutive, as an intention by the student to withdraw from the course: this will be communicated to the student in writing who will be responsible nonetheless for the full payment of tuition fees (to cover the academic commitment undertaken by Uptodate Academy).

Where absence is due to sudden illness and not already existing or in action pathology at the moment of the enrolment or force majeure the student must provide appropriate documentation to justify the absence.

The Management of Uptodate Academy has the sole right to examine the student's reasons and documentation of absence. If these are accepted, the student will be given the opportunity to repeat missed lessons, where possible in the same course, or alternatively in the following course even if with different teachers. Under no circumstances will the student be eligible for a tuition fee refund for unattended lessons.

In the case of absences from lessons for a specific duration (special projects, internship interviews, hospitalisation etc.) the student must fill-in a "Request for Leave of Absence Form".

The Management of Uptodate Academy has the sole right to examine the student's reasons and documentation for the required absence. If these are accepted, the student will be given the opportunity to repeat missed lessons, where possible in the same course, or alternatively in the following course even if with different teachers. Under no circumstances will the student be eligible for a tuition fee refund for unattended lessons.

Art. 11 Mid-course report

Academic staff are obliged to submit to the management a mid term report listing those students with a high number of absences or poor academic performance.

Art. 12 Lateness

Students are obliged to respect class timetables and be punctual.

A student who is over 15 minutes late for a lesson without prior notice and without the Academy's authorization will not be admitted to class.

A student who is less than 15 minutes late will in any case be expected to justify this in writing.

CONDITIONS FOR APPLICATION

Other than for the instances described in art. 9, absence for any reason does not entitle a student to repeat any missed lessons.
Late arrival to classes is marked on the student's personal file with an "R"; Three late arrivals for any reason are counted as one absence.

Art. 13 Leaving Early

Students may not leave classes early other than in exceptional and documented cases which have to be followed by written confirmations.

ASSESSMENT METHODS

Art. 14 Criteria

At the end of each course students will take exams in all subjects of their course.

Final grades are given in marks out of 30.

To be eligible for an Uptodate Academy diploma, students must have obtained pass grades (at least 18/30) in all examinations.

Art. 15 Student Record-Books

Uptodate Academy will issue a record-book to all students enrolled in courses, in which each student's academic progress is recorded.

The record book is personal and cannot be given to third persons. In case of undeserved cession, the Academy reserves the right of a sudden expulsion of the student, prior record-book override and relating, necessary actions in appropriate offices.

This record-book is also valid as an identification document within the Academy: students are required to keep it in good condition and to show it to Academy staff whenever requested in order to access the various activities and services; the record-book may also be used to benefit from special discounts available in those shops which have agreements with the Academy.

Students will be issued with their record-book on the day of enrolment; students must then sign it and affix a passport photo in the appropriate space; this will then be validated by the Academic Office.

In case of loss, the Academic Office must be informed promptly in writing. A new record-book will be issued by the Academic Office 15 days after notification of the loss is received, and may be collected by the student who must provide a passport photograph and pay a fee of € 60.

Any changes, defacement or deletions that are not validated by the Academic Office render the record-book invalid.

In the case of any dispute or disagreement concerning exam dates or grades indicated in the record-book, only the records kept by the Academy will be deemed valid.

As regards the access to on-line showcase, the student will receive at the moment of his subscription a personal password and a username to access the service.

Password and username cannot be given to third persons. In case of undeserved cession, the Academy reserves the right of a sudden expulsion of the student, prior cancellation of service access and relating, necessary actions in appropriate offices.

Art. 16 Academic Certificates

The Academic Office will only issue academic certificates with details of grades obtained on receipt of the student's written request.

Art. 17 Recommendations

Possible recommendations and/or claims have to be suddenly addressed to Didactic Direction within 24 hours from the event, afterwards no recommendation and/or claim will be accepted.

Art. 18 Final Diplomas

At the end of the course Uptodate Academy will issue a diploma. Students with outstanding tuition fees or who have insufficient grades in their course subjects or internship will not be eligible to receive a diploma.

The value of certificates issued by the Uptodate Academy is the highly specialized nature of the courses, characterized by exclusive teaching methods and designed for a rapid introduction into the work environment.

Art. 19 Assessment of teaching staff

Students are expected to assess their course teaching staff. The students' contribution is essential for the individual assessment of teachers.

Assessment is carried out on-line and anonymously. Students will have access to the web forms with a username and password issued by the Front Office.

RULES OF BEHAVIOUR

Art. 20 General behavior

Students are expected to leave classrooms tidy and in order, and to not use classrooms inappropriately (e.g. consuming food or beverages, damaging furniture and fittings, etc.)

Mobile telephones must be switched off during lessons.

Telephone conversations are not permitted during lessons.

Students are not allowed to go away from the Academy at hours other than the breaks provided by the regulation: 11:00 to 11:20, 12:30 to 14:00, 16:00 to 16:20 (see art. 23)

Smoking is not allowed anywhere on the Academy premises, including the landing before the Academy's entrance door.

Students are obliged to maintain decorous behavior in actions and clothing throughout the course both with regards to fellow students and to all Academy Uptodate S.r.l. staff.

In the case of improper behavior the management has the right to assume unchallengeable measures of suspension or, in extreme cases, to expel the student from the course. In these cases no part of the tuition fees can be refunded by Uptodate S.r.l.

Students who, inside Academy's rooms and in mutual building areas where the Academy is located, carry out unlawful activities or who are found in possession of alcoholic beverages, drugs or dangerous objects will be automatically expelled.

The Academy management reserves the right to take any further measures it deems necessary for particularly serious misconduct.

Art. 21 Use of Academic Material

Academic materials will be given to the students in accordance with the teaching staff's instructions. On receipt of the material students will be asked to sign the relative Academic Material Register.

All material must be returned at the end of the lessons and may not, under any circumstances, be removed from the classroom unless authorized in writing by the management.

The use of appliances and multimedia equipment is only allowed under teacher or classroom assistant supervision.

Any other use will be considered inappropriate. Students are responsible for the material they are allocated and the management reserves the right to request payment for any costs and damage caused to academic materials and/or to Academy property.

All academic materials, projects and ideas produced during the course activities, as well as all project work, is the exclusive property of Update S.r.l.

RESPONSIBILITY

Art. 22 Personal Belongings

The Academy declines any responsibility for damage, theft or loss of personal belongings or other items brought onto the Academy premises.

Art. 23 Responsibility

The Academy declines any responsibility for personal accidents incurred off the Academy premises or off the premises of the internship company organized by Uptodate S.r.l. I have read, accepted and hereby undersign the above General Regulations.

In observance of the articles 1341 and 1342 Civil Code, after reading the contract and clauses: 5, 6, 9, 10, 16, 23, I declare I understood the contents and after a wide discussion and satisfactory explanation, to approve each of them.

Milan,

I have read, accepted and hereby undersign the above General Regulations.

Date _____ signature _____

In observance of the articles 1341 and 1342 Civil Code, after reading the contract and clauses: 5, 6, 7, 10, 15, 17, 24, I declare I understood the contents and after a wide discussion and satisfactory explanation, to approve each of them.

Milan,

Date _____ signature _____

UP  DATE
FASHION ACADEMY

MILANO

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