

**ADMISSION FORM**  
**THREE-YEAR COURSES**

**I AM APPLYING FOR:**

- FASHION DESIGN
- FASHION BUSINESS
- FASHION STYLING
- FASHION CONCEPT INTERIOR DESIGN
- FASHION GRAPHIC DESIGN
- FASHION PRODUCT DESIGN

**PERSONAL INFORMATION**

SURNAME	FIRST NAME			
PLACE OF BIRTH	DATE OF BIRTH (dd/mm/yy)	SEX	M	F
NATIONALITY	FISCAL CODE (only for Italian residents)			

**PERMANENT ADDRESS**

STREET ADDRESS	CITY/STATE	
POSTAL/ZIP CODE	COUNTRY	
TEL. country code	area code	number
TEL. mobile	E-MAIL	

**CORRESPONDENCE ADDRESS** (complete only if different from above)

STREET ADDRESS	CITY/STATE	
POSTAL/ZIP CODE	COUNTRY	
TEL. country code	area code	number

**CURRENT AND PREVIOUS EDUCATION**

QUALIFICATION AND SUBJECT		
YEAR OF COMPLETION		
ACHIEVED AT		
CITY	GRADE	DURATION OF THE COURSE

CURRENT OCCUPATION

**WORK EXPERIENCE** (Indicate the most significant work experience)

COMPANY	LOCATION
KEY TASKS	
FROM / TO	

**COMPUTER SKILLS**

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ADOB PHOTOSHOP LEVEL:  NONE  BASIC  GOOD  ADVANCEDADOB ILLUSTRATOR LEVEL:  NONE  BASIC  GOOD  ADVANCED

OTHER SOFTWARE (please specify)

**LANGUAGES SKILLS**

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ITALIAN LEVEL:  NONE  BASIC  GOOD  ADVANCEDENGLISH LEVEL:  NONE  BASIC  GOOD  ADVANCED

OTHER LANGUAGES

**I WOULD LIKE TO ENROLL IN THE FOLLOWING PRE-ACADEMY COURSE:**

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- PRE-ACADEMY FASHION DESIGN
- PRE-ACADEMY FASHION BUSINESS
- PRE-ACADEMY FASHION STYLING & COMMUNICATION
- PRE-ACADEMY INTERIOR DESIGN
- PRE-ACADEMY FASHION GRAPHIC DESIGN
- PRE-ACADEMY FASHION PRODUCT DESIGN
- NONE

**I WOULD LIKE TO ENROLL IN THE PRE-ACADEMY ITALIAN LANGUAGE COURSE:**

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 YES  NO**HAVE YOU ALREADY APPLIED OR PREVIOUSLY ATTENDED TO A COURSE AT HAUTE FUTURE FASHION ACADEMY?**

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 YES  NO WHICH ONE \_\_\_\_\_**HOW DID YOU HEAR ABOUT HAUTE FUTURE FASHION ACADEMY?**

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WEB SITE (indicate site name) \_\_\_\_\_  MAGAZINE AD \_\_\_\_\_  EVENT / EXHIBITION \_\_\_\_\_  FRIENDS \_\_\_\_\_

OTHER \_\_\_\_\_

**I ENCLOSE THE FOLLOWING DOCUMENTS**

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- PHOTOCOPY OF THE PASSPORT OR ID CARD
- CERTIFICATE OF DEGREE OR EQUIVALENT QUALIFICATION
- PROOF OF PAYMENT OF THE REGISTRATION FEE
- PRESENTATION OF THE PORTFOLIO (only when required by the chosen course): 5-6 images, drawings, or a multimedia presentation
- CURRICULUM VITAE
- COVERING LETTER
- 2 PASSPORT-SIZE PHOTOS

I HAVE READ AND ACCEPT THE GENERAL CONDITIONS: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

## GENERAL CONDITIONS

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1. By signing the application, Students fully accept the conditions contained in the general regulations. Haute Future Academy s.r.l. reserves the right to modify the general regulations, as well as the regulations of the director's office, providing information by means of general communications, or by contacting the students concerned directly.
2. Italian and/or foreign students with the following qualifications are entitled to take part in the HFFA courses: certificates of attended courses or seminars; an ordinary diploma issued by a secondary school, or by another equivalent institution; a degree for certain specific educational fields.
3. To present the application, it is necessary to complete each part of the form, sign it and pay the registration fee and the participation fee for the course. The Academy reserves the right to assess and accept the application, asking Students, where necessary, to have an interview or take an aptitude test prior to enrolment. Enrolment in the courses is considered to be completed at the moment of acceptance by the Academy.
4. The registration fee or the participation fee should be paid on enrolment. The course fee should be paid at least 30 days prior to the starting date of the chosen course (for students who require a visa, payment should be made within 90 days prior to the start of the course). There are various possibilities of paying in instalments but a specific request for this method of payment needs to be made in the application. The loan procedure shall be at the discretion of the bank. Haute Future Academy s.r.l. reserves the right to exclude enrolled students from the courses and the exams if they fail to make payments within the prescribed deadlines, barring the right of Haute Future Academy s.r.l. to rescind the contract and to seek compensation. All payments should be made exclusively at the premises of Haute Future Academy s.r.l. or at a bank which Haute Future Academy s.r.l. reserves the right to communicate to candidates in writing. Non-cash payments will only be considered effective once the sums have been cashed. No other form of payment shall be considered as a releasing payment.
5. For contracts and distance enrollment proposals, as well as for contracts negotiated away from the Haute Future Fashion Academy headquarters, the right to terminate the contract without incurring deductions of any kind and without payment of any penalty within ten working days from the signing of this contract is recognized to the student.
6. The registration fee and the participation fee are not refundable, unless the student is not accepted by the Haute Future Academy s.r.l. or non-EU students are not granted an entry visa. If the student gives up the place and sends written communication of the decision to Haute Future Academy s.r.l., the course fee is only refundable according to the following conditions: 100% refund of the course fee if communication of the renunciation is received by the Haute Future Academy s.r.l. at least 90 days before the start of the course; 80% refund of the course fee if communication of the renunciation is received by the Haute Future Academy s.r.l. at least 60 days before the start of the course; 50% refund of the course fee if communication of the renunciation is received by the Haute Future Academy s.r.l. before the start of lessons.
7. Haute Future Academy s.r.l. reserves the right to cancel a course, even if it is included in the programme of courses, if the number of enrolled students or other situations should jeopardise the high quality pursued by the Academy. The cancellation shall be communicated, barring unforeseen circumstances, at least one month before the start of the course, without any liability on the part of Haute Future Academy s.r.l.. In this case, the registration fees already paid shall be refunded in full. Haute Future Fashion Academy will not be responsible for any costs (e.g. accommodation, travel etc.) already supported by the student for enrollment and connected to the enrollment and attendance.
8. The length of the course is specified at the moment of enrolment. Exams must be taken on the days decided by the Secretary's Office of the Campus and according to the conditions stated in the school regulations. In order to be awarded the final certificate, students must have completed the course and passed the exams. Participation in the exams depends on a minimum attendance of 80%, according to the conditions stated in the students' Handbook.
9. The courses shall be held according to the times, dates and programmes established by the director's office which reserves the right to make variations at any time.
10. The drawings and written material produced by the students, done and collected during exams and written tests, as well as all the material produced by the students during the course, shall remain the property of Haute Future Academy s.r.l. which reserves the right to display, reproduce and publish them.
11. Participation in the courses involves strict observance of the General Regulations of the Haute Future Academy s.r.l.. Respect for the aforementioned regulations is a clause in the contract between the enrolled students and Haute Future Academy s.r.l.. The timetables of the lessons established by the Secretary's office of the Campus must be scrupulously observed. Students who arrive late for a lesson or leave a lesson before it is finished will not receive the credit for that lesson. Students should follow suitable codes of behaviour which respect both the facilities and structure of the Academy. Haute Future Academy s.r.l. reserves the right to expel students who are guilty of a serious infringement of discipline procedures and to seek compensation for damage done to people or things within the school premises. Haute Future Academy s.r.l. cannot be held responsible for any loss or damage done to students during their stay on the Campus, except for binding legal provisions.
12. These general regulations may be subject to derogation either in their entirety or in part only by the Regulations of the Campus and only as a result of provisions taken by the legal representative of the Academy and/or by those who have the legal authority. The judge of the place where the Academy's services are provided will be competent for solving any disputes arising from the execution and/or interpretation of these general regulations and the Regulations of the Campus.
13. In accordance with, and as a consequence of, the Law 196/2003 and subsequent amendments, the personal data of the Students will be handled with full respect of the rights, basic liberties and dignity of people with regard to privacy and personal identity. Students hereby give their consent for their data to be communicated to companies who make explicit requests for the purposes of collaboration or work placements. Students also give their consent to the handling of their own personal data, including the use of their image, by Haute Future Academy s.r.l. for management, statistical, commercial, marketing and promotional purposes, and for the safeguard of credit or prevention of indebtedness, through consultation formulation, comparison, interconnection, communication, diffusion and any other different data handling operation. By signing this document, Students hereby authorise Haute Future Academy s.r.l. to communicate their data and image to companies, bodies, consortia, associations and third parties in general. In order to ensure the security and the proper use of facilities and equipment available, the areas of the school may be equipped with video surveillance.

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### STUDENT SIGNATURE

Students hereby expressly declare, in accordance with and as a consequence of articles 1469 b and following the Civil Code introduced by article 25 of Law 6.2.96 no. 52, in observance of the Council Directive 93/13/EEC, as far as they apply, that all the clauses in the general regulations have been individually negotiated with Haute Future Academy s.r.l. which has explained the contents, risks and obligations for Students. They hereby accept the aforesaid contents, risks and obligations in the full awareness of the consequences that derive from them and with the additional formulation of each individual clause. In particular, in accordance with article 1341 of the Civil Code, the following clauses listed above are specifically approved.

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### STUDENT SIGNATURE

Please complete this application form (3 pages) and send by mail, fax or email with the documents required (please write legibly, tick the boxes).