

# APPLICATION FORM SUMMER PROGRAMS 2011

**PASSPORT  
SIZE  
PHOTO**

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.)

Family name:

First name:

Birth date (MM/DD/YYYY):

Gender:            Female            Male

Place of birth (city):

Place of birth (country):

Citizenship:

Permanent address (street name, zip code, town, country):

Home phone number (including country and area code):

Mobile phone number (including country and area code):

Fax number (if applicable):

E-mail:

Background information (education and/or work experience):

Institution / Company:

Course name / Position:

Year attended / Years of work experience:

How did you find out about Domus Academy Summer Programs?

Friends

School (pls. specify: )

Exhibition (pls. specify: )

Educational Advisor (pls. specify: )

Internet search engine

www.design-summer-courses.com

www.domusacademy.com

Web-site (pls. specify: )

Other source (please specify: )

*Personal data privacy will be covered under Italian Privacy Law n°196/03. All personal data spontaneously provided, and with their permission, can be used by Domus Academy. In regards to special services, applicants will be given the appropriate information and may be asked, when necessary, for permission to use their personal data. The Responsible party for personal data processing at Domus Academy SpA, - Via G. Watt, 27 Milano - is the CEO, Marc Ledermann.*

**Please select the course/s 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 (e.g. you could combine “360° Car Design” with “Design for All”, but not with “Urban and Landscape Design: Design around the expo”).**

**Before making your choice, please make sure you meet the admission requirements of the course/s you intend to apply for.**

	Course Name	Start Date	End Date
	360° CAR DESIGN	12-07-2011	22-07-2011
	CREATING A FASHION COLLECTION	26-07-2011	05-08-2011
	DESIGN FOR ALL	26-07-2011	05-08-2011
	DESIGNING THE SHOPPING EXPERIENCE	12-07-2011	22-07-2011
	INTERIOR DESIGN FOR HOTELS	26-07-2011	05-08-2011
	PRODUCT DESIGN. NEW SCENARIOS FOR SUSTAINABLE AESTHETICS	12-07-2011	22-07-2011
	URBAN AND LANDSCAPE DESIGN_ DESIGN AROUND THE EXPO	12-07-2011	22-07-2011

I have received this application form from:

I have read all the information above and I agree to “Domus Academy Summer Programs 2011 - Booking Terms and Conditions” indicated in this application form from page 4 to page 7. By submitting this form I hereby accept the Booking Terms and Conditions as well as the Summer Session Academic Regulations and understand that they shall take effect on receipt of the booking form by the Summer Programs Registration Center.

I hereby declare that I am responsible for choosing a course that is suitable to my educational background/training/work experience.

I hereby authorise Domus Academy to use any pictures or videos that will be taken Domus Academy authorised staff during the summer programs for educational purposes and to promote Domus Academy Summer Programs on dedicated web-sites and academic advertising material.

Signature:

Date:

Please attach/enclose to the application form: your CV and a letter of motivation (max. 1 A4 page).

The booking will be confirmed by the Summer Programs Registration Center per e-mail once your application has been processed.

## **Annex to Application Form Domus Academy Summer Programs 2011 Booking Terms and Conditions**

### **SUMMER SESSIONS**

Session from July 12th to July 22nd 2011

Session from July 26th to August 5th 2011

### **APPLICATION DEADLINES**

Applications to Domus Academy Summer Programs 2011 can be forwarded to the Summer Programs Registration Center until July 1st 2011 for the session from July 12th to July 22nd 2011 and until July 15th 2011 for the session from July 26th to July 5th 2011.

Please note that the Summer Programs have a limited number of places that will be therefore assigned on a first come – first accepted basis.

### **PAYMENT TERMS AND CONDITIONS**

Tuition fees

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

The fees do not include: air fare, accommodation, local transportation and meals.

We strongly suggest that students should bring their personal equipment.

Domus Academy

1800 EURO (VAT included) tuition fee for a 2-week session (54 hours of lesson over 9 days)

2800 EURO (VAT included) tuition fee for a 4-week session (108 hours of lesson over 18 days)

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

### **METHODS OF PAYMENT**

Bank Transfer Payment

Please specify the cause of the payment by writing the participant's name on the bank transfer statement (ex. "John Smith – Summer Programs 2011 – 360° Car Design"). A copy of the bank transfer receipt has to be sent to the Summer Programs Registration Center along with the application form to the following fax number: +39 02 97372233 or as a scanned document via e-mail (summer@laureatedesign.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 the Summer Programs Registration Center.

### **Domus Academy Bank details**

Domus Academy SpA

Unicredit Banca

Branch of Milano Richard

Account Nr. 000041099779

ABI: 02008

CAB: 01671

CIN: T

SWIFT CODE: UNCRITM1DF7

IBAN CODE: IT51 T 02008 01671 000041099779

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 Domus Academy SpA, you will be asked to pay the missing amount cash upon arrival directly to the Administration Office. Payment settlement is a condition to admission into class.

Bookings 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.

## **ACCOMMODATION**

Domus Academy provides a list of accommodation options in Milan (Residence Halls, Hotels, B&B) that students can contact autonomously to book their own accommodation.

Alternative accommodation in private flats located close to the school is also available upon request. Costs vary according to the apartment; most of the accommodation provided is in double rooms.

For more detailed information on accommodation please contact us at [summer@laureatedesign.it](mailto:summer@laureatedesign.it)

Please note that Domus Academy only acts as an information provider and cannot take any responsibility for any issues related to the accommodation booking procedure or accommodation complaints.

## **VISA**

Please check if a visa is required for you to enter Italy. If you need one, we will provide an admission certificate (upon complete payment of the 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 a visa well in advance. Please note that applying for a visa in time is your responsibility.

## **ADMISSION REQUIREMENTS**

- All classes at Domus Academy are held in English (or with simultaneous/consecutive translation into English), so you will be required to have a fluent understanding of the English language.

- We can accept bookings from students from 18 years of age.

- Please carefully read the admission requirements in the course descriptions before applying to a course. Domus Academy will not take any responsibility for the students' choice of a course level that is not suitable to their background and skills.

- To complete the application process, you shall send your CV and a letter of motivation in order to provide the course professors with as much information as possible about your background and expectations.

## **CANCELLATIONS AND REFUNDS**

### **Cancellations by you**

All cancellations must be made in writing according to the following deadlines:

- Before April 30th: full refund of the tuition fee minus 150 EURO administrative fee;

- Before May 31st: refund of 70 % of the tuition fee minus 150 EURO administrative fee;

- Before June 15th: refund of 50 % of the tuition fee minus 150 EURO administrative fee.

In case of withdrawal from the course, an official withdrawal communication written by the enrolled student shall be sent to the Summer Programs Registration Center at [summer@laureatedesign.it](mailto:summer@laureatedesign.it)

### **Cancellations by Domus Academy**

Please note that courses have a minimum attendance level and might be cancelled if too few bookings are received.

If we cancel a course, we shall attempt to give you at least 2 weeks' notice and you will have the option of transferring to another course, if available, or of having a full refund of the tuition fee.

We will not be liable for any losses (included, but not limited to: travel and accommodation costs) arising as a consequence of any modification or cancellation of courses, time-tabling constraints as set out above beyond the cost of the course.

## FORCE MAJEURE

We 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 our reasonable control including, but not limited to strikes, lock-outs 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, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm, pandemics, epidemics or other outbreaks of disease or infection, failure in the public supply of electricity, heating, lighting, air conditioning or telecommunications equipment.

## INFORMATION MATERIAL

Our websites and brochures describe the summer courses run by Domus Academy. Every care has been taken to ensure accuracy, however changes might have been introduced after publication, as it is the policy of Domus Academy to constantly monitor their 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, Domus Academy reserves the right to make changes as appropriate for reasons of operational efficiency or due to circumstantial.

## APPLICABLE LAW

The only law applicable for any dispute regarding Domus Academy Summer Programs 2011 is the Italian Law and the place of jurisdiction is the Court of Milan.

## DOMUS ACADEMY SUMMER SESSION ACADEMIC REGULATIONS – SUMMER SESSION 2011

### Courses

**Art.01** Each course has a final date, fixed at time of registration

**Art.02** Within such date students have to complete their attendance

**Art.03** Course attendance cannot be suspended for any reason.

**Art.04** Course attendance is compulsory.

**Art.05** 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 Domus Academy will consider all the circumstances and take such action that Domus Academy considers to be fair and reasonable.

**Art.06** Course attendance is taken each day within 10 minutes after class starts. Students arriving after class attendance is taken will be accepted into the class therefore will be able to attend it (given that they do not arrive after 20 minutes from class beginning and the admittance will be subject to the instructor's decision), however they will be considered absent for that portion of the day. (If they arrive late in the morning then they will be considered absent for the morning portion and vice-versa they will be considered late for the afternoon portion if they arrive late after lunch).

**Art.07** On the last day of classes, instructors will issue a Certificate of successful attendance only to all students who completed at least 80% of the course.

**Art. 08** Changing program: students have to conclude the program for which they registered however changing program can be permitted only within the second day from the beginning of the course.

In order to change program students will have to request it by sending an e-mail to [summer@laureatedesign.it](mailto:summer@laureatedesign.it)

**Art. 09** Students will need to write the reason why they want to change the course as well as the course they would like to move to. Subsequently the Summer Programs Office will make an appointment for the student to meet the Course Leader of the program in order to discuss and verify the possibility of changing the course. Changing course is subject to class size availability as well as to academic/didactic evaluations.

**Art. 10** Class postponement/re-scheduling by Domus Academy: if a class is postponed for reasons in which we are responsible, including staff illness, we will make every reasonable effort to reschedule the class.

**Art. 11** Domus Academy 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 Domus Academy 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, Domus Academy 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. Domus Academy 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. 12** Students' Complaints: students that would like to express any complaints related the course didactics or organization need to address them to the Course Leader (an appointment shall be made during the Course Leader's Office Hours). In case students feel their complaints have not been addressed properly they shall send an official letter of complaint addressed to the Summer 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.

### Supplies

**Art. 13** Some items for project development might be provided by Domus Academy (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 by the student.

**Art. 14** Students shall not leave any personal belongings unattended on Domus Academy campus. Domus Academy cannot be held responsible for any thefts or damage that might be caused to students' personal belongings.

I have read all the information above and I agree to the Booking Terms and Conditions and to the Summer Session Academic Regulations indicated in the Annex to the Domus Academy Summer Programs 2011 Application Form from page 4 to page 7. I hereby declare that I am responsible for choosing a course that is suitable to my educational background/training/work experience.

Signature:

Date:

Domus Academy spa

Via G.Watt, 27 - 20143 Milano Italia PI 07643040152 | Cap.Soc. 140.000,00 i.v. | C.F./Reg. Imp. di Milano °07643040152  
[www.domusacademy.com](http://www.domusacademy.com)