



# APPLICATION FORM FOR THE ADVANCED DIPLOMA IN MUSIC PRODUCTION AND SOUND ENGINEERING.

## PERSONAL DETAILS OF APPLICANT

Surname	<input type="text"/>	First name	<input type="text"/>
Name on diploma	<input type="text"/>	GENDER	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	City/Town	<input type="text"/>
Telephone mobile	<input type="text"/>	Country	<input type="text"/>
Nationality	<input type="text"/>	Email	<input type="text"/>
Emergency contact	<input type="text"/>	Date of birth	<input type="text"/>

## FEE OPTIONS

Total Fee (Plan A - Fulltime)	<input type="text" value="€13.600,-"/>
Total Fee (Plan B - Fulltime)	<input type="text" value="€14.150,-"/>
Total Fee (Plan C - Fulltime)	<input type="text" value="€14.600,-"/>
<hr/>	
Total Fee (Plan A - Parttime)	<input type="text" value="€14.800,-"/>
Total Fee (Plan B - Parttime)	<input type="text" value="€15.350,-"/>
Total Fee (Plan C - Parttime)	<input type="text" value="€15.800,-"/>

## AMSTERDAM PROGRAMMES

Commencement Date	30 MARCH 2020	<input type="checkbox"/>
	28 SEPTEMBER 2020	<input type="checkbox"/>
Select course option	PARTTIME	<input type="checkbox"/>
	FULLTIME	<input type="checkbox"/>
Select payment plan	PLAN A	<input type="checkbox"/>
	B	<input type="checkbox"/>
	C	<input type="checkbox"/>

### DECLARATION BY THE APPLICANT

I have read and understood all the terms and conditions of enrolment set out on the reverse side of this form in the current ARI brochures and I agree to abide by these terms and conditions. The applicant herewith grants the Institute the right to use his/ her name, picture and course work for promotional materials for the purpose of promoting the Abbey Road Institute and its programmes.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature of Applicant	Date	City/Town

## TERMS AND CONDITIONS:

### Definitions:

The following terms are used in this agreement

- (a) "Date of Commencement" means the first day on which the Course commences.
  - (b) "Course" means the series of classes and workshops offered by the Institute.
  - (c) "Institute" is ARI Education NL.
  - (d) "Registration Fee" means the sum of money payable by the applicant upon application to a Course.
  - (e) "Fee and Start Times" the officially published fees and schedules of the Institute.
1. Admission and Fees
    - 1.1. Applicants for all Courses must be a minimum age of 18 years old and meet the initial entry requirements.
    - 1.2. All applicants must provide evidence of previous education or relevant experience.
    - 1.3. Submitting an application does not automatically guarantee a place on the Course.
    - 1.4. Once we have received an application with relevant supporting documentation and the Registration Fee, the Institute will consider the application and if successful through this first stage of the application process the Institute will contact the applicant to arrange a personal interview.
    - 1.5. On making an application the applicant must pay the Registration Fee. The Registration Fee shall be deemed a deposit which shall be refunded to the applicant in full should the application not be successful in the first stage of application (i.e an applicant is not called to interview).
    - 1.6. If an applicant is called for interview but is unsuccessful in being selected for a Course, 4.3. the Registration Fee will be fully refunded.
    - 1.7. On being offered a place on the Course the student agrees to pay the full balance of the Course fee (or the first instalment if paying under payment Plan B) within 14 days from the date of the offer.
    - 1.8. Payment of the full balance of the Course fee or the first instalment shall be considered as the student's acceptance of the offer of a place on the Course.
    - 1.9. If the Institute does not receive formal acceptance of the offer within 14 days, the offer or place on the Course will be automatically withdrawn.
    - 1.10. If a student advises the Institute, in writing, of their intention not to commence the Course, WITHIN 14 days of being offered a place, the PAID Registration Fee will be refunded by the Institute less an administration charge of € 100.
    - 1.11. If an applicant advises the Institute, in writing, of their intention not to commence the Course after formal acceptance of the offer less than 4 weeks prior to the Date of Commencement of the Course, the Registration fee will not be refunded.
    - 1.12. If, due to extenuating circumstances, the student is unable to undertake the Course for which it has accepted an offer the Course fee may be transferred to the next available Institute Course with availability once notification in writing has been received by the Institute, with a minimum notice period of four weeks. The Course will be billed at the tuition fees published in the Institutes latest Fee and Start Times schedule which can be found on the Institution's website.
  - 1.13. Late payment of tuition fees for Plan B can result in cancellation of all practical studio time and theoretical lectures. A late payment fee of € 40 will apply.
  - 1.14. The student accepts that the Institute has the right to refuse any enrolment. This decision is at the discretion of the Institute Manager.
  - 1.15. Additional minor charges may be levied by the Institute, e.g merchandising, special release literature, field trips or similar.
2. Deferment and Cancellation
    - 2.1. Students may defer their studies upon giving one month written notice of such deferment. At the time of deferment all fees must be paid up to the end of the one month notification period and in addition a deferment fee equal to a further one month tuition fees must be paid. The deferment fee is credited towards future Course fees upon re-commencement. All cancellations and deferment fees are non-refundable and studies must be resumed within one year of deferment. All deferments are subject to available places on a subsequent Course.
    - 2.2. Students terminating their studies prior to the scheduled completion date of the Course must give one month written notice prior to the date of termination. All tuition fees must be paid up to the date of termination.
      - 2.2.1. A cancellation penalty charge equal to one month tuition fees calculated on the basis of payment Plan B, or the balance of the Course fee in full (whichever is the least), is due at the time of cancellation.
      - 2.2.2. Non attendance of classes does not constitute cancellation of the Course.
      - 2.2.3. In the event of a refund being given, the Institute will provide a written statement indicating how refunds have been calculated.
  3. Course Content and Copyright
    - 3.1. Students acknowledges that the Institute is entitled to change the content of the Course in which the student is enrolled at any time, allowing for new topics, developments and techniques to be introduced and inappropriate topics to be deleted.

The Institute reserves the right to alter the scheduled time and venue of the classes. In the event of changes to scheduled Courses prior to the Date of Commencement the student shall

be notified of these changes in writing.

- 3.2. Copyright in all Course materials remains that of the Institute. Any unauthorised reproduction or transmission of any part of the Course materials, whether electronically or otherwise, will constitute an infringement of copyright. No part of the materials may be lent, resold or hired out for any purpose without the prior written permission of the Institute..
  - 3.3. Students are not allowed to use the Institute's computers and network to download or share copyright protected material of any kind without the express permission of the copyright owner.
4. Student & Visitor Conduct
    - 4.1. Students are expected to conduct themselves in a responsible and considerate manner whilst attending the Institute. If a student's conduct is, in the opinion of the Institute Manager, unsuitable, the Institute reserves the right to suspend or expel a student. If a Student fails to meet the standard for academic conduct, the Manager of the Institute reserves the right to place academic sanctions or in extreme circumstances, expel the student.
    - 4.2. If a student fails a section of the Course, he or she may be allowed to repeat the required units of the Course. Repeated sections will be billed at the tuition fees current at the time of retake.
    - 4.3. While on our premises, students are required to comply with our Health & Safety policy (a copy of which can be found on the Institute's website).
    - 4.4. Visitors accompanying students to the Institute must abide by these Terms and Conditions and the rules and regulations of the Institute. Any student wishing to invite a visitor on-site must notify a staff member of the visitor and the visitor must sign into the Institute visitor log book. The visitor will be issued with a temporary visitor pass which must be worn at all times whilst on-site. Responsibility for all equipment and fixtures during sessions rests with the student. The Institute accepts no responsibility for loss, damage or theft of visitor's personal belongings or equipment. For the avoidance of doubt, the Institute's insurance policy does not cover the personal belongings or equipment of any visitor for any damage, loss or theft.
  5. Facilities and Equipment
    - 5.1. The Institute reserves the right to cancel the student's booked practical time with reasonable cause. All attempts will be made to notify the student of such cancellation.
    - 5.2. Students are responsible for the safe keeping of all of the Institute's equipment used during their practical sessions. Students agree to exercise proper and reasonable care when handling this equipment. If equipment is lost or damaged because of a student's failure to observe correct operating procedures or exercise due care, the student will be held liable for the cost of repairing or replacing the equipment.
    - 5.3. The Institute accepts no responsibility for loss, damage or theft of students' personal belongings or equipment. For the avoidance of doubt, the Institute's insurance policy does not cover students' own personal belongings or equipment for any damage, loss or theft.
  6. Student Data & Copyright Protection
    - 6.1. The Institute treats all student data as confidential and will only divulge such information to third parties when required to do so by law or for internal operational purposes. Parents and sponsors will only be provided with information if written permission has been granted by the student.
    - 6.2. Any recordings made by the student during his or her attendance of the Course remain their copyright. Recordings made by the student during his or her attendance can be used by the Institute for marketing and promotional purposes.
    - 6.3. Images of students taken at the Institutes premises or workshops are the property of the Institute and can be used for marketing and promotion by the Institute.
  7. Miscellaneous
    - 7.1. These Terms and Conditions and accompanying Rules and Regulations and your acceptance to them shall be an agreement governed by and construed in accordance with the Laws of The Netherlands, whose courts of Amsterdam shall have exclusive jurisdiction for the settlement of any disputes arising hereunder.
    - 7.2. The Course is not transferable to any other party.
    - 7.3. By accepting these terms and conditions and accompanying rules and regulations you enter in to an agreement with the Abbey Road Institute which regulates the relationship between you and the school.
    - 7.4. If any part of this agreement is held invalid or unenforceable, that portion shall be construed in a manner consistent with applicable law to reflect, as nearly as possible, the original intentions of the parties, and the remaining portions shall remain in full force and effect.
    - 7.5. The Institute reserves the right to change these terms and conditions as well as Course names, details, content, length and times without notice. Any such changes will be notified on the Institute's website.

Applicants signature .....