

# Application Document **2025 -2026**

## **Milan Fashion Campus**

Via Giuseppe Broggi, 7- 20129 Milano Ph. + 39 02.26822730 / Fax. 02.700445714 E-Mail: info@milanfashioncampus.eu



## **Introduction to Milan Fashion Campus**

We are a vocational school specialised in short, rich, and intensive student training in the professional world of fashion. From beginner-level to advanced-level students, our school is focused on **one-on-one training** service following each student's characteristics, skills, and goals. Students will develop specific skills depending on the course chosen. At the end of the period of some courses that provide portfolio learning, students will prepare materials for their own portfolios. Also, students will receive the Certificate of Study issued by MFC as a private school after the completion of the course.

#### How is the Total Course Fee calculated?

Total Course Fee = Enrollment Fee\* + Course Fee + Tax VAT 22 % + Administrative Fee\*\*

- \* Enrollment fee: € 150
- \*\* €100 fee, only applicable if an Enrollment Confirmation Letter is requested. Please read more about the visa, refund, and cancellation policy on pages 11 & 12.

#### **Course Schedules**

- Course may start on any Monday except for Italian holidays (See School Calendar on pages 13 & 14)
- Courses are scheduled 4 days a week from Monday to Thursday.
- Morning: 9:30 am 12:30 pm Afternoon: 1:45 pm 4:45 pm

Full-Time: 6 hours a day, morning *and* afternoon Part-Time: 3 hours a day, morning or afternoon

To receive the final certificate, there must be no more than 15% absences and only medical certifications are accepted as a valid justification for absences.

For courses equal to or longer than 3 months, attendance is only required for obligatory scheduled sessions. To receive the final certificate, students must complete and have at least 85% of the exercises reviewed. Students can study at the school during regular hours and receive assistance from teachers or tutors by appointment.

#### **Course Combination**

It's possible to choose multiple courses and compose your own program.

- 1. Choose the courses that you would like to learn.
- 2. Choose the course durations.
- 3. Calculate the total durations and evaluate the date possibility using our School Calendar (pages 13 & 14), keeping in mind not to overlap the school's summer or winter closure.
- 4. Tick the box of all the chosen courses & their durations in one application Form.
- 5. Choose a Monday to start the course.
- 6. Fill-up the rest of the application form.

A set of multiple courses (course combination) will be counted as a unique program (one singular course). Once the total payment is made, there will only be one invoice released. Therefore, the refund and cancellation policy will also follow this approach. You can read more about these policies on page 12.

It is also possible to extend or add courses while doing one course, which desire can be communicated directly to the teachers during the course. Any particular request related to course composition or durations can be asked on the Special Request section on page 10.



## **Application Procedure:**

#### STEP 1 Send application form with required documents

Send the following documents via email to info@milanfashioncampus.eu:

- Completed **application form with signature** (only submit page 3, page of the fashion course(s) you have selected (4,5,6,7, 8, or 9), page 10, page 13 signed)
- Photocopy of Passport (the page with picture)
- Resume with information about your past studies and work experiences (if there are)
- Photocopy of School Certificates (if there are)
- Letter of Consent from parents/guardians (only for minors/under 18 years old. Read more on the last page)

**NOTE:** There is no minimum requirement to join the course. The recommended level of English required to follow the classes is IELTS 5.5, but no certificate is required to join. This is only for reference.

## **STEP 2 Eligibility Confirmation**

After we have received the application and have confirmed your eligibility and the chosen date availability, we will send you the information necessary for course fee payment.

#### **STEP 3 Payment and Confirmation**

FOR COURSES THAT LAST 1 MONTH (4 weeks) OR LESS

Enrolment Fee + 100% Course Fee: must be paid 10 days after the application date\*

FOR COURSES THAT LAST MORE THAN 1 MONTH (4 weeks)

- Enrolment Fee + 30% of Course Fee: must be paid 10 days after the application date\*
- 70% Course Fee: must be paid 30 days before the course starting date\*
- \* If the starting date of the class is within 30 days after the application date, both the enrolment fee and course fee must be paid right away (within 1-2 working days) after the application and availability is confirmed by the school. In any case, <u>all the payments</u> should be <u>completed before the first day, or the course can not be started</u>. If the payment deadline is not followed or communicated on time, the application can no longer be maintained, and the spot booked is no longer guaranteed.

Please read page 11 to find out what the fee includes and other information regarding payment.

After your payment procedure, please send us an email to confirm your transaction with a photocopy of the bank transaction.

After we have confirmed your transaction, we will send you a confirmation email with:

- Official course participation letter (only by request)
- Invoice of completed bank transfer
- Information on materials needed for the course
- Information about Milan

## STEP 4 Prepare your stay in Milan!

Dorm/accommodation is not provided by the school. To plan your accommodation, check the following web page for accommodation information close to our school: <u>ACCOMMODATION</u>



## **APPLICATION FORM**

Please fill out all fields in capital letters.

**Personal Details** Family name: First Name: Date of birth (D/M/Y): Place of birth: Nationality: Sex: □ F Other Codice Fiscale \*only if you are Italian Partita IVA\*only if you are Italian Email: Website: 1st Address Street: City: Postcode: Country: Phone number: Cell Phone number: 2nd Address Street: City: Postcode: Country: Cell Phone number: Phone number: **Education** From/ to: Name of school: City, Country: Majored: Work Company: From/ to: City, Country: Work position: Skills Languages: Design: Beginner Intermediate Advanced Illustrator: Beginner Intermediate Advanced



## **COURSE GENERAL OUTCOME**

## Learn the skills, live the experience

Do you love Italian fashion, style, and culture? Are you a fashion victim? A fashion enthusiast? Or do you just like to dress well? A unique fashion experience in the world's fashion capital!

1-2 Weeks	- Intensive very short-term course introducing you to the world of fashion Understanding the basics of how Adobe Photoshop works	Available in all courses
3-4 Weeks	- Intensive short-term course introducing you to the world of fashion, deeper exercise & work feedback - Intermediate skills developed in Adobe Photoshop	Available in all courses
2-4 Months	- Understanding the world of fashion creating your own taste - Intermediate to advanced skills developed in Adobe Photoshop and also Adobe Illustrator - Introduction to the professional world of fashion, visits to fashion exhibitions, and experience Milan Fashion Week when in season - Creation of a brief portfolio	Available for the following courses: Womenswear Design, Menswear Design, Lingerie/Swimwear Design, Wedding/Bridal Design, Accessories Design, Master Courses, Fashion Foundation Course
6 Months	- Thoroughly understanding the world of fashion with a developed sense of taste - Advanced skills developed in Adobe Photoshop and Adobe Illustrator - Understanding the professional world of fashion, visits to fashion exhibitions and experiencing Milan Fashion Week - Creation of a complete portfolio	Personalized Course Plan (One-on-one Course, Planning your program with a teacher to suit your goal or need)

## PLEASE LEAVE A TICK ✓ or CROSS X

ON THE COURSE(S) YOU WOULD LIKE TO ENROLL ON

## **NEW** INTENSIVE WORKSHOPS

Course name	Duration	Price
Al Fashion Workshop Fashion Design using Artificial Intelligence	4 days	☐ 1.700 € (24h)
Start & Launch your Fashion Brand	3 days	☐ 1.890€ (18h)



**FASHION MASTER COURSE** 

Program composition	Duration	Price
Women Fashion Styling	3 weeks	
Fashion Shooting *Including photo studio, photographer, make-up artist, and model	1 week	Fashion Master Course Total Duration 4 Months
Trend Forecasting	2 weeks	Select Here $\square$
Womenswear Design	4 weeks	Price 11.500 Euro  Most complete professional Top
Collection Design	4 weeks	Course
Portfolio	2 weeks	

OTHER MASTER COURSES

Program composition	Duration	Price		
NEW Fashion Design Short Master				
Trend Forecasting	2 Weeks			
Womenswear Design	4 Weeks	Total Duration 3 Months		
Collection Design	4 Weeks	Select Here □ Price 8.990 Euro		
Portfolio	2 Weeks			
NE	W Fashion Styling Short Mas	ster		
Trend Forecasting	2 Weeks			
Women Fashion Styling	3 Weeks	Total Duration 2 Months  Select Here □  Price 5.990 Euro		
Media Fashion Styling + Shooting	1 Week			
Portfolio	2 Weeks			



## PREPARATORY FASHION PROGRAM FASHION FOUNDATION COURSE

Preparatory courses were created for students without prior knowledge or experience in the field. The aim is to let the participants understand the fashion styling and design lessons right from the beginning with theoretical parts and workshops.

It's the perfect way to improve fashion skills for students from all over the world and start your adventure into the fashion world.

Program composition *only for beginner	Duration	Price
Trend Forecasting	2 Weeks	
Womenswear Design	4 Weeks	Total Duration 3 Months
Collection Design	4 Weeks	Select Here □  Price 8.990 Euro
Portfolio	2 Weeks	

## **FASHION DESIGN COURSES**

Course name	Full / Part-time	Duration	Price & Total Hours
	Full time	2 Weeks 4 Weeks	☐ 2.400€ (48h) ☐ 2.600€ (96h)
Womenswear Design Including Photoshop lessons	Full time	2 Months	☐ 3.990€ (192h)
	Full time	3 Months	☐ 5.990€ (288h)
	Part-time	4 Weeks	☐ 2.300€ (48h)
Menswear Design	Full time	2 Weeks 4 Weeks	☐ 2.400€ (48h) ☐ 2.600€ (96h)
☐ Classic	Full time	2 Months	☐ 3.990€ (192h)
Streetwear (choose one) Including Photoshop lessons	Full time	3 Months	☐ 5.990€ (288h)
	Part-time	4 Weeks	□ 2.300€ (48h)
	Full time	2 Weeks 4 Weeks	☐ 2.400€ (48h) ☐ 2.600€ (96h)
Lingerie & Swimwear  Design	Full time	2 Months	☐ 3.990€ (192h)
Including Photoshop lessons	Full time	3 Months	☐ 5.990€ (288h)
	Part-time	4 Weeks	☐ 2.300€ (48h)



Course name	Full / Part-time	Duration	Price & Total Hours
	Full time	2 Weeks 4 Weeks	☐ 2.400€ (48h) ☐ 2.600€ (96h)
Bridal Design Including Photoshop lessons	Full time	2 Months	☐ 3.990€ (192h)
including Photoshop lessons	Full time	3 Months	☐ 5.990€ (288h)
	Part time	4 Weeks	☐ 2.300€ (48h)
	Full time	2 Weeks 4 Weeks	☐ 2.400€ (48h) ☐ 2.600€ (96h)
Accessories Design Including Photoshop lessons	Full time	2 Months	☐ 3.990€ (192h)
including Photoshop lessons	Full time	3 Months	☐ 5.990€ (288h)
	Part time	4 Weeks	☐ 2.300€ (48h)
Collection Design	Full time	2 Weeks 4 Weeks	☐ 2.400€ (48h) ☐ 2.600€ (96h)
Including Photoshop lessons	Full time	2 months	☐ 3.990€ (192h)
Sketching and details	Full time	2 Weeks	☐ 2.100€ (48h)
Design	Part time	4 Weeks	☐ 2.100€ (48h)
Fashion Illustration	Full time	3 Weeks	☐ 2.300€ (72h)
rasnion illustration	Part time	2 Weeks	☐ 2.100€ (24h)

# NEW FASHION PORTFOLIO BUILDING COURSE FOR FUTURE FASHION STUDENTS

One of the Fashion  Design Courses  *Please specify your choice on page 9	Full time	3 Weeks	□ 3.300€ (96h)
Portfolio		1 Week	



## **FASHION STYLING COURSES**

Course name	Full / Part-time	Duration	Price (€) / Hours		
	Full time	1 Week	☐ 2.400€ (24h)		
Personal Women's  Fashion Styling  Best seller	Full time	2 Weeks 3 Weeks	<ul><li> 2.500€ (48h)</li><li> 2.600€ (72h)</li></ul>		
Dest seller	Part time	3 Weeks	☐ 2.300€ (36h)		
Combo Women & Men Fashion Styling 2 Days Women+ 2 Days Men	Full time	1 Week full immersion Perfect for cutting down on hotel costs	☐ 2.300€ (24h)		
Men Fashion Styling Included Entrance during Pitti Uomo	Full time	1 Week	☐ 2.200€ (24h)		
Media Editorial Fashion Styling (with Photoshoot) *Including studio, photographer, and model	Full time	3 Weeks	□ 3.950€ (72h)		
Milan Fashion Week  Experience  Special Course only in February & September	Full time	<b>2 Weeks</b> Editorial Styling, Women's Personal Styling & Photoshoot	☐ 2.500€ (48h)		
FASHION TRENDS COURSE					
Trend Forecasting	Full time	2 Weeks 3 Weeks	<ul><li>2.400€ (48h)</li><li>2.600€ (72h)</li></ul>		
	ASHION BUSINESS	RELATED COURSES			
Social Media For Fashion *Beginner course special edition	Full time	1 Week	☐ 1.700€ (24h) *Special price		
Fashion Buying	Full time	3 Days	☐ 1.700€ (18h)		
	COMPUTER PROC	GRAMS COURSES			
Adobe Photoshop and	Full time	3 Weeks	☐ 2.400€ (72h)		
Illustrator	Part-time	3 Weeks	☐ 2.100€ (36h)		



2 weeks Personal Styling +
PHOTOSHOOT
SESSION

Apart from learning our classic Personal Styling
classes, now you can also add a professional
photoshoot session completely to your taste &
be a model for 1 day, all included!

In this course, our teachers will teach you about personal styling and guide you on planning **a photoshoot session in which you will be the model,** completely **with your taste and ideas**. The photoshoot will be done in the second week of the course with our photo studio partner.

Read more about the course

SPECIAL FORM: Please tick the box to apply for this new course

Women Fashion Styling + Professional Photoshoot *Including Photoshop lessons, studio, photographer, and all styling documents  Full time	2 Weeks	□ 3.500€ (72h)
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## Please fill out the following information:

Surname:	Name:
Name of Course:	
Course Duration and	d Time Period:
☐ Full-Time	Last day of school: ning <b>or</b> □ Afternoon (please tick only one if applicable)
*Courses duration may be n	nodified or elongated upon request, please write in the "Special Requests for the Course" box below
If you come through an ag	gent, please write here the name of the agent or Agency:
What is your desired final	outcome from this course?
Please write if there are a	ny particular skills you would like to learn from this course:
Special Request for the co	urse:
This letter states officially	rollment Confirmation Letter, signed and stamped? that you are enrolled and that you have paid for the selected course. To be sent after the oject to an additional €100 fee.
☐ Yes	□ No



## When to Apply

Milan Fashion Campus courses are open year-round and can start on any Monday (except during school closures or Italian national holidays, see calendar on pages 14 and 15).

To ensure sufficient time for booking and preparation:

- Students who require a visa are strongly advised to apply at least 3 months before their intended starting date. This allows time for application processing, payment confirmation, and travel arrangements.
- Students who do not require a visa should apply no later than 1 month before their desired start date to ensure course availability and accommodation planning.

Applications submitted later than these recommended timeframes may be accepted only if seats and scheduling permit.

## **Payment Terms**

## FOR COURSES THAT LAST 1 MONTH (4 weeks) OR LESS

Enrolment Fee + 100% Course Fee: must be paid 10 days after the application date\*

## FOR COURSES THAT LAST MORE THAN 1 MONTH (4 weeks)

- Enrolment Fee + 30% of Course Fee: must be paid 10 days after the application date\*
- 70% Course Fee: must be paid 30 days before the course starting date\*
- \* If the starting date of the class is within 30 days after the application date, both the enrolment fee and course fee must be paid right away (within 1-2 working days) after the application and availability are confirmed by the school.

After your payment procedure, please send us an email to confirm your transaction with a photocopy of the bank transaction.

#### **IMPORTANT DETAILS:**

- o All fees still have to include 22% of VAT unless stated otherwise.
- The costs do not include flight fares, transportation, personal expenses, course materials, and meals, not including the Bank Commission.
- Before making any payment, wait for confirmation from Milan Fashion Campus.
- o Payment is to be made through bank transfer.
- We do not receive payments with checks.
- To pay with credit cards, please ask us first by email. We can also receive payments through Stripe.
   With this method, there will be an additional 4% of the fee to be calculated for the credit card commission.



## **VISA Information - Important Notice**

Milan Fashion Campus is a **private vocational training school**. We are **not a university** and therefore **not part of the "Universitaly" system** or any government-accredited higher education network in Italy.

Because of this, we cannot provide assistance, legal advice, or guarantee outcomes for visa applications. Each country's Italian Embassy or Consulate applies its own rules, requirements, and timing for visa processing, and these may vary significantly.

#### **FOR NON-EU STUDENTS**

**For stays under 90 days**, most of our international students attend with a **Tourist Visa** (or without a visa if their nationality allows entry under short-stay agreements). This type of stay usually does not require any school documentation or a letter of support.

For stays over 90 days, students may choose to apply independently for a long-term stay permit or visa, but please note that:

- We cannot provide any guarantee that an application will be approved.
- The acceptance letter we issue is **only a confirmation of your course booking and payment**; it does not imply accreditation nor serve as proof of institutional recognition.
- The decision to accept or refuse any application is made **solely by the relevant authorities**, and Milan Fashion Campus has **no influence** in that process.

Information shared above is based only on previous students' experiences and may not apply to all nationalities.

To learn more about stay or entry requirements for your nationality, please visit the official Italian government website to contact the closest Italian Consulate or Embassy in your country for further information. Useful link to learn more about VISA

#### **ENROLLMENT CONFIRMATION LETTER**

Upon specific request, Milan Fashion Campus can issue an Enrollment Confirmation Letter, signed and stamped, only after receiving the first or total payment of the course.

This document serves **only as proof of enrollment and payment** and may be used by students for various personal or administrative purposes.

It does **not** serve as proof of accreditation, nor does it guarantee or influence any application outcome managed by external authorities.

A **€100 documentation fee** applies for the issuance of this letter.

In case of course cancellation **after** the Enrollment Confirmation Letter has been issued, an **administrative deduction of €250** will be applied from any refundable course fee, regardless of the purpose for which the letter is used.

This deduction reflects the school's administrative effort and the potential external use of official school documentation.



#### **Cancellation Policies**

- The cancellation of the course must be notified via registered email.
- The cancellation date is counted from the day the cancellation email is sent.
- Cancellations for health reasons are only accepted with official medical declarations.
- There is no refund in cases of force majeure and a declared pandemic situation.
- No refunds for individual courses within a package/combination of two or more courses once any course has started, as the package is considered one single course. Refund policy timing follows the general refund policy below.
- Milan Fashion Campus reserves the right to cancel courses within a month of the scheduled commencement date. Enrolled students will be informed by written communication, and all fees already paid will be reimbursed without further costs.

#### **Refund Policies**

For the **enrollment fee (€150), VAT (22%),** and if applicable, **documentation fee (€100)**, no refund will be issued

In the event of an **Enrollment Confirmation Letter** release, there will be a €250 administrative deduction from the course fee refund, as explained on the previous page.

For course fees, course cancellations made:

- o **30 days or more before** the starting course date **100% refund.**
- 15-29 days before starting course date 50% refund.
- 14 days or less before starting course date & ongoing courses no refunds will be issued.

**Please note**: The percentage of the course refunds does not include the bank transaction fee, administrative work, and invoice cancellation fee.

**Important:** If you have **health problems we should be aware of**, please report it here below:

f the student's age is younger th	an 18, a parent/guardian signature is needed: (please read	the warning on the
Signature:	Date:	
full name:		
obligatory		
_	all the policies, terms, and conditions written in this applica-	tion form.*
may include the student	e use of video registration or photographic image divulgation during his/her stay. *	of the classroom, which
months, 85% of my exerc	o more than 15% absences from obligatory sessions. For cour ises must be completed and reviewed by the school.*	-
•	rse schedule and hours as stated on Page 1. I understand tha	•
www.milanfashioncampu acceptance process. *	s.eu, and accept that my private information is only used for	the application
_	lations of Milan Fashion Campus indicated above and the we	
For acknowledgement an	a acceptance.	





## 2025

## Academic Calendar

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abc Public Holiday

abc Weekends, no classes

abc Summer Course

abc School's close

Jan 1: New Year's Day Jan 6: Epiphany Apr 20: Easter Sunday Apr 21: Easter Monday Apr 25: Liberation Day -----

abc First day of school opening

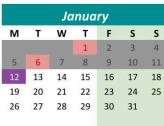
May 1: Labour Day May 12: Mother's Day Jun 2: Republic Day Aug 15: Assumption Nov 1: All Saints' Day Dec 8: Immaculate Conception Dec 25: Christmas Day Dec 26: St Stephen's Day





## 2026

## Academic Calendar



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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

abc Public Holiday

abc School's close

Jan 1: New Year's Day Jan 6: Epiphany Apr 5: Easter Sunday Apr 6: Easter Monday Apr 25: Liberation Day abc Weekends, no classes

abc First day of school opening

May 1: Labour Day
May 12: Mother's Day
Jun 2: Republic Day
Aug 15: Assumption/ Ferragosto
Nov 1: All Saints' Day

abc Summer Course

Dec 7: St. Ambrose's Day (only Milan)
Dec 8: Immaculate Conception
Dec 25: Christmas Day
Dec 26: St Stephen's Day



## After filling out the application form, please send only:

(email linked below)

- page 3
- page of the fashion course you have selected (4,5,6,7, 8, or 9)
- page 10
- page 13 signed

After sending them to us,

Please wait for the confirmation mail before making the course fee payment.

## WARNING for underage students (under 18):

Please note that even though we accept minor students, it might be difficult to find accommodation as the minimum legal age to rent is 18 years old.

We suggest that minor students are accompanied by adults/parents during their stay in Italy.

A letter of consent from parents/guardians specifying that MFC does not take any responsibility outside the school hours must be attached to the application form.

For any further questions, please contact us

Mail: <u>info@milanfashioncampus.eu</u> Ph. number: (+39) 02 26822730

## Milan Fashion Campus

Via Giuseppe Broggi 7, 20129 Milano Italia