

It is indispensable to read the information that is detailed below before completing the online application.

CARRY OUT THE PROCESS WITH TIME

According to the academic profile of the candidate the election of the subjects will be as it follows:

A. Students without previous training in Design

1. Will have to enrol in the 3 compulsory subjects* and
2. Will be able to enrol up to 2 additional elective Subjects**

B. Students with previous training in Design

1. Will have to enrol in a minimum of 3 and a maximum of 5 Subjects to choose from any of the 9 available Subjects.

Subjects

***Compulsory:**

- The Global and Historic Context of Art
- Advanced Principles in Design: Integrating communication, humanities and Scientific Techniques
- Digital Representation Principles

****Electives:**

- Retail Design / Visual Merchandising
- Design for Packaging
- Graphic Design and Visual Communication
- Furniture and Product Design
- Design for Food, Health and well-being
- Interior Spaces

1. >> Pre-enrolment application

1. Complete the online application form with all your personal information as it appears in your passport and all the contact data (Usual residence address, telephone numbers, etc.).
2. Attach:
 - 3.1 Curriculum Vitae (in English, maximum 2 pages A4/Letter, PDF format)
 - 3.2 Academic Record (PDF format)
 - 3.3 Expectations letter (in English, maximum 1 page A4/Letter, in PDF format)
 - 3.4 Scanner of the valid passport (PDF format)
 - 3.5 * Only the students with previous experience in Design will be required to deliver a book/portfolio by email.
3. Make a down-payment of **400.00 Euro** which will be deducted from the total price of the course. This down-payment will only be refunded if the student is not accepted by Elisava, their visa is denied or force majeure reasons (documented).

After completing the pre-enrolment application, the system will generate a user name and a password with them **you must follow up on your application through our website**; they will also be received through your e-mail account. If you do not receive them, you must write to: admissions@elisava.net

ATTENTION: Use a valid electronic address, **different from the "Hotmail"** one, otherwise we will not be able to confirm you the application. Use always the same address registered in your pre-enrolment to contact with admissions@elisava.net

2. >> Pre-enrolment

PRE-ENROLMENT DEADLINES

Course starting in September 2019:

You must complete the enrolment application before the 2nd. of June 2019.

Course starting in January 2020:

You must complete the enrolment application before the 29th. of September 2019.

Places are limited, so please complete the process with enough time in advance.

Once you receive the application and you revise the documents (Curriculum Vitae, Academic Records, Expectations letter and a scanner of the valid Passport), we will send you a document in which you will have to let us know if you have previous training in Design or not, the compulsory subjects you want to carry out and, if applicable, send the book/portfolio (the book/portfolio format will be indicated at that time).

3. >> Admission

The selection and admission procedure for the course will be based on the evaluation of the documents sent. If the candidate has sent all the requested documents, she/he will be informed of the result of his candidacy no later than 15 days.

4. >> Payment and refunds

DOWN-PAYMENT: € 400.00

REFUND ON THE DOWN-PAYMENT

The fee will only be refunded in the following cases:

1. The pre-enrolled person is not accepted on the course for academic reasons.
2. The pre-enrolled person needs a student visa but it was denied by the relevant authorities. (The bank transfer expenses are charged to the applicant).
3. The pre-enrolled person needs a grant to pay for the enrolment but was not awarded one. (The bank transfer expenses are charged to the applicant).
4. The course is cancelled by ELISAVA.

NOTE: Cases 2 and 3 above will require the submission of supporting documentation.

REGISTRATION PAYMENT

Once you have been admitted, the registration payment will be requested, which will have to be made within 15 calendar days, according to the number of subjects:

- Study Abroad ELISAVA – **3 Subjects: 400 + 2.840 Euro (Total 3.240 Euro)**
- Study Abroad ELISAVA – **4 Subjects: 400 + 3.920 Euro (Total 4.320 Euro)**
- Study Abroad ELISAVA – **5 Subjects: 400 + 5.000 Euro (Total 5.400 Euro)**
- Plus - Spanish Lessons: **540.00 Euro**

Only the student who have paid the full amount are confirmed in the programme.

REGISTRATION REFUND

The registration costs will be refunded just in the following cases:

1. If the admitted person to the course needs a student visa and it is refused by the competent authorities. (The bank transfer expenses will be charged to the student).
2. If the admitted person to the course requires a grant or a credit to carry out the payment of the enrolment and it has not been given to him/her. (The bank transfer expenses will be charged to the student).
3. If the course is cancelled by ELISAVA.
4. If the admitted person decides not to take the course, and notifies his/her decision one month before starting the course 85% of the quantity will be refunded to the student. Cancellations after one full month before the starting date of the programme will not be entitled to a refund. However the amount of money can be used to register for another course at ELISAVA.

5. >> Beginning of the course

The student who have a confirmed place must attend the course from the first day of classes, if the student arrives late will affect the calculation of your course attendance (minimum attendance must be 80%).

ELISAVA reserves the possibility of introducing modifications in the programme, just like the right of cancelling the course two weeks before its beginning if the minimum of participants is not covered, with no further obligation than refunding the quantities paid to each one of the students.

VERY IMPORTANT

The student must be fluent in the language in which the selected course will be taught. They must understand, speak, read and write it, given that it is essential for the total exploitation of the course.

In order to pass the course, apart from carrying out and submitting all the exercises, projects and exams, it is essential to attend 80% of the classes. It is not possible to justify any non-attendance for labour reasons.

Foreign students from countries outside the E.U.:

Study visas are authorised or denied by a commission of the Ministry of Foreign Affairs of Spain.

Students must be informed in the Spanish consulates about the requirements and deadlines to obtain the visa and present the request form in the convenient manner and form.

ELISAVA, in anticipation, generates the admission with enough time, as it has been described in this document.