

APPLICATION FORM

UNDERGRADUATE PROGRAMMES

Please complete this form and return it to the Admissions Department at info@metfilmschool.de, along with the attachments. Please complete all sections electronically, but you will need to sign Section 6 of the form by hand.

This form confirms my application to the Met Film School Berlin course below (please check as appropriate):

2-year BA (Hons) Practical Filmmaking <input type="checkbox"/>	Practical Filmmaking Diploma (Dip HE) <input type="checkbox"/>	One-year Practical Filmmaking (Cert HE) <input type="checkbox"/>
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Course start date:		Full Course Fee:	
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SECTION I: PERSONAL DETAILS

Title:		Last Name(s): (as appears on passport)	
First Name(s): (as appears on passport)			
Date of Birth		Age:	
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Nationality		Country of residence	

Permanent Home Address:	
Country:	

Postcode:	
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Home Telephone Number:		Mobile Telephone Number:	
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Email address:	
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Tell us how you heard about the school:

<input type="checkbox"/> Search Engine	<input type="checkbox"/> NFTS	<input type="checkbox"/> Met Mail
<input type="checkbox"/> Educational Fair/Event	<input type="checkbox"/> Your School/College	<input type="checkbox"/> Social Media
<input type="checkbox"/> Word of Mouth/Recommendation	<input type="checkbox"/> Educational Agent/Advisor	<input type="checkbox"/> Advertisement

Emergency Contact / Next of Kin:	
Telephone Number:	
Relationship to you:	

You are required to provide evidence of the following with your application:

- A copy of the identity page(s) of your passport
- English Language Test such as IELTS or Pearson
- Copies of any relevant qualification transcripts or certificates

SECTION 2: IMMIGRATION AND FEES

All students are required to make a deposit payment in order to secure a place on the course (if accepted).

If you require a student visa/residence permit to enter Germany, we will not be able to issue you a Confirmation of Acceptance until we have received full payment of the course fees.

International students looking to study in Germany will need a visa. This excludes students from the European Union (EU), Lichtenstein, Norway, Iceland (EEA countries) and Switzerland. These students only require a valid ID card or comparable identification to travel to Germany.

Students from a selected few countries can enter Germany without a student visa/residence permit: they must however necessarily apply for a residence permit within 3 months of their arrival. These include **Australia, Israel, Japan, Canada, New Zealand, South Korea and the United States of America**. It also includes the following countries, provided students do not intend to take up gainful employment in Germany prior to their studies: **Andorra, Brazil, El Salvador, Honduras, Monaco and San Marino**.

Applicants from all other countries must apply for a student visa before travelling to Germany.

If you are unsure about needing a visa to study in Germany, please contact us at info.metfilmschool.de. Alternatively, you can find more information on visas at www.metfilmschool.de.

Do you require a student visa to study in Germany?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Passport Number	
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If your course fee is being paid by someone other than yourself (e.g. your parents or a sponsor), please provide us with their contact information including any company details if applicable.

Name:	
Telephone Number:	
Email Address:	
Company Name (if applicable):	

If you will be relying on government funding to pay for your course fees in part or full, please give the details below.
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SECTION 3: HEALTH

The following information is required so we can help you as far as reasonably possible.

Please detail below any disabilities, medical conditions, allergies, learning difficulties, diagnosed mental or social health conditions, or special support requirements. Please also provide details of any medication you will be required to bring on site. Failure to declare a medical condition at this stage might impact upon your ability to progress through the programme and may result in your exclusion from the programme.

SECTION 4: EDUCATION

NB: The entry requirements for the BA programme for 18, 19, 20 year olds are a minimum of 160 UCAS points or equivalent. The entry requirements are 50 UCAS points for the One-Year programme and 100 UCAS points for the Practical Filmmaking Diploma. If you are over 21 years of age there are no academic entry requirements, but please fill out your education history in the box below.

Date To and From	School/ College	Subject	Level	Grade

General Skills Questions (These are for background information only and will not form part of the selection process):

How would you rate your computer skills? NONE BEGINNER INTERMEDIATE ADVANCED

Do you have any previous filmmaking experience? NONE LITTLE SOME EXTENSIVE

Where do you think your main interests lie? DIRECTING WRITING EDITING CAMERA PRODUCING DON'T KNOW

Have you used editing software before and if so, which package(s)?

SECTION 5: PERSONAL STATEMENT

We require a personal statement that should include responses to the following questions. It is important that you provide us with a well thought out and detailed response to each question on this and the following two pages. Your responses will help us make a decision on whether to select you for an interview. **Responses should be no less than 500 words and no more than 1000 words per question.**

- 1. Describe which films have motivated you to want to be involved in the filmmaking process and tell us how and why they have inspired you. Please refer to at least two films in your answer.**

Please note that you may, if you wish, submit supplementary material such as films you have made, photography, documented art works or scripts you have written, together with your application. These are not obligatory and your application will not be adversely affected if you are not able to supply us with any extra material.

SECTION 5: PERSONAL STATEMENT cont'd

We require a personal statement that should include a response to the question on this page as well as the other two questions. It is important that you provide us with a well thought out and detailed response to each. Your responses will help us make a decision on whether to select you for an interview. **Responses should be no less than 500 words and no more than 1000 words per question.**

- 2. If you have been involved in making a film, stage play, or other collaborative project, please describe the experience and what you have learned about yourself as a result.**

Please note that you may, if you wish, submit supplementary material such as films you have made, photography, documented art works or scripts you have written, together with your application. These are not obligatory and your application will not be adversely affected if you are not able to supply us with any extra material.

SECTION 5: PERSONAL STATEMENT cont'd

We require a personal statement that should include a response to this question as well as the two questions on the preceding pages. It is important that you provide us with a well thought out and detailed response to each. Your responses will help us make a decision on whether to select you for an interview. **Responses should be no less than 500 words and no more than 1000 words per question.**

- 3. Tell us why you want to take a filmmaking course at the Met Film School, what key areas you wish to develop and what you imagine yourself doing in a few years' time.**

Please note that you may, if you wish, submit supplementary material such as films you have made, photography, documented art works or scripts you have written, together with your application. These are not obligatory and your application will not be adversely affected if you are not able to supply us with any extra material.

SECTION 6: DECLARATION

I confirm that the information provided in this application and within my Curriculum Vitae is both truthful and accurate. I confirm my acceptance of the Met Film School's full Terms and Conditions and have read and understood all of them.

Signed:

Date:

This section of the form must be signed by hand.

Please return this form signed and completed to info@metfilmschool.de along with the attachments listed below. We will contact you and let you know if you have progressed to the interview stage.

Have you attached the following?

1. A photocopy of your passport information page. Please use a copy setting that clearly shows both the passport photo and the text on the page.
2. A copy of your most recent CV.
3. Personal statement based on the three application questions and any extra sheets you have used for your answers – with your NAME clearly written at the top of each one.
4. Copies of your Upper Secondary School/High School certificate and transcript of final exam grades.
5. Photocopy of your previous German and/or Schengen visa/s if any (non-EEA applicants only)

If you are a non-EEA applicant you are also required to provide evidence of your English Language Ability. This could be,

6. An English Language Test Score Report such as the IELTS Academic or PTE Academic

TERMS AND CONDITIONS

1. INTRODUCTION

- 1.1 We are Met Film School Limited ("the Met" or "we" or "us"). We provide film education courses and related products and services. Our registered office is at Building A, Ealing Studios, Ealing, London, W5 5EP, United Kingdom. Our company number is 06723644.
- 1.2 You can contact us using the contact details provided on our website at www.metfilmschool.de.
- 1.3 We reserve the right to modify these terms and conditions without notice. Our latest terms and conditions are on our website.
- 1.4 Your use of our website, your booking or purchase of a course and or related products and services signifies your agreement to these terms and conditions. They constitute a contract between you and us. If you are a consumer your statutory rights are not affected by this agreement
- 1.5 We are entitled to rely on your booking and initial payment in good faith that you will make all future required payments for a booked course.

2. PURCHASE OF COURSES OR RELATED PRODUCTS AND SERVICES

- 2.1 These terms and conditions apply to the purchase, booking or use of any course or related products or services provided by the Met.
- 2.2 Information about courses and related products and services (including price) is subject to change without notice.
- 2.3 The content of our courses is subject to change without notice.

3. PERSONAL DATA

- 3.1 Personal information collected from you is subject to our privacy policy, a copy of which can be found on our website.

4. COURSE BOOKING AND PAYMENT TERMS

- 4.1 You acknowledge that on booking a place on a course we are entitled to do all that we deem necessary to plan for your participation on the course. You also acknowledge that this may extend to acquiring additional equipment, securing, and even restructuring the delivery of the course to accommodate your placement. Accordingly you agree that the Cancellation Policies included in these terms and conditions are both fair and reasonable and as far as you are aware reflect the circumstances at the time of booking.
- 4.2 With respect to degree courses, we both acknowledge that you are aspiring to a degree from us and that no other party, which provides similar degrees, will be considered an adequate substitute. If you are applying for the degree and you are 20 or under, you are required to provide copies of your academic transcripts.
- 4.3 If you are a student from outside the European Union, you must undertake to ensure that you have the appropriate visa, which grants you permission to study in Germany. You also agree to provide us within 7 days of arriving in Germany to attend the start of the course (or if later as soon as possible prior to the start of the course), a copy of your completed police registration form. Failure to do this may result in your inability to attend the course. If you are a non-native speaker of English you must also provide us with a copy of your PTE Academic or IELTS Academic test certificate.
- 4.4 For all our programmes, a 20% deposit must be paid at the time of booking to secure your place, with 50% of the remaining balance due 1 month after booking and the final balance must be paid no later than 6 weeks prior to the start of the course. Payment is deemed to have happened when we have received cleared funds.
- 4.5 The full balance of the second year of a 2-year course is due by the end of June prior to the start of the first module in the second year for a September/October start and by the end of October prior to the start of the first module in the second year for a January/February course start.

5. PRICING

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6. CANCELLATION POLICIES

- 6.1 We reserve the right to cancel any course at any time up to and including the start date of the course. Should this occur we will endeavour to give you at least 7 day's notice and to give you the option of a place on another course or a refund of your full fee or a place on a future running of the course.
- 6.2 You may cancel your place for a refund, less any external costs incurred and the 20% deposit, on all courses for which you have paid a fee as long as the cancellation is received in writing at least 45 days before the first day of the course. If you cancel your place 44 days or less before the start of the course then you are liable to pay the full fee.
- 6.3 You acknowledge that given the circumstances at the time of booking this is fair and reasonable and reflects inter alia our need to properly plan to accommodate you on the course. Further you irrevocably confirm that you consider this to be an appropriate assessment of our loss, including for the avoidance of doubt lost revenue and lost profit.
- 6.4 Where there are exceptional circumstances these will be dealt with entirely at the school's discretion on a case-by-case basis.
- 6.5 You may be able to change your booking from one course to another, or one date to another, at our complete discretion.
- 6.6 All deposits paid to secure a place on any course are non-refundable.
- 6.7 If you are an international student requiring a visa to study in Germany and your application, made in good faith, is unsuccessful, we will refund the full amount paid, less any external fees incurred, including your deposit upon presentation of the official documentation from your local embassy or consulate and a copy of your visa application at least 14 days prior to the course start date.
- 6.8 All students are actively encouraged to take out individual cancellation and/or interruption insurance. Students travelling from abroad are encouraged to also take out travel and medical insurance.

7. EXCLUSION / LIMITATION OF LIABILITY

- 7.1 Nothing in this agreement in any way excludes or restricts our liability for negligence causing death or personal injury or for fraudulent misrepresentation or for anything, which may not legally be restricted. Nor does it affect consumers' statutory rights. This section (and any other terms excluding or limiting our liability) applies to our directors, officers, employees, subcontractors, agents, parent, subsidiary and affiliated companies as well as to us.
- 7.2 For the avoidance of doubt our courses and other related products and services, including this website, are provided on an "as is" basis and save as expressly stated herein without representations, conditions, warranties or other terms of any kind, either express or implied, including but not limited to the implied warranties of satisfactory quality, fitness for a particular purpose, non-infringement or title.
- 7.3 Without prejudice to the other terms of this agreement, we exclude all liability including breach of contract, tort (including negligence) or any other cause of action with respect to any of our products or services.

- 7.4 Without prejudice to the other terms of this agreement, in no event (including our own negligence) will we be liable for any:
- a) Economic losses (including, without limit, loss of revenues, profits, contracts, business or anticipated savings);
 - b) loss of goodwill or reputation;
 - c) Special, indirect or consequential losses

8. INTELLECTUAL PROPERTY

- 8.1 All course material, products and services including those developed directly on the course by us remain the property of the Met.
- 8.2 You will retain all intellectual property developed on the course by you. We are granted a lifetime royalty free license to use any materials which you produce on the course solely for marketing, internal and educational use.
- 8.3 You are free to exploit your developed materials as you see fit and we would be happy to discuss how we can assist you in doing so.

9. GENERAL

- 9.1 These terms and conditions constitute the entire agreement between you and us in connection with your booking, purchase or use of our courses and related products and services. You agree that any other communication (whether direct or indirect) you have had with us, did not affect your decision to book a place on and consequently attend a course. Any failure by us to exercise or enforce any right or provision of these terms and conditions shall not constitute a waiver of such right or provision. If any provision of these terms and conditions is found by a court of competent jurisdiction to be invalid, the parties nevertheless agree that the court should endeavour to give effect to the parties' intentions as reflected in the provision and that other provisions remain in full force and effect.

10. SCHOOL RULES

- 10.1 Students must maintain an attendance record of at least 80%. Failure to do so may result in expulsion from the school with no refund of fees. Exceptional circumstances will be dealt with at the school's discretion.
- 10.2 All students are also subject to any rules contained in the student handbook, which they will be given at the start of the course or earlier upon your request. You agree to abide by these rules.

11. EQUAL OPPORTUNITIES

- 11.1 We wish to support the development of creative and imaginative students for employment in industry, none of which is affected by physical ability. Therefore we support the development of individuals who may be physically challenged by the demands of certain courses which we find is best accommodated by early notification of potential difficulties. We will always try and take reasonable and justifiable steps to accommodate the difficulties in question, taking into account the student's difficulties, practical capability, impact and potential disruption, cost implications, and other legal considerations. However the very nature of a course may make course accessibility difficult for students with particular types of disability. Where this occurs we will endeavour to discuss this with you in advance whether you wish to attend certain aspects of a course where such challenges are reasonably and justifiably surmountable or agree an alternative solution, which is satisfactory to both parties.
- 11.2 The Met operates an equal opportunities policy. All students are assessed as individuals and have equal access to the learning experience within the school. For certain courses students are assessed before acceptance according to their relevant skills, abilities and merits in order to ensure course appropriateness. Our selection process seeks to capture the wide diversity of potential creative talent in the industry and encourages applicants with the appropriate talent and ability whatever their background, ethnicity, origin, age, gender, class, sexual orientation, disability or religious or political beliefs.
- 11.3 We have designed our courses to deliver appropriate learning across a range of disciplines. Although we will take reasonable steps to warn students of the content of potentially distressing course material, we make no apology for such course material, as we believe the material in question is an important part of the learning experience. You agree to discuss any concerns you may have with us in advance.

12. LAW AND JURISDICTION

- 12.1 This contract is governed by the law of England and Wales, and is subject to the exclusive jurisdiction of the courts of England.