

MET FILM
SCHOOL

APPLICATION FORM: MA PROGRAMMES

study
abroad

FOR OFFICE USE ONLY

Unique Learner Number:

This form confirms my application to the MA programme named below (please check as appropriate):

MA Directing <input type="checkbox"/>	MA Screenwriting <input type="checkbox"/>	MA Producing <input type="checkbox"/>	MA Cinematography <input type="checkbox"/>	MA Documentary & Factual <input type="checkbox"/>	MA Postproduction <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):			
First Name(s):							
National Insurance Number (if applicable):							
Date of Birth:				Age:			
Gender:				Male <input type="radio"/>		Female <input type="radio"/>	

Permanent Home Address:			
Country:			
	Postcode:		

Home Telephone Number:		Mobile Telephone Number:	
Email address:			

Emergency Contact Name:			
Emergency Contact Number:			
Relationship to You:			
Please check this box if you consent to the sharing of your academic progress or any wellbeing issues with your emergency contact.	Yes <input type="radio"/>	No <input type="radio"/>	



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Trädgårdsgatan 3, 2 tr
411 08 Göteborg
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SECTION 2: NATIONALITY

Nationality:		Country of Residence:	
Passport Number:			

Have you been a resident in the UK or any other country in the EU for the last 3 years? (Please click the appropriate box)

☐ Yes ☐ No – if no please complete (a)

(a) If no: please enter your date of entry to the UK or other country in the EU:

/	/
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Have you previously applied for / are you currently enrolled on a programme at Met Film School?

☐ Yes ☐ No

You are required to provide evidence of the following with your application (please click each box to confirm that you have supplied these documents):

- A copy of your passport photo page ☐
- A copy of your undergraduate degree certificate and a transcript of final grades ☐

If you are a non-EEA (European Economic Area) applicant you are also required to provide evidence of your English language ability. This could be an English Language Test Score Report such as the IELTS for UKVI (Academic) Test i.e. A UK Government approved secure English language Test

SECTION 3: FEES

All UK/EAA students are required to make a deposit payment in order to secure their place on the programme (if accepted).

All non-UK/EAA students are required to pay the full fees (if accepted).

If your programme fee is being paid by someone other than yourself (e.g. your parents, a sponsor or your employer), please provide us with their contact information, including any company details, if applicable.

Name:	
Telephone Number:	
Email Address:	
Company Name:	



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SECTION 4: IMMIGRATION (NON-EEA APPLICANTS ONLY)

If you are a non-UK/EEA applicant, we will not be able to issue you with a Confirmation of Acceptance to Study until we have received full payment of the programme fee.

Important Notice for Non-EEA Citizens

You should be aware that the Met Film School co-operates fully with the Department of UK Visas and Immigration in the monitoring and control of Non-EEA citizens who enter the United Kingdom for the purposes of study. Such cooperation includes the disclosure of information about individual students concerning their status, mode of study, attendance and contact details.

Do you require a student visa to study in the UK	Yes <input type="radio"/>	No <input type="radio"/>
Are you currently studying in the UK or have you previously studied in the UK?	Yes <input type="radio"/>	No <input type="radio"/>
Visa Number (if applicable)		

If yes, do you currently hold or have ever held a visa to study in the UK? (Please give information about the programme and institution you hold / have held a visa for)

Please list any other programmes previously undertaken in the UK:

Please enter the number of years you have spent as a student in the UK:

Non-EEA applicants, please check this box to confirm that maintenance funds of £11,385 are available to you and will remain in your account for a 28 day period prior to your visa application.

☐

SECTION 5: 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, mental or social issues 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 6: EDUCATION

NB: Applicants must have an honours degree from a UK university or overseas equivalent. Applicants without this qualification, but possessing relevant work experience, are also invited to apply. Each application is considered on its individual merits.

Date To and From	University / College / School	Subject	Level (e.g. Degree)	Grade (e.g. 2.1 / GPA)

Previous Qualifications

Please click the box showing your highest qualification:

- ☐ Level 1: e.g. NVQ Level 1
- ☐ Full Level 2: e.g. 5 GCSEs or 2 AS/A2s
- ☐ Full Level 3: e.g. 4 AS/A2s
- ☐ Level 4: e.g. Certificate of Higher Education
- ☐ Level 5: e.g. Diploma of Higher Education
- ☐ Level 6: e.g. Undergraduate degree

- ☐ Level 7: e.g. Postgraduate degree
- ☐ Other – below Level 1
- ☐ Entry Level
- ☐ Not Known
- ☐ No Qualifications



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SECTION 7: EMPLOYMENT

Are You? (Please click the box which best describes your current employment status)

- ☐ In paid employment – under 16 hours per week
- ☐ In paid employment – 16-19 hours per week
- ☐ In paid employment – Over 20 hours per week
- ☐ Self employed

- ☐ Not in paid employment – looking for work
- ☐ Not in paid employment – not looking for work
- ☐ In full time education prior to start of the programme
- ☐ In full time employment prior to the start of the programme

Date current employment commenced:

If not employed, for how many months have you been unemployed?

(Please click the box which best describes your current employment status)

- ☐ Less than 6 months
- ☐ 6-11 months

- ☐ 12-23 months
- ☐ 24-35 months
- ☐ Over 36 months

SECTION 8: PERSONAL STATEMENT

We require a personal statement (**minimum 750 words, max 1,000 words**) that details why you are applying for this programme. It should include your interest in the programme, career aspirations and any other useful information that you feel will support your application. Please include the learning goals and career objectives you hope to achieve on this programme.

You are required to submit supplementary information to support your application, demonstrating any qualifications, skills or experience you consider relevant. Applicants who do not have a first degree must use this section to outline any relevant industry experience.

Your statement will be used by the Admissions Team to evaluate candidates for interview.

*Please note that you must submit supplementary material such as films you have made, photography, documented artwork, scripts or business plans you have created together with your application to aid in assessing your suitability for the MA programmes.

Tell us how you heard about the school:
(Please click the box which applies to you)

- | | | |
|---|--|--|
| <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 |

Other (please specify):

SECTION 9: DECLARATION

You confirm that as part of initial guidance, enrolment, induction and tutorial activities you:

- identified your primary learning goals and programme of study
- met the appropriate entry requirements for this programme of study
- understood what your programme of study involved, including any fees and additional costs for essential equipment, awarding body fees, books and visits etc.
- were aware of the financial support you may be entitled to
- were aware of the learning, language and academic support which may be available to you

Rules, Regulations and Codes of Conduct

- You agree to conform to the rules, regulations and codes of conduct of the School
- You declare that, to the best of your knowledge, the information you have provided is correct and that should your circumstances change, including your eligibility for concessionary fees, you will notify the School immediately
- You agree to attend regularly and punctually all programmes for which you enrol
- You understand that the School reserves the right to change tutors, reschedule, cancel, close or combine programmes if necessary
- You agree to abide by the requirements of various Acts covering health and safety and to follow instructions issued by staff

Further information about use and access to your personal data, and details of partner organisations are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm> and <http://www.learningrecordservices.org.uk>

At no time will your personal information be passed to organisations for marketing or sales purposes. The EFA, the Chief Executive of SFA and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about programmes, or learning opportunities relevant to you.

Please indicate if there are any restrictions on how you may be contacted by marking the relevant box(es);

☐ Post ☐ Telephone ☐ Email

☐ Click this box if you do not wish to be contacted by the EFA, SFA or their partners in respect of survey and research by mail or phone.

By completing this form you agree to undertake appropriate programme assessment and you give your consent for Met Film School to process data about you in compliance with the Data Protection Act 1998, and for educational purposes only.

You confirm that you have been made aware of the School's fees and charging policy. The information provided in this application and within your Curriculum Vitae is both truthful and accurate. You confirm your acceptance of Met Film School's full Terms and Conditions and have read and understood the list of Inclusions and Exclusions.

Student Signature:

Date:

Please read the Terms & Conditions before signing.

Please return this completed form to info@metfilmschool.co.uk along with the attachments listed on the following page in SECTION 10. We will contact you and let you know if you have progressed to the interview stage.



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SECTION 10: APPLICATION CHECKLIST

For our MA in Filmmaking programmes you will need to submit a number of documents to form your entire Met Film School application.

Below is a checklist of all the things you must have included in your application pack, if any of these items are missing, your application cannot be processed:

- ☐ A completed Met Film School application form
- ☐ A personal statement of at least 750 words. The Met Film School application form details the information that your personal statement must include.
- ☐ An academic essay of 750-1000 words from the following question: 'Select a film or television programme in a specific genre and analyse how the film or television programme both uses and subverts its genre conventions'; OR an example of past academic writing e.g., University Essays or Dissertation.
- ☐ A copy of your passport that clearly shows your photo and passport number
- ☐ An updated CV
- ☐ Copies of your degree certificate and academic transcripts
- ☐ Some creative work that will contribute towards a portfolio e.g., creative writing, business proposal, film work, photography etc. Please also include these as links online in a word document/PDF document



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TERMS AND CONDITIONS

1. INTRODUCTION

- 1.1 We are Met Film School Limited ("the Met" or "we" or "us"). We provide film education programmes 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.co.uk.
- 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 programme 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 programme.

2. PURCHASE OF PROGRAMMES OR RELATED PRODUCTS AND SERVICES

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

- 4.1 You acknowledge that on booking a place on a programme we are entitled to do all that we deem necessary to plan for your participation on the programme. You also acknowledge that this may extend to acquiring additional equipment, securing, and even restructuring the delivery of the programme 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 programmes, 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.
- 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 the UK. You also agree to provide us within 7 days of arriving within the UK, a copy of your completed police registration form. Failure to do this may result in your inability to attend the programme. If you are a non-native speaker of English you must also provide us with a copy of a UKVI approved English Language Test such as IELTS or PTE Academic.
- 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 programme. Payment is deemed to have happened when we have received cleared funds.

5. PRICING

- 5.1 We review our pricing annually and any changes will be published thereafter and become effective from the following July.
- 5.2 Programme prices are inclusive of value added tax to the extent that the programme attracts value added tax.
- 5.3 We will try to ensure that you receive a place on a programme for which you have booked and paid the appropriate fee in full. However we cannot guarantee your place on any

programme and in the unlikely event that we are unable to provide you with a place on a programme for which you have paid a fee we will give you the option of a refund of the fee paid to date, or a place on another programme or a place on a future running of the programme as far as reasonably possible.

- 5.4 Payments by credit cards will attract a 1.9% additional administrative card fee on the amount to be paid. Payments by debit card will not attract a card fee.
- 5.5 Our fees are exclusive on any money transfer charges or exchange rate deductions. Should we suffer any loss from transaction charges, exchange rate variations or other deductions we reserve the right to charge you immediately for these sums.
- 5.6 Late payments, including those resulting from deductions under clause 5.6, will automatically incur a 5% additional fee to cover our increased administrative costs, subject to a minimum administrative cost of £250.

6. CANCELLATION POLICIES

- 6.1 We reserve the right to cancel any programme at any time up to and including the start date of the programme. 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 programme or a refund of your full fee or a place on a future running of the programme.
- 6.2 You may cancel your place for a refund, less any external costs incurred and the 20% deposit, on all programmes 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 programme. If you cancel your place 44 days or less before the start of the programme 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 programme. 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 programme to another, or one date to another, at our complete discretion.
- 6.6 All deposits paid to secure a place on any programme are non-refundable.
- 6.7 If you are an international student requiring a visa to study in the UK 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 programme start date. Any applicant found to have made a fraudulent application, including failure to disclose information that may be relevant to their application will not be given a refund.
- 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 programmes 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 programme material, products and services including those developed directly on the programme by us remain the property of the Met.

8.2 You will retain all intellectual property developed on the programme by you. We are granted a lifetime royalty free license to use any materials which you produce on the programme 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 programmes 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 programme. 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 programme or earlier upon your request. You agree to abide by these rules.

10.3 The Met Film Kit Room supplies students with available equipment for film shoots. In the event that any equipment is damaged or lost during the shoot, the student will be liable for the costs of repair or replacement. It is in Met Film School's sole discretion whether damaged equipment is to be economically and productively repaired or whether it must be replaced. Subject to terms and conditions of insurance students may be able to claim under Met Film School's insurance policies for all losses except the excess. It is recommended that students familiarise themselves with the terms this insurance, the restrictions it places on productions, and claims procedures.

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 programmes 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 programme may make programme 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 programme 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 programmes students are assessed before acceptance according to their relevant skills, abilities and merits in order to ensure programme 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 programmes to deliver appropriate learning across a range of disciplines. Although we will take reasonable steps to warn students of the content of potentially distressing programme material, we make no apology for such programme 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.

13. THESE TERMS AND CONDITIONS

By paying any part of your fees or attending the school you irrevocably agree to these terms and conditions.