



Anaheim University

2019 MFA in Digital Filmmaking – Student Enrollment Agreement

Anaheim University • 1240 S. State College Blvd. Room #110 • Anaheim, CA 92806 USA

Tel: 714-772-3330

Fax: 714-772-3331

E-mail: registrar@anaheim.edu

Website: <http://www.anaheim.edu>

FOR EDUCATIONAL SERVICE SUBJECT TO ARTICLE 6 BUT NOT ARTICLE 7 OF THE PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION REFORM ACT.

1 Agreement for Educational Services

This is an agreement for educational services provided by Anaheim University to the student named on page 4 of this Student Enrollment Agreement. Anaheim University is not a public institution. Once this document is signed by the student and approved by Anaheim University, it legally obligates both Anaheim University and the student.

2 Program Description : MFA in Digital Filmmaking

Title of Program: Master of Fine Arts degree program in Digital Filmmaking (MFA)

Description of Program: Through the MFA in Digital Filmmaking program, students acquire the knowledge, skills, and ethics needed to produce media content in an ever-shifting landscape of production, distribution and exhibition. The curriculum reflects the variety of production practices involved in today's complex entertainment and artistic realms – from film, video and gaming to festivals, YouTube and other online platforms, and to innovating into areas yet unknown. Through Anaheim University's rich learning experiences and state of the art approach, students both new to digital filmmaking and looking to expand their filmmaking horizons will gain a greater appreciation for the history, theory and range of cinematic practices in global contexts, along with a full background in the most recent technologies of pre-production, production and post-production. Students will have the opportunity to experience aspects of Hollywood production practices through video interviews and real-time interactions with experts in various components of studio filmmaking, as well as interactions with those involved in other aspects of content production and distribution.

Equipment to be provided by School: The software required for the online classrooms, online video broadcasts, electronic discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

Equipment to be provided by the Student: MFA students must have a basic digital video camera and a smart phone with video capabilities, along with a computer with Apple move-making software or the equivalent thereof.

Program Completion Requirements:

- Total number of required units: 56 units
- One week residential session

Method of Instruction:

Online-learning: reading of textbooks and submission of assignments, weekly online correspondence with professor and students (one 90-minute real time online class per week and daily interaction through an online discussion forum).

Residential session: a one-week, in-person presence at an appropriate facility in Hollywood, California or Tokyo, Japan where students will attain hands-on experience with professional grade motion-picture and HD-video equipment, and learn the following from industry professionals: the technology and art of feature-film or television post-production, distribution and marketing; the business of screenwriting; and video-game development and marketing. Seminars from those professionally involved in these areas will be complimented by tours of facilities and classroom-style lectures. This capstone experience will come at the end of the student's coursework. It is the student's responsibility to ensure that proper visa procedures have been followed, if required.

Required Equipment:

- Camera capable of shooting 1920x1080/24fps.
 - DSLR: Canon 5DMII, 5DMIII, 7D, 60D, Rebel T2i, T3i, Nikon D800, D90, D3200, etc.; Black Magic Pocket Camera;
 - Mirrorless: Panasonic GH2, Sony A7, etc.
- Lens(es)
 - Focal length: 24-105mm. Often the DSRL and mirrorless cameras listed above come with a stock zoom lens that will cover this focal range.
- Digital sound recorder with XLR inputs
 - Tascam DR-40; Zoom H4N; Rode shotgun microphone and XLR cable
- Basic Continuous Lighting Equipment.
 - Inexpensive brands: Impact, Manfrotto, Genaray
 - More expensive: Arri lighting kits, Kino-flo
- Non-linear editing software
 - Final Cut Pro, Adobe Premiere Pro

Start Date: Enrollment is continuous. Please see website for the schedule of courses offered.

Scheduled Completion Date: Within 3 years from commencement of program. Maximum time allotted to complete program - 4 years from date of matriculation. Students may be granted an extension to their program at the discretion of the Dean. Each course is equivalent to 180 hours of study over a 9-week period. New courses begin every 10 weeks.

Note: Course titles are subject to change without notice. Anaheim University, in an effort to remain current and on the leading edge of education, reserves the right to change course titles, content and requirements at any time during a student's term of study.

3a Student Loans

For students who have obtained or are applying for the following guaranteed or insured loan for the purpose of paying tuition.

Name of Lender	Address of Lender	Proceeds to School
----------------	-------------------	--------------------

3b Student Scholarships

For students who have obtained or are applying for the following scholarship for the purpose of paying tuition.

Name of Scholarship	Organization Offered Through	Amount of Scholarship
---------------------	------------------------------	-----------------------

4 Non-Refundable Fees, Charges and Deposits

Certain fees, charges and deposits are non-refundable. Even if the student cancels this contract as permitted by law, the student may not receive a refund of the application fee and \$100 registration fee, unless cancellation is made within the 7-day Cancellation Period.

5. Student Cancellation, Withdrawal, and Refund Rights

The student has the right to cancel an enrollment agreement in writing through the first day of the course, or the seventh day after signing the enrollment agreement, whichever is later (the "Cancellation Period"), and obtain a full refund of all monies paid. Students canceling after the seven-day Cancellation Period will receive a refund of all amounts paid, less the non-refundable registration fee of \$100 and the non-refundable application fee of \$75 (for graduate programs) or \$50 (for undergraduate programs).

6. Student Tuition Recovery Fund.

If the student is not a resident of California or is the recipient of third-party payment of tuition and course costs, such as workforce investment vouchers or rehabilitation funding, the student is not eligible for protection under and recovery from the Student Tuition Recovery Fund.

7. Obligations of Student and School.

The student will meet all financial obligations as required in this agreement, subject to the student's right to cancel (paragraph 5) and withdraw from the course (paragraph 6). The student will demonstrate reasonable progress toward completion of the program. The school respects the student's rights and privacy and will furnish all of the services listed in the catalog and required of this agreement. The school maintains a website where research materials and library resources can be accessed. The school will maintain student records and, upon graduation and completion of an end-of-program survey, will supply an official transcript.

8. Student Integrity and Academic Honesty.

Students are expected to conduct themselves with the highest ethical and academic standards and to commit no acts of cheating, plagiarism, or falsification of records. Cheating is an act of obtaining or attempting to obtain credit for work by the use of dishonest, deceptive or fraudulent means; plagiarism is the act of taking ideas, words, or specific substance of another and offering them as one's own; falsification of records is a misrepresentation of statements in submitted records.

9. Admissions Practices.

The applicant has been informed that s/he has been accepted into the program and that official transcripts or required documentation must be received by the institution within one enrollment period not to exceed 12 semester credits, or the student's application will no longer be valid.

10. Policy on Student Satisfaction and Student Grievance Procedures.

Anaheim University places great emphasis on putting the educational experience of its student body as the first priority of its administration, faculty, and staff. In line with this "Students First, Always" policy, the University seeks to continuously improve the educational experience of its students, including the quality of academics, learning resources, online learning system, and Student Services. Students have the opportunity to provide feedback at the end of each term through questionnaires. In addition, students always have the opportunity to provide feedback, seek assistance, and express grievances to Student Services by sending an e-mail. Grievances sent in writing will receive a response within 10 days of the University receiving the grievance. Once a grievance is received, it will be directed to the appropriate department and the individual responsible for overseeing that department. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Website at www.bppe.ca.gov. Any questions or problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818. Phone: (916) 431-6959. Fax: (916) 263-1897, or the Distance Education Accrediting Commission (DEAC) at <https://www.deac.org/Student-Center/Complaint-Process.aspx>.

11. Student Complaint Process

Anaheim University is registered with the Maryland Higher Education Commission. The complaint process for students who are enrolled in Anaheim University and reside in Maryland is as follows: (1) Difficulties with program structures, schedules, or other issues should first be discussed with the student's professor. (2) If unresolved, students should then email the support team support@anaheim.edu with any questions or concerns. The support team will respond as quickly as possible with a resolution to the student's problem. Anaheim University is subject to investigation of complaints by the Office of the Attorney General or the Maryland Higher Education Commission. Any complaints should be directed to: Maryland Attorney General, Consumer Protection Division, 200 St. Paul St. Baltimore, MD 21202, 410-528-8662 or 888-743-0823 (toll Free)

12 Itemization and total of fees and charges.

The following itemizes all of the fees and charges for which the student is responsible.

MFA in DIGITAL FILMMAKING DEGREE PROGRAM	
Application	
Application Fee (Non-refundable after 7 days)	\$ 75.00
Registration Fees	
Registration Fee (Non-refundable after 7 days)	\$ 100.00
<i>DUE UPON SUBMISSION OF THIS ENROLLMENT AGREEMENT</i>	
Course Fees	
Tuition per course (\$375 per credit x four credits)	\$ 1,500.00
Records Fee per term	\$ 200.00
TOTAL PER COURSE FEES	\$ 1,700.00
Additional Fees	
Thesis Fee*	\$ 450.00
Residential Session Fee** (Transportation, Room & Board not included)**	\$ 2,200.00
Transfer credit fee (per course) (optional)	\$ 75.00
End of Program Fees	
Original Transcript	No cost
Diploma	No cost
Replacement Diploma	\$ 100.00
Each Additional Transcript (optional)	\$ 25.00
Program Completion Letter (optional)	\$ 35.00
TOTAL FEES AND CHARGES	
Total Cost of Program	\$ 26,825.00***
- *The thesis course requires an additional one-time payment of \$450. A thesis student will pay the \$200 records fee for each term s/he is working on the thesis until it is submitted for examination (the above table reflects the average thesis completion time of two terms). ** The residential fee does not include housing, meals or transportation; costs vary depending on the originating location of the student and the chosen accommodations. Anaheim University endeavors to find housing at a reasonable cost for students ***Assumes completion in 15 terms. 1	

Affordable Pay-As-You-Learn System: Pay for only one course at a time, or receive a 10% discount on tuition by paying 100% of your program fees at the time you enroll.

From January 1, 2006, those who have served their government through either diplomatic or military service may be eligible for a 10% discount. US Military: Anaheim University's programs have been approved for VA benefits.

Note: The list of program fees does not include textbook fees. Textbooks average approximately \$100 - \$200 per course. A textbook list may be found in the online resources of the student website. Some courses require the submission of an original film project; production expenses, including the use of equipment, are the responsibility of the student and are not included in the MFA program fees

Monthly Payment Plans: Students who choose to pay for their programs with an approved monthly payment plan arrangement must complete and sign Attachment D of the Enrollment Agreement. All monthly payment plans are offered in compliance with the regulations of the Truth-in-Lending Act of 1968.

Payments can be made by check, credit card (Visa, MasterCard, American Express or Discover), money order or bank transfer. Tuition may be paid on a course-by-course basis. The application fee must be paid at the time of application, and prior to beginning the first term, students must pay the registration, tuition, and records fee. For the remaining terms, students must pay the tuition and records fee.

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU ARRANGE A STUDENT LOAN FROM A LENDER, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST IMPOSED BY THE LENDING INSTITUTION.

Transfer Credit

Have you been granted any transfer credits (\$75/course)?

YES NO

Please check



If so, for which course(s)?

13a Certification by student

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me. I also understand that the University reserves the right to change admission standards, tuition and other fees, graduation requirements, and any and all academic and administrative policies or course schedules during my term of study.

Signature of student _____ Date (Month / Day / Year) _____ Signature of Anaheim University Representative _____ Date (Month / Day / Year) _____

14b Equipment Requirement

I understand that in order to successfully complete this program, I must have access to the following pieces of equipment that are not included in the program fees: Camera capable of shooting 1920x1080/24fps; Lens(es) with a focal length of 24-105mm; Digital sound recorder with XLR inputs; Basic continuous lighting equipment; non-linear editing software.

Signature of student _____ Date (Month / Day / Year) _____ Signature of Anaheim University Representative _____ Date (Month / Day / Year) _____

Publicity Release and Personal Data

I authorize Anaheim University to use my name, statements and likeness, without charge, for promotional purposes in Anaheim University publications, video webpages, or in other formats.

Signature of student: _____ Date (Month / Day / Year) _____

First Name		Last Name		OFFICE USE ONLY Copy given to student: _____ Date: _____ (Month / Day / Year)
Street Address				
City	State / Province / Prefecture	Zip / Postal Code	Country	

Program for which you are enrolling: *MFA in Digital Filmmaking*

Anaheim University and Accessibility Accommodations

Anaheim University will make reasonable provision for students with learning or other disabilities. Do you have a disability that you would like the University to accommodate?

Please check YES NO If yes, please provide documentation and detail on how your disability can best be accommodated.

Payment Information: Registration Fee

To complete the enrollment process, Anaheim University must receive a one-time registration fee of \$100 at the time the enrollment agreement is submitted. This fee is non-refundable after seven days. Please indicate the method of payment you would like to use:

- Credit card (form available at http://anaheim.edu/downloadable-documents/au_credit_card_form.pdf)
 - Please check here if you would like to use the same credit card that was used for your application fee
- Check (please mail to Anaheim University, Office of Admissions Room 110, 1240 S. State College Blvd., Anaheim, CA 92806)
- Bank transfer (please contact registrar@anaheim.edu for further information)

Please check



Notice Concerning State Approval

All of the degree programs offered by Anaheim University have been reviewed, evaluated and approved by the Bureau of Private Postsecondary Education for the State of California. The University has been awarded Institutional Approval. "Approval" or "approval to operate" means that the council has determined and certified that an institution meets minimum standards established by the council for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of the program.

Notice Concerning Transferability of Units and Degrees Earned at our University

Anaheim University is accredited by the Accrediting Commission of the Distance Education and Accrediting Commission (DEAC). Anaheim University and its programs have been examined and found to meet the educational and business ethics standards set by the DEAC. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency.

The transferability of credits you earn at Anaheim University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Master in Fine Arts degree you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits or the MFA degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Anaheim University to determine if your credits or degree will transfer.

"I have read and understood the information above."



Signature of student _____ Date (Month / Day / Year) _____ Signature of Anaheim University Representative _____ Date (Month / Day / Year) _____

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE), P.O. Box 980818, West Sacramento, CA 95798-0818. Phone: (888) 370-7589. FAX: (916) 263-1897. www.bppe.ca.gov. A student or any member of the public may file a complaint about this institution with the BPPE by calling (888) 370-7589 or by completing a complaint form which can be obtained on the bureau's internet website at www.bppe.ca.gov.

Attachment A to Student Enrollment Agreement

“Checklist of Pre-Enrollment Disclosures” (please initial below)

Date of Application



The school represents and the school acknowledges that before the student signed the enrollment agreement, the school provided each of the following materials to the student, and gave the student a sufficient opportunity to read and review each of the materials before obtaining the student’s signature to the agreement. The initials of the school’s representative and the student signify that the materials were provided to the student at the time and in the manner required.

I have received all of the materials in the following checklist of Pre-Enrollment Disclosures, which I acknowledge by initialing them:

Enrollment agreement - upon signing the enrollment agreement, the student received a copy of this agreement, including all applicable information, the title of the program, and an itemization and total of all charges:

School Student (Please initial)

Catalog [or brochure] - before signing the enrollment agreement, the student received a copy of the school’s catalog [or brochure], including a description of the program of instruction:

School Student (Please initial)

Explanation of withdrawal and refund rights (Attachment B of this enrollment agreement) - before signing the enrollment agreement, the student received a written statement of the refund policy that applies if the student withdraws after the cancellation period, including examples of how the policy applies:

School Student (Please initial)

Performance Fact Sheet (Attachment C of this enrollment agreement) - before signing the enrollment agreement, you must be given a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

“I certify that I have received the School Performance Fact Sheet and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.”

School Student (Please initial)

Attachment B to Student Enrollment Agreement

Explanation of Program Withdrawal and Refund Rights

The student has the right to cancel an enrollment agreement in writing through the first day of the course, or the seventh day after signing the enrollment agreement, whichever is later (the “Cancellation Period”), and obtain a full refund of all monies paid. Students canceling after the seven-day Cancellation Period will receive a refund of all amounts paid, less the non-refundable registration fee of \$100 and the non-refundable application fee of \$75 (for graduate programs) or \$50 (for undergraduate programs).

The written notice of cancellation may be given by e-mail, fax, or postal service (in which case, the effective date begins when the letter is deposited in the mail properly addressed with postage prepaid). The “Official Notice of Withdrawal” form can be downloaded from the University website.

For the purposes of determining the student’s obligation for the time attended, the student will be considered to have withdrawn from the program when any of the following occurs, unless the Dean or Program Director determines a different course of action:

For Courses Lasting from 7 - 10 weeks	Percentage of Refundable Tuition	SAMPLE CALCULATION based on \$2,200 tuition for a 7 - 10 week course
Week 1 (days 0 - 7)	100% of tuition refunded	Refund: \$2,200 (100% of \$2,200)
Week 2 (days 8 - 14)	85% of tuition refunded	Refund: \$1,870 (85% of \$2,200)
Week 3 (days 15 - 21)	70% of tuition refunded	Refund: \$1,540 (70% of \$2,200)
Week 4 (days 22 - 28)	55% of tuition refunded	Refund: \$1,210 (55% of \$2,200)
Week 5 (days 29 - 35)	40% of tuition refunded	Refund: \$880 (40% of \$2,200)
Week 6 (days 36 - 42)	20% of tuition refunded	Refund: \$440 (20% of \$2,200)
Weeks 7 - 10	0% of tuition refunded	Refund: \$0

If any portion of the student’s tuition was paid from the proceeds of a loan, the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of the refund will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received. Any remaining amount will then be paid to the student. If there is a balance due, the student will be responsible in proportion to the amount of the benefits received. Any remaining amount will be paid to the student. If the student paid for his/her entire program at the time of enrollment and received the 10% tuition discount for payment in full, the regular course tuition will be used in the calculation of the refund since the discount will no longer apply. All monies due the student will be refunded within 30 days of the notice of cancellation.

For the Residential portion of the MFA program, students are entitled to a refund of the 40-hour Residential session as follows:

Hours completed for the 28-hour TESOL Residential	Percentage of Refunded Tuition	SAMPLE CALCULATION based on a \$2,200 residential for 28 hours of instruction
Up to 4 hours (14% of total hours)	90% of residential fee	Refund: \$1,980 (90% of \$2,200)
5 - 8 hours (29% of total hours)	75% of residential fee	Refund: \$1,650 (75% of \$2,200)
9 - 17 hours (60% of total hours)	40% of residential fee	Refund: \$880 (40% of \$2,200)
More than 17 hours	0% of residential fee	Refund: \$0