



# Anaheim University

January 1 - December 31, 2025 Student Enrollments

## Master of Fine Arts in Digital Filmmaking (MFA) Student Enrollment Agreement

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

Tel: 714-772-3330 Fax: 714-772-3331

Email: 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 in the Certification by Student section (Section 14) of this Student Enrollment Agreement. Anaheim University is not a public institution. When 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 those new to digital filmmaking and those 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 and to interact with those involved in other aspects of content production and distribution.

#### 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 complemented 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.

#### Program Completion Requirements:

Total number of required units: 56 units (14 Courses – 4 units each) Each course is equivalent to 180 hours of study over a 9-week period. New courses begin every 10 weeks.

One-week residential session

#### 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.

#### Equipment to be provided by Student:

- Computer with Internet capabilities and Microsoft Office installed.
- basic digital video camera and a smartphone with video capabilities, along with a computer with Apple movie-making software or the equivalent thereof.

#### Optional equipment to be provided by Student

- 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

**The period covered by the Enrollment Agreement:**

**Start Date:** \_\_\_\_\_

**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 on the 4 year program length limit only after receiving written approval from the Program Director, the Office of the Registrar, and the Office of Financial Affairs.

**Continuous Enrollment:** Students are required to enroll in a course every time a course that is needed for their program completion is offered. Students who have begun work on their thesis must remain enrolled each term until their program requirements have been completed in their entirety and they have received final written approval that they have met all academic requirements for the completion of their degree program.

**Should you wish to exercise your right to cancel or withdraw from this agreement, you must do so by the following date:**  
**M/D/Y** \_\_\_\_\_

See Section 5 and Attachment B for an explanation of your program cancellation, withdrawal, and refund rights.

**Note:** Course titles, content, and requirements are subject to change without notice. Anaheim University, in its continuing efforts 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** \_\_\_\_\_

"If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan.
- (2) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid."

**3b Student Scholarships.** *For students who have obtained or are applying for the following scholarship for the purpose of paying tuition.*

Name of Scholarship _____	Source of Scholarship _____	Amount of Scholarship _____
---------------------------	-----------------------------	-----------------------------

**4 Student Tuition Recovery Fund**

**Student Tuition Recovery Fund (STRF):** "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

**5 Student Cancellation, Withdrawal, and Refund Rights**

**STUDENT'S RIGHT TO CANCEL** A student has the right to cancel an enrollment agreement by email or FAX, or by postal service\* through the first day of the student's first 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, less the non-refundable Student Tuition Recovery Fund (STRF) fee, which is currently zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges, the non-refundable application fee of \$75 (for graduate programs) or \$50 (for undergraduate programs), and the non-refundable \$100 registration fee. Students canceling after the Cancellation Period will receive a refund of tuition as specified in Attachment B of this Agreement.

**\*Note:** If the written notice of cancellation is given by postal service, the effective date begins on the day the letter is postmarked if the envelope is properly addressed and the postage is prepaid.

The "Official Notice of Withdrawal" form can be downloaded from the University website under *How to Apply>Applications & Forms>Program Withdrawal Form*.

Withdrawals by mail should be submitted to Student Services • Anaheim University • 1240 S. State College Blvd. Room #110 • Anaheim, CA 92806 USA

The FAX number for withdrawal by FAX is: 714-772-3331

Withdrawals by email should be submitted to: [ausupport@anaheim.edu](mailto:ausupport@anaheim.edu)

If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

**See Attachment B for more information on Program Cancellation, Withdrawal, and Refund Rights.**

## 6 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 the agreement and withdraw from the University (see section 5 above). 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 by 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, will supply an official transcript.

## 7 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.

## 8 Admissions Practices

The applicant has been informed that he/she has been accepted into the program and that official transcripts or required documentation must be received by the institution within six weeks or the approval of the student's Enrollment Agreement will no longer be valid and the student may be dismissed from the University.

## 9 Questions and Complaints

"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 at P.O. Box 980818, West Sacramento, CA 95798-0818. Phone: (916) 431-6959. Fax: (916) 263-1897."

"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](http://www.bppe.ca.gov) ", or with the Distance Education Accrediting Commission (DEAC) at <https://www.deac.org/Student-Center/Complaint-Process.aspx>.

Connecticut students with a complaint about the University may contact the Connecticut Office of Higher Education at: <https://www.ohe.ct.gov/StudentComplaints.shtml>

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 [ausupport@anaheim.edu](mailto:ausupport@anaheim.edu) with any questions or concerns. The support team will respond within three weeks with a proposed 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)

## 10 Resources

Anaheim University makes certain provisions in order to provide access to library resources and library services for all students enrolled directly through Anaheim University. However, as a student enrolled in Anaheim University's online graduate degree programs you are required to have an additional reserve fund, maintained in your possession and under your control to be used for the purchase of journals and research - materials that will aid you in your studies by providing information specific to your unique areas of interest and research - and to provide access to software and other resources that may help you in the completion of your studies. The research reserve fund is \$1500 for MA students to be used over the duration of their program.

**Note:** You are not required to spend the entire research fund - only that amount necessary in order to carry out your research.

"By signing below I acknowledge that I have read this information and agree to comply with this requirement."

→

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

## 11 Transfer Credit

Have you been granted transfer credits?

→ Please check:  YES or NO →

\_\_\_\_\_  
If so, for which course(s)?

**Note:** If an applicant requests that a course, or courses, taken at another university be reviewed for transfer credit, the applicant is charged \$75 for each course reviewed. For each course approved for transfer credit, the total cost of the applicant's program will be reduced by an amount equal to the cost of the tuition, the term fee, and the text books for the course that was replaced by the transferred course, and the number of courses the applicant will be required to take to meet degree requirements will be reduced by one.

**12a Itemization and total of fees & charges**

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

MFA in DIGITAL FILMMAKING DEGREE	MFA in DIGITAL FILMMAKING DEGREE
Itemized Program Costs	* Costs included in the Total Program Costs **Assumes program completion in 14 enrolled terms and successful completion of each course on the first attempt.
<b>Non-Refundable Fees</b>	Footnotes:
Application Fee \$ 75.00*	<sup>1</sup> Student Tuition Recovery Fund (STRF): The Student Tuition Recovery Fund (STRF) is administered by the California BPPE and applies only to California residents. The STRF fee is currently zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.
Registration Fee \$ 100.00*	<sup>2</sup> Cost of Equipment will vary depending on individual choices. The costs listed assumes the student has an I-phone and a computer. The required cost estimate is for a video card for a smart phone and movie making software for a computer. The optional equipment cost estimate is an estimated cost of the optional equipment listed in Section 2 of this Agreement and is the result of an internet search for the cost of low end to mid-level new equipment. Used equipment is available for a much lower cost and new high-end equipment costs much more. Minimum cost for the optional equipment would likely be between \$1,000 and \$2,000.
STRF Fee <sup>1</sup> \$ 0.00*	<sup>3</sup> Estimated Residential Accommodation Fees: An estimate of the cost of housing and meals. Costs vary depending on the housing and restaurants the student chooses. Anaheim University endeavors to find housing at a reasonable cost for students. These fees do not include transportation to and from the Residential Session. The maximum cost of transportation to and from the Residential Session will be the cost from where the applicant lives to either Tokyo or Los Angeles, whichever is farther.
<b>NON-REFUNDABLE FEES DUE UPON SUBMISSION OF THIS ENROLLMENT AGREEMENT</b>	<sup>4</sup> Transfer Credit Fee: If an applicant requests that a course, or courses, taken at another university be reviewed for transfer credit, the applicant is charged \$75 for each course reviewed. For each course approved for transfer credit, the cost of the applicant's program will be reduced by the cost of the course that does not have to be taken, and, the number of courses the applicant will be required to take to complete degree requirements will be reduced by one. Textbook costs will be reduced by the cost of the textbook that would have been used in the AU course.
<b>Course Fees</b>	
Tuition per course (\$500 per credit x four credits) \$ 2,000	
(14 courses X \$2000 each) \$ 28,000*	
Records Fee per term \$ 200	
(14 terms X \$200 per term) \$ 2,800*	
Estimated Textbook Fees \$ 1,000*	
<b>Other Fees</b>	
Research reserve fund \$ 1,500*	
Cost of Equipment <sup>2</sup> \$ 800*	
Cost of Optional Equipment <sup>2</sup> (optional) \$ 3,400	
Residential Session Fee** \$ 2,200*	
Estimated Residential Session Accommodation Fees <sup>3</sup> \$ 1,500*	
Transfer credit fee <sup>4</sup> (per course) (optional) \$ 75	
<b>End of Program Fees</b>	
Original Transcript No cost	
Diploma No cost	
Replacement Diploma (optional) \$ 200	
Replacement Cover (optional) \$ 100	
Each Additional Transcript (optional) \$ 25	
Program Completion Letter (optional) \$ 35	
<b>TOTAL Program Costs \$ 37,975**</b>	

**Affordable Pay-As-You-Learn System:** You only need to pay for one course at a time. Payment may be made by credit card (Visa, Mastercard, Discover, or American Express), check or money order, or bank transfer. (Please note that the student is responsible for any transaction fees incurred from the financial institution).

**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 requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code.

**YOU ARE RESPONSIBLE FOR THE AMOUNT SPECIFIED IN SECTION 13. FOR THE PROGRAM IN WHICH YOU ENROLL**

"If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. "

"If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan.
- (2) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid."

For those students who signed a promissory note in order to finance the cost of the educational program: **"NOTICE" "YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.**

**13 ESTIMATED TOTAL CHARGES FOR THE MASTER OF FINE ARTS IN DIGITAL FILMMAKING (MFA) PROGRAM**

"ESTIMATED TOTAL CHARGES FOR:" **THE MFA IN DIGITAL FILMMAKING:** \$ \_\_\_\_\_ Initial \_\_\_\_\_

"TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE" \$ \_\_\_\_\_ Initial \_\_\_\_\_

"TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT" \$ \_\_\_\_\_ Initial \_\_\_\_\_

**14 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 understand that this enrollment agreement covers the duration of my continuous enrollment in my academic program.

I understand that if I withdraw, or if I am disenrolled, and wish to reapply, new admission standards, tuition and other fees, graduation requirements, academic and administrative policies, and course schedules may apply.

→ \_\_\_\_\_  
Signature of student    Date (Month / Day / Year)    Signature of Anaheim University Representative    Date (Month / Day / Year)

**15 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. Please indicate below the method of payment you would like to use:

**→ Please check:**

- Credit card (form available at [www.anaheim.edu/credit-card](http://www.anaheim.edu/credit-card))
- 
- 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](mailto:registrar@anaheim.edu) for further information)

**16 Publicity Release and Personal Data**

**→ Please check:**     I authorize     I do not 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

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City    State / Province / Prefecture    Zip / Postal Code    Country

**OFFICE USE ONLY**

Copy given to  
Student \_\_\_\_\_  
Date (Month / Day / Year)    Signature of University Representative \_\_\_\_\_

**17 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 or  NO

→ \_\_\_\_\_  
If yes, please provide documentation and detail on how your disability can best be accommodated.

**18 Notice Concerning Transferability of Credits and Credentials Earned at Our University**

Anaheim University is accredited by the Distance Education Accrediting Commission (DEAC). The DEAC is listed by the U.S. Department of Education as a recognized accrediting agency and recognized by the Council for Higher Education Accreditation (CHEA). In general, qualifications from accredited universities are widely recognized; however, prospective students are advised to check with their respective school districts, state agencies, professional organizations, or government agencies when licensing and/or credentials are the eventual objective of the prospective student.

"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 degree you earn in Master of Fine Arts in Digital Filmmaking is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is 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 degree will transfer."

**"If institution offers more than one educational program, only the program in which the student is enrolling must be listed."**  
"My signature below indicates that I have read and understand the information above."

→ \_\_\_\_\_  
Signature of student    Date (Month / Day / Year)    Signature of Anaheim University Representative    Date (Month / Day / Year)

**19 Notice Concerning State Approval**

Anaheim University is approved to operate by the California Bureau for Private Post-Secondary Education. "Approval to operate" means that Anaheim University operates in compliance with state standards as set forth in the California Education Code and the California Code of Regulations.

**20 Questions Regarding Enrollment Agreement**

Any questions you have regarding this enrollment agreement that have not been satisfactorily answered by the institution may 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

**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 have acknowledged by signing the agreement and initialing and dating the materials:

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

\_\_\_\_\_  
School: Please initial and date      →      \_\_\_\_\_  
Student: Please initial and date

**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: Please initial and date      →      \_\_\_\_\_  
Student: Please initial and date

**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: Please initial and date      →      \_\_\_\_\_  
Student: Please initial and date

**Performance Fact Sheet (Attachment C of this enrollment agreement)** - Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, all of 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, and 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 catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and 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: Please initial, and date	→	_____ Student: Please initial, and date
---	---	--

**Attachment B to Student Enrollment Agreement: Program Cancellation, Withdrawal, and Refund Rights**

**STUDENT'S RIGHT TO CANCEL** A student has the right to cancel an enrollment agreement by email, FAX, or postal service 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, less the non-refundable STRF fee, which is currently zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges and applies only to California residents, the non-refundable application fee of \$75 (for graduate programs) or \$50 (for undergraduate programs), and the non-refundable \$100 registration fee

Students canceling after the Cancellation Period will receive a refund of tuition as specified in the applicable Table below.

**Note:** The written notice of cancellation may be given by email, fax, or postal service (in which case, the effective date begins the day the letter is postmarked, if the envelope is properly addressed and the postage is prepaid). The "Official Notice of Withdrawal" form can be downloaded from the University website under *How to Apply>Applications & Forms>Program Withdrawal Form*

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:

- The student notifies the school of the withdrawal.
- The school terminates the student's enrollment.
- The student fails to attend classes for a three-week period. In this case, the date of withdrawal will be the last date of attendance.
- The student fails to submit three consecutive lessons or fails to submit a completed lesson required for home study or correspondence within 60 days of its due date.
- The student has not responded to communication in any form from the University for four months

Students who have been withdrawn from their program for any of the above reasons may be required to submit a new application (and all applicable fees) if they wish to continue. Tuition for all courses is refunded based on the number of weeks completed.

For Courses Lasting from 7 - 10 weeks	Percentage of Tuition Refunded	SAMPLE CALCULATION based on \$2,200 tuition & records fee 7 - 10 week course
Week 1 (days 0 - 7)	80% of tuition refunded	Refund: \$1,760 (80% of \$2,200)
Week 2 (days 8 - 14)	60% of tuition refunded	Refund: \$1,320 (60% of \$2,200)
Week 3 (days 15 - 21)	40% of tuition refunded	Refund: \$ 880 (40% of \$2,200)
Week 4 (days 22 - 28)	20% of tuition refunded	Refund: \$ 440 (20% of \$2,200)
Week 5 (days 29 - 35)	0% of tuition refunded	Refund: \$ 0

**For the Residential Session portion of the MFA program, students are entitled to a refund as follows:**

Hours Completed for the 24-hour MFA Residential Session	Percentage of Tuition Refunded	SAMPLE CALCULATION Based on \$2,200 for 24 hours of instruction
Up to 10% (2.4 hours)	90% of residential fee	Refund: \$1,980 (90% of \$2,200)
>10 - 25% (2.64 – 6 hours)	75% of residential fee	Refund: \$1,650 (75% of \$2,200)
>25 - 50% (6.24 – 12 hours)	50% of residential fee	Refund: \$1,000 (50% of \$2,200)
> 50 - 100% (12.24 – 24 hours)	0% of residential fee	Refund: \$0

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds

If any portion of the student's tuition was paid from the proceeds of a loan, the refund up to the total amount of the loan, 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.

All monies due the student will be refunded within 30 days of the notice of cancellation.

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](http://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](http://www.bppe.ca.gov).

**Attachment C to Student Enrollment Agreement**

**School Performance Fact Sheet** (Including completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.