



Anaheim University

BA in Creative Communications Completion Program in Film & Entertainment Student Enrollment Agreement

January 1 - December 31, 2025 Student Enrollments

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

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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: BA in Creative Communications Completion Program in Film & Entertainment

Title of Program: BA in Creative Communications Completion Program in Film & Entertainment

Description of Program: The BA in Creative Communications Completion Program in Film & Entertainment enables students to examine the unique formal properties, history, and influences of particular media, delve into the collaborative and creative processes of new projects while navigating the professional and ethical responsibilities that they entail, explore how to effectively communicate ideas and emotions through the lens of professional practice, and examine emerging industry trends and the practical means for cultivating a sustainable, adaptive professional career. Students completing the BA in Communications will be prepared to work in entry level jobs in film production, lighting and composition, directing and screenwriting, and production and design.

This program is designed for those who have already earned an AA degree as well as those who have earned at least 60 semester hours of undergraduate credit and have a deep interest in pursuing a career in film and entertainment.

Method of Instruction: Online-learning, reading of textbooks, analysis of films, submission of written and video assignments, and discussion forum including professor and students. During each course, students interact with one another and their professor through the Online Discussion Forum, sharing and debating responses to questions about that week's readings and projects. Students also achieve academic and practical skills by submitting assignments based on the weekly topics. Because the instruction is asynchronous, students are able to create their own schedule.

Program Completion Requirements:

Total number of required units: 60 units. (20 Courses of 3 units each): Each course will require approximately 15 hours of study per week over a 9-week period. The BA in Communications schedule is set each year and typically announced in the Fall. The program consists of four Areas of Competence: History & Theory; Pre-Production & Development; Production A to Z; and What's New.

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: Students must have access to a computer with Internet capabilities and Microsoft Office installed, smartphone, other video camera, DSLR, and lighting accessories or equipment.

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 three years from commencement of program)

Note: The BA in Creative Communications Completion Program in Film & Entertainment with a concentration in Film and Entertainment takes approximately two years to complete, but students who receive the full 90 possible transfer credits may complete the BA degree in less than one year.

Maximum time allotted to complete program – 5 years from date of matriculation. Students may be granted an extension on the 5-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.

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.

Because the instruction in this program is not offered in real time, the University shall transmit the first lesson and any materials to you within seven days after you are accepted for admission.

You shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. If the institution sent you the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after you return the materials.

The University shall transmit all the lessons and other materials to you if you have fully paid for the educational program; and after having received the first lesson and initial materials, you request in writing that all of the material be sent.

If the University transmits the balance of the material in response to your request, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons you submit, but shall not be obligated to pay any refund after all the lessons and material are transmitted.

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.

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.

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 e-mail 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*

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 provide 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 1747 N. Market Blvd, Ste 225, Sacramento, CA 95834. 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 ", 1747 N. Market Blvd, Ste 225, Sacramento, CA 95834 or with the Distance Education Accrediting Commission (DEAC) at <http://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) with any questions or concerns. The support team will respond within 3 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 Bachelor of Arts in Communication degree program you are required to have an additional reserve fund of \$500, maintained in your possession and under your control, to be used for the purchase of any additional resources that may be required to complete your program of study.

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)

"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 BACHELOR of ARTS in COMMUNICATION PROGRAM

"ESTIMATED TOTAL CHARGES FOR" **Bachelor of Arts in Creative Communication** \$ _____ Initial _____
Name of My Program

"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 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)

☐ 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)

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 of your disability 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 Bachelor of Arts in Communication 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 Bachelor of Arts in Communication will transfer."

"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 This 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 1747 N. Market Blvd, Ste 225, Sacramento, CA 95834. 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

Explanation of Program Withdrawal and Refund Rights

STUDENT'S RIGHT TO CANCEL Students have the right to cancel their enrollment agreement and receive a full refund of all monies 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), if notice of cancellation is made within seven (7) days of the first day of class.

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:

- The student notifies Student Services, an administrative staff or faculty member 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 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.

All refunds due under this section will be made within thirty (30) days of receipt of the notice of cancellation.

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.

Pro Rata Refund Calculation

(c) Students who withdraw after the Cancellation Period and who have completed 60 percent or less of the period of attendance for which they were charged are entitled to a pro rata refund of all non-federal student financial aid program monies paid for institutional charges.

Refunds will be calculated using the following formula:

- Refund Amount = Total Amount Paid – [(Total Institutional Charges ÷ Total Number of Days in the Enrollment Period) × Number of Days Attended (or Scheduled to Attend) Prior to Withdrawal]
- This calculation determines the portion of institutional charges owed by the student. Any amount paid beyond that obligation will be refunded to the student. If the amount paid is less than the amount owed, the student will be responsible for the balance due.
- No refund is due once the student has completed more than 60 percent of the enrollment period.
- All refunds will be issued within 30 days of the student's official withdrawal date.

Sample Refund Calculation

Example Scenario:

- Total institutional charge (tuition + applicable fees, excluding non-refundable fees): \$1,100
- Non-refundable fees: \$75 application fee + \$100 registration fee = \$175 total non-refundable
- Total course length: 9 weeks (63 days)
- Daily Charge = $\$1,100 / 63 = \17.46
- Student withdraws on Day 8 of the course
- Amount owed = Daily Charge x Number of days enrolled = $\$17.46 \times 8 = \139.68
- Amount of Refund = $\$1,100 - (\$139.68 + \$175) = \785.32

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from the federal financial aid funds. All monies due the student will be refunded within 30 days of the notice of cancellation.

If the student has been approved for a monthly payment plan, Anaheim University will calculate the total amount of tuition and fees owed to the University based on the number of courses taken and compare this amount with the total amount the student has paid up to the date of their withdrawal. Any amount paid over the total amount of tuition and fees will be refunded to the student. If there is a balance due, the student will be responsible for the remaining amount.

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), 1747 N. Market Blvd, Ste 225, Sacramento, CA 95834. 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 C to Student Enrollment Agreement

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