LAFS only Logo Black.eps

6363 Sunset Blvd ⏐ Hollywood, CA ⏐ 90028 ⏐ 323.860.0789 ⏐ [www.lafilm.edu](http://www.lafilm.edu)

January 2016

ACADEMIC CATALOG

WISCONSIN ADDENDUM

Online Degree Programs

## This addendum to the Los Angeles Film School Academic Catalog Online Program is specific to and applies **only to residents of the state of Wisconsin**.

## INSTITUTIONAL OWNERSHIP

Los Angeles Film School is owned by Los Angeles Film Schools, LLC, a California Limited Liability Company.

## Los Angeles Film Schools, LLC is owned by a group of business entities with a background in education and finance including:

* Bristol Capital Holdings, LLC
* Phelps Education West, LLC
* The Heavener Company Education West, LLC
* Haddock Education, LLC
* TA Associates, Inc.
* LAFS, LLC

CHIEF SCHOOL ADMINISTRATOR

The Chief School Administrator of Los Angeles Film School is Diana Derycz-Kessler, President and CEO. The school’s chief academic officer is Jenna Langer, Vice President of Education. The school’s primary administrator of the school’s Online Programs is Robin Anderson, Director of Online Education.

ACCEPTANCE IN THE INSTITUTION

Los Angeles Film School has an open admissions policy. Upon receipt of a full and complete Application for Admission, the school reviews the application to ensure that the applicant meets all minimum criteria for admission and in the affirmative, the applicant is notified of acceptance by phone call. Students are accepted on a provisional basis subject to successful completion of a technology assessment and orientation module.

EFFECT OF ADVANCED STANDING

Students who are granted credit for courses via transfer of credit for previous education or via CLEP, DTTS or ACE test scores (see Transfer of Credit Policy in the Academic Catalog Online Degree Programs) may find that the length of the program in which they are enrolled is reduced by one month for each course that the student is granted credit for.

Students who are granted credit for courses via transfer of credit for previous education or via CLEP, DTTS or ACE test scores (see Transfer of Credit Policy in the Academic Catalog Online Degree Programs) will receive a reduction in total tuition costs. The reduction in total tuition cost is calculated by a) determining the per credit hour tuition by dividing the total program tuition by the total credit hours of the program; then, b) multiplying the per credit hour tuition by the total transfer credit hours and/or test score credit hours awarded to determine the tuition reduction amount; then c) subtract the tuition reduction amount from the total tuition charge for the program to determine the adjusted tuition. See below example.

A 60 credit hour program with a total tuition charge of $30,000 for which a student is granted 6 credit hours of transfer of credit for previous education.

$30,000 / 60 = $500 Tuition Per Credit Hour

$500 X 6 = $3,000 Tuition Reduction Amount

$30,000 - $3,000 = $27,000 Adjusted Tuition

Student tuition billing from the school is adjusted accordingly.

GRADE POSTING

Students may view grades for individual assignments, tests and other activities via the Learning Management System under the main “Activities” page by clicking on the “Grades” icon. Final grades for each course are posted on Wednesday following the end of each monthly term and are available for the student to view on the student’s CampusVue Portal personal account.

STUDENT RECORDS

Los Angeles Film School maintains on file for each enrolled student all application for admission materials submitted by the student, all enrollment paperwork signed by the student, all financial aid documentation signed by the student, the student’s course registration records and final grades for all courses the student is registered for. These records are maintained for not less than six years. Student transcripts are maintained by the school indefinitely.

WISCONSIN EDUCATIONAL APPROVAL BOARD

The Educational Approval Board (EAB) has the authority, under EAB 4.08(2), to investigate a student complaint, negotiate a settlement, or dismiss a complaint if it is found to be inappropriate. The following information is intended to help students file a complaint about a school that the EAB regulates.

Before you file a complaint with the EAB, state law requires that you try to resolve the matter with the school. Every EAB approved school has a process to resolve student complaints. If the matter is not resolved, you may file a complaint with the EAB using the EAB Student Complaint form, published on the EAB website.

Complaints must be filed within one year after the student's last recorded date of attendance. Upon receiving a student complaint, EAB investigates it. If preliminary findings indicate a violation by a school, the EAB shall attempt, through mediation, to resolve the complaint. If no agreement is reached, the EAB may dismiss the complaint or conduct a hearing. Under Wisconsin's Open Records Law (Wis. Stats., Ch. 19), complaints will generally be available for review on request from a member of the public after the EAB has acted.

For more information visit the EAB webpage on this topic. <http://eab.state.wi.us/resources/complaint.asp>

You may contact the EAB at the below specifics if you have any questions about the complaint process.

Wisconsin Educational Approval Board

431 Charmany Drive, Suite 102

Madison WI 53719

608-266-1996

WITHDRAWAL FROM THE PROGRAM

Students who wish to withdraw from their program should notify the Student Services Department. To officially withdraw from the institution, students should:

* Obtain a Student Withdrawal Form from a student advisor or by emailing the Student Development Department at [advising@lafilm.com](mailto:advising@lafilm.com).
* Notify the Financial Aid Office and complete an Exit Interview, if applicable.
* Complete the withdrawal Form, including the accompanying questionnaire, and submit it to the Student Development Department.

Refunds, if any, will be paid in accordance with the Refund Policy in this Catalog Addendum.

Student shall be deemed to have withdrawn from the Institution when any of the following occurs: (1) Student notifies the Student Services Department of his or her intent to withdraw or as of the effective date of Student’s withdrawal, whichever is later; (2) the Institution terminates Student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the Institution including, the Student Code of Conduct set forth in the catalog; failure to meet financial obligations to the Institution; and/or for cause determined within the Institution’s sole discretion; (3) Student fails to return from an authorized leave of absence (i.e. Interruption of Training); (4) Student ceases to log on to the LMS and ceases to participate in On Line course activities in which case date of withdrawal will be deemed to be student’s last LMS log on date.

REFUND POLICIES FOR WISCONSIN RESIDENTS

Los Angeles Film School uses a pro-rata refund policy for Wisconsin residents who are enrolled in online programs. Wisconsin Online students have three (3) business days from the time of enrollment to cancel their enrollment for a full refund, including the application fee. After the three business day cancellation period, all tuition, excluding the application fee, will be refunded to students that drop within the first five (5) days of the semester.

Refunds will be paid within 40 days of a student’s official withdrawal. If Los Angeles Film School cancels or discontinues a course or educational program stated in the Enrollment Agreement, Los Angeles Film School will refund all monies paid for that course or program.

Refunds will be calculated for the semester using the following chart:

|  |  |  |
| --- | --- | --- |
| Semester By Week | Percentage of Tuition Refunded | Percentage of Semester Completed |
| Week 1 | 100% | 6.25% |
| Week 2 | 80% | 12.50% |
| Week 3 | 80% | 18.75% |
| Week 4 | 70% | 25.00% |
| Week 5 | 60% | 31.25% |
| Week 6 | 60% | 37.50% |
| Week 7 | 50% | 43.75% |
| Week 8 | 50% | 50.00% |
| Week 9 | 40% | 56.25% |
| Week 10 | 0% | 62.50% |
| Week 11 | 0% | 68.75% |
| Week 12 | 0% | 75.00% |
| Week 13 | 0% | 81.25% |
| Week 14 | 0% | 87.50% |
| Week 15 | 0% | 93.75% |
| Week 16 | 0% | 100.00% |

Refund calculations in accordance with the above chart will be based upon the last full week prior to withdrawal.