

THE  
**LOS ANGELES**<sup>®</sup>  
FILM SCHOOL



2015 Catalog | Online Programs

6353 Sunset Boulevard | Hollywood, CA | 90028 | 323.860.0789 | [www.lafilm.edu](http://www.lafilm.edu)

### **Our History**

In the spring of 1999, a group of Hollywood professionals founded The Los Angeles Film School. Their goal was to establish an institution where industry professionals can share their knowledge of film production with a new generation of filmmakers.

The Los Angeles Film School expanded its offerings in 2004 with the addition of the Los Angeles Recording School recording engineering certificate program. In 2009, the college launched its first Associate's degree programs in 2009, its first Bachelor's degree program in 2012 and its first online degree program in 2014.

### **Our Mission**

The mission of The Los Angeles Film School is to inspire students with an inventive method of education that concentrates on preparation for career opportunities in the entertainment industry. We do this with a curriculum that integrates technical knowledge with artistic exploration and creativity, taught by a staff of industry professionals. Our education is delivered through reflective teaching methods and hands on learning in the heart of Hollywood, the world's entertainment capital. Our programs are designed to immerse aspiring talent in industry practices and current technologies, enabling them to discover their individual voices through collaboration and realize their career goals in the entertainment industry.

### **Our Campus**

The campus currently occupies over 250,000 square feet of space in the heart of Hollywood, California with instructional facilities located in the historic RCA building (6353 Sunset Boulevard), the iconic Ivar Theatre (1605 Ivar Avenue), the professional quality recording studios at the Los Angeles Recording School (6690 Sunset Boulevard), and the main headquarters at 6353 Sunset Boulevard, Hollywood, CA, 90028.

### **Accreditation, Licensing and Approvals**

The Los Angeles Film School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Los Angeles Film School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Los Angeles Recording School is a Division of The Los Angeles Film School.

The Los Angeles Film School's approval to operate as a private postsecondary school in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which became effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

The Los Angeles Film School is approved to train veterans by the California State Approving Agency for Veterans Education (CSAAVE). CSAAVE operates under contract with the US Department of Veterans Affairs. Under the authority of federal law, Title 38 U.S.C. CSAAVE operates as part of the government of the State of California.

The Los Angeles Film School is approved for Army, Air Force, Coast Guard, Marine Corps, Navy and U.S government tuition assistance through the DOD MOU. The Los Angeles Film School is a member of the Service Members Opportunity College Consortium.

This catalog is effective March 2, 2015 – March 1, 2016.

# Digital Filmmaking Bachelor of Science

The Digital Filmmaking Bachelor of Science degree program is a 120 semester credit hour degree program that is delivered 100% online through our unique Learning Management System (LMS)—a secure web-based platform that employs modern multimedia technologies and is accessible 24 hours a day via the Internet. Online students use this system to view video content, receive and submit project work and assignments, take tests and quizzes, communicate with instructors and classmates, and review grades and course progress. Our online learning environment utilizes the combination of interactive and web-based media to create a variety of instructional materials in support of dynamic, self-directed, and collaborative learning activities. These activities can provide students with a more diverse range of learning options and promote more meaningful collaboration between students and instructors.

## Program Overview

The Digital Filmmaking degree program immerses students in the art of digital video and film production for a variety of outlets. By utilizing the latest tools available to today's media developers, students learn how to create professional content for broadcast television, online media, mobile applications, and independent films. Throughout the program students take courses that help them build a comprehensive understanding of digital content creation and storytelling, with a curriculum that strikes a balance between traditional film foundations and the latest production and postproduction techniques. Students learn how to master essential visual communication and video production methods for digital photography, HD video production, lighting, audio mixing, and nonlinear editing.

Supporting classes also cover complementary career skills in computer business applications, finance management, production budgeting, and networking. Class projects will help students apply this knowledge as they craft their own visual and narrative pieces for different media. Students learn to take a story through the entire creative process, including developing a script, planning the logistics of production, working on location to capture their story on camera, as well as file management, editing, and distribution. To help students make the transition into their career after graduation, we've also got a team of Career Development professionals that can help students polish their interviewing skills and get them ready to enter the industry.

## Objective

The Digital Filmmaking degree program provides students with the focused knowledge and understanding of digital video and filmmaking production as it relates to current technology and media formats. Courses in the program address digital filmmaking, directing, lighting, audio postproduction, digital editing, scriptwriting, storyboarding, team management, streaming video, and mobile technology. The program is designed to provide students with the tools they need to pursue successful careers in the fields of broadcast television, web video, independent film, and more. In addition to technical proficiency and creative development, students will develop critical thinking, problem solving, and analytical skills that contribute to lifelong learning, providing them with tools to help sustain a long and productive professional career in the entertainment and media industry.

## CHRONOLOGICAL COURSE ORDER BY MONTH

1	2	3	4	5	6
Digital Literacy	Psychology of Play	Industry Overview for Digital Filmmakers	English Composition	Cinema History	Digital Image Making Popular Culture in Media
7	8	9	10	11	12
College Mathematics	Aesthetics & Culture	Storytelling	Composition & Visual Design	Digital Film Lighting I	Digital Audio Production I
13	14	15	16	17	18
Introduction to Editing & Visual Effects	Film Criticism	Creative Writing	Digital Cinematography I	Digital Film Lighting II	Directing I
	Project Planning & Development				
19	20	21	22	23	24
Website Design	Intellectual Property	Design For Location Shooting	Digital Cinematography II	The Art of Oration	Directing II
		Survey of Time-Based & Convergent Art			
25	26	27	28	29	30
Postproduction & Story Development	Digital Audio Production II	Screenwriting	Documentary Production	Documentary Postproduction	Funding & Distribution
					Contract Negotiations
31	32	33	34	35	36
Contemporary Art	Producing Independent Film	Advanced Preproduction	Advanced Digital Filmmaking	Advanced Postproduction	Creative Portfolio Development

## Digital Filmmaking Course Descriptions

### **DFM 101 Industry Overview for Digital Filmmakers/**

This course examines the various sectors of the digital filmmaking industry, providing students with a view of the industry from the perspective of a business professional. Students will be introduced to the industry's fundamental business terminology, prevalent business models, current trends, and variety of available career paths. (3 credits)

### **DFM 105 Cinema History**

The History of Motion Picture Arts Course explores motion picture as an art form, as a business, and a representation of society. Students examine how film has become a dominant force in American culture through the study of subjects like the birth of film, the golden age of silent film, World War II, non- Hollywood films, the New Cinema of the 1960s era, and the Hollywood Renaissance. (3 credits)

### **DFM 120 Digital Image Making**

The Digital Image Making course introduces students to the use of the computer as an image-making tool used across all art and design disciplines. Students are introduced to Photoshop and Illustrator tools and techniques, basic typography, and graphic design. At the conclusion of this course, students demonstrate their ability to solve visual, compositional and technical problems for print, web and motion media applications. (3 credits)

### **DFM 170 Composition and Visual Design**

The Composition and Visual Design course is an introduction to the art and craft of designing powerful photographic imagery for effective digital storytelling. Emphasis is placed on integrating classical design fundamentals into student work. Students learn the basics of composition and framing, and the impact of designing with light, movement and space for motion media. Additionally, they learn to recognize and employ the visual qualities of the lens through an exploration of depth of field, lens selection and exposure control. Students will edit imagery using Adobe applications, create a photographic portfolio, and engage in peer critiques. (3 credits)

### **DFM 190 Project Planning and Development**

Project Planning and Development provides a guided experience for the development of student film projects. In this course, students plan, schedule and budget a digital film production. Successful completion of the course requires students to create a preproduction manual that includes a lined script, breakdown sheets, storyboards, cast, and crew, along with a production schedule and budget. (3 credits)

### **DFM 200 Digital Film Lighting I**

The Digital Film Lighting I course teaches basic lighting for digital film production. Students learn industry light sources, mounting devices, various methods of light control, and the safe use of electricity. Additionally, this course covers the basics of color correction and camera filtration when using tungsten, fluorescent, and daylight sources. Emphasis is placed on essential lighting design and working within a production budget. (3 credits)

### **DFM 201 Digital Film Lighting II**

The Digital Cinematography Lighting II Course builds upon the topics introduced in Lighting I. It covers the visual and emotional qualities of light, and how to employ different strategies in lighting for character, commercial products, and narrative-style scenarios. Students are challenged to apply their lighting skills and sharpen their critical thinking in producing original images. Students learn to understand client requirements and how to apply them using professional production guidelines. (3 credits)

### **DFM 202 Digital Cinematography I**

The Digital Cinematography I course is an introduction to the art and operation of digital film cameras. The course provides in-depth and practical knowledge of lens and digital image control from prep through post. Digital image control attributes, such as focus and depth of field, color management and scene profiles, will be explored and evaluated. (3 credits)

### **DFM 220 Digital Audio Production I**

In the Digital Audio Production I Course, students analyze and acquire dialogue, natural sound, ambience and sound effects for production. Consideration is given to microphone placement and ambient control, as well as creating audio elements for a scene. Students learn the fundamentals for enhancing the visual story in the edit with realistic and emotive representations of sound. (3 credits)

### **DFM 230 Film Criticism**

Through an introduction to classical and contemporary film and media theory, the Film Criticism course explores critical approaches to the study and analysis of film, in order for students to gain an understanding of how filmmakers create meaningful experiences for their audiences. Issues relating to production, audience reaction, aesthetics and ethics are explored. Students analyze the films that have contributed to critical debate and challenged the existing theoretical suppositions of their time. Focus is also given to the ways aesthetics of film and digital imagery draw context from and add context to the cultural, social, and political climate in which they are made. (3 credits)

### **DFM 240 Directing I**

The Directing I course introduces students to the role of the director in guiding the story from idea through completion. In addition, students study techniques for preparation, directing strategies, and the art of evaluating performance in the context of the shot and scene. (3 credits)

### **DFM 260 Introduction to Editing and Visual Effects**

The preliminary post-production course of the degree program. In this course, students are introduced to the concepts of aesthetic editing and the role of the editor as a storyteller. Students are also introduced to many post-production concepts, including dialogue editing, scene transitions, time and space perception, tempo, sound effects, visual effects, editing with music, and mood changes. (3 credits)

### **DFM 301 Digital Cinematography II**

The Digital Cinematography II course focuses on the digital cinema techniques necessary for the creation of independent shorts. Students learn more advanced concepts of cinematography, including shutter and speed control, visual style, movement and sequence design. Students create a short film from concept to completion. (3 credits)

### **DFM 305 Design for Location Shooting**

The artistic considerations of using location venues as scene backdrops for production. The focus of the course is to align scenic script and/or production requirements with the process of location scouting and art direction decisions. This course challenges students to examine location options through a camera's view to serve as sets or production venues. (3 credits)

### **DFM 307 Directing II**

The Directing II course engages students in practical directing exercises, and is aimed at building a deeper understanding of the craft from a technical and artistic perspective. Students learn to analyze scripts from the director's point of view, to effectively communicate with actors and crew, and methods to employ in controlling story. A short narrative project is designed to sharpen their directing skills, with the goal of deepening and enhancing both visual storytelling and control of time, space, performance, mood and pace in the finished edit. (3 credits)

### **DFM 315 Digital Audio Production II**

The Digital Audio Production II course builds upon the topics introduced in the Digital Audio Production I. Students learn more advanced techniques for audio postproduction and sound design. Students delve into specific applications of audio in digital filmmaking and explore how these apply to the final product. The course also provides a survey of audio, computer, and synthesis fundamentals as applied to film, television and other digital media content. (3 credits)

### **DFM 320 Screenwriting**

Students in the Screenwriting course explore the art, craft and business of creating producible stories with credible dialogue, appealing characters, expert structure and style, solid formatting and skillful visualizations. By examining the writing for past and present motion picture and television films, dramatic series, advertising, new media and nonfiction entertainment, students learn the structural and stylistic methods of successful screenwriters across a variety of entertainment markets. Finally, students create a believable vehicle for their characters and settings, while developing a quality and production-ready short narrative screenplay. (3 credits)

### **DFM 330 Website Design**

In the Website Design Course, students explore interactive website creation as a medium for communications and a form of art. While learning the fundamentals of web design, including a basic understanding of page construction and technical skills, students explore how to use the Internet as a medium for promotion, production, and distribution. Students create outcomes by producing interactive media narrative projects and social media artwork. (3 credits)

### **DFM 380 Postproduction and Story Development**

The second editing class in program includes advanced editing techniques such as asset consideration, nesting video, creating unique transitions, compositing, and timeline management. The course also covers story techniques that take into consideration proper audio placement and the mood and pacing of a story. Successful completion of Advanced Post and Story Development will prepare the student for the Final Project Postproduction course. (3 credits)

### **DFM 420 Documentary Production**

The Documentary Production course examines various techniques necessary to direct and produce documentary films. While course topics include directing, producing, preproduction, history, writing, genres, and interviews for documentary films, students also delve into ethical and research practices for the production of nonfiction stories. (3 credits)

### **DFM 421 Documentary Postproduction**

In the Documentary Postproduction course, students learn editing techniques used in documentary filmmaking as they edit and complete a short nonfiction film. Students learn both aesthetic and practical approaches to editing their film, along with basic engineering and media management for long form projects. The Documentary project incorporates sound design and titling into the finished edit. (3 credits)

### **DFM 440 Funding and Distribution**

The Funding and Distribution course introduces students to current and emerging fundraising strategies and distribution channels. Students will apply their knowledge to create project proposals and business plans. (3 credits)

### **DFM 450 Producing Independent Film**

Producing Independent Film explores the world of creative and line producing, production management, and the infrastructure of various forms of production. Students examine the range of development, preproduction and production skills required for executing a successful production. In addition, they learn how to navigate the regulatory and legal aspects of film and television production. (3 credits)

### **DFM 480 Advanced Digital Filmmaking**

The Advanced Digital Filmmaking course provides a practical implementation of the learning objectives of the degree program through the production of a capstone project. The capstone project reflects students' understanding of key principles such as producing, screenwriting, production management, directing, cinematography, audio, editing and post graphics. (3 credits)

### **DFM 475 Advanced Preproduction**

In the Advanced Preproduction course, students begin work on their capstone project. Students complete a script breakdown, storyboards, scheduling, budgeting, casting, crewing and locations. They apply a range of planning skills and forms in preparation for production of their capstone project. (3 credits)

### **DFM 485 Advanced Postproduction**

The Advanced Postproduction course provides students with a greater understanding of the imaginative and technical side of editing. In this course, students demonstrate their knowledge of the post processes from the previous post-production courses and create a final edit of their capstone project, including picture, sound and graphics. The capstone project is evaluated on the strength of its story, style, and clarity of vision. (3 credits)

### **DFM 490 Creative Portfolio Development**

The Creative Portfolio Development course is a final component of students' capstone project and requires students to work independently on completing a creative project. The course helps students address specific creative challenges they will face in all aspects of their career going forward. Students create a portfolio and business plan, with a final promotional presentation of their developing identity. (3 credits)

### **EBS 411 Intellectual Property**

The Intellectual Property course provides an examination of trade secrets, trademarks, patents, and copyrights in connection with methods of protecting creative works. Students explore acquisition, licensing, sale, and transfer of rights as they relate to music, digital media, animation, interactive entertainment, film, and show production. Rights and issues related to independent contractors and work-for-hire employees are also addressed. (3 credits)

### **EBS 480 Contract Negotiations**

The Contract Negotiations course revisits and further expands on entertainment law as it relates to the music business industry. Students are introduced to contract to writing strategies as they examine strengths and weaknesses of real world contracts. Students are given the opportunity to learn and practice various negotiating skills and tactics specific to the music business. Finally, the role of lawyers, business managers, and agents in the music business is addressed. (3 credits)

### **FMP 223 Storytelling**

An exploration of the fundamentals of various storytelling techniques, including lyric, epic, and dramatic forms, poetry and prose, a wide array of narrative structures, and various approaches to thematic content. Through the historical examination of selected works of fiction, poetry, drama, and cinema, the student will become familiar with key strategies in the creation of effective and engaging narratives. Special emphasis will be placed upon the manner in which both narrative and thematic content is communicated through the image. (3 credits)

## **General Education Course Descriptions**

### **DGL 101 Digital Literacy**

The Digital Literacy Course offers a fundamental understanding of the critical and practical aspects of digital tools, technologies, and resources. Students will learn how to navigate, evaluate, create, and critically apply information by using a wide variety of digital technologies. Through applying their knowledge to their academic studies and professional development, students will recognize digital literacy's significance in information sharing, community building, citizenship, and education. (3 credits)

### **ENG 101 English Composition**

The English Composition course is designed to help students refine their own writing processes while developing an in-depth personal and intellectual inquiry into a subject of their choosing. The course connects personal reflection with critical analysis, providing varied opportunities for writing and for strengthening language skills. As the course unfolds, a series of assignment lead students through a continually deepening creative research process, which then develops into a complex and detailed written project. (3 credits)

### **ENG 226 Creative Writing**

The Creative Writing Course trains students to explore writing in a variety of genre forms. Building on the knowledge gained in English Composition, students in this course incorporate common literary devices and narrative structures into creative endeavors. The course covers topics such as, Brainstorming, Narrative Structure and Causality, Literary Devices, Criticism and the Editing Process and Final Revisions. (3 credits)

### **ENG 305 The Art of Oration**

In the Art of Oration, students develop skills in framing and articulating ideas through formal and informal speeches of varying length and audience. Throughout the course, strategies for impromptu speaking, formulating persuasive arguments, refining clarity of thought and enhancing confidence in oral self-expression are learned. Students prepare and deliver presentations, plan for an effective introduction and inclusion of data, and combine expressive ideas with a strategic use of visual and verbal vocabularies. (3 credits)

### **HUM 222 Aesthetics and Culture**

Aesthetics and Culture is designed as a chronological survey of the social organizations, systems of government, intellectual/philosophical traditions, aesthetic assumptions, art and architecture, theatre, music, and literature of a wide array of historical periods and geographical regions. While examining important artists, cultural figures, theorists, critics, genres, and experimental forms, Aesthetics and Culture will attempt to illustrate how fluid cultural values have affected the various manners of artistic conception, creation, and reception. (3 credits)

**HUM 223 Popular Culture in Media**

The Popular Culture in Media Course examines the role and importance of popular culture, providing a rich background for students to understand the historical and social impact of popular culture. Students are introduced to media milestones in popular culture history, and they explore the influence of popular culture on social trends. Course topics include genre studies, the uses of celebrity, the power of the audience, the effects of new technology and new media, and much more. Students develop a critical approach to analyzing broadcasts, advertisements, films, print, audio recordings, games, and web sites that make up and shape our popular culture. (3 credits)

**HUM 420 Contemporary Art**

The Contemporary Art course provides an in-depth study of key modern artwork. A study of contemporary art's succession of contending and often conflicting ideas, styles, and movements such as pop, minimalism, and conceptualism are examined. The course provides an overview of the impulses, interests, and innovations that have driven the art world from the middle of the 20<sup>th</sup> century to the present. Students who successfully complete the Contemporary Art course will be able to identify themes and stylistic movements in modern art, employ the language commonly used to describe the works, and demonstrate knowledge of the most significant artists of the period through their work. (3 credits)

**HUM 430 Survey of Time-Based and Convergent Art**

The Survey of Time-Based and Convergent Art course is a survey of the origin and development of art that derives its form through the intersection of emerging technologies and art, and art that has a temporal relationship to its audience. The course explores the relationship of this work and its unique forms of expression within contemporary culture. Students explore the increasing role that technology plays in present and emerging art forms, analyze recent works, and develop a broader understanding of contemporary issues in the photographic, performance, installation, sound, web, interactive, and digital or electronic arts. (3 credits)

**MAT 121 College Mathematics**

The College Mathematics course is designed to enable students to build skills and confidence in algebra that are required to succeed in math and core courses. First-time algebra students or those needing a review will begin with basic concepts and build upon these ideas by completing work that uses algebra in practical situations. (3 credits)

**SBS 113 Psychology of Play**

In the Psychology of Play Course, students explore how the field of psychology values the concept of play as a mechanism that allows a person to apply game strategies to accomplish life goals. Students will be introduced to how the action of play shapes the brain, develops critical-thinking skills, and strengthens the ability to collaborate with others in social and professional settings. By exploring the key works of Jean Piaget, William James, Sigmund Freud, Carl Jung, and Lev Vygotsky, students will learn about the value of play and how to apply techniques of play in developing cognitive strategies to complete creative, professional, and social tasks. Students will utilize the psychology viewpoint of play to examine how this relates to their life, their education, and their chosen creative field. (3 credits)

# Entertainment Business Bachelor of Science

The Entertainment Business Bachelor of Science degree program is a 120 semester credit hour degree program that is delivered 100% online through our unique Learning Management System (LMS)—a secure web-based platform that employs modern multimedia technologies and is accessible 24 hours a day via the Internet. Online students use this system to view video content, receive and submit project work and assignments, take tests and quizzes, communicate with instructors and classmates, and review grades and course progress. Our online learning environment utilizes the combination of interactive and web-based media to create a variety of instructional materials in support of dynamic, self-directed, and collaborative learning activities. These activities can provide students with a more diverse range of learning options and promote more meaningful collaboration between students and instructors.

## Overview

In the Entertainment Business degree program, students make their way through a challenging curriculum that combines essential business and management skills like strategic planning, event management, leadership, finance, and entrepreneurship with entertainment-specific courses like Artist Management, Intellectual Property, and Entertainment Business Models. Courses also focus on developing both their personal and professional skills, and the project-based environment recreates the same kinds of professional scenarios students encounter in today's business world. At the end of the program, students will be tasked with leveraging their knowledge and experience to analyze a business scenario related to their career goals and interests and develop managerial and entrepreneurial strategies to address it. This unique marriage of business and entertainment topics is designed to give students the full range of knowledge they will need to begin a career within an existing entertainment company or to get their own entrepreneurial idea off the ground.

In addition to business-specific skills, students also have courses focusing on computer business applications, finance management, communication skills, and how to prepare for that first step into the entertainment industry. To help students make that transition, we also have a team of Career Development professionals that can help students polish their interviewing skills and résumé and get them ready to enter the industry.

## Objective

Our goal is to provide students with the focused knowledge and understanding of essential business and management skills, further enhancing your ability to succeed in entertainment business in a variety of fields including film, music, digital media, broadcasting and gaming. In addition to technical proficiency and creative development, students will develop critical thinking, problem solving, and analytical skills that contribute to life-long learning, providing them with tools to help sustain a long and productive professional career in the entertainment and media industry.

## Chronological Course Order (by Month)

1	2	3	4	5	6
Digital Literacy	Psychology of Play	Intro to Business in the Media & Entertainment Industries	English Composition	Introduction to Management	Introduction to Marketing Popular Culture in Media
7	8	9	10	11	12
College Mathematics	Aesthetics & Culture	Introduction to Economics	Excel & Data Reporting	Principles of Business Finance	New Media Distribution Channels
13	14	15	16	17	18
International Business	Audience Metrics	Website Design & Editing Business Project Management	Professional Selling	Media Communications & Public Relations	Business Storytelling & Brand Development
19	20	21	22	23	24
Human Resources Management	Leadership & Organizational Behavior	Business Ethics & Social Responsibility Professional Writing	Statistical Applications	The Art of Oration	Business Law
25	26	27	28	29	30
Strategic Planning	Intellectual Property	Venture Capital & Finance	Business & Entrepreneurship	Entertainment Business Models	Contract Negotiations
31	32	33	34	35	36
Digital Marketing Contemporary Art	Information Systems & E-Commerce	Accounting Principles	Artist Management	Event Management	Strategic Business Management

## Entertainment Business Course Descriptions

### **EBS 101 Introduction to Business in the Media and Entertainment Industries**

This course explores the evolving infrastructures within the industry's various sectors. Students will examine the innovative business methods that reinforce the importance of monetizing the emotional connections fostered within these creative industries, as well as the industry's current business trends. Students will also identify the variety of careers available for business professionals in these industries and their respective skill sets, with an eye toward developing the abilities that relate to their chosen fields. (3 credits)

### **EBS 110 Introduction to Management**

The Introduction to Management Course analyzes the management principles that lead to a successful company, as well as the nature of business decisions. Students learn about creating and maintaining organizational structure within leadership and legal contexts, and further examine human resource principles. The course also contains an introduction to risk management principles and practices, provides different types of risks and the strategies used to minimize them in relation to physical assets, legal liability, employee benefit programs, taxes, and retirement costs. (3 credits)

### **EBS 120 Introduction to Marketing**

The Introduction to Marketing Course explores general marketing concepts as they relate to the nuances of the entertainment business field. Students construct strategic plans in the selection and development of media products, and are introduced to entertainment licensing concepts and promotional avenues, such as trade shows, trade publications, and the Internet. In addition, this course strengthens students' understanding of analytical tools and strategic analysis of the entertainment business, knowledge that can facilitate the success of their creative work. Consumer behavior and its effect on the success of entertainment products are also examined. (3 credits)

### **EBS 141 Excel and Data Reporting**

The Excel and Data Reporting Course teaches students to use Microsoft Excel for common business purposes, including analysis and reporting. Course topics include: working with formulas and functions, formatting spreadsheets for effective analysis, creating charts, selecting appropriate chart types, and analyzing entertainment business data. Students identify trends in data and leverage data to convey various business messages. (3 credits)

### **EBS 160 Principles of Business Finance**

The Principles of Business Finance Course provides students with the skills needed to make financial decisions in a business environment. Students examine the process of financial analysis, financing operations and growth, and the concept of risk versus return. In addition, fundamental financial topics are covered, such as the time value of money, capital budgeting, business valuation, risk management, and personal finance. (3 credits)

### **EBS 200 New Media Distribution Channels**

The New Media Distribution Channels course teaches students how to analyze new media distribution channels to determine how to market and deploy their products or services over a multitude of platforms. Students will examine a variety of advanced media components, assess which distribution channels can best help them to accomplish their marketing goals, and then integrate their product/service into those channels, making alterations as needed. The course takes students through the following new media distribution channels: Web 2.0, mobile devices, video games, virtual worlds, web mash-ups, blogs and wikis, email, social media, interactive TV, and podcasting. (3 credits)

### **EBS 220 International Business**

The International Business Course addresses the complexity and the diversity of business practices in the international business marketplace. A variety of related topics are addressed, including: consumer differences across key international markets; international marketing strategies; economic policies; political and cultural environments and their effect on international business; the impact of geography on business transactions and distribution; and laws, treaties and international labor issues that affect international business. (3 credits)

### **EBS 240 Audience Metrics**

The Audience Metrics Course examines how companies in the entertainment industry use key measurements and data sources to make business decisions. Students assess how audience data is used for content development and media buying. Students also learn how companies collect, analyze, summarize, and interpret real-world data related to media. (3 credits)

### **EBS 250 Business Project Management**

The Business Project Management Course is a direct study of business management organizational structures through the creation of a project that allows an interactive examination of the principles of organizing, operating, financing, and employing single- and mixed-use projects from the perspectives of a business executive. Students construct strategic plans in the selection and development of sports business initiatives and strengthen their understanding of analytical tools and strategic analysis of the industry. (3 credits)

### **EBS 260 Website Design and Editing**

The Web Design and Editing Course provides students with the tools they need to develop website branding and messaging through design, technology, and presentation. Students learn how to structure applications and prepare media for different types of delivery platforms, with an emphasis on creating opportunities for the Web. Outcomes include the creation of video elements, feature stories, business presentations, advertising and signage, and other industry uses of content for presentation and distribution. (3 credits)

### **EBS 270 Professional Selling**

The Professional Selling Course teaches students the importance of the business development and client relationship management roles in both large and small companies, which are critical to the success of a business. Students learn best practices in a professional sales environment and develop methods to overcome common hurdles in meeting sales objectives. Course topics include building the customer relationship, distinguishing types of sales, the relationship and differences between sales and marketing, and methods of sales forecasting and reporting. Students also learn how to deliver an effective sales presentation and explore the multitude of related career opportunities within the industry. (3 credits)

### **EBS 280 Media Communications and Public Relations**

In the Media Communications and Public Relations Course students will explore the arranging, handling, and evaluating of public relations and media communications programs. The course will convey to students how the effective use of media can strengthen a public relations strategy. Students will work with relevant case histories and deal with contemporary topics using media in public relations. (3 credits)

### **EBS 290 Business Storytelling and Brand Development**

This course covers the two main aspects to building a strong presence in the business and consumer market: storytelling and brand development. In this course, students learn how to implement brand development strategies that help companies become icons within their industry. Students also learn how to use storytelling principles to strengthen a business and deliver a superior customer experience. (3 credits)

### **EBS 304 Human Resources Management**

The Human Resources Management Course teaches students the strategic role of human resource management. The objective is to apply knowledge of human behavior, labor relations, and current laws and regulations to a working environment. Topics include employment laws and regulations, diversity in a global economy, total rewards management, and training and development for organizational success. (3 credits)

### **EBS 302 Accounting Principles**

The Accounting Principles course examines the accounting cycle, accounting terminology, the collection of accounting data, the recording of data into the accounting system, and the preparation and interpretation of basic financial statements. This course will focus on introductory accounting as it relates to the entertainment business world. (3 credits)



**EBS 303 Business Ethics and Social Responsibility**

The Business Ethics course affords an examination of the complex, real-world ethical problems associated with the management of a business. Through the study of historical and current case studies, students will debate the responsibilities of managers, broaden their awareness of personal, professional, and business ethics, and address the social responsibility of the entertainment industry. (3 credits)

**EBS 410 Business Law**

The Business Law course offers an overview of general business practices, including entity formation, insurance, taxes, accounting, the laws protecting intellectual property in relation to protecting one's own work and legally incorporating the works of others, and the law and practices of contracts and negotiations. All concepts are explored through legal case studies and applied business projects. (3 credits)

**EBS 411 Intellectual Property**

The Intellectual Property course provides an examination of trade secrets, trademarks, patents, and copyrights in connection with methods of protecting creative works. Students explore acquisition, licensing, sale, and transfer of rights as they relate to music, digital media, animation, interactive entertainment, film, and show production. Rights and issues related to independent contractors and work-for-hire employees are also addressed. (3 credits)

**EBS 416 Strategic Planning**

Strategic Planning is an exploration of marketing concepts as they relate to the nuances of the entertainment business industry. Students construct strategic plans in the selection and development of media products and are introduced to entertainment licensing concepts and promotional avenues such as trade shows, trade publications, and the Internet. In addition, this course strengthens students' understanding of analytical tools and strategic analysis of the entertainment business industry, knowledge that can facilitate the success of their creative work. Consumer behavior and its effect on the success of entertainment products are also examined. (3 credits)

**EBS 420 Venture Capital and Finance**

The Venture Capital and Financing course provides students with essential knowledge to start and finance an entertainment business. Core business concepts, such as obtaining business licenses and insurance, securing business assets, hiring employees, and signing employee agreements and non-disclosures, are covered. Students examine financing avenues, create capital and operating budgets, and explore principles of investing, returns, and risk. (3 credits)

**EBS 440 Artist Management**

The Artist Management course explores the career path of the manager. This position plays a significant role in the music business community and in the career of an artist/band. Coursework includes the artist-manager relationship, launching an artist's career, management contracts, and career path management. (3 credits)

**EBS 425 Business and Entrepreneurship**

The Business and Entrepreneurship course delivers an overview of the principles and practical aspects of entrepreneurship as they relate to the entertainment business industry. Students explore the differences between legal entities, such as sole proprietorships, partnerships, corporations, limited liability corporations, and limited partnerships. At the same time, they begin to develop an entrepreneurial state of mind through the study of starting new ventures, acquiring other businesses, and making existing enterprises profitable. (3 credits)

**EBS 441 Event Management**

The Event Management course delivers an examination of the business of event management, including researching the product and company brand, identifying the target audience, creating an event concept, and developing a project management plan. The application of project management tools for successful event planning and management. (3 credits)

**EBS 445 Entertainment Business Models**

The Entertainment Business Models Course is a detailed study of the various ways that entertainment organizations operate and generate profit from operations. Students analyze traditional and emerging business models in various segments of the industry. Students explore career opportunities based on current and evolving models. (3 credits)

**EBS 460 Information Systems and E-Commerce**

The Information Systems and E-Commerce addresses emerging technologies and their impacts on business management within the music entertainment industry. In this course, students explore the proliferation of new technologies and how they are utilized to achieve business goals. Students also learn how to leverage new technologies to reach customers, manage customer relationships, increase revenue and profitability, and optimize their business practices. (3 credits)

**EBS 470 Digital Marketing**

The Principles of Digital Marketing Course examines the role of marketing in the 21st century. Students explore digital and mobile marketing, discussing the most prevalent types of tools, their purposes and their effectiveness in relation to the entertainment industry. Comparison to traditional marketing tactics and examples of current marketing mixes are addressed. In addition, this course builds student understanding of search engine optimization and social media marketing tools. (3 credits)

**EBS 480 Contract Negotiations**

The Contract Negotiations course revisits and further expands on entertainment law as it relates to the music business industry. Students are introduced to contract to writing strategies as they examine strengths and weaknesses of real world contracts. Students are given the opportunity to learn and practice various negotiating skills and tactics specific to the music business. Finally, the role of lawyers, business managers, and agents in the music business is addressed. (3 credits)

**EBS 491 Strategic Business Management**

The Strategic Business Management Course presents students with complex, real-world business scenarios related to the entertainment industry. Students analyze the scenarios, assess potential action steps, and develop strategic plans to address the scenarios. Through this process, students evaluate the management, marketing, financial, legal, and ethical decisions that affect real-world business decisions. Students also assess external entrepreneurial opportunities that these scenarios could generate. (3 credits)

**General Education****DGL 101 Digital Literacy**

The Digital Literacy Course offers a fundamental understanding of the critical and practical aspects of digital tools, technologies, and resources. Students will learn how to navigate, evaluate, create, and critically apply information by using a wide variety of digital technologies. Through applying their knowledge to their academic studies and professional development, students will recognize digital literacy's significance in information sharing, community building, citizenship, and education. (3 credits)

**ENG 101 English Composition**

The English Composition course is designed to help students refine their own writing processes while developing an in-depth personal and intellectual inquiry into a subject of their choosing. The course connects personal reflection with critical analysis, providing varied opportunities for writing and for strengthening language skills. As the course unfolds, a series of assignment lead students through a continually deepening creative research process, which then develops into a complex and detailed written project. (3 credits)

**ENG 326 Professional Writing**

The Professional Writing course is designed to introduce students to a variety of factors that contribute to strong and well-organized writing skills. The course provides an opportunity for students to develop and sharpen personal writing skills that will be essential for writing projects throughout the program. Students identify different styles, forms, and purposes of writing that are critical to becoming a successful communicator in a professional setting. Students who successfully complete Professional Writing will be able to organize their thoughts in a logical manner and present their ideas effectively, identify and utilize the appropriate style of writing for a given situation, and efficiently convey concepts. (3 credits)

**ENG 305 The Art of Oration**

In the Art of Oration, students develop skills in framing and articulating ideas through formal and informal speeches of varying length and audience. Throughout the course, strategies for impromptu speaking, formulating persuasive arguments, refining clarity of thought and enhancing confidence in oral self-expression are learned. Students prepare and deliver presentations, plan for an effective introduction and inclusion of data, and combine expressive ideas with a strategic use of visual and verbal vocabularies. (3 credits)

**HUM 222 Aesthetics and Culture**

Aesthetics and Culture is designed as a chronological survey of the social organizations, systems of government, intellectual/philosophical traditions, aesthetic assumptions, art and architecture, theatre, music, and literature of a wide array of historical periods and geographical regions. While examining important artists, cultural figures, theorists, critics, genres, and experimental forms, Aesthetics and Culture will attempt to illustrate how fluid cultural values have affected the various manners of artistic conception, creation, and reception. (3 credits)

**HUM 223 Popular Culture in Media**

The Popular Culture in Media Course examines the role and importance of popular culture, providing a rich background for students to understand the historical and social impact of popular culture. Students are introduced to media milestones in popular culture history, and they explore the influence of popular culture on social trends. Course topics include genre studies, the uses of celebrity, the power of the audience, the effects of new technology and new media, and much more. Students develop a critical approach to analyzing broadcasts, advertisements, films, print, audio recordings, games, and web sites that make up and shape our popular culture. (3 credits)

**HUM 420 Contemporary Art**

The Contemporary Art course provides an in-depth study of key modern artwork. A study of contemporary art's succession of contending and often conflicting ideas, styles, and movements such as pop, minimalism, and conceptualism are examined. The course provides an overview of the impulses, interests, and innovations that have driven the art world from the middle of the 20<sup>th</sup> century to the present. Students who successfully complete the Contemporary Art course will be able to identify themes and stylistic movements in modern art, employ the language commonly used to describe the works, and demonstrate knowledge of the most significant artists of the period through their work. (3 credits)

**MAT 121 College Mathematics**

The College Mathematics course is designed to enable students to build skills and confidence in algebra that are required to succeed in math and core courses. First-time algebra students or those needing a review will begin with basic concepts and build upon these ideas by completing work that uses algebra in practical situations. (3 credits)

**MTH 310 Statistical Applications**

The Statistical Applications course introduces statistics as a tool for decision-making. The first part of this course reviews how to collect, present, and organize data. It explores measures of central tendency and dispersion and how to calculate them. The course concentrates on representing data visually by creating and interpreting charts and graphs, exploring relationships found in data through correlation analysis, and assigning probability and calculating the likelihood of the occurrence of events. This knowledge is applied in solving problems and making decision based on quantifiable data. By successfully completing Statistical Applications, students will be able to quantify and measure intangibles, collect, organize, analyze, and graphically represent data, calculate probability, and make decisions based on risk analysis. (3 credits)

**SBS 113 Psychology of Play**

In the Psychology of Play Course, students explore how the field of psychology values the concept of play as a mechanism that allows a person to apply game strategies to accomplish life goals. Students will be introduced to how the action of play shapes the brain, develops critical-thinking skills, and strengthens the ability to collaborate with others in social and professional settings. By exploring the key works of Jean Piaget, William James, Sigmund Freud, Carl Jung, and Lev Vygotsky, students will learn about the value of play and how to apply techniques of play in developing cognitive strategies to complete creative, professional, and social tasks. Students will utilize the psychology viewpoint of play to examine how this relates to their life, their education, and their chosen creative field. (3 credits)

**SBS 250 Introduction to Economics**

The Introduction to Economics Course examines the principles of economics that influence decision-makers, both consumers and producers, within the global economic system. Students examine the features of and reasons for different economic systems throughout the world. Supply and demand, fiscal and monetary policies, and international trade benefits and costs are discussed. The course provides a solid understanding of economics and how economics affects the entertainment business industry. (3 credits)

**SBS 305 Leadership and Organizational Behavior**

The Leadership and Organizational Behavior Course consists of an inquiry into the characteristics essential for inspiring others to action. Students identify their personal strengths and weakness through self-assessment, expanding their awareness of these qualities to include their effect on other individuals and on group behavior. The course provides strategies for decision-making and building effective teams and encourages students to explore the difficulties, compromises, and rewards of the collaboration process. At the successful conclusion of the Leadership and Organizational Behavior course, students will be able to identify the major leadership strengths and weaknesses, examine personal leadership strengths and weaknesses, and analyze factors that contribute to the success of organizations. (3 credits)

## Admissions

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided to students prior to signing an enrollment agreement.

Applicants must submit the following to be considered for admission:

- Application for Admission – Applicants must submit the completed application and fulfill all the requirements therein.
- \$75.00 Application Fee – The application fee must be submitted with the application. The application and application fee may be submitted prior to submission of the following supporting documents.
- Documentation of High School Graduation, General Educational Development (GED) scores, or other equivalent, state-approved diploma examination – All applicants must have completed high school and received a standard high school diploma or have passed the GED or other equivalent state-approved diploma examination. Applicants must submit an official copy of their test score results and/or their diploma.
- The school may request additional documentation to verify the successful completion of high school (such as, but not limited to, student transcripts) and/or to assess the preparation provided by the issuing institution.
- Government Issued Photo Identification – Applicants must submit a government issued photo ID. Such as:
  - » Copy of a Valid State Issued Driver's License or Identification Card
  - » Copy of a Valid Passport
- Complete the Technology Assessment for your program of study.

Applicants to online-only degree programs will be required to complete a technology assessment and orientation module. The assessment module confirms that the applicant has received sufficient instruction and information from the orientation module. The module explains the best practices for conducting online learning, overall operation of the online platform, procedures for troubleshooting problems and contacting the technical support team, and general college policies as they apply to the online format.

Applicants to online degree programs are required to have access to a reliable computer capable of running multimedia applications and navigating media-rich websites. Applicants are also required to have access to a reliable high-speed Internet connection.

**NOTE: ALL REQUIRED DOCUMENTATION THAT IS NOT IN ENGLISH MUST BE ACCOMPANIED BY A CERTIFIED ENGLISH TRANSLATION. IF NATIVE LANGUAGE IS OTHER THAN ENGLISH, VERIFICATION OF LANGUAGE PROFICIENCY IS REQUIRED.**

Applicants wishing to transfer credits toward the completion of the Entertainment business Bachelor of Science Degree Program must possess an associate's or bachelor's degree from an accredited postsecondary educational institutions recognized by the U.S. Department of Education, which is related to the educational program objectives of the Entertainment Business bachelor of science degree. Applicants must provide official transcripts from the institution awarding the degree as well as institutions awarding credit that was accepted in transfer towards the degree. Eligible applicants will be required to complete two additional courses in digital literacy and introduction to media arts.

### Transfer Credit

Students who have applied to the college may request credit for previous education. Students may transfer up to a maximum of 75% of the credits required for their degree program.

To be eligible for transfer credit, applicants must have successfully completed courses from another accredited postsecondary educational institution recognized by the U.S. Department of Education with a grade of C or better. The college may also accept credit for test scores that meet established benchmarks for the College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), or other examinations recognized by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Adult Learning and Educational Credentials, for the award of college-level credit. The college does not provide credit for experiential learning.

The college has an articulation agreement with Full Sail University.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the Los Angeles Film School is at the complete discretion of an institution to which you may seek transfer. Acceptance of the bachelor's degree you earn in the Digital Filmmaking or Entertainment Business program is also at the complete discretion of the institution to which you may seek transfer. If the credits or bachelor's 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 the Los Angeles Film School to determine if your credits or bachelor's degree will transfer.

### International Applicants

International applicants must provide the following to be considered for admission:

- Application for Admission – Applicants must submit the completed application and fulfill all the requirements therein.
- \$75.00 application fee – The application fee must be submitted with the application. The application and application fee may be submitted prior to submission of the following supporting documents.
- Language Proficiency – Applicants whose native language is not English must demonstrate the required level of language proficiency by providing documentation of one of the following:
  - » Presenting the Level 112 certificate of completion of ELS coursework; or
  - » A minimum score of 79 on the Test of English as a Foreign Language (TOEFL) internet-based (iBT).
  - » A minimum score of 6 on the International English Language Testing System (IELTS).
  - » Additional language proficiency exams may be accepted. Contact your admissions representative for more information.
- Financial Guarantee – Must be provided to verify available funding for tuition and related expenses for the first academic term of the chosen degree program.
- Documentation of High School Graduation – Applicants who have completed high school at a foreign institution must provide official documentation to determine U.S. equivalency.
- Foreign School Credentials – Must be submitted to an official third-party National Association of Credential Evaluators (NACES) member foreign credential evaluation agency (such as World Education Services, [www.wes.org](http://www.wes.org)).
- English Translation – Any documentation not in English must be accompanied by a certified English translation.
- Complete the Technology Assessment for your program of study.

Nonimmigrant applicants residing in the United States at the time of application in either F, M, or J nonimmigrant classification must submit written confirmation of nonimmigrant status at the previous school. The college is authorized under Federal law to admit nonimmigrant students. In an effort to minimize costs due to international currency exchange and bank surcharges, a wire transfer or a credit card is recommended for payment of all fees, deposits and tuition for International applicants and students. Regardless of payment method, all fees must be paid in United States currency.

## Financial Aid

The Financial Aid Department is here to provide assistance with tuition and/or living expenses for those who qualify. Students need to make informed decisions regarding the types and amounts of financial aid available. The Financial Aid Department is staffed and organized with our students' needs in mind, dedicated to making the financial aid process understandable and valuable.

**The Financial Aid Department encourages all applicants who apply for financial aid to begin the process early. Those seeking "federal"**

**financial aid are required to complete a Free Application for Federal Student Aid (FAFSA).** The FAFSA may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). After the FAFSA is submitted, the U.S. Department of Education notifies applicants of their results and our Financial Aid advisors will be available to discuss the available options for funding the selected degree program.

Eligibility for Federal Financial Aid Programs requires that a student be a U.S. citizen or eligible non-citizen [Alien Registration Receipt Card (Form I-151) or Permanent Resident Card (Form I-551), commonly known as a green card].

Financial aid is only available to students enrolling in a degree program. Individual course students are not eligible for financial aid. On a case-by-case basis, the college reserves the right to decline the certification of any educational loan.

While attending the college, students must maintain Satisfactory Progress and meet specific credit hour requirements in order to receive their financial aid (see specific policies below). Students not actively attending due to a Leave of Absence, Suspension, Termination or Withdrawal may not receive award disbursements.

A Trial Period of 30 calendar days from the program enrollment date may be granted on a defined degree program basis. Trial Period of attendance is a four week period of time where a student attends an eligible program without incurring program charges (except for the application fee) or receiving Federal Student Aid Funds. Once a student is admitted as a regular student after successfully completing the trial period, the student is eligible to receive Federal Student Aid funds for the entire payment period. Trial period students are required to pay a non-refundable application fee to participate. Students who are enrolled in a Trial Period program may withdraw at any time during this period without financial obligation. The student will not be eligible to receive Title IV, HEA program funds until the successful completion of the trial period.

### Grants and Scholarships

#### Federal Pell Grant

The Federal Pell Grant Program is designed to assist undergraduates with education expenses. Under this program, an undergraduate is one who has not earned a bachelor's or first professional degree. Awards for the 2013-2014 year range up to \$5,645. The U.S. Department of Education uses a standard formula, established by Congress, to determine eligibility.

#### Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is also designed to assist undergraduates with education expenses. Under this program, an undergraduate is one who has not earned a bachelor's or first professional degree. Amounts are determined by application of the federal formula regarding a student's need as determined by the information provided on the Free Application for Federal Student Aid (FAFSA) and Pell Grant eligibility.

#### Cal Grants

The college participates in the Cal Grant program through the California Student Aid Commission. This is a state-based program for California resident that are recent high school graduates and demonstrate need as evidenced on the FAFSA application.

#### Institutional Scholarships

The college has a variety of institutional scholarship opportunities to assist students in meeting their financial needs while attending one of our degree programs. Each scholarship is unique and eligibility is dependent on type of program and eligibility. Please contact a Financial Aid representative for more information.

### Federal Loans

#### Stafford Loans

A Stafford Loan is a low-interest loan made to a student enrolled in an Undergraduate Degree Program. Annual loan limits increase each subsequent year a student attends. Repayment terms and conditions are flexible in order to meet the needs of students after graduation.

#### Parent PLUS Loans

A Parent PLUS Loan is a credit-based loan made to either parent of a dependent child enrolled in an Undergraduate Degree Program. Available to credit-worthy parents, these loans provide funds for a student's educational expenses and may also provide additional money for living expenses. The interest rate is determined by Congress and compares favorably to other education financing options.

### Private Education Loans

Many private lenders offer alternative education loans to supplement the federal programs after maximum limits are reached. These non-federal education loans have differing fees, interest rates and repayment options. They are credit-based and students may often secure a more favorable interest rate by using a co-signer. Students are strongly encouraged to maximize their eligibility for federal aid prior to applying for any private education loan. Contact the Financial Aid Department for more information.

Students acquiring an educational loan to finance tuition and related educational expenses will be obligated to repay such loans and interest thereon. Defaulting on educational loans may have an adverse effect on a student's ability to qualify for future credit, loans, grants and governmental assistance programs. Information regarding the rights and responsibilities of federal/private loan borrowers can be obtained during the online entrance interview as well as in the promissory note from the lending institution.

### Special Programs

#### Federal Work Study

The college participates in the Federal Work-Study Program. The Federal Work-Study Program is designed to provide jobs to qualified students with financial need allowing them to earn money to help pay education-related expenses. The program encourages community service work and work related to the student's course of study. Students are awarded Federal Work Study funds based on a federally-prescribed formula. The college is an equal opportunity employer.

#### Veteran's Education Benefits

The college is authorized to train student's receiving Veteran's Education Benefits as approved by the Department of Veteran's Affairs. Awards are determined by application with the Veteran's Education Department and funding is disbursed directly to the institution for the Post 9/11 G.I. Bill and the Yellow Ribbon Program (all other Chapters disburse funding directly to the student).

#### Vocational Rehabilitation Programs

Various states offer funding in the form of Vocational Training Benefits for designated applicants.

### Financial Aid on the Web

**U.S. Department of Education** - [www.ed.gov](http://www.ed.gov)

**Federal Aid Programs** - [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

**Free Application for Federal Student Aid** - [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**National Student Loan Data System** - [www.nslds.ed.gov](http://www.nslds.ed.gov)

# Military & Veteran Students

## Military & Veteran Student Services

The Los Angeles Film School's Military Services Department supports veterans and active-duty servicemembers who want to pursue their education in the field of entertainment and media arts.

We offer:

- Military advisors who understand the culture and lingo because most have military backgrounds;
- Yellow Ribbon tuition contributions with no maximum cap;
- Help navigating the application process for GI Bill® benefits and other financial aid;
- Credit for applicable military training and education;
- Career transition resources such as the Veteran Immersion Program (V.I.P.) and 6Call Mentorships

Additional information regarding specific policies and procedures as well as special services and events for military and veteran students is available on our website at: <http://www.lafilm.edu/military> or by contacting the team at [military@lafilm.edu](mailto:military@lafilm.edu).

## Education Benefit Programs

In some cases military educational benefits will not cover the entire cost of tuition. All military students with a gap in tuition will need to secure their enrollment in congruence with school policies prior to starting class. Veteran students applying for military benefits are encouraged to speak with a military admissions representative or military transition manager at The Los Angeles film School prior to enrolling for any benefit. To do so, please call or send an email to [military@lafilm.edu](mailto:military@lafilm.edu).

## Military Tuition Assistance

Eligibility and the amount of active duty or reserve tuition assistance is determined by the branch of service. Students must independently apply for tuition assistance through their command/on base. Tuition assistance is paid directly to the institution.

## Chapter 30, The Montgomery G.I. Bill – Active Duty

Veterans who entered active duty beginning July 1, 1985 and who participated in the 12-month pay reduction program while on active duty. Also includes Chapter 32 active duty persons with eligibility as of October 1, 1996 who elected to participate in the Montgomery G.I. Bill. Eligibility is decided by the VA. Benefits are paid directly to the student.

## Chapter 31, Vocational Rehabilitation and Employment

Veterans with a service-connected disability, or who are rated 10 percent or more disabled according to the Department of Veterans Affairs. Eligibility is decided by a VA caseworker. Tuition is paid directly to the College; other benefits may be paid to the student.

## Chapter 32, Veterans Educational Assistance Program

Veterans who entered active duty between January 1, 1977 and June 30, 1985 and who contributed to the program while on active duty.

## Chapter 33, The Post-9/11 G.I. Bill

Veterans who accumulated at least 90 days of aggregate service on or after September 11, 2001 with an honorable discharge, or those who received a service-connected disability after 30 days of service may be eligible for Chapter 33, as determined by the VA. Tuition and fees are paid directly to the College, with BAH and book stipends paid directly to the student. All payments are proportionate to Chapter 33 eligibility rating, with BAH payments based on DoD calculator (use school zip code for an E-5 with dependents). This benefit is frequently revised. Please refer to the VA for comprehensive changes to this benefit.

## Chapter 33/TEB, The Post-9/11 G.I. Bill Transfer

This option is for Chapter 33-eligible service members to transfer unused benefits wholly or in increments to spouses and/or children.

## The Yellow Ribbon Program, A Component of Chapter 33, The Post-9/11 GI Bill

The College is a proud participant in this joint tuition grant-matching program with the VA for students who are entitled to the 100% eligibility rate. Yellow Ribbon amounts are applied solely and directly to tuition.

## Chapter 35, Survivors and Dependents Assistance Program

For spouses or children of veterans who died on active duty, whose death was caused by a service-connected disability, or who are rated by the VA as 100 percent permanently disabled.

## Chapter 1606, The Montgomery G.I. Bill – Selected Reserve

Benefits are paid directly to eligible individuals who have committed to the required length of enlistment in the Selected Reserve.

## Chapter 1607, Reserve Educational Assistance Program

Chapter 1607 is potentially payable for individuals in the reserves who were recalled for active duty for at least 90 days beginning September 11, 2001 or later. Eligibility is determined by either DoD or DHS.

## MyCAA, Military Spouse Career Advancement Account

MyCAA is available to spouses of active duty service members in pay grades E1-E5, W1-W2, and O1-O2, including the spouses of activated Guard and Reserve members within those ranks. Spouses of Guard and Reserve members must be able to start and complete their courses while their sponsor is on Title 10 orders.

## Benefit Recipient Responsibilities

Veterans receiving Veteran Administration funding for any portion of their program are responsible to directly notify the campus certifying official or military benefits officer of any change of status in their program to include:

- Transferring credits to program from another institution
- Testing out of a class
- Receipt of a failing grade for an entire class
- Modifications to the original program sequence as outlined in the catalog
- Change of program
- Switching from an accelerated program track to an extended track or vice versa
- Exiting the program

Students are expected to contact the military benefits officer by visiting in person, speaking with them over the telephone, or emailing: [military@lafilm.com](mailto:military@lafilm.com). Failure to communicate program changes may cause overpayment or underpayment of tuition and/or fees, which may result in debt collection practices from the VA's Debt Management agency or BAH withholding. VA instructs institutions to cut refund checks to students who are issued overpayments for these reasons only, in accordance with The College's refund policy. All other monies will be returned to the issuing agency.

### **VA Refund Policy**

The College complies with The Department of Veteran Affairs standards, which defers to institutional refund policy (outlined in the Refund Policies section). Military education benefits received for students who cancel their enrollment prior to matriculation will be sent directly back to the issuing agency.

### **VA Student Academic Fail Debt Accrual**

In situations in which a class is not satisfactorily completed, VA reserves the right to debt the student for some or all of the costs associated with the class, including tuition, fees, book/supplies, yellow ribbon, and Basic Allowance for Housing (BAH). In certain situations, VA will pay for multiple attempts at classes, as long as student is still maintaining satisfactory progress through VA's Satisfactory Academic Progress Policy.

### **Change of Status/Avoiding BAH Debt Accrual**

Students who neglect to inform the military benefits officer of a change of status in program may find their BAH has been withheld from the VA. In order to assist students in this situation, we highly suggest students immediately share any paper correspondence with the campus certifying official/military benefits officer.

### **Benefit Disqualification and Appeal Process**

Veterans wishing to appeal a loss of certification (loss of benefits) must file an appeal with the Student Services Office within 15 business days of notification of loss of certification. The appeal will be considered in a non-arbitrary manner for mitigating or extenuating circumstances. The burden to document the appeal in a reasonable timeframe is on the Veteran. The appeal will be adjudicated by a panel composed of 1) the Director of Military Affairs or his/her designee, 2) The Vice President of Education or his/her designee, and 3) the Vice President of Student Services or his/her designee. The decision of the Appeals Panel is final.

### **VA Satisfactory Academic Progress**

The VA maintains specific criteria that supersede institutional policy for Satisfactory Academic Progress. A veteran shall be subject to the loss of certification and the cessation of future funds from the U.S. Department of Veterans Affairs if the veteran's cumulative academic work falls into one of the following categories:

1. The student has been academically dismissed.
2. The student has had more than 50% of units attempted with an "F," or "Incomplete," for three consecutive classes.
3. The student has been on academic probation (below a 2.00 cumulative GPA) for three consecutive classes.

Students who are in the (a) or (b) categories will be subject to dismissal as well as loss of certification. Students who are in the (c) category will lose certification and eligibility for the continuation of VA education benefits but will not be subject to dismissal (as long as the cumulative GPA remains at or above 2.0). Students may be dismissed for failure to maintain a 2.0 GPA if they are unable to raise the GPA up to 2.0 after a three month probation period. Students which are placed on academic or progress probation are required to obtain counseling through student services.

### **Benefit Attendance Notice**

The Department of Veterans Affairs will not pay tuition for retaking courses if the failing grade is attributed to failure to meet class attendance requirements. If the campus certifying official is not informed of a break in attendance, the first day eligible for a "W" will be used as the reporting date to the U. S. Department of Veterans Affairs.

### **Break Pay**

The VA does not pay BAH during school breaks.

### **Military Leave Policy**

The College may grant more than one leave of absence in the event that unforeseen circumstances arise, such as military service requirements, provided that any combined leaves of absence do not exceed 180 days within the 12-month period. However, students who are issued military orders should communicate their obligation and activation dates as soon as possible to both the Student Services and Military Services Departments. The period of the leave of absence may not begin until the student has acknowledged the following:

- A traditional leave of absence period may not exceed 180 days within any 12-month period and the College has approved a written and signed request for an approved leave of absence.
- A military-service related leave of absence request that extends beyond 180 days must be accompanied with orders and the re-instatement to active student status.
- All school equipment loaned out to the student taking leave will need to be returned to the Equipment Room (ER) before the leave of absence is granted.
- Re-entry into the program of study requires that students check back into school through the Student Services Departments to co-ordinate scheduling and be directed to the appropriate departments to include the Military Services Department to re-instate program funding.

Upon submitting travel vouchers within the 180 day time frame and one month within the date on the approved travel voucher, military students will not be required to pay re-take fees for classes dropped due to the call to service using grants, VA monies, or cash. Further, military students will not be charged tuition for classes not yet taken. Official orders are required for consideration for an extended leave of absence beyond 180 days. Failure to return to school within the 180-day time-frame that are a result of extended military service leave will require approved military travel orders with no longer than one month between the military approval date and the re-instatement date. Every consideration to use existing credits will be exercised, however, extended absences may result in retakes or new classes that are part of a revised curriculum and will subject students to review by the Program Director.

## 2014 Tuition Breakdown

### Digital Filmmaking

Semester 1	\$6,000
Semester 2	\$6,000
Semester 3	\$6,500
Semester 4	\$6,500
Semester 5	\$6,500
Semester 6	\$6,500
Semester 7	\$6,500
Semester 8	\$6,500
Semester 9	\$6,000
Total Tuition	\$57,000
Cost per Credit	\$475

### Entertainment Business

Semester 1	\$5,250
Semester 2	\$5,250
Semester 3	\$5,500
Semester 4	\$5,500
Semester 5	\$5,500
Semester 6	\$5,500
Semester 7	\$5,500
Semester 8	\$5,500
Semester 9	\$5,500
Total Tuition	\$49,000
Cost per Credit	\$408

Tuition amounts are subject to change. For the most up-to-date tuition information, contact an Admissions Representative or visit [www.lafilm.edu](http://www.lafilm.edu).

## What's Included

The cost of tuition for a degree program includes all course materials, textbooks, manuals, media, production materials, lab fees, technology fees, and other associated costs except as noted.

## Comparative Program Information

Comparative program information related to tuition and program length is available from:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

## Student Tuition Recovery Fund

The purpose of the Student Tuition Recovery Fund (STRF) is to protect any California resident who attends a private post-secondary institution excluding those whose tuition and course costs was paid by a third party such as an employer or government program when no separate agreement for repayment exists between the student and the third party from losing money if the student prepaid tuition and suffered a financial loss as a result of the school closing failing to live up to its enrollment agreement or refusing to pay a court judgment.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Questions regarding STRF may be directed to:

California Department of Consumer Affairs, Bureau for Private Postsecondary Education  
2535 Capital Oaks Drive, Suite 400  
Sacramento, California 95833  
(800) 370-7589

## Additional Fees

A \$75 application fee is required to apply for a Degree Program. The application fee is not covered by financial aid.

## Laptop & Equipment Fee

Students enrolled in online degree programs are required to purchase a computer and software in addition to tuition. Technology configured in accordance with program specifications. The primary component of the laptop & equipment fee is an Apple MacBook Pro computer that serves as a personal workstation throughout their education. This notebook computer comes with degree-specific software that allows students to work on their projects on and off-campus and maintains their personal portfolio of work wherever they may be. The choice of Apple hardware has allowed the college to develop our curriculum to a high and specific standard of computer capability, while giving students maximum flexibility for their creativity.

## Launchbox Pricing by Degree Program

Digital Filmmaking	\$4500
Entertainment Business	\$2500

## Disclosures Made Pursuant to Truth-In-Lending Act

All charges on student accounts are due and payable on or before the due date on the Billing Statement. Monthly billings will be issued for any account with an outstanding balance.

- Conditions Under Which A Service Charge May Be Imposed: Service charges are imposed on all unpaid billing charges.
- Conditions Under Which Interest Charges May be Imposed: Balances over 30 days past due will be subject to interest charges at the rate of 1.5% per month (18% APR).

## Methods of Payment

Payments may be made in the form of cash, check, major credit cards, money order, and/or through scheduled disbursements of federal financial aid programs. Students will only be required to pay tuition for one payment period or semester. However, at the student's option, the college will accept payment for tuition and fees for an academic year or the full program once the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

## Returned Check Policy

Each personal check that is accepted by any unit of the college and is returned by the bank is subject to a \$25.00 returned check fee.

## Student Services

### Online Education

Online degree programs and courses are delivered over our Learning Management System (LMS), known as LA Film Online, which is a secure web-based platform that employs modern multimedia technologies and is accessible 24 hours a day via the Internet. Online students use this system to view video content, receive and submit project work and assignments, take tests and quizzes, communicate with instructors and classmates, and review grades and course progress. Online instructors are expected to respond to student questions within 24 hours and to provide feedback on assignments and tests within 48 hours, if possible.

The LA Film Online environment enhances the delivery of holistic learning experiences and allow opportunities for innovative learning experiences that harness digital media to develop the whole student. In online learning environments the combination of interactive and web-based media enable instructors to create a variety of instructional materials in support of dynamic, self-directed, and collaborative learning activities. These activities can provide students with a more diverse range of learning options and promote more meaningful collaboration between students and instructor.

### Academic Success Department

The staff of the Academic Success Department works with students, faculty and staff to create a positive learning environment and address any issues that may arise throughout a student's program. The Academic Success Department provides services through Student Advising, Student Records, Academic Success Seminars, the Library and Media Center.

Student Advisors serve as a primary point of contact for students and they can assist with scheduling issues, leaves of absence, community referrals and tutoring resources. Contact information for the Academic Success Department may be found on your online learning platform portal.

### Media Center

The Media Center is designed to support the needs of online students by providing relevant materials, a comprehensive collection of necessary publications, and digital research databases that are broad and varied in scope. Easily accessible from the online learning environment, the Media Center's documents and materials are constantly reviewed and updated to make sure students have access to significant research material for all courses of study.

### Career Development Services

With the help of the Career Development Department, our graduates are truly making their mark in the entertainment industry working with notable artists, studios and production companies on major feature films, small indie projects, television shows, record albums, concerts, music videos, video games, and animation projects. Staffed by entertainment industry professionals, the Career Development Team is available to advise students and graduates on successful career strategies to help prepare them to enter the professional workplace.

The Career Development Department provides additional opportunities for training and networking to help hone the skills necessary to succeed in the predominantly freelance entertainment industry. The Career Development Department does not make any representations or guarantees as to a student's employment potential or earning potential upon successful completion of the program.

### Services for Students with Disabilities

The college is committed to providing equal access to all students, including those who qualify as persons with disabilities. While upholding this commitment, the college also expects all students to maintain the high standards of academic achievement and excellence that are essential to the integrity of the college's mission. By advancing these aims, the college ensures that its policies, practices, and procedures conform to federal, state, and local statutes and regulations.

Provide written documentation to the Student Disability Services Coordinator regarding the nature of your disability and any considerations/accommodations that may be necessary. Such documentation must: (1) be from an appropriate professional, (2) not be more than twelve months old and, (3) provide a clear understanding of how the student is presently functioning. The college's confidentiality policy provides that only the appropriate college personnel access this information and it is stored in separate, confidential files. Except in instances of health or safety, information concerning the disability, accommodations, or documentation will not be released without written consent. Provide ample time when requesting a reasonable accommodation(s). Requests must be evaluated and arrangements made prior to the anticipated need for service/support. The college cannot guarantee that appropriate accommodations/services can be put in place without sufficient lead-time to make arrangements. Whenever possible, please provide at least 60 days advance notice. The Student Disability Services Coordinator makes determinations of reasonable accommodations for students with disabilities.



## Policies & Procedures

### Advancement

An academic year consists of 32 weeks of instruction. In order to advance to the next grade level (freshman to sophomore, etc.), students must earn a minimum of 24 semester credits during that academic year.

### Anti-Hazing Policy

The college does not allow any form of hazing and students engaging in any potentially harmful activities will be disciplined and may be subject to suspension or termination.

### Attendance Policy

Specific daily attendance is not recorded for online courses, as it would be on campus. Students are required, however, to maintain weekly logins and timely submission of assignments or they may risk being withdrawn for lack of attendance.

### Class Schedule

Students can access their courses 24/7 through the online learning platform. Students are generally not required to log in to their classes on specific dates or times but they are expected to login on a regular basis and submit assignments in accordance with published deadlines.

### Class Size

The college's philosophy is to put students in environments with optimal student to instructor ratios. To achieve this, online course sections are limited to a maximum of 25.

### Clock Hour to Credit Hour Conversion

The conversion of clock hours to credit hours is calculated on a semester credit hour basis, which varies according to the content of the course.

One semester credit hour is equivalent to any of the following:

- 15 clock hours of lecture time plus 30 hours of outside preparation time or the equivalent
- 30 clock hours of supervised laboratory instruction plus the appropriate outside preparation
- 30 clock hours of independent study with measured achieved competency relative to the required subject objectives or not fewer than 45 hours of internship

### Discrimination Prohibited

The college complies with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 (ADA; as amended 2008) and Section 504 of the Rehabilitation Act of 1973 (Section 504) and does not discriminate on the basis of disability in administration of its education related programs and activities, and has an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified.

Students who wish to file a complaint or who has questions regarding the college's compliance with these regulations should contact the college's ADA/ Section 504 compliance specialists: Jenna Langer, Vice President of Operations, 6353 Sunset Blvd., Hollywood, CA 90028 (323.860.0789).

### Evaluations

During courses, students are evaluated on their performance through a series of quizzes, exams, and project evaluations. They are evaluated on theory, technical and practical applications as well as standards of professionalism.

### Faculty

All faculty have a minimum of four years of professional experience in the subject area taught and hold a degree equivalent to or higher than program in which they are teaching. Faculty teaching in online courses are also required to have prior online teaching experience and must complete a comprehensive training and orientation program.

### Grading System

The college uses a standard 4.0 scale to calculate grade point averages.

Letter Grade	Point Value	Earned Score
A+	4.0 (Honors)	98-100
A	4.0	94-97
A-	3.7	90-93
B+	3.3	87-89
B	3.0	84-86
B-	2.7	80-83
C+	2.3	77-79
C	2.0	74-76
C-	1.7	70-73
D+	1.3	67-69
D	1.0	60-66
F	0.0	0-59
P (PASS)	0.0	
CR (Credit)*	0.0	
I (Incomplete)*	0.0	
NP (Administrative Drop)*	0.0	
W (Withdraw)*	0.0	

\*Not included in GPA Calculation

Grades will not be rounded until the final grade. To calculate the final grade percentage, the final total points are divided by the total points available for the course. If the final percentage is less than a whole number, the following rules are utilized to determine the score by a whole number:

- When the number is .50 or greater, the score is rounded to the next highest number. (i.e.: 79.50 = 80)
- When the number is .49 or less, the score is rounded to the next lowest number. (i.e., 92.49 = 92)

### Graduation Requirements

In order to receive a degree from an undergraduate degree programs, a student must:

1. Fulfill all coursework required within the degree;
2. Not accrue in excess of 1.5 times the credits required to complete the program;
3. Achieve an overall cumulative GPA of 2.0; and

Students are required to fulfill all financial responsibilities before a diploma and final transcripts are issued.

### Honors

Degree honors are awarded to students who graduate with the following enrollment cumulative GPA:

*Summa Cum Laude:* 3.80 to 4.0

*Magna Cum Laude:* 3.70 to 3.79

*Cum Laude:* 3.50 to 3.69

### Housing Not Provided

The college does not have dormitory facilities and does not providing housing information for students enrolled in online degree programs.

### Interruption of Training

In extenuating circumstances, students may apply for an Interruption of Training (IOT) for up to 90 days. Students are required to complete the request form with a Student Advisor, which must include the following information: specific reason for the IOT, date IOT starts (must be equal to first scheduled class day missed), and date of return to classes (cannot exceed 90 days in an Academic Year). Only students who maintain satisfactory progress with a GPA of 2.0 or higher will be granted an IOT. Students not communicating and/or not returning to school at the scheduled end of an official IOT will be dismissed.

It is recommended that financial aid recipients considering an Interruption of Training consult their Financial Aid Administrator about the probable effect it will have on projected grant and loan disbursements. While on IOT, students will not receive financial aid disbursements for either tuition payment or living expense stipends. Current financial aid funding may change, and future financial aid eligibility may be delayed and changed by the length of time the student is on a leave. A student may be required to complete additional financial aid application forms based on the timing of their IOT within the financial aid period.

Students must contact a Student Advisor at least 2 weeks prior to returning from their IOT to confirm their return. A Return from IOT form will be initiated by the Student Advisor, and the student must be cleared by all departments before a schedule to return to classes is generated. Students returning from IOT should confirm clearance to return with their Student Advisor the week prior to start of new classes. Schedules may be accessed through the online learning platform or from a Student Advisor.

### **Language of Instruction**

All courses of instruction are taught in English. The college does not offer instruction in a language other than English.

### **Make-up Work**

Students who fail to complete an assignment or other activity due to unavoidable or exigent circumstances may be eligible to make up work. Students should contact their Instructor within seven days to make arrangements.

### **Maximum Time Frame for Program Completion**

The credit hours attempted for any Degree Program cannot exceed 1.5 times the credit hours required to complete the program. This maximum time frame requirement is a standard mandated by the accrediting body, and students who exceed the time frame are dismissed from the Degree Program.

### **Probationary Status**

Students who do not meet the college's grading, attendance, financial, or conduct standards may be placed on probation. During this time, students are advised as to the level of improvement or the action necessary to rectify the probationary status. Students are removed from probation when satisfactory progress standards have been met. Students who do not meet satisfactory progress requirements at the end of their probationary period are subject to termination.

### **Re-Entry**

Students wishing to re-enter school must contact their Student Advisor. Re-entry will depend on the academic progress made by the student in their previous enrollment at the college. A student who was dismissed or administratively withdrawn by the college may not be eligible for re-entry, depending on the severity of the situation surrounding the withdrawal. To re-enter, a student must be cleared by all departments before a schedule to return to classes is generated. Re-entry requests must be initiated by the student. Any balance of tuition must be paid prior to re-entry. If withdrawn for more than one year, reentering students will be charged the currently applicable tuition price and will be responsible for any increased amounts. Students may receive credit only for the common classes that were passed prior to their withdrawal. Typically, the re-entry process may require students to make appointments with several different departments; therefore, no less than a 30-day notice is required for a standard re-entry.

### **Refund Policies**

The college's refund policies have been established in accordance with current state and federal regulations and applicable accrediting standards.

### **Refunds Due to Cancellations**

#### **STUDENT'S RIGHT TO CANCEL**

Students have the right to cancel the Enrollment Agreement and obtain a refund of tuition (0% tuition charged) through attendance at the first class session, or the seventh (7<sup>th</sup>) day after enrollment, whichever is later.

Students who are rejected by the college, cancel their application within five (5) business days of the college's receipt of the application fee, or cancel their enrollment within five (5) business days of signing an enrollment agreement are entitled to a 100% refund of tuition (0% tuition charged) and a refund of the \$75 application fee.

Students who have not visited the college prior to enrollment will have the opportunity to cancel all courses without penalty (0% of tuition charged, excluding the application fee) within three (3) business days following either the regularly scheduled orientation or following a tour of the school. Students should contact their Enrollment Guide or Student Advisor to cancel their enrollment.

### **Refunds Due to Withdrawal**

Students may drop a course without penalty up until the 5<sup>th</sup> calendar day of the term. Students may obtain a course drop form from their Student Advisor. After the 5<sup>th</sup> day of the term, students shall be deemed to have withdrawn from the college when any of the following occurs: (1) a 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 college terminates a student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the college including, the Student Code of Conduct; failure to meet financial obligations to the college; and/or for cause determined within the college's sole discretion; (3) a student fails to return from an authorized leave of absence.

Student may withdraw from the college and receive a pro-rata refund of tuition charges paid as long as student has completed 60 percent or less of the scheduled days for the payment period. For the purpose of calculating the pro-rata refund amount, the amount owed is determined by calculating the cost per credit hour in the payment period and multiplying this tuition amount by the number of credit hours attempted. If Student has received federal financial aid funds, Student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **Repayment of Government Program Funds**

If a student is terminated, withdraws, or otherwise fails to complete an enrollment period and received financial aid while enrolled, the Federal Government dictates how refunds (if applicable) are repaid.

Students on Trial Periods: Once a student has successfully completed the Trial Period and becomes a regular student, otherwise eligible trial period students become eligible for Title IV, HEA program funds back to the beginning of the payment or loan period, as applicable, including the trial period, and the Title IV Refund Policy and Institutional Withdrawal Policy applies.

The return of financial aid is dictated by The Return of Title IV Funds calculation policy. If a refund results from this calculation, federal policy requires that these unearned funds be returned to the applicable Title IV financial aid fund source.

Funds are refunded to the Title IV Programs in the following federally mandated order:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Federal PLUS loans
4. Federal Pell grants
5. Academic Competitiveness Grant (ACG)
6. National Science and Mathematics Access to Retain Talent (SMART)
7. Federal Supplemental Education Opportunity Grant (FSEOG)
8. Other grant or loan assistance authorized by Title IV of the HEA, as amended

When a student withdrawal involves the repayment of Title IV funds, the college returns these funds based semesters. If a student withdraws on or before completing sixty (60) percent of the semester, a portion of the total Title IV funds awarded will be returned. The Return of Title IV Funds calculation may result in the student owing a balance to the Federal Government and, in some cases, to the college. Refunds are made within forty-five (45) days of termination or withdrawal.

### Repeat of a Course/Retake Policy

Students may repeat a course one time without additional tuition charges, however, if a student withdraws prior to graduation, all courses attempted (even repeats for academic failure) will be counted toward the pro-rata calculation for tuition owed.

### Satisfactory Academic Progress

Students must maintain Satisfactory Academic Progress (SAP) to be eligible to receive financial aid funds. Students must attain a minimum cumulative grade point average of 2.0 and complete at least 67% of credits attempted. Satisfactory academic progress is checked at the end of each Semester.

### Student Conduct

In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report, behavior that threatens the safety or security of the college community, or substantially disrupts the functions or operation of the college.

Unacceptable conduct includes but is not limited to the following:

- Cheating, plagiarism or other forms of academic dishonesty.
- Forgery, alteration, or misuse of college documents, records, or identification or knowingly furnishing false information to the college or any of its faculty or staff.
- Misrepresenting or falsely using student identification including misuse of Photo ID cards or posing as another individual.
- Conduct violating professional and ethical standards of the college.
- Harassment of any kind including, but not limited to, threats and sexual harassment.
- Possession or usage of explosives, dangerous chemicals or deadly weapons on college property or at a college-sponsored function.
- Abusive behavior including the use of profanity directed toward staff, faculty, students, guests or visitors.
- Obscene, lewd, or indecent behavior on campus or at a college event.
- Hazing or false imprisonment.
- Possessing, distributing, manufacturing, or using illegal drugs or misusing legal pharmaceutical drugs on campus or at a college-sponsored event.
- Vandalism on campus buildings or property.
- Breaking into or unauthorized use of any campus facility or building.
- Theft of college property, or assisting in storing or knowingly using stolen college property, as well as the non-return of college-owned equipment.
- Misuse of the computer system including hacking into academic or student records, or knowingly sending computer bugs or viruses electronically.
- Disruption of the educational process, administrative process, or college-sponsored event.
- Refusal to follow instructions given by college personnel.
- Violation of any published college rules and regulations now or later in effect.

A student found responsible for involvement in any of the violations listed above may be sanctioned accordingly. Sanctions range from a written letter of reprimand up to immediate dismissal from the college. The conduct process is outlined in detail in the Student Handbook.

### Student Complaint/Grievance Policy

Students are encouraged to discuss academic progress, career goals, suggestions, and/or concerns with faculty, staff or student advisors. In the event of a concern, grievance or complaint that is not satisfactorily addressed in a meeting with the appropriate staff/faculty member, a student may acquire a complaint form from Yacine Pezzan, Senior Student Success Advisor at 323-960-3860 and submit in writing the concern to the Vice President of Operations, Jenna Langer, 6353 Sunset Blvd, Hollywood, CA 90028. The Vice President of Operations will review each complaint with all appropriate staff members and provide a written response to the student within 15 days of receiving the grievance.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the college for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the college and may be obtained by contacting Yacine Pezzan at 323-960-3860 or online at [www.accsc.org](http://www.accsc.org).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the college may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by 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 web site at [www.bppe.ca.gov](http://www.bppe.ca.gov).

### Student Records

Physical records are maintained by the college for a period of five years after graduation. Student transcripts and final grade records are retained permanently. Students may request copies of their academic transcripts by submitting a request with student's full name (maiden or former name if applicable), social security number, and dates of attendance to: The Los Angeles Film School, c/o Registrar, 6363 Sunset Blvd, Hollywood, CA, 90028.

Academic Calendar	
Term Start	Term End
1/5/2015	2/1/2015
2/2/2015	3/1/2015
3/2/2015	3/29/2015
<b>Spring Break 3/30/2015-4/5/2015</b>	
4/6/2015	5/3/2015
5/4/2015	5/31/2015
<b>Memorial Day Holiday 5/25/2015</b>	
6/1/2015	6/28/2015
7/6/2015	8/2/2015
8/3/2015	8/30/2015
8/31/2015	9/27/2015
<b>Labor Day Holiday 9/7/2015</b>	
8/31/2015	9/27/2015
9/28/2015	10/25/2015
10/26/2015	11/22/2015
11/23/2015	12/20/2015
<b>Winter Break 12/21/2015 – 1/3/2016</b>	

## Disclosures

### Notice of Availability of Annual Security Report

A copy of The Los Angeles Film School's Annual Security Report is available to prospective students upon request. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by the college; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security and other matters. You can obtain a copy of this report by contacting your Admissions Representative.

At the time of this printing, The Los Angeles Film School does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and does not have a bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy code (11 U.S.C. Sec. 1101 *et seq*).

The Los Angeles Film School reserves the right to vary the sequence of courses and revise and/or update services, curriculum content, textbooks (if applicable), and tool sets as needed, with or without notification to students. All information in this catalog is true and correct at the time of printing.