

SAN FRANCISCO **FILM SCHOOL**

2024 Student Handbook

Welcome to the San Francisco Film School!

We are a small, prestigious, and independent film school. We empower our students to truly achieve their dream of working in the entertainment industry through a rigorous, practical hands-on training program mentored by accomplished industry experts. Dedication to our students' success is paramount, and we push them to do their very best work. Mediocrity is not an option. Passion and tenacity are mandatory. We value experience over theory, because we know the only way to become a professional filmmaker is by making films. We provide a supportive, collaborative, and communal environment where creative expression thrives. We are a tribe of storytellers and a connected network of industry professionals.

Hands-on filmmaking.

The San Francisco Film School (SFFS) is proud to work with a diverse group of students, instructors and staff. We take pride in combining creativity, high energy and hard work with respect and appreciation. We are good-hearted passionate people who care about our work, our students and our school.

At SFFS we are not only teaching you to become filmmakers, we are teaching you to be professionals in the entertainment industry. We feel it is best to teach by example and to mentor you toward this goal. Your ability to step into the professional world of filmmaking is a direct reflection of our time, energy and instruction.

We expect a high level of commitment from all our students. Our classes are intensive because it takes hard work to make a movie and prepare for success in the entertainment industry. Attendance and class participation are vital, as are following all safety guidelines. Be respectful of your team and classmates, you could be working with them in the future. You are here to get the very best education possible and that includes what you will learn from your classmates.

We are happy to have you join our creative community!

Sincerely,

San Francisco Film School Staff

MISSION STATEMENT

The mission of the San Francisco Film School is creating filmmakers and content creators with

careers in the entertainment industry.

VISION STATEMENT

The vision of the San Francisco Film School is to be one of the premier film schools in the world teaching a small, diverse, international student body the art and craft of filmmaking. SFFS nurtures the individual artistic creativity of our students through a highly mentored project-based curriculum that emphasizes hands-on learning by an award-winning faculty using cutting-edge filmmaking tools.

LOCATION

155 Sansome St, 2nd Floor,
San Francisco, CA. 94104
(415) 824-7000

STAFF

President - Jeremiah Birnbaum
VP of Student Services / Director of Admissions - Alfretta Clark
Dean - Fred Ritzenberg
CFO - Victor Nieves
Assistant Dean - Erik Noonan
Registrar - Dee Cunturso
VA Coordinator - Tammy Henriks
Financial Aid Manager - Lori Jackson
Executive Assistant to the President - Mia Pimentel
Online Learning Specialist - Liv Nelson
Equipment / Facilities Manager - Turner Van Ryn
Admissions Assistant - Gemces Asuncion

San Francisco Film School Policies Admissions Requirements

SFFS programs require the ability to use language and math commensurate with the roles and responsibilities of a digital filmmaker. All classes are taught in English.

Admission Requirements for AAS Program, PC Program

- *Completed application form and fee - \$45 non-refundable (Veterans \$10)*
- *High School Diploma or GED equivalent (see Admissions Requirements: Documentation)*
- *Any high school, college or professional workshop transcripts (see Admissions Requirements: Documentation)*
- *Students with English as a second language will be required to submit a passing score (minimum of 80) on the Test on English as a Foreign Language (TOEFL) from a qualified testing center. Numerous testing centers (such as Prometric) are located in the Bay Area.*

Admission Requirements for Continuing Education, Certificate in Digital Media, and Short Film Workshop

- *Completed application form and fee - \$45 non-refundable (Veterans \$10)*
- *Minimum age of 16 years old*
- *Students with English as a second language will be required to submit a passing score (minimum of 80) on the Test on English as a Foreign Language (TOEFL) from a qualified testing center. Numerous testing centers (such as Prometric) are located in the Bay Area.*

SF Film School does offer ALL of these programs both In-Person and Remote/Low Residency. In-person students will be required to attend the majority of their classes on campus, though some courses may be offered exclusively online. Remote/Low Residency students will take the majority of their classes online, but are required to attend in-person classes for at least one week every semester. The Low Residency Week is designed to provide remote students with intensive hands-on training and team building skills.

The State of California requires students who pay tuition to also pay a fee to the Student Tuition Recovery Fund. This fund exists to relieve or mitigate certain losses suffered by a California resident who is or was a student of a qualifying institution if the student enrolled, paid tuition and paid the assessment. To file a claim, fill out the form found at www.bppe.ca.gov, and submit that along with all required documentation.

Admissions Requirements: Documentation

All prospective students that apply for admission to San Francisco Film School must provide proof that they are eligible to attend a higher education institution as stated by the Department of Education guidelines. This documentation may include, but is not limited to:

- State Identification card
- Social Security Card
- High School transcript showing date of graduation
- GED transcript showing date of completion

- College transcripts from any post secondary institution that the prospective student attended prior to applying to SFFS
- Proof of Citizenship
- Proof of Residency
- Proof of date of birth
 - Applicants under the age of 18 will require a parent or guardian's signature on any document that comes from SFFS

All prospective students are required to have either graduated from high school or successfully completed the GED (General Education Development) test to be considered for acceptance into the school.

Proof of Academic Eligibility

All prospective students are required to submit proof of previous education. ***Only the following will be accepted as proof of meeting eligibility requirements for admission to San Francisco Film School.***

High School

Applicants must have their official high school transcripts sent with their application to SFFS. The transcript must come directly from the school that the applicant attended. If the applicant is not able to provide this before enrollment, they can submit a photo or copy of their high school diploma or unofficial transcript as a placeholder for the application.

If accepted into SFFS, the student must submit their official transcript within a month of the date they receive their acceptance letter. Failure to do so may result in being suspended from classes until the transcript is received.

GED

If the applicant did not finish high school, they must supply proof that they took the GED (General Education Development) test. If the applicant is not able to provide this before enrollment, they can submit a photo or copy of their GED transcript as a placeholder for the application.

If accepted into SFFS, the student must submit their official GED transcript within a month of the date they receive their acceptance letter. Failure to do so may result in being suspended from classes until the transcript is received.

College Transcripts

If the applicant attended other post secondary schools, they will be required to have official transcripts from each institution to be sent to SFFS. College transcripts can be used as a

substitution for either their high school or GED transcript. If the applicant cannot provide these at the time of applying, they are allowed to use a photo or copy of their college degree, or an unofficial transcript, as a placeholder for their application.

If accepted into SFFS, the student must submit their official college transcripts within a month of the date they receive their acceptance letter. If the applicant's file has either an official high school transcript or GED on file, then no action will be taken. However, if the applicant does not have either a high school or GED transcript in their file, and the college transcripts are not received within one month of the date of their acceptance, they may be suspended from classes until the official transcript(s) is received.

Official Transcripts

Once an applicant's transcript are received, they will be reviewed by both Admissions and the Registrar to determine that they meet the following criteria:

- Must be official transcripts, sent directly from the school that the applicant attended.
 - Photocopies, transcripts addressed to someone else, jpeg images are not acceptable proof of meeting the minimum requirements.
 - The official transcript must clearly state the student's graduation date if from high school, date of completion if GED, and date of entry/matriculation if a college transcript is being submitted.
 - The transcript must not appear to be altered in any way. If it looks to be altered, it will be rejected and the applicant must have a new transcript sent.
 - If sent electronically, the transcript must be in PDF format.
 - If the transcript says "void" it will not be accepted
 - Screenshots of transcripts and/or degree audits are not acceptable as official transcripts
 - Transcripts from military service are not acceptable as transcripts unless it is from an accredited military college.

If the applicant has not been accepted in San Francisco Film School, the transcript should be sent to admissions@sanfranciscofilmschool.edu.

If the applicant has been accepted, and has already started attending classes, the transcript must be sent to registrar@sanfranciscofilmschool.edu

We accept transcripts that are sent via Parchment, National Student ClearingHouse, eScrip-Safe, TranscriptNetwork, or directly from an official from the previous school's email. A transcript sent by a school official needs to have the official's contact information in the email. If there is no contact information, the transcript will not be accepted as official.

If the transcript is sent by mail, then the official in charge of records at the applicant's previous school must make sure that the transcript is legible when sent. It should include either the school's

raised seal or the appropriate signature. The school official that is sending the transcript must also sign and date along the seal of the envelope on the back. Transcripts should be sent to:

San Francisco Film School
Attn: Registrar
155 Sansome St.
Suite 200
San Francisco, CA 94102

Applicants are responsible for paying any fees associated with requesting their official transcript from previous institutions, SFFS is not required to pay these fees

International Applicants - Transcripts

San Francisco Film School does accept applications from international students. These applicants must submit transcripts from high school and/or post secondary schools that they attended in other countries.

Applicants that completed their education, both elementary and post secondary, outside of the United States are required to obtain an evaluation of their transcript. Applicants must use a Foreign Credential Evaluation Service. Below is a list of agencies that are approved by the Commission for Foreign Transcript Evaluation:

Academic & Professional International Evaluations, Inc. (APIE)

P.O. Box 5787
Los Alamitos, CA 90721-5787
Telephone: (562) 594-6498

Academic Credentials Evaluation Institute, Inc. (ACEI)

P.O. Box 6908
Beverly Hills, CA 90212
Telephone: (310) 275-3530

Academic & Credential Records, Evaluation & Verification Services (ACREVS)

California (Silicon Valley – San Francisco – Bay Area)
1776 Clear Lake Avenue
Milpitas, California 95035-7014
Telephone: (866) 583-4834 Toll Free or (408) 719-0015
Fax: (510) 252-0876

American Education Research Corporation (AERC)

382 East Rowland Street
Covina, CA 91723-3154

Telephone: (626) 339-4404
Fax: (626) 339-9081

Educational Credential Evaluators, Inc. (ECE)

P.O. Box 514070
Milwaukee, WI 53203-3470
Telephone: (414) 289-3400
Fax: (414) 289-3411

Educational Records Evaluation Service (ERES)

2480 Hilborn Road, Suite 106
Fairfield, CA 94534
Telephone: (866) 411-3737 or (707) 759-2866

Foreign Credential Services of America (FCSA)

1910 Justin Lane
Austin, TX 78757
Telephone: (512) 459-4565
Fax: (512) 459-4565

Foreign Credential Services of America West, Monterey, CA (FCSA-WEST)

798 Lighthouse Ave, Suite 140
Monterey, CA 93940
Telephone: (831) 372-1466
Fax: (831) 372-1441

International Education Research Foundation, Inc. Credentials Evaluation Service (IERF)

P.O. Box 3665
Culver City, CA 90231-3665
Telephone: (310) 258-9451
Fax: (310) 342-7086

World Education Services (WES)

P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Telephone: (212) 966-6311
Fax: (212) 739-6100

Transcripts from English Speaking Schools Outside of the United States

International applicants must have their transcripts evaluated by one of the agencies listed above. The applicant will need to contact one of the agencies and then supply them with any and all information that they require. A course by course evaluation is necessary to ensure that the applicant's coursework meets the minimum eligibility requirements set forth by SFFS. No Translation is necessary.

Transcripts from Non-English Speaking Schools Outside of the United States

International applicants must have their transcripts evaluated by one of the agencies listed above. The applicant will need to contact one of the agencies and then supply them with any and all information that they require. A course by course evaluation is necessary to ensure that the applicant's coursework meets the minimum eligibility requirements set forth by SFFS.

If the applicant's transcript is from a non - English speaking institution, the applicant must have the agency supply SFFS with a full translation to English of the transcript.

Policy and Student Certification Statement - English Language

All enrolling students are required to demonstrate English language proficiency as demonstrated by passing the Test on English as a Foreign Language Test, (TOEFL) with a minimum score of 80. They must certify that they are fluent in English, can understand English for the purposes of academic and hands-on learning, and understand English for the purposes of this Enrollment Agreement. All instruction will be provided in English.

Processing Transcripts

Once SFFS receives an applicant's official transcript(s), it will be added to their file in the school's LMS system Populi. Once the transcript(s) is received, it becomes property of San Francisco Film School. The applicant can not request SFFS to send the transcript to another institution or to have the transcript returned to them.

If a transcript is received by email, it will immediately be added to the applicant's file, both in the LMS and the backup digital file. The LMS will be updated to reflect the applicant's education level (high school, some college, Associate's, Bachelor's, Master's, etc.). Electronic transcripts are only accepted from the following:

- Transcript delivery service (as stated previously under the Official Transcripts section)
- Foreign Transcript Evaluation Agency
- Directly from an official at the applicant's previous school (must include contact information for the school official)

Transcripts sent by email directly from the applicant are not official and cannot be verified.

If a transcript is received by mail, both the physical transcript and the envelope that it came in will be scanned into the LMS and backup student file. The SFFS official that receives the transcript will

verify that it does come from the school that the applicant attended and not from the applicant. Any transcript received by mail from the applicant is not considered official and cannot be verified.

If the applicant is accepted into SFFS and enrolled in the Associate's Degree, the Registrar will evaluate the transcript to determine if any credits can be transferred in to satisfy requirements in the applicant/student's degree audit. More information about this can be found in the Student Handbook under the SAP policy.

Discrepancies in Transcripts

If, after review, there are any discrepancies or questions regarding the transcript that was sent to SFFS, the Admissions department will reach out to the applicant to rectify the situation. This may include having the applicant reach out to their previous school to resubmit transcripts. For International Students, Admissions will reach out to the applicant and/or the agency that supplied the evaluation.

If an applicant is accepted into SFFS, and there are issues with their transcript(s) the Registrar will contact the applicant/student to clarify the issue. This too may include contacting the evaluating agency and/or the previous institution.

Per FERPA regulations, if SFFS needs to verify an applicant's previous education, the Registrar will send a form to the applicant via DocuSign which the applicant will need to sign. This is a release form that states the applicant is allowing their educational files to be released to SFFS. If the applicant refuses to sign this release form, SFFS will not be able to verify their previous education and it will fall to the applicant to contact their previous schools. If the applicant signs the release form, either Admissions or the Registrar will contact the applicant's previous school to verify their education.

If SFFS finds that the applicant has made false claims about their previous education, their application for admission to SFFS will be rejected.

Submitting fabricated/falsified documents (transcripts, diplomas, foreign translations, etc.) will also result in the applicant being denied admission to SFFS.

Transfer Credit Evaluation Policy

All prior credits will be evaluated. All students with previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based upon a written exam, an oral exam, or a technical competence exam as appropriate for the class. All general education credits will also be evaluated.

The student must provide a syllabus of the class as well as an official transcript sent directly from their previous school to be evaluated by the Registrar. This must be sent upon acceptance into

SFFS. Credits allowed, with the transcript, will be recorded upon enrollment and a record of this evaluation with its supporting documentation will be placed in the student's permanent file. The length of the course will be shortened proportionally and the tuition charges and program hours will be reduced. In addition, the student and (in the case of a veteran student the DVA) shall be notified.

A grade of "B" or higher must have been achieved; and the class is similar in scope and content to a class offered at SFFS.

For International students, a notarized translation of the syllabus must be provided if in a language other than English. A written exam, oral exam, or a technical competence exam may be additionally requested as appropriate for the class.

The school reserves the right to grant or reject any prior credit or training, this evaluation will become part of the student's permanent record. Only official transcripts will be accepted.

Readmission to SFFS

Prior students requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing by using [this form](#). Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within five (5) days following the decision of the Dean.

Rules for students that are applying for readmission to SFFS:

1. Students who withdraw prior to completion of the course and wish to re-enroll within six months (180 days) of the original official withdrawal date will return in the same satisfactory academic progress (SAP) status as at the time of withdrawal.
2. Students that withdrew from SFFS must wait for 180 days to reapply, they cannot reapply for the same semester in which they left. The date used to determine this is the last day that the student was marked present. The student will need to fill out the application for readmission and pay the application fee.
3. Students that had previously taken a Leave of Absence but did not return by the expected date on the signed LOA form will also need to apply for readmission to the school.
4. Students that were withdrawn by the school or are expelled by the school, may apply for readmission after 1 year has passed since their last date of attendance. The student will need to fill out the application for readmission and pay the application fee.
5. Students who have been expelled or withdrawn will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Process for re - admission to the school:

1. A new application must be submitted to the Admissions department.
2. Application must be filled out in full, if any information is missing, the request will not be considered.
3. Once the application is received, it will be reviewed by the following departments:
 - a. Admissions: to ensure that the application is filled out in full and all required documentation has been submitted along with the application fee.
 - b. Registrar/Academic: the student's full record will be reviewed. This will include the reason the student left the school, academic progress while enrolled, and any disciplinary action that was taken during that time.
 - c. Financial Aid/Finance: will review the student's file to determine if they are eligible to return based on finances. If the student has an outstanding balance, that will need to be paid in full.
4. The student will be notified in writing once a decision has been made.
5. Depending on when the student last attended SFFS, their catalog year may change which may affect the courses required to finish their program. This applies to both the Professional Certificate and Associate's Degree.

San Francisco Film School reserves the right to deny any application for readmission if any department feels that the student does not meet the requirements set forth by the school. Students that are granted re - admission may be placed on probation. The duration of the probation is up to the discretion of the Academic department.

Incarcerated Applicants

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

Conviction for possession or sale of illegal drugs

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. The School is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period.
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
 - Be administered or recognized by federal, state or local government agencies or courts.
 - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring their Student Permit Fee, if applicable, a color photo of themselves and is informed of the appropriate dress code. The first day of class will include financial aid and academic orientation, in which the students will sign their enrollment contract, student permit form and additional required paperwork.

Academic Policies

Grading and Academic Progress

In the both Digital Filmmaking Programs (AAS & PC), each course is graded by the individual instructor according to the criteria outlined in the class syllabus. Grade symbols of A, B, C, D, F will be used in grade point average calculation. Courses completed with a P will not be used in grade point average calculation.

However, please note non-passing grades, which are not used to determine grade point average, will be used to determine minimum unit requirements. Additionally, even though a “D” is considered a passing grade, the total cumulative GPA must not fall below 2.00 for each semester. Repeated courses may be considered in the GPA calculation.

Grades are calculated on the basis listed below:

Letter	Min. Points	Direct Evaluation	Grade Points	Failure
A	92.00	96.00	4.00	
A-	90.00	91.00	3.70	
B+	88.00	89.00	3.30	
B	82.00	85.00	3.00	
B-	80.00	81.00	2.70	
C+	78.00	79.00	2.30	
C	72.00	75.00	2.00	
C-	66.00	69.00	1.3	
D	62.00	65.00	1.00	
D-	60.00	61.00	.70	
F (assignments)	0.00	59.00 or lower	0.00	Yes
[F] (attendance)	0.00	69.99 or lower	0.00	Yes
P	60.00	80.00	4.00	

Please note each class has a set of criteria for the components on which the student is evaluated.

The score achieved reflects the student's competency and the skill level achieved to meet the criteria for the components.

Students are responsible to know their academic standing by referring to written policies and regulations and by consulting with their instructors

Students will receive reports of their progress at the end of each semester. Students whose grade is failing will be counseled and may be terminated. Students who do not maintain satisfactory progress may be placed on probation for a period to be determined by the program or education director until minimum performance is achieved or the student is terminated.

Attendance is also graded. Students are expected to meet the 70% attendance for all courses and overall. Failure to do so will result in the student failing a class for non - attendance "FN", regardless of their assignment/exam grade. Three "Tardy" will result in one absence. Three "Absent" will result in a lower grade. Six or more "Absent" will result in failure due to non - attendance "F".

Assignment and Attendance grades are combined together at the end of the semester to calculate the student's final grade in the course.

Incomplete Grades

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution's form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses. Students do not repeat courses. All hours attended are considered attempted. It is not possible for students to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal. Transfer clock hours received will not be included in the calculation of the student's GPA; however these hours will be counted toward the quantitative requirements.

Failing Grades and Course Retakes

If a student achieves a failing grade in a class or if a student fails a class due to non - attendance, the student is required to retake the course in the following semester. All retaken classes will incur additional tuition costs at the current cost-per-credit rate. Students are required to pass all courses in a program in order to receive a degree or professional certificate.

The higher grade will be used in determining GPA for the student, both in term progress and cumulative.

Students are allowed to repeat a course to obtain a higher grade. However, they must contact Financial Aid to determine how the cost of the repeat class will be covered. The student must obtain permission from the Registrar to repeat a course that they have already passed. Students

requesting to repeat a course will be informed that this will delay their progress in the program. Registering for a repeat course depends on the vacancy in the course in the semester. Priority is given to students that have not taken the course but it is required for their degree and to students who previously failed the course and must retake it.

Official Withdrawal from School

In the event that circumstances beyond the student's control make it necessary for withdrawal the student must consult with the School's Director and/or Admissions Director and complete a Withdrawal Form using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV, HEA funds policy in the Finance Section.

Unofficial Withdrawal from School

In the event that the school unofficially withdraws a student from school the School Director and/or Admissions Director must complete the Withdrawal Form using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV, HEA funds policy.

Students may withdraw from a program at any time. They may apply for readmission after a period of 90 days, such application is to be reviewed by the program and education directors, and clearance from the finance office is required.

Course Withdrawal

The first two weeks of a Full semester is the add/drop period. For the Mid - Semester, the add/drop period ends one week from the start of classes. During this time, students can choose to drop a course without it showing on their transcript. The student will not be charged for any credits dropped during this time.

From weeks 3 to 10 each full semester, a student may submit (in writing) to the Registrar a request to withdraw from a course. If approved, a "W" will show on the student's transcript. This will not affect the student's GPA. If a student submits a request to withdraw from a course after week 10 of the semester, if approved, the student's transcript will show an "F" for the course. This will affect the student's GPA. Students that withdraw from courses after the add/drop period has ended, are responsible for any costs associated with the course up until the date that they withdraw.

If a student withdraws from a course that is required to finish their program, the student must retake the course. All requests to withdraw from a course require approval from the Registrar. If approved, a form will be sent to the student to sign via DocuSign. The instructors of the course will also receive a copy of the withdrawal form.

If the student is requesting to withdraw from a course that is a corequisite for another course they are currently enrolled in, the student must meet with either the Assistant Dean or Registrar to

explain the reason for dropping the course and produce supporting documentation. The student will then be counseled on how this will affect their progress in the corequisite course.

If the student withdraws from a course that is a prerequisite to move to the next level, the student must retake the withdrawn course in the following semester. Until the student receives a passing grade in the withdrawn/prerequisite course, they will not be allowed to move to the next level.

Information on how a course withdrawal will affect a student's tuition or financial aid, can be found in the Financial Aid section of the Student Handbook under Cancellation and Refund Policies.

Leave of Absence

Students may apply for a leave of absence through the Registrar. Students in good standing may receive a leave of absence for up to 180 days within a 12-month period. While on a leave of absence, during the 180 days, the student will remain under the same catalog year as when they started the program.

1. Students that take a leave of absence before the 10th week in a full semester or the 4th week in a mid semester, will be withdrawn from their courses. Their transcripts will show a "W" for those courses.
2. Students that take a leave of absence after the 10th week in a full semester or the 4th week in a mid semester will not receive a "W" on their transcript. Their grade will be calculated and that will show on their transcript. Students are eligible to retake a course and the higher grade will be used in GPA and SAP calculations.

Students who do not contact SFFS prior to the end of a leave of absence to arrange for their return or those that do not return from their leave of absence by their agreed upon date will be terminated. The student would then need to reapply for admission to SFFS.

Transfer Credit Evaluation Policy

All prior credits will be evaluated. All students with previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based upon a written exam, an oral exam, or a technical competence exam as appropriate for the class. All general education credits will also be evaluated.

The student must provide a course description of the class as well as an official transcript which is to be sent directly from the student's previous school where the course was taken. A transcript from another school that shows the course as transfer credits will not be accepted. The course will be evaluated by the Registrar. The transcript should be sent upon acceptance into SFFS. If any credits are allowed, they will be recorded upon enrollment and a record of this evaluation with its supporting documentation will be placed in the student's permanent file. The length of the course will be shortened proportionally and the tuition charges and program hours will be reduced. In addition, the student and (in the case of a veteran student the DVA) shall be notified.

- A grade of "B" or higher must have been achieved; and the class is similar in scope and content to a class offered at SFFS.
- Credits/courses that are transferred in will be treated as completed hours at SFFS. The equivalent course requirement will be met.
- For International students, a notarized translation of the syllabus must be provided if in a language other than English. A written exam, oral exam, or a technical competence exam may be additionally requested as appropriate for the class.

The school reserves the right to grant or reject any prior credit or training, this evaluation will become part of the student's permanent record. Only official transcripts will be accepted. Transfer clock hours received will not be included in the calculation of the student's GPA; however these hours will be counted toward the quantitative requirements.

Attendance

Attendance in class is required for all students enrolled in both the Certificate and Associate's programs, as well the Continuing Education program. Students who miss three (3) classes without either prior permission from the Registrar or proof of suitable excuse (medical or family emergency) will have their class grade lowered by one full grade. Students who are absent for six (6) or more classes will fail the course. Tracking of attendance is required by the Department of Education and the Veterans Administration.

It is critical that students notify the Registrar if they wish to have their absence excused as it will affect the student's financial aid. Any request to have absence excused must be emailed to registrar@sanfranciscofilmschool.edu. If approved, the Registrar will notify the student's instructors and TA's to update their file accordingly.

Real Time Students

Please arrive in class on time and follow the Zoom Rules. If you will not be able to arrive on time, please inform your instructor and TA, and the Registrar, with as much advance notice as possible. Real Time Students have 5 opportunities to be marked present for a missed class session, by watching the recording of the session and submitting an assessment via a reaction video, within one week. If the reaction video is received within one week of the live class, the student will be marked as "Present". If the reaction video is received after 1 week, the student will be marked as "Tardy". No reaction videos will be accepted after 4 weeks from the time the live class ended and the student will be marked as "Absent".

Asynchronous Students

To be marked "Present" for a class session, async students are required to watch the recording of the live class as soon as it posts, and then submit an assessment in the form of a reaction video within one week (one assessment per three-hour class session). Async students are required to attend the mandatory weekly Asynchronous Lab, 10am-1pm PDT every Saturday, and attend any

one-on-one sessions scheduled by their instructors and/or TAs. If the reaction video is received within one week of the live class, the student will be marked as “Present”. If the reaction video is received after 2 weeks, the student will be marked as “Tardy”. No reaction videos will be accepted after 4 weeks from the time the live class ended and the student will be marked as “Absent”.

14 DAY NON - ATTENDANCE EXPULSION POLICY

Federal regulations require institutions to have a procedure in place for routinely monitoring attendance records to determine in a timely manner when a student withdraws. The Department of Education has determined that students missing 14 consecutive calendar days of class to be excessive absences and requires the school to take appropriate action. Except in unusual instances, the date of the institution’s determination that the student withdrew should be no later than 14 calendar days after the student’s last date of attendance as determined by the institution from its attendance records.

- **Students Returning after 14 days**
 - Any student that was absent for 14 consecutive days but does plan on returning to class, will need to provide documentation to the Registrar as to why they were absent. Students will be required to make up any assignments that were missed during that time. Students will also be required to watch the video recording of each class that was missed and then submit a reaction video to demonstrate that they have reviewed the material covered in each class. By doing this, the student will be marked “Present” if the student demonstrates they understand the material covered in the missed class. Failure to do so will result in lower overall attendance percentage.
- **Students that do not return after 14 days (*in communication with the school*)**
 - The student will have the option to either take a Leave of Absence from the school, or to withdraw.
- **Students that do not return after 14 days (*not in communication with the school*)**
 - If the student does not contact the Registrar, Assistant Dean, or their instructors during or immediately after the 14 days that they are absent, the student will be withdrawn from the school.
- **Students on Academic Warning or Probation**
 - Students that are on either a warning or probation are not allowed to miss more than 14 consecutive days of classes. If they do, they will be expelled from SFFS.

If a student knows in advance that they will be missing 14 consecutive days of classes, it is their responsibility to inform both their instructors, TA’s and the Registrar immediately. Students must submit in writing the reason that they will be absent from class and provide any pertinent documentation. The Academic department will determine if the absences will be excused or not.

Attendance Reports

The Registrar at SFFS pulls attendance reports bi-weekly starting the week after the Add/Drop period ends. Any student who falls below 70% for attendance will be notified via email of their status. This will include:

- Overall attendance if below 70%
- A breakdown of courses that have attendance below 70%
- Last date of attendance: this is the last date that a student was marked present for a class.

Any student that has attendance above the 70% requirement will not receive an email notification. However, all students are able to track their attendance in Populi under each course that the student is enrolled in.

Student is withdrawn by the Registrar after 14 days of non-attendance, if the student has not gone on a Leave of Absence, and/or has earned all non-passing grades at end of term. The Financial Aid Office performs the R2T4 calculation, using the Last Day of Attendance as determined by the academic attendance record, confirmed by the Registrar.

Training on Populi for Attendance

All SFFS students are expected to understand the attendance policy that is specific to their section: Real Time or Async. Training is provided by the Registrar when a student first enrolls at SFFS. However, current students are also encouraged to meet with the Registrar if they are uncertain of how to attend class. All SFFS students are provided the appropriate attendance training guide upon enrollment into the school.

Verifying Attendance For Official And Unofficial Withdrawals and Non - passing grades

These revised procedures will be immediately implemented and communicated to all relevant staff members and stakeholders.

For officially withdrawn students (students with all "W" grades)

- **Data Gathering:** Collect from the Registrar's Office a list of officially withdrawn students for each term. Financial Aid is notified immediately regarding any student that withdraws. The Registrar creates the initial R2T4 form and Financial Aid sends it to the Third-party Servicer along with the student's transcript and attendance report.

- **Verify Attendance:** The Registrar pulls attendance reports every other week beginning the week after Add/Drop ends and stores them by semester in a shared Google Drive.
- **R2T4 Calculation:** The Financial Aid Office performs an R2T4 calculation for every officially withdrawn student who began attendance in the semester.
- **Last Date of Attendance:** If an R2T4 calculation was done, ensure that the LDA used in the calculation is documented per attendance records. The LDA is retrieved from the student's information tab in Populi so that Financial Aid and the Third-party Servicer may view for accuracy with the R2T4 calculation.
- **Documentation Review:** Examine the student's file to ensure that all relevant documents related to their attendance and withdrawal are properly maintained.

For unofficially withdrawn students (students withdrawn after 14 days of nonattendance, without a Leave of Absence)

- **Unofficial Withdrawal:** Student is withdrawn by the Registrar after 14 days of non-attendance, if the student has not gone on a Leave of Absence, and/or has earned all non-passing grades at end of term.
- **Data Gathering:** Collect from the Registrar's Office a list of unofficially withdrawn students for each term. Financial Aid is notified immediately regarding any student that withdraws. The Registrar creates the initial R2T4 form and Financial Aid sends it to the Third-party Servicer along with the student's transcript and attendance report.
- **R2T4 Calculation:** The Financial Aid Office performs the R2T4 calculation, using the Last Day of Attendance as determined by the academic attendance record, confirmed by the Registrar.
- **Last Date of Attendance:** If an R2T4 calculation was done, ensure that the LDA used in the calculation is documented per attendance records. The LDA is retrieved from the student's information tab in Populi so that Financial Aid and the Third-party Servicer may view for accuracy with the R2T4 calculation.
- **Documentation Review:** Examine the student's file to ensure that all relevant documents related to their attendance and withdrawal are properly maintained.

For students with all non-passing grades

- **Data Gathering:** Collect a list of students from the Registrar's Office with all non-passing grades for each term.
- **Verify Attendance:** For each of these students, determine whether they began attendance in the term by cross-referencing the class roster and attendance records.
- **Grades Earned:** Confirm whether the grades were earned by the student, meaning they attended the courses for the entire length of the term by checking grade reports, transcripts, and attendance records.
- **Grades Not Earned:** Review whether an R2T4 calculation needs to be completed or was completed.
- **Documentation Review:** Examine the student's file to ensure that attendance and grading records are properly documented.

Implementation of the Revised Process

- **Review Committee:** The Registrar and Academic Affairs offices review committee will be responsible for carrying out these actions and maintaining oversight.
- **Documentation Standardization:** The process for documenting attendance and withdrawal is standardized to ensure that all relevant information is consistently recorded.
- **Training:** Training will be provided to new staff who may be responsible for this process to ensure they understand the requirements and procedures.
- **Internal Audits:** Periodic internal audits will be scheduled to check the accuracy of attendance records and R2T4 calculations and document the results of the review.
- **Documentation Retention:** All relevant documentation will be stored for the required retention period.

Satisfactory Academic Progress (SAP)

The satisfactory academic progress (SAP) policy applies to **all students** enrolled in the San Francisco Film School, which is accredited by the Council on Occupational Education and licensed by the California bureau for Private Postsecondary Education and has a Veterans Education approved program. All students, whether receiving Federal Title IV, HEA funds, partial funding assistance, or self-pay, are evaluated by SAP each semester.

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards are applicable to all students attending this institution.

Students enrolled in programs approved by COE must meet formal standards that measure their satisfactory academic progress toward graduation. The policy is provided to all students prior to the 1st class session. The policy is consistently applied to all applicable students. Evaluations are maintained in the student file. SAP applies to students that are enrolled either Full time, Part Time, or Half Time, in either the Certificate Program Associate Degree program.

New SAP definitions went into effect on July 1, 2011. The school developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Pace and Quantitative standards.

SAP standards are established by the Office of Academic Affairs. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Academic Progress according to the following standards to continue enrollment. The evaluation of a student's academic progress occurs at the following intervals and will be checked before disbursement of aid.

- For educational programs of one academic year in length or shorter than an academic year, evaluations are conducted at the end of each semester
- For all other educational programs, evaluations are performed at the end of each semester.

Same As or Stricter Than:

- The school's SAP policy for Title IV, HEA students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV, HEA funding.

The director in the financial aid office reviews the Title IV, HEA SAP policy to ensure it meets all federal requirements. The Director of Academic Affairs notifies the financial aid office if the school changes its academic policies.

Satisfactory Academic Progress Criteria

In order to satisfy Satisfactory Academic Progress requirements, financial aid recipients must:

- Earn a minimum Cumulative Grade Point Average (GPA) of 2.00 for all classes attempted. Grade symbols of A, B, C, or P earned during Fall, Spring and Summer semesters will be considered as acceptable for courses completed, and satisfactory academic progress consideration. If a student started at SFFS during a Mid semester, that will be included and considered in SAP as well.
- Courses completed with an "F" will not be considered acceptable for Satisfactory Academic Progress. Courses completed with a MW (withdrawal for military service) are excluded from the determination.

There is a three step process for students that do not meet SAP requirements: warning, appeal, then either expulsion or probation.

Pace of Progression

Federal regulations require institutions to measure a student's pace toward his/her educational objective to ensure completion within the maximum time length for his/her program. To progress at the required pace, the student must earn 70% of his/her attempted credits each semester.

For a student pursuing an Associate Degree or Certificate, the pace cannot be less than 70%.

70% of the cumulative units attempted for each pay period (Fall, Spring and Summer) must be completed with a passing grade. The total number of successfully completed units must be equal to or greater than the calculated total of attempted units multiplied by 0.70.

Generally, for students to meet graduation requirements within the stated time frame, the student should be registered for the following credits each semester:

Associate degree:

- Students that start SFFS in either the Fall, Spring or Summer semesters, students should take at least 12 credits each semester to be considered Full Time Students.
- Students that start SFFS in either the Mid-Fall, Mid-Spring, or Mid-Summer semesters, students should take 9 credits in the mid semester, then at least 12 credits each semester to be considered Full Time Students.

Professional Certificate:

- Students that start SFFS in either the Fall, Spring or Summer semesters, students should take at least 12 credits each semester to be considered Full Time Students
- Students that start SFFS in either the Mid-Fall, Mid-Spring, or Mid-Summer semesters, students should take 9 credits in the mid semester, then at least 12 credits each semester to be considered Full Time Students.

Maximum Time Length

Federal regulations require institutions to establish a maximum time period or unit total for a student to complete an educational objective (degree/certificate) if financial aid is received. Financial aid recipients will be considered to be making Satisfactory Academic Progress if they complete their educational objective in the time frame indicated below. The educational objective as indicated by the student's choice of program of study will be used for this determination.

1. For an undergraduate program measured in credit hours, a period no longer than 150% of the credits published program length.

For example, for the AAS program, $70 \times 1.5 = 105$ credits. This is the maximum.

San Francisco Film School does not currently offer any program that is over 2 years in length. The Associates Degree is 4 semesters, designed to be completed in a year and a half. The Professional Certificate is 3 semesters, designed to be completed in one year.

If a student is not progressing at the established PACE, a meeting will be set up to discuss what is prohibiting the student from completing their program. If the student can provide documentation that supports the need to take longer, then an Academic Plan will be created that the student must adhere to while enrolled at SFFS.

If the student cannot provide documentation as to why they need more time to finish or the student is not fulfilling SAP while at SFFS, the student may be subject to expulsion.

SAP Warning

SAP reports are pulled at the end of each semester and prior to the beginning of the following semester. Any student that does not meet the SAP requirements and who was not on Warning for the previous semester, will receive notification via DocuSign that they are on warning for the upcoming semester. Warning letters will come from the Dean's office and once sent, will be added to the student's file.

The Warning will last for the semester immediately following the one that has been finalized. During the semester that the student is on warning, the student is required to retake any courses that they failed in the previous semester. In all classes while on warning, the student is expected to turn in all assignments, take all exams, participate in group activities, and attend all scheduled classes, including LRP is enrolled in a production course.

If the student feels that they will need extra accommodation during the warning period, they must meet with the Assistant Dean to discuss options and create an academic plan which will be added to their file. The academic plan will be sent to the student's instructors and TA's.

At the end of the Warning semester, the student is expected to have a minimum cumulative GPA of 2.0, have attendance of at least 70%, and meet any other requirements set forth in their academic plan (if applicable). If the student does achieve these, then the Warning will be lifted.

If the student does not meet the requirements needed at the end of the warning semester, their financial aid will be suspended, and they will have to file an appeal for Probation.

SAP Appeal Process

If, at the end of the second semester (Academic Warning semester), the student does not meet SAP requirements they will lose their Title IV, HEA financial aid eligibility and will be placed on Academic Development Status, with a loss of Title IV, HEA funding, with the right to appeal. If the appeal is granted, the student will be placed on Financial Aid Probation if the appeal is granted.

The student has five (5) days to institute an appeal. The appeal must be submitted to the Dean and Assistant Dean, who in turn will meet with the Registrar, the Financial Aid Director and the Accounts Director to make a decision on the appeal.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The student must submit any supporting documentation needed for their appeal to be considered.

The basis on which a student may file an appeal:

- Death of a relative,
- Injury that prohibited the student from attending class,
- Illness that prohibited the student from attending class.
- Any other special circumstances that prohibited the student from attending class

The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must also submit information about what has changed and how they will now be able to achieve SAP going forward. The Dean will make the final decision as to whether an appeal is granted or not. If it is granted, the student will be placed on probation. If the appeal is denied, the student will be expelled from SFFS.

Once the Dean receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The Assistant Dean will notify the student in writing of the decision and that decision is final. The

Probation

If Probation Status is granted, the student will regain Title IV, HEA eligibility for the next eligible semester only. The student must be making SAP at the end of the semester to regain Title IV, HEA funding for the next semester.

When a student is placed on Probation status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advising sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
2. Sign the academic plan (a copy will be kept in the student's file).

A student is placed on Probation because they submitted a successful appeal, is eligible for Title IV, HEA funds for ONE semester only, or are placed on a Plan for two or more semesters.

Students who regain SAP on a cumulative basis (70% Pace and 2.0 cumulative GPA) at the end of the next semester, according to the terms of the Plan will have regained full eligibility for Title IV, HEA funding.

If a student is on Title IV Probation during the current semester for not maintaining SAP during the previous semester, the student must either achieve SAP on a cumulative basis (70% Pace and 2.0 cumulative GPA) during the current semester, or satisfy the terms of a Plan during the current semester (following a successful Appeal), in order to receive Title IV HEA funding during the next semester. This must be able to be accomplished within the 150% maximum timeframe.

Reinstatement Of Title IV, HEA AID

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

SAP Procedures

The Office of Academic Affairs is responsible for SAP determination, and

- Follows the established SAP policy and procedures in accordance with federal regulations and regularly updates and adapts SAP policies and procedures to ensure alignment with changing Federal regulations.

- Reviews SAP criteria at each evaluation interval, considering GPA, course completion rate, and maximum timeframe.
- Conducts a comprehensive review of each student's academic progress against the established criteria at each evaluation interval.
- Communicates timely notifications to students who are not meeting SAP
- Reviews the Federal regulations related to SAP standards for Title IV aid by the FSA Handbook, Dear Colleague Letters, and the FSA Partner Connect Website.
- Documents the SAP determination process and findings, maintaining records for the federally required record retention timeframe at each evaluation interval.
- Trains new staff responsible for monitoring SAP on the established policies and Federal regulations.
- Updates the data management system to regularly track and update student progress
- Sets up periodic reviews within the term to evaluate the academic progress of all students.
- Developed the workflow specifying the process and actions for students not meeting SAP standards.
- Prepares/revises standardized notification templates that clearly state the deficiency and potential consequences.
- Maintain records of all notifications, appeal requests, and outcomes for auditing purposes.

Graduation Requirements

Professional Certificate Program

The requirements for students to complete the program and receive their Professional Certificate are the following:

- Achieved a passing grade in the school's core producing and directing classes (**PC 2020-21:** 101, 201, 301, 401; **PC 2023-24:** 101A, 101B, 201, 301, 401A, 401B)
- Receive a final GPA of at least 2.0
- Fulfill all financial obligations
- Completed an exit interview with the program director or career advisor

Degree requirements - **PC 2020-21** 48 credits:

PC II Core	44 Credits	101, 102, 103, 104, 105, 201, 204, 205, 206, 207, 301, 303
PC II Elective	1 Course/2 Credits	304, 305, any course with an "E-" Designation
PC II Equivalent	1 Course/3 Credits	202 or 302

Degree requirements - **PC 2023-24** 48 credits:

PC III Core	41 Credits	101A, 101B, 102, 103, 104, 105, 201, 206, 301, 303
PC II Equivalent	1 Course/3 Credits	202 or 302
PC II Equivalent	1 Course/2 Credits	205 or 305
PC II Equivalent	1 Course/2 Credits	204 or 404

Failure to meet these requirements may result in the student retaking any failed courses or completing any unfinished projects before receiving their certificate of completion. Students will be charged tuition costs for retaking any failed courses.

Associate of Applied Science in Digital Filmmaking Program

Students in the Associate of Applied Science in Digital Filmmaking Program will receive their degree by completing all of the following:

- Achieved a passing grade in the school's core producing and directing classes (**AAS 2020-21**: 101, 201, 301, 401; **AAS 2023-24**: 101A, 101B, 201, 301, 401A, 401B)
- Complete a minimum of 70 semester credits
- Receive a final GPA of at least 2.0
- Fulfill all financial obligations
- Completed an exit interview with the program director or career advisor

Degree requirements - **AAS 2020-21** 70 credits:

AAS II Core	60 Credits	101, 102, 103, 104, 105, 201, 202, 206, 301, 302, 303, 305, 401, 404
AAS II Elective	3 Courses/ 6 to 9 Credits	204, 205, 402, 403, any course with an "E-" Designation
AAS II General Education	3 Courses/9 Credits	106, 116, 126

Degree requirements - **AAS 2023-24** 70 credits:

AAS III Core	50 Credits	101A, 101B, 102, 103, 104, 105, 201, 301, 302, 401A, 401B
AAS III General Education	4 courses/11 credits	106, 116, 126, 206
AAS III Minor: Editing/Core AAS III Minor: Editing/Electives	2 courses/4 credits 2 courses/4 credits	204, 404
AAS III Minor: Writing/Core AAS III Minor: Writing/Electives	2 courses/6 credits 1 course/2 credits	202, E-WR (writing elective)
AAS III Minor: Audio/Core AAS III Minor: Audio/Electives	2 courses/4 credits 2 courses/4 credits	205, 305
AAS III Minor: Cinematography/Core AAS III Minor: Cinematography/Electives	2 courses/4 credits 2 courses/4 credits	203, 403

Failure to meet these requirements may result in the student retaking any failed courses or completing any unfinished projects before receiving their certificate of completion. Students will be charged tuition costs for retaking any failed courses.

Transfer of Students Between Programs

SFFS offers two programs in digital filmmaking - an Associate of Applied Science (AAS) and a Professional Certificate (PC). The first semester of both programs is usually the same. At any time, digital filmmaking program students can transfer into the other program.

Depending on the student's catalog year, the requirements for either the PC or AAS may vary. However, any student transferring from the PC to AAS, will be required to take general education courses and to declare a minor. More information about the AAS III degree can be found [here](#). For students that wish to change from the AAS to the PC, please review the degree requirements for the PC [here](#).

A student can choose to have credits transferred in from another accredited institution. This would decrease the amount of time needed to complete the new program. To do this, the student must have an official transcript sent to the Registrar for review.

If a student is transferring from the AAS to PC program, they will need to speak with the Registrar about making the change.

If a student is transferring from the PC to AAS program, they will need to apply using [this application](#).

Students who have taken a workshop at SFFS and are joining either the AAS or PC programs, can request to receive credit for the work they've completed. A written exam, oral exam, or a technical competence exam will be required to determine if any credit is given. All determinations for credit are at the sole discretion of the Director of Education.

The school reserves the right to grant or reject any prior credit or training, this evaluation will become part of the student's permanent record.

Students who have taken a workshop at SFFS and are joining either the AAS or PC programs, can request to receive credit for the work they've completed. A written exam, oral exam, or a technical competence exam will be required to determine if any credit is given. All determinations for credit are at the sole discretion of the Director of Education.

The school reserves the right to grant or reject any prior credit or training, this evaluation will become part of the student's permanent record.

Transfer Students

The School will count all transfer hours that apply toward the student's current program in determining SAP. All transfer hours will be counted as both hours attempted and hours completed.

Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements, not requirements not just the hours that were accepted as transfer hours.

Example: If a student transfers into the school with 200 clock hours already attempted then all 200 clock hours would count toward the 150% quantitative requirements. If, after the evaluation of your hours by the Dean, we only accept 100 of the clock hours attempted, then you only have 956 clock hours remaining in the Digital Filmmaking program. However, all 200 clock hours attempted must count toward the 1584 max clock hours under the 150% quantitative requirements.

ACADEMIC INTEGRITY AND COMMUNITY STANDARDS

Intellectual Property

Student work is the property of the student, however SFFS reserves the right to use all or part of the students work in its marketing and media both on-line and offline. Unless objections are received in writing, SFFS will assume that the student has read the student handbook, specifically this statement, and understands the information presented in this handbook and acknowledges that no specific authorization is required of the student for the use of any work generated while attending SFFS.

Academic Integrity: Use of Artificial Intelligence (AI)

The genre of film grounds your own evolving ideas in conversation with other creators. Thus, you will learn strategies for honoring others' contributions to your filmmaking. We will address source use practices that support our academic community's core values of honesty and respect for others. Some key expressions of academic integrity include:

- Using citations to acknowledge others' ideas and evidence even when you put them in your own words. Please use the Chicago Style Guide as a reference. [Chicago Style Citation Guide](#)
- Placing quotation marks around another person's terms, phrases, and sentences and citing the source. If paraphrasing another's work, no need for quotation marks though it's still necessary to cite the source(s).
- Because filmmaking begins with a writer's original thinking and language, you may not use AI generators to produce language or images for any draft unless the assignment includes AI explicitly as a part of its guidelines. Utilizing AI to generate your writing in film school is considered plagiarism.

Community Standards

If instructors do allow students to use AI as a tool (not to generate what is meant to be original content, such as a script or story), the San Francisco Film School requires that students (1) cite ChatGPT or whichever AI program utilized (2) place language in quotation marks that is sourced from ChatGPT/other AI, and (3) write a few sentences explaining how AI was used and to what effect. This practice is required because we believe it encourages clarity of thought and intention as well as academic and creative integrity.

Unless otherwise stated by the instructor and/or the course curriculum, text or images generated from AI, machine learning, or similar tools cannot be used in papers, scripts, or other writing assignments submitted; nor can the accompanying figures, images, or graphics be the products of such tools, without explicit permission from the course instructor. In addition, an AI program cannot be an author of a paper, story draft, discussion post, or screenplay. A violation of this policy constitutes plagiarism and academic misconduct,

which will lead to a disciplinary hearing that can result in a failing grade and loss of credit on the assignment and/or the course, at the discretion of the Disciplinary Board.

Resources

[How to Cite Sources](#)

[Chicago Style Citation Guide](#)

[SAG AFTRA AI Use Policy](#)

[WGA AI Use Policy and Agreement](#)

San Francisco Film School Enforces Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the peer-to-peer file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. At San Francisco Film School, copyright infringement is prohibited and can result in expulsion from the school. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$150,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov. Especially their FAQ's at www.copyright.gov/help/faq.

FINANCIAL AID

San Francisco Film School is a fully accredited, vocational art school licensed by the [California Bureau of Private and Post-secondary Education](#) (BPPE) and nationally accredited by the [Council on Occupational Education](#) (COE).

SF Film School is approved to participate in all Federal Student Financial Aid Programs by the [Department of Education](#). Students who are accepted into either of the Digital Filmmaking Programs are eligible to receive Title IV funding, including Pell Grants and federal loans.

SFFS works with a third-party full service financial aid servicer, Educational Compliance

Management (ECM). For more information on student loans and financial aid, please contact our Financial Aid Department – (415) 824-7000 or finaid@sanfranciscofilmschool.edu and they will answer your questions and connect you with an advisor at ECM once you have filled out your FAFSA and the school has received your ISIR.

To be considered for Federal Financial Aid, a student must complete the Free Application for Federal Aid online. The student and the parent (in the case of a dependent student) may sign the FAFSA online by using a FSA ID. Once the student completes the FAFSA, and it is processed by the government, the school will receive an ISIR which will contain the Estimated Family Contribution and let the student know if he/she is selected for verification.

Financial Assistance

SFFS has a trained financial advisor on staff ready to work with you, one-on one, to help assess your tuition options. Tuition for the Digital Filmmaking Programs can be paid in monthly installments. SFFS is nationally accredited by the Council on Occupational Education (COE) and is registered with the Veterans Administration. Talk with one of our financial advisors if you think you qualify for any state, federal or veteran funding. Call 415.824.7000 to speak to a school representative directly.

How Eligibility is determined for TITLE IV, HEA

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.

2. Be enrolled or accepted for enrollment as a *regular student* in an eligible degree or certificate program.

3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

Men exempted from the requirement to register include;

- Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
- Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
- Males born before 1960;
- Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
- Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.

4. Have a valid Social Security number unless you are from the Republic of the Marshall

Islands, Federated States of Micronesia, or the Republic of Palau.

5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements on the *FAFSA* stating that:
 - you are not in default on a federal student loan
 - do not owe a refund on a federal *grant*
 - Sign the required statement that you will use federal student aid only for educational purposes
7. Maintain *satisfactory academic progress (SAP)* while you are attending college or a career school.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following:

1. Be a U.S. CITIZEN or U.S. NATIONAL
 - You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization.
 - If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD
 - You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD
 - You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
 - Refugee
 - Asylum Granted
 - Cuban-Haitian Entrant (Status Pending)
 - Conditional Entrant (valid only if issued before April 1, 1980)
 - Parolee
4. Have BATTERED IMMIGRANT STATUS
 - You are designated as a "battered immigrant-qualified alien" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.

5. Have a T-VISA

You are eligible if you have a T-visa or a parent with a T-1 visa.

Federal Loan Processing Policy

Federal Loan Application (Federal Sub/Unsub and Federal Parent PLUS)

Federal Direct Loan Amount Confirmation:

San Francisco Film School uses an active confirmation process for students to accept, adjust and/or decline financial aid awards. Students are automatically packaged up to their eligibility.

Dependent students whose parents are denied Federal Direct PLUS loan funding (or denial is assumed under the Director of Financial Aid's Professional Judgement authority) will be offered the option to accept additional Federal Direct Unsubsidized Loan funding by the Financial Aid Office. If the student accepts a new Financial Award Offer will also be generated to allow for active acceptance of the additional funding.

Federal Direct Stafford Application Process:

Federal Direct Subsidized and/or Unsubsidized Loan borrowers must complete Entrance Counseling and Master Promissory Note (MPN) through the Department of Education (ED) website. (<https://studentaid.gov/>). The Entrance Counseling must be completed prior to origination and the MPN must be completed prior to disbursement.

Federal Direct PLUS Application Process:

Federal Direct PLUS borrowers must complete a Master Promissory Note (MPN) through the "PLUS Request Process" online via the ED's Student Aid website (<https://studentaid.gov/>). Parents who request a Parent PLUS loans at Lehigh Valley Barber School are directed to apply on the Federal website (<https://studentaid.gov/plus-app/>). If a Parent is denied a PLUS loan due to adverse credit, they can request a second check (appeal) of their eligibility to obtain the loan or obtain an endorser with positive credit history. In the event an endorser is added to a Parent PLUS Loan an Endorser Addendum will need to be completed PLUS Credit Counseling on the Student Loan website. Once all the documents are received and reviewed by the Financial Aid Administrator, then the students PLUS Loan will be originated.

Disclosure of Processes and Available Assistance:

These processes are explained to potential borrowers by the Financial Aid Administrator.

Assistance is available in the Financial Aid Office for any borrower who needs help with completing the application process(es).

Confirmation/Documentation of Entrance Counseling:

The confirmations of Federal Entrance Counseling are maintained on the Department of Education's COD website. Direct Loans will not originate unless this requirement has been met and confirmed.

Verification Policies and Procedures

Policy Statement

San Francisco Film School [SFFS] verifies all applications the Federal Central Processing System [CPS] selects for verification. Aid will not be disbursed until and unless the student submits documents and verification is performed.

Selected students must submit, before disbursement of aid, documentation as broken down according to Verification Tracking Groups. Students selected by CPS are coded as selected for verification at the time the ISIR information is pulled into the system.

Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. Depending on the Verification Group the student is selected to verify, a Verification Worksheet (provided by the Financial Aid Office) may be required to complete and other additional information may be required before financial aid can be disbursed to the student account.

This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse, and/or parents), proof of untaxed income, housing allowances, high school completion, and/or Identity/Statement of Educational Purpose, which may require to be notarized, etc.

This revised policy and procedures will be immediately implemented and communicated to all relevant staff members and stakeholders.

1. Verification Tracking Groups:

- 1.1. V1 – Standard Verification
 - 1.1.1. Tax filers
 - 1.1.2. Adjusted Gross Income
 - 1.1.3. U.S. income taxes paid
 - 1.1.4. Untaxed portions of IRA distributions

- 1.1.5. Untaxed portions of pension/annuity distributions
- 1.1.6. IRA deductions and payments
- 1.1.7. Tax-exempt interest income
- 1.1.8. Education tax credits
- 1.2. Non Tax filers**
 - 1.2.1. Income earned from work
 - 1.2.2. Tax filers and nontax filers
 - 1.2.3. Household size
 - 1.2.4. Number in college
- 2. V4 – Custom Verification**
 - 2.1 High school completion status
 - 2.2 Identity/Statement of Educational Purpose
- 3. V5 – Aggregate Verification**
 - 3.1 Items in V1 Standard Verification
 - 3.2 Items in V4 Custom Verification
- 4. Groups V2, V3, and V6** are reserved for future use by the Department

Procedures

1. After an ISIR (electronic data) is received by the School and flagged for verification by The Department of Education, SFFS will contact the student and request the documentation. It is the student's responsibility to see that all requests from the Financial Aid Office are satisfied.
2. If corrections need to be made, all corrections will be made electronically based on the documentation received during the verification process.
3. Appropriate adjustments will be made to the student's award, if applicable.
4. If a change is made after the award, the student will receive a revised offer notification for review and signature.
5. If an award must be reduced because of subsequent verification, the student is responsible for submitting any funds disbursed in error due to incorrect information. If funds are not repaid, the overpayment will be reported to The Department of Education.

Process of Verification – Workflow and Communication

1. The US Department of Education [DOE] processes data from the Free Application for Federal Student Aid (FAFSA). It sends a Student Aid Report (SAR) to students and ISIR to schools listed on the application.
2. The student is contacted via email and phone regarding the documents needed for processing purposes according to the selected Verification group, the deadline for submitting the documents, and the consequences for failing to provide the documentation.
3. The Financial Aid Office gathers the documents and sends them to the Third-party Servicer who reviews the documents for errors and lets Financial Aid know if there is information missing.
4. If information is missing, students/parents will be contacted by Financial Aid and asked to provide either new or revised documents to complete the missing information or resolve any conflicting information.
5. If there is conflicting information between what is reported on the FAFSA and verification worksheets, Financial Aid provides follow-up with the student/parent if required.
6. The Third-party Servicer performs recalculation of expected family contribution after resolution of conflict (if any)
7. If the change affects the original EFC, the correction is done by the Third-party Servicer electronically using FAA Access Online.
8. Corrections are entered electronically by the Third-party Servicer
9. After approximately a seventy-two (72) hour period, correct ISIRs are downloaded to the Third-party Servicer system.
10. The verification process is then completed if there are no other errors found.

Deadline

The student has fifteen (15) days to provide SFFS with the requested information for verification, provided the student has reasonable access to such information. Applicants who miss the stated deadline but later provide this needed information will be reviewed and awarded if documents are received within the federal deadline.

SFFS will not take responsibility for the delay or loss of other aid if funds are depleted at that time and the student is responsible for fee payment until the verification process is

completed.

Verification completed

Once the verification review is completed and any needed ISIR corrections are made, the verification documents and supporting items are placed in the student's file.

Disbursement Within the Payment Period

Policy Statement

San Francisco Film School [SFFS] is committed to ensuring the proper disbursement of Title IV, Higher Education Act (HEA) program funds and accurate loan origination in compliance with federal regulations.

SFFS will ensure that any information provided to the Department of Education via the Common and Origination Disbursement Website [COD] in connection with loan origination is complete and accurate and acknowledges the importance of disbursing Title IV funds during the current payment period, ensuring that the amount disbursed matches the student's eligibility.

This policy and procedures will be immediately implemented and communicated to all relevant staff members and stakeholders.

1. General Disbursement Guidelines:

- SFFS disburses Title IV funds on the date that the institution credits a student's account ledger at the institution with:
 - Funds received from the Department; or
 - As institutional funds used in advance of receiving Title IV program funds, in accordance with federal regulations.

2. Complete and Accurate Loan and Pell Origination:

SFFS participates in the Direct Loan and Pell Grant programs and will ensure that any information provided to the Department in connection with origination is complete and accurate.

SFFS provides COD with the student information, including but not limited to:

- The student's eligibility for a loan and/or Pell Grant.
- The student's loan and/or Pell Grant amount.

- The anticipated and actual disbursement date or dates and disbursement amounts of the loan and/or Pell Grant.

3. Disbursement Period:

- SFFS ensures disbursement during the current payment period of the amount of Title IV funds that a student enrolled at the institution is eligible to receive for that payment period.
- The Student Accounts Office updates the student account ledger with the disbursement date upon receiving the notification from the Financial Aid Office and within three [3] days of drawing the funds down from G5. The disbursement date on the student's ledger must match the disbursement date in the COD.

4. Compliance and Reporting:

- SFFS will maintain records of all disbursements, including disbursement dates, amounts, and recipient information.
- SFFS has revised its loan disbursement policies and procedures to ensure disbursements are made within the certified loan period dates as required by federal regulations.

5. Review and Revision:

- This policy will be reviewed annually to ensure continued compliance with federal regulations and any updates to the law. Any changes will be communicated to the relevant staff.

Federal Supplemental Educational Opportunity Grant (FSEOG) Policy and Procedures

Policy

San Francisco Film School is committed to awarding and disbursing FSEOG to eligible students in compliance with federal regulations and institutional policies and procedures FSEOG is awarded to the students with the highest need at SFFS. To the extent possible, priority is given to students with the highest need based on their Free Application for Federal Student Aid [FAFSA] Pell EFC.

Annual awards of up to \$200* will be made according to a tiered system utilizing the student's EFC beginning with an EFC of 0 as calculated by the FAFSA and to the extent possible, are prioritized based on the FAFSA filing date until funds have been exhausted.

The FSEOG amount awarded to students comprises both the federal share [75%] and the required non-federal [25%] share.

This policy and procedures will be immediately implemented and communicated to all relevant staff members and stakeholders.

2022-23 Year Requirement

For the 2022-23 year, SFFS will provide the Dept of Education with the following documentation:

1. A signed statement confirming the awarding and disbursement of FSEOG for the 2022-23 award year.
2. SFFS's 2022-23 FISAP report.
3. A copy of the revised FSEOG awarding policies and procedures.

Procedures

1. Student Eligibility Determination:

- The financial aid office reviews students' Free Application for Federal Student Aid (FAFSA) data to determine their eligibility for federal financial aid programs.
- Eligibility for the FSEOG is primarily based on a student's exceptional financial need. The financial aid office awards utilizing the student's EFC beginning with an EFC of 0 as calculated by the FAFSA and to the extent possible, are prioritized based on the FAFSA filing date until funds have been exhausted.
- The financial aid office also ensures that students meet the other general eligibility criteria, such as U.S. citizenship or eligible non-citizenship status, enrollment in an eligible degree or certificate program, and maintaining satisfactory academic progress.

2. Prioritizing FSEOG Awards:

- The financial aid office prioritizes FSEOG awards for students with the greatest financial need based on their EFC beginning with 0, and the cost of attendance at the institution.
- Pell Grant recipients are given priority in FSEOG awarding.

3. Allocation of Funds:

- The financial aid office determines the amount of FSEOG funds available for the award year. The allocation is based on the institution's annual FSEOG allocation from the Department of Education.

**Annual awards may change based on the federal allocation and the number of eligible students.*

4. Awarding Amounts:

- The financial aid office calculates the FSEOG award amounts for eligible students based on the allocation and the number of eligible students.
- Annual award amounts may vary depending on available funding and the number of eligible students.

5. Notification to Students:

- Once FSEOG awards are determined, the financial aid office notifies eligible students of their awards through a financial aid offer letter sent by the Third-party Servicer.

6. Disbursement of Funds:

- FSEOG funds are typically disbursed to cover the student's educational expenses.
- Disbursement typically occurs at the beginning of each term to cover tuition, fees, and other education-related expenses.

7. Monitoring and Compliance:

- The financial aid office regularly monitors the disbursement of FSEOG funds to ensure that the FSEOG allocation is being awarded consistent with the policy and within federal regulations.

8. Record Keeping:

- The financial aid office maintains accurate records of FSEOG awards, disbursements, and communications with students.
- Records will be kept for the required period for federal program record retention.

9. FISAP Reporting:

- The institution via the Third-party Servicer reports FSEOG awards and disbursements to the Department of Education through the annual Fiscal Operations Report and Application to Participate (FISAP).

Title IV Credit Balance Policy and Procedures

Policy Statement

This policy outlines the procedures and responsibilities related to the disbursement and management of Title IV credit balances for students at San Francisco Film School [SFFS]. Title IV credit balances occur when the total Title IV funds credited to a student's ledger account exceed allowable charges. Title IV credit balances created by a parent PLUS will be refunded to the parent borrower based on the request on the application. This policy ensures compliance with federal regulations.

This policy applies to all students receiving Title IV, HEA program. It is the responsibility of the Financial Aid Office and the Bursar's Office to ensure compliance with this policy.

This policy and procedures will be immediately implemented and communicated to all relevant staff members and stakeholders.

Title IV Procedures

1. Paying Title IV Credit Balances:

A Title IV credit balance occurs whenever SFFS credits Title IV program funds to a student's account and those funds exceed the student's allowable charges.

Allowable charges are:

- The amount of tuition, fees, and institutionally provided room and board assessed the student for the payment period or the prorated amount of those charges if SFFS debits the student's ledger account for more than the charges associated with the payment period; and
- The amount incurred by the student for the payment period for purchasing books, supplies, and other educationally related goods and services provided by SFFS for which SFFS obtains the student's or parent's authorization.

2. Written Authorization:

All students receive a Credit Balance Authorization [CBA] form at the beginning of each semester.

- This form is sent via DocuSign from the Registrar. Students must fill out a new CBA each semester. If SFFS obtains written CBA from a student or, where applicable, a parent, SFFS will:
- Utilize the Title IV funds for covering expenses as specified within the provided authorization.

- Retain any Title IV fund that would otherwise be disbursed directly to the student or parent as a credit balance.
- Ensure that the process of requesting authorization from the student or parent is entirely voluntary. SFFS will not pressure or coerce the student or parent into providing their consent.
- Provide a clear and accessible method for students to cancel or modify their authorization at any time.
- Notify the student to explain the purpose and implications of the authorization. Communicate that any modifications to the authorization made by the student will take effect on the date SFFS receives notice of the modification.

3. Payment to the Student:

SFFS pays the Title IV program Credit Balance by check directly to the student or parent as soon as possible, but no later than 14 days after:

- The date the balance occurred on the student's account if the balance occurred after the first day of class of a payment period; or
- The first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period.
- If SFFS determines that Parent PLUS Loan funds created a credit balance, SFFS pays the credit balance amount to the parent. The credit balance can be paid to the student if indicated on the parent's PLUS loan application.

4. Treatment of Title IV credit balances when the student withdraws:

This applies only to the treatment of Title IV credit balances when a student withdraws. When a student withdraws from SFFS during a semester, a Title IV credit balance is managed as follows:

- SFFS does not release any portion of the Title IV credit balance to the student and does not return any portion to the Title IV programs prior to performing the Return To Title IV Calculation by SFFS's Financial Aid Office.
- The Financial Aid Office performs the Return To Title IV Calculation, including any existing Title IV credit balance for the period in the calculation as disbursed aid.
- Any applicable refund policy (state, accrediting agency, institution, etc.) is applied to determine if doing so creates a new or larger Title IV credit balance.
- Title IV credit balances are then allocated as follows:

- Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. SFFS will return such funds to the Title IV grant account within 14 days of the date SFFS performs the Return To Title IV Calculation, but not later than 45 days from the date of the student's withdrawal.
- If any Title IV credit balance from a prior period [not included in a Return To Title IV Calculation] that remains on a student's account when the student withdraws is included as Title IV funds when SFFS determines the amount of any final Title IV credit balance when a student withdraws.
- SFFS will use the final credit balance first to satisfy any current student grant overpayment.
- If the R2T4 calculation generates a Title IV Credit Balance, the credit balance will be disbursed as soon as possible and no later than 14 days after the date the calculation of R2T4 is performed.

5. Holding credit balances:

SFFS may hold excess FSA funds (credit balances) if it obtains voluntary authorization as described above from the student or parent. Because FSA funds are awarded to students to pay current year charges, notwithstanding any authorization obtained by SFFS from a student or a parent, SFFS must pay –

- Any remaining balance on loan funds by the end of the loan period, and
- Any other remaining FSA funds by the end of the last payment period in the award year for which they were awarded.

6. Unclaimed Funds:

SFFS ensures that all uncashed credit balance checks are returned no later than 240 days after the date it issued the check. All unclaimed credit balances must be returned. There is no minimum amount.

Direct Loans

- SFFS will return the funds through G5, and
- The return must be offset by a downward adjustment in the student's Direct Loan record in the COD System.

When SFFS reduces the student's Direct Loan actual disbursement amounts in the COD System, the information is transmitted to the student's loan servicer and results in a reduction of the outstanding principal balance on the student's loan.

Pell Grants and IASG Grants

- SFFS will return the funds through G5, and
- The return must be offset by a downward adjustment in the student's Pell, or IASG award in the COD System.

FSEOG

If the award year has not changed, SFFS will award the funds to another eligible student. If the award year has changed and SFFS has not already carried forward the maximum 10% allowable, SFFS may carry the funds forward to the current year and award them to another eligible student. If the FSEOG funds cannot be carried forward to the next award year, SFFS will return them to the correct award year through G5 and amend Part IV, Sections C-E, and Part VI of the FISAP.

Packaging and Awarding Policy

Educational Compliance Management (ECM) in conjunction with the Financial Aid Office at San Francisco Film School will package funds based upon the ISIRs received following all federal and institutional policies for student applicants.

General Packaging Policy

Funds packaged for San Francisco Film School students will include, in this order: Federal Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG Grant), and estimated financial aid from other sources when appropriate/applicable, Federal Direct Subsidized Loans and Federal Direct Unsubsidized Loans. Upon receipt of approved applications and confirmed eligibility criteria being met, Federal Direct Parent Loan for Undergraduate Students (PLUS) will also be packaged upon request of the student/parent. Additional aid elements including but not limited to include outside scholarships, alternative loans and institutional discounts will be applied.

VA Benefits

Veterans' Educational benefits are not considered in the packaging process. However, San Francisco Film School will advise students on the process for applying for VA educational benefits and will consider the impact of anticipated benefits on the student's financial situation when counseling the student about borrowing. All students receiving VA Educational Benefits will also be provided with a copy of the *Consumer Financing Plan*.

Student Award Confirmation

The school employs an active confirmation method for packaging applicants and acceptance of awards. Student award packages are prepared manually in *Solfia* and funding notifications are

provided to all students participating in the financial aid programs.

Repackaging

Repackaging will occur as necessary due to verification, if additional outside funding is received, or any other eligibility criteria have changed since initial packaging.

Over/under Payment Policy and Procedures

Policy Statement

This policy outlines the procedures and responsibilities for addressing the overpayment and the underpayment of Title IV funds at San Francisco Film School [SFFS]. These may arise when the total amount of Title IV funds disbursed to a student's account exceeds the allowable charges (overpayment) or falls short of covering these charges (underpayment) for which the student was eligible. This policy intends to ensure compliance with federal regulations ensuring that the amounts disbursed match the student's eligibility.

This policy and procedures will be immediately implemented and communicated to all relevant staff members and stakeholders.

Procedures

1. Confirmation of Eligibility

Upon making a disbursement to a student for a specific payment period, will confirm the student's eligibility for both the fund type and amount of Title IV program funds associated with that disbursement. This confirmation process ensures that students receive the appropriate financial assistance they are entitled to under federal regulations.

For each Title IV disbursement, SFFS will:

- Verify relevant student information, including the Expected Family Contribution (EFC) and the student's enrollment level for the courses they are beginning to attend. Financial aid contacts the Registrar first to make sure that the student did start attending classes in the semester.
 - SFFS's minimum full-time enrollment is twelve (12) credits, three-quarter time is nine (9) credits and half-time is six (6) credits.
 - The Registrar ensures that any modifications to the number of credits are promptly updated on the shared Finance Worksheet, ensuring that Financial Aid is informed and kept up to date.
 - All Title IV funding is awarded and disbursed according to the student's enrollment level for the payment period.

- Calculate and determine the appropriate Federal Pell Grant award for each eligible student based on their EFC and enrollment status.
- Calculate Direct Loan awards, ensuring that students are enrolled in at least half-time status and do not exceed their annual or aggregate maximum lifetime Direct Loan borrowing limit, by closely monitoring these limits on the National Student Loan Data System [NSLDS].
- Assess students' SAP status before disbursing Title IV aid.
- Ensures the Third-party Servicer communicates award determinations to students, providing them with a breakdown of how the awards were calculated, the amounts, and the dates of the expected disbursements.

2. Record Keeping

- Records are maintained in accordance with the specified regulatory timelines within physical student files, and electronic systems, as well as ensuring secure access to records that may be held by Third-party Servicers.

3. Training

- Training for the staff responsible will be provided for award determinations to stay updated on any federal regulation changes and best practices for financial aid awarding.

Accurate Disbursement Dates Policy and Procedures

SFFS is committed to accurately reflecting the disbursement dates on the student account ledger to ensure that the funds are correctly applied to the student's account. This policy ensures transparency and compliance with federal regulations regarding the timing of Title IV program disbursements.

Professional Judgment in Title IV Programs

REFERENCE TO OTHER PUBLICATIONS GOVERNING THIS STATEMENT: HEA Sec. 479A(a), Federal Regulation 34CFR 668.53(c)

Background

"Professional Judgment" is a decision to alter a student's federal financial aid calculation based upon a deliberate, well considered determination by a financial aid professional. By regulation, professional judgment can only be exercised under the authority of the "capable individual", which is the Financial Aid Administrator and is responsible for the rationale, accuracy and level of documentation for each judgment made.

Policy

The Financial Aid Administrator and/or Servicer will work with the student/family to gather and review all information as submitted for the Professional Judgement. They will review the file for completeness/reasonableness before making reasonable professional judgment decisions.

All professional judgments must be made on a case-by-case basis based upon unusual, exceptional or mitigating student or family circumstances. It is not acceptable to create specific standards under which professional judgment will or will not be performed. The purpose of professional judgment is to allow for exceptions to be made in unusual cases, not to create a local set of eligibility rules.

A professional judgment review allows for a financial aid adjustment due to a significant change in current income compared to the required tax data reported on the FAFSA. This can be due to the recent unemployment of a direct family member (mother or father) of a dependent student or the recent unemployment of an independent student, or other circumstances.

In general, professional judgment should only be used if:

- the action is in the best interest of the student and the integrity of the Title IV programs, or the student's circumstance is such that the standard program rules and operating procedures would not result in a financial aid package that accurately depicts the student/family's ability to contribute to the student's educational costs based on extenuating circumstances not otherwise discussed on the FAFSA
- the student's circumstance is unusual, and is not primarily the result of voluntary or irresponsible action taken by the student and/or parent/spouse, and there is no reason to believe that the student and/or parent/spouse are being untruthful regarding his/her circumstance.
 - Other circumstances may include:
 - Involuntary loss of income due to reduced hours or shutdowns
 - Loss of income due to disability
 - Change in financial situation due to separation or divorce
 - Death of spouse for independent undergraduate student
 - Significant medical expenses not covered by insurance

Types of Judgments:

There are essentially six types of professional judgment, as follows:

1. Dependency Overrides – These judgments require the highest level of documentation and

should be used sparingly. The mere separation of the student from the parent's residence, proof of self-support, and/or emotional estrangement are not sufficient to substantiate a dependency override without underlying exceptional circumstances.

2. Modifications to FAFSA data to update the EFC - Changes may be made to any of the data elements used in the calculation of the EFC. These changes must be submitted to the federal processor for re-calculation of an "official" EFC. In addition to documenting the circumstances surrounding the judgment, the Financial Aid Office must record the exact data changes that are made to the FAFSA data.

3. Changes to Cost of Attendance (COA) - The level of documentation required for a change to the Cost of Attendance is not as great as the standard required by the school for dependency overrides or modifications to FAFSA data. For example, the Director of Financial Aid might choose to add childcare or elder care expenses to a student's COA, one time computer/technology purchase or professional licensure examination fees required for employment in the student's field of study.

4. Additional Unsubsidized Loan for Dependent Student - If a student's parent is clearly incapable financially of being approved for a PLUS loan or is likely to be unable financially to repay the loan if approved, the student may be made eligible for the same additional unsubsidized loan limits as would be available to an independent student. Some specific examples of circumstances which meet this standard are provided in regulation, including but not limited to declaration of bankruptcy disallowing applying for any additional loans, social services recipients, and or proof of income below the established poverty line. However, the refusal of an otherwise-eligible parent to apply for a PLUS loan is NOT in itself grounds for using professional judgment.

There are circumstances that do not warrant a professional judgment review. These include but are not limited to: Credit card debt, vacation expenses, car payments or mortgage payments. Also, undergraduate students who already have a 0 Expected Family Contribution (EFC) do not qualify for a Professional Judgment review since they have already received the maximum amount of aid for which they are eligible.

Verification and PJ

Prior to completing a Professional Judgment in modifications to FAFSA data to change EFC or changes to Cost of Attendance any required verification must be completed. This applies **only** to those applications selected for verification by the federal processor, or those institutionally selected by the school and/or its servicer. However, these verifications are subject to the exclusions listed in federal regulation and the [Federal Student Aid Handbook](#). Often the documents collected for verification will also be useful in the Professional Judgment process. Refer to the *Federal Student Aid Handbook* for more detailed information.

Exit Loan Counseling

Policy Statement:

In compliance with 34 C.F.R. § 685.304(b), San Francisco Film School [SFFS] is committed to ensuring that exit counseling is conducted with each Direct Subsidized Loan, Direct Unsubsidized Loan, or PLUS Loan borrower shortly before they cease at least half-time study at the school. If a student borrower withdraws from school without prior notification or fails to complete exit counseling as required, SFFS will provide exit counseling within 30 days of learning about the student borrower's withdrawal.

This revised policy and procedure will be immediately implemented and communicated to all relevant staff members and stakeholders.

Procedure:

1. Initial Exit Counseling Notification:

- The Registrar informs the Financial Aid Office students who are about to graduate or upon separation from the school without graduation. Financial Aid informs the students via email that includes a DocuSign document to complete Exit Counseling. The DocuSign document includes the Department of Education's Exit Counseling PDF and the requirement to fulfill an online session via studentaid.gov.
- This notification will be sent through email and the communication will include:
 - A clear explanation of the Exit Loan Counseling requirement.
 - A link to the Federal Student Aid website, where students can complete Exit Counseling online.
 - A direct link to the Department of Education's Exit Loan Counseling PDF.

2. Follow-Up for Incomplete Exit Counseling

- SFFS acknowledges the importance of ensuring that all students complete the required Exit Loan Counseling.
- Within 30 days after identifying a student borrower who has graduated or withdrawn and has not completed the required Exit Loan Counseling, SFFS will send a follow-up notification via email.
- This follow-up notification will include:
 - A reminder of the Exit Loan Counseling requirement.
 - A direct link to the Department's Exit Loan Counseling PDF.

3. Record Keeping and Documentation

- SFFS will maintain detailed records of all Exit Loan Counseling notifications and follow-up communications sent to borrowers.

- To ensure compliance, SFFS will also maintain records of the students who have completed the Exit Loan Counseling requirement.

4. Policy Review and Revisions

- SFFS will regularly review this Exit Loan Counseling policy to ensure its effectiveness and compliance with all relevant regulations.
- Any necessary revisions or updates to the policy will be made promptly to address changing requirements and best practices.

5. Confirmation of Exit Counseling Material Distribution:

- SFFS will confirm on the Common Origination and Disbursement Website [COD] that the student's Exit Counseling has been completed, keep a copy in the student's file, and keep a record of the Exit Counseling materials sent to students who have graduated, withdrawn, or dropped below half-time enrollment.
- To demonstrate compliance, a signed confirmation will be provided, indicating the date and method of distribution for the Exit Counseling materials.

Return to Title IV (R2T4) Policy and Procedures

Policies

Withdrawals and Return To Title IV (R2T4)

When a student withdraws or their enrollment is otherwise terminated, the school receives the amount of Federal Title IV financial aid that must be returned to the Federal Student Aid Programs as required. This process is referred to as "Return to Title IV" (R2T4).

R2T4 Calculation Information

Title IV funds are earned in a prorated manner based upon scheduled class hours that have occurred as of the student's Last Date of Attendance (LDA). Although an R2T4 calculation is required regardless of percentage of the period completed, after the 60 percent point in the payment period, a student is considered to have earned 100 percent of the Federal Student Aid funds they were eligible to receive.

If, based on the calculation, the student has earned less than the amount of Title IV funds disbursed, the unearned funds must be returned.

Refunds are calculated according to applicable federal laws. All returned funds for which the school is responsible will be issued promptly after the school has determined that the student has withdrawn. The school will make this determination within 14 days of the student's Last Day of Attendance. The return calculations must be completed within 30 days of the Date of Determination, all funds will be returned within 45 days of the Date of Determination.

Overpayments

Any amount of unearned federal grant funds that a student must return is referred to as an “overpayment.” The maximum amount of a grant overpayment is one half of the grant funds received or scheduled to be received. While this occurs very rarely, students in this circumstance must make arrangements with the school and/or the Department of Education to return the unearned grant funds. Failure to do so will result in loss of future eligibility for Federal Student Aid and potential other actions by the Department of Education.

Financial Aid Programs R2T4 Refund Sequence

Unearned funds returned by the school must be credited to outstanding balances on Title IV loans made to the student or on behalf of the student for the payment period for which a return of funds is required. Those funds will be credited to outstanding balances in the following order:

1. Unsubsidized Federal Direct Stafford Loan,
2. Subsidized Federal Direct Stafford Loan, and
3. Federal Direct PLUS Loan received on behalf of the student.

If unearned funds remain to be returned after repayment of all outstanding loan amounts for the payment period, the remaining excess must be credited to any amount awarded for the payment period in the following order:

1. Federal Pell Grant.
2. Federal Supplemental Education Opportunity Grant (SEOG)
3. Iraq, Afghanistan Service Grant (IASG)

Post-Withdrawal Disbursement

The school will disburse Federal Pell Grant funds that had not yet been disbursed at the time of the student’s withdrawal/termination, but for which the student remains eligible under the R2T4 calculation. In the case of borrower’s loan funds, the school will calculate the borrower’s eligibility for a “post-withdrawal disbursement.” The Financial Aid Office will advise the borrower of the amount(s) available and of the fourteen-calendar day deadline to accept or decline the post-withdrawal disbursement.

If a response is not received from the borrower within the permitted time frame or the student declines the funds, the school will not request the funds. If the post-withdrawal disbursement is accepted, the funds will be applied to direct costs before any refund/stipend will be granted to the borrower.

R2T4 PROCEDURES

These revised R2T4 procedures will be immediately implemented and communicated to all relevant staff members and stakeholders.

Initial Assessment

- The Registrar’s Office will notify the Financial Aid office of a pending withdrawal.
- The Financial Aid Office will determine whether an R2T4 calculation is required. This

depends on whether a student has officially withdrawn from a Title IV-eligible program. If a withdrawal is confirmed, proceed to the next steps.

Review Prior R2T4 Calculations

- Check if an R2T4 calculation was previously completed for the student in question. If so, gather the results of that calculation.

If No Prior Calculation

- If an R2T4 calculation was required but had not been previously completed for the student, initiate the calculation.

Perform the R2T4 Calculation

- The Financial Aid Office collects all necessary information, including the student's withdrawal date [LDA], the DOD, institutional charges, Title IV aid disbursed or that could have been disbursed, and the number of days in the payment period and sends it to the Third-party Servicer to perform the calculation.

Reporting and Documentation

- Maintain a report of the R2T4 calculation results, including the amount to be returned and the breakdown of funds to be returned by both the school and the student.
- Keep records of all calculations.

Communication with Student

- Email the student about the R2T4 calculation results, including the amount they owe and the timeframe for repayment, if applicable.

Title IV Fund Return

- Return the Title IV funds to the appropriate federal programs in the correct refund sequence within 45 days from the DOD.
- Direct Loans and Pell Grant funds are returned to the Common Origination and Disbursement system [COD].
- FSEOG and IASG funds are returned to G5
- Three [3] days after the R2T4 calculation was completed, verify on COD and/or G5 that the appropriate refunds have been made.

Award Change

- In the event of an R2T4 calculation that generates a change to the student's award eligibility, the student will be notified in writing of the change.

Title IV Credit Balance

- In the event that the R2T4 calculation generates a Title IV Credit Balance, the credit balance

will be disbursed as soon as possible and no later than 14 days after the date the calculation of R2T4 is performed.

Post-withdrawal Disbursement [PWD]

- Determine which students are eligible for post-withdrawal disbursements. This includes students who have withdrawn from their classes but are still eligible for a portion of their Title IV financial aid.

Post-Withdrawal Disbursement Notification

- After completion of the R2T4 calculation, the Financial Aid Office will notify the borrower of a potential post-withdrawal disbursement of loan funds in writing either via e-mail or postal mail within 30 days from the DOD which explains the type and amount of aid available and the student's right to accept or decline it providing a 14-day response period.
- Obtain written confirmation from the student indicating whether they wish to accept the post-withdrawal disbursement. Ensure they understand the implications and potential debt obligations associated with accepting additional funds.
- If the student confirms their desire to receive the PWD, grant funds will be made within 45 days of the DOD, and loan funds will be disbursed within 90 days of the DOD This includes funds from the appropriate Title IV programs, such as Pell Grants, Direct Loans, and/or FSEOG.

Training

Staff members responsible for R2T4 calculations are trained in the process and updated on any regulatory changes.

Regulatory Updates

Stay informed about any changes in Title IV regulations and requirements related to R2T4 calculations, as compliance by Dear Colleague Letters, the FSA Handbook, and the FSA Partner Connect Website.

Loan Discharge and C-Flag Policy and Procedures

Policy Statement

This policy outlines the procedures and responsibilities for addressing loan disability discharge requests for student loans provided or guaranteed by the U.S. Department of Education. The policy ensures compliance with federal regulations and provides a process for borrowers who are unable to repay their student loans due to a total and permanent disability [TPD].

This policy applies to all student loans, including Federal Direct Loans, Federal Family Education Loans (FFEL), and Federal Perkins Loans.

This policy and procedures will be immediately implemented and communicated to all relevant staff members and stakeholders.

Procedures

Loan Discharge due to Total and Permanent Disability [TPD]

When a student borrower whose Federal Direct Loan is discharged through total and permanent disability wishes to take out another Federal Direct loan, the student must obtain a physician's certification that he/she can engage in substantial gainful activity. In addition, the student must sign a statement that he/she is aware the new loan cannot later be discharged for any present impairment unless it deteriorates so that he is again totally and permanently disabled.

"Substantial gainful activity" generally describes a situation in which the borrower is sufficiently physically recovered to be capable of attending school, successfully completing a program of study, and securing employment in order to repay the new loan the borrower is seeking.

The TPD is identified by a C-Flag code on the student's Institutional Student Information Record [ISIR].

When this happens, the Financial Aid Office notifies the student to submit the following documentation:

- A physician's certification that they have the ability to engage in substantial gainful activity. This certification should be specific and detail the student's ability to participate in academic studies and secure employment.
 - The physician's certification may be obtained once and a copy is placed in the student's file
- A statement that the student must sign, indicating their awareness that the new loan cannot later be discharged for any existing impairment unless that impairment deteriorates to the point of being totally and permanently disabling again and placed in the student's file.
- The student's statement is obtained each time the student takes out a new loan.
- The Financial Aid Office gathers and submits the documents to the Third-party Servicer for review and approval.
- No federal student loan disbursements will be made until the documents are received and approved.
- Once the documents have been approved, the C-Flag is resolved and Title IV funds may be disbursed.

Resolving C-Flags

Resolving C-Flags (Comment Flags) from ISIRs (Institutional Student Information Records) is crucial to ensuring students' financial aid applications are processed accurately and efficiently. The Financial Aid office notifies the Third-party Servicer to take the following action steps to resolve C-Flags effectively:

- The Financial Aid Office conducts an initial ISIR review of the current ISIRs and
- Identifies ISIRs with C-Flags as they are received and
- Notifies the student to submit the required documentation and
- If data inaccuracies are found, make the necessary corrections to the ISIR
- No Title IV funds may be disbursed until the C-Flag is resolved.
-

Veterans/Military Benefits

SF Film School is approved to train veteran students by the [California State Approving Agency for Veteran Education](#) (CSAAVE). CSAAVE operates under contract with the [US Department of Veteran 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 following is a list of entitlement programs for which CSAAVE has approval and supervisory responsibilities:

- Post 9/11 GI Bill - Active Duty and Reserve (Chapter 33)
- Montgomery GI Bill – Active Duty (Chapter 30)
- Veteran Readiness and Employment (Chapter 31)
- Montgomery GI Bill — Selected Reserve (Chapter 1606)
- Veterans Educational Assistance Program (VEAP), (Chapter 32)
- Survivors' and Dependents' Educational Assistance Program, (Chapter 35)
- Reserve Educational Assistance Program (REAP), (Chapter 1607)

In some cases military educational benefits will not cover the entire cost of tuition. Eligibility and amount of active or reserve tuition assistance is determined by the branch of service. Students must independently apply for tuition assistance online with the [Department of Veteran Affairs](#) (VONAPP). All military students with a gap in tuition will need to secure the enrollment in congruence with school policies prior to starting class.

Financial Policies

Stale Check Policy and Procedures

SFFS is committed to ensuring that Title IV credit balance checks are processed promptly and efficiently. In compliance with federal regulations, this policy outlines the procedure for returning stale checks within 240 days of issuance.

1. **Check Issuance:** The Financial Aid Office will generate Title IV credit balance checks for eligible students within 14 days after the date the credit balance occurred on the student's account if the credit balance occurred after the first day of class of a payment period; or the first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period. Checks will be printed with clear instructions regarding their nature and purpose.
2. **Disbursement Records:** The Student Accounts Office will maintain detailed records of all Title IV disbursements, including the check issuance date. Records will be kept in a secure location for auditing and tracking purposes.
3. **Check Distribution:** Checks will be mailed to the address on file for eligible students. Checks not claimed within a reasonable timeframe will be monitored to identify potential stale checks
4. **Stale Check Identification:** Stale checks, defined as those not cashed or returned within 240 days of issuance, will be identified through routine checks. The Student Accounts Office will maintain a record of stale checks.
5. **Notification to Students:** Students with uncashed checks approaching the 240-day threshold will be notified by the Student Accounts Office to claim their funds. Instructions for the return of stale checks will also be provided.
6. **Stale Check Handling:** Stale checks not claimed within 240 days of issuance will be voided. Voided checks will be accounted for in the institution's financial records. Students will be informed of the voided check and the funds' return to the Title IV program.
7. **Return of Funds:** Funds associated with stale checks will be returned to the appropriate Title IV program in accordance with federal guidelines. Records of fund returns will be maintained for audit and reporting purposes.

8. **Communication:** The Student Accounts Office will collaborate with the Financial Aid Office to ensure students are informed of the institution's stale check policy and their responsibilities in promptly cashing their Title IV credit balance checks.

Cash Management Policy and Procedures

Policy Statement

San Francisco Film School [SFFS] acknowledges the responsibility to establish and maintain effective administrative and fiscal procedures. These procedures are essential to ensure the proper and efficient administration of funds received from the Secretary of Education (hereinafter referred to as "the Secretary") and from students participating in Title IV, Higher Education Act (HEA) programs.

SFFS commits to maintaining accurate and complete records pertaining to the receipt, disbursement, and management of funds provided under Title IV, HEA programs. These records shall be kept in compliance with all applicable federal regulations and guidelines.

SFFS will continuously monitor and adhere to all federal regulations, statutes, and guidelines governing the administration of Title IV, HEA programs. This includes promptly addressing any changes in federal requirements that may impact the administration of these programs.

SFFS will promptly and accurately report any material changes in its financial condition or legal status that could affect its ability to fulfill its obligations under its Program Participation Agreement and is committed to transparency and accountability in its fiscal and administrative processes to ensure the responsible use of federal and student funds.

This policy and procedures will be immediately implemented and communicated to all relevant staff members and stakeholders.

1. **Disbursement Notification:** The Financial Aid Office will provide a list of students scheduled for disbursement to the Students Accounts Office. This list will include the student's name, disbursement amount, and the expected disbursement date.
2. **Updating Student Accounts:** The Student Accounts Office will promptly update the student account ledger with the disbursement date upon receiving the notification from the Financial Aid Office and within three [3] days of drawing the funds down from G5. The disbursement date on the student's ledger must match the date in the Common Origination and Disbursement System [COD].

3. **Verification of Funds:** Upon receipt of Title IV program funds in the school's bank account, the Student Accounts Office will confirm the availability of funds for disbursement. This verification ensures that funds are available as scheduled.

4. **Final Disbursement Date:** The Student Accounts Office will record the actual disbursement date on the student's account ledger once the funds are applied to the student's account.
 - The disbursement date will reflect the exact date when the funds were posted to the student's account.

5. **Communication with Students:** Students will be informed of the disbursement date through their school email or other appropriate means. This communication will include the details of the funds disbursed, the disbursement date, and the impact on the student's account balance.

Documentation of Revised Student Account Ledger Formatting Policy and Procedures

SFFS is dedicated to maintaining accurate and transparent student account ledgers. This policy outlines the formatting and content requirements for the student account ledger to properly identify specific Title IV programs and specify the academic terms and award year information for which funds are disbursed.

1. **Ledger Entry Formatting:** The student account ledger will indicate the specific Title IV program under which the funds are disbursed, such as Pell Grants, Direct Loans, or other relevant programs. The ledger entry will include the academic term and award year for which the funds are disbursed and may include the disbursement ID number.
2. **Tracking Entries:** The Student Accounts Office will maintain a tracking system to ensure that all ledger entries are consistent with student account ledger requirements. Any discrepancies or errors will be promptly addressed.
3. **Record Keeping:** The institution will retain a record of the student account ledger entries in compliance with federal regulations. These records will be available for audit and reporting purposes.
4. **Review and Verification:** The Student Accounts Office will conduct regular reviews of the student account ledger to ensure that it accurately reflects disbursements under Title IV programs. Any necessary corrections or adjustments will be made promptly.

Cancellations and Refund Policies

You have the right to cancel your enrollment agreement at any time. A refund of charges paid through your attendance will be calculated based on the refund chart below. Students may cancel and receive a full refund for charges paid through the first week of class instruction, or the seventh day after enrollment, whichever is later. (Pursuant to Ed. Code § 94911(e)(1),(2),(3))

After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. Application, registration and security fees are non-refundable. You are obligated to pay only for educational services rendered and for unreturned equipment.

If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address and telephone number printed below for information.

Cancellation shall occur when the student gives written notice of cancellation to the San Francisco Film School at the address specified in the agreement.

- The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid.
- The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student's desire not to be bound by the agreement.
- If the student cancels the agreement, the student shall have no liability, and the San Francisco Film School shall refund any consideration paid by the student within 45 days after the San Francisco Film School receives notice of the cancellation.
- If the school has given you any equipment, including books or other materials, you must return them to the school within 24 hours following the date of your Notice of Cancellation. If you fail to return this equipment, including books and other materials, in good condition the school may deduct its documented cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

Refund Payments, Refund Example, and Right to Recovery of Tuition

All refund payments will be mailed within 45 days of the date of cancellation, withdrawal or involuntary withdrawal. Student refunds will be mailed to the student's local address maintained by SF Film School. Students must submit a change of address form if they change their address.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal financial aid funds, the student is entitled to a refund of the monies not paid from the student financial aid programs funds, if there is a balance. Refunds for students who

receive financial aid are first paid to the financial aid source, and if there is a remaining balance due, then the student is responsible for paying the remaining balance in full.

SFFS does not have a petition pending in bankruptcy, is not operating as a debtor in possession, has not filed a petition in the last five years, and has not had a petition filed against it within the preceding five years.

ASSOCIATES OF APPLIED SCIENCE AND PROFESSIONAL CERTIFICATE PROGRAM REFUNDS

All refunds are based on the amount the student has paid per semester. Refund amounts will be calculated according to the below charts and in accordance with all Department of Education and Veterans Affairs rules and regulations.

Withdrawal	Percentage of refund
Before or during weeks 1 - 2	100%
During weeks 3 - 4	90%
During weeks 5 - 6	75%
During weeks 7 - 8	50%
During weeks 9	40%
During weeks 10 - 15	0%

Students are entitled to a percentage refund up until 60% of the semester, at which point no refund will be given. The first two weeks of the semester are considered the “add/drop” period and students are encouraged to add or drop classes during this time. Between weeks 3 and 9, if a student wishes to drop a course, they will need to request a course withdrawal from the Registrar. Their transcript will show a "W" for the course. After week 10 of the semester, the student can still request a withdrawal but they will receive an "F" for the course.

ASSOCIATES OF APPLIED SCIENCE REFUND EXAMPLE

Weeks Attended	Refund Percentage	Tuition Paid	Refund
1 - 2	100%	\$12,162.50	\$12,162.50

3 - 4	90%	\$12,162.50	\$10,946.25
5 - 6	75%	\$12,162.50	\$9,121.87
7 - 8	50%	\$12,162.50	\$6,081.25
9	40%	\$12,162.50	\$4,865.00
10 - 15	0%	\$12,162.50	\$0

PROFESSIONAL CERTIFICATE REFUND EXAMPLE

Weeks Attended	Refund Percentage	Tuition Paid	Refund
1 - 2	100%	\$12,162.50	\$12,162.50
3 - 4	90%	\$12,162.50	\$10,946.25
5 - 6	75%	\$12,162.50	\$9,121.87
7 - 8	50%	\$12,162.50	\$6,081.25
9	40%	\$12,162.50	\$4,865.00
10 - 15	0%	\$12,162.50	\$0

WORKSHOP REFUNDS AND EXAMPLE

If you enroll in a workshop course (Certificate in Digital Media or 5wk/3mo Short Film), but then cannot attend, students must request a refund within the following timelines:

Time of Refund Request	Refund Percentage	Tuition Paid	Refund
Before Class Start	100%	\$3,395	\$3,395
Before the 4th Class Meets	75%	\$3,395	\$2,546.25
After the 4th Class Meets	0%	\$3,395	\$0

STRF POLICY

- A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:
 - “The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.
 - You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”
- In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:
 - “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
- You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
- You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in

an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

- The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
- You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
- You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

CONSUMER INFORMATION POLICY AND PROCEDURES

Policy Statement

San Francisco Film School (SFFS) is committed to providing current and prospective students with accurate, comprehensive, and easily accessible consumer information. This policy outlines the

types of information that will be disclosed, the methods for gathering and updating this information, and the methods for ensuring that it remains current.

This revised policy and procedure will be immediately implemented and communicated to all relevant staff members and stakeholders.

Procedure

1. Identification of Required Consumer Information:

- SFFS will identify the specific types of consumer information that must be disclosed in accordance with relevant laws and regulations. This information may include, but is not limited to:
 - Financial Aid Information
 - Academic Program Information
 - Campus Safety and Security Information
 - Accreditation and Licensing Information
 - Completion and Graduation Rates
 - Job Placement Data
 - Transfer Out Rates
 - Cost of Attendance
 - Refund Policies

2. Collection and Maintenance of Consumer Information:

The Financial Aid and Registrar's offices will oversee the collection and verification of consumer information.

2.1 Gathering Methods

- The Financial Aid and Registrar's offices will coordinate with other departments to gather the required data.
- Information may be collected from internal records, surveys, databases, and other sources as appropriate.

2.2 Verification:

- Information will be regularly reviewed and verified for accuracy
- Any updates or changes to the information will be made promptly.

3. Updating and Distribution:

3.1 Frequency of Updates:

- SFFS will update consumer information at least annually, or more frequently as needed to ensure its accuracy.

3.2 Distribution to Current and Prospective Students:

- SFFS will provide current and prospective students with access to the required consumer information through multiple channels which include the school's website, student handbooks, and email communication to students as applicable.

4. Ensuring Information Remains Current:

4.1 Web-Based Information

- SFFS will maintain an up-to-date section on its website dedicated to consumer information.
- The responsible entity will ensure that web-based information is promptly updated with any changes.

4.2 Direct Communication:

- Any changes to consumer information that occur outside of web-based channels will be communicated to students through appropriate means, such as email, newsletters, or official announcements.

5. Record Keeping:

- SFFS will maintain records of updates and distributions of consumer information to demonstrate compliance with regulatory requirements.

6. Reporting to the PRR:

- SFFS will compile evidence of all required consumer information elements, including any updates, and provide this information to the requesting body in response to the PRR.

7. Monitoring and Review:

- SFFS will periodically review and assess its consumer information policies and procedures to ensure compliance and effectiveness and make any necessary updates or changes.

8. Responsibility and Accountability:

- All SFFS employees and relevant departments are responsible for the implementation of this policy and procedure. The Financial Aid and Registrar's offices will oversee its enforcement.

STUDENT CODE OF CONDUCT

Students are expected to attend classes, labs, and exams on time. They are expected to read and abide by the SFFS student handbook. Film School SF expects students to display honesty, integrity, and professionalism in every aspect of their behavior and work at school. Students are expected to respect themselves, other members of the community, and the school itself.

Students are expected to comply with all laws and rules set forth in the Student Code of Conduct. Students are expected to refrain from conduct that injures persons or property, impedes in any way the orderly operations of the school, including classroom instruction, or otherwise prevents the work of its faculty, staff or students. Conduct that is unbecoming of a Film School SF student and is in violation of the Code of Conduct will result in disciplinary action, up to and including summary dismissal from school.

Conviction of a criminal offense is sufficient grounds for termination, as are destruction of property, cheating, disruptive behavior, or dishonest behavior. Termination will be determined by a quorum of the SFFS owner or designated representative, director of education, and director of the program in which the student is enrolled. Students are expected to exhibit good taste and discretion. Clothing expressing extreme or hate speech is not permitted. SFFS may terminate the enrollment of any student whose conduct is detrimental to the academic environment or the wellbeing of other students, faculty, or staff.

SFFS is a drug-free environment. Illegal drug use in SFFS facilities is prohibited and may be grounds for immediate termination. Alcohol consumption is prohibited in SFFS facilities, and students under the influence will be asked to leave, and probation or termination may follow.

Students Responsibilities

- Read, understand, and adhere to student handbook rules and regulations
- Keep copies of all school forms that you sign
- Notify SFFS administration about any changes in information submitted when applying
- Provide such documentation as the school requires regarding prior education
- Understand the SFFS refund policy
- Know course, program, and completion requirements

The Student Code of Conduct is applicable to all students taking coursework at San Francisco Film School. The purpose of the Student Code of Conduct is to provide guidelines for appropriate student behavior essential to the San Francisco Film School community and its educational mission.

Prohibited Conduct

Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the school is within the jurisdiction of this Student Code of Conduct regardless of whether the conduct occurs on or off campus.

Unacceptable conduct includes but is not limited to the following:

- Violation of Copyright, cheating or plagiarism in connection with an academic program at school. (Plagiarism may be defined as “literary theft;” i.e., the presentation and passing off as one’s own the ideas, words, or writings of another.)
- Forgery, or knowingly furnishing false information to the school or any school employee.
- Forgery or identity theft.
- Misrepresenting or falsely using student identification including misuse of Photo ID cards or posing as another individual.
- Auditing classes or attending without full payment.
- Conduct reflecting discredit on the professional ethical standards of the school.
- Harassment of any kind including, but not limited to, threats and sexual harassment.
- Physical abuse on or off campus property of the person or property of any member of the campus community.
- Possession or usage of fireworks, explosives, dangerous chemicals or deadly weapons at school.
- Abusive behavior including the use of profanity directed toward school staff, faculty, students, guests or visitors.
- Obscene, lewd, or indecent behavior on campus or at a school sponsored function.
- Hazing or false imprisonment.
- Possessing, distributing, manufacturing, or using illegal drugs or misusing legal pharmaceutical drugs on school property or at school sponsored student events.
- Possessing, distributing, manufacturing, or using alcohol on school property or at school sponsored student events.
- Engaging in arson, blocking emergency exits, or falsely activating the fire alarm

system.

- Theft of school property, or assisting in storing or knowingly using stolen school property, as well as the non-return of borrowed (checked-out) Film School SF equipment.
- Misuse of the school computer system including hacking into school computer records, or knowingly sending computer bugs or viruses electronically.
- Refusal to follow instructions given by school personnel that results or may result in bodily harm to oneself, other students, faculty or staff; including but not limited to emergency evacuation and requests to disassemble and vacate premises.
- Violation of any published San Francisco Film School rules and regulations now or later in effect.
- Sexual violence and misconduct. Film School SF prohibits any form of sexual violence on its campus. Sexual violence includes domestic violence, dating violence, stalking incidents, or any forms of sexual assault or sexual misconduct. All incidents must be reported to the President at 415-824-7000. A fair, confidential and prompt investigation and hearing will occur that protects victims and promotes accountability. Possible sanctions for sexual abuse or violence may include but not be limited to dismissal from San Francisco Film School.

Definitions and Descriptions of Key Terms

- School refers to San Francisco Film School.
- “Defacing,” means to disfigure or marring
- “Weapon” means firearms, including guns of any kind, firing or non-firing; knives, including switchblades, razors and daggers; brass knuckles; metal pipes or clubs of any kind. In addition, any item used in a threatening manner.
- “Obstruction” means to block, pile debris, close off or cause hazard. “Dangerous Chemicals” include acids, gasoline, and any other flammable materials. “Drugs” include non-prescription medication, street narcotics, marijuana and inhalants. “Obscene or lewd behavior” includes public sex acts, prostitution or sexual solicitation, defecation, urination, personal bodily exposure, and nudity.
- “Harassment” includes, but is not limited to written, verbal, psychological or physical abuse, sexual suggestions or acts, or false accusations.
- “Profanity” refers to derogatory gestures or words specifically directed towards students, staff, faculty, guests or visitors.
- “Dating Violence” Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; (1) the existence of such a

relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (2) For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

- "Domestic Violence" refers to a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim. By a person with whom the victim shares a child in common. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner. By a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws or the jurisdiction in which the crime of violence occurred "Stalking" refers to engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purpose of this definition means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Internal Student Grievance Policy

SFFS believes that problems can be resolved through cooperation among students, faculty, and staff. Any student who feels that a complaint or appeal has not been addressed satisfactorily can write the SFFS Dean, attaching any pertinent documentation.

The person(s) addressed will render a decision in writing no later than 30 days after the written complaint is received. 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 web site www.bppe.ca.gov.

Any questions a student may have about this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone 916.431.6959 or 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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Student Records

Family Educational Rights and Privacy Act (FERPA)

Under FERPA students' records may not be released to anyone without the student's permission. FERPA also prohibits the releasing the information to the parents regarding any student's academic record unless waived on the enrollment agreement. The student can change his or her mind at any time by informing SFFS.

General Exceptions to FERPA

- SFFS may at certain circumstances release information to a third party without consent.
- Records may be released, by the school, to auditors for annual audit purposes. Accreditation agencies, state and federal oversight agencies such as the Veterans Administration, State Licensing Board and other agencies that may legitimately request insight into the school's operations. Unless the student has authorized the contrary, the school must keep a record of such access by third parties.
- Records may be released to the banks or other lenders having provided loans for payment of tuition or living expenses. Unless the student authorizes the contrary, the school must keep a record of such access by lenders. Records may be released to school officials having a legitimate educational interest in such records. Records regarding student conduct, suspension or termination may be released to parents, guardians or other concerned parties.

Directory Information Exceptions to FERPA

- Directory type information can be released without permission from the student provided the school informs the student the types of information considered "directory type" information. The student is then given the opportunity to decline allowing any directory type of information from being released in part or in whole.
- The following type of information is considered to be directory type information and will be released unless you request otherwise in writing: name, address, telephone number, date and place of birth, honors, awards, and grade levels for placement purposes, dates of attendance, graduation, and placement.

If you want to have SFFS withhold any or all of this information you can fill in a FERPA statement at any time.

Policy Statement

SFFS is committed to ensuring full compliance with Title IV of the Higher Education Act (HEA), specifically 34 CFR 668.24 (a)-(c), which pertains to record-keeping requirements for federal student financial aid programs. This policy and accompanying procedures outline our commitment to maintaining accurate and complete records to fulfill federal compliance obligations.

This policy and procedures will be immediately implemented and communicated to all relevant staff members and stakeholders.

Procedures

1. Student Records:

Document Collection

SFFS collects and maintains all relevant documents and records related to Title IV student financial aid applications, including the Free Application for Federal Student Aid (FAFSA), verification documents, master promissory notes [MPN], entrance and exit counseling records, and any other documentation required under Title IV.

Data Integrity

SFFS ensures that all student financial aid records are accurate, complete, and up to date, including personal and financial information, enrollment status, academic progress, and disbursement history.

Retention

Records are retained for the required period specified in 34 CFR 668.24(c) and maintained in a secure and accessible manner. Records must be retained even if a student withdraws, graduates, or ceases to attend.

Secure Storage

All records are stored in a secure and confidential electronic environment to protect student privacy and comply with relevant data security laws and regulations by SFFS and its Third-party Servicer.

2. Disbursement Records

Disbursement Verification

SFFS maintains disbursement records for all Title IV funds disbursed, including the amount disbursed, the date of disbursement, and the method of disbursement.

Disbursement Tracking

Records are updated to reflect any changes to disbursements, refunds, and cancellations promptly.

Disbursement Notifications

SFFS or its Third-party Servicer provides students with disbursement notifications that include details of the disbursement, including the amount, date, and any required refunds or returns.

3. Return of Title IV Funds (R2T4)

Calculation and Documentation

SFFS calculates the Return of Title IV Funds (R2T4) for students who withdraw, cease attendance, or are dismissed. The calculation and supporting documentation are maintained.

Timely Return

Title IV funds that are required to be returned to the Department of Education will be returned within the specified timeframe according to federal regulations.

4. Record Retention Period

- SFFS retains all records for a minimum of eight (8) years from the end of the award year as required for IPEDS reporting.
- If any record is the subject of an audit, investigation, or unresolved findings, it is retained until the matter is resolved and all appeals are exhausted.

5. Staff Training and Compliance:

- SFFS will provide training and guidance to all relevant staff members responsible for record-keeping to ensure they understand the regulations, procedures, and the importance of compliance.
- Internal audits may be conducted to review record-keeping processes and accuracy and address any identified deficiencies promptly.

6. Document Review and Updates

- This policy and associated procedures will be reviewed and updated as necessary to ensure continued compliance with Title IV requirements.

Students' Responsibilities Towards the Campus

Students are required to respect the facilities here at SFFS. We ask that students respect each other and clean up after themselves. We have a lunchroom where students may dine- please keep it clean.

Code Compliance

Users of SFFS facilities are required to comply with requirements of all state and federal regulations as well as all regulation or ordinances for the City of San Francisco and San Francisco County, including Health, Fire, and Health Safety, and all other applicable laws.

Job Placement

SFFS maintains an online list of job postings; also, the faculty is available for job referral at all times. Please keep the administrator informed of any job placement.

Safety

The first Aid Kit located in the Financial Aid Office. All accidents must be reported on an accident form. These forms are located in the Financial Aid office.

SFFS is a drug-free environment.

Illegal drug use in SFFS facilities is prohibited and may be grounds for immediate termination. Alcohol consumption is prohibited in SFFS facilities, and students under the influence will be asked to leave, and probation or termination may follow. There may be alcohol served at evening events and all students will be “carded”.

No Weapons or Firearms. No weapons or firearms are permitted at SFFS or at SFFS activities.

SFFS is a non-smoking environment

Care for Students and Equipment

SFFS cares about the health, safety, and welfare of its students.

Film sets can be hazardous environments. There can be very hot lights that are “sandbagged”, along with multiple cables. Students must at all times be very aware of the dangers and exert utmost care.

Students will spend many hours editing films.

Proper ergonomic practices are necessary to prevent repetitive strain injuries and other musculoskeletal disorders, which can develop over time and can lead to long-term disability.

Ergonomics: The science of designing user interaction with equipment and workplaces to fit the user. Besides using correct positioning when at the computer it is very important to remember to get up, move around and stretch every 30 to 60 minutes. Never obstruct any corridor or exit ways or exits. At all times, be aware of the danger of tripping over equipment. Please make sure the halls and aisles are clear.

Report all problems with fire alarms, fire extinguishers, exit signage or other built-in fire protection immediately to faculty members or staff.

Students are given access to very expensive, state of the art and potentially dangerous equipment. In order for students to access equipment outside of lectures, the student must submit a checkout request form, and an instructor must approve the request. If the request is approved, the student becomes liable for paying for any damaged or lost equipment due to negligence. Equipment is only to be used for the purpose, time period and location in the request form approved by the instructor, so that there are no scheduling conflicts. The equipment must be checked in once the student is finished so that the student may be released from the liability.

Students are not permitted in the equipment cage. Properly working equipment is often the difference between a good production and a bad one, so treat the equipment as if the production depends on it, because it does!

All cables should be neatly wrapped. Do not leave checked out equipment unattended. We know

that accidents happen- if a piece of equipment is damaged or not working properly, mark it with red tape and bring it to the attention of the facilities manager so that it can quickly be repaired. If you have any questions about the equipment, please contact an instructor or the facilities manager.

At all times, be aware of the danger of tripping over equipment please make sure the halls and aisles are clear.

155 Sansome St. has security personnel at the front desk 24-hours. Never admit an unknown person to the building. Call the Empire Group @ 415-362-5000 for any concern.

Campus Security Coordination with State and Local Enforcement Agencies

Security on campus is handled by 155 Sansome St. The personnel of this department are empowered to enforce Film School SF school regulations, to investigate incidents and to apprehend those who violate these regulations or commit crimes on campus. Criminal violators who are apprehended will be turned over to the local police precinct for arrest processing. When necessary, Film School SF will press charges against the criminal violators.

Central Police District

766 Vallejo St.
San Francisco, CA 94133
415-315-2400
Email: SFPDCentralStation@sfgov.org

Emergency, dial: 911
Non-emergency, dial: (415) 553-0123
TIP LINE: (415) 392-2623

The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). This report is prepared in cooperation with local law enforcement agencies. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

Our school attempts to provide students and employees with a safe and secure environment in which to study and work. The school is open during posted hours. School facilities are secured during times the school is not open. The school has no residence halls. Maintenance Staff have keys for the school, offices and classrooms. Criminal background checks are done on them.

Personal Safety

While the school attempts to provide a safe and secure environment, students, faculty, staff and campus visitors are ultimately responsible for their safety. Safety is enhanced when students and employees take precautions such as:

- Report all suspicious activity to Campus Security Authorities (CSA) immediately
- Never

take personal safety for granted.

- Avoid walking alone at night. Travel with a friend or companion.
- Avoid parking or walking in secluded or dimly lit areas.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, computers, etc.) unattended. • Lock your car doors and close the windows when leaving your car. • Never leave valuables in your car especially if they are easily noticeable. • Inventory your personal property and make records of the serial numbers of all items of value.

Emergency Response – Campus Community

Beginning October 2010, all title IV participating institutions must have a statement of policy on emergency response and evacuation procedures.

The institution has instituted a plan to notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety of students or employees occurring on campus. An immediate threat encompasses an imminent or impending threat, such as an earthquake, or a fire currently raging in the school's building or a nearby building. Any employee who perceives an immediate threat toward any other person on the school premises, is authorized to make an emergency call to 911. The Student will be notified both by email and through texting. Each student upon entrance to the institution will be required to supply the institution with both an email address and a cell phone number.

The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Instructors and/or staff members should remain in the room with their students if they are notified of a possible emergency.

The Emergency committee will confirm that there is a significant emergency, determine who to notify, determine content of the notification and initiate the notification system. The Emergency Committee will consist of the Director of the School, Director of Admissions, and Office Manager. They will call the Police and/or Fire Department as needed.

These procedures will be tested and evaluated at least once a year. The emergency response and evacuation procedures will be publicized and documented. The Clery regulations define a test as regularly scheduled drills, exercises and appropriate follow through activities designed for assessment and evaluation of emergency plans and capabilities.

A Timely Warning: The Clery Act requires you to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. Clery does not define “timely”, because the intent of a warning regarding a criminal incident is to enable people to protect themselves, which means that a warning should be issued as soon as the pertinent information is available.

The school will:

- Confirm there is a significant emergency or threat
- Determine appropriate segments of campus community to receive notification.
- Determine the content of the notification
- Initiate notification system

The school will (w/o delay and accounting for safety of the Community) determine the content and initiate notification system, unless issuing a notification will compromise efforts to assist a victim or to contain, respond or otherwise mitigate the emergency.

- Include procedures for disseminating emergency information to the larger community.
- Include procedures for testing emergency response evacuation on at least an annual basis.

Personal Responsibility for Safety

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation. Good judgment must be used in every situation.

Individual Responsibility

Follow approved practices and procedures or standards which apply, on any work you perform for the school.

Report to your supervisor/instructor any condition which might injure any person or damage any property.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School President. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

Accident Investigation and Reporting

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/Instructor no later than the end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

Firearms

Firearms, ammunition, explosives or other weapons are prohibited on the school property.

Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and
- TCLEOSE approved students.

Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

Solvents, Chemicals & Chemical Cleaning, Water Treatment

Rule

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Responsibility

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard
- The danger of ingestion for a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

Severe Weather

Earthquake

In MOST situations, you will reduce your chance of injury if you:

DROP down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.

COVER your head and neck (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands. Stay away from the glass partitions

HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

If (in the judgment of the President or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.
- Everyone should remain in these "safe" areas until in the opinion of the President the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs

against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

Flooding

Because of the elevation of the School, buildings at San Francisco Film School are not likely to flood. However, during periods of flooding, the President will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Closing the School as the Result of Severe Weather

Only the President has the authority to close the School. When this action is taken, the President will notify the students and faculty. In addition, it will be posted on the School's website and the local radio station will be notified and asked to broadcast the notice of closing.

Self-Determination Policy

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

Evacuation Procedures

Emergency Evacuation

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
 - Never return to the building until instructed to do so by the appropriate authorities.

Critical Incident Response Plan

Objectives

1. To coordinate the School's response to critical incidents while paying special attention to the safety and security needs of members of the San Francisco Film School community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

Definition of Critical Incident

A critical incident is a situation that involves San Francisco Film School student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)

Student Assistance Services

Personal Counseling Referrals

The President of San Francisco Film School will act as the referral agent for students seeking assistance for emotional or personal counseling services.

Procedures for San Francisco Film School

1. San Francisco Film School – The President is notified of a critical incident involving a San Francisco Film School student or employee at (415) 825-7000 during the day, 415-269-9840 after hours or holidays.
 - a. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.
2. San Francisco Film School – The President gathers information concerning the critical incident and responds accordingly.
 - a. In the event that scheduled classes need to be canceled or altered in some manner the President or Operations Assistant will contact the faculty. The President or Operations Assistant will contact the students by cell phone, text and email and the closure will be posted on the school's website. www.sanfranciscofilmschool.edu
 - b. Any media contact, press releases, email or website assistance must be coordinated through the school President.

3. San Francisco Film School – Depending on the evaluation of the situation, one or more of the following may occur:
 - a. San Francisco Film School will without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromises efforts to assist victims, or to contain, respond to, or otherwise mitigate the emergency.
 - i. The President goes to the scene of the incident to assess the need for back-up personnel.
 - ii. Based on the initial findings and upon agreement with the President, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting the counseling center.
 - b. If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the President and/or Director. Current contact information for the CIRT is posted around campus in each building at San Francisco Film School and is provided to all San Francisco Film School faculty on a laminated business card.
 - c. President initiates family contacts.
 - d. CIRT Command Headquarters is activated in the President's Office. The Crisis Center (if activated) will be located in the Administration building. The CIRT Command Headquarters will communicate directly with the Crisis Center on activities and communications to be carried out.
 - e. Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the President in dealing with the critical incident. This may include: assisting affected student or employee's family members, counseling with students or college employees, gathering additional information, etc.
4. San Francisco Film School – Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incidents at the

closure/evaluation meeting.

5. San Francisco Film School – The CIRT will recommend to the President any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the President.

San Francisco Film School Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Administration building. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The President will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

Member of the SFFS CIRT

<u>Critical Incident Response Team</u>
President Jeremiah Birnbaum
Director of Admissions Alfretta Clark

Local Community Emergency Services

All Emergencies	911
(Fire, Police, Sheriff, Ambulance)	1-800-222-1222
Poison Control Center	

Suicide Hotline 1-800-784-2433

Hospitals:	
St. Francis Memorial Hospital 900 Hyde St, San Francisco, CA	(415) 353-6000

Kaiser Permanente San Francisco

601 Van Ness Ave #2008, San Francisco, CA (415) 674-7000

Clinics:	
San Francisco City Clinic 356 7th St, San Francisco, CA	(415) 487-5500
St. Anthony Foundation: Free Medical Clinic 150 Golden Gate Ave, San Francisco, CA	(415) 241-8320

Campus Security is handled by the Empire Group 415-362-5000

Power Outage

If an electric power outage occurs, the following procedures need to be taken:

- Emergency lights will come on in each room.
- Open doors and window coverings to take advantage of natural lighting.
- Help those in need of assistance

Criminal Disturbance

Examples:

- Robbery
- Assault (verbal or physical)
- Theft in progress
- Hostage situation
- Gang activity
- Weapon on campus
 - 1. Do not resist or attempt to retaliate unless your life depends on self-defense.
 - 2. Call local law enforcement.
 - 3. Report any criminal disturbance to the School

President immediately.

- Bomb Threats:

- 1. Do not hang up or put the person on hold.
- 2. Record date and time you were notified of a bomb threat.
- 3. Obtain as much information as possible.
- 4. Call the School President or Director.
- 5. The School President or Director will call the local law enforcement.
- 6. Do not take any further action, unless you are specifically asked to do so.

Disruptive Behavior

Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the School President or Director.

Examples of disruptive behavior:

- Throwing rocks in windows
- Blocking chairs and tables in classrooms
- Writing on walls and defacing the school property
- Verbal abuse of students or employees
- Disturbing instructors or students
- Unauthorized protests

Make written documentation of the incident by filling out an incident/accident report.

Drug/Alcohol Intoxication

Immediately call the School President or Director.

Unusual Behavior

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

- Contact the School President or Director.
- Do not argue with the person, no matter how unusual the conversation may seem.
- Make no threatening movements or comments to the person.
- Designate one student to contact additional staff.
- Remain calm during your conversation with the person
- Remain with the person until help arrives, unless you and others

feel an immediate threat to your safety.

Medical Emergency

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)
- Reportable examples include but are not limited to:
 - Medical emergencies
 - Occupational accidents requiring medical treatment other than minor first aid.
 - Accidents caused by property damage or unsafe conditions.
- Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School President or Director should be notified of the location of the emergency.

Always document the incident.

Minor First Aid

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a Red Cross First Aid Kit is maintained in the Financial Aid Office with band aids and supplies for minor injuries.

Evacuation Procedures

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside, assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe.

Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado,

staff should move to the interior offices and protect themselves, if possible.

Lockdown Procedures

The lockdown process will only be initiated with the approval of the School President or Director.

Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

Lockdown Basics

- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you if possible. Faculty/Staff will be updated through their cell phones.

San Francisco Film School conducts a test of the emergency response and evacuation procedures at least once a term. The test is unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the President's Office and includes the date, time and whether the Drill was announced or unannounced. San Francisco Film School participates in all emergency drills conducted by 155 Sansome St. including those conducted by the fire marshal.

Non- Discrimination

No discrimination against, or segregation of any person or group of persons on account of sex, race, religion, color, national origin, marital status, age, disability, or sexual orientation will be tolerated at SFFS or SFFS functions, nor should it be tolerated outside of SFFS.

Harassment

SFFS intends to provide an environment that is free from intimidation, hostility, or other offenses, which might interfere with the students' or other employees' performance. Harassment of any sort- verbal, physical, visual will not be tolerated, particularly against students in protected classes. These classes include, but are not necessarily limited to race, religion, sex, color, age, sexual orientation, national origin ancestry, disability (mental

/or physical), medical condition, marital status, veteran status, or any other protected status defined by law.

In keeping with this commitment, we will not tolerate harassment of any SFFS students or employees by anyone, including any supervisor, co-worker, vendor, client, student, contractor, or other regular visitor at SFFS.

Harassment Defined

Harassment can take many forms. It may be, but not limited to, words, signs, offensive jokes, cartoons, pictures, posters, emails, jokes, or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against a student or employee for discussing or making a harassment complaint.

Responsibility

All SFFS employees have a responsibility for keeping the work environment free of harassment. Any student or employee, who becomes aware of an incident, whether by witnessing it or being told of it, must immediately report it to their faculty member or staff with whom they feel comfortable. When the management becomes aware of the existence of harassment, it is obliged by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Reporting

While SFFS encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate, it is not required that you do so. It is essential, however, to notify a faculty member of SFFS immediately even if you are not sure if the offending behavior is considered harassment. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any student or employee who is found to have harassed another student or employee will be subject to severe disciplinary action up to and including a student's expulsion or an employee's termination. SFFS will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse action will be taken for a student or employee making a good faith report of alleged harassment.

SFFS accepts no liability for harassment. The individual, who makes unwelcome advances, threatens or in any way harasses another student or employee is personally liable for such actions and their consequences. SFFS may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

SFFS cares a great deal about you. It matters to us that you feel comfortable and confident to talk to our faculty and staff about academic as well social concerns. Should you need anything at all please feel free to ask to speak with us. There is always a solution when you know how to look for it. We can help you find the answers, but only if you ask.

Library/ Media Center

All books are available for students to check out. Please request them from a faculty member. There are online resources available at all the computers and films are available to stream or to borrow. There is a list of resources available through the facilities manager and through Google docs. There is a computer station in the student library for student use.

Building Access

SFFS is in a high security building, there is security personnel at the front desk all the hours that the school is open.

Fire Protection

155 Sansome St. is a fully sprinkler building that meets all the fire safety codes for the City of San Francisco and regularly tests the system as per the code. In case of fire the alarm will sound and the sprinklers may go off. Please proceed to the nearest exit (note the exit sign is green and lighted) and exit the building. There is a fire stairway located next to the elevators as well as a fire escape in the student lounge at the rear of the building.

Student Complaints

Any student complaints may be addressed to the school directly at:
info@sanfranciscofilmschool.com,

the BPPE:
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Telephone: (916) 431-6959
FAX: (916) 263-1897

and also to:
Council on Occupational Education,

7840 Roswell Road, Building 300, Suite 325,
Atlanta, GA30350
(770) 396-3898 or (800) 917-2081
Fax (770) 396-3790
www.council.org

Transportation to School

San Francisco Film School students are expected to find and pay for their own transportation to the school for any in person classes, events, or LRP weeks.

Parking Garages

There is no dedicated parking lot for the school. Here is a list of public parking garages within easy walking distance to 155 Sansome St. Please check with the individual garages for their current prices and hours of operation. Parking can be reserved with www.parkingpanda.com or the app Spot Hero.

- 1 Bush Street (between Battery and Sansome streets) – 415.273.7911
- Mill's Garage, 220 Bush Street (between Montgomery and Sansome streets) or enter at 333 Pine Street (between Montgomery and Sansome streets) – 415.986.1242
- 345 California Street (between Sansome and Battery streets) – 415.434.7743
- 101 California Garage (Entrance on Front Street between Pine and California streets) – 415.956.1060
- 100 Pine Street (at Front Street) – 415.391.2192
- 235 Pine Street (between Sansome and Battery streets) – 415.989.2849 • 343 Sansome Street (between Sacramento and California streets) – 415.433.3430
- Sutter Stockton Garage, 444 Stockton Street (between Bush and Sutter streets) – 415.982.7275, OPEN 24 HOURS
- St. Mary's Square Garage, 433 Kearny (Between Pine and California streets) – 415.956.8106, OPEN 24 HOURS
- After 6 PM there is parking on the street.

Driving Directions

1. From East Bay via the Bay Bridge
Follow I-580 East / I-80 West to San Francisco
Slight right onto I-80 West
Take Exit 2C for Fremont Street
Turn left onto Pine Street
Turn left onto Montgomery Street

Turn left onto Bush Street
Turn left onto Sansome Street

2. From Marin via the Golden Gate Bridge
Follow Highway 101 South to San Francisco
Slight right onto Doyle Drive
Slight left onto Lombard Street
Turn right onto Gough Street
Turn left onto Bush Street
Turn left onto Sansome Street
3. From South Bay
Follow Highway 101 North toward Civic Center
Slight right onto 1-80 East
Take Exit 2 for 4th Street (last San Francisco exit)
Turn left onto Bryant Street
Turn left onto 3rd Street
Turn right onto Bush Street
Turn left onto Sansome Street

PUBLIC TRANSPORTATION

BART: From the Montgomery Street Station, exit at Sansome Street. The City Club is located 1½ blocks to the north. For routes and schedules, visit BART. Muni Bus: 155 Sansome St. is close to several Muni bus lines. For routes and schedules, visit SFMTA. Cable Car: From the California Street line, exit at Sansome Street. 155 Sansome St. is located 1½ blocks to the south.

Bus Lines

AC Transbay, Golden Gate Transit, Muni and Sam Trans all have multiple nearby routes. Call (415) 673-6864 or www.sfmuni.com

Receipt of SFFS Student Handbook

I have received and read the **San Francisco Film School** Student Handbook as part of my orientation. I understand that the policies described in it are subject to modification, revision, supplementation and or rescission at the sole discretion of **San Francisco Film School** at any time.

I also acknowledge that at the same time I was given a tour of the campus and introduced to the staff as part of my orientation.

Name of Program

Student's Printed Name

Date

Student's Signature

This form is to become a part of the student's permanent record