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## **REFUND POLICY**

### **CANCELLATION 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.

(a) The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid.

(b) 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.

(c) 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.

(d) 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.

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

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.

#### **ASSOCIATES OF APPLIED SCIENCE REFUND EXAMPLE**

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

### 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) 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.”

(b) 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:

1. 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.
2. 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.
3. 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.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. 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.

6. 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.

7. 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."