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sanfranciscofilmschool.edu

Returning Student Policy

READMISSION TO SAN FRANCISCO FILM SCHOOL

Students who were previously enrolled in the San Francisco Film School are allowed to apply for re - admission to the school and are evaluated on a case by case basis.

If accepted back into the program, the student will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the school Director for placement. Students applying for re-entry, as a condition of enrollment, will need to bring delinquent prior student loans to a current status.

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 status as at the time of withdrawal.
 - a. Students that withdrew from SFFS must wait cannot reapply for the same semester in which they left, they will need to apply for the following semester. The date used to determine this is the last day of classes in the semester that the student was previously enrolled.

i. For example, if the student's last day of attendance was December 1st but the semester ended on December 16th, then the student must wait until applications are being accepted for the Spring semester.

2. Students who self withdrew from school and wish to re-enroll, may apply for readmission after more than 180 days have passed since their last date of attendance. The student will need to fill out the application for readmission and pay the \$50 application fee.

a. Students that withdrew from SFFS must wait cannot reapply for the same semester in which they left, they will need to apply for the following semester. The date used to determine this is the last day of classes in the semester that the student was previously enrolled.

b. For example, if the student's last day of attendance was December 1st but the semester ended on December 16th, then the student must wait until applications are being accepted for the Spring semester.

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. This is the same process as a student who self withdrew, please see number the above paragraph.

4. Students that were withdrawn and/or expelled by the school and wish to re-enroll, may apply for readmission after 1 year has passed since their last date of attendance.

a. The student will need to fill out the application for readmission and pay the \$50 application fee.

b. Date is based on the last day of classes in the semester that the student was expelled.

c. Students who have been terminated 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:

- A new application must be submitted to the Admissions department
 - a. The application can be found on our website or
 - b. Student may request that the application be sent to them directly.
 - c. Application must be filled out in full, if any information is missing, the request will not be considered.

- 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.

- The student will be notified in writing once a decision has been made.

- 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.

Please use the link below to start the Application for re-admission.

[Application for Re - Admissions to San Francisco Film School](#)