Program Title: Tuition Period: Semester

Program Start Date: Program Length:

Scheduled Completion Date: Program Type: Online

Student: Date of Birth:

Last 4 SSN:

Reference is hereby made to that certain agreement between Los Angeles Film School (“Institution”) and Student regarding Student’s enrollment in the above-mentioned Program Title to be delivered by the Institution to the Student via Online means (the “Enrollment Agreement”).

Institution and Student agree to amend the Enrollment Agreement via this Addendum as detailed below.

CAREER DEVELOPMENT ASSISTANCE

Staffed by entertainment industry professionals, the Career Development Team is available to advise students and graduates on successful career strategies to help prepare them to enter the professional workplace.

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

REFUND POLICY

The article “Refund Policy” of the Enrollment Agreement is deemed deleted and is replaced with the following:

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

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

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

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

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

A written notice of withdrawal is not required.

WITHDRAWAL FROM THE PROGRAM

The article “Withdrawal From The Program” of the Enrollment Agreement is deemed deleted and is replaced with the following:

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

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

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

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

Except as specifically amended herein, the Enrollment Agreement remains in full force and effect.

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Student Signature Los Angeles Film School

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Student is under 18 years of age.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_