

Enrollment Agreement

Bachelor of Fine Arts: Cinematic and Media Arts (BFA)
OR
Associate of Applied Science: Film and Media Production (AAS)

Compass College of Cinematic Arts ~ 41 Sheldon Blvd. SE ~ Grand Rapids, MI ~ 49503 ~ 616.988.1000

To be filled out and signed by the student. Return to Compass College of Cinematic Arts.

Student Name: _____ Phone: _____
Address: _____ City: _____
State: _____ Zip code: _____ Date of Birth: _____ High School Graduation Date: _____ Catalog Year: 2020/2021

Check the box of your chosen program:

- Bachelor of Fine Arts program – Full-time Format**
- | | | |
|---------------------------------|--------------------|--|
| Tuition: | \$61,200.00* | (Billed at \$510 per credit hour) |
| Enrollment Deposit: | \$150.00 | |
| Fees (technology and activity): | \$3,000.00 | (Billed at \$300 per term for ten terms**) |
| Graduation Fee: | \$95.00 | |
| | <u>(-\$150.00)</u> | (Enrollment Deposit applied to tuition) |
| | \$64,345.00 | |

***BFA tuition estimate is based on 120 Credit Hours**

****The number of terms required to graduate is contingent on each student's chosen course load per term and meeting all program and SAP requirements listed in the catalog**

- Associate of Applied Science program – Full-time Format**
- | | | |
|---------------------------------|--------------------|---|
| Tuition: | \$30,600.00* | (Billed at \$510 per credit hour) |
| Enrollment Deposit: | \$150.00 | |
| Fees (technology and activity): | \$1,500.00 | (Billed at \$300 per term for five terms**) |
| Graduation Fee: | \$95.00 | |
| | <u>(-\$150.00)</u> | (Enrollment Deposit applied to tuition) |
| | \$32,245.00 | |

***AAS tuition estimate is based on 60 Credit Hours.**

****The number of terms required to graduate is contingent on each student's chosen course load per term and meeting all SAP requirements listed in the catalog.**

Other Expenses: (Estimated and if needed)

- ❖ Books and Software \$1,000.00
- ❖ MacBook Pro laptop computer and Video Camera \$3,000.00
- ❖ Optional Domestic Field Study – Industry Trip Up to \$2,000.00 (Prices vary according to Industry Trip)

Compass College of Cinematic Arts reserves the right to change tuition and fees. Students will be notified of any changes 90 days in advance.

- ❖ Classes are offered Monday – Friday, 8:00AM – 9:00PM.
- ❖ A minimum of 120 credit hours is required for the BFA degree.
- ❖ A minimum of 60 credit hours is required for the AAS degree.

Disclosure Statement

This Enrollment Agreement consists of two pages and represents a legally binding document between Compass College of Cinematic Arts and the Student.

The above listed school and student enter into agreement under which the student will pay tuition and fees as indicated below, as well as adhere to the school's rules and regulations as set forth in the school catalog. The school will instruct the student in the curriculum listed below in accordance with the State of Michigan.

Compass College of Cinematic Arts reserves the right to change tuition and fees. Any changes to tuition and fees will take place at the start of (any term/the next school year). Students will be notified of any changes 90 days in advance of the start of the term in which these changes take effect.

- Classes are offered Monday – Friday, 8:00AM – 9:00PM. The college reserves the right to offer classes on Saturday as needed.
- A student will be charged over and above the published total program charge for any additional or retaken courses to attain the minimum requirement for graduation.

Compass College of Cinematic Arts and student enter into agreement under which the student will pay tuition and fees as indicated below, as well as adhere to the school's rules and regulations as set forth in the college catalog. The school will instruct the student in the curriculum listed below in accordance with the requirements established by the State of Michigan.

Enrollment Period: Start Date: 2019; **Anticipated End Date:** 2023 (BFA) or 2021 (AAS)

A Bachelor of Fine Arts Degree or an Associates of Applied Science Degree will be conferred upon students after all coursework is satisfied; a minimum of 120 credits or 60 credits, respectively, are completed; and all graduation and financial requirements have been met.

Enrollment Deposit:

A deposit of \$150 should be paid with this Agreement **within 30 days** of your acceptance.

Method of Payment:

Payments are expected in full before the start of each term unless prior arrangements with the school have been made. The remaining balance, after financial aid is applied, is due two weeks prior to class start. Compass College of Cinematic Arts accepts cash, checks, money orders, ACH, Debit, outside scholarships, and student financial aid received on behalf of the student, as forms of payment.

Cancellation of Courses:

If Compass College of Cinematic Arts decides to cancel a course offering, applicants for that class are given the opportunity to enroll the next time that course is offered. In the event a class does not reach the optimal enrollment level, the school reserves the right to postpone that session start to a later term.

Changes in Program Content:

Because of the changing nature of the media arts industry, Compass continually evaluates course offerings and content for all of the courses offered. The College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, locations, or sequence of course in programs in the interest of improving the students' education, or, where deemed necessary due to industry changes, academic scheduling, or professional requirements. Curriculum revisions and other academic changes are ongoing. Revisions are made for the benefit of the student, ensuring he or she receives the most current information and material possible. Course substitutions and adjustments to the requirements of published curricula can be made at the discretion of the Dean of Education for individual students as long as the intent and overall content of the program of study are not significantly altered.

Should changes occur, they will be announced to registered students as soon as possible if such changes affect the cost of books or lab fees. Students are advised upon acceptance into the program to check with the enrollment department before purchasing listed books and lab equipment as to not encumber unnecessary costs/returns nor other complications due to any last-minute changes. Note, some last-minute changes could be as a result of an instructor change and a different preferred text or other required material. Tentative posted course schedules are subject to change and will not affect the overall quality of the program. (see Refund of Tuition policy).

Cancellation Policy (Applicable only to new students):

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw, without penalty, within three business days following either the regularly scheduled orientation or following a tour of the school facilities and inspection of equipment where training and services are provided. All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing the enrollment agreement and making an initial payment, but prior to orientation day, will be refunded \$, minus the \$150 Enrollment Deposit.

Refund of Tuition Policy:

Withdrawal by the student:

If an applicant makes the decision to withdraw, the appropriate refund, as outlined herein, will be made to the student.

Dismissal or Suspension by the school:

A student may be suspended or dismissed from the program if he or she violates the rules of student conduct, is not meeting attendance requirements, and/or is not meeting satisfactory academic progress (SAP). Should any of these situations occur, the appropriate personnel would meet with the student to rectify the situation, or to recommend dismissal or suspension. A recommendation for dismissal will be sent to the Dean of Education who will review and approve each suspension or dismissal. The student may appeal the decision, if appropriate. If the student is suspended or dismissed from the program, he/she may be entitled to a refund of tuition, as outlined herein.

Refund of tuition is based on the number of weeks, or days, the student has attended at the time the student is withdrawn, either by drop or termination dismissal/termination by the school, or the date the student has notified the institution either orally or in writing that he or she is withdrawing (see full Withdrawal Policy in college catalog). A student will be charged over and above this contract for any additional or retaken courses to attain the minimum requirement for graduation.

Only tuition is refundable; student fees are not refundable, nor are travel expenses incurred in conjunction with any college offered trips or excursions. Tuition refunds to students, if applicable, are based on the student’s withdrawal date determined in accordance with the institution’s withdrawal policy and will be processed within 45 days of that date.

Refund of tuition charges:

a. Fall & Spring Terms (16 weeks):

Prior to the first calendar week	100%
During the first calendar week	100%
During the second calendar week	80%
During the third calendar week	50%
During the fourth calendar week	20%
After the fourth calendar week	0%

b. Terms of Shorter Duration: May Term, J-Term, or Internship:

Prior to the first day	100%
On the first day	80%
After the first day	0%

c. Summer Term (12 weeks):

Prior to the first calendar week	100%
During the first calendar week	80%
During the second calendar week	50%
During the third calendar week	20%
After the third calendar week	0%

d. Title IV recipients are subject to “Return of Title IV Funds” policy.

Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. With each day of class attendance, students “earn” a percentage of their aid. When a student who has received Title IV Funds leaves school before the end of the term or period of enrollment, Federal law requires the school to calculate the percentage of “unearned” federal funds that may need to be returned to the Federal programs. The student’s withdrawal date is the date the student informs the school of their withdrawal by completing a withdrawal form available from the Director of the Center for Excellence. Return of Title IV funds are calculated based on the date at which the student provided official notification to the institution (oral or written) of their intent to withdraw. In the event that the student fails to officially withdraw but stops attending all classes the withdrawal date will be determined by the student’s last date of attendance at an academically related activity (see full Withdrawal Policy in college catalog).

Transfer Credits from Other Institutions

Due to the nature of the program, transfer credits from other colleges or schools may not be accepted.

Transfer Credits to Other Institutions

Credits earned at Compass College of Cinematic Arts are not universally transferable. Decisions concerning the acceptance of credits by any other institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits earned to any institution. Students considering continuing their education at, or transferring to, other institutions must not assume that credits earned at Compass College of Cinematic Arts will be universally accepted by the receiving institution. An institution’s accreditation does not guarantee that credits earned at that institution would be accepted for transfer by any other institution.

***Graduation Requirements** include: Required coursework must be completed with a minimum of 120 credits for the BFA or 60 credits for the AAS; good academic standing as defined in the school catalog; graduation fee of \$95 paid prior to graduation (cap & gown priced separately) and all indebtedness to Compass College of Cinematic Arts must be paid before credentials will be awarded.

Career Development

Although Compass College of Cinematic Arts (CCCA) will make a reasonable effort to assist each graduate in seeking employment, this agreement in no way constitutes a promise or guarantee of employment upon completion of the program. Career assistance may be suspended in the event that financial commitments are determined to be delinquent and/or in default.

Disclaimer of Employment Guarantee (Career Services)

CCCA’s mission is to provide individuals with the spiritual and creative tools to acquire meaningful life work. The Center for Excellence functions as a bridge between the classroom and work. Career advising is offered for our students and alumni. Services include assistance with resumes, cover letters, job search strategies, interviewing skills, and work etiquette. Job opportunities are posted through the College website or Alumni Facebook group. Compass College of Cinematic Arts does not guarantee employment upon graduation or beyond.

By signing below, you acknowledge that you have read and agree with the conditions of this agreement, and that you have received the link <http://www.compass.edu/index.php/programs/college-catalog> to the catalog listed on CCCA’s website and have read it and understand and agree to CCCA’s policies published in the catalog. Once this agreement and your deposit (if new to the college) are received by CCCA, a copy of the agreement will be sent to you. This agreement is not binding until it has been signed by the applicant and signed and accepted by the appropriate Compass College of Cinematic Arts official.

Student Signature _____	Date _____	SS# _____
Guardian Signature _____	Date _____	SS# _____
School Official Signature _____	Date _____	

Compass College of Cinematic Arts is a nondenominational Christian institution located in Grand Rapids, Michigan. It is approved by the State of Michigan to operate as a private, post-secondary institution in Michigan and has complied with the regulations for a Class W Y educational corporation [Non-profit (501(c)3)]. Compass College of Cinematic Arts is accredited by The Accrediting Commission of Career Schools and Colleges (ACCSC). School number M072239.

FOR OFFICE USE ONLY:	
Date Agreement Received: _____	Staff Initials: _____
Date Deposit Received: _____	Staff Initials: _____