



## **InFocus Film School**

### **Admissions and Withdrawal Policy**

InFocus Film School is committed to providing accurate information and guidance to prospective students to ensure they make informed decisions about their program of study. InFocus Film School's admission criteria are well publicized and applied consistently.

Entry assessment tools and admission requirements ensure students have the required language competencies (see Language Proficiency Policy), and the basic knowledge, skills and abilities to achieve program outcomes. Admission requirements may not be waived by either the student or InFocus Film School.

Students are provided with the following policies before entering into any contract, including a Letter of Acceptance or student enrollment contract:

- Tuition Refund Policy
- Dispute Resolution/Grade Appeal Policy
- Code of Conduct and Dismissal Policy
- Admissions and Withdrawal Policy
- Attendance Policy
- Program Outline

#### **Admission Procedure**

To be considered for admission to InFocus Film School, every potential student must:

- Complete an application form
- Provide proof of English proficiency if English is not the student's primary language
- Provide a copy of one piece of government issued identification (Driver's License, Passport, BC ID, etc.)
- Complete and sign an enrolment contract
- If under the age of 19, provide proof of highschool graduation (or equivalent) and written consent from a parent or legal guardian to enroll at InFocus Film School

#### **Withdrawal Procedure**

Should a student wish to withdraw from InFocus Film School before the end of their program, that student must submit to the Executive Director a dated, written notice of their intent to withdraw. Notices may be delivered in person or by email.

Upon withdrawal, the student must immediately return all property belonging to InFocus Film School including all equipment and keys. Any student card issued to the withdrawn student is void and must also be returned to InFocus Film School. Once all items have been received by InFocus Film School, any outstanding amount on deposits collected will be returned to the student within 30 days.

Refund policies as outlined in the Student Enrolment Contract will apply to tuition.