



NASHVILLE FILM INSTITUTE

191 POLK AVENUE - NASHVILLE, TN 37210

TEL: (877) 627 - 3456 FAX: (877) 746-4630

Website: www.nfi.edu

Licensed by:

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
(615) 741-3605
School ID# 1430

Accredited by:

Accrediting Council for Continuing Education and Training (ACCET)
1722 N St, NW
Washington, D.C. 20036
(202) 955-1113
ACCET ID# 1424

2018 CATALOG

REVISION 1/2018

NASHVILLE FILM INSTITUTE

191 Polk Avenue - Nashville, TN 37210

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SUPPLEMENTS & ATTACHMENTS TO CATALOG

Any revisions to the NFI catalog will be attached using supplements reflecting any recent changes or updates not available at the time of publication. The supplement will bear the publication date and volume numbers of the corresponding catalog.

Nashville Film Institute

WELCOME TO NFI

"Welcome to NASHVILLE FILM INSTITUTE! Today more than ever before, solid training, diligent practice, creative thinking, professionalism, a positive attitude, the ability to collaborate, being open-minded, and most importantly, networking, can give you the edge in the competitive business of film and media production. These qualities are the hallmarks of our program and the main reasons why students choose NFI as the place to study."

- *Prema Thiagarajah, Founder and President*

HISTORY

Prema Thiagarajah, a Sri Lankan native, has a unique perspective on the education of young creative minds from her global travels. In 2005, she moved to Nashville and was concerned about the number of vocational program graduates who were forced to work unfulfilling jobs, while struggling to find employment in the fields in which they trained.

Nashville Film Institute (NFI) was born out of this challenge, designed to train students in the art and business of filmmaking, and then through collaboration and networking, find an open door to a career in the film industry.

2009 NFI opened at The Factory in Franklin.

2012 NFI moved its campus to the heart of downtown Nashville.

2016 NFI moved its campus to its current larger, downtown space.

2018 NFI added space to its existing campus.

NFI's commitment to its students is to provide a solid foundation in cinema production, a superb student experience, and a pathway to training-related employment.

OWNERSHIP & CONTROL

Nashville Film Institute is wholly owned and operated by Prema Thiagarajah.

Prema has over 20 years of experience in the education industry.

CAMPUS

Campus Facilities

The campus is located at:

191 Polk Avenue

Nashville, TN 37210

Tel: (877) 627-3456 – Fax: (877) 746-4630

Hours of Operation

Nashville Film Institute facilities are open Monday through Thursday, 9:00 a.m. to 5:00 p.m.

Administrative personnel are on campus during business hours. Students are encouraged to schedule an appointment, if possible.

HOLIDAY BREAKS

NFI Observes the following federal holidays: New Year's Day, Martin Luther King Day, Memorial Day, Veterans Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. Additionally, up to a two-week winter recess will be announced.

Exact holiday and recesses dates shall be provided to students during the school session. Students receive the actual holiday off, however, to maintain 900 contact hours, class and lab times are extended during the class week to make up for the missed hours or rescheduled for a Friday following the holiday given off, based on class and Instructor availability.

Any changes to class schedules or holidays will be

clearly emailed to students and posted around the school.

RESOURCE CENTER

The Resource Center functions as the school's library/learning center. Students have access to online resources, trade magazines, DVDs, journals, equipment manuals, and textbooks used by NFI. The resource center is open during school hours.

APPROVALS

Statement of Accreditation

Nashville Film Institute is accredited by the Accrediting Council for Continuing Education & Training (ACCET). ACCET is located at:

1722 N Street NW
Washington D.C. 20036
(202) 955-1113
www.accet.org

ACCET is listed by the US Department of Education as a nationally recognized accrediting agency.

Tennessee State Licensure

Nashville Film Institute is authorized by the Tennessee Higher Education Commission. THEC is located at:

404 James Robertson Parkway Suite 1900
Nashville, TN 37243
Phone: 615-741-3605
Website: <https://www.tn.gov/thec/>

This authorization is renewed each year and is based on evaluation by standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Other Approvals

This school is authorized under Federal law to enroll nonimmigrant alien students.

The school is approved for veterans' education benefits.

NON-DISCRIMINATION

NFI is a post-secondary educational institution that admits academically qualified students without regard to sex, age, race, national origin or handicap, and afford them all rights, privileges, programs and other opportunities generally available to all students at the school. NFI does not discriminate on the basis of sex, age, race, color, sexual orientation, national origin or handicap in admissions, employment services, or access to programs and activities.

MISSION, VISION AND VALUES

Mission Statement

The Nashville Film Institute mission is to train students for careers in the film industry.

Vision

The NFI Vision is to be a nationally known and recognized film school for well-prepared graduates who are ready to enter the varied roles in videography.

Values

NFI's success is dependent upon the trust and confidence we have earned from students, employees, and the employers who hire our graduates. At NFI, we are committed to the following values:

- Providing a student-centered learning environment that focuses on professional behaviors required for success in the film industry, including punctuality, attendance, teamwork, and collaboration.
- Offering industry-relevant curriculum that is hands-on and prepares graduates to enter the broad work opportunities in the film industry.
- Employing qualified instructors who are trained to teach, have industry experience, and who are

well-prepared to enrich the curriculum and students' educational experience with their first-hand knowledge.

- Actively seeking community partners to increase awareness of the school, to facilitate opportunities for industry experts to engage with upcoming graduates, and to create new employment opportunities for graduates.
- Operating the campus in accordance with the highest standards of professional behavior and ethics and adhering to a set of policies, procedures and guidelines that promote fair and non-discriminatory practices in employment and education.

MEMBERSHIPS

Women in Film & Television – Nashville
Tennessee Women in Film
Tennessee Screenwriting Association
Nashville Chamber of Commerce

About Nashville

Nashville is the capital of the State of Tennessee and the county seat of Davidson County. The city is located on the Cumberland River in the north central part of the state. Known around the world as “Music City USA,” Nashville is the capital of Tennessee and is a major home for the music industry, not just in the US, but the world.

Founded in 1779, the city grew quickly as a major river port and a railroad center. While it was the first state capital to fall to Union troops during the Civil War, the city quickly rebounded after the war and soon became an important shipping and trading center with a solid manufacturing base, which resulted in a newfound prosperity. These healthy economic times left Nashville with a legacy of grand classical style buildings.

The city is a center for music, healthcare, publishing, banking and transportation industries, and home to

numerous colleges and universities. In recent years, the film industry has become a more prominent industry as organizations such as FilmNashville have facilitated the development and distribution of motion picture projects designed for theatrical, television, video and/or interactive release, either shot in the Nashville area or created by Nashville-based filmmakers, thereby building the economic and creative infrastructures of the Nashville motion picture environment.

Nashville offers something for everyone. If you are an arts enthusiast, the Tennessee Performing Arts Center (TPAC) is the place to go. The Center is the home of the Tennessee Repertory Theatre, Nashville Children's Theatre, the Nashville Opera, and the Nashville Ballet. The Nashville Symphony Orchestra performs regularly at The Schermerhorn Symphony Center.

Museums and galleries can be found around the city, including the renowned Frist Center for the Visual Arts. And history can be found at The Hermitage, home of America's seventh president, Andrew Jackson. Centennial Park, with its full-sized replica of The Parthenon, offers 132 beautiful acres of green space.

For sports fans, Nashville is home to several professional sports teams: The Tennessee Titans of the National Football League, the Nashville Predators of the National Hockey League, the Nashville Sounds of the Pacific Coast League, and the Nashville SC of the United Soccer League. Nashville also hosts the second-longest continuously operating race track in the United States, the Fairgrounds Speedway, a NASCAR Whelen All-American Series racetrack.

Several major motion pictures have been filmed in Nashville, including *The Green Mile*, *The Last Castle*, *The Thing Called Love*, *Two Weeks*, *Coal Miner's Daughter*, *Nashville*, *Country Strong* and

Robin Williams' last movie *Boulevard*, as well as the ABC television series *Nashville*.

Nashville hosts a number of annual events, including:

Nashville Film Festival. A weeklong festival in April that features hundreds of independent films. It is one of the largest film festivals in the Southern United States.

Nashville Fashion Week. A citywide event typically held in March or April, this is a celebration of Nashville's fashion and retail community featuring local, regional and national design talent in fashion events and shows.

Celebrate Nashville Cultural Festival. A free event held the first Saturday in October at Centennial Park, it is Middle Tennessee's largest multicultural festival and includes music and dance performances, an ethnic food court, children's area, teen area, and marketplace.

Country Music Awards. An award ceremony normally held in November at the Bridgestone Arena and televised nationally.

Nashville provides an enriching and stimulating environment for Nashville Film Institute students to live, work and study.

About the Film Industry

The film industry is a growing and everchanging industry. Working in film is a collaborative team effort; it takes many skilled people to put together a single production.

Advances in technology have created opportunities for filmmakers far beyond the traditional Hollywood feature film. The internet has created a global and borderless job market for filmmakers. Content

creators are in high demand for websites. Video streaming companies such as Amazon, Hulu, and Netflix offer filmmakers a chance to distribute creations online.

NFI's philosophy is to have students experience all stages and roles involved in making a film which include but are not limited to the following:

Director: Plans and executes the overall artistic direction of a film, including approving all details of every shot and nurturing the onscreen performances of the actors. The director is responsible for the way a film looks, feels, and communicates. The director is the commander-in-chief, with a signature style unto his or her own.

Producer: Responsible for delivering a final picture or producing a film for a studio or investors by managing the entire filmmaking process from pre-production to sale or distribution. The producer oversees all the non-artistic aspects of a film from initial fund raising, to budgeting and scheduling, hiring and firing, to making sure that a finished film is delivered as promised. Producers are the power brokers of Hollywood.

Cinematographer: The Director of Photography. Responsible for capturing the director's vision onto moving picture, whether film or video. Works closely with the director to frame the onscreen action, and designing the lighting for scenes. The true artistes of filmmaking.

Gaffer: The chief lighting technician on a set, a gaffer is a member of the electrical department who is responsible for operating lights and lighting equipment on a set. Assists the cinematographer in achieving the artistic vision for a scene by collaborating on lighting design.

Key Grip: The chief of a group of grips, responsible for the mechanical stagings onset, whether they be

cranes, camera dollies and track, pyrotechnics, etc. Grips are the mechanical engineers and muscle behind the scenes -- often doubling as a construction coordinators and backups for the camera crew. Key grips work closely with the gaffer.

Editor: Under the tutelage of the director, responsible for artfully assembling all production footage into a finished movie over the course of months, sometimes years. Editors used to literally "cut" the film and splice it together in a painstaking analogue process, however, now all work in the cutting room is computerized. Editors are key contributors to a film's final form, oftentimes making artistic contributions equal to that of the director.

Post-Production Supervisor: The person responsible for overseeing the entire post-production of a project. Helps to ensure that the film is delivered on time and on budget while satisfying the sometimes-competing needs of the director and the producers.

NFI's philosophy is to have students experience all film roles. The best way to achieve this goal is by making films. NFI's Cinema Production Program (CPP) immerses students in the filmmaking process. For nine months, NFI students live, eat, and breathe film and filmmaking.

Throughout this Diploma program, students collaborate with each other on various projects to create their own films.

When I was a kid, there was no collaboration; it's you with a camera bossing your friends around. But as an adult, filmmaking is all about appreciating the talents of the people you surround yourself with and knowing you could never have made any of these films by yourself.
—Steven Spielberg

Cinema Production Program

Cinema Production Program

900 total clock hours, 9 months, 36 weeks.

504 Lecture clock hours and 396 Lab clock hours.

14 Lecture hours per week/11 Lab hours per week.

Graduates of the program will receive a Diploma.

The **Cinema Production Program** focuses on the theory, art, craft and practical application of Filmmaking. Students learn screenwriting, directing, producing, production design, cinematography, post-production, and marketing and distribution. As students learn the theory behind these disciplines, they will immediately begin to apply that knowledge in real productions.

At the completion of the program, students will be able to do the following:

1. Write a screenplay in master scene format.
2. Adequately capture production sound design.
3. Properly use basic 3-point light and grip work.
4. Using Adobe Premiere Pro, edit content to meet client needs.
5. Direct a scene, commercial, corporate and music videos.
6. Produce commercials, music videos and short films.
7. Professionally light a frame for film and video.

Students will collaborate to produce **Five Core Productions** throughout the program including:

- A non-dialogue film,
- commercial,
- music video,
- documentary, and
- narrative short.

Because these productions require collaborative teamwork to successfully complete them,

attendance and participation from each student is required. This demanding production component, combined with the hours of in-class instruction, will enable NFI students to become valuable assets in any of the key creative disciplines after graduation.

Lockstep Program

A “lockstep program” refers to the scheduling of students in the program. Students enter the school and move through the entire program as a group from start to finish in a prescribed series of modules.

The only exception to the lockstep approach is for a student that has been given advanced standing by the Campus Director or those students re-entering the program.

Entry level job opportunities

With a Diploma in Cinema Production, students will be prepared to enter the film industry in positions with titles including:

- Production Assistant (PA, On-set or Office)
- Trainee Assistant Director (TAD)
- 3rd Assistant Director (3rd AD)

- 2nd Assistant, Camera (2nd AC)
- 3rd Assistant Camera (3rd AC)
- Grip, Electric, Sound Assistant
- Assistant Editor
- Sound Editor
- Crafty
- Script Supervisor
- Director of Photography (DP)
- Web Content Creator
- Assistant Producer
- Production House Owner

Show. Tell. Do.

NFI offers a range of instruction methods in the delivery of the curriculum. **Show:** The instructor demonstrates theoretical concepts with examples.

Tell: Instructors, who are industry experts, provide lectures with key information. **Do:** Students have opportunities to demonstrate their understanding of the concepts learned through in-class skills exercises and lab work.

At the end of each course, students apply their acquired knowledge to a specific course project, skills assessment, and multiple choice quiz.

SCHEDULE OF CLASSES

The following is a typical course sequence. Sequence and courses are subject to change.

Students must work through each module in order, as each module serves as a prerequisite for the next module.

MODULE 1

Week 1: Film Studies (Film Theory)

Week 2: Screenwriting 1 (Storytelling & Format)

Week 3: Grip and Electric

Week 4: Photography (Film Composition)

Week 5: Cinematography 1

Week 6: Directing 1

Week 7: Producing 1 (Licensing & Binder)

Week 8: Production - On Campus

Week 9: Editing 1: Basic 1

Project 1: Non-dialogue Film.

Students are required to shoot, edit, and deliver a 1 minute Non-Dialogue Narrative film. Due in Module 1

MODULE 2

Week 10: Documentary

Week 11: Sound 1: Location Sound

Week 12: Cinematography 2 (Lighting)

Week 13: Production Design 1

Week 14: Directing 2: Acting & Directing the Actor
Week 15: Screenwriting 2
Week 16: Music Video (Multi Camera)
Week 17: Editing 2: Basic 2
Week 18: Sound 2: Basic Adobe Audition

Project 2: Documentary

Students are required to script, shoot, and edit a documentary film. Due in Module 2.

Project 3: Music Video

Students will work in groups to script and shoot a music video for a band/artist. Each student will submit an individual edit of the music video. Due in Module 2.

MODULE 3

Week 19: Business of Film; Pitch-Sales-Distribution
Week 20: Commercial Production
Week 21: Production 2 Binder, Makeup, Wardrobe, Rehearsal
Week 22: Editing 3: Advanced Adobe
Week 23: Titles & Visual Effects
Week 24: Color Correction
Week 25: Editing 4: After Effects Green Screen
Week 26: Directing 3 (Casting the Actor)
Week 27: Screenwriting 3

Project 4: Commercial

Students are required to script, shoot, and edit a commercial for a client. Due in Module 3.

MODULE 4

Week 28: Film Festivals
Week 29: Screenwriting 4
Week 30: Cinematography 3 (High End Camera)
Week 31: Sound 3 Adobe Audition
Week 32: Directing 4: Directing the Scene
Week 33: Post 1: Art of the edit & Demo Reel

Week 34: Post 2: Sound Editing & Design
Week 35: Post 3: Score for Film
Week 36: Marketing Yourself - Resume/ Demo

Project 5: Narrative

Students are required to script, shoot, and edit a narrative short film. Due in Module 4.

COURSE DESCRIPTIONS

CINEMATOGRAPHY COURSES

5 WEEKS, 70 LECTURE HOURS, 55 LAB HOURS

PHOTOGRAPHY

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: NONE

CINEMATOGRAPHY 1

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: NONE

CINEMATOGRAPHY 2

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: CINEMATOGRAPHY 1

CINEMATOGRAPHY 3

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: CINEMATOGRAPHY 2

GRIP & ELECTRIC

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: NONE

The cinematography courses begin with the basics of photography then progress to motion picture theory. Students receive training on high definition cameras and gain insight into the science behind photographic and filmmaking processes

Students receive hands-on training with instruments used in lighting and grip, and learn how to shape and tell stories with light.

Within the cinematography curriculum, NFI students learn composition, camera choice (the best tool for the job), how to use lenses, depth of field, camera angles, shot sizes, and how to create specific moods and emotions.

COMMERCIAL PRODUCTION

(1 WEEK, 14 HOURS, 11 LAB HOURS)

PREREQUISITE: NONE

Making commercials can be one of the most exciting experiences for a filmmaker. Telling complex stories and evoking emotions in 15-30 seconds is a technical and creative challenge. In this course, students learn how the advertising agency, client, and production company work together to create the advertisements. Students also learn how to create a Director's Treatment and Production Package. Students are required to make a commercial.

DIRECTING COURSES

4 WEEKS, 56 LECTURE HOURS, 44 LAB HOURS

Directing 1 (Techniques)

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: NONE

Directing 2 (Directing the Actor)

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: DIRECTING 1

Directing 3 (Acting and Casting the Actor)

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: DIRECTING 2

Directing 4 (Directing the Scene)

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: DIRECTING 3

The Director oversees all creative aspects of the

production from beginning to end and works closely with everyone from the writer to the colorist to ensure a unified vision. In these four courses, students learn how to clearly convey ideas and how to lead a film crew with confidence. Students assume the role of 'Actor' to better understand the craft of acting so they can make the best casting decisions and encourage meaningful performances. Directing students also learn to work under pressure and problem-solve on the fly. Other topics include how to create a shot list, independent vs. studio films, and the importance of good Assistant Directors. Techniques of great Directors of the last century are also examined.

DOCUMENTARY

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: NONE

This course focuses on the documentary. Students learn creative interview techniques, how to find the narrative using B-roll, interviews, photographs and narration, and how to select interesting subjects. Legal issues of shooting nonfiction are discussed as well as various filming techniques that help capture each moment. Instructors reference award-winning documentaries during class. Students are required to make a short documentary.

EDITING COURSES

(4 WEEKS, 56 LECTURE HOURS 44 LAB HOURS)

EDITING 1: BASIC 1

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: NONE

EDITING 2: BASIC 2

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: EDITING 1

EDITING 3: ADVANCED ADOBE

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: EDITING 2

EDITING 4: (AFTER EFFECTS & GREEN SCREEN)

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: EDITING 3

Four courses in editing teach students both the theoretical and technical side of video editing: How to log, capture, and prepare footage for editing; how to create a sequence; syncing audio and picture; how to accentuate a dramatic or comedic moment; and understanding rhythm and timing within the cut. Students learn to finesse, tighten, and advance picture as well as advance audio. Students learn how to export the project into different sizes and formats, and how to color correct and build a title sequence with NLE software.

FILM STUDIES

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

FILM STUDIES

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: NONE

NFI's introductory course, where students are taught to understand the origins of film and basic principles of the craft. The course begins with a brief survey of the history of cinema around the world and its impact on today. Students learn how to identify different types of film and use the grammar and terminology of leading professionals so that they can convert their creative ideas into directives that can be clearly communicated to the cast and crew. In addition, students learn about the hero's journey and the 3-act story structure.

BUSINESS COURSE

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

BUSINESS OF FILM; PITCH-SALES-DISTRIBUTION

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: NONE

Business Course

Students learn all elements of the business of filmmaking, beginning with legal, corporate formation, and other production company related business. Further concepts analyze production types, deal types, and distribution options associated with the film industry. Courses cover structuring and executing a full production, including script acquisition, packaging, development, and delivery, with a focus on salesmanship required to successfully navigate to completion.

Post-Production Courses

(4 WEEKS, 56 LECTURE HOURS, 44 LAB HOURS)

POST- PRODUCTION 1: ART OF THE EDIT & DEMO REEL PREP

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: NONE

POST- PRODUCTION 2: COLOR CORRECTION

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: POST-PRODUCTION 1

POST-PRODUCTION 3: TITLES & VISUAL EFFECTS

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: POST-PRODUCTION 2

POST-PRODUCTION 4: SCORING & MUSIC

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: POST PRODUCTION 3

These four post-production courses focus on the many aspects of the post-production process. Students are exposed to the important stage of color correction, how to create different looks within scenes, and adjust all aspects of the film to get a perfect overall look. Students learn how to achieve looks within the editing software and are introduced to additional tools available on the market. Students are introduced to creative titling and various visual

effects techniques that can be achieved by editing software. In addition, students get an introduction to creative possibilities available in Adobe After Effects, a staple program in post-production houses. Finally, students learn the power of the film score by writing a genre script and working with the music supervisor. Students learn how score impacts the emotions, and how and when to use music scores.

PRODUCING COURSES
(3 WEEKS, 42 LECTURE HOURS, 33 LAB HOURS)

PRODUCING 1: LICENSING

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: NONE

PRODUCING 2: BINDER FOR COMMERCIAL

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: PRODUCING 1

PRODUCING 3: FINAL FILM PROJECT

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: PRODUCING 2

The producer's job blends creative oversight with logistical management and the business requirements of production. In this course, students are introduced to basic work requirements of a producer, as well as learning the best practices and principles of producing, with an emphasis on business of film production. These aspects include: Budgeting, production management, financing, and distribution. Students will have a working knowledge of the entire production process from inception through development, production, post production, and delivery to distributors.

PRODUCTION DESIGN
(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: NONE

Sometimes called the Art Director, the Production Designer (PD) is responsible for the overall look of the film, music video, or commercial. This includes locations, sets, props, wardrobe and makeup. The PD works closely with the director and Cinematographer to work on specific color palettes for projects and make sure this vision is achieved. The two production design courses cover topics such as set building, painting and dressing, how to create an overall tone or mood, and how to choose locations with built-in production value.

SCREENWRITING COURSES
(4 WEEKS, 56 LECTURE HOURS, 44 LAB HOURS)

SCREENWRITING 1

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: NONE

SCREENWRITING 2

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: SCREENWRITING 1

SCREENWRITING 3

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: SCREENWRITING 2

SCREENWRITING 4

(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)

PREREQUISITE: SCREENWRITING 3

In the four Screenwriting courses, students learn story development and various screenwriting techniques. Topics include character development, dialogue, and the three-act structure. Additional topics explored include sequences, the protagonist's journey, and differences between film, television and commercial scripts. Students are assigned script-writing projects, along with scripts necessary to shoot five core productions. Topics are discussed and critiqued by faculty, staff, and fellow students in a constructive professional manner.

SOUND COURSES (4 WEEKS, 56 LECTURE HOURS, 44 LAB HOURS)
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SOUND 1: LOCATION SOUND

(1 WEEK, 14 HOURS, 11 LAB HOURS)

PREREQUISITE: NONE

SOUND 2: BASIC SOFTWARE

(1 WEEK, 14 HOURS, 11 LAB HOURS)

PREREQUISITE: SOUND 1

SOUND 3: ADVANCED SOFTWARE

(1 WEEK, 14 HOURS, 11 LAB HOURS)

PREREQUISITE: SOUND 2

SOUND 4: SOUND EDITING AND DESIGN

(1 WEEK, 14 HOURS, 11 LAB HOURS)

PREREQUISITE: SOUND 3

The four sound courses cover everything from capturing quality location sound to post-production mixing and output. Students learn proper boom technique and applications of shotgun and lavalier microphones. Students learn techniques for capturing clean audio on set and writing sound reports. Additional topics include ADR, Foley, Walla, sound effects, sweetening, ambience, and music. Students become familiar with stereo and 5.1 mixing.

SYLLABUS

The course syllabus outlines course description, course outcomes, assigned and recommended reading, and Instructor time for questions and/or advising.

COURSE AND MODULE GRADES

Students receive individual course grades for each of the skills and multiple choice quiz assessments completed at the end of each week.

Each of these scores is included in a MODULE grade, calculated as follows:

Multiple Choice Quizzes

(combined score of the 9 individual MCQ, 20%
one per week of each Module)

Skills Tests

(combined score of the 9 individual skills 40%
tests, one per week of each Module)

Projects

(each module has one or more assigned 40%
projects)

Total Module Grade**100%****SUPERVISED WORK EXPERIENCE**

Supervised work experience opportunities presented to NFI or students may be substituted for related lab hours. However, any work experience substitutions must be approved in writing by the Director of Education or his/her designee prior to being performed.

Proper documentation from employer including name, address, type of position, and hours worked must be produced. Examples include working for IMDB credit on feature or short film, commercial, documentary, equipment rental house, or any work experience/activities related to skills and/or knowledge acquired during training at NFI which will promote the student's skill-set and opportunity to work in the chosen industry.

PROGRAM START AND END DATES

START DATE	SCHEDULED END DATE
February 5, 2018	October 31, 2018
May 7, 2018	January 31, 2019
July 9, 2018	April 7, 2019
October 1, 2018	July 7, 2019

CLASS SCHEDULES

	DAY CLASS	EVENING CLASS
Lecture Classes Monday -Thursday	10:00 am – 1:30 pm	2:00 pm - 5:30 pm
Lab Classes Monday-Thursday	2:00 pm – 4:45 pm	10:00 am - 12:45 pm
Friday	No regularly scheduled classes or Labs (Make-up classes possible)	

APPROPRIATE ATTIRE

NFI students are expected to be neat, clean, and appropriately attired while attending class or school functions due to safety and state health standards. Instructors expect all students to be appropriately dressed with ID badges visible while in class. Clothing gives an impression - please remember potential employers and guests visit NFI often.

Clothing with images or language denoting violence, prejudicial biases, sexual acts or other inappropriate depictions or suggestions are not acceptable.

CLASS SIZE

NFI's maximum class size is 24 students per instructor. Minimum class size is four students. However, there is a maximum of 12 students to one instructor in an environment where hands-on equipment is taught.

EQUIPMENT

Students have access to industry-standard gear, including professional cameras and lighting.

NFI regularly upgrades its equipment, software, materials, and instructional content in order to keep up with rapidly changing technology. The school reserves the right to upgrade facilities, equipment, curriculum, and other student materials at any time to provide the student with current industry-standard practical experience.

Equipment Check-out Policy

Students may check out film equipment to be used on NFI campus for use on projects. Off-campus checkout may be available at certain times depending on class schedules and projects; however, NFI reserves the right to require a deposit for any equipment used and may change this policy at any time without notice. Detailed instructions are given on how to checkout gear for use and is found on NFI student portal.

Computer Usage, Electronic Device, and Software Policy

Cell phones and other portable electronic devices must be turned off during class time to minimize classroom disruptions and protect the integrity of exam situations. Exceptions to this policy will be made for faculty-initiated technology.

Computer users are expected to maintain standards of academic ethics. Users are not to access private files of others. Using another student's user ID, password, program, or application constitutes invasion of privacy and may be considered grounds for enrollment termination.

Software Protection. NFI generally obtains the right to use computer programs written or distributed by third parties pursuant to license agreements with the vendors, who retain ownership of the programs. These agreements usually prohibit copying of the licensed material, with very limited exception. Software programs are usually restricted to use on only one machine at a time.

Computer programs and related printed materials are afforded copyright protection under Federal law. The Federal Copyright Act specifically prohibits copying or distributing software without the owner's prior consent (except copying for archival purposes).

Individual Responsibility. Unauthorized duplication, distribution, or disclosure of software or its

accompanying printed materials can be both a violation of the applicable license agreement and a violation of Federal law. Individual employees and students, as well as NFI, can be held liable for violations and required to pay substantial damages. It is the responsibility of each employee and student to respect the intellectual property rights of the owners of software programs used by NFI and to ensure that no breaches or violations of NFI's software control procedures occur.

WORK EXPERIENCE & OFF CAMPUS PROJECTS

NFI is not responsible for students when they are participating in work experience projects or working on NFI projects off campus. The school cannot ensure student safety and is not liable for any accident or incidents that happen while students are not on NFI campus. NFI goes out of its way to make students aware of work experience opportunities and other creative opportunities, but cannot be held responsible when students are away from campus, even on an NFI sponsored field trip or filming project.

Admissions

Admission to Nashville Film Institute is open to any high school graduate or GED recipient who is seriously interested in the field of professional cinema production or the video industry. The minimum required age is 18. No previous experience is necessary, and no admissions tests are required. Students may apply at any time. Accepted students may choose to begin with the next available cohort or at a later start date. Prospective students may complete an application online at www.nfi.edu, in person, or by mail.

Individuals applying in person may come to the school campus during regular office hours (9 a.m. to 5 p.m., Monday through Thursday). If those hours are not convenient, individual appointments may be arranged through the school's administrative staff. Out-of-area students may submit the application by mail. Prospective students registering by mail should contact the school regarding available openings for the program of interest and start date before returning a completed application.

ADMISSION PROCEDURE

APPLICATION FOR ADMISSION

1. Complete the application.

- Failure to fully complete the application and disclose all required information can subject the application to rejection.
- All applicants must answer all questions regarding previous criminal history. Applicants that have been convicted of a violent felony will not be admitted.

2. Return complete application to NFI with the \$100 non-refundable application fee.

3. Provide proof of high school graduation or GED. Students should contact their high school and request an official transcript be sent directly

to NFI. Alternately, students may authorize NFI to request their transcript by filling out the "NFI official transcript request form".

ENROLLMENT AGREEMENT

Upon receipt of the completed Application for Admission and verification that the student has met minimum entrance requirements, the student will be sent confirmation of acceptance into the school and program. Students will be sent an Enrollment Agreement. For additional assistance, please contact NFI.

If you are an international student or believe you may need a student visa to study at NFI, please see the [Admissions Policy for International Students](#) later in the Admissions section of the catalog.

ADMISSION PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS

NFI welcomes applications from individuals with disabilities or special needs and is committed to giving academic opportunities to all appropriately qualified applicants, irrespective of disability, wherever practical. Parking and restrooms are accessible for all.

If NFI is not adequately made aware of special needs or requirements of applicants with disabilities prior to admission, it cannot guarantee that suitable staff and/or facilities are available to meet those needs or requirements. NFI may require appropriate evidence of a particular disability before it can commit to providing resources and/or appropriate support. Applicants with special needs may contact the school for assistance.

NEW STUDENT ORIENTATION

All newly enrolled students are required to attend New Student Orientation prior to the scheduled class start date. New Student Orientation is typically held on the Friday prior to the first scheduled week of class. The Administration office will inform all new

students of their scheduled orientation day and time.

SCHOOL TOURS

NFI is proud of our campus and we enjoy the opportunity to introduce you to our film and video production program and facilities. Students are strongly encouraged to tour NFI campus prior to completing the Enrollment Agreement. Please contact NFI to arrange an individual appointment.

OFFICIAL TRANSCRIPT

An official secondary school transcript (or GED) must show the date of graduation and must be delivered directly to NFI from the secondary school (or GED provider). Transcripts (as well as GED test scores) marked as “issued to student” are not considered official. Certificates of attendance, secondary school diplomas unaccompanied by official transcripts, or modified secondary school diplomas are not acceptable evidence of secondary school completion.

ADDITIONAL TRANSCRIPT REQUIREMENT

All applicants who have attended secondary school outside of the United States must also provide a credential evaluation for all secondary (and if applicable, post-secondary) transcripts submitted to NFI as part of the application process. NFI will only accept credential evaluations completed by a credential evaluation organization that is a member of the National Association of Credential Evaluation Services (NACES). For more information concerning NACES member organizations, refer to www.naces.org.

If any applicable official academic records are not prepared in English, a complete and official translation of the transcript is also required.

In compliance with federal regulations governing the attendance of nonimmigrant alien students in authorized US schools, nonimmigrant students may not be granted provisional admission status while awaiting the receipt of official academic documents.

TRANSFER OF CREDIT TO NFI

Nashville Film Institute actively greets applicants for admission who have completed similar courses at other institutions. All documents received by Nashville Film Institute in association with such applications for admission become the property of NFI and will not be returned to the student. Nashville Film Institute strives to help applicants obtain their credentials as quickly as possible and will always give full consideration to credits received from other schools.

The following requirements must be met for credits to be considered for transfer:

1. Only courses that have been completed at a regionally or nationally accredited postsecondary institution or evaluated for credit recommendation through a recognized recommendation service third Party (like the American Council on Education [ACE]) will be considered for Transfer of Credit. (The national or regional accrediting organization must be recognized by the US Department of Education [USDE].)
2. Applicants must have transcripts of courses completed at other institutions that show a passing grade (C or above) for the course(s) the student wishes to transfer.
3. Applicants must complete a Request Form for Transfer of Previously Earned Credits and pay a \$20 Course Audit Fee before credit transfer will be reviewed.
4. Applicants must include a copy of course descriptions (including clock hour requirements) from the institution's catalog of the transferring school from the year attended. For example, if a student began an institution in 1997, then Nashville Film Institute would require the course descriptions from the 1997 Catalog.
5. Although credits may be approved, credits will not actually be granted and documented on the student's transcript until the student has taken at least 200 clock hours at Nashville Film Institute

and paid the required fees.

- o Prior to Transfer of Credit Review: \$20 Course Audit Fee (non-refundable).
- o After approval of credits: \$10 per clock hour transferred.

6. At least 50% of credits earned in the Cinema Production Program must have been earned through coursework completed at Nashville Film Institute.

Acceptance of credits from another institution is at the sole discretion of the Director of the School. **Nashville Film Institute does not infer, promise, or guarantee transferability of credits earned at any other institution. Additionally, students shall not consider credit earned in Nashville Film Institute's programs transferable to any other college, university or school.** The decision to accept credit for any other institution is at the sole discretion of the school to which that student may want to transfer.

All courses completed at regionally and nationally accredited institutions and accredited post-secondary vocational schools are considered for transfer. Nashville Film Institute does not accept credit from correspondence schools. Credits earned as quarter, semester, or trimester credit hours are converted to clock hour credit based on lecture, lab, and intern hour conversions per the originating institution's clock hour conversion standards.

Credit transferred is not considered in calculation of satisfactory progress or cumulative grade point average.

CREDIT BY EVALUATION (ACE)

The National Guide to Educational Credit for Training Programs provides listings of training programs that have been evaluated and approved for College-level credit by the American Council on Education (ACE). Students completing training

programs from institutions listed in the guide must have official documentation sent to Nashville Film Institute for a transfer of credits to be earned through the evaluation method. ACE credits will be identified and documented as "ACE" on the student's Nashville Film Institute transcript with a grade of "Pass".

The following guidelines apply: A maximum of 12 clock hour credits may be earned as a result of previous professional training (i.e. workshops, seminars, licenses, business and professional courses, and other institutionally-sponsored course work). No more than 25% of credits earned in programs that Nashville Film Institute offers may be earned through the evaluation method. Credits designated vocational by ACE transfer only after completion of 200 clock hour credits of Nashville Film Institute coursework. Credit earned through the evaluation method is not given for credits that have already been earned at Nashville Film Institute.

APPEAL PROCESS FOR TRANSFER OF CREDITS

A Student who believes that credits from other institutions were not fairly credited towards completion of the program in which he or she is enrolled at Nashville Film Institute may appeal the decision by sending a Letter of Appeal to the Campus Director. The Letter of Appeal should state the reasons the student believes credits should be accepted by NFI. Supporting documentation, including transcripts, should also be provided as part of the Appeal.

A written response will be sent to the student within two weeks of receipt of the Letter of Appeal from the student. All decisions are final. No further appeals will be accepted. If the student thinks he or she is being treated unfairly or differently than others students, they should then follow the complaint procedure in the Catalog.

CREDIT TRANSFER FEES & TUITION

Tuition is NOT charged for transfer credits. Tuition is charged for each credit taken at Nashville Film Institute. NFI will charge the following fees for transfer credits. These fees must be paid by cash, check or money order and must be paid accordingly. Fees are non-refundable.

- Transfer Credit Review Fee: \$20 (Must be paid before review).
- Credit Transfer Fee: \$10 per semester clock hour transferred to Nashville Film Institute.

INTERNATIONAL STUDENT ADMISSIONS

Nashville Film Institute (NFI) is authorized under Federal Law to enroll nonimmigrant alien students.

Who is an International Student?

NFI defines an international student applicant for admission as any nonimmigrant of the United States* seeking admission who currently lives:

- Outside of the United States and plans to enter the United States through the use of appropriate vocational student visa documentation;
- Inside the United States in valid vocational student nonimmigrant status and is authorized to transfer to NFI from another vocational institution; or,
- Inside the United States in any other nonimmigrant classification, and wishes to obtain valid vocational student nonimmigrant status, through a change of nonimmigrant status, in conjunction with attending NFI.

*Naturalized US Citizens, legal permanent residents of the US, residents of US territories, refugees to the US, as well as nonimmigrant aliens granted asylum to the US are not considered international students.

INTERNATIONAL STUDENT ADMISSIONS PROCEDURES

International students seeking admission to NFI are required to complete the same admission

requirements as all other applicants to the Institute. Additionally, there are specific requirements for international students. Applicants seeking to enroll in valid M-1 (Vocational Student Nonimmigrant Alien) status must submit each of the following items:

- A completed and signed Application for Admission Form including a program-specific 1000-word essay.
Apply online at <https://my.nfi.edu/application/>.
- At least one letter of reference completed by someone who can speak to your potential as a successful student at Nashville Film Institute; up to three references may be submitted. The reference source may not be a friend or relative but should know you through school, work or in a professional capacity.
- A completed and signed Enrollment Agreement.
- Official ACT or SAT Scores. International students unable to submit ACT or SAT scores must contact the Office of Admissions.
- Original or official copies of all educational transcripts (secondary school and, if applicable, post-secondary academic records) and diplomas. Educational transcripts and diplomas must be prepared in English or include a complete and official English translation. Official credential evaluation of non-American educational credentials must be included, if applicable. An official credential evaluation of non-American educational credentials must be provided by a member credential evaluator of the National Association of Credential Evaluation Services (See: www.naces.org). All educational documents, including credential evaluation results, must be sent directly to NFI by the source (i.e. directly from the secondary or post-secondary school or by the credential evaluator).
- Proof of English language proficiency as evidenced by one of the following:
 - o Completion of K-12 and graduation from an educational system where English is the language of instruction.

- o Completion of post-secondary education (i.e. degree earned) where English is the language of instruction.
- o Completion of English 101 and 102 in a US post-secondary school, with a minimum grade of C.
- o Submission of a TOEFL Score; minimum TOEFL score required is 500 (paper version) or 60 (Internet-based version). Free practice tests are available at <http://www.testpreppractice.net/toefl/>.

NFI will accept alternative equivalents of TOEFL. These include the following:

- American College Testing (ACT): English 17
- ELS Language Schools: Level 108
- EF International Language Schools: Level 106
- Michigan English Language Assessment Battery (Also Known as the MELAB or "Michigan Test"): 73
- Scholastic Aptitude Test (SAT): Verbal Score: 420
- University of Cambridge (U.K.) Local Examinations Syndicate:
 - First Certificate in English (FCE) a.k.a. Level III: Grade A or B
 - Certificate in Advanced English (CAE) a.k.a. Level IV: Grade C (Pass)
 - Certificate in Proficiency of English (CPE) a.k.a. Level V: Grade C (Pass)
 - I.E.L.T.S. (Cambridge University exam): Level 6

Please contact the Office of Admissions for consideration of another form of English language proficiency. Applicants must also provide:

- A completed and signed Sponsor's Statement of Financial Support (This statement is not required if the student is self-sponsored).
- Official Financial Statements. Financial

statements (typically provided by a bank) must verify sufficient funds to cover the cost of the educational program as well as all living expenses. The total cost of the program is US \$19,800 and the expected cost of living is US \$20,000 for nine months.

- A US \$100 non-refundable application fee. See <http://nfi.edu/pay-reg/> to make payment.
- A photocopy of the student's passport to provide proof of birthdate and citizenship (Students outside the United States who have not yet acquired a passport will need to submit a copy of their birth certificate).
- For all nonimmigrant applicants residing in the United States at the time of application: A photocopy of the visa page contained within the student's passport as well as a photocopy of the student's I/94 arrival departure record (both sides).
- For all nonimmigrant applicants residing in the United States at the time of application in F, M, or J nonimmigrant classification: Written confirmation of nonimmigrant status at previous school attended before intending to transfer to NFI.
- Proof of Health Insurance. Students who do not possess health insurance upon applying to NFI must be prepared to purchase health insurance through an approved provider upon commencement of studies.

If accepted, an offer of admission will be extended. The offer of acceptance must be accepted, in writing, and returned to NFI with an enrollment deposit of US \$2,000.00, which is applied to the student's first module's tuition. If the student is later unable to enroll, this money is refundable; however, a \$100 administrative fee is excluded from the refund.

Once an offer of admission is accepted and returned, and the enrollment deposit has been received, NFI will provide final admission documents along with Form I-20 MN Certificate of Eligibility for

Nonimmigrant (M-1) Student Status – For Vocational Students, and the accepted student is expected to proceed to secure M-1 nonimmigrant status. NFI will provide additional information on how to secure M-1 nonimmigrant status for matriculation and attendance.

Once M-1 nonimmigrant status has been achieved, and an international student matriculates at NFI, full program tuition of US \$19,800 is due before the first day of class.

Student Services

ADVISING AND STUDENT SUPPORT

All faculty and staff of NFI are dedicated to your success. Instructors are happy to help with academic questions and problems. Studio and media lab personnel are available at all times for assistance with equipment or technical procedures. The school administration is happy to help any student with issues regarding school policies or requirements.

CAREER SERVICES & DEVELOPMENT

Upon graduation, NFI will do its best to help all students find suitable employment. We are constantly in contact with potential employers seeking positions for our graduates. We advise students regarding industry expectations, salaries and any other work-related information. Although the school cannot guarantee placement or employment, NFI does have placement assistance available to all graduates.

NFI assists with:

- Resume preparation
- Successful interview techniques
- Personalized career advice and job suitability evaluation
- Industry contacts
- Career training contacts

EXIT INTERVIEWS

All students must complete an exit interview and exit form to review progress throughout the program and define the student's goals and plans for the beginning of his/her career. Although the Career Development Manager assists all graduates with job placement, the student should be as actively involved in this process as possible. NFI encourages students to research what type of job, position or company interests them so that the Career Development Manager and student can work

together to find the most suitable employment.

JOB OPPORTUNITIES

NFI works closely with film and video companies within and the entertainment industry to provide qualified graduates with employment. There are two basic methods for this placement:

1. Graduates who are interested in working with particular companies may find that NFI has established relationships with the company. In this case, NFI can gather information regarding relevant job opportunities and provide the graduate with contact information. If the student does not have previous experience with the requested company, NFI may contact the company on behalf of the graduate to find out what is required for employment opportunities.
2. Companies contact NFI to find graduates who are qualified for open positions within their company. NFI collects information about the job such as: job description, required qualifications, job requirements, salary information, location, etc. NFI Staff works with NFI instructors and administrative staff to determine which graduates are best qualified for positions.

For additional information on NFI's career development procedures, please contact the Career Development Manager.

SELF-EMPLOYMENT

In the entertainment industry, experience can be as important as the education you receive at NFI, so it is essential for graduates to pursue as many opportunities as possible to advance in a career. **In an effort to gain experience, it is likely that graduates will need to accept freelance (self-employed), part-time, or project-based work assignments.** This experience will assist the graduate with building a client base/ professional

network in the field and may be necessary to achieve long-term vocational and financial objectives.

Prior to enrollment, each student will sign a Self-Employment Form acknowledging the self-employment nature of the film business.

Education Policies & Procedures

PROGRAM MODULE SYSTEM

NFI uses a module system which provides the school the opportunity to structure learning goals and skill objectives to a time frame that is most beneficial to the student rather than simply fitting courses into a standard predetermined academic term (and hence length of time). The module is NFI's educational term.

GRADES AND GRADING SCALE

Students receive individual course grades for each of the skills and multiple choice quiz assessments completed at the end of each week. Each of these scores is included in a MODULE grade, which is calculated as follows:

Multiple Choice Quizzes

(Combined score of the nine individual MCQs, one per week of the Module) 20%

Skills Test

(Combined score of the nine individual skills tests, one per week of the Module) 40%

Projects

(Each module has one or more assigned projects) 40%

Total Module Grade:	100
	%

Grades are awarded in the form of percentages for each module completed. Module grades are issued/posted within two (2) weeks after the

completion of each module. The module's Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA) are tracked using the number (percentage).

Students may view their individual test and project grades in NFI student portal. Grades for MCQs and Skills tests are posted weekly. Project grades are posted within two weeks after the project due date. Grades for late submissions will fall outside of the 2-week timeframe. Late submission grade is capped at 70%.

Module grades are assigned values using the following grading scale. Letter grades are not awarded but provided in this chart to show what percentage represents each letter grade:

QUALITY	GPA POINTS	PERCENTAGE	LETTER GRADE
Excellent	4.0	90-100	A
Good	3.0	80-89	B
Satisfactory	2.0	70-79	C
Poor	1.0	65-69	D
Failing	0	0-64	F
Withdrawal	N/A	N/A	W
Incomplete	N/A	N/A	I

GRADE DISPUTES

Students have a maximum of two weeks from the time that grades are posted to dispute individual grades. All grades are final after two weeks from the posting date.

CLASS WORK & ASSIGNMENT REQUIREMENTS

Students are required to complete all in-class and homework assignments in every module in which they are enrolled. This includes work done or assigned during a class period when the student is absent. All work must be the student's own and must be new for each module. No work done in one class may be submitted for work required in another class without the expressed prior approval of the instructor.

Students who repeat a module/program are required to submit all new work for classwork and assignments. Students who are re-entering the program after a period of absence will be required to take a single day refresher course scheduled with NFI faculty and enroll at the start of an appropriate module. All remaining tuition and fees must be paid in full according to the payment plan.

RETAKING EXAMS & PROJECTS

Students that fail written exams from the theory/lecture component, projects, or “skill” tests will not be allowed to retake unless they prove that it was due to significant and unusual circumstances beyond their control that directly affected the exam grade (e.g. death of an immediate family member or illness the day of the exam). In such a case, the student must verify the circumstance and request a retake in writing with the Director of Education. If the Director approves the retake, they will sign off on the student’s written request (which is placed in the student file) and the exam will be scheduled.

GRADUATION REQUIREMENTS

To complete requirements for graduation and receive a diploma from NFI, students must:

- Have a cumulative grade point average (GPA) of 2.0 (70%) or better;
- Have attended at least 90% of the total hours in the program;
- Have met all financial obligations to the school; and
- Have completed all major projects, submitted with accompanying paperwork.

Students that have borrowed equipment, books, media, CDs, DVDs, etc., and have NOT returned them by the last day of regular class, will be charged for the missing item(s). This will place the student in a situation of financial obligation to the school, and

may prevent graduation until those obligations are met in full.

ATTENDANCE

Nashville Film Institute strives to provide individuals an outstanding and concentrated program, with a hands-on and collaborative approach for the study and practice of filmmaking. In this industry, employers are looking for knowledgeable individuals who are hardworking and on time. Production delays cost money! Therefore, NFI expects students to attend class daily and on time.

Non-attendance does not release a student from tuition payment obligations or completing coursework for that time period. Consistent tardiness and or absences may result in Probation or Dismissal.

Attendance Minimum Standards

Students must maintain a cumulative attendance rate of at least 90% of all class hours to graduate from the Cinema Production Program.

If a student must be absent, he/she should notify the instructor and financial aid office, or have someone notify the institute with the reason for the absence within 72 hours. The school will determine if the absence is excused or unexcused and document in the attendance book. Possible reasons for an excused absence include: illness, death in the family, act of nature, or another unforeseen emergency. The student should bring documentation to account for the absence.

It is imperative that students attend each class, not only for the benefit of their own education, but to best serve their fellow classmates in all creative endeavors. Film is a collaborative medium; your absence or tardiness directly impacts your ability to complete your own projects, as well as those of your fellow classmates who rely on your participation to complete.

Attendance Tracking

Attendance is recorded daily using the provided biometric time clock. Students must clock in before class and clock out when class and lab are concluded. This includes recording a 30-minute lunch break. Failure to clock in and out could result in incorrect attendance being recorded, which can delay financial aid and graduation. All classes are measured in one hour increments.

The attendance data is entered into each student's electronic record (NFI Portal) every week. The cumulative attendance rate is included on the end of the module report. If a student disagrees with any of the attendance data, they must submit a Missing Punch form to Financial Aid within ten (10) days of receiving the report. The Campus Director will review the appeal and make a decision within ten days of receipt of the appeal, and adjust the student's attendance in NFI portal as appropriate. All decisions are final. All attendance records become permanent 30 days after the end of module report is distributed and can no longer be challenged.

Consecutive Missed Punches

If a student misses two (2) consecutive punches they must meet with Financial Aid to correct the missing punches and have advisement on use of the time clock. Upon three (3) consecutive missed punches, the student must have official counseling with Financial Aid and a record will be included in their student file. This record must be signed by the Campus Director. Further missed punches will result in being listed as 'Absent'.

Missed Tests

Students who miss a course test (Skills or Theory) due to an unexcused absence will be issued a grade of zero (0). The student will have a maximum of two weeks (14 days) to take the missed exam. The maximum grade that can be attained will be a 70% (out of 100) as a penalty. It is the student's responsibility to schedule an exam appointment with the Director of Education or Program Coordinator within the two-week time frame.

There is a \$25 rescheduling fee for missed tests. This fee must be paid prior to the rescheduled test date.

Consecutive Absences

A student who is absent for ten (10) consecutive class days, or 16 consecutive calendar days without an approved leave of absence shall be terminated from the program.

Attendance Probation & Dismissal

If a student fails to have a cumulative attendance rate of 90% at the end of the SAP evaluation point (defined later in this document), the student will be placed on Attendance Probation for the next module. Students on Attendance Probation will meet with the Student Services Manager and a plan to improve attendance that results in the student's overall attendance hours culminating to at least 90% of the scheduled hours will be initiated.

At the end of the module on Attendance Probation, the student must be meeting the 90% cumulative attendance rate, and have achieved all of the requirements outlined on the attendance plan. Failure to do so may result in termination from NFI.

Students who are receiving Federal Student Aid and are on attendance probation are not eligible to receive disbursements of Federal Student Aid. A student's eligibility for aid will be restored once the student's attendance is in compliance with NFI's standards.

Make-up Hours

Make-up hours must be pre-arranged with the Student Advisor, and must be completed outside of normally scheduled class hours. Only time spent on instructor-approved activities will count as make-up hours. Such activities may include completing extra class exercises, viewing class tapes, or other course-related assignments.

INSTRUCTIONAL RESOURCES

The Cinema Production Program requires that students use certain textbooks and supplies as part of the enrollment in the program and are issued to students as they begin each course. Students are responsible for their books and, if lost, must purchase an additional book.

Required textbooks may be included in the student's financial aid.

Each student is responsible for providing his/her own supply of notebooks, calculator, pens, pencils, etc. as needed.

LEAVE OF ABSENCE (LOA)

At NFI's discretion, a Leave of Absence (LOA) may be issued for personal reasons such as health, family, or emergency. A request for a LOA must be made in writing, in advance of the start of the requested leave, unless circumstances prevent the student from being able to do so. The request must be signed, dated, and include the reason for the request. It must also include an anticipated return date. The Campus Director will review the request and approve or deny the request. The student will be notified of the decision in writing. If the student cannot submit an LOA request before starting a leave due to emergency circumstances, they must contact NFI to request an LOA within this timeframe.

A student granted a LOA for ten (10) class days or fewer can return to training with his or her original cohort after the end of the LOA. However, because the program is a lock-step program, it is the position of NFI that students missing more than ten consecutive class days usually cannot reenter the program without it adversely affecting progress. Therefore, if the LOA is approved for more than ten class days, the student may resume training with a later cohort at a point equivalent to the student's last day of original attendance.

Due to the length of the Cinema Production Program, and the Maximum Time Frame (see Satisfactory Academic Progress Policy), leave of absence length is limited to a maximum of 18 weeks (126 calendar days). Multiple leaves of absence may be permitted as long as this limit is not exceeded. Additionally, an approved LOA may be extended upon the student's request if the limit is not exceeded.

In a situation where a student requires a leave of absence exceeding the limit, the student should withdraw and reenroll in the program at a later date. The student may be able to receive credit for parts of the course already completed. (Please see the Transfer of Credit Policy.)

Students with an approved LOA will not be assessed any additional charges as a result of the leave. **Students failing to return from an approved LOA on the date specified on the request will be terminated from the program.**

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy measures whether students are progressing at an acceptable rate towards the completion of their educational objectives. Students must be in compliance with this policy to maintain federal financial aid program eligibility. However, this policy applies to all students, regardless of participation in federal financial aid programs.

Students will be formally evaluated for SAP at the end of 18 weeks. The evaluation point at 18 weeks is designed to help identify students that might benefit from an early intervention and/or remediation. It is critical that a student enroll in and complete courses successfully and consistently. Failure to complete courses successfully for any reason may negatively affect satisfactory academic progress. Failing courses or withdrawing from

courses can also result in the loss of financial aid as well as academic dismissal. It is very important that students attend and complete all courses successfully.

QUALITATIVE: Students must maintain a cumulative grade point average of 70% or better. To be making satisfactory academic progress, students must have a grade of 70% at the end of the evaluation period.

QUANTITATIVE: Students must have completed 450 clock hours and must have successfully completed 67% of the clock hours attempted.

A student must meet these standards to be considered as meeting Satisfactory Academic Progress and in 'Good Standing.' Coursework repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of 'W' (Withdrawal) in each Module interrupted by the withdrawal. All interrupted Modules must be repeated upon readmission to NFI.

EVALUATION PERIODS

All students will be informally evaluated after each nine (9) week module, with a formal SAP evaluation occurring at the program midpoint.

For the Cinema Production Program, the program midpoint is 18 weeks. Consistent with SAP requirements, and as previously described, evaluations assess the student's qualitative and quantitative progress against the standards above, as well as review his or her progress against Maximum Time Frame (MTF).

During the informal evaluation period, students will be advised on their progress towards achieving SAP. NFI feels that early intervention regarding academic performance is an essential service for students to ensure their success.

PROBATION PERIOD

If a student fails to meet the Satisfactory Academic Progress standards at the 18-week evaluation point, he or she will be placed on Probation status. Probation notifications will be sent to students via mail or email.

As part of the Probation status, students will be required to meet with the Student Services Manager. During the meeting, the student and Student Services Manager will create a plan for the student to achieve 'Good Standing'.

Students who are receiving Federal Student Aid will not be eligible to receive disbursements of aid while on probation. In such cases, the student's aid will be placed on hold until the student attains a satisfactory academic standing. While on probation, the student may be required to make other payment arrangements until their financial aid hold is released.

SAP APPEALS & PROBATION

Students not meeting Satisfactory Academic Progress standards are notified by means of a Probation letter and email from the administrative office. Students wishing to appeal the unsatisfactory academic progress determination must do so in writing, within ten (10) calendar days of receipt of the letter.

Appeals should be directed to the Campus Director. If a student is appealing the unsatisfactory progress determination based upon mitigating circumstances, appropriate documentation must be included with the written appeal. Such documentation might include a physician's statement, accident report, or other statements. The Campus Director will notify the student of their decision within ten days of receiving the student's appeal. The Campus Director's decision is final.

RETURN TO GOOD STANDING

If a student achieves Satisfactory Academic Progress within the probationary period, he or she will return to 'Good Standing.' Students will be eligible to receive Federal Student Aid once SAP has been achieved.

MAXIMUM TIME FRAME (MTF)

Maximum Time Frame (MTF) is the maximum amount of time in which a student can successfully complete any of the programs offered at the school. The maximum time frame may not exceed 150% of the clock hours attempted, or 150% of the published length of the program as measured in calendar time.

The Cinema Production Program is 36 weeks in length, therefore the maximum time frame is 54 weeks (36 weeks x 150%). Students exceeding the maximum time frame will be terminated from the program. Time spent on an approved Leave of Absence (LOA) **does count against** MTF.

If a student fails to meet Satisfactory Academic Progress at the endpoint of the enrollment term, the student will be granted an additional evaluation period to serve as the Probation period. The additional evaluation period will be equal in length to the most recent evaluation period, but not exceeding 50% of the overall program, keeping within Maximum Time Frame (MTF) requirements.

ACADEMIC TERMINATION

If a student fails to return to 'Good Standing' at the end of a Probation period and does not successfully appeal that determination, he or she will face Academic Termination. In the case of Academic Termination, the last day of attendance (LDA) will be used to calculate the student's refund and/or balance due.

TRANSFER STUDENTS AND SAP

Students transferring clock hour credit into NFI will be evaluated qualitatively only on the work completed while at NFI.

The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 200 hours, and therefore must complete 700 hours at the Institute (700/25 hours per week = 28 weeks), the maximum time frame is 28 weeks x 150% or 42 weeks.

Campus Policies & Procedures

BULLETIN BOARDS & POSTING MATERIALS

The use of campus bulletin boards is restricted to institutional information, as defined by NFI instructors and staff. Bulletin boards may not be used for commercial advertising or other non-institutional related information. Such materials will be removed immediately and without notice to the sponsoring group. Examples: Instructional information includes syllabi, assignments, information about lectures or events related to the content of the subject units, or other relevant materials posted by the instructors. Other school related material includes notices about classes, meetings, scholarships, workshops, study or employment opportunities; or lectures, exhibits, or performances sponsored by NFI.

Bulletin boards designated as public or student bulletin boards located on campus are intended for students, faculty, and staff. Informational materials may be posted only on public bulletin boards such as roommate information items for sale, etc. All notices must be approved and signed by a member of the staff and are subject to removal without notice. Materials may not be posted on walls, exterior doors, chairs, utility poles, or other surfaces that are not designated for such purposes. Such materials are subject to immediate removal without notice to the sponsor; and the sponsor may be billed for costs related to removal, clean up, or repair.

CANCELLATION AND/OR POSTPONEMENT OF A START DATE

NFI reserves the right to postpone or cancel the start date of any term due to insufficient enrollment. If this occurs, the student may request either a guaranteed enrollment in the next scheduled class for that program or cancellation of enrollment with a full refund.

The student may also choose to postpone his/her start date. In the event of a postponement of a start date, whether at the request of the NFI or the student, a written agreement is required to be signed by the student and NFI. The Agreement must set forth (a) whether the postponement is for the convenience of NFI or the student, and (b) a deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or if the student fails to attend by the start date set forth in the Student Enrollment Agreement, the student will be entitled to a full refund of prepaid tuition and fees within 30 days of the deadline of the new start date, in accordance with NFI refund policy and all applicable laws and rules that govern NFI.

DRUG FREE WORKPLACE AND SCHOOL

NFI forbids the use, possession, distribution or sale of drugs and/or alcohol by students, faculty or staff anywhere within the school facilities or on campus grounds. Use, possession, distribution, or sale of drugs or alcohol by students, faculty or staff while working off campus as a representative of NFI (such as film shoots and career fairs) is also forbidden.

Anyone in violation of state, federal, or other local regulations, with respect to illegal drugs or alcohol, may be subject to both criminal prosecution and disciplinary action from NFI.

Statutes from both federal and state governments make it unlawful to manufacture, distribute,

dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. Penalties for these actions depend upon many factors, which include:

- The types and amounts of controlled substances involved;
- The number of prior offenses and whether any other crimes were committed with the use of the controlled substance.

Violations of laws regarding controlled substances may result in incarceration and/or fines. Examples of penalties for the violation of federal and state controlled substance laws include the following:

United States Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 USC. 844(a):

- **First conviction:** Up to one year imprisonment and a fine of at least \$1,000.
- **Second conviction:** At least fifteen days in prison, not to exceed two years, and a fine of at least \$2,500.
- **After two or more prior drug convictions:** At least ninety days in prison, not to exceed three years, and a fine of at least \$5,000. (21 USC. §§ 853(a)(2) and 881(a)(7)).

Tennessee Penalties and Sanctions for Illegal Possession of a Controlled Substance:

- Possession of more than 1/2 ounce of marijuana under circumstances where intent to resell may be implicit is punishable by one to six years of imprisonment and a \$5,000 fine for the first offense. (T.C.A. §§ 39-17-417, 39-17-418; 21 USC. § 801, et seq.)
- State penalties for possession of substantial quantities of a controlled substance or for manufacturing or distribution of a controlled substance range from fifteen to sixty years of

imprisonment and a \$500,000 fine. (Title 39, T.C.A., Chapter 17.)

ALCOHOL REGULATIONS

It is unlawful for any person under the age of 21 years old to consume, buy, possess, or transport (with the exception of employment requirements) alcoholic beverages. Any violation of this law results in an offense classified a Class A misdemeanor punishable by imprisonment for not more than 11 months, 29 days, or by a fine of not more than \$2,500, or both.

It is also unlawful for any adult to buy alcoholic beverages for or provide alcoholic beverages for any purpose to anyone under 21 years of age. These offenses are classified as Class A Misdemeanors and are punishable by imprisonment for a maximum of 11 months and 29 days, a maximum fine of \$2,500, or both. (T.C.A. §§ 1-3-113, 39-15-404, 40-35-11, 57-5-301.)

The offense of public intoxication is a Class C Misdemeanor punishable by 11 hours of community service, possible revocation of driver's license, and imprisonment of not more than thirty days or a fine of not more than \$50, or both. (T.C.A. § 39-17-310.)

SCHOOL SANCTIONS

Any student or staff member in violation of NFI's drug and alcohol policy may face termination of enrollment or employment depending on the severity of the violation.

Any instructor or staff member working under the influence of drugs or alcohol will be suspended without pay until the instructor or staff member enrolls in an approved drug/alcohol abuse program. If the instructor or staff member does not complete the drug/alcohol abuse program within the time allotted for completion of the program, the instructor's/staff member's employment will be terminated.

If an instructor/staff member violates NFI's drug/alcohol policy a second time, that staff member's/instructor's employment will be automatically terminated.

Students who attend class or other NFI functions under the influence of drugs or alcohol will be suspended from class, labs, and all NFI functions and events until the student enrolls in an approved drug/alcohol abuse program. If the student does not complete the drug/alcohol abuse program within the time allotted for completion of the program, the student's enrollment will be terminated.

If a student violates NFI's drug/alcohol policy a second time, that student's enrollment will be automatically terminated.

Any student or employee of NFI who is incarcerated for drug/alcohol law violations that occur during their association with NFI will have their enrollment/employment automatically terminated. Reinstatement of enrollment or employment may be considered provided the student or employee submits proof of completion of an approved drug/alcohol abuse program.

DANGERS OF ALCOHOL AND DRUG USE

Alcohol and other controlled substances can have significant long and short term physical and mental effects. These effects should be fully considered before choosing to use alcohol and other controlled substances. Use of alcohol and controlled substances while working creates a dangerous environment; the use of these substances impairs coordination and judgment thus increasing the likelihood of accidents. Examples of some of the physical effects of alcohol and drug use include are listed below.

Consumption of alcohol can cause the following physical effects:

- Loss of muscle control, poor coordination, slurred speech.
- Fatigue, nausea, headache.
- Increased likelihood of accidents.
- Impaired judgment.
- Possible respiratory paralysis and death.
- Birth defects/fetal impairment.

Frequent alcohol consumption and binge drinking can lead to:

- Alcoholism.
- Damaged brain cells.
- Increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of liver, mouth, throat, and stomach.
- Hallucinations.
- Personality disorders.

Health risks associated with the use of illegal drugs include:

- Increased susceptibility to disease due to a less efficient immune system.
- Increased likelihood of accidents.
- Personality disorders.
- Addiction.
- Death by overdose.
- Anemia.
- Poor concentration.
- Fetal impairment/addiction.

ALCOHOL AND DRUG ABUSE PREVENTION AND HELP

If you are struggling with drug or alcohol addiction there are many organizations that can help. Organizations that provide drug and alcohol counseling and rehab services include:

Alcoholics Anonymous
Middle Tennessee Central Office
Hotline: (615)831-1050
Business: (615)832-1136

Toll Free: (800)559-2252
Site: www.aanashville.org

Al-Anon
Phone: 1-888-425-2666
Website: al-anon.org

SAMHSA (Substance Abuse and Mental Health Services Administration)
National Helpline
Phone: 1-800-662-HELP (4357)
1-800-487-4889 (TDD)
Website:
<https://findtreatment.samhsa.gov/locator/home>

FIRE EMERGENCY

The fire alarm will sound if there is a fire or other emergency necessitating building evacuation. Upon hearing the alarm, everyone is to leave the building by the nearest exit. Students should not re-enter the building until authorized by an NFI official. Exit routes are posted in all student areas. Fire extinguishers are strategically placed for emergency use.

LOST AND FOUND

Lost items will be kept in the Business Office or with the Front Desk Receptionist. Any found item should be turned in to the Receptionist, Business Office or an NFI staff member.

PARKING

Parking is available at the NFI campus. A parking permit is required. Parking is limited and is first-come first served. Please park only within the designated spaces and within the lines as a courtesy to others. Handicap parking is available for students needing this accommodation, with associated accessibility to the building.

PHONE CALLS

Students will not be excused from the classroom for phone calls unless it is an emergency. NFI

telephones are for use by staff only. Please inform family and friends that classes cannot be interrupted for phone calls. Cellular phones may not be used during classroom lecture times. Students must use discretion in using cellular phones on/during scheduled **studio/lab** hours. Students must exit from the study hall/studio to use cellular phones for private calls. Appropriate use of cell phones is mainly determined by effective use of studio time and disruptions caused to staff and the student body.

SMOKE-FREE POLICY

To protect and enhance indoor air quality and contribute to the health and well-being of all employees and visitors, NFI shall be entirely smoke free and vape free.

Smoking and vaping are prohibited in all enclosed areas within this worksite without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, hallways, lounges, stairs, restrooms, and all other enclosed facilities.

Smoking refers to the use of traditional tobacco products. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices. These systems are commonly called e-cigarettes, e-pipes, e-hookahs, and e-cigars.

Students or employees who smoke or vape outside must ensure that they are away from the entrance doors and must dispose of smoking or vaping materials in appropriate trash receptacles.

STUDENT PORTAL

Students have access to the NFI online student portal which hosts information pertinent to the program and student standing with the school. Students can access the portal by logging into <http://my.nfi.edu> with their NFI student ID number and requesting a password. Passwords will be emailed to the email address on file. Students can

check attendance and grades on the NFI portal. NFI staff will upload information from time to time, including (in some cases) course notes. Students banned from equipment checkout will see this status when they log in to their account.

VISITORS

Visitors are not allowed in the classrooms, unless approved in advance by administrative staff. NFI encourages spouses and family members of the student or student applicant to tour the school with an NFI administrator. Family members, such as visiting parents, are also encouraged to tour the facilities and gain permission to sit in on classes.

Student Policies

ACADEMIC FREEDOM OF EXPRESSION

NFI guarantees academic freedom to students in the classroom within the parameters of NFI mission and academic policies and procedures as approved by the applicable licensing and accrediting agencies. Students are afforded freedom in the classroom to express points of view and conclusions supported by relevant evidence. It is expected that students behave in a manner consistent with their status as members of a community of creatives and scholars.

COURSE CHANGES

The NFI Cinema Production program and courses are periodically revised to keep pace with changing industry needs, standards, equipment, supplies, and resource materials. NFI reserves the right to change course titles, content, or sequencing of courses any time it deems such action necessary to enhance the educational program.

COPYRIGHT INFRINGEMENT POLICY

Individuals using computers and networks at Nashville Film Institute are responsible for complying with copyright laws and the institute's policy and procedures for computer use. The Digital

Millennium Copyright Act (DMCA) of 1998 amends the federal copyright law to provide certain liability protections for online service providers when their computer systems or networks carry material that violate (infringe) copyright law.

The Digital Millennium Copyright Act specifies that all infringement claims must be in writing (either electronic mail or paper letter) and must include all the following elements:

- A physical or electronic signature;
- Identification of the infringed work;
- Identification of the infringed material;
- Contact information for the complainant, e.g. address, telephone number, electronic mail address;
- A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner or the law;
- A statement that the information contained in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the copyright owner.

Infringement claims should be sent to the College's Designated Agent:

Prema Thiagarajah, NFI
191 Polk Ave; Nashville TN, 37210
Email: prema@nfi.edu
Phone: 877-627-3456

The institute's users should not download, upload, transmit, make available, or otherwise distribute copyrighted material without authorization using the institute's computer systems, networks, Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services

that would promote copyright infringement. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include suspension, dismissal, and other legal actions.

In addition to the complaint being handled by Nashville Film Institute, copyright owners may also take direct legal action against alleged infringers, and subpoena the Institute for information about people sharing files. The No Electronic Theft (NET) Act provides for serious criminal penalties, including a fine of up to \$250,000 and a potential jail sentence. Lack of knowledge about copyright infringement laws will not excuse one from legal consequences, or from action by the Institute. It is the student's responsibility to be aware of the legality of their actions.

EXHIBITION OF STUDENT WORK

Student work is very important to NFI. Student work teaches other students and demonstrates the nature and value of the Cinema Production program. Admissions often shows student work to prospective students, high school teachers, and guidance counselors to demonstrate what NFI students have achieved. Student work is also an important part of publications and exhibitions illustrating the NFI program. NFI reserves the right to make use of the work of its students for such purposes, with student permission.

NO-HARASSMENT POLICY

Verbal and/or physical conduct by any employee, faculty member, or student that harasses, disrupts, or interferes with another's performance or which creates an intimidating, offensive, or hostile environment will not be tolerated.

Each supervisor and instructor has a responsibility to maintain a workplace and classroom environment free of any form of harassment.

Any employee, instructor, or student who believes that the actions or a word of a supervisor, employee, instructor, or fellow student constitutes harassment has a responsibility to report the incident as soon as possible. It should also be noted that the definition of harassment is not limited to the supervisor-employee or instructor-student relationship. Peer harassment will also be reported. Sexually harassing conduct at NFI is prohibited. Such conduct includes, but is not limited to: Sexual flirtation, touching, advances, or propositions; Verbal abuse of a sexual nature; Graphic or suggestive comments about an individual's dress, or body; Using sexually degrading words to describe an individual; Display of sexually suggestive objects or pictures.

Any person who has a complaint regarding sexual harassment should contact the Director of the school. All complaints of any type of harassment will be investigated promptly, in an impartial and confidential manner. The Director will address formal complaints of harassment in the following manner: Upon receipt of a written complaint, an in-depth investigation will be conducted. After evaluating the specifics of the investigation, the Director will issue a finding and attempt to resolve the matter. In cases in which a student chooses not to file a formal complaint, NFI may still take appropriate action being mindful of the complainant's desire for confidentiality. In all cases, the person making a complaint is to be informed in writing about the findings and conclusions reached regarding the complaint.

Any employee or student who is found, after appropriate investigation, to have engaged in harassment will be subject to appropriate disciplinary action, possibly including dismissal. Harassment may also constitute a violation of state or federal law and may be referred to appropriate authorities.

LEARNING DIFFERENCES & PHYSICAL DISABILITIES

Students with a learning difference or physical disability that may impact their class and/or academic performance must meet with the admissions office prior to enrollment so that any necessary and reasonable arrangements can be made. Such students will meet with an advisor at the beginning of the program to arrange an appropriate plan to facilitate any special needs or requirements.

NONDISCRIMINATION POLICY

NFI is a post-secondary educational institution that admits academically qualified students without regard to sex, age, race, national origin or handicap and afford them all rights, privileges, programs and other opportunities generally available to students at the institutes. NFI does not discriminate on the basis of sex, age, race, color, sexual orientation, national origin or handicap in admissions, employment services or access to its programs and activities.

NON-FRATERNIZATION POLICY

Due to the inherently unequal relationships that exist between Instructors or staff members and students and the possibility of unequal treatment, sexual or close social relationships between faculty or staff members and students are prohibited.

PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA; 20 USC. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred

are eligible students.

As noted above, the rights under FERPA transfer from the parents to the student once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a school may disclose information from an "eligible student's" education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision.

Parents and Eligible Students Rights include the right to inspect and review the student's education records within 45 days of the day NFI receives a request for access.

A parent or eligible student should submit to the Campus Director a written request that identifies the record(s) the parent or eligible student wishes to inspect. An NFI official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the parent or eligible students' privacy rights under FERPA.

A parent or eligible student who wishes to ask NFI to amend a record should write the NFI official responsible for the record, clearly identify the part of the record the parent or eligible student wants changed, and specify why it should be changed.

If NFI decides not to amend the record as requested, NFI will notify the parent or eligible student in writing of the decision and the parent or eligible student's

right to a hearing, conducted within the procedures established for Academic Review in NFI's catalog, regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

A school official is a person employed by NFI in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom NFI has contracted as its agent to provide a service instead of using NFI employees or officials

(such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; and in order to comply with a lawfully issued subpoena or court order.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for NFI.

Upon request of another school, NFI also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

NFI has designated the following types of information as directory information: The student's name, address, telephone number; date and place of birth; honors, awards and certifications; and dates of attendance. Parents and eligible students may request that the school not disclose directory information about them by contacting the Campus President of NFI location that the student is currently attending or has previously attended.

Written consent must state the purpose of disclosure, specify records to be disclosed, identify those to whom the disclosure may be made, and must be signed and dated. NFI precedents will provide direction for these requests.

The student has the right to file a complaint with the US Department of Education concerning alleged failures by NFI to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW

Washington, DC 20202-8520

Phone: 1.800.USA.LEARN (8.800.872.5327)

Individuals who use TDD may use the Federal Relay Service:

<http://www.ed.gov/about/contacts/gen/index.html#frs>

SOCIAL SECURITY NUMBER

NFI is dedicated to ensuring the privacy and proper handling of confidential information pertaining to students and employees. The Social Security Number shall be required of all entering students for their permanent student records. An alternative student identification number will be assigned to each student. This identification number will be used for all purposes that do not require a SSN. In no event shall grades be posted using the SSN.

STUDENT RECORDS

Student Records contain the institutional information of each individual who has entered enrollment at NFI. NFI maintains a permanent copy of Student Records on site for six years. Included within the Student Records are documents which contain information directly related to the student such as the admission application, enrollment agreement, attendance, employment data, and an academic transcript containing a student's academic grades and progress in the program. A student's transcript will not be copied, issued or released if the student has an outstanding financial balance with the school.

It is the policy of the school to monitor and review academic transcripts for grade accuracy and student progress. All students will be provided a copy of grades in the form of a grade report or confidential posting at the completion of each module to ensure accurate verification and reporting on the permanent transcript.

Students who wish to review their record must make a request, in writing, to the campus President.

TRANSCRIPT REQUEST

Students may obtain a permanent transcript of grades from the Registrar. Only students who have cleared all financial obligations will be eligible to receive a transcript, once graduated. Staff can mail certified transcripts directly to other institutions or businesses.

Educational records will not be released to students until all financial obligations to NFI have been fulfilled. Students have the right to inspect and review records if they have pending financial obligations to NFI. Copies of transcripts from other institutions will not be copied or released from an NFI student file. Students should seek other schools' transcripts from the original source.

STUDENT CONDUCT POLICY

Students are expected to conduct themselves courteously and professionally at all times. These expectations apply both while on campus, and during off-campus school or client project activities. Students may be dismissed or suspended for incidents including, but not limited to: Theft, interference with school operations, vandalism, use or threat of physical force, possession of a weapon, drugs or alcohol on school premises, gambling, or violations of local, state or federal laws.

For other offenses including but not limited to cheating, plagiarism, misuse of school property or facilities, classroom disruptions, or violation of policies outlined in this catalog, the Campus Director may suspend the student or impose a probationary period. Students will be held responsible for damage to equipment resulting from deliberate misuse or vandalism.

The instructor has the primary responsibility for control over a classroom, studio behavior, and maintenance of academic integrity, and can order the temporary removal or exclusion from the

classroom of any student engaged in disruptive behavior or conduct in violation of the general rules and regulations of NFI. Extended (such as through probation or suspension) or permanent exclusion (dismissal) from the classroom or school can be effected only through appropriate procedures of NFI.

In the case of plagiarism, cheating, and other forms of academic dishonesty or misconduct, the instructor at his/her discretion has the authority to assign an F or a zero for the exercise or examination, or to assess an F in the unit.

If the student believes that he/she had been erroneously accused of academic misconduct, and if his/her final grade had been lowered as a result, the student may appeal the case to the Director. All appeals must be made in writing. The Campus Director will review all appeals and make a decision within seven (7) days.

DISCIPLINARY PROCEDURES

When a student fails to abide by the rules and regulations of NFI or fails to obey ordinances or laws of local, state, and federal governments, disciplinary action may be taken. The Campus Director has authority in consultation with the involved parties to take the following action: Students may be dismissed, suspended or placed on a probationary period depending on the seriousness or severity of the incidents as outlined in the catalog.

STUDENT DISCIPLINARY ACTIONS

Dismissal is the immediate and involuntary loss of the right to attend classes or be present on school premises. Students will be withdrawn effective the date of action and the permanent file will reflect the dismissal from the institution. Suspension is the temporary loss of the right to attend courses or be present on school premises. Suspension shall not exceed five class days. Students suspended will be expected to make up all coursework and projects

upon return to school.

Disciplinary probation is a formal warning to the student to correct behavior. The Director (or designee), depending upon the specific incident(s) and situation, will determine if dismissal is warranted or decide the length of suspension or probation. If the student is dismissed from the school, the student may be readmitted after careful review of the Director. Disciplinary action may be appealed through the complaint procedure.

STUDENT COMPLAINT PROCEDURE

All students are encouraged to discuss concerns, academic issues, or complaints with NFI staff and faculty. Problems involving classroom or academic matters should be discussed with Student Services. Unresolved concerns should be referred in writing to the Campus Director. The Director will make appropriate inquiries and recommend a resolution as soon as possible, and within 30 days of receipt of the complaint.

GRIEVANCE PROCEDURE

A student may file a formal written Notice of Grievance with the Director within two weeks of filing a formal Complaint, if dissatisfied with all prior attempts at resolution. A committee is appointed by the Director, and shall be composed of two faculty members and a staff member not directly involved with the case. A hearing shall be arranged.

The Committee will provide an opportunity to review both sides of the issue at hand. The recommendation of the Committee is final and shall be stated in writing and placed in the student file.

Students that believe that they have a complaint beyond the procedures outlined above may contact the state-authorizing agency or the Accrediting Council. The student may direct their complaint to:

Division of Postsecondary School
Authorization
Parkway Towers, Suite 1900
404 James Robertson Parkway
Nashville, TN 37243-0830
(615) 741-5293

- or -

Accrediting Council for Continuing
Education & Training (ACCET)
1722 N Street NW
Washington D.C. 20036
(202) 955-1113

Financial Aid Policies

The Financial Aid staff is committed to providing quality student aid services to students and their families while remaining in compliance with established federal, state, and institutional guidelines for various aid programs. Our goal is to assist students in funding their educational goals at NFI.

Financial aid is available to help qualified students pay for their education. NFI offers various financial aid options to help students and their families determine the best way to pay for education. NFI is committed to helping each student find the best solution to meet his/her needs and pursues this educational investment.

Student aid is awarded based on the applicant's need and factors such as income, assets, and benefits. Financial aid applications and a guide to financial aid are available from NFI Financial Aid. The guide provides general information regarding eligibility, application processes, and Federal financial aid programs.

Students interested in applying for federal financial assistance must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov and list our school code: **042461**.

The FAFSA may be completed online at www.fafsa.ed.gov

NOTE: Special status and students who do not meet eligibility and/or citizenship status on the FAFSA may not be eligible for federal student financial assistance. For additional eligibility information, please visit <http://studentaid.gov/eligibility>

Once a valid and processed FAFSA is received, this information will be reviewed to determine if additional information and updates are required (a process called VERIFICATION). If no additional information or updates are required, the FAFSA will be used to determine a student's eligibility for various aid programs. Your eligibility will depend on the following items:

- Cost of attendance (COA);
- Expected Family Contribution (EFC);
- Year in school; and
- Enrollment status (the NFI program is offered in FULL TIME enrollment status, only).

For more information about the FAFSA and how information is used to determine student aid eligibility, amounts, and other detailed information, please visit studentaid.ed.gov.

Students receive a financial aid award letter when their application for financial aid has been processed that states the type, amount, and conditions of financial aid offered. The student must be admitted to NFI, remain in good academic standing, and meet all other general eligibility requirements for student financial assistance.

In addition to the FAFSA, students who anticipate using federal financial aid may also need to complete and submit these documents:

- Master Promissory Note (MPN) (if student loans are being requested)

- Entrance Counseling (if student loans are being requested)
- **If selected for verification, a tax transcript from the prior year is required. For example, the 2018-2019 FAFSA verification requires the student or parent's 2017 tax transcript.**

Students are responsible for payment of tuition and course materials fees not covered by federal financial aid prior to the start of each course.

TYPES OF FEDERAL STUDENT AID

Federal Student Aid includes Pell Grants, Subsidized and Unsubsidized Stafford Loans, and Parent PLUS Loans.

Grants

Grants are financial awards that typically do not have to be repaid. They are usually based on financial need as determined by the results of the Free Application of Federal Student Aid (FAFSA).

Loans

A loan is financial aid which must be repaid to the lending institution. Eligibility, interest rates, payment deferment periods (if any), and loan amounts vary by the type of loan the student obtains. Loans are available in several forms, as briefly explained below:

Federal Subsidized Direct Loan

This is a fixed-rate subsidized loan for undergraduate students only, administered by the Federal Government. Interest rates are calculated each year and then fixed for the life of the loan. The federal government pays the interest while the student is enrolled at least half time, during the six-month grace period, and during all approved deferment periods. Eligibility for this loan is based on financial need, as determined by the results of the FAFSA. NFI must certify the student's eligibility for the amount borrowed.

Federal Unsubsidized Direct Loan

This is a fixed-rate loan administered by the Federal Government and is not based on financial need. NFI must certify the student's eligibility for the amount borrowed. Payments may be deferred while the student is enrolled at least half time, however, interest accrues on the loan during that time, increasing the total amount to be repaid.

Federal PLUS (Parent Loan for Undergraduate Students)

This loan is for the parents of dependent students. Eligibility for the loan is not based on financial need, but the amount borrowed must be certified by NFI and the borrower must pass a credit check. The interest rate on PLUS loans is calculated every year and then is fixed for the life of the loan and is not subsidized.

FINANCIAL AID DISBURSEMENT SCHEDULE

Federal Student Aid (FSA) will be disbursed in two equal disbursements. Each disbursement will be approximately $\frac{1}{2}$ of the FSA that the student has been awarded. Since origination fees are charged to Stafford and PLUS loans, disbursements of FSA loan funds will be $\frac{1}{2}$ of the net amount the awarded loan amount.

The first disbursement of Direct Stafford loans will occur approximately 30 days after a student begins attending classes. Pell grants and PLUS loans typically disburse after the 1st week of class. The second and final disbursement will occur once a student has successfully completed 451 clock hours and at least 18 weeks of instruction.

FINANCIAL AID PRIOR TO ATTENDING NFI

Federal regulations require an institution to determine all previous Federal Title IV aid received by the student prior to disbursement of funds when a FAFSA is processed. The Central Process System matches students against the National Student Loan Data System (NSLDS).

NFI will review all NSLDS data reported by each school at which a student was previously enrolled. Financial aid awarded at other schools could limit the amount of financial aid available at NFI.

FINANCIAL NEED

Financial need is defined as the difference between the cost of attending school and the student's (and/or family's) expected family contribution (EFC). A Central Processor to whom the student's Free Application for Federal Student Aid (FAFSA) is submitted conducts determination of the EFC, based on federal guidelines. NFI staff then determines the student's Cost of Attendance. An average cost of attendance for a student attending NFI consists of tuition and fees, room and board allowance, transportation allowance, personal and miscellaneous allowance, and books/supplies allowance. Tuition and direct academic costs are assessed for one academic year.

Living expenses are estimated using nationally approved living expense guidelines. These components of the cost of attendance are estimates and will vary from student to student depending on the student's living arrangements (students living with parents, roommates, or living on their own).

For specific details on calculating cost of attendance, contact the Financial Aid Department.

The federal need formula can be stated as follows:
Cost of Attendance – EFC – estimated financial assistance not received under Title IV = Financial Need.

Financial need determines eligibility for different sources of student aid.

CREDIT BALANCES

If a student receives funding in excess of their tuition and fees, the student may choose to have the credit

balance refunded directly to the student. If the credit balance is the result of student loan funds, students may choose to have the funds returned to the lender - doing so will reduce the loan amount.

Credit balances will be refunded per the student's instructions within 14 days of the credit balance occurring. Payment of credit balances will be made by check.

Students who plan to borrow additional funds for living expenses should be aware that funds will not be immediately available. Please refer to the financial aid disbursement schedule for details on when disbursements of aid are expected. Living expense checks will not be issued until a credit balance occurs on the student's account.

VERIFICATION

Approximately 30% of FAFSAs are selected for verification. Students who have had their FAFSAs selected for verification must submit all verification documents within 30 days of being selected for verification.

Applicants who are selected for verification prior to enrollment must complete all verification requirements before the first day of scheduled classes. No aid will be disbursed to students until the verification process is complete.

FINANCIAL AID HOLDS

Students who are not meeting NFI's Satisfactory Academic Progress standards will not be eligible to receive any disbursements of Federal Student Aid. In such cases, disbursement of aid will be placed on hold until the student has regained a satisfactory academic standing.

LOAN DEFAULT PREVENTION

Students are responsible to repay, in full, all loans used to pay for their education. Repayment of student loans helps ensure the availability of loan

funds for the future. Borrowers are encouraged to take the responsibility of loan repayment seriously.

Some helpful hints on avoiding delinquency are as follows:

- Send in the required payment each month even if a bill was not received.
- Send in larger or additional payments to reduce the amount of interest paid on the loan. Be sure to indicate that the extra amount should be applied to the principal or used as a future payment.
- Remember that overpaying one month does not mean that the next month's payment can be skipped or reduced.
- Call your lender/servicer immediately if the payment will not be made on time or in cases of financial hardship. The lender/servicer may be able to work out an alternative plan.
- Know deferment rights. After sending in the necessary forms, follow up with the lender/servicer to confirm that the appropriate loan(s) has been deferred.
- Understand the borrower's rights and responsibilities under each loan program. Keep all paperwork such as promissory notes, lender correspondence, cancelled checks, etc.
- Always call to resolve a discrepancy.
- Never ignore correspondence or requests for payment from the lender/servicer.

If a default occurs on the loan(s), despite all arrangements available to prevent this from happening, the following repercussions may occur:

- The default status may be reported to a national credit bureau and have a negative effect on credit ratings for seven years.
- Deferment possibilities may be lost.
- Wages may be garnished.
- Federal and state income tax refunds may be withheld.

- Ineligibility status for any further federal or state financial aid funds.
- The entire unpaid amount of the loan, including interest and cost of collection, may become due and payable immediately.

Students may obtain additional information about loan repayment and default prevention guidance from the NFI Financial Aid Office.

TUITION AND FEES & PAYMENT PLANS

A \$100 Non-refundable Application Fee is due at the time of application.

The application fee cannot be paid with financial aid and is not included in the total cost of the program.

PAYMENT METHODS AND TERMS OF PAYMENTS OF MONIES

	Option 1	Option 2	Option 3	Option 4	Option 5
	Payment of Total Program Cost PRIOR to start	Monthly Payments* for Total Program Paid to NFI	Financial Aid Plan with no balance due	Financial Aid Plan with a balance monthly payments*	Financial Aid Plan with a balance monthly payments Paid to TFC**
Financial Aid *	None	None	Yes Amounts based on eligibility	Yes Amounts based on eligibility	Yes Amounts based on eligibility
Tuition	\$16,900.00	\$16,900.00	\$16,900.00	\$16,900.00	\$16,900.00
Books & Software	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
Laptop	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Tuition Discount	(\$845.00)	NONE	NONE	NONE	NONE
Total Cost	\$18,855.00	\$19,700.00	\$19,700.00	\$19,700.00	\$19,700.00
AMOUNT DUE before class starts	\$ 18,855.00 Payment in full on or before the first day of class in the first module will receive a 5% discount	\$ 4,677.84 Payment of materials and first month of tuition due upfront, monthly payments to the school, no interest	\$19,700.00 Financial Aid Plan required Payment in full AFTER the first day of class in the first module	Amount Varies Financial Aid Plan required Amount is based on the total amount of financial aid and/or other funding received	Amount Varies Financial Aid Plan required Amount is based on the total amount of financial aid and/or other funding received
Balance	None	\$15,022.16	None	Amount Varies	Amount Varies
Monthly payments***	NONE	8 monthly payments of \$1,877.77	NONE	9 payments Balance divided by 9 No Interest	24 or 36 months Amount Varies Interest charged**
SUBSEQUENT MONTHLY PAYMENTS	NONE	Paid TO NFI NFI Retail Installment Agreement required No interest	NONE	Paid to NFI NFI Retail Installment Agreement. required	Paid to TFC**

*Financial Aid includes all federal aid programs, GI Bill, Vocational Rehab, and/or alternate funding, based on student eligibility.

**TFC Loan Corporation is a third-party loan, payment amounts vary and interest rates assessed vary: 4% (veterans only), 5% (24 months) and 6% (36 month).

***NFI reserves the right to take legal action against student borrower and/or Co Borrower who fails to pay tuition installment for two or more consecutive months. Student in default will be assessed any and all expenses incurred in the collection process in addition to reasonable attorney fees, as permitted under Tennessee statute.

Payment Methods: NFI accepts payment by check, money order, and most major credit cards.

REFUND POLICY

All refund policies reflect compliance with specific state law and post-secondary authorization and/or licensing rules for students enrolled in NFI. All refund policies are printed in NFI Catalog and on the Enrollment Agreement.

APPLICATION FEE

NFI requires a US \$100 non-refundable fee for each applicant. This fee cannot be paid with financial aid.

REFUND IF NFI CANCELS CLASSES

If tuition and/or fees are collected in advance of a start date and the school cancels the class, all tuition and fees (less the non-refundable application fee and fees for any materials accepted and removed from NFI) will be refunded within 30 days.

REFUND IF NFI REJECTS AN APPLICANT

An applicant rejected by the school will receive a full refund of all monies paid, less fees for any materials accepted by the student and removed from NFI.

See Student Obligation Calculation below for more information on the dissemination of funds based upon attendance at NFI.

STUDENT RIGHT TO CANCEL

Applicants who enroll prior to visiting NFI will have the opportunity to withdraw without penalty for the following reasons:

1. Student cancels within three (3) business days of signing the enrollment agreement;
2. Students cancels after signing the enrollment agreement, but before instruction begins;
3. Student cancels within three (3) business days following the regularly scheduled orientation procedures; or
4. Student cancels within three (3) business days following a tour of NFI's facilities and inspection of equipment where the training and services are provided.

In the event of a student cancellation, all monies paid by an applicant, less the nonrefundable application fee and fees for any materials accepted and removed from NFI, will be refunded if requested within three (3) days of the activities described above.

REFUND ON TEXTBOOKS AND MATERIALS

Textbooks, Software, and the MacBook Pro are consumable items and, as such, are non-refundable. Once these items have been accepted by the student and taken from the school premises, they are recognized as consumed and they may not be returned for refund. Students will receive a refund on any materials not accepted. Software and materials will be charged at RETAIL price at the time of enrollment.

CANCELLATION AFTER THE START OF CLASS

If a student cancels after starting class, student will be liable for the following:

1. The non-refundable application fee,
2. The cost of any textbooks, software, or hardware accepted, and
3. Tuition as of the student's last date of physical attendance based on the refund policy outlined below.

ACCET REFUND POLICY

Withdrawal or Termination after the Start of Class and after the Cancellation Period:

1. After the start of class, the following refund amounts apply:
 - a) The institution may retain an administrative fee associated with withdrawal or termination not to exceed \$100.
 - b) During the first week of classes, tuition charges withheld will not exceed 10% of the stated tuition up to a maximum of \$1,000. When determining the number of weeks completed by the student, the institution will

consider a partial week the same as if a full week was completed, provided the student was present at least one day during the scheduled week.

- c) After the first week and through 50% of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus 10% of the unearned tuition for the period of training that was not completed.
- d) After 50% of the period of financial obligation is completed, the institution may retain the full tuition.

ACCET REFUND POLICY EXAMPLE:

- 36 weeks of training; scheduled to start on January 4th; scheduled completion September 13th.
- Student is financially obligated to entire program, 36 weeks of training.
- Tuition is \$16,900.
- Last date of attendance is February 24th.
- Date of Determination based on the institution's tuition policy is March 8th.

Number of weeks student attended	8 weeks or 22.2%
Number of weeks financially obligated	36 weeks
Pro rata portion completed based on 8 weeks	= 22.2%
22.2% of \$16,900 tuition	= \$3,751.80
10% of \$13,148.20 (unearned) tuition	= \$1,314.82
Owed to institution	= \$5,066.62
Refunded to student by April 7th	= \$11,833.38

Charges Other Than Tuition:

All extra costs, such as books, supplies, equipment, laboratory fees, rentals and any similar charges are clearly stated in the enrollment agreement.

Such charges are not subject to refund computation but are limited to those materials that are distributed and attributable to the portion of the program in which the student is enrolled.

If applicable, students are bound by the terms as defined in any student housing agreements.

NOTICES

Any Student who wishes to return to the institution after withdrawal or termination must pay any and all outstanding balances owed the institution before re-enrolling. Each case can be reviewed individually at the discretion of the Campus Director

Any holder of the enrollment agreement contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds thereof. Recovery hereunder by the debtor shall be limited to the amounts paid by the debtor hereunder, plus reasonable attorney fees incurred by NFI for collection of the debt.

Should the student choose a monthly payment plan paid directly to NFI as outlined in the enrollment agreement under METHOD OF PAYMENT, the student will be exempt from any interest charges, provided that all payments are paid in a timely manner. If any installments are not paid when due, all remaining installments shall, at the option of the holder, become immediately due and payable. For students paying tuition monthly, each payment is due within the first seven (7) days of the month. A \$5.00 Late Fee will be assessed for any payment made after the seventh day of the month. If payment is not received after the 21st or two weeks following the due date, the student will be blocked from lab practical projects until all due payments are made to NFI. NFI will not issue diplomas or transcripts until all graduation requirements and monetary obligations have been met.

FEDERAL TITLE IV AID REFUND POLICY

In compliance with federal regulations, NFI will determine how much federal student financial assistance the student has earned or not earned when a student who is a Title IV recipient withdraws from school.

There are Federal Regulations that mandate how Title IV funds will be calculated when a student withdraws from school before the end of a payment period. Students are requested, but not required, to notify the school in writing of their intention of withdrawing.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of hours completed up to the withdrawal date divided by the number of total hours in the payment period.

This percentage is also the percentage of aid earned.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that

could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, NFI is required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student may owe a debit balance to NFI.

If a student earned more aid than was disbursed to him/her, NFI is required to determine the student's post-withdrawal disbursement. NFI must offer any post-withdrawal disbursement of loan funds within 30 days of the withdraw date and make a post-withdrawal of grant funds within 45 days of the withdraw date. NFI must disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the withdrawal was determined and disburse any loan funds a student accepts within 180 days of the date.

NFI will notify students of their post-withdrawal disbursement offer of loan funds via email. Students will have 30 days to accept or decline the disbursement of their loan funds. Students are informed of the amount of their post-withdrawal disbursement and the source. Students are also informed of any remaining balances the loan funds could cover and that the loan funds are to be repaid. At this time the student (if a borrower) will also receive a letter explaining their obligation to complete Exit Counseling for separation from NFI.

RETURN OF TITLE IV FUNDS

NFI must return the amount of Title IV funds for which it is responsible for no later than 45 days after the date of determination concerning the withdraw. Refunds are allocated in the following order.

- Federal Direct Unsubsidized Loans.
- Federal Direct Subsidized Loans.
- Federal Parent (PLUS) Loans.

- Federal Pell Grants for which a Return of Funds is required.
- VA, Vocational Rehab, or another agency as applicable.
- The student.

LAPTOP AND CAMERA POLICY

Laptop and camera packages issued by NFI become the property of the student once sufficient funds have been paid which the school is allowed to retain should the student withdraw from school or cease attendance.

Until sufficient funds have been received, students must check out and return the laptop and camera each day.

The Financial Aid office will notify the student and Equipment Room staff when the laptop may be taken home by the student.

Faculty, Staff & Advisors

All instructors of NFI meet the standards expected at NFI as well as established post-secondary standards for the state of Tennessee in which the campus is located. NFI reserves the right to add qualified instructors to NFI pool of teaching staff.

PREMA THIAGARAJAH

Campus Director

ACMA UK

Prema has over 20 years of experience in the education industry. Prema is a native of Sri Lanka and has lived in many parts of the world. After working for SAE Institute Worldwide for several years, Ms. Thiagarajah made Nashville her home in 2005 when she became the Campus Director at SAE Institute on Music Row. Having lived in many parts of the world while working for a multinational media school gave Prema a unique perspective on the

education of young creative minds.

JESSICA KEY

Financial Aid Coordinator

M.S. Career and Technical Education University of South Florida

Jessica has worked in Higher Education Financial Aid since 2006. She enjoys working with students and their families through the financial aid process and being a part of their journey towards success.

INSTRUCTORS

NFI is dedicated to providing students with an excellent educational experience; our instructors are active within the film industry.

Please be advised that NFI reserves the right to bring in additional, suitably qualified instructors at any time if an instructor listed is not available.

MICAH ELLARS

Lead Instructor

B.S. Communications and Creative Art- West Virginia State University

Courses taught: All Courses

Micah is a graduate of West Virginia State University with a specialty in creative arts. He studied the Sanford Meisner acting method. Micah has extensive experience as a producer and director of commercials and has worked as crew for film and television.

THOMAS NORRIS

Instructor

Courses taught: Cinematography
Editing 1, 2, 3
Sound 1, 2, 3, 4
Grip and Electric
After Effects
Production Design
Music Video Production

Thomas Norris has over 10 years' experience in the entertainment industry, both music and film, working with clients such as Cub Cadet and Ram Trucks. As a co-owner of Binary Films, Thomas helped grow the company into a turnkey facility which handles everything from pre-to post production. He has worked as lead Creative Director, Lead Cinematographer, Post Production Supervisor, and assists in the production pipeline development. Thomas has also freelanced on local TV and feature film productions.

BOBBY RINDHAGE

Instructor

M.A. Communication and Digital Media- Saginaw Valley State University

B.A Graphic Design/Communication- Saginaw Valley State University

Course taught: Photography
 Business
 Pitching
 Cinematography
 Grip and Electric

Bobby has worked as a graphic designer, director, and writer. He is a member of the American Institute of Graphic Artists (AIGA). Bobby, along with a partner, wrote, directed, edited, and starred in *The Guys Comedy* web series; a project based in Chicago featuring students and alumni from the Second City comedy school. Bobby served as the Digital Media Director for Stuker Training and as Graphic Designer and Creative Consultant for Dow Corning.

ANDREW ROZARIO

Instructor

Courses taught: Editing
 Screenwriting
 Production Design

Since borrowing his grandmother's video camera when he was ten, Andrew has been making films to

entertain audiences. The summer after graduating from high school he worked on his first feature film, "O Brother, Where Art Thou?" He studied English literature at a small liberal arts college to learn how to tell a strong story. In 2010, he was Gwyneth Paltrow's cast assistant on "Country Strong", and in 2012 he was Ashley Judd's cast assistant on "The Identical". He has worked on music videos, commercials, documentaries, short films and feature films. Creating magic and wonder is his sole focus in practicing the craft of filmmaking.

KELLEY BAKER

Instructor

M.F.A Film Production - University of Southern California

Courses taught: Film Studies
 Film Business
 Film Festival
 Selling & Distribution
 Sound Design & Editing

Kelley attended the University of Southern California. He received a BA (1980) and an MFA (1982) in Film Production, and did post-graduate work at the American Film Institute (1989). At NFI, Kelley teaches about submitting films to film festivals and selling and distributing independent films. A published author, his books include *The Angry Filmmaker Survival Guide Part 1* and *Part 2*.

MATT COALE

Instructor, Advisory Board Member

Course taught: Cinematography

Matt is an Emmy Award-winning director of photography based out of Nashville, TN. Having shot films since the age of 12, Matt has over 1,400 commercials, 650 corporate films, 750 television projects, and 160 music videos to his credit. He has international experience in 35mm, 16mm and HD production.

SETH POMEROY

Instructor

Courses taught: Directing 1, 2, 3 & 4
Commercial
Documentary
Screenwriting

Seth Pomeroy has been deeply involved in the Nashville film community for the last 15 years. Starting as a freelance screenwriter and editor, Seth has worked for various production companies in Nashville as well as Los Angeles and South Africa. In 2012, he released his first documentary film, "Couldn't You Wait? - The Story of Silkworm" to critical acclaim. He also performs as a standup comedian and has produced sketch shows of his own material at Zanies and Third Coast Comedy Club, in addition to writing a puppet show that has opened for Zach Galifianakis and Patton Oswalt. He has appeared as an actor on CMT's *Nashville* and *Still the King* and currently writes/directs comedy videos for his YouTube channel, *The Ultimate Funny*.

CHRISTOPHER FOLEY

Instructor

M.F.A in Film and Video at Rochester Inc. Tec.
B.A. in History at Christendom College

Courses taught: Screenwriting
Storytelling
Editing
Post Editing

Chris has been working in video production for two

decades. He started in television news in his hometown of Rochester, New York while earning his Masters in Film/Video. Subsequently, he spent a decade in Los Angeles, first wearing a number of hats on the set, before zeroing-in on editing and screenwriting. After three years as an Editor at Country Music Television, Chris started his own production company, Bolder Pictures, where he continues to produce video content for local and national clients.

MICHAEL BUTTS

Instructor/Student Services Coordinator

After serving as a sergeant in the US Army, Michael enrolled at NFI as a film student in 2014. Before getting into film, Michael worked as a Technical Director at CN2 News in Rock Hill, SC. After graduating from NFI, Michael went on to start his own production company called One Bandit Productions. Since graduating from NFI, he has been involved with several film projects, music videos, and documentaries including three award-winning short films which he produced and directed under One Bandit Productions. Not only does Michael have a diploma in Cinema Productions, but he also received a degree in Tele-Production Technologies and an Associate's Degree in Video Production. Michael works as the Student Project Manager. His mission is to help coach and mentor students into being the best filmmakers they can be. The best advice Michael can give any film student is, "If you're early you're on time, if you're on time you're late, and if you're late you're fired."

