



# **NASHVILLE FILM INSTITUTE**

**191 POLK AVENUE - NASHVILLE, TN 37210**

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**Website: [www.nfi.edu](http://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

**2019 CATALOG**

**REVISION 2**

**NASHVILLE FILM INSTITUTE**

191 Polk Avenue - Nashville, TN 37210

Tel - (877) 627-3456 • Fax - (877) 746-4630

Website: [www.nfi.edu](http://www.nfi.edu)

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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 the 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 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 may be announced.

Exact holiday and recess 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](http://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 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 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 Nashville 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 spring, 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 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 three-point light and grip work.
4. Using Adobe Premiere Pro, edit content to meet client needs.
5. Direct a scene as well as 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 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 understanding of concepts learned through in-class skills exercises and lab work. At the end of each course, students apply acquired knowledge to a specific course project, skills assessment, and multiple-choice quiz.

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## 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: Grip and Electric

Week 2: Photography (Film Composition)

Week 3: Cinematography 1

Week 4: Film Studies (Film Theory)

Week 5: Screenwriting 1 (Storytelling & Format)

Week 6: Directing 1  
Week 7: Producing 1 (Licensing & Binder)  
Week 8: Production - On Campus  
Week 9: Editing 1 (Intro to Adobe Premiere)

**Project 1: Non-dialogue Film.**

**Students are required to shoot, edit, and deliver a one minute Non-Dialogue Narrative film.**

**MODULE 2**

Week 10: Sound 1: Location Sound  
Week 11: Documentary  
Week 12: Cinematography 2 (Multi-Camera)  
Week 13: Production Design 1 (Set Design)  
Week 14: Directing 2 (Casting the Actor)  
Week 15: Screenwriting 2  
Week 16: Music Video  
Week 17: Editing 2 (Advanced Adobe Premiere)  
Week 18: Sound 2 (Basic Adobe Audition)

**Project 2: Documentary**

**Students are required to script, shoot, and edit a documentary film.**

**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.**

**MODULE 3**

Week 19: Commercial Production  
Week 20: Business of Film (Pitch-Sales-Marketing)  
Week 21: Production Design 2 (Art of Makeup and Wardrobe)  
Week 22: Titles & Visual Effects  
Week 23: Editing 3 (After Effects)  
Week 24: Color Correction  
Week 25: Editing 4 (Advanced After Effects & Green Screen)  
Week 26: Directing 3 (Directing the Actor)  
Week 27: Screenwriting 3

**Project 4: Commercial**

**Students are required to script, shoot, and edit a commercial for a client.**

**MODULE 4**

Week 28: Film Festivals  
Week 29: Screenwriting 4  
Week 30: Cinematography 3 (High End Camera)  
Week 31: Sound 3 (Foley & ADR)  
Week 32: Directing 4 (Directing the Scene)  
Week 33: Art of the Edit & Demo Reel  
Week 34: Sound 4 (Sound Design & Master Mix)  
Week 35: Directing the Score  
Week 36: Marketing Yourself - Resume/Demo Reel

**Project 5: Narrative**

**Students are required to script, shoot, and edit a narrative short film.**

**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: INTRO TO DIRECTING**

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

PREREQUISITE: NONE

#### **DIRECTING 2: CASTING THE ACTOR**

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

PREREQUISITE: DIRECTING 1

#### **DIRECTING 3: DIRECTING THE ACTOR**

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

PREREQUISITE: DIRECTING 2

#### **DIRECTING 1: 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: INTRODUCTION TO ADOBE**

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

PREREQUISITE: NONE

#### **EDITING 2: ADVANCED ADOBE**

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

PREREQUISITE: EDITING 1

#### **EDITING 3: AFTER EFFECTS**

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

PREREQUISITE: EDITING 2

#### **EDITING 4: ADVANCED 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)**

PREREQUISITE: NONE

Film Studies is 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 COURSES**

**(3 WEEK, 42 LECTURE HOURS, 33 LAB HOURS)**

#### **FILM BUSINESS: PITCH, SALES, & MARKETING**

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

PREREQUISITE: NONE

#### **FILM FESTIVALS**

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

PREREQUISITE: FILM BUSINESS

#### **MARKETING YOURSELF: RESUME/DEMO REEL**

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

PREREQUISITE: FILM FESTIVALS

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 full production, including script acquisition, packaging, development, and delivery, with a focus on sales required to successfully navigate to completion. In the Film Festivals class, students create a Film Freeway profile, learn

about the festival circuit, research what the best festivals for their films are, and discuss the importance of submitting to festivals. In the Marketing Yourself course, students learn about how to sell themselves to potential clients, polish their resumes, and perfect their demo reels.

### **Post-Production Courses**

**(3 WEEKS, 42 LECTURE HOURS, 33 LAB HOURS)**

#### **TITLES & VISUAL EFFECTS**

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

PREREQUISITE: POST-PRODUCTION 2

#### **COLOR CORRECTION**

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

PREREQUISITE: TITLES & VISUAL EFFECTS

#### **ART OF THE EDIT & DEMO REEL PREP**

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

PREREQUISITE: COLOR CORRECTION

These 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 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.

### **PRODUCING COURSES**

**(3 WEEKS, 42 LECTURE HOURS, 33 LAB HOURS)**

#### **PRODUCING 1: PRODUCTION BINDER**

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

PREREQUISITE: NONE

#### **PRODUCING ON-CAMPUS**

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

PREREQUISITE: PRODUCING 1

## **MUSIC VIDEO**

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

PREREQUISITE: PRODUCING ON-CAMPUS

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. In the Music Video course, students learn how to work with musicians to produce a music video, write a treatment, and shoot a video in the most creative manner possible.

## **PRODUCTION DESIGN**

(2 WEEK, 28 LECTURE HOURS, 22 LAB HOURS)

### **PRODUCTION DESIGN 1: SET DESIGN**

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

PREREQUISITE: NONE

### **PRODUCTION DESIGN 2: ART OF MAKEUP & WARDROBE**

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

PREREQUISITE: PRODUCTION DESIGN 1

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**

(5 WEEKS, 70 LECTURE HOURS, 55 LAB HOURS)

### **SOUND 1: LOCATION SOUND**

(1 WEEK, 14 HOURS, 11 LAB HOURS)

PREREQUISITE: NONE

### **SOUND 2: INTRO TO POST**

(1 WEEK, 14 HOURS, 11 LAB HOURS)

PREREQUISITE: SOUND 1

### **SOUND 3: ADR AND FOLEY**

(1 WEEK, 14 HOURS, 11 LAB HOURS)

PREREQUISITE: SOUND 2

### **SOUND 4: SOUND DESIGN & MASTER MIX**

(1 WEEK, 14 HOURS, 11 LAB HOURS)

PREREQUISITE: SOUND 3

**DIRECTING THE SCORE**

(1 WEEK, 14 HOURS, 11 LAB HOURS)

PREREQUISITE: SOUND 4

The five 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. 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.

**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 tests, one per week of each Module) 40%

**Projects**

(each module has one or more assigned projects)

Individual projects are weighted differently (to make up the 40% project total): 40%

Notebook: 10%

Music Video: 10%

Silent Film: 10%

Documentary: 20%

Commercial: 10%

Final Project: 40%

**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. Three off-campus hours is equal to one on-campus lab hour. Conditions apply.

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 4, 2019	October 31, 2019
May 6, 2019	February 6, 2020
July 8, 2019	April 9, 2020
September 30, 2019	July 2, 2020

**CLASS SCHEDULES**

	DAY CLASS	EVENING CLASS
<b>Lecture Classes Monday -Thursday</b>	10:00 am – 1:15 pm	2:00 pm - 5:30 pm
<b>Lab Classes Monday-Thursday</b>	2:00 pm – 4:45 pm	10:00 am - 12:45 pm
<b>Friday</b>	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. However, if a potential student is under the age of 18 but has graduated from high school and has parental consent, he or she is welcome to apply. 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](http://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 (US Veterans have the \$100 waived).

#### 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](http://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. Anyone enrolling at the NFI may request credit for a previous relevant education or training. This credit, if any, would be determined with a written skills test and/or practical examination.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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](http://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:
  - Completion of K-12 and graduation from an educational system where English is the language of instruction.
  - Completion of post-secondary education (i.e. degree earned) where English is the language of instruction.
  - Completion of English 101 and 102 in a US post-secondary school, with a minimum grade of C.
  - 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 (this fee is waived for US Veterans). 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, 20%  
one per week of the Module)

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

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

Individual projects are weighted differently (to  
make up the 40% project total): \_\_\_\_\_

Notebook: 10%  
Music Video: 10%  
Non Dialogue Film: 10%  
Documentary: 20%  
Commercial: 10%  
Final Project: 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 (more than 5 minutes late for class or lab), early departures (leaving more than 5 minutes before the end of class or lab), 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. Students are required to complete make-up hours within 2 weeks of their missed class.

## **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 90% 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 evaluated for academic purposes 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 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.

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 111% of the clock hours attempted, or 111% 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 40 weeks (36 weeks x 111%). Students exceeding the maximum time frame will be terminated from the program. **Time spent on an approved Leave of Absence (LOA) does not 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.

### RETAKEING A MODULE

In the event that a student is unable to return to Good Standing after a Probation period, they may appeal for a one-time opportunity to make up the module in which grades and/or attendance policies were unable to be met. The student must submit this request to the Campus Director in writing within 10 days of termination. If the student is approved to retake a module, the fee is \$4,225.

### 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 111% or 31 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.

NFI provides a Drug and Alcohol Awareness Educational Program twice a year for all students, faculty, and staff.

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 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](http://www.aanashville.org)

Al-Anon  
 Phone: 1-888-425-2666  
 Website: [al-anon.org](http://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>

### ALCOHOL AND DRUG ABUSE PROGRAM

Twice per year, NFI offers an Alcohol and Drug Abuse Education program free to all students and employees of NFI.

Dates are announced via email, in class, and will be posted on the website and around the school.

## **Campus Security and Crime Prevention Policy**

*Report Date: May 30, 2018; participation in Title IV effective Nov. 2016*

The Nashville Film Institute – Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report includes information on Nashville Film Institute’s policies and procedures with respect to safety and crime prevention, as well as statistics for all Clery-covered crimes reported to have occurred on Nashville Film Institute’s Clery geography over the past three calendar years.

Nashville Film Institute contacts local law enforcement to obtain crime statistics for Clery-covered crimes reported to local police and occurring on Nashville Film Institute’s Clery geography on an annual basis. Nashville Film Institute’s Clery geography includes the facility located at 191 Polk Avenue, Nashville, TN 37210. The NFI does not have any on-campus housing or additional locations.

The Final Report is distributed to students and employees annually. The report is available to all currently enrolled students throughout the year through the school website. The report is also available to all prospective students and employees.

### **Reporting Crimes and Emergencies**

Students and employees are encouraged to accurately and promptly report all criminal acts, suspicious activities, or emergencies to campus personnel and appropriate law enforcement agencies.

Victims or witnesses have the right to report incidents confidentially. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Campus Director. Reports are kept secure in the administration office. Names of victims or witnesses are not disclosed in the crime report or in any Timely Warning issued in connection with the incident.

It is the policy of Nashville Film Institute Nashville that all criminal acts or other emergencies be properly documented

and reported to local authorities as required by law, except in certain limited instances where a student files a complaint alleging sexual harassment, declines to notify local law enforcement, and requests that Nashville Film Institute maintain the complainant's confidentiality. Such requests will be evaluated pursuant to school policies.

Students and employees should promptly report all criminal actions and emergencies occurring on or around campus to the Campus Director or available staff member if the Campus Director is unavailable. Reports may be made either in person or by calling the school at 877-627-3456, for the purposes of making Timely Warnings and the annual disclosure of crime statistics in this Report.

You may also contact the local police department by dialing 911. All criminal activity is documented by the completion of an Incident Report.

**Campus Facilities: Security and Access to the Institution**

It is the policy of Nashville Film Institute that access to facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Nashville Film Institute's policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times, pursuant to this policy:

**All employees shall be required to:**

- Keep all unsupervised and unoccupied areas locked at all times.
- Report immediately, to the administration office, any suspicious activities related to NFI or of its properties, regardless of how minor these may seem.
- Be familiar with all the NFI's procedures regarding the handling of any accidents or criminal activities.

**Incident procedures are listed below:**

- Immediately determine the condition of any injured employee, student, or other parties.
- Notify the appropriate authorities by calling 911 (if necessary).
- Ensure the Campus Director is made aware of the incident
- Gather information from any witnesses
- All involved parties must complete an Incident Report with the Campus Director. This report is filed

in the corresponding student file and in the Incident Report Spreadsheet.

- Investigate property damage or theft, following the above steps.
- Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes.
- A summary of the report is entered into the NFI portal (if the incident involves a student or group of students) and the report is also logged in an Incident Report spreadsheet.

**All students are required to:**

- Notify a staff member if a student becomes ill or is injured while on campus.
- Upon enrollment, report to the administration any physical condition that may require immediate medical attention. A copy of this notification is maintained in the student's permanent confidential file.
- Be aware of any announcements or newsletters. These may contain information regarding the change of criminal or emergency contact information or procedures.

Employees are encouraged to raise security concerns with school administrators. School administrators will address security considerations as they are raised or in response to patterns of crime.

**Campus Security Enforcement**

A staff member is on duty during all hours the building is occupied. This person is responsible for ensuring that persons entering the building are employees, students and their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises.

Students should carry their NFI ID card at all times and be able to show it to any NFI staff/faculty member who asks for proof of identification. Nashville Film Institute personnel are instructed to promptly contact the Nashville Police Department about any illegal activity.

## Crime Prevention

Prevention is the best protection against crime. Tips for preventing crime include:

- Vehicles should be locked. Do not leave any valuable items in the vehicle.
- Keep valuables out of sight in the trunk. Park in well-lit areas. Check the back seat and the area around the car before getting in.
- When walking, plan the safest route to your destination and use it. Choose well-lit and busy pathways and streets. Avoid alleys, vacant lots, or construction sites. Take a longer way if it's safer.
- Carry your purse close to your body and keep a firm grip on it. Carry a wallet in an inside coat or side trouser pocket, not in the rear trouser pocket.

## Relationships with Local and State Police

Nashville Film Institute maintains a close working relationship with the Nashville Police Department with periodic contact initiated by Nashville Film Institute personnel to ensure that the Institution is aware of criminal offenses and arrests occurring on or near the campus. This is done to ensure that the Institution can properly report or warn students regarding crimes that represent a continuing threat. However, Nashville Film Institute does not have a memorandum of understanding in place with local law enforcement.

## Timely Warnings

Nashville Film Institute will initiate a Timely Warning to notify the campus community in response to certain Clery Act crimes reported to campus authorities or local police departments that occurred on Nashville Film Institute's campus or covered public property and constitute an ongoing or continuing threat to students or employees. Timely Warnings are emailed to employees and students. Nashville Film Institute will ensure that Timely Warnings withhold the victims' names and other identifying information as confidential.

## Crime Statistics

Nashville Film Institute prepares an annual disclosure of crime statistics that includes crime statistics for the previous three calendar years. Statistics include crimes reported to campus

officials or local police authorities that occurred on any on-campus or non-campus building, or any public property. Statistics are compiled by type of crime and by location and reported annually to the U.S. Department of Education. These statistics are also made available to current and current and prospective students.

## Reporting Area

Nashville Film Institute reports statistics from property controlled by the institute. Information relative to areas adjacent or contiguous with NFI facilities has been provided by the Nashville Metro Police Department.

For purposes of the Clery Act, the Nashville Film Institute campus is defined as:

Campus Location: 191 Polk Ave, Nashville, TN 37210

Public Property: Public property includes all property bordering and adjacent to NFI's campus.

## Crimes by Year On-Campus Property

Offense	2015	20	2017
		16	
Murder and Non-negligent manslaughter	N/A	0	0
Negligent manslaughter			
Forcible Sex Offenses			
Non-forcible Sex Offenses			
Robbery	N/A	0	0
Aggravated Assault	N/A	0	0
Burglary	N/A	0	0
Motor vehicle theft	N/A	0	0
Arson	N/A	0	0
Dating Violence	N/A	0	0
Domestic Violence	N/A	0	0
Stalking	N/A	0	0
Arrests: Liquor Law Violations	N/A	0	0
Disciplinary Referrals: Liquor Law Violations	N/A	0	0
Arrests: Drug Law Violations	N/A	0	0
Disciplinary Referrals: Drug Law Violations	N/A	0	0
Arrests: Illegal Weapons Possession	N/A	0	0
Disciplinary Referrals: Illegal Weapons Possession	N/A	0	0

## Public Property

Nashville Film Institute did not receive reports of any hate crimes occurring at its campus in 2015, 2016, or 2017. Nashville Film Institute occupies a single building and does not have any on-campus student housing or non-campus property.

## Emergency Response and Evacuation Procedures

The following staff are responsible for carrying out Emergency Response and Evacuation Procedures:

- Instructors
- Financial Aid Administrator
- Recruiter
- Equipment Room Manager
- Campus Director

Should there be an emergency or dangerous situation that, in the judgment of any of the staff/faculty listed above, involves an immediate threat to the health or safety of students or employees occurring on campus, Nashville Film Institute will immediately notify the campus community and the larger community.

The NFI staff and Campus Director will, without delay and taking into account the safety of the community, determine the content of the notification and the appropriate segment or segments of the campus community to receive the notice, and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The staff/faculty member on duty will work with local law enforcement, other emergency officials, and Nashville Film Institute staff responding to an incident to confirm whether there is a significant emergency or dangerous situation and notify the Campus Director of the emergency, who will notify all on campus students, by email or by posting messages on the school website.

In some cases, Nashville Film Institute will make public announcements. In cases of a hostile threat or medical emergency, on duty staff/faculty will call the police or paramedics if needed. If emergency evacuation is required, the staff/faculty member on duty will activate the fire alarm

system. This will immediately notify students that emergency evacuation is required, and students are required to follow the emergency evacuation procedures.

These procedures are posted in various locations around the school. Students are informed of these procedures during orientation and the information is accessible at any time on the student server. Nashville Film Institute staff members are trained on these procedures and will help escort the students out of the building in an orderly fashion during an emergency evacuation.

Nashville Film Institute will annually test the emergency response and evacuation procedures, including tests that may be announced or unannounced. Publication of the emergency response and evacuation procedures will be distributed to the campus in conjunction with at least one test per calendar year. Documentation for each test, including a description of the exercise, the date, time, and whether it was announced or unannounced will be maintained in the Campus Director's Office.

## Programs to Inform Students and Employees about the Prevention of Crimes and Campus Security Procedures

All employees are instructed on crime awareness, prevention, and campus security upon employment. Employees are instructed on any changes in Nashville Film Institute security policy and crime activity in the area during staff meetings, and are also encouraged to take responsibility for their own security, as well as the security of their fellow co-workers.

All new Nashville Film Institute students are instructed on crime awareness, prevention, and campus security during orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates. The class orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency.

The institution provides publications designed to heighten awareness of crimes and prevention. These publication topics include personal safety, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual report, students and employees are notified of specific security

concerns should they arise throughout the year. In the event the Institution, with the assistance of the local police, determine that a particular criminal offense continues to be a threat to the campus Nashville Film Institute will notify the student body with bulletin board notices, notices read by instructors in classrooms as well as an email to students.

### **Off-Campus Student Organizations**

Nashville Film Institute does not recognize any student organizations with non-campus locations. Should a student or employee be a victim of injury or crime during a school-sponsored activity away from campus, the student or employee should contact the police by dialing 911 and notify the Student Services Coordinator and the Campus Director of the incident in a timely manner.

### **Drug and Alcohol Policies**

Nashville Film Institute forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty or staff anywhere within the school facilities or in connection with any school event. Anyone in violation of state, federal, or other local regulations, with respect to illegal drugs or alcohol, including underage drinking, may be subject to both criminal prosecution and school disciplinary action. Nashville Film Institute's full drug and alcohol policy, including a description of drug and alcohol abuse education programs, is available in the school's catalog.

### **Weapons Policy**

The possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited on Nashville Film Institute controlled property and at NFI sponsored activities. Violators of this policy will face disciplinary sanctions including, but not limited to, suspension or termination of enrollment or employment.

### **Procedures for Victims Reporting Crimes of Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

Nashville Film Institute prohibits all forms of sex discrimination, including sexual assault, dating violence, domestic violence, and stalking. Those and similar terms under Tennessee law are defined below.

**Sexual battery** is unlawful sexual contact with a victim by the defendant or the defendant by a victim accompanied by any of the following circumstances: (1) Force or coercion is used to

accomplish the act; (2) The sexual contact is accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the contact that the victim did not consent; (3) The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or (4) The sexual contact is accomplished by fraud. As used in this section, "coercion" means the threat of kidnapping, extortion, force or violence to be performed immediately or in the future. Tenn. Code § 39-13-505.

**Rape** is unlawful sexual penetration of a victim by the defendant or of the defendant by a victim accompanied by any of the following circumstances: (1) Force or coercion is used to accomplish the act; (2) The sexual penetration is accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the penetration that the victim did not consent; (3) The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or (4) The sexual penetration is accomplished by fraud. Tenn. Code § 39-13-503.

A person commits assault who: (1) Intentionally, knowingly or recklessly causes bodily injury to another; (2) Intentionally or knowingly causes another to reasonably fear imminent bodily injury; or (3) Intentionally or knowingly causes physical contact with another and a reasonable person would regard the contact as extremely offensive or provocative. Tenn. Code § 39-13-101.

A **domestic assault** is an assault against adults or minors who are current or former spouses; adults or minors who live together or who have lived together; adults or minors who are dating or who have dated or who have or had a sexual relationship; adults or minors related by blood or adoption; adults or minors who are related or were formerly related by marriage; or adult or minor children of a person in one of these relationships. Tenn. Code § 39-13-111.

**Stalking** means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested. A person commits an offense who intentionally engages in stalking.

Tenn. Code § 39-17-315.  
Tennessee does not define consent.

Should a student or employee be a victim of a crime of dating, violence, domestic violence, sexual assault, or stalking, it is the student's or employee's option to notify the appropriate law enforcement authorities, including Campus Director and local police, or to decline to notify the authorities. At the victim's request, Nashville Film Institute officials will assist in notifying the proper authorities. The victim has the right to request the Nashville Film Institute personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with the alleged assailants, or to change his or her academic schedule, or to request a protective order or similar order from a criminal, civil, or tribal court or from the institution.

Victims of sexual assault or rape should follow these recommended steps:

- 1) Go to a safe place following the attack
- 2) Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack
- 3) Go to a hospital emergency room for medical care
- 4) Make sure you are evaluated for the risk of pregnancy and/or venereal disease. A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.
- 5) Call someone to be with you, you should not be alone.

Any person who has been the victim of physical sexual violence is urged to go to the local emergency room at any local hospital for medical attention. It is important to preserve any evidence that may assist in proving that an alleged criminal offense occurred or may be helpful in obtaining a protective order.

It is also recommended that victims call the Sexual Assault Crisis Center at 865-354-1009. This resource is open 24 hours a day and counselors can help answer medical and emotional questions in complete confidence. Reporting the rape to the police is up to the discretion of the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the

police and report the rape. The offense should be reported to the Campus Director, either in person or by calling the school at 887-627-3456.

Nashville Film Institute will protect the confidentiality of victims and other necessary parties by completing publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim. Nashville Film Institute will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality will not impair the ability of the institution to provide the accommodations or protective measures.

If the victim requests, Nashville Film Institute Nashville will assist in identifying off-campus counseling or mental health services, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both within the institution and in the community. Nashville Film Institute will also provide options for and available assistance in, and how to request changes to academic and working situations or protective measures if the victim requests them and regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Victims that notify Nashville Film Institute Nashville of an incident involving sexual misconduct will be provided with written information regarding the following:

- Procedures to follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including:
  - the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order;
  - how and to whom the alleged offense should be reported;
  - options about the involvement of law enforcement and campus authorities, including the victim's option to (1) notify proper law enforcement authorities, including on-campus and local police; (2) be assisted by campus authorities in notifying law enforcement authorities if the victim so

chooses; and (3) decline to notify such authorities.

- Information about how Nashville Film Institute will protect the confidentiality of victims, including completing publicly available recordkeeping without inclusion of personally identifying information about the victim, and maintaining as confidential any accommodations or protective measures provided to the victim;
- Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both within the institution and in the community;
- Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. Nashville Film Institute will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement; and
- An explanation of the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking.

### **Prevention Awareness**

Nashville Film Institute's prevention awareness efforts include a zero-tolerance policy on harassment. In addition, NFI's policy includes information on domestic violence, sexual assault, stalking, and dating violence and how to prevent or reduce the risk of each. This policy is covered as part of new student orientation. The policy:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Uses definitions provided both by the Department of Education and state law regarding what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity;
- Provides a description of safe and positive options for bystander intervention. Bystander intervention is the use of safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.
- Provides information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase

empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;

- Outlines procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including topics such as how to report such crimes, the importance of preserving evidence, and options for involving law enforcement;
- States that the institution will protect the confidentiality of victims and other parties;
- States institutional sanctions for violation of the policy.

Nashville Film Institute does not have counselors available to students or employees. The following resources are available to those in need of counseling:

**Sexual Assault Center** <http://www.sacenter.org/>

**Sexual Assault Center Therapists:** 800-879-1999

[http://www.sacenter.org/heal/our\\_therapists](http://www.sacenter.org/heal/our_therapists)

**National Domestic Violence Hotline:** 1-800-799-7233 or 1-800-787-3224 or visit [www.ndvh.org](http://www.ndvh.org)

**National Sexual Assault Hotline:** 1-800-656-4673 or visit [www.rainn.org](http://www.rainn.org)

### **Disciplinary Action and Sanctions**

Nashville Film Institute will investigate all reported incidents. The proceeding will be prompt, fair, and impartial.

Disciplinary action and sanctions for violation of NFI's policies regarding harassment, domestic violence, dating violence, sexual assault, or stalking include, but are not limited to:

- Immediate termination of enrollment/employment
- Suspension of enrollment/employment

### **Reporting**

Reporting an incident involving a sexual offense, domestic violence, dating violence, sexual assault or stalking to the police or a campus official does not obligate a reporting individual to pursue further legal action.

The earlier an assault is reported the more likely it is that law enforcement can conduct a thorough and accurate investigation of the crime, and more likely that the case can be

prosecuted successfully, should the reporting student decide to pursue legal action.

Any member of the Nashville Film Institute faculty, staff, or student body may choose to file a complaint or report an incident to Nashville Film Institute instead of, or in addition to, seeking legal action outside the college.

Someone with a complaint of sexual misconduct may decide to report an incident via the legal system without going through the college's disciplinary process. However, in the interest of community safety, Nashville Film Institute may be obligated to conduct an internal investigation and pursue disciplinary procedures.

If a student believes he or she is a victim of sexual assault, stalking, or a violent crime, he or she is encouraged to immediately notify Law Enforcement or the Campus Director. In the initial meeting with police, the reporting individual will be asked to tell them what happened, where it happened, and provide a physical description of the attacker. If the reporting individual wishes to have the assailant prosecuted, the police and district attorney's office will handle the legal proceedings without expense to you. The reporting individual is not required to hire an attorney to pursue legal action.

The Campus Director is available to provide guidance to reporting students on the reporting process and supply access to important resources and support services. If it is determined that any of the individuals involved need immediate medical care, the first priority is to make sure those individuals receive the necessary medical attention.

If an individual wishes to pursue action against a student, staff, or faculty member, a Complaint and Incident Form should be completed and submitted to the Campus Director. The accused also has a right to submit a counter-complaint by completing a separate Complaint or Incident Form.

### **Notification**

Once a Complaint and Incident Form is received, written notification is sent to both parties outlining the charges/accusations, as well as the disciplinary process. Nashville Film Institute has a maximum of 60 days to investigate and reach a resolution. If it appears that a resolution will not be reached within 60 days, written

notification shall be given to all involved parties within 45 days stating that a decision will be reached after the 60-day mark.

Formal complaints regarding sexual misconduct will be reviewed at a disciplinary hearing held by the Disciplinary Committee. The Disciplinary Committee is chaired by the Campus Director. When safety and/or time issues mandate the need for an immediate decision, the Campus Director has the authority to determine a temporary course of action until the Disciplinary Committee can convene.

- If an individual is deemed a threat to campus safety, the individual may be banned from the campus pending the hearing outcome;
- If a respondent is allowed to remain on campus, a "no contact" order may be issued prohibiting any verbal, written, or physical contact between the complainant and the respondent.

### **Pre-Hearing Conference**

Prior to formal disciplinary hearing proceedings, both the complainant and respondent are required to attend separate pre-hearing conferences. As the pre-hearing conference, violations of school policy are identified, the disciplinary process is reviewed, and each party is assigned an Advisor who can provide clarification regarding school policy, disciplinary procedures and definitions. The complainant and respondent are also informed of the disciplinary hearing date and advised on what to expect in the hearing.

### **Hearing**

Both the respondent and the complainant have the right to appear at the hearing. If one or both parties decline to appear, proceedings will continue as planned. All information gathered during the investigatory, pre-hearing, and hearing process will be taken into consideration.

During the hearing, each party will appear before the Disciplinary Committee separately. The Disciplinary Committee will work to ensure the following:

- Proceedings will be conducted by individuals who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation that protects the safety of victims and promotes accountability.

- Both the respondent and complainant shall be simultaneously informed, in writing, of the outcome of the campus disciplinary proceedings, any new developments related to the charges in question, and the right to appeal results of the proceedings.
- Complainants shall receive options for changing academic or working situations if such options are within reason and available, regardless of whether the complainant reports the crime to law enforcement.
- The respondent and complainant will be treated with dignity, courtesy, and professionalism.
- In an effort to follow Civil Rights Law, and Title IV guidelines, Nashville Film Institute will adhere to a preponderance-of- the-evidence standard. There must be substantial evidence showing that the alleged incident/behavior is “more likely than not” to have happened in order for disciplinary action to take place.
- No final decisions regarding disciplinary actions will be declared until a thorough investigation of the alleged offense has been completed.

Once the Disciplinary Committee has reached a decision, a written Notification of Outcome is sent to both parties. The notification shall include the final determination, any sanctions imposed, statement of no retaliation, and information on the appeal process.

### **Appealing**

Students and staff have the right to appeal any decision(s) made by the Disciplinary Committee by submitting an official Appeal Form. Appeals must be received within 5 business days of receipt of the written Notice of Outcome. The matter will then be handed over to the Appeals Committee, who will once again review all facts and information, and may interview all involved parties a second time. The decision of the Appeals Committee is final.

### **Penalties**

The range of penalties and sanctions include, but are not limited to: alternation of class or work schedule, loss of privileges, conduct probation, mandated counseling, and/or termination from the school or workplace.

Violations of the law regarding rape or sexual offenses may be subject to prosecution through both legal and civil authorities. Such legal decisions are separate from but may supersede any Nashville Film Institute disciplinary decisions.

The preponderance of the evidence standard will be used

during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. Nashville Film Institute will not limit the choice of advisor or presence for either the accuser or accused in any meeting or institutional disciplinary proceeding. Restrictions regarding the extent to which the advisor may participate in the proceedings will apply equally to both parties. Both parties will be informed simultaneously of the outcome of any proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking; the procedures for the accused and the victim to appeal the result of any proceeding; any change to the result; and when the result becomes final.

Nashville Film Institute will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this requirement. Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape or other forcible or non-forcible sex offenses are outlined below.

### **Sex Offender Registration**

Information regarding registered sex offenders can be obtained at the following website maintained by the Tennessee Department of Law Enforcement:

<http://www.homefacts.com/offenders/Tennessee.html>

### **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 have 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.U.S.A.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 affected 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 decide 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](http://www.fafsa.gov) and list our school code: **042461**.

The FAFSA may be completed online at [www.fafsa.ed.gov](http://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](http://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 2016 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 ½ 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 ½ 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 1<sup>st</sup> 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

The Department of Education randomly selects students 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. This Fee does not apply to US Veterans. 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 / VA 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
Total Cost	\$19,700.00	\$19,700.00	\$19,700.00	\$19,700.00	\$19,700.00
AMOUNT DUE before class starts	\$19,700.00	\$2,188.89	\$19,700.00 Financial Aid Plan required Payment in full AFTER the first day of class in	Amount Varies Financial Aid Plan required Amount is based on the total amount of financial	Amount Varies Financial Aid Plan required Amount is based on the total amount of financial

			the first module	aid and/or other funding received	aid and/or other funding received
Balance	None	\$17,511.11	None	Amount Varies	Amount Varies
Monthly payments***	NONE	8 monthly payments of \$2,188.89	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 card.

## 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. US Veterans do NOT pay the \$100 application fee.

### 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) 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.
  - b) After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000. (See example.)
  - c) 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 4<sup>th</sup>, scheduled completion September 13<sup>th</sup>.
- Student is financially obligated to entire program, 36 weeks of training.
- Tuition is \$16,900.
- Last date of attendance is February 24<sup>th</sup>.
- Date of Determination based on the institution’s tuition policy is March 8<sup>th</sup>.

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	= \$1,000.00
Owed to institution	= \$4751.80
Refunded to student by April 7th	= \$12,148.20

**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 (camera issued in week 2, laptop issued in week 5) becomes the property of the student once the student has completed 60% of the 2<sup>nd</sup> payment period, completing 720 hours of the 900 scheduled hours. Until that time, students must checkout and return the laptop and camera each day to NFI. The Financial Aid office will notify the student and Equipment Room staff in writing when the laptop and camera may be taken home by the student. Failure to return any equipment daily during the checkout period will result in a \$50 per day late fee.

## 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 is a native of Sri Lanka and has lived in many parts of the world. After working for a multi-national media school for over two decades, Ms. Thiagarajah made Nashville her home in 2005 where she held the position of Campus Director & VP of Business Development of a school on Music Row. In 2008, she founded the Nashville Film Institute at the request of a native Nashvillian to fill the need to educate creative minds. 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.

### **JULIA DUNN**

#### **Financial Aid Director**

Julia has over 20 years' experience within the Higher Education sector of for-profit, proprietary schools. She enjoys working with students and parents to create a solid financial foundation and being a part of their journey towards success.

### **MATT PERKINS**

#### **Program Director, Instructor**

*B.A. Communication Art and French – University of Wisconsin, Madison*

*M.A. Cinema and Media studies – University of California, Los Angeles*

Courses taught: Film Studies

Matt Perkins is a film educator, historian, researcher, and scholar. He will obtain his Ph.D. from the University of California, Los Angeles in Cinema and Media Studies in the spring of 2019, with his dissertation titled *The Acquisition and Integration of Sound Labor During the Transition from Silent to Talking Films, 1925-1931*. His research on film labor, sound studies, and sports media has been presented at conferences across North America. Matthew has previously served as adjunct professor of Communications at California State University, Dominguez Hills, as well as graduate teaching fellow at the University of California, Los Angeles. He has also worked as a researcher for the Warner Bros. Archives at USC.

### **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.

In the classroom he has a unique approach. While Micah believes that a practical, hands-on education is the best way to pursue the technical skills of filmmaking, he thinks personal development is the most important ingredient for a successful life. He challenges the students to articulate their goals in writing and this approach has helped to launch several careers, even before some students have graduated.

**JOEY HINKEBEIN****Instructor**

*B.S. Audio Engineering Technology & Music Business – Belmont University*

Courses taught: *Sound 1, 2, 3, 4, Directing the Score*

Joey is a graduate of Belmont University with a degree in Audio Engineering Technology and a minor degree in Music Business. He has four years of experience teaching audio and an extensive amount of experience working with audio, record labels, publishing companies, and production companies in a professional and commercial setting. Within the past seven years, Joey has worked in a professional setting with names like Ariana Grande, Charles Kelley, Kristen Stewart, Montgomery Gentry, Devin Dawson, Wings of Apollo, Bentley Caldwell, and many other UMG, Warner, Sony, BMI, and ASCAP artists.

**KEVIN Brown****Instructor**

*MFA Creative Writing (Bilingual)- University of Texas at El Paso*

Courses taught: *Screenwriting 1-4, Film Studies*

**PRAISIM PETER****Equipment Room Coordinator**

Praisim Peter from India, now in Nashville, is a singer-songwriter, film maker, and an event manager. He produced his first record in India at the age of 16. He has worked on a couple of short films, music videos, documentaries and had his part in a feature film as well. He owns Agnus Entertainment India which is now among the top 25 most trusted event companies in India - 2018. He will be obtaining his Masters degree in Film from Lipscomb University.

**SILAS PHILLIPS****Lab Instructor**

*Diploma Cinema Production- Nashville Film Institute*

Courses taught: *Editing 1, 2, Cinematography 1, 2, Photography, Titles & Visual Effects, Color Correction*

Silas Phillips is an NFI Alumni who has been directing, editing, and shooting professionally since his last class ended three years ago. He has done video work for clients such as Sonic Drive-In, A21, and the Nashville Metro Government. Silas has also worked on numerous music videos and miniature documentaries for clients around Nashville.

## **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.*

### **STEPHEN LACKEY**

#### **Instructor**

Courses taught: *Documentary, Film Festivals, Pitch, Sales, and Marketing*

Stephen Lackey is a director, producer, and editor focused heavily on documentary film.

His films have played festivals around the world and all three of his feature films have received distribution deals. Stephen brings the skills he has acquired as a writer and marketer over the past twenty years together with his talent for telling personal stories to create unique and compelling documentaries and narrative short films. Stephen also uses his talent to help students tighten up their projects to ensure quality content.

Stephen's current feature documentary, "Family of Fear" has received two distribution deals, one specifically for education and the second for traditional global retail distribution. In 2017 Stephen was on a marketing team that won a Gold ADDY for a look book package developed for the Nashville Music City center.

### **SANDOR TORGYIK**

#### **Instructor**

Courses taught: *Grip & Gaff, Photography, Editing 1, 2, Cinematography 1, Music Video, Color Correction, Titles & Visuals*

Sandor is a local producer, musician, & filmmaker originally from Las Vegas, Nevada. Sandor is associated with the Metanoia Art Gallery and OtherWorld Encounter capturing local artists, live painters and

muralists. Outside of teaching at NFI, he produces music videos, documentaries, and promotional content for local events.

### **BOBBY RINDHAGE**

#### **Instructor**

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

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

Courses taught: *Photography, Cinematography, Grip & Gaff, Producing, Film Studies, Directing,*

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.

### **DEWAYNE RICHARDS**

#### **Instructor**

Courses taught: *Art of Makeup & Wardrobe*

## **STAFF**

### **SUSAN GAYLE STACK**

#### **Admissions Director**

Gayle has been in post secondary education for 11 years and has held every position from Admissions Representative, Sr. Admissions Representative, High School Program Director, and Director of Admissions. She has a clear desire and passion for Admissions, helping students enroll, and helping them stay in school so that they can achieve their career goals.

**BRIE DANILCZYK**

**Office Manager**

*B.A. Theater & Communications- Trevecca Nazarene University*

Brie is a New York native who relocated to Nashville in 2011. She transferred to Trevecca Nazarene University, where she graduated in 2016 with a Bachelor's Degree in Theatre and Communications. She has always had a passion for the arts. Working closely with the administration, she is the glue that holds the departments honest and united.

