



PITTSBURGH
FILMMAKERS

**PITTSBURGH FILMMAKERS, INC.
CERTIFICATE PROGRAM APPLICATION**

NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

I AM APPLYING TO THE ___ PHOTOGRAPHY ___ DIGITAL VIDEO CERTIFICATE PROGRAM

This application (pages 1 & 2) serves as a binding contract between PF/PCA Filmmakers' School of Film and Photography and the student named above. The following must be submitted with this application:

1. Completed application
2. Proof of college acceptance, enrollment or graduation **OR** high school transcripts/G.E.D. (copy of diploma acceptable)
3. Short statement regarding your career goals and/or objectives as an artist

Please indicate that you have reviewed the Certificate and Student Handbooks, understand the requirements for completion of the certificate and agree to abide by all the terms of the program and School. Applicant's initials: _____

PREVIOUS COURSEWORK AT PITTSBURGH FILMMAKERS (attach a sheet if necessary):

<u>Title</u>	<u>Term</u>	<u>Instructor</u>	<u>Grade</u>

Requirements for completion of our Certificate Programs include taking a minimum of twelve courses (36 credits) at Pittsburgh Filmmakers (see Program Checklist for specifics). Any previous coursework completed at another institution that is the equivalent of a required course may be used for advanced standing only; an additional elective will be added for each course replaced in this manner. Students must complete the courses with an overall grade average of B (3.0) or above. No grade lower than C will be accepted for any courses. Students must have an average 3.0 GPA in the core courses with no more than one grade of C. Failed courses must be retaken or replaced.

In addition, each student is required to present an exhibition-quality copy of his or her Video Thesis 2 work in a PF/PCA Filmmakers public Thesis show. Upon completion of all requirements, students must fill out a Certificate Request Form, available in the Certificate Program Handbook. The form must be

submitted to the Registrar who verifies completion of all requirements and issues the Certificate. **At this time, no job placement assistance is available.**

The starting date of classes for each semester is available in advanced in published Class Schedules. Previously PF/PCA Filmmakers may cancel scheduled classes due to low enrollment; full refunds of tuition are given for canceled classes. A Drop Deadline will be set each semester to coincide with the end of the sixth week of classes (fifth week in Summer semesters), and the student must obtain a Drop Request Form from the Registrar and have it signed by the appropriate instructor(s); beyond the Drop Deadline date a student who wishes to discontinue classes must Withdraw and is not eligible for any refund.

At current tuition rates a student should expect to spend at least \$4680.00 in tuition to complete this Program, with the expectation of an additional \$800 for other costs, such as textbooks, film and processing. Payment of tuition is due in full on registering for each semester and may be made by check, credit card or money order. Third party payments may be accepted under certain circumstances – please see the Registrar for details. **At this time, no financial aid is available.**

Refunds of fees paid by accepted Certificate Program students are as follows:

- If dropping before the first class meeting 100% of tuition for the term is refundable
- If dropping or withdrawing during the first seven (7) calendar days of the semester, 75% of the tuition for the term, semester or quarter is refundable
- If dropping or withdrawing after the first seven (7) calendar days, but within the first 25% of the semester, 55% of the tuition for the term, semester or quarter is refundable
- If dropping or withdrawing after 25% but within 50% of the semester, 30% of the tuition is refundable
- If dropping or withdrawing after 50% of the semester, the student is not entitled to a refund

A student who is entitled to a refund must submit a signed Drop form to the Registrar (see Drop policy). Refund calculation will be based on the last day of recorded attendance. All eligible refunds will be issued within thirty (30) calendar days of the Registrar's receipt of a signed Drop form.

If you are accepted in the Certificate Program you will be assigned an Advisor. You will be expected to make an appointment with your Advisor to register each semester. Advisor office hours are available from the Receptionist or Registrar. Registrations made without Advisor consultation will be submitted to the student's Advisor for approval.

Any questions or concerns regarding the terms of this agreement should be made in writing to the Registrar. The PA Department of Private Licensed Schools licenses this Program, and any unresolved issues may be addressed to them at 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333.

Signature of Applicant _____ Date: _____

Signature of Parent/Guardian (if student is under 18 years of age) _____

Faculty Advisor Approval: _____ Date: _____

This contract is considered to be in effect as of the date signed above by the PFPCA Filmmakers Faculty member who will serve as the student's advisor. All rights and benefits attendant on acceptance into this Program will take effect with the next paid registration made by the accepted student.