



PITTSBURGH
FILMMAKERS

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

NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

I AM APPLYING TO THE FOLLOWING CERTIFICATE PROGRAM: ___ *PHOTOGRAPHY* ___ *FILMMAKING*

This application (pages 1 & 2) serves as a binding contract between the Pittsburgh Filmmakers School and the student named above. The following must be submitted with this application:

1. Completed and signed 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 Student Handbook, 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 nine (9) courses at Pittsburgh Filmmakers School (381 classroom hours). 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.

The starting date of classes for each semester is available in advanced in published Class Schedules. Pittsburgh Filmmakers School may cancel scheduled classes due to low enrollment; full refunds of tuition are given for canceled classes.

For a course to apply toward the Certificate, the student must receive a grade of C-minus or higher for the course. To receive a Certificate a student must finish the course work with an overall GPA of 2.75 or higher. Students in the Certificate in Photography must also exhibit a portfolio of photographic work in a group show at a PF/PCA gallery. Students in the Certificate in Filmmaking must screen their capstone film in a PF/PCA theater.

Certificate students will receive a one-year access membership which begins upon successful (C-minus or higher) completion of any course in the Certificate program; this benefit continues as long as the Certificate student is active and for one year after graduation.

Students who need to interrupt their studies must request a leave of absence, which may be granted for up to one year. Certificate students who have not completed a course for one year (three full semesters) without requesting a Leave of Absence will be re-classified as “inactive” and must petition for readmission. If readmitted their status will revert to “active” and membership benefits will be reinstated.

Students must complete the Certificate in Photography or Certificate in Filmmaking within 5 years. An approved Leave of Absence will not count against the time toward completion.

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. **At this time, no financial aid is available.**

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 these programs, 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 Pittsburgh Filmmakers School 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.