

Toronto Film School
AT YORKVILLE UNIVERSITY, NB

STUDENT HANDBOOK

2018 - 2019

What we offer,
is the chance to **change**.

To change:
education to **experience**,
classrooms to creative **playgrounds**,
passion to **professions**,
creativity to **creations**,
dreamers to **doers**,
the inspired to the **inspirations**.

Here, we encourage you to
pursue **your** passion,
realize all **your** dreams,
express in **your** unique way and

CREATE YOUR OWN STORY.

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ACADEMIC INFORMATION

ACADEMIC SCHEDULE AND IMPORTANT DATES

Diploma and Associate Diploma programs offered by the Toronto Film School at Yorkville University are organized 11-week sections. Our programs commence in January, April, July and October. The academic year begins in October and ends in September.

PRIVACY POLICY

The Toronto Film School at Yorkville University considers all information collected from current and prospective students private. No information regarding student performance, contact information, financial status, etc., will be released without the student's request. Physical hardware hosting this environment is located in a world-class data centre with 24/7 management, service level guarantees, and an established information privacy policy. The Toronto Film School at Yorkville University is compliant with the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31.

WEEK	2017 - 2018 DATES	
1	Monday October 2, 2017	Fall Term Begins
2	Monday October 9	Thanksgiving Day - Campus Closed
6	Monday November 13	Remembrance Day (Nov. 11) - Campus Closed
7	November 13 - 19	Project / Study Week
11	Sunday December 17	Last Day of Fall Term
12	December 25 - 28	Christmas and Boxing Day - Campus Closed
1	Monday January 8, 2018	Winter Term Begins
7	February 19 - 25	Project / Study Week
11	Sunday March 25	Last Day of Winter Term
1	Monday April 9, 2018	Spring Term Begins
7	Monday May 21	Victoria Day - Campus Closed
7	May 21 - 27	Project / Study Week
11	Sunday June 24	Last Day of Spring Term
1	Monday July 9, 2018	Summer Term Begins
5	Monday August 6	Civic Day - Campus Closed
7	August 20 - 26	Project / Study Week
9	Monday September 3	Labour Day - Campus Closed
11	Sunday September 23	Last Day of Summer Term
1	Monday October 8, 2018	Fall Term Begins
1	Monday October 8	Thanksgiving Day - Campus Closed
6	Monday November 12	Remembrance Day (Nov. 11) - Campus Closed
7	November 19 - 25	Project / Study Week
11	Sunday December 23	Last Day of Fall Term

YOUR ONLINE CAMPUS

GETTING STARTED

Getting started with your studies is as convenient as logging onto campus at online.mytfs.ca. Here you will find your courses and all the important information you will need to be successful during your studies with TFS@YU. Be sure to complete your student orientation and quiz, as well as A Walk to Class, when you first access campus.

YOUR BEST RESOURCE: ASKYU

The staff and faculty of the Toronto Film School at Yorkville University are committed to supporting our students and facilitating their success by making ourselves available to answer any questions that may arise during your studies. Having your questions answered has never been easier. Simply click on the askYU logo in the top right corner of your online campus. Be sure to clearly explain what you require assistance with, and we'll be ready to support you. Support offered by AskYU includes, but is not limited to the following:

- Campus access and login credential issues
- Microsoft Office 365
- Foliotek
- Omnijoin



TECHNOLOGY HUB

The technology hub is where you find all technology related resources and support materials.

MICROSOFT OFFICE365 AND ONEDRIVE

OneDrive works great on all your devices. It allows you to access and share files and photos on your PC, Mac, Android, and iOS. Fully integrated into online.mytfs.ca, OneDrive will frequently be the technology you use to submit assignments. However, it is important to always follow the instructions provided in 7 specific assignments where you will be given direction on the nature of the assignment as well as how that assignment should be submitted to your instructor.



BEHANCE

Behance, part of the Adobe family, is the leading online platform to showcase & discover creative work. The creative world updates their work in one place to broadcast it widely and efficiently. Companies explore the work and access talent on a global scale.

The Behance logo, featuring the word "Behance" in a bold, black, sans-serif font.

<https://www.behance.net/>

OMNIJOIN

TFS@YU uses OmniJoin™ Virtual Classrooms by supporting blended learning, online seminars, web tutoring, remote instructor meetings, or any other purpose that brings students and teachers together.

All of our online courses are equipped with TWO OmniJoin™ Virtual Classrooms.

- The Instructor Classroom is designed to allow instructors to interact with their students individually or in groups.
- The Student Meeting Space is an online classroom where students are encouraged to collaborate on their group projects, chat live, share documents, etc. at anytime.

For more information on your OmniJoin™ Virtual Classrooms and how to access them, please review the Student Online Orientation.

BOOKSTORE

All required textbooks for TFS@YU courses can be purchased through our online bookstore. The bookstore is located at <https://bookstore.yorkvilleu.ca/index.asp>.

Students are responsible for acquiring all textbooks and extra materials as outlined on their course syllabi and the TFS@YU website. To see a complete list of materials, system requirements, and required software, please visit <http://online.torontofilmschool.ca/tuition/>.

SUPPORT SERVICES

STUDENT SERVICES

Your student services advisor is committed to acting as your first point of contact throughout the duration of your studies. Your advisor can assist you in resolving issues related to:

- Academic Progress
- Course Load and Sequence
- Academic Success Strategies
- Grades and Attendance
- Academic Probation
- Scheduling and Time Management

You may reach out to your student services at any time using the contact information below:

Kayla Brideau, Student Services Advisor

kbrideau@yorkvilleu.ca

888.622.7050 ext. 1333

Madeleine Charnley, Student Services Advisor

mcharnley@yorkvilleu.ca

888.622.7050 ext. 1518

Tom O'Connell, Student Services Advisor

toconnell@yorkvilleu.ca

888.622.7050 ext. 1544

CAMPUS CONTACT INFORMATION

Toronto Film School at Yorkville University

Yorkville Landing, Suite 102, 100 Woodside Lane Fredericton, New Brunswick Canada, E3C 2R9

Toll-Free in Canada and U.S 1-888-334-0509

Outside North America 1-506-454-1220

Toronto Film School @ Yorkville University Fax 1-506-454-1221

LIBRARY SERVICES

To meet the needs of TFS@YU's online learning programs, the campus library will provide a wide range of services and will work to promote equitable access to all resources.

All students and faculty members shall have a means to:

- Consult with library staff by toll-free telephone line, email, or fax.
- Obtain assistance in conducting subject and literature searches on course topics.
- Request general reference assistance.
- Obtain access to recommended or supplementary readings.
- Obtain copies of specific articles for course purposes in compliance with Canadian copyright law.
- Access the TFS@YU library web page and any bibliographic or full-text databases or web links which are mounted on the system.
- Receive instruction or orientation in using library resources for course-related inquiries.
- Acquire basic information literacy skills to fulfill course requirements.
- Provide feedback to the university regarding library services and resources.

The library will work to promote equitable access to all resources for online students by such means as:

- Training users how to effectively locate electronic information and to download this information for their own use.
- Instructing users in managing electronic information.
- Instructing users in the use of appropriate software to cite all literature sources, including electronic sources.
- Collaborating with academic staff to develop policies on adherence to Canadian copyright law.
- Supplying electronic documents in print format when available, in compliance with Canadian copyright law, to learners and faculty members.

TUTORIAL ASSISTANCE

In keeping with our mission of providing you with an asynchronous learning environment, TFS@YU utilizes Smart Thinking tutorial assistance. The process to use the service is simple. Send our University Librarian (Paul Graham, pgraham@yorkvilleu.ca) your request for an account and you'll receive an email with a link to Smart Thinking providing information on how to access Smart Thinking tutors online. You will be allotted two hours of tutoring to start with, but you "do not" have to use the entire time in one session. You can use 20 minutes, then go back on another day and use another 20 minutes at another time, etc. It is up to you. You also will have the ability to review that session repeatedly without cost. That is to say, you can go back and review the session you had with a tutor without any cost to our university as many times as you like.

Please note, the primary way you access a tutor is via the “Drop In” option. The average waiting time is approximately 3-4 minutes for tutoring support access so there is no need for making an appointment, though you are welcome to use that feature. The platform is accessed via an online White Board... you communicate via “Chat” as well as activating audio features if you want direct conversations with your tutor.

Before you begin, please have the following information available for the University Librarian:

1. Your Time Zone
2. Postal Code
3. Country of Access
4. Course Code (IDM116, etc.)
5. Instructor’s name
6. Start date of the course

STUDENT IDENTIFICATION CARDS

As a student at Toronto Film School at Yorkville University, you are entitled to a student identification card. If you wish to receive a card, please contact your student services advisor who will provide you with the Student Identification Card Application Form.

ACADEMIC INTEGRITY

POLICY AND PROCEDURES

Academic honesty is a guiding principle within the Toronto Film School at Yorkville University for students, instructors, and administrative staff. TFS@YU values openness, honesty, civility, and curiosity in all academic endeavors. Support for academic honesty is exemplified in policies related to the initial assessment of applicants, how you are treated during your studies and all assessment procedures. All members of the TFS@YU community are obligated to maintain the highest standards of academic honesty, to follow accepted standards of academic honesty, and to foster these practices in others. All members of the academic community must ensure that all materials used in courses or in assignments submitted for assessment adhere to established standards of academic honesty. This policy is designed to foster a fair and impartial set of standards by which academic dishonesty will be judged. The policy defines dishonest acts under two headings: plagiarism and other forms of academic dishonesty.

PLAGIARISM

TFS@YU defines plagiarism as:

- The intentional or unintentional act of representing someone else's work as one's own.
- Quoting verbatim, or almost verbatim, from any source without using quotation marks or a block quote, thereby creating the appearance that material written by someone else was written by the student.
- Submitting someone else's work, in whatever form, without acknowledgement.

OTHER FORMS OF ACADEMIC DISHONESTY

Other forms of academic dishonesty can include are not limited to:

- Cheating on examinations, tests, assignments, or reports.
- Impersonating another person for the purposes of completing course assignments, tests, or examinations.
- Obtaining an examination, test, or other course material through theft, collusion, purchase or other improper manner.
- Falsifying credentials, records, transcripts, or other academic documents, health certificates, or other certificates.
- Submitting course work that is identical or substantially similar to work that has been submitted for another course.
- Forging any electronic or print document, including transcripts, submitted for admission requirements.

- Interfering with the right of other students to pursue their studies.
- Interfering with the way the instructor is teaching.
- Employing any unauthorized academic assistance in completing assignments or examinations.
- Tampering with, or altering, in any deceptive way, work subsequently presented for a review of the grade assigned.

PREVENTION TECHNIQUES

As a TFS@YU student, you have a responsibility to adhere to this Academic Integrity Policy, as do all members of the community. The following is a list of ways in which you can prevent and confront academic integrity violations:

- Cite all references and always submit your own work.
- Make it difficult and unacceptable for other students to cheat by:
 - Refusing to give away old assignments.
 - Refusing to provide old exams to other students without the consent of the instructor.
 - Keeping all passwords secret.
 - Denying others access to your accounts.
 - Denying other students access to your work.

If you observe a violation of the Academic Integrity Policy, report the offense by phone or email to the instructor teaching the course.

Please note, course content is not available to download.

PROCEDURES REGARDING ACADEMIC DISHONESTY

Any member of the TFS@YU community may report a violation of the standards of conduct as described in this policy.

Any violation should be reported via email or phone to the course instructor as soon as possible. If a violation is observed, suspected or reported, the instructor will discuss the incident with the student. The student will be given the opportunity to provide an explanation or to admit fault. If the student admits fault or presents an unsatisfactory explanation, the instructor will refer the incident to the Student Services Advisor.

The instructor will inform the student that the incident is being referred to the Student Services Advisor. The instructor will submit an Academic Dishonesty Report along with any supporting documents to the Director of the program.

FIRST OFFENCE

The Student Services Advisor will meet with the student over the phone or through video conferencing technology. The following mandatory sanctions will be imposed:

1. Student receives zero credit for the entire paper, exam, quiz or homework and this zero is part of the student's final grade.
2. The student will acknowledge that s/he understands the policy and the consequence of a second offence.
3. The acknowledgement will be filed until the student graduates from Toronto Film School at Yorkville University.

SECOND OFFENCE

The Student Services Advisor will refer the file to the Director who has the authority to impose a range of sanctions, including receiving a failing grade in the course, suspension, and expulsion.

1. The Director will meet with the student and explain the sanction.
2. The Director will provide a record of the offence, including the incident report and the rationale for the sanction.

THIRD OFFENCE

The Student Services Advisor will refer the file to the Director who has authority to impose the mandatory sanction, which is permanent expulsion from Toronto Film School at Yorkville University.

1. The Director will meet with the student over the phone or via video conferencing technology.
2. The Director will provide a record of the offence, including the incident report and the effective date of the mandatory sanction.

GRADING

GRADES AND DESIGNATORS

Grades are posted at the end of each term. Designators indicate academic action rather than grades and are not included when computing academic averages. TFS@YU qualifies letter grades, other than the grade of F, by using “+” and “-“to create a spectrum of grades describing a continuum of performance.

That Toronto Film School at Yorkville University has adopted the following standards for achievement and performance related to grade categories:

4.3 GPA Scale		
Grade	Range	Points
A+ , A , A-	80 - 100 %	4.3 , 4.0 , 3.7
B+ , B , B-	70 - 79 %	3.3 , 3.0 , 2.7
C+ , C , C-	60 - 69 %	2.3 , 2.0 , 1.7
D+ , D , D-	50 - 59 %	1.3 , 1.0 , 0.7
F	0 - 49%	0

GRADE POINT SYSTEM

A student's Grade Point Average (GPA) is calculated by dividing the total grade points earned by the number of credit hours for which grades A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, are awarded. For each course, grade points are calculated by multiplying course credit hours by grade index points corresponding to the grade earned.

The term GPA (TGPA) is a GPA for work completed in a given term only. A student's overall Academic standing is stated in terms of a cumulative GPA (CGPA), which is based on all grades and credit hours earned to date. All GPAs are based solely on courses required for graduation from the program of enrollment.

In addition:

- If a TFS@YU course is repeated, the highest grade earned is used for computing the CGPA and TGPA.
- Withdrawal from a course being repeated does not affect the CGPA.

- TFS@YU courses may be taken for credit after external transfer credit has been granted, and the grade earned in TFS@YU will be used for both the TGPA and CGPA.
- A course replacement may be granted for a course previously taken at the Toronto Film School (offered full-time and on campus in Toronto) or TFS@YU. Hours and grade index points previously earned for the course will be included in the TGPA and CGPA.
- In all cases TGPAs reflect actual performance.

DESIGNATORS

In addition to grades, TFS@YU uses the following designators:

Designator	Definition
W	Withdrawal (prior to official withdrawal deadline)
T	Transfer Credit
P	Proficiency Credit

Designator of W - Course Withdrawal: A student who remains enrolled in courses after the course drop deadline and wishes to withdraw from a course must apply to do so through their Student Services Advisor. If a course withdrawal occurs by Sunday of Unit 7, the course remains on the transcript and is designated with “W”. A course withdrawal after Unit 7 results in a grade of F.

Designator of T - Transfer Credit: An applicant intending to transfer credit from another institution must request a credit evaluation prior to the semester in which the transfer credit applies*. The student must provide an official transcript and calendar from the institution where the credit was earned. TFS@YU may require additional material for a credit evaluation by an approved external evaluation service (if credits were earned at a foreign institution). Students seeking to earn credit at another institution for transfer to TFS@YU must have approval to do so in advance from the Student Services Advisor.

SUBMISSION AND DUE DATES

Students must adhere to weekly submission and due dates. In order to be successful in your courses, please adhere to the schedule below:

Discussion Post Due Date: Wednesdays, 11pm EST

The submission deadline for assignments, quizzes, exercises and two responses to classmates’ discussion posts is Sunday, 11pm EST.

ACADEMIC PROGRESS REPORTS: PROCEDURES

Interim grades are posted after every assignment is graded in each course you are registered in. Students who are 'at academic-risk' are so advised.

If you are assessed as "at risk" you will be referred to your Student Services Advisor. Intervention strategies may include individualized advising and training, mandatory tutorials and/or being placed on probationary status.

LATE SUBMISSION POLICY

Late assignments will normally be penalized three percent for each day that they are late. Late assignments will not be accepted after five days (15%) unless there are extenuating circumstances that have been discussed with the instructor before the assignment deadline and the instructor has agreed to extend the deadline. Late work beyond 5 days will not be accepted without arrangements made with the instructor.

Major illnesses, death in the family or similar extenuating circumstances are valid excuses and documentation may be required.

If an extension is needed, students **MUST** discuss the issue with instructors. Only afterwards, where required, should issues be escalated to the Director.

In extreme cases of urgency, the student **MUST** contact the Student Services Advisor, so instructors can be notified. Students are encouraged to inform their Student Services advisor of any extenuating situations that could interrupt their studies for a period of time at their earliest convenience.

In the case of illness, arrangements may be made at the discretion of the instructor to make up the work with no grade penalty, provided the student makes every effort to contact the instructor prior to the class in question.

INSTRUCTOR SURVEYS

You have the opportunity to provide input about each course in which you are enrolled. TFS@YU has established a questionnaire that assesses instructional practices and a methodology that protects student anonymity. Students receive notification on when the surveys will be posted in the course.

Instructors will receive a summary report of the results of these questionnaires in week 3 of the following term.

ACADEMIC PROGRESS

PLAN OF STUDY

The Diploma and Associate Diploma programs with TFS@YU are designed to be completed over 24 months (8 terms). You are strongly advised to follow this plan of study. TFS@YU provides its students with term experiences in order to allow learning from individual courses to benefit each other. This approach has the dual benefit of maximizing learning across all areas relevant to the industry being studied and optimizes your workload. Following the recommended plan of study ensures that you will graduate in a timely fashion while maintaining a balance between your academic schedule and work or family commitments.

In certain cases, you may not be able to follow the recommended plan of study. In these instances, you must request a Change to Plan of Study form from your Student Services Advisor. The completed Change of Plan of Study form must be submitted to the Student Services Advisor for approval.

STANDARDS OF ACADEMIC PROGRESS

You must demonstrate satisfactory academic progress toward completing your program of study. To be in good academic standing, you must maintain a CGPA of 1.7 or higher.

Your academic progress is based on your GPA and fulfillment of minimum completion requirements (see Graduation Requirements). Failure to show acceptable academic progress will result in placement on academic warning, probation, and then suspension.

1. As a student, you may be dismissed if:

- your CGPA at the end of the first completed term of studies is below 0.7.
- you were on probation for the previous term and have a CGPA below 1.7 at the end of the term.
- you were on probation for two previous terms and have a TGPA below 1.7 at the end of the term.

2. You will be placed on Academic probation if:

- at the end of an academic term your CGPA is less than 1.7
- you were on probation for one term and have any combination of a TGPA below
- 1.7 or if your studies are interrupted (withdrawal from all required courses) during the term.

You return to good academic standing if your CGPA has been raised to at least 1.7 and all other standards have been met.

ACADEMIC HONOURS

The Grade Point Average represents the average quality point for all courses. At the end of each term:

- Students who have received a term GPA of 3.55 or higher and a CGPA of 4.0 or higher are named on the President's List and the Honours List
- Students who have received a term GPA of 3.55 or higher are named on the President's List
- Students who have received a CGPA of 4.0 or higher are named on the Honours List.

To be eligible, students must be carrying a minimum course load of two courses (for Term I) or three courses for Terms 2 through 8, with the exception of the Video Game Animation Program, which has 2 courses in the second term and 3 courses for the rest of their study period.

Program completion with academic honour designations:

4.3 Scale	
A+ , A , A-	4.3 , 4.0 , 3.7 Grade Points
B+ , B , B-	3.3 , 3.0 , 2.7 Grade Points
C+ , C , C-	2.3 , 2.0 , 1.7 Grade Points
D+ , D , D-	1.3 , 1.0 , 0.7 Grade Points
F	0 Grade Points

Students who complete the program with a Cumulative Grade Point Average (CGPA) of 3.5 - 3.749 on the 4.0 scale and 3.3 - 3.69 on the 4.3 scale graduate with Honours. Students who complete the program with a Cumulative Grade Point Average (CGPA) greater than 3.75 on the 4.0 scale and 3.7 on the 4.3 scale graduate With Distinction.

RIGHT OF APPEAL

GRADE APPEALS

You are encouraged to speak to the course instructor if you question a final grade. Should this informal procedure be unsatisfactory, you may formally appeal a grade following established procedures and deadlines through your Student Services Advisor.

If you have been dismissed for failing to meet the standards of academic progress, you will receive an automatic appeal. You are encouraged

to submit a written petition to the Student Services Advisor within the specified timelines and to document mitigating circumstances that contributed to poor academic performance. The specified timeline for submission of the petition is within 5 business days of grades being posted. The petition should also include a realistic plan for improvement.

If the appeal is approved, then you may continue in the program with reinstatement conditions as specified. Failure to meet the specified conditions results in a second dismissal, and further reinstatement is not normally approved. Denied petitions may be presented to the Appeals Committee through the Student Services Advisor.

The Appeals Committee is the final appeal body for students contesting decisions made by academic decision makers, including the faculty, and the Director. Because appeals can come only from students, the Appeals Committee does not hear requests for reconsideration of decisions relating to Admissions.

The Appeals Committee's decision is final.

PROCESS

The Student Services Advisor manages the flow of cases to the Appeals Committee, including:

- Communicating with the student appellant concerning: the student's rights under policy; the procedures to be followed to prepare an appeal; deadlines; outcomes of the appeal.
- Preparing files for the Appeals Committee, including, where appropriate, copies of student appellant's academic work and academic record and copies of correspondence and previous decisions relating to the matter being appealed.
- Maintaining records relating to each academic appeal.
- Implementing the outcomes of the appeal.

Students appealing academic decisions will prepare a written request to the Committee outlining the grounds for appealing the academic decision and indicating the outcome desired.

GROUND FOR APPEAL

Dissatisfaction with TFS@YU policy, unhappiness with the outcome of a decision, and technicalities that do not materially affect a decision are not sufficient grounds for appeal. Students appealing decisions should provide argument and evidence showing one or more of the following:

- TFS@YU policy was incorrectly interpreted and applied;
- There was a fundamental procedural error seriously prejudicial to the student;
- There was clear evidence of bias in a hearing or decision;

- The student has significant new information relevant to the case;
- Inadequate weight was given to the evidence provided;
- The severity of the penalty imposed exceeds the nature of the offence for reasons identified by the student.

CONSIDERING APPEALS

PANELS

For each appeal, the Appeals Committee will strike a panel of three members – normally the Vice President Academic (panel chair) and two other members. No member of a panel will have previously been involved with the decision being appealed; nor shall any member of the panel be a member of the Faculty from which the appeal originates. If the Vice President Academic has previously been involved with the decision, another member of the Appeals Committee will serve as panel chair.

NATURAL JUSTICE

Panels considering appeals will follow the principles of natural justice to ensure due process and fairness.

OUTCOMES

Panels considering appeals might: deny the appeal and uphold the previous decision; accept the appeal and overturn the previous decision; or replace the previous decision with another decision. For each appeal, the Chair of the Appeals Committee will prepare a written summary of the decision and the reasons for the decision. The summary will be communicated through the Student Services Advisor to the student making the appeal.

FINANCIAL POLICIES AND INFORMATION

This section provides details of tuition and other fees, payment plans, financial aid, and other financial information.

TUITION AND OTHER FEES

All fees and charges are quoted in Canadian dollars (CAD). TFS@YU also accepts equivalent payment in other currencies. For further information about tuition, fees, and payment methods, please contact the bursar's office at 1-866-838-6542 (if outside North America, please call 1-506-454-1220).

Toronto Film School at Yorkville University's Diploma and Associate Diploma programs run on a quarter calendars with four full terms per year (fall, winter, spring, and summer). Once admitted to a program, you are expected to register in courses and pay tuition fees in all quarters each year.

Tuition rates are confirmed 3 months prior to the start of each term. Changes to tuition rates will be announced at least 3 months prior to the start of the term to which they apply. Current Tuition rates are available at <http://online.torontofilmschool.ca/tuition/> or from the bursar's office at 1-866-838-6542.

ENROLLMENT

If financial obligations are not fulfilled, enrollment in subsequent terms will be denied. You may be dismissed from your program of study if payments are not made on the scheduled date. In addition, no diploma or associate diploma is released with outstanding financial obligations to Toronto Film School at Yorkville University. In all cases, you are responsible for tuition and other charges incurred.

DELIVERY OF GOODS AND SERVICES POLICY

It is the student's responsibility to purchase required textbooks, software, or special lesson manuals and lab/studio supplies as specified in the course syllabi.

SCHEDULE OF TUITION AND FEES

Application Fee	A \$100.00 application fee must accompany all admission or re- admission applications. This is a non-refundable fee that is not credited to the student's tuition.
Registration Deposit (Seat Fee)	\$300.00 must be paid once the student has received a letter of acceptance. This is a non-refundable amount that will be credited towards the student's tuition.
Tuition Rates	See http://online.torontofilmschool.ca/tuition/ for Course Tuition rates.
Continuous Enrolment Deposit	A Continuous Enrollment Deposit of \$300.00 will be assessed to all students who elect to take a term off.
Re-entry Deposit	A re-entry deposit of \$300 will be collected for all students who withdrew from their studies and are now returning to the program. This deposit will be credited to their final term of study. It will be a onetime only credit.
Course Cancellation / Addition Fee	A \$75.00 fee is assessed for all course cancellation and/or course additions that occur after the registration deadline until the course start date. In the event a course change is required for academic reasons, the fee will not be applied.
Course Withdrawal Policy	Course withdrawal fees are based on the number of days that the student is enrolled in each course, starting on day 1. Students are charged on a pro-rata rate to the date the institution is notified in writing. The deadline for course withdrawal refunds is Unit 7 (the 7th week of course work). A withdrawal admin fee will also be assessed. A withdraw admin fee will be charged for each course withdrawal equal to 10% of the total course cost. A fee of \$35 will be applied to all NSF/Decline/Late Payments.
Transcript Fee	10.00 must accompany a student's Request for Transcript Form. A \$25.00 fee will be charged if the student requests the transcript to be couriered. Note: the student must be in good financial standing Toronto Film School at Yorkville University prior to transcript being issued. All replacement diplomas cost \$50 each.

STUDENT LINE OF CREDIT

Students of TFS@YU may be eligible to apply for a student line of credit through numerous Canadian financial institutions. Students should visit their local branch, or the institution's website for further details.

I. TD Bank (Student Life) - www.tdbank.ca/student

II. CIBC - www.cibc.com/ca/loans/edu-line-of-credit.html

III. Bank of Montreal (Brain Money) - www.bmo.ca

IV. Royal Bank (Credit Line for Students) - www.royalbank.com/personalloans

MILITARY BURSARY

Toronto Film School at Yorkville University is pleased to honour members of the Canadian Forces and their families by offering bursaries for our programs.

Eligibility

Anyone who is currently serving in the Canadian Forces or has served for more than two years is eligible for a 25% tuition bursary. Anyone currently employed by Military Family Resource Centers are eligible for a 15% tuition bursary. Children and spouses of all those eligible (listed above) are eligible for a 15% tuition bursary.

These bursaries, like all bursaries, cannot be received in conjunction with any other bursaries offered by Yorkville University or Toronto Film School.

*While common-law relationships and step-parenting relationships will be honoured, proof of spousal relationship will be required. Proof of family connections will be required for all recipients.

** Proof of active service or history of service is required.

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