

Toronto Film School
AT YORKVILLE UNIVERSITY, NB

STUDENT HANDBOOK

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. This policy includes members of the student's immediate family. 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.

WK	2021/2022 Dates	
1	Monday, October 4, 2021	Fall Term begins
2	Monday, October 11	Thanksgiving - Campus Closed
6	Thursday, November 11	Remembrance Day - Campus Closed
7	Monday, Nov. 15 to Sunday Nov. 21	Project/Study Week
8	Tuesday, November 23	Withdrawal Deadline
11	Sunday, December 19	Last day of Fall Term
1	Monday, January 10, 2022	Winter Term begins
6	Monday, February 21	Family Day - Campus Closed
7	Monday, Feb 21 to Sunday, Feb 27	Project/Study Week
8	Tuesday, March 1	Withdrawal Deadline
11	Sunday, March 27	Last day of Winter Term
1	Monday, April 4, 2022	Spring Term begins
2	Friday, April 15	Good Friday - Campus Closed
3	Monday, April 18	Easter Monday - Campus Closed
7	Monday, May 16 to Sunday, May 22	Project/Study Week
8	Monday, May 24	Victoria Day - Campus Closed
8	Tuesday, May 25	Withdrawal Deadline
11	Sunday, June 19	Last day of Spring Term
1	Monday, July 4, 2022	Summer Term begins
5	Monday, August 1	Civic Holiday - Campus Closed
7	Monday, Aug. 15 to Sunday, Aug. 21	Project/Study Week
8	Tuesday, August 23	Withdrawal Deadline
10	Monday, September 5	Labour Day - Campus Closed
11	Sunday, September 18	Last day of Summer Term
1	Monday, October 3, 2022	Fall Term begins
2	Monday, October 10	Thanksgiving - Campus Closed
6	Friday, November 11	Remembrance Day - Campus Closed
7	Monday, Nov. 14 to Sunday Nov. 20	Project/Study Week
8	Tuesday, November 22	Withdrawal Deadline
11	Sunday, December 18	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: ASKTFS

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 askTFS 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 AskTFS includes, but is not limited to the following:

- Campus access and login credential issues
- Microsoft Office 365
- Behance
- Zoom



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.



MICROSOFT TEAMS

Several courses use the Microsoft Teams app to host their discussions. As part of your Office 365 account, you will have access to Teams. To download Teams and learn more about how to use this app, please review the Student Online Orientation



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.

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



ZOOM

TFS@YU uses Zoom™ for one on one meeting with instructors and Student Services. All of our students have access to Zoom™ and can use their accounts to request meetings and watch tutorial lectures. For more information on Zoom™, 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

Mental Health and Wellness Services

All TFSO students are entitled to free mental health and wellness counselling services. If you feel that you could benefit from these services, you may book a confidential appointment through PHIPA complaint software, please go to tfs.janeapp.com. [The upcoming Student Success Center will also have more resources available, including support hotlines]

Accessibility and Accommodations

For students with a medical diagnosis that might impact their ability to complete their work, you may be entitled to an accommodation. To contact our Accessibility Officer and book an appointment to make arrangements for your accommodation, please email accessibility@yorkvilleu.ca.

4. Peer Tutors: Tutorial assistance is available at no additional charge. Students are encouraged to consult first with their instructor if they are having problems with course work and then, if necessary, with their Student Services representative. Students seeking assistance may be paired with a student in their program of study. Tutoring may also occur in small group settings, and may take place on Zoom or on Microsoft Teams. It is the responsibility of the students themselves to arrange meeting times.

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

Lauren Henman, Student Services Advisor

lhenman@yorkvilleu.ca

888.622.7050 ext. 1762

Tom O'Connell, Student Services Coordinator

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 email studentcards@torontofilmschool.ca with the following information:

- Name
- Student Number
- A passport-like photo of yourself
- Updated mailing address

Cards may take a few weeks to arrive by mail.

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, or a previous attempt of the same 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.

ACCESS TO PREVIOUS COURSES

Students will have access to their courses for about four weeks after the last day of the term. After this four-week period, old courses will not appear on the online campus and students will not be able to access old lectures, assignments, etc. It is strongly recommended that students download and save any material they wish to keep from previous courses.

NON-ACADEMIC CONDUCT

By virtue of membership with the TFS@YU community, students accept an obligation to conduct themselves as responsible members of that community. This requires the demonstration of mutual respect and civility in academic and professional discourse. A post-secondary institution is a marketplace of ideas and in the course of the search for truth, it is essential that freedom exists for contrary idea to be expressed. Conduct that is determined to impair the opportunities of others to learn or that disrupts the orderly functions of TFS@YU will be deemed misconduct and will be subject to appropriate disciplinary action. Misconduct for which students are subject to disciplinary action includes but is not limited to:

1. Actions, oral statements, and written statements which threaten or violate the personal safety of any member of the faculty, staff, or other students, or any conduct which interferes with the educational process or institutional functions.
2. Harassment, sexual or otherwise, that has the effect of creating a hostile or offensive educational environment for any student, faculty member, or staff member.
3. Disruptive behavior that hinders or interferes with the educational process.
4. Violation of any applicable professional codes of ethics or conduct.
5. Failure to promptly comply with any reasonable directive from faculty members or school officials.
6. Failure to maintain confidentiality and respect the privacy of personal or professional information communicated about clients, one's employer, other students, faculty, staff, or their employers.
7. Falsification or invention of any information or document, including documents published online or in social media, or lying during a school investigation

PROCEDURES

1. When a member of the school community suspects that a student has committed an offense under the Student Conduct policy, a Student Conduct incident report must be completed (obtained through the Registrar's Office) and submitted along with relevant documentation to the Student Services Coordinator (S.S.C.) who will notify the student.
2. The S.S.C. will notify the student of his/her rights and obligations and invite the student to comment on the incident and provide any additional relevant documents and arguments concerning the incident. The student must submit such comments, documents, and arguments to the S.S.C. within two business days.
3. If the student does not provide additional comments, documents, or arguments, the registrar's office will send a letter to the student outlining the offense as reported. The letter will identify the penalty that has been applied and provide a warning about the severity of penalties that would be imposed on the commission of future offenses.
4. If the student does submit additional comments, documents, or arguments, the S.S.C. will present the complete file to the Director, who will review the file within two business days and render a decision about the incident and punishment. The Director's decision about the offense and any possible punishment will be conveyed by letter from the S.S.C. to the student.

PENALTIES: FOR NON-ACADEMIC CONDUCT OFFENCES:

The Director shall recommend a penalty appropriate to the seriousness of the offence. Such penalties could range from reprimand to academic dismissal. Second and subsequent offences by a student will be met with progressively more serious penalties.

A copy of the Student Conduct Incident Report and related documentation, together with the final letter provided by the Registrar's Office to the student will be placed in the student's academic file. These documents will remain in the student's academic file until the student completes the program.

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.

- **Transfer Credit:** An applicant intending to request a transfer credit from another post-secondary 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.
- 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. Any withdrawals that occur before the withdrawal deadline will incur a grade of W. A W grade does not impact a student’s CGPA, but it does not represent a completed course either. Students who receive Ws will have to retake the course in question. If the withdrawal occurs after the withdrawal deadline, the student will receive a failing grade and will need to retake the course.”

Designator of T - Transfer Credit: An applicant intending to request a transfer credit from another post-secondary 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.

Designator of P - Proficiency Credit: A student or applicant intending on citing life or employment experience as course equivalency must provide documentation and evidence of mastery of skills in the form of a proficiency assignment. This could be a syllabus, an example of work, or an assessment created by the Program Coordinator. Decisions regarding whether or not students meet course objectives will be made on a case-by-case basis.”

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 before the deadline. 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.
- your CGPA is under 1.7 for a second consecutive term
- your TGPA is under 1.7 for a third consecutive term

2. You will be placed on Academic probation if:

- at the end of an academic term your CGPA is less than 1.7
- your TGPA for a term is under 1.7
- you have two or more failed courses

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 student's average quality points for all courses. At the end of each term:

- Students who have received a TGPA of 3.7 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 TGPA of 3.7 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.

Prior to July 2021 - 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 1) 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 3.55 - 3.99 on the 4.3 scale graduate with Honours. Students who complete the program with a Cumulative Grade Point Average (CGPA) greater than 3.999 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.

GROUNDINGS 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.

GRADUATION

REQUIREMENTS

For each Toronto Film School at Yorkville University program, students must earn all credits in order to earn their diploma. These credits must be earned by successfully completing the course or by being awarded a transfer/proficiency credit.

After final grades have been confirmed in the last term of study, and students have successfully earned all credits in their program, the Student Services Coordinator will be in contact with further information regarding graduation.

DIPLOMA & TRANSCRIPT

Graduated students are entitled to a physical copy of their diploma and a complementary official transcript. To obtain the diploma, students must fill out the Graduation Form, which will be emailed to them once final grades have been confirmed. To obtain the complementary official transcript, graduates must contact the Student Services Coordinator by phone or email.

CONVOCATION CEREMONY

Every Toronto Film School at Yorkville University graduate is invited to celebrate their accomplishments at our convocation ceremony. This event is held annually in the spring in Toronto. In the months leading up to the event, the Student Services Coordinator will be in touch with all graduates with information, including venue location, scheduling, caps and gowns, and other items of importance.

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 fees are due prior to the start of each term. Students may request to pay tuition fees in monthly installments over the term - approval will be based on previous payment history. Arrangements for payment of tuition must be made at least two weeks prior to the start of each term. Please contact the Bursar's Office to make payment arrangements or for further information

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. Enrollment for a subsequent term will be denied to students who fail to fulfill their financial obligations. A student may be dismissed if payment is not made on the scheduled date. Students who are dismissed from the program will be subjected to withdrawal fees as per the following policies based on the date of dismissal. In addition, no diploma is released to a student with outstanding financial obligations to Toronto Film School at Yorkville University. In all cases, a student remains responsible for tuition and other charged incurred.

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.
Credit Balances	Credit Balances resulting from cancellations, withdrawals, or other schedule changes will be applied to upcoming payments on the student's current or next term of study. Graduated or withdrawn students may request a credit balance be refunded by sending a written request to the Bursar. A refund cheque will be issued within 30 days of receipt of the request.
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 8th 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. If a student does not return their Program or Course withdrawal form to Student Services within one week (seven days) after requesting the withdrawal, the student will be automatically removed their course/courses/program and will incur any applicable fees.
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.

LEAVE OF ABSENCE POLICY

If students want or need to take time away from their studies, they have the option of taking a Leave of Absence (LOA). With an LOA, student can take one to four terms off, and return at the beginning of the next available term. Four terms (one year) is the maximum for the LOA, and students will either have to return to their courses or be dismissed. Students who take an LOA must pay a \$300 Continuous Enrolment Deposit. This money is credited to the student's account and is deducted from their tuition upon return to their studies.

To obtain a Leave of Absence request form, contact Student Services. If a student does not return their Leave of Absence form within one week (seven days), Student Services will assume that the student wishes to remain enrolled and will cancel the request. Students must be in good academic and financial standing to go on a Leave of Absence.

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.

Toronto Film School
AT YORKVILLE UNIVERSITY, NB

ONLINE.TORONTOFILMSCHOOL.CA