



## **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)**

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

**2017 CATALOG**  
**REVISED 03/17**

# NASHVILLE FILM INSTITUTE

191 Polk Avenue - Nashville, TN 37210  
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## SUPPLEMENTS & ATTACHMENTS TO CATALOG

Any revisions to 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 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.

NFI's commitment to its 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 (2) week winter recess will be announced.

Exact holiday and recesses dates shall be provided to students during 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 the class and Instructor availability.

Any changes to class schedules or holidays will be clearly printed in a catalog supplement and posted in the school.

### RESOURCE CENTER

The Resource Center functions as the school's library/learning center. Students will have access to on-line 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

ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

### Tennessee State Licensure

Nashville Film Institute is an authorized institution by the Tennessee Higher Education Commission.

For more information, please contact

THEC  
404 James Robertson Parkway Suite 1900  
Nashville, TN 37243  
Phone: 615-741-3605  
Website: <https://www.tn.gov/the/>

This authorization must be renewed each year and is based on an evaluation by minimum 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.

This 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 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 its 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 the nationally-known and recognized film school for the well-prepared graduates who are ready to enter the varied roles in cinematography.

### 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:

- Provide a student-centered learning environment that focuses on professional behaviors required for success in the film industry including punctuality, attendance, team work, and collaboration.
- Offer industry-relevant curriculum that is hands-on and prepares graduates to enter the broad work opportunities in the film industry.
- Employ qualified instructors who are trained to teach, have industry experience, and who are well-prepared to enrich the curriculum and student's educational experience with their first-hand knowledge.
- Actively seek 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.
- Operate the campus in accordance with the highest standards of professional behavior and ethics and adhere 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 the capital of Tennessee and is a major home for the music industry, not just of the U.S., 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 a newfound prosperity. These healthy economic times left Nashville with a legacy of grand classical style buildings.

The city is a center for the music, healthcare, publishing, banking and transportation industries, and home to numerous colleges and universities. In recent years, the film industry has become more prominent as industry 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 region 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 is the place to go. The Center is the home of the Tennessee 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: Tennessee Titans in the National Football League, the Nashville Predators in the National Hockey League, the Nashville Sounds in the Pacific Coast League, and the Nashville SC in the United Soccer League. Nashville also hosts the second longest continually 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* and *Country Strong*, 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 March or April, 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, ethnic food court, children’s area, teen area, and marketplace.

***Country Music Awards.*** Award ceremony normally held in November at the Bridgestone Arena and televised to a national audience.

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 ever changing industry. Working in the 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 their creations in online.

NFI's philosophy is to have students experience all the stages and roles involved in making a film including the following:

**Director:** Plans and executes the overall artistic direction of a film, including approving every detail of every shot and nurturing the on screen performances of the actors. Responsible for the way a film looks, feels and communicates. The artistic 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 film making process from pre-production to sale or distribution. A 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. 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 on-screen action, and to design the lighting for a specific scene. 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 their artistic vision for a scene by collaborating on the lighting design.

**Key Grip:** The chief of a group of grips, responsible for the mechanical stagings on-set, whether they be cranes, camera dollies and track, pyrotechnics, etc. Grips are the mechanical engineers and muscles 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 of the production footage into a finished movie over the course of months, and sometimes years. Where editors used to literally "cut" the film and splice it together in a painstaking analogue process, now all their work in the cutting room is done on computers. 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 these roles and the best way to achieve that is by actually making films. NFI's Cinema Production Program (CPP) totally immerses students in the filmmaking process. For nine months NFI students live, eat, and breathe film and how films get made. 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 will receive a Diploma.

The **Cinema Production Program** focuses on the theory, art, craft and practical application of Film Making. Students will learn screenwriting, directing, producing, production design, cinematography, post-production and marketing & 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 screen play in master scene format.
2. Adequately capture production sound design.
3. Properly use basic 3-point light and grip work.
4. Using Premier Pro, edit content to meet client needs.
5. Direct a scene, commercial and music video.
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 silent 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 a must. 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 the 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 those students reentering 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)
- Digital Intermediate Technician (DIT)
- Grip, Electric, Sound Assistant
- Assistant Editor
- Sound Editor
- Crafty
- Script Supervisor
- Director of Photography (DP)
- Web Content Creator
- Assistant Producer
- And others.

## 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 their understanding of the concepts learned through in-class skills exercises and lab work. At the end of each course, students apply their acquired knowledge to a specific course project, skills assessment and multiple choice quiz.

## SCHEDULE OF CLASSES

**This 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: Film Studies  
Week 2: Grip & Electric  
Week 3: Photography  
Week 4: Photoshop & Illustrator  
Week 5: Screenwriting 1  
Week 6: Cinematography 1  
Week 7: Sound 1: Location Sound  
Week 8: Directing 1: Basics of Directing  
Week 9: Producing 1: Production Notebook

#### ***Project 1: Silent Film Production Packet***

***Students are required to submit a completed "Production Packet" for their Silent Film. Production Packets will include a script, storyboards, location releases, cast list, budget, and other documents.***

### MODULE 2

Week 10: Production Design  
Week 11: Music Video Production  
Week 12: Editing 1: Level I  
Week 13: Cinematography 2  
Week 14: Directing 2: Acting & Casting the Actor  
Week 15: Sound 2: Basic Software  
Week 16: Producing 2: Silent Film Production  
Week 17: Commercial Production  
Week 18: Editing 2: Advanced Adobe

#### ***Project 1A: Silent Film***

***Students are required to complete principle photography. Complete edit in Module 2***

#### ***Project 2: 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: Screenwriting 2  
Week 20: Cinematography 3  
Week 21: Documentary  
Week 22: Directing 3: Directing the Actor  
Week 23: Sound 3: Advanced Software  
Week 24: Editing 3: After Effects and Green Screen  
Week 25: Screenwriting 3  
Week 26: Film Festivals  
Week 27: Screenwriting 4

#### ***Project 3: Commercial***

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

#### ***Project 4: Documentary***

***Students are required to script, shoot short documentary film. Complete edit Module 4.***

### MODULE 4

Week 28: Producing 3: Final Film Project  
Week 29: Directing 4: Directing the Scene  
Week 30: Post-Production 1: Art of the Edit & Demo Reel Prep  
Week 31: Post-Production 2: Color Correction  
Week 32: Post-Production 3: Titles & Visual Effects  
Week 33: Sound 4: Sound Editing & Design  
Week 34: Post-Production 4: Scoring & Music  
Week 35: Graphic Design & Movie Poster  
Week 36: Self Marketing & Distribution

#### ***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

These cinematography courses begin with the basics of photography then progresses to motion picture theory. Students will receive training on high definition cameras and gain insight into the science behind the photographic and filmmaking process, including the important role of the Digital Intermediate Technician (DIT).

Students will get hands on training with the instruments used in lighting and grip and learn how to shape and tell stories with light.

Within the cinematography curriculum NFI students will 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 a specific mood or emotion.

### COMMERCIAL PRODUCTION

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

PREREQUISITE: NONE

Making commercials can be one of the most exciting experiences for a filmmaker. Having to tell complex stories and evoking emotions in 15-30 seconds is a huge technical and creative challenge. In this course students will learn how the advertising agency, client and production company work together to create the next big AD. Students will 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 (Techniques)

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

PREREQUISITE: NONE

#### Directing 2 (Acting and 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 4 (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 will learn how to clearly convey their ideas and how to lead a film crew with confidence. Students will 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 will 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 will be examined.

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

PREREQUISITE: NONE

This course focuses on the documentary. Students will learn creative interview techniques, how to find the narrative through line using B-roll, interviews, photographs and narration and how to select interesting subjects. The legal issues of shooting non-fiction will be discussed as well as different filming techniques that will help you capture every moment. Instructors will reference award-winning documentaries during class. Students are required to make a short documentary.

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

PREREQUISITE: NONE

Film festivals have traditionally been a relatively easy way to get an audience and create buzz for your film. Students will learn which festivals are right for their film, the importance of networking and when to hire a publicist.

**EDITING COURSES****(3 WEEKS, 42 LECTURE HOURS, 33 LAB HOURS)****EDITING 1: LEVEL 1****(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 & GREEN SCREEN)****(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)**

PREREQUISITE: EDITING 2

There are three courses in editing and students will learn both the theoretical and technical side of video editing: How to log and capture and prepare footage for editing, how to create a sequence, synching audio and picture, how to accentuate a dramatic or

comedic moment and understanding rhythm and timing within your cut. Students will also learn to finesse, tighten, advance picture and advance audio. Students will also learn how to export their project into different sizes and formats and how to color correct and build a title sequence with their NLE software.

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

PREREQUISITE: NONE

Our introductory course, where we teach students to understand the origins of film and the basic principles of the craft. We start with a brief survey of the history of cinema around the world and its impact on today. Students will 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 their cast and crew.

**MARKETING****(2 WEEKS, 28 LECTURE HOURS, 22 LAB HOURS)****PHOTOSHOP AND ILLUSTRATOR****(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)**

PREREQUISITE: NONE

**GRAPHIC DESIGN AND MOVIE POSTER****(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)**

PREREQUISITE: PHOTOSHOP AND ILLUSTRATOR

These two classes introduce the tools necessary to meet the growing demand for film professionals to know Photoshop, illustrator, graphic design & movie poster skillset. Graphic Design helps with website design and many more design businesses. Movie Posters is part of the movie selling & distribution package. Understanding Graphic Design, Photoshop & Illustrator assists with setting the mood and tone of cinematography and the ability to apply these skills will assist students as they seek new clients.

**MUSIC VIDEO PRODUCTION**  
**(1 WEEK, 14 LECTURE HOURS, 11 LAB HOURS)**

PREREQUISITE: NONE

Music videos are a Directors and Production Designers medium and this course focuses on the art of music videos. Students will discover tricks and techniques for creating a professional looking product and explore the different visual styles that exist between genres of music. Students are required to make a music video.

**Post-Production Courses**  
**(4 WEEKS, 56 LECTURE HOURS, 44 LAB HOURS)**

**POST- PRODUCTION 1: ART OF THE EDIT & DEMO REEL PREP**

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

PREREQUISITE: NONE

**POST- PRODUCTION 2: COLOR CORRECTION**

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

PREREQUISITE: POST-PRODUCTION 1

**POST-PRODUCTION 3: TITLES & VISUAL EFFECTS**

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

PREREQUISITE: POST-PRODUCTION 2

**POST-PRODUCTION 4: SCORING & MUSIC**

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

PREREQUISITE: POST PRODUCTION 3

These four post-production courses focus on the many aspects of the post-production process. Students will be exposed to the important stage of color correction and how to create different looks within scenes and adjust every aspect of the film to get that perfect overall look. Students will learn how to achieve these looks within their editing software and be introduced to other tools available on the market. Students will also be introduced to creative titling and various visual effects techniques that can be achieved by their editing software. In addition, students will get an introduction to the creative possibilities in Adobe After Effects, which has become a staple program in post-production

houses. Finally, students will learn the power of the film score by writing a genre script and how to work with the music supervisor. Students learn how score impacts the emotions. Students learn how and when to use music scores.

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

**PRODUCING 1: PRODUCTION NOTEBOOK**

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

PREREQUISITE: NONE

**PRODUCING 2: SILENT FILM PRODUCTION**

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

PREREQUISITE: PRODUCING 1

**PRODUCING 3: FINAL FILM PROJECT**

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

PREREQUISITE: PRODUCING 2

Like the director who oversees all creative aspects of the film from beginning to end the producer oversees the creative and the commercial. The producer is ultimately responsible for what goes on screen and they must have a broad knowledge of all aspects of filmmaking and a keen sense of business. Topics covered in these three course are funding, budgeting and scheduling, contracts, copyright law, releases and how to hire well. Students will also explore optioning a book or story, production management and how to get the most 'production value' for the money.

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

PREREQUISITE: NONE

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 make-up. The PD will work closely with the director and Cinematographer to work out a specific color palette for the project 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 these four courses, students will learn story development and different screenwriting techniques. Topics include character development, dialogue and the three-act structure. Other topics explored are sequences, the protagonist's journey and the differences between film, television and commercial scripts. Students will be assigned scriptwriting projects, along with the scripts necessary to shoot their five core productions. These will be discussed and critiqued by faculty, staff, and fellow students in a constructive professional manner.

### **Self-Marketing & Demo Reel**

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

PREREQUISITE: MODULES 1-3 AND ALL POST-PRODUCTION COURSES

This course focuses on different methods of marketing and distribution and how to bring your product to market. Topics include theatrical release, straight to video, pay per view, cable and online distribution. Other topics explored are the benefits of behind the scenes video, trailers and blogs.

### **SOUND COURSES**

**(4 WEEKS, 56 LECTURE HOURS, 44 LAB HOURS)**

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

(1 WEEK, 14 HOURS, 11 LAB HOURS)

PREREQUISITE: NONE

#### **SOUND 2: BASIC SOFTWARE**

(1 WEEK, 14 HOURS, 11 LAB HOURS)

PREREQUISITE: SOUND 1

#### **SOUND 3: ADVANCED SOFTWARE**

(1 WEEK, 14 HOURS, 11 LAB HOURS)

PREREQUISITE: SOUND 2

#### **SOUND 4: SOUND EDITING AND DESIGN**

(1 WEEK, 14 HOURS, 11 LAB HOURS)

PREREQUISITE: SOUND 3

These four courses cover everything from capturing quality location sound to post-production mixing and output. Students will learn proper boom technique and the different applications of shotgun and lavalier microphones. Students will also learn techniques for capturing the cleanest audio on set and how to write sound reports. Other topics explored are ADR, Foley, Walla, sound effects, sweetening, ambience and music. Students will become familiar with stereo and 5.1 mixing.

### **SYLLABUS**

The course syllabus outlines the course description, the course outcomes, the assigned and recommended reading as well as Instructor time for questions 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.

Skills exercises are not graded. Each of these scores is included in a MODULE grade, which is calculated, as follows:

**Multiple Choice Quizzes**

(combined score of the 9 individual MCQ, one per week of the Module) 20%

**Skills Tests**

(combined score of the 9 individual skills tests, one per week of the Module) 30%

**Projects**

(each module has one or more assigned projects) 50%

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**Total Module Grade** 100%

The Cinema Production Program may take more than 36 weeks to complete depending on the production and post-production schedule of students' final film projects. Students must request additional time in writing. All requests are subject to NFI approval and additional time cannot extend past the Maximum Time Frame (MTF) of the program.

**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 will expect all students to be appropriately dressed while in class. Clothing gives an impression. Please remember that potential employers and guests visit the school often.

Clothing with pictures 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 to an instructor. The minimum class size is 4 students. There is a maximum of 12 students to an instructor in the lab.

**EQUIPMENT**

Students will 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 its 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 cameras and accessories for use on NFI campus for use on their projects. Off campus checkout may be available at certain times depending on class schedules and projects;

**SUPERVISED WORK EXPERIENCE**

Supervised work experience opportunities presented to NFI or to a student 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.

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/ knowledge acquired during the 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 6, 2017	November 15, 2017
May 1, 2017	February 28, 2018
July 10, 2017	April 30, 2018
October 2, 2017	July 31, 2018

**CLASS SCHEDULES**

	DAY CLASS	EVENING CLASS
<b>Lecture Classes Monday -Thursday</b>	10:00 am – 1:30 pm	2:00 pm - 5:30 pm
<b>Lab Classes Monday-Thursday</b>	2:00 pm – 5:00 pm	10:00 am - 1:00 pm
<b>Friday</b>	No regularly scheduled classes or Labs (Make-up classes possible)	

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 will be 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 test-taking 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 the 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 also are afforded copyright protection under Federal law. The Federal Copyright Act specifically prohibits copying or distributing software without the owners' 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 be required to pay substantial damages. It is the responsibility of each employee and student to respect the intellectual property rights of the owners of the 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 projects off campus. The school cannot ensure their 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 age is 18. No previous experience is required, and no admissions tests are required. Students can apply at any time. Accepted students can start with the next available cohort or at a start date later, at his/her choice. Prospective students may complete an application online at [www.nfi.edu](http://www.nfi.edu), in person or by mail.

Those applying in person may come by 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. Those registering by mail should contact the school regarding available openings for the program of interest and starting date before returning the completed application.

## ADMISSION PROCEDURE

### APPLICATION FOR ADMISSION

- 1. Complete the application.**
  - Failure to fully complete the application in full and not disclose all required information will make the application subject to rejection.
  - 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.**
- 3. Provide proof of high school graduation or GED.** Students should contact their high school and request an "official" transcript to be sent to NFI.

### 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 being accepted 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 this Admissions section of the catalog.

## ADMISSION PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS

NFI welcomes applications from students 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 provided for disabled persons.

Where NFI is not adequately made aware of the special needs or requirements of disabled persons prior to admission, it cannot guarantee that suitable staff and/or facilities will be made available to meet those needs or requirements. NFI may require appropriate evidence to the extent of a particular disability before it is able to commit itself 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 their 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 to establish proof 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 their website at [www.naces.org](http://www.naces.org).

If any applicable official academic records have not been 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 U.S. 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 Nashville Film Institute 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 in order 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 3rd 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 U.S. Department of Education (USDE).)
2. The 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.
3. Applicant must complete a Request Form for Transfer of Previously Earned Credits and pay the \$20 Course Audit Fee before credit transfer will be reviewed.
4. Applicant must include a copy of the course descriptions (including clock hour requirements) from the institution’s catalog of the transferring institution from the year they were attending. For example, if a student began an institution in 1997, then Nashville Film Institute would require the course descriptions from the 1997 Catalog.
5. 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
6. At least 50% of credits earned in the Cinema Production Program must have been earned through course work 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 the credit earned in Nashville Film Institute's programs transferable to any other college, university or school.** The decision to accept credit for any other college is at the sole discretion of the school to which that student might 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 according to the originating institution's clock hour conversion standards.

Credit transferred will not be 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 prior clock hour credits may be earned as a result of 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 course work. 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 Campus Director. The Letter of Appeal should state the reasons he or she believes credits should have been 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. This decision is final. No further appeals will be accepted at the Institution. If the student thinks he or she is being treated unfairly or differently than others students, he or she should then follow the complaint procedure in the Catalog.

#### CREDIT TRANSFER FEES & TUITION

Tuition is NOT charged for transfer credits. Tuition is charged 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. The fees are non-refundable.

- Transfer Credit Review Fee: \$20 (Must be paid before the 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 non-immigrant 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 also requirements specifically 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 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 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 an ACT or a SAT score, please contact the Office of Admissions.
- Original or official copies of all educational transcripts (secondary school and, if applicable, post-secondary academic records) and diplomas. These 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, 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. (a Cambridge University exam)- Level 6

Please contact the Office of Admissions for consideration of another form of English language proficiency.

- 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 9 months.
- A US \$100 non-refundable application fee. See: <http://nfi.edu/pay-reg/> to make payment.
- A photocopy of the student's passport to provide proof of birth date 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 non-immigrant 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.

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 the 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 the means by which 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.

If accepted, an offer of admission will be extended. The offer of acceptance must be accepted, in writing,

# Student Services

## ADVISING AND STUDENT SUPPORT

All faculty and staff of NFI are dedicated to your success. Instructors will be 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 will be 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 will 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 our graduates.

We will help 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 the student's progress throughout the program and to 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 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 NFI 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 the position.

For additional information on NFI's career development procedures, please contact the Career Development Manager.

## SELF EMPLOYMENT

In the entertainment industry, experience may be as important as the education you receive at NFI, so it's essential for graduates to pursue as many opportunities 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. Skills exercises are not graded. Each of these scores is included in a MODULE grade, which is calculated, as follows:

Multiple Choice Quizzes (combined score of the 9 individual MCQ, 20% one per week of the Module)	20%
Skills Test (combined score of the 9 individual skills tests, one per week of the Module)	30%
Projects (each module has one or more assigned projects)	50%
<hr/>	
Total Module Grade	100%

Grades are awarded in the form of percentages for each module completed. Module grades are issued/posted within one (1) week 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 2 weeks after the project due date. Grades for late submissions will fall outside of the 2-

week timeframe.

Module grades are assigned value using the following grading scale. Letter grades are not awarded but provided in this chart to show what percentage represents what 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 2 weeks from the time that grades are posted to dispute individual grades. All grades are final after 2 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 was absent. All work must be the student's own work 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 class work and assignments. Students who are reentering 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 the exam unless they prove that it was due to a significant and unusual circumstance

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;
- 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 every day and on time.

Non-attendance does not release a student from tuition payment obligations or completing course work for that time period. Consistent tardiness 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 or have someone notify the institute with the reason for the absence. The school will determine if the absence is excused or unexcused and document it in the attendance book. Possible reasons for an excused absence include: illness, death in the family, act of nature, or another unforeseen emergency. If possible, 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 your fellow classmates rely on your participation to complete.

### Attendance Tracking

Attendance is recorded daily for each instructional class by the Instructor, and for each lab by the Lab Instructor. All classes are measured in one hour increments.

Instructors submit the recorded attendance to the Campus Support Coordinator who enters the data into each student's electronic record (NFI Portal). The cumulative attendance rate is included on the end of module report. If a student disagrees with any of the attendance data, he or she must submit a written appeal to the Campus Director within ten (10) days of receiving the report. The Campus Director will review the appeal and make a decision within ten (10) days of receipt of the appeal, and adjust the student's attendance in NFI portal as needed. All decisions are final. All attendance records become permanent thirty (30) days after the end of module report is distributed and can no longer be challenged.

### Tardiness and Early Departures

Students are expected to arrive to class on time and stay for the entire session. Arriving late and/or leaving early is a distraction to the other students in the class, and is not tolerated in the professional

market.

A student arriving more than five (5) minutes late for class/lab, or leaving before the final five (5) minutes of class/lab, will be marked 'Late.' A 'Late' attendance is given 2/3 credit for the class/lab. A student who arrives late and leaves early will be marked 'Late-2'. A 'Late-2' designation is given ½ credit for the class/lab.

### 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 sixteen (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, 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 and that results in the student's overall attendance hours to at least 90% of the scheduled hours.

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 prearranged with the instructor or Campus Director, 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.

## **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 for personal reasons of health, family, or emergency. A request for a leave of absence 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 you cannot submit an LOA request before starting a leave due to emergency circumstances, you must contact NFI to request an LOA within this timeframe.

A student granted a LOA for ten (10) 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 10 (ten) consecutive days usually cannot re-enter the program without it adversely affecting their progress. Therefore, if the LOA is approved for more than ten (10) 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 (or 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 a responsible rate towards the completion of their educational objectives. Students must be in compliance with this policy in order to maintain their federal financial aid program eligibility. However, this policy applies to all students, regardless of participation in federal financial aid programs.

The evaluation point at 18 weeks is designed to help identify students who would benefit from an early intervention and/or remediation. Most critical is a student's ability to 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 could also result in the loss of financial aid and academic dismissal. It is very important that students attend and complete all courses successfully.

Students will be formally evaluated for SAP at the end of 18 weeks:

**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 67% of the clock hours attempted.

A student must meet these standards to be considered as meeting Satisfactory Academic Progress and in 'Good Standing.' Course work 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 informally evaluated 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, the evaluations will 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 informal evaluation period, students will be advised on their progress towards achieving SAP. NFI feels that early intervention in regards to academic performance is an essential service to 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 the Satisfactory Academic Progress standards are notified by means of a Probation letter and email from the administrative office. Students wishing to appeal the unsatisfactory academic progress determination must do so in writing, within ten (10) calendar days of receipt of the letter.

Appeals should be directed to the Campus Director. If the student is appealing the unsatisfactory progress determination on the basis of mitigating circumstances, appropriate documentation should 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 10 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 150% of the clock hours attempted, or 150% of the published length of the program as measured in in calendar time.

The Cinema Production Program is 36 weeks in length, therefore the maximum time frame is 54 weeks (36 weeks x 150%). Students exceeding maximum time frame will be terminated from the program. Time spent on an approved Leave of Absence (LOA) **does count against** MTF.

If a student fails to meet Satisfactory Academic Progress at the end point 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.

### 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 150% or 42 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 may 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.

Those bulletin boards designated public or student bulletin boards located on campus are intended primarily 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 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 cost 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 of all monies paid.

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 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.

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 U.S.C. 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 U.S.C. §§ 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 U.S.C. § 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 twenty-one (21) years old to consume, buy, possess, or transport (with the exception of employment requirements) 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 twenty-one (21) years of age. These offenses are classified as Class A Misdemeanors and are punishable by imprisonment for a maximum of eleven months and twenty-nine days, or 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 term and short term physical 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>

### **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 a NFI staff member.

## **PARKING**

Parking is available at NFI campus. No parking permit is necessary. Please park only in the designated spaces and within the lines as a courtesy to others. Automobiles parked in non-designated spaces may be towed at the owner's expense. Handicap parking will be available for students with a handicap, 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 your family and friends that we cannot interrupt classes 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 hours. 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 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 NFI online student portal which hosts information pertinent to the program and student's 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. Password will be emailed to your email address on file. Students can check their 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 the administrative staff. We do encourage 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 their students in the classroom within the parameters of their mission and academic policies and procedures as approved by the applicable licensing and accrediting agencies. Students are afforded freedom in the classroom to express their 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.

191 Polk Ave; Nashville TN, 37210

Email: prema@nfi.edu

Phone: 877-627-3456

## **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 of 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

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 your responsibility to be aware of the legality of your 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 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 has 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 an 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. Other sexually harassing conduct at NFI is prohibited. Such conduct includes, but is not limited to: A 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 relationship that exists 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 U.S.C. § 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 U.S. 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. 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 student's privacy rights under FERPA.

A parent or eligible student who wishes to ask NFI to amend a record should write 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 in order 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 or 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 Presidents will provide direction for these requests.

The student has the right to file a complaint with the U.S. 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  
U.S. 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 social security number. In no event shall grades be posted using the social security number.

## **STUDENT RECORDS**

Student Records contain the institutional information of each individual who entered enrollment at NFI. NFI maintains a permanent copy of Student Records on site for 6 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 insure accurate verification and reporting on the permanent transcript.

Students who wish to review their student record must make the request, in writing, to the campus President.

## **TRANSCRIPT REQUEST**

You may obtain a permanent transcript of your grades from the Registrar. Only students who have cleared all financial obligations will be eligible to receive a transcript, once graduated. Staff will mail certified transcripts directly to other institutions or businesses.

Educational records will not be released to students until all financial obligations to NFI are fulfilled. Students have the right only to inspect and review their records if they have pending financial obligations to NFI. Copies of transcripts from other

institutions will not be copied or released from a 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, the use or threat of physical force, the 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 the classroom and 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 effected 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.

Appeals should be made in writing. The Campus Director will review all appeals and make a decision within seven (7) days.

## **DISCIPLINARY PROCEDURES**

When a student fails to abide by the rules and regulations of NFI or fails to obey the 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 or suspended or placed on a probationary period by the Campus Director depending upon 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 5 class days. Students who are suspended will be expected to make up all course work and projects upon return to the 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 the length of a 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 thirty (30) days of receiving 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 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 many financial aid options to help students and their families determine

the best way to pay for an 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 the 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 the 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. You 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 complete and submit these documents:

- Master Promissory Note (MPN) (if student loans are being requested)
- Entrance Counseling (if student loans are being requested)
- Loan Request Form (if student loans are being requested)

You 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. Eligibility for each type of aid is determined by the FAFSA, student enrollment and dependency status, and the Cost of Attendance for your program.

**Pell Grants** are a type of aid called “gift aid”. Pell Grants typically do not have to be paid back. The maximum amount of Pell Grant that a student may receive for the 2016-2017 Award Year is \$5,815.

**Subsidized Stafford Loans** are low-interest loans offered to eligible students. No payments are required while in school; repayment begins 6 months after a student leaves school or drops below half-time status. No interest will be charged on this loan until the 6-month repayment grace period ends. The current interest rate for Stafford Loans is 3.76%. An origination fee of 1.069% is charged to each disbursement of the loan; this means that the school will receive slightly less than the amount borrowed.

**Unsubsidized Stafford Loans** are low-interest

loans offered to eligible students. No payments are required while in school; repayment begins 6 months after a student leaves school or drops below half-time status. Interest will accumulate on this loan for the life of the loan.

The current (2016-2017 award year) interest rate for Stafford Loans is 3.76%. An origination fee of 1.069% is charged to each disbursement of the loan; this means that the school will receive slightly less than the amount borrowed.

**Parent PLUS Loans** are available to the parents of Dependent students to cover the costs of school that are not covered by the Federal Student Aid for which the student is eligible. This loan allows parents to borrow funds to cover living expenses and the full amount of tuition for their students. Parents may choose to make payments while their student is attending school or defer payments until their student leaves school.

The current (2016-2017 award year) interest rate on the Parent PLUS loan is 6.31%. In addition, an origination fee of 4.276% is charged to each disbursement of the loan; this means that the school will receive slightly less than the amount borrowed.

## FINANCIAL AID DISBURSEMENT SCHEDULE

Federal Student Aid (FSA) will be disbursed in 2 equal disbursements. Each disbursement will be approximately ½ of the FSA that you have 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, 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 the 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, which generally consists of tuition and fees and average living expenses based on nationally published data.

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 you. If the credit balance is the result of student loan funds, students may choose to have the funds returned to their lender; doing so will reduce the amount of their loans.

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

Approximately 30% of FAFSAs are selected 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, the 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 that it will be 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 the 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 paper work 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 does occur on the loan(s), in spite of all the arrangements available to prevent this from happening, one or more of 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.

## STUDENT 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 or living on their own).

For specific details on calculating cost of attendance, contact the Financial Aid Department.

## TUITION AND FEES & PAYMENT PLANS

A \$100 Non-refundable Application Fee is due at the time of application

The application fee cannot be paid with financial aid and is not included in the total cost of the program.

<b>PAYMENT METHODS AND TERMS OF PAYMENTS OF MONIES</b>					
	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>	<b>Option 5</b>
	Payment of Total Program Cost PRIOR to start	Monthly Payments* for Total Program Paid to NFI	Financial Aid Plan 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
Tuition Discount	(\$845.00)	NONE	NONE	NONE	NONE
Total Cost	\$ 18,855.00	\$ 19,700.00	\$ 19,700.00	\$ 19,700.00	\$ 19,700.00
AMOUNT DUE before class starts	\$ 18,855.00  Payment in full on or before the first day of class in the first module will receive a 5% discount	\$ 4,677.84  Payment of materials and first month of tuition due upfront, monthly payments to the school, no interest	\$19,700.00  Financial Aid Plan required  Payment in full AFTER the first day of class in the first module	Amount Varies  Financial Aid Plan required  Amount is based on the total amount of financial aid and/or other funding received.	Amount Varies  Financial Aid Plan required  Amount is based on the total amount of financial aid and/or other funding received.
Balance	None	\$15,022.16	None	Amount Varies	Amount Varies
Monthly payments***	NONE	8 monthly payments of <b>\$1,877.77</b>	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 fail to pay their tuition installment for 2 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 cards.

## **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 for each applicant. This fee cannot be paid for with financial aid.

### **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 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 prior to enrollment 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 non-refundable 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 & materials will be charged at RETAIL price at the time of enrollment.

### **CANCELLATION AFTER THE START OF CLASS**

If a student cancels after the student starts 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 a pro-rata schedule.

The refund calculation will be performed using both of the following policies:

1. ACCET refund policy
2. US Department of Education pro-rata refund policy

The student will receive a refund from whichever refund amount is more favorable to the student.

### **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) The institution may retain an administrative fee associated with withdrawal or termination not to exceed \$100.
  - b) During the first week of classes, tuition charges withheld will not exceed 10 percent (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 whole week were completed, provided the student was present at least one day during the scheduled week.
  - c) After the first week and through fifty percent (50%) of the period of financial obligation,



tuition charges retained will 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. (See example.)

- d) After fifty percent (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	= \$1,314.82
Owed to institution	= \$5,066.62
Refunded to student by April 7th	= \$11,833.38

**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 the 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 due to withdrawal or termination before reenrolling. 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 the NFI monthly payment plan outlined on the front 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 on a monthly basis, 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 and 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 Nashville Film Institute 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 mail. 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 other agency as applicable.
- The student.

#### LAPTOP AND CAMERA POLICY

Laptop and camera packages issued by NFI become the property of the student once sufficient funds have been paid which the school is allowed to retain should the student withdraw from school or cease attendance.

Until sufficient funds have been received, students must checkout and return the laptop and camera each day.

The Financial Aid office will notify the student and Equipment Room staff when the laptop may be taken home by the student.

# Faculty, Staff & Advisors

All instructors of NFI meet the standards expected at NFI as well as established postsecondary 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 has over 20 years of experience in the education industry. Prema is a native of Sri Lanka and has lived in many parts of the world. After working for SAE Institute Worldwide for several years, Ms. Thiagarajah made Nashville her home in 2005 when she became the Campus Director at SAE Institute on Music Row. 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.

## LAURA BEATTY

### Financial Aid and Compliance

*B.S. Liberal Studies (Communication and Leadership)- Middle Tennessee State University*

Laura comes to NFI with over a decade of experience in Financial Aid and postsecondary school administration. She moved to Nashville with the hopes of working in the music industry as a recording engineer; this plan changed when she discovered a talent for administration and a passion for education. Ms. Beatty is currently pursuing an MPS in Training and Development at MTSU.

## 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 above is not available.***

## MICAH ELLARS

### Lead Instructor

*B.S. Communications and Creative Art- West Virginia State University*

Courses taught:           Cinematography  
                                  Art of the Edit  
                                  Creative Writing

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.

## CHRISTIN BAKER

### Instructor

*M.S. Organizational Development and Management for Non-Profit Organizations- Springfield College*  
*B.A. T.V. Production- Middle Tennessee State University*

Course taught:           Producing

Christin Baker is a triple threat, producer, director and writer. A Producer's Guild member (PGA) and Voting member of the Television Academy she is also the founder of Tello Films. Tello is a niche market production company with concurrent web series and projects like Skirtchasers with Meredith Baxter and Barry Bostick and Maybelle. Christin grew up in Nashville and graduated from MTSU as Student Body President and also has her Masters.

Christin has amassed 22 Producing credits, 10 Directing credits and 3 Writing credits. She won a 2016 Best Director award at Raindance London to add to her trove. Kristin is a board member of Tennessee Women in Film & Media. She is one of the Executive Producers and the distributor of "Nikki & Nora", the first un-aired network pilot to be re-imagined as a digital series.

## **BOBBY RINDHAGE**

### **Instructor**

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

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

Course taught:           Photography

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* webseries; 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 a Graphic Designer and Creative Consultant for Dow Corning.

## **ANDREW ROZARIO**

### **Instructor**

Courses taught:       Editing  
                              Screenwriting

Since borrowing his grandmother's video camera when he was ten, Andrew has been making films to entertain audiences. The summer after graduating from high school he worked on his first feature film, "O Brother, Where Are Thou?" He studied English literature at a small liberal arts college to learn how to tell a strong story. In 2010 he was Gwyneth Paltrow's cast assistant on "Country Strong", and in 2012 he was Ashley Judd's cast assistant on "The Identical". He has worked on music videos, commercials, documentaries, short films and feature films. Creating magic and wonder is his sole focus in practicing the craft of filmmaking.

## **KELLEY BAKER**

### **Instructor**

*M.F.A Film Production - University of Southern California*

Courses taught:       Film Studies  
                              Film Business  
                              Film Festival  
                              Selling & Distribution  
                              Sound Design  
                              Sound Editing

Kelley attended the University of Southern California. He received a BA (1980) and an MFA (1982) in Film Production, and did post graduate work at the American Film Institute (1989). At NFI Kelley teaches all about submitting films to film festivals and selling & distributing independent films. His books include *The Angry Filmmaker Survival Guide Part 1 and Part 2*.

## **JOEY CHAPPELL**

*B.A. in Broadcast Production, Anderson University*  
*M.F.A. in Script and Screenwriting, Regent University.*

Courses taught:       Screenwriting 1, 2, 3, 4

Writing screenplays since he was 16, he has carved out a niche for strong themes and sharp dialogue with a passion for both independent and mainstream feature film projects. With an understanding for adaptation, Chappell has been paired with multiple directors to develop their concepts into screenplays. He currently writes and develops projects under Academy Award nominated producer Joel Newton (*The Kids Are All Right, LUV*).

## **STEVE GRIDER**

### **Instructor**

*B.S. Mass Communications - Middle Tennessee State University*

Course taught:           Location Sound

Steve is a location sound mixer based out of Nashville, TN. He has been rolling sound since 1991; his client list includes ABC, BBC, CBS, FOX, HGTV, MTV, NBC, TLC and the NFL. Steve has taught classes on location sound at Vanderbilt University, and his alma mater Middle Tennessee State University. He is a graduate of MTSU's Mass Communications program.

## **WES SCOGGINS**

### **Instructor**

Courses taught:           Color Correction  
                                  Titles and Visuals

Bachelor of Arts (B.A.), Film/Cinema/Video Studies from University of Southern Mississippi Wes Scoggins has spent 8 years working in media production, holding a diverse array of jobs such as colorist, writer, producer, cinematographer, camera operator, DIT, and editor.

Wes got his start working for Indy Mogul from 2007 to 2011, Producing shows, writing, and interviewing industry professionals. Since then he has worked on four feature films, several television shows including a Dreamworks animated series, two graphic novels, hundreds of articles, and two Webby award winning internet shows.

Wes is an expert in post-production pipelines, and filmmaking technology, and has worked on a diverse set of projects over the last decade.

## **SCOTT SIMMONS**

### **Instructor**

Courses taught:           Editing Basics  
                                  Advanced Editing

Scott Simmons was born in rural West Tennessee and didn't really realize that movies and television programming had to be made by actual people until he went to college. After getting degrees in both Television Production and Graphic Design (though not at the same time) he was in one of the early graduating classes at the Watkins Film School in Nashville, Tennessee. During that time at Watkins he discovered editing. While most of his classmates in film school wanted to be directors, Scott saw real career opportunities in post production and took a job as an assistant editor after completing film school. In 1999, Scott took the leap into freelancing. The years of freelancing in a market like Nashville gave him the opportunity to work on a wide range of projects from music videos and live concerts to commercials and television programs, industrial and corporate pieces to documentaries and the occasional narrative film. If you can name it, Scott has probably cut it.

## **MATT COALE**

### **Instructor, Advisory Board Member**

Course taught:           Cinematography

Matt is an Emmy Award winning director of photography based out of Nashville, TN. Having been shooting films since he was twelve, Matt has over 1400 commercials, 650 corporate films, 750 television projects, and 160 music videos to his credit. He has international experience in 35 mm, 16 mm & HD production.

