

Toronto Film School

9. Residency Requirements

Graduation policy lists the minimum portion of the student's program that must be completed through actual coursework while in residence at Toronto Film School. This residence requirement may vary by program, but it is always at least 50% of the program.

10. Financial Policies and Information

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

10.1 Collection of Tuition and Fees Policy

Fees

Students must pay an enrolment fee which accompanies their enrolment agreement. The enrolment agreement is completed during an interview with an Admissions Advisor. Enrolment fees are credited to the student's tuition account.

Resource Fee

A resource fee is required on a per term basis.

Tuition

For students registered in a diploma program, TFS collects tuition in twelve (12) equal payments beginning on the first day of the study period and on the first of each subsequent month. Each student will receive a payment schedule at the time of registration.

Full-time term tuition is charged to all students enrolled for sixteen (16) contact hours through to the standard term schedule for that term. The standard term schedule is the number of contact hours in that term in the standard program of study.

Students enrolled in less than sixteen (16) contact hours will be charged on a per contact hour basis for the term. Those with schedules that exceed the standard term schedule will be charged full time tuition for the term plus the per contact hour charge for those hours exceeding those of the standard term schedule.

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10.3 Withdrawal and Refund Policy

Fees

The enrolment fee will be refunded if TFS terminates the registration prior to the beginning of classes, or upon the enrollee's request if classes do not begin by the start date specified.

Tuition

Students who withdraw or are dismissed from TFS will receive a refund of any pre-paid tuition fees collected according to the Fee Return Policy as prescribed under s. 25 to 33 of O. Reg. 415/06 of the Private Career Colleges Act:

- If a student withdraws in the first half of the program (or in the first half of each one-year study term of a 6-semester program), the student will receive a full refund of pre-paid tuition less an administrative fee of up to \$500 CAD.
- If a student withdraws in the second half of the program (or in the second half of each one-year study term of a 6-semester program), the student is not entitled to a refund of tuition fees.

10.4 Scholarships and other Financial Assistance

TFS assists students to develop plans for financing their education through a combination of self-help, family contributions, student loans, grants, and bursaries.

Student Finance provides information on eligibility criteria and assists eligible students in applying for Canada Student Loans and provincial financial aid. Student loans and bursaries are available to those who qualify and are assessed, administered, and awarded by the respective provincial authorities. Available loans and bursaries vary by province.

More detailed information is available from a Student Finance Officer.

10.5 Satisfactory Scholastic Standard

1. Students are required to complete satisfactorily the academic requirements of their program of study to continue to be eligible for financial assistance. Inherent in this requirement is that a student will achieve passing grades, as defined by Toronto Film School in the minimum required course load:
 - **For OSAP purposes**, the minimum required course load in which a student must be enrolled is 100% of what the institution considers to be a full course load for a Diploma program.
 - **For students with disabilities**, the minimum required course load in which a student must be enrolled is at least 40% of what the institution considers to be a full course load.

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Students are expected to progress through the program according to their enrollment agreement. Frequent or multiple program switches, drops, withdrawals, and/or multiple repeats of a program, which are funded by OSAP may also be considered lack of progress and lack of academic direction on the part of the student. If a student does not make satisfactory academic progress, the following applies:

Scholastic Situation	Consequence	Remedy
Failure to achieve satisfactory scholastic standard during 1 period of study .	Student put on probation; remains eligible for OSAP in next period of study.	Must succeed in all following academic years to maintain continuous Canada-Ontario Integrated Student Loan and grant eligibility.
Failure to achieve satisfactory scholastic standard during 2 periods of study.	Student loses Canada-Ontario Integrated Student Loan and grant eligibility for a minimum of 12 months .	Must maintain Canada-Ontario Integrated Student Loan in good standing with lending institution during the 12-month period .
Failure to achieve satisfactory scholastic standard during 3 periods of study.	Student loses Canada-Ontario Integrated Student Loan and grant eligibility for a minimum of 36 months .	Must maintain Canada-Ontario Integrated Student Loan in good standing with lending institution during the 36-month period .
Failure to achieve satisfactory scholastic standard during 4 periods of study.	Student loses Canada-Ontario Integrated Student Loan and grant eligibility for a minimum of 60 months (5 years).	Must maintain Canada-Ontario Integrated Student Loan in good standing during the 60-month period .
Failure to achieve satisfactory scholastic standard during 5 periods of study.	Student loses eligibility for new Certificate of Eligibility and new loans.	Must repay all loans prior to obtaining new loans.

In order to maintain the loans in good standing, the student must meet one of the following conditions:

- If continuing in full-time studies, the student must keep loans in interest free status by completing a Confirmation of Enrolment.
- If not continuing in full-time studies, the student must consolidate his or her loans and begin repayment.

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The table above outlines the **minimum** consequences and remedies associated with different scholastic situations to be enforced by postsecondary institutions.

Postsecondary institutions may use their internal policy if it exceeds these minimum requirements. Institutions using their own internal policy must ensure that the written notification to students (e.g., Academic Probation Notification letter) clearly articulates institution policy.

Students experiencing temporary illness or disability may be exempted from the satisfactory scholastic standard for that period of illness or disability. The student will have to provide a letter of explanation, transcripts, and other applicable documentation, as determined by the Financial Aid Administrator, for the Financial Aid Administrator's review.

10.6 Delivery of Goods and Services Policy

Students may be required to purchase standard texts or special lesson manuals and lab/studio supplies as specified in the course syllabi.

Enrollment for a subsequent term will be denied to students who fail to fulfill their financial obligations. In addition, no diploma is released to a student with outstanding financial obligations to Toronto Film School. In all cases, a student remains responsible for tuition and other changes incurred.

10.7 Works Owned by Students

Students own the copyright to the works they produce. Toronto Film School does not claim ownership of any works created by students, except where:

- a) The student received compensation as an employee of Toronto Film School for the creation of the work; or
- b) The creation of the work required the extensive use of Toronto Film School facilities, resources, or funds. Toronto Film School will automatically be licensed to present student-produced works for instructional purposes in Toronto Film School courses for up to five (5) years after the creation of the works. The use of these works for non-instructional purposes (i.e., Toronto Film School publicity) or for instructional purposes beyond the five-year period requires the consent of the creators of the works.

10.8 Contract Period Policy

Students contract for the length of the program.