



## Professional Intensive Enrollment Agreement

Revised on 9/25/2019

In order to enroll in Professional Intensive (PI) at RMSP, the applicant, or the parent or guardian of the applicant if the applicant is under 18 years of age, is required to attest to the fact that he or she has read and agrees to the terms of this Enrollment Agreement.

### 2020/2021 School Calendar

The Professional Intensive program begins at 9am on Tuesday, September 8, 2020. The program ends on Friday, May 14, 2021. Classes are scheduled Mondays through Fridays, with occasional sessions on evenings and weekends.

The program is divided into 3 phases of instruction:

Phase I: September 8 – December 18 (15 weeks)

Phase II: January 11 – February 26 (7 weeks)

Phase III: March 1– May 14 (11 weeks)

Students receive a day-by-day class schedule at student orientation. As with any program, changes in scheduling may occur for a variety of reasons throughout the length of the program. Students will be notified of any changes as soon as possible.

#### Holidays Observed and School Breaks

There will be no classes on the following holidays:

Veterans Day, November 11, 2020

Martin Luther King Jr. Day, January 18, 2021

Presidents' Day, February 15, 2021

The following breaks in the schedule will be observed:

Fall break – October 15-18, 2020

Thanksgiving break – November 25-29, 2020

Holiday break – December 19, 2020 – January 10, 2021

Spring break – March 10-14, 2021

### Tuition Payment Policies

All deposits and tuition balances must be paid on or prior to the schedule as listed below:

Tuition: \$27,950 for 36 weeks (September 8, 2020 – May 14, 2021)

Deposit: \$500.00 is due at enrollment. This non-refundable\*, non-transferable deposit is applied to the tuition for the program.

Payment 1: \$7,450 is due 60 days before the start of the program\*\*

Payment 2: \$20,000 is due 30 days before the start of the program\*\*

Tuition includes instruction only. Expenses including housing, meals, travel, equipment, supplies, and all other expenses are the responsibility of the student and are not included in the tuition.

Exceptions for Veteran's Benefit Eligible Students:

\*Tuition deposit is refundable to Veteran's Benefit Eligible Students.

\*\* "Covered Individuals" are those entitled to education assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits: Any covered individual may attend or participate in the program during the period beginning on the date on which the individual provides to RMSP a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a "Certificate of Eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs website – eBenefits, or a VAP 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to RMSP
2. 90 days after the date RMSP certified tuition and fees following the receipt of the Certificate of Eligibility.

RMSP will not impose any penalty, including any late fees, denial of access to classes or other facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## Cancellation and Withdrawal Refund Policies

1. Provided that the program has not yet begun, a full refund of all money paid will be made to any applicant who cancels his or her enrollment within 72 hours (until midnight of the third day, excluding weekends and legal holidays) of enrolling in the program.
2. A full refund of all money paid, less the tuition deposit, will be made to any applicant who cancels enrollment prior to the start of the program (and after the 72-hour cancellation privilege).
3. A full refund of all money paid will be made to any applicant in the event that educational services are discontinued by RMSP.
4. For withdrawals on the 1<sup>st</sup> through 7<sup>th</sup> calendar days of the program: RMSP refunds all tuition paid, less the \$500 tuition deposit and \$1500.
5. For withdrawals on the 8<sup>th</sup> through 14<sup>th</sup> calendar days of the program: RMSP refunds all tuition paid, less the \$500 tuition deposit and \$3000.
6. For withdrawals on the 15<sup>th</sup> through 21<sup>st</sup> calendar days of the program: RMSP refunds all tuition paid, less the \$500 tuition deposit and \$4500.
7. For withdrawals after the 21<sup>st</sup> calendar day of the program: RMSP retains all tuition paid and no refunds are available.
8. The official date of withdrawal will be considered to be the date of receipt of written withdrawal notice from the student.
9. Refunds will be processed within 30 days after our office receives notice of withdrawal or cancellation.

In the case of a student's prolonged illness or injury, a death in the student's immediate family, or other circumstances that make it infeasible for the student to complete Professional Intensive, RMSP, at its sole discretion, will make a settlement that it considers reasonable and fair to both parties. The school will propose a settlement within 30 days of the official date of withdrawal.

#### Professional Intensive Tuition Refund Policy for Veterans Benefit Eligible Students

For students receiving VA education benefits who withdraw from the Professional Intensive program, RMSP will refund the portion of the tuition which represents the percent of the program not completed (as measured in days). Portion paid by the VA will be refunded to the VA according to the following table. Portion paid by the student will be refunded to the student according to the following table.

Refund Table for Veteran's Benefit Eligible Students: Refunds will be made based on the chart below within 40 days of withdrawal.

STUDENT ENTITLED UPON WITHDRAWAL/TERMINATION	REFUND
10% of program completed	90% Refund
20% of program completed	80% Refund
30% of program completed	70% Refund
40% of program completed	60% Refund
50% of program completed	50% Refund
60% of program completed	40% Refund
70% of program completed	30% Refund
80% of program completed	20% Refund
90% of program completed	10% Refund

## Student Handbook

The Student Handbook below outlines Rocky Mountain School of Photography's policies, expectations, and guidelines for Professional Intensive students. Please read it carefully. As part of the enrollment process, an applicant must certify that he or she has read this Handbook and agrees to abide by the policies and guidelines outlined herein.

### Grading Policy

The Professional Intensive curriculum consists of core courses, special lectures, labs, review sessions and Educational Partner presentations. Assignments, quizzes, tests, and projects are graded on a percentage basis. At student orientation, RMSP will provide a grading rubric for each phase of the program.

To graduate from PI, the student must receive a final grade of 70% or higher. The final grade is the weighted average of all assignments, quizzes, tests, and projects throughout the 36-week program. In order to receive a passing grade, the student must complete assignments and projects in a timely and satisfactory manner.

#### Definitions of Grades:

90-100%	Excellent
80-90%	Good
70-80%	Satisfactory
Below 70%	Unsatisfactory

Students who earn a final grade of 70% or higher receive a Certificate of Completion.

#### Make-up Work and Incomplete Grades

Students are given the opportunity to turn in late assignments when necessary. Late assignments will be given a lower grade according to the following policy:

- 25% if it is between 1 minute and 24 hours late
- 50% if it is between 24 and 48 hours late
- 75% if it is between 48 and 72 hours late

If an assignment or project is more than 3 days late, it will automatically be marked as a 0. For students who cannot complete assignments for a particular course due to serious illness or other incapacitating circumstances, an "Incomplete" course grade will be given. The School Directors, along with the student and the instructor(s), will determine a plan for the coursework to be completed and the incomplete assignments to be submitted.

#### Unsatisfactory Grades and Progress

If at any time during the program a student needs additional help to keep up with the coursework, the student should inform the School Directors. At the end of each phase of the PI program, a student will receive a progress report with his or her grades for that phase. If a student's overall cumulative grade falls below 70%, the School Directors will meet with the student. The student will be placed on probation for 60 days. A plan for corrective action and support will be determined and implemented in order to bring the student's cumulative grade up to a minimum of 70%. If at the end of the 60-day probation period, the student's overall cumulative grade remains below 70%, the student will be withdrawn from the program. A withdrawn student will be allowed to re-apply for a future instance of the program as a new student.\* Progress reports are kept as part of a student's permanent record and will be furnished to the student.

#### Attendance

Attending classes is necessary to succeed in RMSP's intense environment. Attendance is taken in all required sessions and more than 10 unexcused absences will result in the student not earning a Certificate of Completion.

In the event that a student must be absent, he or she must notify the Program Director or have someone notify RMSP on their behalf. RMSP may contact students who miss class two days in a row to determine the reason for the absence.

#### Credit for Previous Education and Training

RMSP requires that all students attend the entire PI program, regardless of previous education or training.\*

\*Exception for Veteran's Benefit Eligible Students – RMSP will evaluate all prior photography training and grant credit where appropriate reducing a student's program length.

## Expectations of Students

At RMSP we hold high expectations for our students. We expect that students:

1. Will not violate RMSP's Code of Conduct (see below).
2. Will abide by all RMSP's policies and procedures.
3. Will respect fellow students and RMSP staff in words and actions - regardless of age, race, beliefs, gender, background, sexual orientation, political opinions or disability.
4. Will show up to class on time and be prepared to participate.
5. Will complete assignments on time and in a professional manner.
6. Will refrain from visible or verbal interruptions or distractions during class that inhibit another student's learning experience.
7. Will bring all required equipment and supplies to class.
8. Will ask questions and seek help when needed.
9. Will respect RMSP facility rules, usage and hours.

## Code of Conduct

Students should conduct themselves in a professional manner. Misconduct as outlined below will not be tolerated and may, at the sole discretion of the School Directors, result in the student's termination from the program. With the sole exception of Veteran's Benefit Eligible Students, dismissals will not result in a tuition refund.

1. Knowingly furnishing false information to the school and alteration or use of school documents or instruments of identification with intent to defraud.
2. Theft or vandalism of RMSP property or property of a member of the school community.
3. Destructive or disruptive behaviors that create risk to others, infringe on the rights of others, or otherwise disrupt the learning environment of RMSP.
4. Failure to follow safety procedures in the classrooms, studio and in the field.
5. Conduct which threatens the health or safety of any person, including but not limited to physical or verbal abuse, retaliation, threats, intimidation, harassment, and any form of coercion.
6. Abusive or harassing behavior, including but not limited to, stalking, unwelcome communications, and all forms of sexual misconduct.
7. Disorderly, lewd, or indecent conduct.
8. Accessing, downloading, and/or distributing lewd or illegal content on RMSP's Wifi network.
9. Failure to comply with a reasonable request or to follow a directive from an RMSP staff member or Instructor acting in performance of their duties.
10. Smoking or other tobacco use in school buildings, including E-cigarettes.
11. Participation in all forms of gambling or possession of drugs, drug paraphernalia, or alcoholic beverages on school premises.
12. Attending classes or field shoots under the influence of alcohol or drugs.
13. Violation of any federal, state or local laws.

## Reporting Harassment

Harassing behavior of a student or staff member will not be tolerated. It is the student's responsibility to report any harassing behavior to the School Directors.

### Dress Code

Students may dress in casual attire for classroom, lab, studio and field sessions. For safety reasons, there is a “no-open-toed-shoes-or-sandals” policy in the studio. If a student comes to a studio class with inappropriate footwear he or she will be asked to go home and change shoes.

### Personal Items

The school cannot be held responsible for any personal items lost or stolen while on school property. Students are responsible for their personal belongings.

### Supplies and Equipment

Professional Intensive requires specific equipment and supplies for use by each student. Preference of supplies or equipment may vary from student to student, as this is a personal decision. A detailed Equipment and Supplies list will be made available to enrolled Professional Intensive students in the spring before the program begins. Because the PI curriculum includes a great deal of information on photographic equipment, it is recommended that students come with a minimum of gear and make their purchases after the start of the program.

### Facilities & Equipment Usage

Enrolled Professional Intensive students receive access to RMSP's two classroom spaces, two studio spaces, and general student areas. RMSP offers enrolled students the opportunity to borrow photographic gear to help support the learning process. Policies and procedures concerning use of the facilities and equipment are discussed with students during class. Students are liable for repair or replacement of equipment that is damaged or lost during use.

### Safety in the Lighting Studio and in the Field

There are significant hazards associated with working in the studio and shooting in the field. Studio safety procedures are discussed with students during related classes. Follow these procedures closely. Failure to follow these guidelines may result in disciplinary action as the student may cause harm to him/herself and/or fellow students.

### Medical Issues

Students are responsible for their own healthcare. Rocky Mountain School of Photography does not provide health insurance for students. Medical emergencies occurring during a class or field shoot should be reported immediately to the instructor or assistant on duty. They will arrange emergency transportation to an emergency clinic. There are first aid kits available throughout the school.

### Guidance Counseling

Occasionally students may have problems of a school-related nature that they wish to discuss. Students may contact the School Directors for a meeting. For guidance on issues of a personal nature, the School Directors will refer students to local licensed counselors.

### Access to Student Records

Students may review their record upon request. Speak to the School Directors to request the review.

### Student Feedback

If a student has feedback for Rocky Mountain School of Photography, he or she may contact the School Directors.

### Returned Check Fee

If a check is returned as non-payable for any reason, there will be a charge of \$25.

## RMSP's Governing Body

Rocky Mountain School of Photography is owned by Neil and Jeanne Chaput de Saintonge who reside in Missoula and work at the school. Their son, Forest, and his wife, Sarah are the School Directors. The governing body of the school is comprised of these four individuals.

Collectively, the Chaput de Saintonges have been teaching photography for 80 years. With that experience comes knowledge of effective program management and proven teaching techniques that enable students to push through their own stumbling blocks.

RMSP's core instructors teach the foundation of the Professional Intensive program. While over 20 instructors, many of which come to Missoula from all across the U.S., impart knowledge to our students, some qualifications of a few core instructors are listed below:

Jeff McLain, who teaches photographic lighting, software, and video is a 2001 graduate of Hallmark Institute of Photography and has a B.A. from the University of Montana. After over 15 years as a working professional photographer, assistant, and digital technician with clients like Pier 1 Imports, Mountain Hardwear and Robert Mondavi Wines, he brings real-world expertise to our students.

Jessica Carter, who teaches students how to create and manage their own businesses, is a graduate from the University of Montana with a B.S. in Business Administration (2005) and a M.P.A. in Public Administration (2011). After 10 years in the field of educational program management, Jessica brings expertise in mentoring students toward their desired goals with an emphasis on entrepreneurial success.

Marcy James, who teaches aesthetic and creative processes, is a 2005 graduate from the University of Montana with an M.F.A. Her experience as a freelance photographer and photojournalist offers students a unique perspective on crafting vision and artistic expression in their professional work.

## Agreement

By agreeing to the terms and conditions of this Enrollment Agreement you are agreeing to the following:

- You have been provided a copy, have read, understand and agree to abide by the policies included in this Enrollment Agreement.

- If you, as the applicant, are under the age of 18, your parent or guardian has read and agreed to the terms included in this Enrollment Agreement.
- You understand that tuition covers the cost of instruction, but that housing, meals, travel, equipment, supplies and all other expenses are your sole responsibility.
- You understand that all fees must be current before you begin attendance or receive any RMSP services.
- You understand that all financial obligations to RMSP must be discharged before a Certificate of Completion will be issued to you upon successful completion of the program.
- You understand that there is a 72-hour cancellation privilege for this Enrollment Agreement (provided that the 2020/2021 program has not yet begun.) If you enroll in the Professional Intensive program and then decide to cancel your enrollment, you must notify RMSP within 72 hours of your enrollment to receive a refund of your deposit.