

Professional Intensive Enrollment Agreement

Revised September 2021

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.

2022/2023 School Calendar

The Professional Intensive program begins at 9 a.m. on Tuesday, September 6, 2022. The program ends on Friday, May 12, 2023. Classes are scheduled Mondays through Fridays, with occasional sessions on evenings and weekends.

The program is divided into 2 phases of instruction:

Phase I: September 6 – December 16 (15 weeks)

Phase II: January 9 – May 12 (18 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, 2022

Martin Luther King Jr. Day – January 16, 2023

Presidents' Day – February 20, 2023

The following breaks in the schedule will be observed:

Thanksgiving break – November 23-27, 2022

Holiday break – December 17, 2022 – January 8, 2023

Spring break – March 8-12, 2023

Tuition Payment Policies

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

Tuition: \$28,950 for 36 weeks (September 6, 2022 through May 12, 2023)

Deposit: \$1,000 due at enrollment. This non-refundable*, non-transferable deposit is applied to the tuition for the program.

Payment 1: \$7,950 is due 90 days before the start of the program**

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

If a tuition payment is not made within 14 days of the due date (see above), the student's spot in the program may be forfeited** to a prospective student on the waiting list. In the event a student's spot

has been forfeited due to nonpayment, they can be re-registered as soon as the payment is made, provided the program has not reached maximum enrollment.

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.

Additional information for Veteran's Benefit Eligible Students:

1. Automatic renewal of a covered individual in the Professional Intensive program is prohibited.
2. By signing this Enrollment Agreement, a covered individual approves of his or her enrollment.
3. Members of the Armed Forces, including the reserve components and the National Guard who enroll in PI will re-admitted at RMSP if such members are temporarily unavailable or have to suspend such enrollment by reason of serving in the Armed Forces. In the event that such absences are of short-term duration, RMSP will accommodate service member by providing tutoring and support in order for the student to "catch up" and re-join the currently running program. If absence is for an extended time period, it may be necessary to admit student into the PI program the following session.
4. Jeanne Chaput de Saintonge, Business Manager of RMSP, will serve as the main point of contact for covered individuals and families needing assistance with respect to academic counseling, financial counseling, disability counseling and other information regarding completing a course of education at RMSP. Ms. Chaput de Saintonge will refer individual and his or her family to the appropriate person(s) for such counseling and information.

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 30 days or more 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 cancellations received 30 days or fewer prior to the start of the program, RMSP retains the \$1000 deposit and a cancellation fee of \$7950. Any additional tuition paid will be refunded to the student.
4. For withdrawals on the 1st through 14th calendar days of the program: RMSP retains the \$1000 deposit and a cancellation fee of \$10,000. Additional tuition paid will be refunded to the student.
5. For withdrawals after the 14th 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 settlement proposed may include an option for re-enrollment in a future instance of the program. RMSP 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.

In order to graduate from the Professional Intensive program and receive a Certificate of Completion, a student must complete all coursework with a final grade of 2.0 or higher (see below) and accumulate fewer than 10 unexcused absences. Unless otherwise noted on the program schedule (provided at Orientation), all classes are required. Coursework must be completed by graduation day.

Attendance

Attending classes is necessary to succeed in RMSP's intense environment. Attendance is taken in all sessions and accumulating 10 unexcused absences will result in the student not earning a Certificate of Completion. Enrolled students will be provided with a more detailed Attendance policy at orientation.

Grading Policy

The Professional Intensive curriculum consists of core courses, special lectures, labs, shoots, review sessions, and Educational Partner presentations. Assignments, quizzes, exams, and projects are graded on a 4-point scale.

Definitions of Grades:

- 0 = work not submitted / not submitted on time
- 1 = unsatisfactory
- 2 = satisfactory
- 3 = excellent

The final grade is the weighted average of all assignments, quizzes, tests, and projects throughout the 36-week program. Enrolled students will be provided a grading rubric for each phase of the program at orientation. To receive a passing grade, the student must complete assignments and projects in a timely and satisfactory manner. To receive a Certificate of Completion and graduate from the program, a student must complete all coursework with a final grade of 2.0 or higher.

Make-up Work and Incomplete Grades

Late work earns a grade of 0 and is not accepted without prior approval from the Program Director. The student is responsible for completing assignments and projects on time and making up any missed work, even for excused absences. To make up missed work due to an excused absence, it is the student's responsibility to reach out to the Program Director and arrange an alternative due date.

If a student cannot complete a large number of assignments or projects due to serious illness or other personally incapacitating circumstances, an "Incomplete" grade will be given. The Program Director and the School Directors will work with the student and the instructor(s) to determine a plan for the coursework to be completed and submitted, if possible.

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 Program Director. If a student's overall cumulative grade falls below 1.5, the

Program Director will meet with the student. The student will be placed on probation. A plan for corrective action and support will be determined and implemented in order to bring the student's cumulative grade up to 2.0. If the results of the corrective action are not satisfactory and there is no possibility of the student passing the program (as determined by the Program Director), the student (and the VA, if applicable) will be notified. In the case of a student receiving Veteran's Benefits, the VA will be refunded according to the table above and the student will withdraw from the program. Any non-VA student will be allowed to continue to participate in the program if he or she so desires, however a Certificate of Completion will not be awarded. At any time during the program a progress report may be requested and will be provided. At minimum, a formal progress report is provided to students at the end of Phase I of the PI program. Progress reports are kept as part of a student's permanent record and will be furnished to the student.

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 – Rocky Mountain School of Photography will evaluate all previous education and training, grant credit when appropriate, and adjust course length and cost accordingly. It is the student's responsibility to submit any transcripts or relevant documentation. The school is responsible for maintaining credit evaluation records as part of the student files, as well as notifying the student and Department of Veterans Affairs (VA) of any credit awarded.

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 Director, 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 health and 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 on school property or during school-sponsored shoots, including E-cigarettes.
11. Participation in all forms of gambling or possession of drugs, drug paraphernalia, or alcoholic beverages on school premises or during school-sponsored shoots.
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 Program or School Directors.

Dress Code

Students may dress in casual attire for classroom, lab, studio and field sessions. Nudity is not permitted on the RMSP campus and all clothing for students and their models must provide reasonable coverage of private areas. 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 classroom spaces, 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 the program. Students are liable for repair or replacement of RMSP property and 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 Program or School Directors for a meeting. For guidance on issues of a personal nature, staff will refer students to local licensed counselors.

Access to Student Records

Students may review their record upon request. Speak to the School Director to request the review. Rocky Mountain School of Photography will maintain student records for a minimum of 3 years. Records will include, but not limited to, attendance, progress reports, grades, conduct-related documents, previous education and training, enrollment application, and Enrollment Agreement with student acknowledgement.

Student Feedback

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

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, is the School Director and his wife, Sarah, is the Assistant Director. 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 15 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 if you do not meet a payment deadline, you risk losing your spot in the Professional Intensive program.
- You understand that there is a 72-hour cancellation privilege for this Enrollment Agreement (provided that the 2022/2023 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.