UCLA Professional Program in Producing

Name ____________________________
Address __________________________
City ___________________________ State ___________ Zip __________________
Telephone __________________________
Email ____________________________

<table>
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<tr>
<th>Total Tuition</th>
<th>Amount Due With Application</th>
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International Student Application Deadline is April 1, 2016
US Student Application deadline is May 23, 2016
Program begins on June 20, 2016

INTERNATIONAL STUDENTS: If you are not a U.S. citizen, you will need a J-1 visa to participate in this program. To allow enough time to obtain a J-1 visa, you must apply for our program by April 1, 2016. You are encouraged to send us your Professional Program application as soon as possible. There is an extra non-refundable $340 fee for DS-2019 processing. International students in need of a DS-2019 will be charged this fee on top of their tuition cost, once the DS-2019 is processed. In addition, please be aware that students entering the United States on a J-1 visa must first pay a $180 SEVIS fee to the U.S. Department of Homeland Security.

International students who are admitted to the Professional Program in Producing will receive a DS-2019 application form at that time.

CHECKLIST
Before you send your application, make sure you have enclosed:

☐ Professional resume
☐ Statement of purpose (one page – no more, no less)
☐ Application form with credit card payment information for $2000 tuition deposit
☐ A signed and dated copy of the Professional Programs Policies
☐ Copy of undergraduate bachelor’s or graduate transcript (non-official copy ok), OR a copy of undergraduate bachelor’s or graduate degree certificate, OR a DegreeVerifyCertificate from National Student Clearinghouse.
PAYMENT: The initial payment of $2000 may be made by credit card only. The balance may be paid with a credit card or with a cashier’s check or money orders made out to UC Regents. Please be advised that we do not accept personal checks.

Your deposit will only be charged if you are admitted to the program.

We accept Visa, MasterCard, and Discover. We do not accept AMEX.

Please complete the following. Please print legibly:

Visa __________ Mastercard __________ Discover __________

Credit Card Number __________________________ Exp. Date __________

Authorizing Signature ____________________________________________

Please fax your application to 310-206-7099.

Per University policy, applications may NOT be emailed.

Alternatively, you may mail your completed application to:

UCLA School of Theater, Film and Television
Professional Program in Producing
102 East Melnitz Hall
Los Angeles, CA 90095-1622

REFUND POLICY AND SCHEDULE
Applicants who would like to withdraw from any of our courses must do so in writing. Students may send a fax to (310) 206-7099 or simply email professionalprograms@tft.ucla.edu.

If you have questions about this policy, please call (310) 825-6124.

Professional Program in Producing – Refund Schedule (applies to full tuition cost)
• 100% refund if student withdraws by May 31, 2016
• 80% refund after May 31, 2016 and up to and including first day of second week of classes (June 27, 2016)
• 50% refund after June 27, 2016, and up to and including first day of third week of classes (July 5, 2016)
• 0% refund after July 5, 2016

Please call (310) 825-6124 or email ProfessionalPrograms@tft.ucla.edu with any questions.

Please let us know how you heard about our program. ____________________________
PROFESSIONAL PROGRAMS POLICIES (Part 1)

UCLA SCHOOL OF THEATER, FILM AND TELEVISION

The following policies apply to the Professional Program in Producing.

By applying to this program, you are agreeing to the policies listed below.

1. ATTENDANCE/PUNCTUALITY - Students who regularly attend the program will receive a certificate of completion. Up to four unexcused absences are permitted. Classes take place Monday – Thursday, 7pm-10pm. Students must be in their seats by 7:00. Please understand that our instructors, many of whom are high-profile industry guests, expect that their lectures will not be interrupted by late walk-ins. If you know you will be absent, please contact your teaching assistant ahead of time.

2. FOOD/DRINK - You may bring water with you into the classroom. Other foods and drinks are not permitted. Please dispose of trash appropriately.

3. PHONE USE - Making phone calls or texting in the classroom while the class is in session is not permitted. Please be respectful of the instructors and your fellow classmates by using your phone during the break, or before or after class. Please make sure to turn off your cell phone before class begins.

4. RECORDING DEVICES - Due to the nature of the program’s faculty and content, recording devices of any kind are not permitted in the classroom. Instructors expect that classroom discussion will be kept confidential and that materials will not be redistributed.

5. LAPTOPS and iPADS - Laptop and iPad use must be limited to taking notes. There will be no texting, emailing or internet research done during class.

6. CLASS DISCUSSION/Q&As - Please do not talk amongst yourselves during the instructor’s lecture. Even whispers can become very distracting to both the instructor and the students around you. Each instructor will determine the appropriate time to facilitate class discussion (i.e. a Q&A session at the end of the class period). Questions are certainly encouraged, but please be considerate of the fact that others may have questions as well, and that the instructor has a limited amount of time to complete their presentation.

7. INSTRUCTORS/GUEST SPEAKERS - Please do not approach the instructors or guest speakers with any personal request (i.e. to read a script, to ask for a job interview, etc). Most instructors will not want to be approached with personal requests or to be contacted outside of class. Some may choose to give out their contact information, but this is at their discretion. If you have a question or request, please ask your teaching assistant to contact the instructor or guest speaker on your behalf.

8. CLASSROOM CONDUCT - We believe in creating and maintaining a supportive learning environment for our students. To that end, all students are expected to treat their instructors and classmates with the utmost respect and to contribute to a safe and comfortable classroom experience. Disruptive, demeaning, or antagonistic behavior will not be tolerated.

I have read and agree to the above policies (Part 1).

________________________________________

(Please sign and date this page and include it in your application.)
PROFESSIONAL PROGRAMS POLICIES (Part 2)
UCLA SCHOOL OF THEATER, FILM AND TELEVISION

The following policies apply to the Professional Program in Producing.

By applying to this program, you are agreeing to the policies listed below.

GROUND FOR DISMISSAL OR NON-CONTINUANCE

The UCLA Professional Programs administration reserves the right to a) dismiss any student at any time, without refund, or b) refuse further or continued enrollment in UCLA Professional Programs courses, if and when the student does not conform to federal, state, and local laws, and/or does not respect the personal rights of others and the educational purposes and standards of the Programs, and when the administration deems such action to be in the best interests of the student, student body, instructor, or Program.

Behavior or situations that violate the UCLA Professional Programs’ standards include, but are not limited to: Disorderly conduct, erratic behavior, or any interference with normal Program activities. Violation of accepted standards of decency. Failure to respect the instructor’s authority over the class. Making unreasonable demands of classmates and instructors. Harassment of any kind. Dishonesty, plagiarism, copyright infringement. Assault, threats of injury or harm, theft, property damage. Possession of firearms or dangerous weapons. Possession, use, or distribution of alcohol or illegal drugs.

UCLA Professional Programs students are expected to maintain personal integrity and to respect the integrity of the Programs. The UCLA Professional Programs administration reserves the right to refuse further enrollment in UCLA Professional Programs courses if the student demonstrates unwillingness or refusal to complete homework assignments, unwillingness or refusal to actively participate in courses, and/or unwillingness or refusal to contribute to a professional and productive classroom environment.

UCLA PROFESSIONAL PROGRAMS GRADING POLICY

There are 2 possible grades in the Professional Program in Producing: Pass and No Pass:

A Pass is given to students who attend class regularly.

A No Pass is given to students who miss more than four lectures. Students who receive a No Pass will not receive a certificate of completion at the end of the program.

Please make sure to sign in with the program’s teaching assistant each night.

I have read and agree to the above policies (Part 2). __________________________________________

(Please sign and date this page and include it in your application.)