

UCLA Professional Program in Screenwriting

Name _____

City _____ State _____ Zip _____

Telephone _____

Email _____

APPLICATION FORM

Please **check the box** next to the program for which you are applying:

Program	Check Box	Total Tuition	Amount Due With Application
Professional Program in Screenwriting 2017-2018 (on-campus)		\$5500	\$2000 (student will be charged upon admission; remaining \$3500 tuition payment due September 1, 2017) (Please note: The on-campus application deadline for international students is July 5.)
Professional Program in Screenwriting 2017-2018 (online)		\$5500	\$2000 (student will be charged upon admission; remaining \$3500 tuition payment due September 1, 2017)

Classes take place on weeknights, Monday - Thursday. If you have **major** schedule conflicts, please list them here:

How did you hear about our program? _____

2017-2018 UCLA Professional Program in Screenwriting

PAYMENT: The initial tuition payment of \$2000 may be paid by credit card ONLY. Accepted cards are Visa, MasterCard, Amex and Discover. Once a student is enrolled, the tuition balance of \$3,500 may be paid by credit card OR by cashier's check or money orders made out to UC Regents. **We do not accept personal checks.**

Please complete the following. Please print legibly:

Visa _____ Mastercard _____ Amex _____ Discover _____

Credit Card Number _____ Expiration Date _____

Authorizing Signature _____

Mail your completed enrollment form to:

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

Alternatively, you may fax your enrollment form to 310-206-7099. Per University policy, applications MAY NOT be emailed.

REFUND POLICY AND SCHEDULE

Students who would like to withdraw from any of our courses must do so in writing. Students may simply email professionalprograms@tft.ucla.edu

Professional Program in Screenwriting – Refund Schedule (applies to full tuition cost)

- 100% refund if student withdraws by September 18, 2017
- 80% refund after September 18, 2017, and up to and including first day of second week of classes (October 9, 2017)
- 50% refund after October 9, 2017, and up to and including first day of third week of classes (October 16, 2017)
- 0% refund after October 16, 2017

CHECKLIST

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

- Statement of purpose (one page – no more, no less)
- Writing sample (5 pages – no more, no less)
- Copy of undergraduate bachelor's transcript (non-official copy ok), copy of undergraduate bachelor's degree certificate, OR a DegreeVerify Certificate from National Student Clearinghouse
- Application form with credit card payment information for \$2000 tuition deposit (applicant will only be charged if admitted to the program)
- The Professional Programs Policies (please sign, date and return both pages)

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

PROFESSIONAL PROGRAMS POLICIES UCLA SCHOOL OF THEATER, FILM AND TELEVISION

**The following policies apply to the Professional Program in Screenwriting,
and the Professional Program in Writing for Television.
By applying to these programs, you are agreeing to the policies listed below.**

STUDENT CONDUCT POLICY

1. Professional Program workshops are structured such that each student's work is openly discussed between the instructor and classmates in a live classroom setting. Students should expect constructive criticism of their work in class. While a student may not agree with all of the notes that he or she is given, and is not expected to implement all suggested revisions, the student is expected to be open to hearing criticism and to be appropriately receptive to what their instructor and classmates have to say.
2. Students are not only expected to attend classes regularly and to show up on time, they are also expected to actively participate in their workshop. This means not only listening to comments about their own work, but regularly providing constructive criticism of their classmates' work. Students who miss four classes in one quarter will not receive a pass for that quarter and will not receive a certificate of completion at the end of the program.
3. Criticism should be honest and clear, and always be constructive. When providing criticism of a classmate's work, the student is expected to consider what might be helpful to their classmate in crafting his or her screenplay or teleplay, rather than what the student might want their classmate to do if the screenplay was their own. For example, the student might avoid notes like "I would change this" or "I wouldn't do that."
4. While criticism should never be demeaning, it should always be straightforward. This program is about helping the student to improve as a writer, and sometimes that means imparting a bit of tough love. While receiving encouraging feedback and positive reinforcement is very important, the student should not expect that they will only be told that their work is fantastic. No matter how good a screenplay or teleplay may be, it can be improved, and the goal of our instructors is to help make that happen. That's the primary purpose of this program.
5. While our instructors are expected to take each of their students' screenplays and teleplays seriously and to provide useful criticism of those screenplays and teleplays, students should not be concerned with whether or not their instructor "likes" their story. No matter the story or the genre, the instructor's goal is to provide objective criticism on screenplay or teleplay structure, characters, dialogue, and so on.
6. Cell phone use and uninvited guests are not permitted in class. Laptop and iPad use should be limited to taking notes. There will be no texting, emailing or internet research done during class.
7. We believe in creating and maintaining a supportive learning environment for our students. To that end, all students are expected to treat their instructor 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.

(continued on next page)

GROUNDNS 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 SYSTEM AND POLICY

There are 3 possible grades in a Professional Programs class: Pass, No Pass, and Incomplete:

A Pass is given to students who attend class regularly and turn in all completed assignments and final scripts in a timely manner.

A No Pass is normally given to students who do not attend class regularly and do not complete their assignments. Students who miss four classes in one quarter will receive a No Pass for that quarter and will not receive a certificate of completion at the end of the program.

An instructor may choose to give a student an Incomplete if, for example, the student attends class regularly, but has not turned in an assignment on time. A student who receives an Incomplete may have their grade changed to Pass, provided that they turn in all assignments by the end of the following quarter. Students who do not turn in their incomplete work by the end of the following quarter will receive a No Pass. Students who receive a No Pass may not have their grade changed and will not receive a certificate. Grades are determined by the instructors of each class. Instructors are not obligated to give notes on screenplays or teleplays that are turned in after the original due date.

I have read and agree to the above policies. _____
(Please print, sign and date this page and return it with your application.)