

ABOUT BAVC

BAVC is a private nonprofit institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Located inside the Ninth Street Independent Film Center in the SoMa District of San Francisco, BAVC offers a training lab with 10 Mac workstations and 1 instructor workstation, one Multi-Purpose Room which can be used as a video production studio, restrooms, a small kitchen and eating area, free wi-fi, a conference room and a reception area, all with ADA accessibility. Students are not required to bring or possess any hardware, equipment or software to classes although students may bring their own equipment if they wish to use it during training. All training is conducted at 145 Ninth Street, San Francisco, CA 94103.

Successful completion of a BAVC Certificate does not correspond with any licensing exams in California or other states. BAVC is an unaccredited institution and training is not recognized for some employment positions, including but not limited to positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

MISSION

BAVC inspires social change by enabling the sharing of diverse stories through art, education and technology.

VISION

BAVC's vision is to work towards the following goals:

- A diverse group of independent media makers will possess the skills they need to tell, distribute, and preserve their own stories and the stories of their communities through existing and emerging media formats and outlets
- Our work will be recognized for its effectiveness by our constituencies who are most in need of our services, national funders, innovative technology companies, and visionary thinkers
- Our efforts will lead to both personal and social change, including greater respect for, and cultural inclusion of, diverse voices and experiences
- Our work will provide an alternate educational and creative pathway for young people to tell their stories while laying the foundation for their future
- Our program evaluation and expertise will inform and support effective learning in the field

STUDENTS

BAVC students span backgrounds, from production artists at cutting-edge digital media companies to transitional workers skilling up to re-enter the workforce. Students may enroll in one class or earn one or more full certificates (10-12 classes per certificate). The natural ecosystem that occurs in classrooms may include artists, IT professionals, filmmakers, project managers, workforce development participants, dislocated workers, teachers, trainers, nonprofit employees, game designers, web developers, entrepreneurs and receptionists. In fact, anyone who is interested in skilling up, learning new things, becoming job-ready or building a marketable portfolio is a perfect candidate to train at BAVC.

INTERNATIONAL STUDENTS

Visa services are not provided but BAVC will vouch for student status, if needed. International students may either pay for classes at the regular tuition rate or purchase an annual membership and benefit from membership rates on classes.

CATALOG of CLASSES

To view available classes please go to www.bavc.org/training

FACULTY

Instructors are working professionals and experts in their field who are also adept at teaching relevant curriculum. Student class evaluations are conducted after every class and analyzed by BAVC staff. Instructors must consistently receive an average score of 4 or above (from a scale of 1-to-5) on student evaluations in order to remain teaching at BAVC. For a complete list of instructors, please go to <https://bavc.org/training>

INSTRUCTOR	COURSES TAUGHT	QUALIFICATIONS
Carolyn Crampton	Adobe Creative Cloud Graphic Design for Social Media	University of Colorado, B.F.A; Fine Arts Painter, 10+ years teaching experience
Cort Tafoya	SEO Introduction, SEO Intermediate, Google Analytics	Sacramento State University; Google Adwords and Google Digital Analytics Fundamentals credentials; 5+ years teaching
David Santamaria	Motion Graphics Video Post Production Portfolio Mentor	University of Florida, B.S Psychology, Minor in Film; CCSF extended Film Production coursework; Apple Certified in Final Cut Pro and Motion; 10 years experience as an instructor
Doug Garth Williams	Motion Graphics, Video Post Production	Mills College, M.F.A Experimental Film; Sarah Lawrence College, B.A Film; 5+ years teaching experience
Stan Ng	Audio for Video Production	Harvey Mudd, B.S. Engineering; Video editor at Dolby Sound; 3+ years teaching

POLICIES

ATTENDANCE POLICY

BAVC classes are intensive, quick-paced and oftentimes sequential. If a student misses one day of class, it may result in a significant gap in his or her learning. As a result, BAVC has a zero tolerance policy for unplanned absences except in the case of an emergency such as unexpected illness or injury to student or student's immediate family. Failing to adhere to this attendance policy may result in a student being placed on academic probation.

CANCELLATIONS

Changes to approved class schedules must be requested via email to edu@bavc.org no less than 7 days from the first class date. Students wishing to cancel or withdraw may do so through attendance at the first class session, or the seventh day after enrollment, whichever is later. Refunds will be provided to canceling or withdrawing students in accordance with the refund policy. To notify this institution of your request to withdraw from the Certificate program, please email edu@bavc.org.

COMPLAINT AND GRIEVANCE POLICY

Complaints or concerns should not be made to an instructor but should be expressed either in the class evaluation or in writing and emailed to edu@bavc.org. A response will be given to the student within 48 hours or less. If an immediate concern needs addressing, students may communicate with BAVC's receptionist, or any Education Department staff member. The Senior Manager of Training & Workforce Development can be reached at edu@bavc.org. Complaints and concerns follow the following chain of command system: Receptionist, Senior Manager of Training & Workforce

Development, Executive Director, and Board of Directors. At least two meetings of BAVC's Board of Directors are open to the public each year and complaints and concerns may also be expressed at these meetings.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov).

LEAVE OF ABSENCE POLICY

Students may encounter situations in their lives which are beyond their control and make it impossible for them to attend classes for a significant period of time. In such circumstances, BAVC may grant a leave of absence, thereby enabling students to accomplish their educational goals. A request for a leave of absence must be in writing, signed by the student. The Senior Manager of Training & Workforce Development may assess a student's situation and grant a leave of absence. Under no conditions, may a leave of absence be extended more than six months. The period of time for an approved leave of absence is not calculated in the calculation of a student's maximum time frame. The evaluation points are recalculated when the student returns from an approved leave of absence. The following steps are necessary to receive permission for an official Leave of Absence (LOA): A student must submit a signed and completed Leave of Absence Request Form to the Senior Manager of Training & Workforce Development who will review the request for LOA. If approved, the Senior Manager of Training & Workforce Development will notify the student.

RECORDING

BAVC prohibits the recording of any training lecture, demo or exercises for personal or commercial purposes.

REQUESTING A REFUND

Students may obtain a refund of charges paid through attendance at the first class session or the 7th day after enrollment, whichever is later. Students needing to withdraw from a Certificate program will receive a full refund for any unattended classes. To notify this institution of your request to withdraw from the Certificate program, or to request a refund, please submit this [cancellation form](#).

STUDENT LOANS AND FINANCIAL AID

This institution does not participate in any financial aid programs, nor does it accept federal student financial aid funds. Students may use a training stipend obtained from Worker's Compensation Insurance, or from the Department of Rehabilitation, or WIOA training funds from a state career one-stop center at this institution. If you have obtained a loan to pay for this Certificate program, you have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you have received federal student financial aid funds, you are entitled to a refund of the monies not paid from federal financial aid funds. If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed to the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

STUDENTS' RIGHTS TO APPEAL

Students who wish to appeal a dismissal as a result of offending behavior and re-enroll must submit a written request to the Executive Director or Senior Manager of Training & Workforce Development. A Committee made up of the Executive

Director, Senior Manager of Training & Workforce Development must approve a second re-entry request from the same student. If approved, the Senior Manager of Training & Workforce Development will notify the student.

SUSPENSION, DISMISSAL, PROBATION, RE-ENTRY

Students will be dismissed for the following reasons:

- Failure to remove themselves from academic, attendance, or student conduct probation.
- Violating student conduct policy.

In the above cases, an Academic Committee consisting of the Executive Director, Senior Manager of Training & Workforce Development, and instructor of the student in question will discuss the circumstances. The student will have the opportunity to appeal a termination decision before the committee. BAVC will notify the student in writing of suspension or dismissal. Serious infractions such as intoxicated behavior, threatening or violent behavior may be cause for dismissal without prior suspension status. Students desiring to re-enter after a voluntary withdrawal must submit a written request to the Executive Director or the Senior Manager of Training & Workforce Development. The Academic Committee must approve a second re-entry request from the same student.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at BAVC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending BAVC to determine if your certificate will transfer.

WITHDRAWAL FROM TRAINING

Students needing to withdraw from a Certificate program will receive a full refund for any unattended classes. To notify this institution of your request to withdraw from a Certificate program please email edu@bavc.org.

STUDENT SERVICES

ACADEMIC INFORMATION

As used in all BAVC materials, a COURSE is a single subject of study by which instruction is offered in classes ranging from one up to 32 hours. A CERTIFICATE is an entire curriculum composed of many courses leading to an overall career objective.

ACADEMIC FREEDOM

BAVC is dedicated to ensuring that all students and instructors enjoy academic freedom during their education process. In keeping with the desire to foster inquiry and critical thinking, the instructors are free to address significant issues, provided that the opinions offered are clearly presented as those of the individual, not of BAVC.

CAREER SERVICES

Career services are available at below-market rates to a range of job seekers: recent grads, people transitioning to a new role and experienced professionals who haven't conducted a job search in quite some time. This includes meeting with a job coach, having your resume overhauled, getting tips on nailing a phone interview or in-person interview, career evaluations and more. BAVC's Job Board can be found at: <https://bavc.org/get-a-job/job-board>. These job forums have been instrumental in facilitating employer/candidate matchmaking for over 20 years, and BAVC is regarded as one of the best job-matching sites in the Bay Area digital media industry.

CLASS SIZE

Class size varies with the subject and the method by which subject matter is presented. Classes range from 1 to a maximum of 30 students per class. Technical skills training class size is limited to 10 or less students.

CREDITS

BAVC courses are not credit bearing. BAVC does not accept hours or credits earned at other institutions through transfer of credit, challenge examinations, achievement tests, or experiential learning. BAVC does not accept ability-to-benefit students.

FACILITIES

Students are welcome to meet and dine in BAVC's Lounge, which includes a simple kitchen with a toaster, microwave oven and refrigerator. BAVC's Conference Room and Multi-Purpose Room may also be utilized, subject to availability. Free wi-fi access is made available to all BAVC guests and print requests will be honored if they pertain to classroom activities. BAVC's five classrooms feature the most current software programs including Adobe Creative Cloud, Apple Final Cut Pro X and Black Magic Design DaVinci Resolve. Each student has access to an Apple or PC workstation with headphones, making it unnecessary for students to bring their own equipment to learn any of BAVC's curricula. Students may follow along with the instructor by viewing a separate monitor adjacent to their own monitor. Students may save any work created by employing a flash drive or thumb drive at the workstation or by saving media to a third party site such as Dropbox or Google Drive.

HOMEWORK

BAVC training includes lecture, demonstration, hands-on exercises and ample time for students to have their questions answered. Students pursuing a Full or Fast Track Certificate are expected to employ class lessons outside of the classroom in order to complete an industry-standard portfolio or demo reel. Resources needed to accomplish this are provided by each instructor and students may independently research additional resources if such resources contribute to an industry-standard portfolio or demo reel.

HOUSING

BAVC does not have dormitory facilities under its control and does not offer housing arrangement services for its students or assist students in finding housing. San Francisco housing rentals are currently the highest in the nation so students should plan accordingly.

INSTRUCTIONAL SITE

Instruction occurs at 145 Ninth Street, San Francisco, CA 94103 (415) 861-3282.

LEARNING RESOURCES

BAVC computer labs with Internet and WiFi services are available to all students in class and in the common area of BAVC on non-class days. Members of BAVC may also request lab time outside of class time when classes are not in progress in the labs. Each instructor provides the class with resources for the most up-to-date information and demonstrations.

MAKE-UP WORK

Students must request permission to make up work directly from their instructor. Upon his/her approval, all make-up work must be completed before class completion is confirmed.

MAKE-UP TIME-ABSENTEEISM

Any work missed from class may require make-up work in order for the student to stay current with the class. This

make-up work is the complete responsibility of the student. ***Student will make up any section or assignments before progressing to the next module, section, or assignments.***

MEMBERSHIP

Membership is available at different levels with a range of benefits. To find out more visit <https://bavc.org/membership>

STUDENT ADVISING SERVICES

If students encounter any difficulty in progressing satisfactorily through the program, an instructor or administrative staff is available for private advising. BAVC welcomes feedback from students regarding policy, instruction, and curriculum. BAVC's Executive Director has an open door policy should a problem arise.

STUDENT DRESS AND CONDUCT

Students should dress and conduct themselves according to the standards observed in a business office (casual business attire). BAVC reserves the right to dismiss any student whose conduct, poor attendance or poor performance may reflect unfavorably on BAVC. Reasons for dismissal due to unacceptable conduct include the following: cheating; deliberate destruction of property belonging to another; intoxication or substance abuse; disruptive or intimidating behavior that interferes with the pursuit of learning by others; blatant disrespect directed toward staff, instructors or other students; or failure to adhere to federal, state, and local laws.

STUDENT RECORDS

Student transactions and class enrollments are captured within BAVC's database. Students may request a copy of enrolled and attended classes by emailing edu@bavc.org. Responses may take up to 7 days. Students needing proof of attendance for third parties may request a letter stating class(es) attended and amounts paid by emailing edu@bavc.org. Responses may take up to seven days. BAVC shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program. Certificate student permanent records will be maintained by BAVC and include the following information:

1. The certificate granted and the date on which that certificate was granted.
2. The courses and hours on which the certificate was based.
3. Indication of completed and uncompleted classes.

TRANSPORTATION

Regular Muni bus and BART services offering multiple connections are available near BAVC's facilities.

INSTRUCTIONS FOR ENROLLING

Students wishing to enroll in one or more classes may do so by creating an online account at:

<https://bavc.org/programs/training/>

Once registered, students may self-enroll online by adding classes to their carts.

Certificate students must begin by completing the application found at

<https://www.jotform.com/form/231287216028150>

BAVC's Senior Manager of Training & Workforce Development will respond to Certificate applications no later than 10 days from application date.

Certificate students are notified via phone or email and provided with an Enrollment Agreement as well as the course catalog and links to any applicable programmatic information. Once BAVC has received the signed documents and

answered any student questions, students are provided with enrollment points and instructions, and may begin enrolling in their courses.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. You may also find this information at: <https://learn.bavc.org/consumer-information>

CERTIFICATE TRAINING: OBJECTIVES

OVERVIEW

All class instruction occurs on-site at BAVC's facility. All instruction is delivered in English only. Relevant course materials are provided to students prior to the first day of class or at the first class. Available class syllabi are shared with students prior to the first day of class. Instruction for all courses and programs is conducted through a combination of direct teaching and hands-on learning. Instructors introduce and explain relevant content for each subject and provide students with the opportunity to use in-house equipment to practice the various skills and concepts being taught. Students have free access to all related equipment and software throughout their class-time. Class size for training varies by subject. Classes range from 1 to a maximum of 30 students per class. Technical skills training class size is limited to 10 or less students.

Successful completion of a BAVC Certificate does not correspond with any licensing exams in California or other states. BAVC is not accredited by an accrediting agency recognized by the United States Department of Education and training is not recognized for some employment positions, including but not limited to positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Video Production Full Certificate

Hours of instruction: 104

Total tuition: \$3600 (includes \$55 membership)

Tech SF Eligible: No

Prerequisites: None

Job classification(s) this certificate prepares graduates for using the United States Department of Labor's Standard Occupational Classification codes include 27-4030, 27-4090

People who do well in video production have tireless energy, enjoy collaboration and are natural storytellers. The objectives of this certificate include helping students learn how to tell stories through cinematography, lighting, sound, editing and workflow. This certificate provides students with relevant, up-to-date information proscribed by the Bay Area's IT and digital media industry employers.

Courses and suggested order they should be taken:

1. Video Production (16 hrs)
2. DSLR Video Bootcamp (32 hrs)
3. Interviewing Techniques (8 hrs)
4. Lighting (8 hrs)
5. Aesthetics of Editing (8 hrs)
6. Audio for Video Production (8 hrs)
7. Video Post Production Workflow (16 hrs)

Video Post Production Full Certificate

Hours of instruction: 136

Tuition: \$4955 (includes \$55 membership)

Job classification(s) this certificate prepares graduates for using the United States Department of Labor's Standard Occupational Classification codes include 27-4030, 27-4090

Video Post-Production is for those amazing people who understand what goes into crafting a great story and who also embrace new technologies. Objectives are to provide students with an expertise in video editing software applications, workflow, shortcuts in editing and a survey of how video works on different platforms. Students will learn both the aesthetic and technical side of editing, color correct video, edit audio and deploy FX and motion graphics.

Courses and suggested order they should be taken:

1. Premiere Pro: Introduction (16 hrs)
2. Premiere Pro: Intermediate (16 hrs)
3. Aesthetics of Editing (8 hrs)
4. DaVinci Resolve: Introduction (16 hrs)
5. DaVinci Resolve: Color Correction (16 hrs)
6. Premiere Pro: Advanced (8 hrs)
7. After Effects: Introduction (16 hrs)
8. Audio Post Production: Introduction (8 hrs)
9. Audio Post Production: Intermediate (8 hrs)
10. Video Post Production Workflow (16 hrs)

Multimedia: After Effects Fast Track

Hours of instruction: 56

Total tuition: \$2085 (includes \$55 membership)

Job classification this certificate prepares graduates for using the United States Department of Labor's Standard Occupational Classification codes include 27-1014

Up your game with this straightforward introduction to motion graphics and Adobe After Effects. Through these 4 classes, you'll learn the building blocks of motion graphics. Video editors can increase their hire-ability by knowing how Adobe After Effects works and how it integrates with Adobe Premiere Pro, DaVinci Resolve, Avid Media Composer or Apple Final Cut Pro.

Courses and the suggested order they could be taken:

1. After Effects: Introduction (16 hrs)
2. After Effects: Intermediate (16 hrs)
3. Motion Graphic Design Workflow (16 hrs)
4. After Effects: Compositing (8 hrs)

Producer/Editor Fast Track

Hours of instruction: 64

Total tuition: \$2210 (includes \$55 membership)

Job classification(s) this certificate prepares graduates for using the United States Department of Labor's Standard Occupational Classification codes include 27-4030, 27-4090

Employers and clients often demand crossover skills from one person who can "do it all." They want a savvy producer who can also shoot and edit video. In this Fast Track the objectives are to provide storytelling, lighting, sound, editing, and distribution skills to ambitious students who want to jump in with both feet and make movies!

Courses and the suggested order they could be taken:

1. DSLR Video Bootcamp - 4 Day Class (32 hrs)
2. Lighting (8 hrs)
3. Audio for Video Production (8 hrs)
4. Audio Post Production: Introduction (8 hrs)
5. Aesthetics of Editing (8 hrs)

Editor Fast Track

Hours of instruction: 64

Total tuition: \$2270 (includes \$55 membership)

Job classification(s) this certificate prepares graduates for using the United States Department of Labor's Standard Occupational Classification codes include 27-4030, 27-4090

The objective of this Fast Track is to demystify the magic that goes into "fixing it in post." Skipping workflow and the classes that take a deeper dive, these essential 5 classes will prepare any eager student planning on becoming a professional editor with the building blocks to transform footage into a compelling story.

Courses and the suggested order they could be taken:

1. Premiere Pro: Introduction (16 hrs)
2. Aesthetics of Editing (8 hrs)
3. DaVinci Resolve: Introduction (16 hrs)
4. Premiere Pro: Color Correction (8 hrs)
5. Audio Postproduction (8 hrs)

STUDENT ACHIEVEMENT

BAVC recognizes that students have a variety of reasons for enrolling in and completing an individual course and therefore does not issue homework, test students or provide grades. The exception to this policy is in the case of a Certificate student. Certificate students are evaluated by their instructors and must demonstrate proof of skill level after completing each course through the following metrics:

1. Regular class attendance
2. Adequate skill level demonstrated when completing each class exercises
3. Adequate participation in class discussions based on instructor feedback
4. Understanding of key beginning, intermediate and advanced elements as outlined in the curriculum
5. Understanding of workflow and sequential processes as outlined in the curriculum

PAYMENT INFORMATION

Self-funded Certificate students must pay all fees in full before attending the student's first class. Students receiving government assistance to cover Certificate costs must provide all documentation from the funding agency, government office or one-stop center granting the Certificate training. An Enrollment Agreement must be signed and delivered to a BAVC Enrollment Counselor before student's first class.

Please note: Per the Bureau of Private Postsecondary Education, students have a right to know the following: This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

CATALOG OF CERTIFICATE FEES

Portfolio Mentorship	4 weeks	\$750.00	Can be added to any Certificate or purchased as a stand-alone service
MULTIMEDIA AND WEB DESIGN FAST TRACK CERTIFICATES	Hours	Fees	Notes
After Effects Fast Track	56	\$2030.00	Tuition
		\$40.00	Membership
		N/A	Books, tools, equipment, etc.
		\$5.00	Non-refundable Student Tuition Recovery Fee
		400.00	Administrative Services: (includes Assessment, One-on-One Meetings and Communication, Career Assistance, Accounting, Certification, Reporting
		\$2075.00	TOTAL
Editor Fast Track	64	\$2215.00	Tuition
		\$40.00	Membership
		N/A	Books, tools, equipment, etc.
		\$5.00	Non-refundable Student Tuition Recovery Fee
		400.00	Administrative Services: (includes Assessment, One-on-One Meetings and Communication, Career Assistance, Accounting, Certification, Reporting
		\$2260.00	TOTAL
Producer/Editor Fast Track	64	\$2155.00	Tuition
		\$40.00	Membership
		N/A	Books, tools, equipment, etc.
		\$5.00	Non-refundable Student Tuition Recovery Fee (included in total)
		400.00	Administrative Services: (includes Assessment, One-on-One Meetings and Communication, Career Assistance, Accounting, Certification, Reporting
		\$2200.00	TOTAL
FULL VIDEO CERTIFICATES	Hours	Fees	Notes
Video Post Production Full Certificate	136	\$4900.00	Tuition
		\$240.00	Membership

		N/A	Books, tools, equipment, etc.
		\$10.00	Non-refundable Student Tuition Recovery Fee
		400.00	Administrative Services: (includes Assessment, One-on-One Meetings and Communication, Career Assistance, Accounting, Certification, Reporting
		\$4955.00	TOTAL
Video Production Full Certificate	136	\$4915.00	Tuition
		\$240.00	Membership
		N/A	Books, tools, equipment, etc.
		\$10.00	Non-refundable Student Tuition Recovery Fee
		400.00	Administrative Services: (includes Assessment, One-on-One Meetings and Communication, Career Assistance, Accounting, Certification, Reporting
		\$4970.00	TOTAL

Please note: BAVC does not charge for, provide, or require students to obtain any of the following: lab supplies or kits, textbooks or other learning media, uniforms or other special protective clothing, in-resident housing, tutoring, assessment fees for transfer of credits, or fees to transfer credits. This institution does not charge a registration fee.

STUDENT TUITION RECOVERY FUND

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be

paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

