



## ENROLLMENT AGREEMENT

AnimSchool  
Classes Conducted Online To Any Location  
AnimSchool Headquarters:  
3585 N University Ave #225  
Provo, Utah 84604  
801 765-7677  
Toll Free: (888) 344-1995  
Contact: [admissions@animschool.edu](mailto:admissions@animschool.edu)  
[www.animschool.edu](http://www.animschool.edu)

Date of Agreement: Monday, October 14, 20xx

First Term Start Date: Sunday, January 5, 20xx

## STUDENT INFORMATION

Student Name: Sample Student

Student Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Cell: N/A Work: N/A

Email: \_\_\_\_\_

Email 2: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

## PROGRAM INFORMATION

Program: \_\_\_\_\_

Payment Option: \_\_\_\_\_

Expected Date of Program Completion: Monday, September 21, 20xx

Number of Terms in Track: 4

Number of Terms in Program: 4

Starting Term: Winter 20xx

Weeks Per Term: 11

Estimated Number of Clock Hours Per Term: 79

Estimated Number of Homework Hours Per Term: 200

Start and End Dates for Terms:

- Winter 2025 - Jan 5, 2025 to Mar 22, 2025
- Spring 2025 - Mar 30, 2025 to Jun 14, 2025
- Summer 2025 - Jun 29, 2025 to Sep 13, 2025

All dollar amounts referred herein are in USD.

## GENERAL REQUIREMENTS FOR ADMISSION TO ANIMSCHOOL

To apply for AnimSchool, prospective students need to (1) be 18 years or older prior to the first week of class, (2) present a High School diploma, a G.E.D., official college documentation (transcript, degree), or its foreign equivalent, (3) have basic computer skills on Windows or Mac, and (4) must submit an artistic portfolio or demo reel as part of their application.

Students are not required to have a working knowledge of Autodesk Maya before their first term begins. We allow students to begin who are brand new to 3D software, however, they must start with the Introduction to Maya course.

## TRACK, PROGRAM, AND EXPRESS STUDENTS

**TRACK:** The prerequisite classes for each program are referred to as the “Track.” Students who have expressed a desire to join a program, but have not yet 1) completed the prerequisite courses, 2) received the qualifying course bypasses, and 3) have not yet been accepted into a Program by the AnimSchool Review Board are considered Track Students.

**PROGRAM:** Students that have completed the Prerequisite Track courses, and have been accepted into a program, are Program Students. Program Students are working towards graduation, and they are expected to take courses related to their program to work towards that goal.

**EXPRESS:** Students who wish to take a single class, or cannot commit to a Program, or in some instances have to leave a program, are considered Express Students. This often includes professionals looking to level up their skills in a specific area.

Express Students may take any course at AnimSchool, provided they have prior Review Board approval or have completed any required prerequisite course(s), and agree to the terms of service. Express Students qualify for one additional term of access to the AnimSchool website upon completion of their course at AnimSchool.

Express Students are not eligible to graduate from AnimSchool unless they apply or petition to join a Program prior to fulfilling the graduation requirements. There is no certification for individual courses.

Express Students that wish to join a Program may apply to do so by contacting the AnimSchool Administration Team. They must declare which Track/Program that they are joining at that time.

## ANIMSCHOOL PROGRAMS

AnimSchool offers two different 12-month courses of study in computer animation: The **3D Animation Program** and The **3D Character Program**.

There are four prerequisite courses before a student can apply to join either program. Students may apply for Advanced Placement and bypass courses (Please refer to the COURSE BYPASSES/ADVANCED PLACEMENT section below for more information).

Each prerequisite Track is four terms long and each Program is also four terms long: 24 months to complete both. (There is a two-week break between each term). Each Program is terms (12 months).

AnimSchool offers a **Certificate of Completion** upon graduation from a Program. There is no credential awarded for completion of the prerequisite Tracks.

## 3D ANIMATION PROGRAM

In the 3D Animation Program, students learn the craft of 3D animation, how to move characters, make them perform and act in a convincing way. Students learn about posing, drawing, appeal, principles of motion, acting, and the classical principles of animation.

<b>3D Animation Program Track Courses:</b>	
Introduction To Maya	\$595
Introduction to 3D Animation	\$1,620
Animating Characters	\$1,620
Body Mechanics	\$1,620

<b>3D Animation Program Courses:</b>	
Body Acting	\$1,620
Character Performance	\$1,620
Facial Performance	\$1,620
Intro to Game Animation	\$1,620
Game Animation Pipeline	\$1,620
Advanced Game Animation	\$1,620
Animating Appeal and Entertainment	\$1,620
VFX Creature Animation	\$1,620

See Animation Program Graduation Requirements: Requirements below for details about courses in the program.

### 3D CHARACTER PROGRAM

In the 3D Character Program, students learn the crafts of modeling and rigging. This is where the characters are made. The starting point is a great design on paper. In modeling, students create the shape in 3D dimensions in the software. It not only has to look beautiful, the arrangements of points and lines also have to support later posing for animation. In rigging, students place bones into the body to bend it properly and control the shaping of the form in the myriad of possible poses. Students also articulate the face, segmenting the muscles and motions of the face and head to make the character emote in a convincing and appealing way.

<b>3D Character Program Track Courses:</b>	
Introduction To Maya	\$595
Introduction to 3D Modeling	\$1,620
Introduction to Rigging	\$1,620
Intermediate Modeling - Intro to Zbrush	\$1,620

<b>3D Character Program Courses:</b>	
Advanced Production Modeling	\$1,620
Environment Modeling	\$1,620
Advanced Zbrush	\$1,620
Intermediate Rigging	\$1,620
Advanced Rigging	\$1,620
Rigging Automation and Tools Development	\$1,620
Introduction to 3D Lighting	\$1,620
LookDev and Grooming	\$1,620

See Character Program Graduation Requirements below for details about courses in the program.

### PROGRAM ACCEPTANCE

Upon successfully completing the prerequisite Track courses for a program Track students are reviewed for acceptance into the Program. If a student is eligible and approved by the Review Board they are invited to join the specific program. Once a student accepts the invitation to Join the program they are considered a program student and are eligible to work towards graduation.

Students who are not eligible to join the Program will be informed of any remedial actions they can take to join a Program, or may be allowed to continue as an express student.

### STANDARDS OF PROGRESS

Students must maintain a C grade (73%) or above each term to count the class as a fulfilled prerequisite towards another class. Elective classes are not prerequisites, so a passing grade of any kind fulfills the requirement toward graduation.

Students who receive a C- (72%) or lower on a required course, wishing to graduate, must retake the class or an equivalent class at their own expense to progress.

This does not apply to classes taken Express. Express Students will receive a grade, but it does not make them more or less eligible to take another class.

## ATTENDANCE AND ASSIGNMENT SUBMISSION STANDARDS

Students should strive to attend all the class sessions in which they are enrolled and submit their assignments weekly. Not every weekly assignment is graded, so failure to submit an assignment may or may not directly impact the upcoming assignment's grade. Students who fail to submit any ungraded weekly assignments will likely fall behind.

Attendance is factored into the final course grade. Students unable to attend a class or classes should contact the instructor using the AnimSchool private messaging system. Students should reach out to their instructor if they plan to miss class so the instructor knows to review their work without them attending should the need arise, failure to do so will result in submissions remaining unreviewed in your critique meeting. Instructors are under no obligation to review work that is missed due to unexplained absences. Class absences can be made up by viewing the meeting later via the class recordings.

Students are advised that much of the opportunity for learning comes from direct interaction with the instructor during class sessions, so they should be attending live sessions whenever possible.

## STANDARDS OF CONDUCT

Students are expected to maintain professional standards of behavior in their interactions with fellow students, administrative staff, and their instructors. If conduct is unprofessional or would be inappropriate in the workplace, students should avoid it. AnimSchool prohibits harassment, illegal discrimination, derogatory speech, or actions toward another AnimSchool party or any other person, using AnimSchool communications. Discrimination against any person based on race, color, ethnicity, national origin, religion, gender, gender identity or expression, sexual orientation, age, disability, marital status, or any other characteristic is not tolerated at AnimSchool. Students should avoid offensive content in the online communities, messages, and school assignments, including crude language, sexually explicit comments, or comments that could appear derogatory toward others.

Students are required to maintain academic integrity, honesty, and intellectual responsibility. Academic dishonesty is not tolerated at AnimSchool, including plagiarism, cheating, fabrication, misrepresentation, or any other form of academic dishonesty that goes against AnimSchool's educational values and policy.

Failure to comply with the standards of conduct may result in Academic Probation, up to and including dismissal.

## COURSE BYPASSES/ADVANCED PLACEMENT

An applicant or student may apply for advanced placement, or course bypass if they already have the prerequisite skills for later courses. The AnimSchool Review Board reviews past coursework, portfolios, or demo reel materials to determine if an applicant is eligible for advanced placement.

Our Review Board will review the work and determine which course would best prepare the applicant for eventual work in the industry. In the event that an applicant or student disagrees with the Review Board's determination, they may submit additional work to help the Review Board properly assess their skills. Resubmitting work does not necessarily mean that an applicant will be approved for a bypass.

## TRANSFER OF CREDITS TO ANIMSCHOOL

AnimSchool does not accept Transfer Credit from other schools or training programs.

## CLASS SCHEDULE

AnimSchool classes are held 7 Days a week, Typically in the morning or late evenings in the US- at various times throughout the day, depending on the student's location and time zone.

AnimSchool posts the next term's schedule approximately one month before classes begin each term. Students are alerted with a Private Message on the AnimSchool website and through their email, as well as the student social media groups. A link appears on the Dashboard sidebar, "Pick Classes for Next Term," to register for a class. The class times are often similar from one term to

the next but are subject to change. The current schedule and class times are available online at: <https://animschool.edu/ClassListing.aspx>

## REGISTERING FOR A CLASS

Online registration is first come, first served basis. Students should use online class registration to sign up for a course or to request a personal break. Students may also contact the administrative team for assistance registering for a class, but we recommend the online class registration tool to ensure prompt registration to a course.

When a specific class is full students may sign up for a waitlist for that class. The waitlist order is determined by the order students join the list. If a position becomes available the first student on the waitlist will be enrolled in the available position. Joining a waitlist does not guarantee a position in that class. Students are advised to register for an available spot in case a waitlist position does not become available.

**Transferring Classes:** Students desiring to change classes to a different time slot and/or instructor may sign up for a different class any time prior to the start of the term. After the term has started, a student may transfer to another session within the same course, provided there is an available seat, by contacting the Administrative Team. If the student misses a session of the new class as a result of the switch, they are not entitled to a refund.

## GRADUATING FROM ANIMSCHOOL

Graduating from an AnimSchool program will prepare you for employment in fields where 3D imagery and animation are used, primarily for the entertainment industries of feature film, visual effects, broadcast, computer gaming, advertising, and illustration. Many of the skills may also be used in these less-related fields: medical, aeronautics, litigation, virtual-reality simulation, and web design.

AnimSchool makes no guarantee that you will find employment upon being awarded an AnimSchool Certificate of Completion.

Typical jobs our graduates seek include entry-level animator, modeler, character technical director(rigger), and game artist.

## GRADUATION REQUIREMENTS

To graduate, a student must first be enrolled in the 3D Animation or 3D Character Program and complete all required courses and the required number of elective classes, each with a C (73%) grade or higher and a grade B-(80%) or higher in the final/highest level class.

In addition to their regular class, Program Students (in the last four classes) must participate in at least one General Reviews or Art Class weekly, at least seven out of the 10 weeks per term to qualify for graduation. Live attendance or watching recordings counts. Students must abide by the standards of conduct and resolve any such issues, probation status, or non-payment status.

Students must complete at least 25% of the program requirements at AnimSchool to be eligible for graduation.

## 3D ANIMATION PROGRAM GRADUATION REQUIREMENTS:

Film Animation Emphasis		Game Animation Emphasis	
Course	Clock Hours	Course	Clock Hours
Body Acting	44	Body Acting	44
Character Performance	44	Intro to Game Animation	44
Facial Performance	44	Game Animation Pipeline	44
Animating Appeal and Entertainment or VFX Creature Animation	44	Advanced Game Animation or VFX Creature Animation	44
General Reviews / Art Class Term 1	35	General Reviews / Art Class Term 1	35
General Reviews / Art Class Term 2	35	General Reviews / Art Class Term 2	35

General Reviews / Art Class Term 3	35	General Reviews / Art Class Term 3	35
General Reviews / Art Class Term 4	35	General Reviews / Art Class Term 4	35
<b>Total Instructional Clock Hours: 316</b>		<b>Total Instructional Clock Hours: 316</b>	

### 3D CHARACTER PROGRAM GRADUATION REQUIREMENTS:

3D Modeling Emphasis		3D Rigging Emphasis	
Course	Clock Hours	Course	Clock Hours
Advanced Production Modeling	44	Intermediate Rigging	44
Environment Modeling	44	Advanced Rigging	44
Advanced Zbrush	44	Rigging Automation and Tools Development	44
One of the following: <ul style="list-style-type: none"> <li>• Intermediate Rigging</li> <li>• Advanced Rigging</li> <li>• Rigging Automation and Tools Development</li> <li>• Introduction to 3D Lighting</li> <li>• LookDev and Grooming</li> </ul>	44	One of the following: <ul style="list-style-type: none"> <li>• Introduction to 3D Lighting</li> <li>• Environment Modeling</li> <li>• Advanced Production Modeling</li> <li>• Advanced Zbrush</li> <li>• LookDev and Grooming</li> </ul>	44
General Reviews / Art Class Term 1	35	General Reviews / Art Class Term 1	35
General Reviews / Art Class Term 2	35	General Reviews / Art Class Term 2	35
General Reviews / Art Class Term 3	35	General Reviews / Art Class Term 3	35
General Reviews / Art Class Term 4	35	General Reviews / Art Class Term 4	35
<b>Total Instructional Clock Hours: 316</b>		<b>Total Instructional Clock Hours: 316</b>	

Students in either Program will have one and a half times the necessary terms to complete that program before automatically being withdrawn from that program and becoming Express Students. For students using the Per Term" or Per Month payment plans, this amounts to six available terms (18 months) to complete all four Program courses. For students using the EasyPay Payment Plan, they must complete the four courses within nine 9 terms (27 months). Please see Catalog Section 4.4 for more details on the graduation process.

Upon graduating, students retain full access to the AnimSchool website, and the right to use all AnimSchool character rigs and all future AnimSchool characters which are associated with the classes they passed as well.

AnimSchool offers a Certificate of Completion upon graduation from a program. AnimSchool will send the **Certificate of Completion** only after the complete tuition is paid and all graduation requirements are satisfied.

### JOB PLACEMENT

AnimSchool offers services to assist students in obtaining industry positions upon graduation. Services include current job listings and information from contacts with industry recruiters, social media coaching, and a demo reel review with a member of the AnimSchool Graduate Support Team. In addition, many graduates' assignments appear on our social media and showcase videos and are viewed by hundreds of thousands.

Although the school provides placement assistance, the school does not guarantee job placement to graduates upon program completion. See AnimSchool's current job placement rate here <https://animschool.edu/FAQ.aspx>

## COSTS

**Application/Registration fee:** \$125

**Total Tuition of Prerequisite Tracks:** \$5,455

**Total Tuition Cost of 12 month 3D Animation or 3D Character program** \$6,480

**Total cost of Track, Program, and Fees:** \$12,060

**Tuition of Introduction to Maya:** \$595

**Tuition of Single Course per Term:** \$1,620

**EasyPay Fee Per Term:** \$6

**Cost Per Term for Express Course:** \$1,620

**Cost of books:** Approximately \$100

### Software Cost:

- Autodesk Maya - currently no charge for students to use.
- Unreal Engine is available at no charge.
- Maxon Zbrush - \$60 per year.\*
- Adobe Substance Painter – currently no charge for students.\*

\* Required for Character Program Only

**Computer Cost:** \$300 and above. Students must supply their own computer capable of running advanced 3D software.

Following the Autodesk System Requirements for Maya

( <https://www.autodesk.com/support/technical/article/caas/sfdcarticles/sfdcarticles/System-Requirements-for-Autodesk-Maya-2024.html>) will generally ensure that systems are able to run all required software.

**Graduation Fees:** none

## TUITION PAYMENT OPTIONS

There are three payment options at AnimSchool: Term, Monthly and EasyPay.

### PER TERM PAYMENT OPTION:

Students pay tuition in full prior to each term. This is not an automatic payment, Students must manually submit each payment. Tuition payments are generally due on the 25th of each month starting on the 25th before the term starts. Students may contact the payment department ([payments@animschool.edu](mailto:payments@animschool.edu)) to arrange a different payment date.

There is no deposit for students who pay by term.

### MONTHLY PAYMENT OPTION:

Students have the option of paying month to month, instead of per term. There are no extra fees for this service. Students are required to set up an eligible repeating payment credit card to apply.

Cost per 11 Week Term Cost per calendar month (3.66 weeks instruction)

General Tuition	\$1,620	\$540 (monthly)
Introduction to Maya	\$595	Paid in a single payment

Monthly Students are required to pay a tuition deposit of \$540 upon acceptance to the school.

Students on the monthly payment option must maintain a valid credit or debit card on the account.



Monthly payments are generally due on the 25th of each month starting on the 25th before the term starts. Students may contact the payment department ([payments@animschool.edu](mailto:payments@animschool.edu)) to arrange a different payment date.

## EASYPAY PAYMENT PLAN:

The EasyPay Payment Plan functions as a nine month long cycle to pay for two courses at a lower rate than the standard monthly plan can allow. Through the additional time, students make smaller payments and gain additional time to cultivate their skills and prepare themselves for the rigors of the industry.

Through the EasyPay payment plan, students add an additional twelve months (four EasyPay Recesses) to go through an AnimSchool Track and Program, but they pay a reduced \$362 per month payment for thirty-six months. These monthly payments begin three months before the student starts taking courses; these three-month long periods with payments but without a course are called EasyPay Recesses.

EasyPay Recess allows access to the AnimSchool website and resources, along with accessing continued help in our extracurricular activities and social media. Participating in these activities during the recess can help the student grow their skills and be all the more ready for the next term. The EasyPay monthly fee of \$362 dollars is due each month during an EasyPay Recess.

Students who are required to complete Introduction to Maya may start the initial EasyPay Recess after or during Introduction to Maya. (\$595 Introduction to Maya tuition followed by normal EasyPay payments.)

Students are required to set up automatic payments through an eligible credit card to use this payment plan.

There is a \$6 per term fee to participate in the EasyPay program.

Students may make use of a truncated version of EasyPay for a single course that requires an EasyPay Recess beforehand (five monthly payments of \$362 and one payment of \$184 for the last month.)

## CHANGING PAYMENT TYPES

Students may change their payment type by contacting the AnimSchool Payments Department at [payments@animschool.edu](mailto:payments@animschool.edu). The Payments Department will inform the student of any deposits, refunds or deadlines to consider prior to the student changing payment types.

## STUDENT LOANS / CREDIT

Students may secure private student loans to pay for their classes. ClimbCredit offers student loans for students who are U.S. citizens or permanent residents only. AnimSchool does not participate in any Income Sharing Agreements(ISA).

## DEBT REMINDER

Student debt can have long-ranging effects on your life. While you may need to take out a student loan to pay for the full cost of your education, it is important to borrow as little as possible to minimize the burden later in life.

Student loan debt can affect many aspects of your life:

- It can raise your debt-to-income ratio, which can affect your ability to finance a home or vehicle.
- It can lower your credit score.
- It can reduce your ability to save or invest for retirement.
- It can affect future employment if your job requires a background check.

If managed responsibly, student loans can be beneficial. It is important that you understand the earning potential of your chosen career field and not create a debt burden that cannot be carried with your chosen field's income potential. Research your future career so that you can make an educated decision concerning debt.

## MISSED PAYMENTS

Failure to make payments on time may result in the website being locked until the student has corrected the issue. Students may request a one-time per month, three-day grace period meant to allow students to participate in class with time to resume payment when behind on tuition. This option is only available within three days of the tuition due date.



## DECLINED PAYMENTS

If a card is denied during the processing attempt the school will make reasonable attempts to re-process the transaction. Failure to process the payment will lock the account, and the student account will be set to pay upon the next login. Students have seven days to provide alternative payment. Following the seven days, monthly payment students must contact the Student Administrator and arrange payment to avoid being placed on Academic Probation.

For payment-related questions, including any additional payment options not outlined in this document please email: [payments@animschool.edu](mailto:payments@animschool.edu)

## CANCELLATION, WITHDRAWALS, TERMINATION & REFUND POLICIES

**Enrollment Denial:** If a student is not admitted to AnimSchool after applying, they will receive a full refund of the Application/Registration fee.

**Cancellation:** After applying to, and being accepted as a student, by AnimSchool, and paying the \$125 Application/Registration fee, students have three business days to change their mind, and withdraw from the school. If they withdraw within those three business days (ending at midnight on Mountain Time); on the third day, they are eligible for a full refund of all fees and any tuition paid, including the \$125 Application/Registration Fee.

After the three-day period, students may withdraw before they participate in AnimSchool classes (including General Reviews and drawing classes, or watching recordings of any class) or download any materials or tools from the AnimSchool site, for a full refund, minus the \$125 Application/Registration fee.

## WITHDRAWAL POLICIES

**Withdrawing from a class:** Prior to the start of a term, a student may withdraw from a class or from AnimSchool for a full refund of tuition paid for the proceeding term, minus any applicable fees.

After the term has started, a student may withdraw from a term. Students are obligated to pay any remaining tuition balance or will receive a refund based on the refund policy.

Students withdrawing from a course will be required to start the course over from the beginning if they join the same course at a later time.

**Withdrawing from a Program:** Students may withdraw from a program at any time. Students may continue to participate in AnimSchool Classes but only as an Express student. Students who withdraw from a Program may later petition to rejoin the program to be eligible to graduate. Students can only successfully petition to rejoin the Program once.

**Withdrawing from AnimSchool:** Prior to the start of a term a student may withdraw from AnimSchool for a full refund of tuition paid for the proceeding term, minus any applicable fees. After the term has started a student may withdraw from a term. Students are obligated to pay any remaining tuition balance or will receive a refund based on the refund policy (See refund policy.) Withdrawing from AnimSchool will also cancel Program enrollment for that student. Students who later wish to rejoin AnimSchool may do so by contacting [admin@animschool.edu](mailto:admin@animschool.edu) or calling the school. Students may need to petition to rejoin a Program.

**Withdrawal Procedure:** Withdrawal can be initiated by emailing: [admin@animschool.edu](mailto:admin@animschool.edu) or by calling (801) 765-7677 with a clear request for withdrawal. Withdrawal dates are based on the time of the request, so an email request will be processed based on the date and time the request is received by AnimSchool.

Upon any withdrawal from AnimSchool, the former student agrees to continue payments until all attended classes have been paid for. Any cancellation or withdrawal refund payments will be issued within 30 days.

Students who withdraw from a Program, or are administratively removed from a program may petition the AnimSchool Review Board to return to that Program. The petition should include: What happened to cause the original withdrawal or removal, what has changed, and any other information that may help the Review Board determine if a student is eligible to return. Withdrawn Students may also be eligible to continue taking classes as an Express Student.

**Administrative Withdrawal:** This is initiated by the school - Students may be withdrawn from a course, Program, or withdrawn from AnimSchool entirely.

Students may be Administratively Withdrawn for any of the following reasons:

- Students who have not qualified for a leave of absence or opted to use an available term break and who do not select a class by the registration deadline and fail to respond to administrators' inquiries.

- Students who fail to make satisfactory academic progress (fail courses multiple times).
- A student who does not attend any classes and does not watch any class recordings for an entire term.
- Students subject to Termination or Dismissal as described in section 7.4 of the Catalog.

In the event of an administrative withdrawal the date of determination will be used in refund calculations (See 7.2 in the catalog). Any necessary refunds will be processed within 30 days of the withdrawal taking effect. Students may petition to appeal administrative withdrawal. Petitions can be initiated by contacting [admin@animschool.edu](mailto:admin@animschool.edu).

## TERMINATION/DISMISSAL REFUND

Students who fail to abide by the terms of admission, the standards of conduct, the terms of use for the website <https://animschool.edu>, failure to resolve probation status, or fail to resolve any non-payment issues may be considered for dismissal from AnimSchool. Students should call (801 765-7677) or email [admin@animschool.edu](mailto:admin@animschool.edu) to resolve any issues.

Depending on the nature of the dismissal, students may or may not be allowed to reapply to AnimSchool at a later time or to take Express Classes in the future.

## REFUNDS

Refunds are calculated based on the term week of the stated withdrawal request (assuming that no additional classes were attended after the request or school assets were accessed or downloaded). A term week begins on Sunday at midnight, and ends on Saturday before midnight Mountain Time. Withdrawal can be initiated by emailing: [admin@animschool.edu](mailto:admin@animschool.edu) or calling (801 765-7677) with a clear request for withdrawal. Withdrawal dates are based on the time of the request, so an email request will be processed based on the date and time the request is received by AnimSchool.

Prior to the start of a term, a student may withdraw from AnimSchool for a full refund of tuition paid for the proceeding term, minus any applicable fees.

During the first week of a term, students can withdraw from the term/class or school; however, because AnimSchool has already employed their instructors for the term, students are obligated to pay 1/3 of the agreed-upon tuition for the term, even if they cannot participate in the term.

After the first week of a term ends (11:59 pm Mountain Time, one week from the start of the term) and before the 8th week of classes begins, students can withdraw but are obligated to pay 2/3 of the agreed-upon tuition for the term.

Beyond the start of the 8th week, there is no tuition refund for withdrawing from a class.

Application fees and other fees will not be refunded.

**Class cancellation or Instructor Substitution:** The school may cancel a class when the number of students scheduled is too small, or when the instructor withdraws for any reason. AnimSchool may also retain a class but substitute another instructor if an instructor withdraws at any time.

In the case of cancellation, students may select an alternative class. AnimSchool Administrators will contact the students impacted and provide any applicable options.

**Instructor Absence:** At times, instructors may have a planned absence. Typically, the class is then rescheduled to an alternative day. On occasions, AnimSchool provides a substitute instructor and the class continues as scheduled. Students may not request a refund or credit of any kind as a result of the instructor substitution.

**Unplanned Instructor Absence:** If an instructor does not attend a scheduled class due to any reason, intentional or unintentional, students are entitled to a rescheduled class substitution. If you do not receive an email update from the instructor within 30 minutes of the scheduled class time, the class session should be considered canceled. The instructor or substitute instructor will make every effort to accommodate the most convenient replacement time and day.

## CREDIT TRANSFER

The school does not guarantee the transferability of credits to a college, university, or institution. The receiving institution must determine whether to accept credits based on comparability, appropriateness, and applicability of completed courses. The AnimSchool curriculum is designed to be taken on its own merit, transferable credits to other institutions should not be anticipated.

**You should not expect AnimSchool class credits to transfer to other schools.** You should apply to AnimSchool only if you believe it will offer the education you seek, and not with the intent to transfer credits later to a different college or university.

## PROBATION

Students must agree to and abide by the terms of the enrollment agreement to continue in a Program. Failure to comply may lead to being placed on a probation status. Students will be informed of the steps they must take to avoid dismissal from AnimSchool, and they will be given ample opportunity to resolve any issues.

## USE OF CHARACTER RIGS, TOOLS, AND WEBSITE

Students may use AnimSchool character rigs and any assets provided for their courses or ones available in the Characters and Tools section while they are students. Students withdrawing from AnimSchool (provided their payment accounts are current), may continue to use those AnimSchool character rigs and assets.

Student access to the AnimSchool website and class recordings is limited to the time they are enrolled in a course. Students withdrawing from AnimSchool do not have continued access to the AnimSchool website or class recordings.

Students taking a Personal Break from AnimSchool do not have continued access to the AnimSchool website or class recordings.

Students may pay for "Break with Access", however, to retain access to General Reviews, class recordings, and drawing classes during their break. Students may choose "Break with Access" through the class registration system.

Students who graduate from an AnimSchool Program may use the character rigs pertaining to the courses they passed and assets and related future character rigs yet to be released. They also retain access to class recordings.

Students in an Express Class (a single class, not as a program student) may continue to use the character rigs and assets provided for that course, as well as those in the Characters and Tools section, after the course is completed (provided their payment accounts are current). But Express Students do not have access to all future character rigs. Express Students do not have continued access to the AnimSchool website or class recordings.

## COMPLAINT POLICY

Any complaints or issues can be submitted to AnimSchool by emailing [admin@animschool.edu](mailto:admin@animschool.edu) or calling (801) 765-7677 or toll free (888) 344-1995.

I understand that complaints which cannot be resolved by direct negotiation with AnimSchool may be filed with the Utah Division of Consumer Protection or filed with the state division in which the student resides.

<http://www.consumerprotection.utah.gov/complaints/manual.html>

GNPEC

Georgia students have the right to appeal final institutional decision to GNPEC. Follow the following weblink to Georgia Complaint Form.

Phone - 770-414-3300

Fax - 770-414-3309

2082 East Exchange Place

Tucker, GA 30084

Complaint form link - <https://gnpec.georgia.gov/student-resources/complaints-against-institution/gnpec-complaint-form>

## ACCREDITATION AND AUTHORIZATION

AnimSchool is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is a recognized accrediting agency by the U.S. Department of Education.

AnimSchool is AUTHORIZED UNDER THE UTAH POSTSECONDARY PROPRIETARY SCHOOL ACT (Title 13, Chapter 34, Utah Code)

Authorization under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the student's responsibility to determine whether the credits, degrees, or certificates from the institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the prospective school or employer.

## CALIFORNIA STUDENT TUITION RECOVERY FUND (CA RESIDENTS ONLY)

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.

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

1747 North Market Blvd., Suite 225

Sacramento, CA 95834

(916) 574-8900 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.

## FOR IOWA STUDENTS ONLY

100% refund for students who withdraw within the first two calendar weeks: Iowa Code 714.23(2)(a) 95% of tuition charged pro rata refund policy after the first two weeks up to 60% of program completion; the school is not required to refund after 60% completion: Iowa Code 714.23(2)(b) Exceptional Policy in Iowa Code 714.23(4) Notwithstanding the provisions of subsection 2, paragraphs "b" and "c", if, at any time, a student terminates a postsecondary educational program after the first two calendar weeks due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of the tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period. A refund shall be provided for students within 45 days following the date of AnimSchool's determination that a student has terminated from AnimSchool. The Application/Registration Fee is non-refundable after 3 days from when it is paid.

## NOTICE TO THE BUYER

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of this contract are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school

catalog, and any other papers you may sign, and are required to sign a statement acknowledging receipt of those.

## CANCELLATION OF CONTRACT

If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract; the written notice may also be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the applicant.

## UNFAIR BUSINESS PRACTICES

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her financial sponsors if he/she is a minor, and a written statement notifying all parties that the cancellation and refund policy continues to apply.

## SIGN TO ACCEPT THE TERMS AND APPLY FOR ADMITTANCE TO ANIMSCHOOL

This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the school prior to the time instruction begins.

Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student, or student's parent or guardian if he/she is a minor.

I, the undersigned, understand that my financial obligation to the school must be paid in full before a Certificate of Completion will be awarded.

I, the undersigned, understand that AnimSchool does not guarantee job placement to students upon graduation.

I, the undersigned, understand that AnimSchool is an online school only, with all instruction received over high-speed internet.

I, the undersigned, acknowledge and have received the school catalog which contains information regarding the programs offered and have read, and understand, and agree to the policies and procedures contained therein.

I, the undersigned, have thoroughly read each section of the enrollment agreement, understand each section of the enrollment agreement, and agree to abide by all the provisions set forth in the foregoing enrollment agreement.

Signature of Applicant

Signed on Monday, October 14, 2024

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Signature of AnimSchool Official

Signed on \_\_\_\_\_, 20 \_\_\_\_\_