



ENROLLMENT AGREEMENT

AnimationWorkshops
435 239 5160
Contact: admissions@animationworkshops.com
www.animationworkshops.com

Date of Agreement: _____

Term Start Date: _____

USER INFORMATION

User Name: _____

Address: _____

Address: _____

Country: _____

Telephone Home: _____ Cell: _____ Work: _____

Email: _____

Email 2: _____

Parent/Guardian Name: _____ Email: _____

Weeks Per Term: 11

Estimated Number of Homework Hours Per Term: 100

Terms:

- Winter Term (~first week of January to mid-March)
- Spring Term (~first week of April to mid-June)
- Summer Term (~first week of July to mid-September)
- Fall Term (~first week of October to mid-December)

COSTS

Cost of Workshop: \$780

Non-refundable one-time registration fee: \$125

Software Cost (ZBrush courses only): \$475

Computer: User must supply own computer capable of running 3D software.

GENERAL REQUIREMENTS FOR ADMISSION TO ANIMATIONWORKSHOPS

To register for AnimationWorkshops, prospective users need to (1) be 14 years or older the first week of class, (2) have basic computer skills on Windows or Mac.

CANCELLATION & POLICIES

Cancellation: After registering for a workshop, users have three business days to change their mind and withdraw from the workshop.

They are eligible for a full refund of workshop fees paid, including the otherwise non-refundable registration fee.

After the three day period, users may withdraw before they participate in Animation Workshop classes until one week before classes begin, for a full refund, minus the non-refundable registration fee.

Users registering for a workshop in a term need to stay with the class during that term, regardless of how their schedules change, or their situations otherwise change. When they enroll in a term, they should be sure that they can fully commit, and complete that term. Users should be sure to have the time and resources to fully participate for the 11 weeks. If unsure about their ability to participate, users have until just before the term begins to withdraw.

At any point in a term: Once enrolled in a term, users have until that term begins to opt out. During the first week of a term, users can withdraw from the term but because Animation Workshops has already employed their instructors for the term, users are obligated to pay 1/3 of the cost for the term, even if they cannot participate in the term.

After the first week of a term ends, 11:59pm Saturday Mountain Time, or after having accessed or downloaded the animation rigs or class materials for the workshop, users can withdraw but are obligated to pay 2/3 of the agreed-upon fees for the term.

While a term is underway, after the first week, users wanting to switch out of a term and re-enter next term may do that, but as stated will forfeit at minimum 2/3 of the tuition for that term. If it is beyond the 7th week of the term, there is no credit issued; the full cost is charged.

At any point during a term, users may withdraw from an Animation Workshop. Regardless of the payment method, users are obligated to pay for that term's fee, according to the policies described. If they have paid for the term already, (after the first week) they may be eligible for a maximum refund of 1/3 of the cost for the term, minus a \$75 withdrawal fee. (If it is beyond the 7th week of the term, there is no credit issued). (This assumes additional class sessions were not attended after the withdrawal request). Registration or other fees will not be refunded. Withdrawal can be initiated by emailing: admin@animationworkshops.com with a clear request for withdrawal. Any cancellation or withdrawal refund payments will be issued within 60 days.

Refunds are calculated based on the term week of the stated withdrawal request (assuming no additional classes were attended after the request or site assets accessed or downloaded), beginning Sunday midnight and ending Saturday before midnight Mountain Time, communicated via email.

Class cancellation or Teacher Substitution: AnimationWorkshops may cancel a class when the number of users scheduled is too small, or when the teacher withdraws for any reason. AnimationWorkshops may also retain a class but substitute another teacher if a teacher withdraws before the start of the term or during a term.

In the case of cancellation, Users may select an alternative class.

Class switching: Users desiring to change classes to a different time slot and/or teacher may sign up for a different class that has empty slots at any point until the day before the second class session. (If the user misses the second class session of the new class as a result of the switch, they are not entitled to a refund.) If a different teacher has been substituted during that first week, users may switch to another class with an empty slot.

Teacher Absence: At times teachers may have a planned absence. Typically, the class is then moved to an alternative day. On occasions, AnimationWorkshops provides a substitute instructor and the class continues as scheduled. Users may not request a refund or credit of any kind as a result of the teacher substitution.

Unplanned Teacher Absence: If a teacher does not attend a scheduled class due to any reason, intentional or unintentional, users are entitled to a rescheduled class substitution. The teacher or substitute teacher will make every effort to accommodate the most convenient replacement time and day.

Teacher Withdrawal: On rare occasions, teachers may withdraw from teaching a class due to personal circumstances. AnimationWorkshops will replace the teacher with an appropriate substitute for the remainder of the term. Users will

not be eligible to switch classes or obtain a refund due to any teacher withdrawal and replacement.

EDUCATIONAL COMPANY STATUS

AnimationWorkshops is a website for online workshops, not a school. We offer online training in live workshops, but do not offer school credit or job placement.

USE OF CHARACTER RIGS, TOOLS, AND WEBSITE

Users may use AnimationWorkshops character rigs and any assets provided for their courses or ones available in the Characters and Tools section while they are in a workshop. Users not continuing with AnimationWorkshops (provided their payment accounts are current), may continue to use those AnimationWorkshops character rigs and assets.

User access to the AnimationWorkshops website and class recordings is limited to the time they are enrolled in a course. Users not continuing with AnimationWorkshops do not have continued access to the AnimationWorkshops website or class recordings.

Users taking a term break from AnimationWorkshops do not have continued access to the AnimationWorkshops website or class recordings. Users may pay for "break access", however, to retain access to class recordings during their break. Users may request "break access" by contacting admin@animationworkshops.com.

Users who complete at least four workshops from AnimationWorkshops retain access to class recordings and the AnimationWorkshops website.

STANDARDS OF PROGRESS

We strongly recommend students pass a course before continuing to the next level. Users retake courses at their own expense. There are no discounts for taking a class a second time.

STANDARDS OF CONDUCT

Users are expected to maintain professional standards of behavior in their interactions between other students and between them and their instructors. AnimationWorkshops will not tolerate harassment, illegal discrimination, derogatory speech or actions toward another AnimationWorkshops party or any other person, using AnimationWorkshops communications. Users should avoid offensive content in the forums, messages, and in their class assignments, including crude language, sexually explicit material, or derogatory intention, or jokes that could appear derogatory toward others. Failure to comply with the standards of conduct may result in Probation, up to and including dismissal from AnimationWorkshops. Users should read the Terms of Use statement for the website www.AnimationWorkshops.com and abide by the terms.

PROBATION

Users must agree to and abide by the terms of the enrollment agreement to continue in classes. Failure to comply may lead to a probation status. Users will be informed what steps they must take to avoid dismissal from AnimationWorkshops, and will be given ample opportunity to resolve any issues.

TERMINATION/DISMISSAL

Users who fail to abide by the terms of admission, the standards of conduct, fail to resolve probation status, or fail to resolve any non-payment issues may be considered for dismissal from AnimationWorkshops. Users should phone or email admin@animationworkshops.com to resolve any problem issues.

Depending on the nature of the dismissal, users may or may not be allowed to reapply to AnimationWorkshops at a later time or to take Express classes in the future.

ATTENDANCE AND ASSIGNMENT SUBMISSION STANDARDS

For best results, users should strive to attend all the class sessions in which they are enrolled, and submit their assignments weekly. If a user can't be there live, they can watch the class recordings and message the instructor. Much of the opportunity for learning comes from the direct interaction with the instructor during class sessions, so they should be attended whenever possible.

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

LATE PAYMENTS

New students must pay before the term begins, in order to register for a workshop. Enrolled students must keep their payments current to maintain access to the AnimationWorkshops student website and assets. To register in a particular class for the following term, existing students must pay the cost for that term.

Existing students must pay for the upcoming term by the posted "Last Day to Register For Classes" on the Calendar, approximately one week before a term begins. Students who fail to pay by that date will be subject to a \$35 late fee and have their access restricted to the student AnimationWorkshops website. Students should then call or email the Administrator to bring their account current and resume active status. Existing students who fail to pay for the current term must contact the Administrator and arrange payment to avoid being placed on Probation.

Students on the monthly payment option must maintain a valid credit or debit card on the account. Monthly payments will be withdrawn automatically on the first of the month or the first business day. If a card is denied during the attempt at processing, the student will be notified by email and they will have seven days to provide a replacement card, or be assessed a \$35 late fee. Following the seven days, monthly payment students must contact the Student Administrator and arrange payment to avoid being placed on Probation.

CLASS SCHEDULE

AnimationWorkshops posts the next term's schedule approximately one month before classes begin each term. Users are alerted with a Private Message on the AnimationWorkshops site and their email, as well as the user Facebook group. A link appears on the 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 options are shown here:

<http://www.animationworkshops.com/ClassListing.aspx>

SIGN TO ACCEPT THE TERMS AND REGISTER ANIMATIONWORKSHOPS

This agreement is a legally binding document.

I acknowledge I have read the AnimationWorkshops policies on the www.animationworkshops.com website, which contains information regarding the workshops offered.

I understand that AnimationWorkshops may terminate my enrollment if I fail to fulfill the financial obligations or if I fail to abide by standards of conduct as outlined in AnimationWorkshops website.

I understand that AnimationWorkshops does not offer or guarantee job placement to users after participating in a workshop.

I understand that AnimationWorkshops is an online learning site only, with all instruction received over high-speed internet.

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

Signature of Applicant

Signed on _____, 20 _____

Signature of Parent/Guardian (if applicant under 18)

Signed on _____, **20** _____

Signature of AnimationWorkshops Official

Signed on _____, **20** _____