



Summer Intensive Enrollment Agreement

In order to enroll in Summer Intensive (SI) at Rocky Mountain School of Photography, the applicant (or the parent or guardian of the applicant if applicant is under the age of 18) is required to attest to the fact that he or she has read and agreed to the terms of this Enrollment Agreement.

2023 Summer Intensive Calendar

The Summer Intensive program begins at 9:00 a.m. on Tuesday, June 20, 2023, and ends on Friday, July 28, 2023. Classes are scheduled Mondays through Fridays with occasional sessions on evenings and weekends.

Students receive a day-by-day class schedule at student orientation. As with any program, changes in scheduling may occur for a variety of reasons throughout the length of the program. Students will be notified of any changes as soon as possible.

There will be no classes scheduled on Monday and Tuesday, July 3 and 4, 2023.

Tuition Payment Policies

Tuition for the 6-week Summer Intensive program is \$4,950. All deposits and tuition balances must be paid on or prior to the schedule as listed below:

- Deposit: \$500 due at enrollment.
- Payment 1: \$2,500 due 90 days before the start of the program.
- Payment 2: \$1,950 due 45 days before the start of the program.

Tuition includes instruction only. Housing, meals, travel, equipment, supplies, and all other expenses are the responsibility of the student and are not included in the tuition.

Cancellation and Withdrawal Policies

1. A full refund of all money paid will be made to any applicant who cancels his or her enrollment within 72 hours (until midnight of the third day, excluding weekends and legal holidays) of enrolling in the SI program, provided that the program has not yet begun.
2. A full refund of all money paid, less the tuition deposit, will be made to any applicant who cancels enrollment before May 22, 2023, at 9:00 a.m. MDT.
3. For cancellations received after May 22, 2023, at 9:00 a.m. MDT, RMSP retains full tuition, and no refunds are issued.
4. For no-shows: RMSP retains full tuition.

Refunds will be processed within 30 days after our office receives notice of cancellation.



In the case of a cancellation resulting from a student's prolonged illness or a severe injury or death in the student's immediate family, RMSP, at its sole discretion, will make a settlement that it considers reasonable and fair to both parties. The school will propose a settlement within 30 days of the official date of withdrawal.

Student Handbook

The Student Handbook below outlines Rocky Mountain School of Photography's policies, expectations, and guidelines for Summer Intensive students. Please read it carefully. As part of the online enrollment process, you will be asked to certify that you have read this Handbook and agree to abide by the policies and guidelines outlined herein.

Attendance

Attending classes is necessary to succeed in RMSP's intense environment. Attendance is taken in all required classes. Students are marked as present, tardy, or absent.

Student Conduct

Summer Intensive enrolls a maximum of 54 students, which means the conduct of one individual can influence the learning experience for the entire class. Therefore, RMSP expects Summer Intensive students to be respectful and dedicated students.

Expectations

RMSP expects that students:

- Will respect fellow students, RMSP staff, and instructors in words and actions – regardless of age, race, gender, sexual orientation, disability, background, political opinions, or beliefs.
- Will abide by all RMSP policies and procedures. Detailed policies / procedures will be provided throughout the program.
- Will show up to class on time and be prepared to participate.
- Will bring all required equipment and supplies to classes or shoots.
- Will refrain from visible or verbal interruptions or distractions during classes or shoots that inhibit another student's learning experience.
- Will complete assignments on time and in a professional manner.
- Will ask questions and seek help when needed.
- Will respect RMSP facility and equipment rules, usage, and hours.*
- Will follow safety procedures for shoots in the studio and on location.**
- Will not violate RMSP's Code of Conduct (see below).

If a student does not meet these expectations, staff and instructors may dismiss a student from a class or a shoot.

*Students are liable for repair or replacement of RMSP property and equipment that is damaged or lost during use.

**There are significant hazards associated with studio equipment, while working in studio, and while shooting on location. Safety procedures are discussed before related classes and shoots, and students must



follow these procedures closely. Continued failure to follow studio/shoot procedures may result in the student losing the ability to use equipment and/or attend shoots.

Code of Conduct

Misconduct as outlined below will not be tolerated and may, at the sole discretion of the School Director, result in the student's dismissal from the program. Dismissals will not result in a tuition refund.

- Continued or persistent failure to follow RMSP's Student Expectations (see above).
- Knowingly furnishing false information to the school and alteration or use of school documents or instruments with intent to defraud.
- Theft or vandalism of RMSP property or property of a member of the school community.
- Destructive or disruptive behaviors that create risk to others, infringe on the rights of others, or otherwise disrupt the learning environment of RMSP.
- Failure to follow health and safety procedures in the classroom, in studio, or on location.
- Conduct which threatens the health or safety of any person, including but not limited to physical or verbal abuse, retaliation, threats, intimidation, harassment, and any form of coercion.
- Abusive or harassing behavior, including but not limited to stalking, unwelcome communications, and all forms of sexual misconduct.
- Disorderly, lewd, or indecent conduct.
- Accessing, downloading, and/or distributing lewd or illegal content on RMSP's Wi-Fi network.
- Participation in all forms of gambling.
- Smoking or other tobacco in school buildings, including e-cigarettes.
- Possession of drugs, drug paraphernalia, or alcoholic beverages on school premises.
- Failure to comply with a reasonable request or to follow a directive from an RMSP staff member of instructor acting in performance of their duties.

Reporting Harassment

Harassing behavior of a student or staff member will not be tolerated. It is the student's responsibility to report any harassing behavior to the Program or School Directors.

Dress Code

Students may dress in casual attire for classroom, lab and field sessions. Shoes are required. Immodest clothing is not permitted.

Personal Items

The school cannot be held responsible for any personal items lost while on school property. Students are responsible for their personal belongings.

Supplies and Equipment

Summer Intensive requires specific equipment and supplies for use by each student. Preference of supplies or equipment may vary from student to student, as this is a personal decision. A detailed Equipment and Supplies list will be made available to enrolled students in the spring before the program begins. Because the SI curriculum includes a great deal of information on photographic equipment, it is recommended that students come with a minimum of gear and make their purchases after the start of the program.



Facilities & Equipment Usage

Enrolled Summer Intensive students receive access to RMSP's classroom spaces, studio spaces, and general student areas. RMSP offers enrolled students the opportunity to borrow photographic gear to help support the learning process. Policies and procedures concerning use of the facilities and equipment are discussed with students during the program. Students are liable for repair or replacement of RMSP property and equipment that is damaged or lost during use. In order to be eligible to borrow gear from RMSP, student must provide a valid credit card number to the school for use in the event that a piece of gear is not returned in same condition in which it was loaned to student.

Guidance Counseling

Occasionally students may have problems of a school-related nature that they wish to discuss. Students may contact the Program Director or School Directors for a meeting. For guidance on issues of a personal nature, the School Directors will refer students to local licensed counselors.

Medical Issues

Students are responsible for their own healthcare. Rocky Mountain School of Photography does not provide health insurance for students. Medical emergencies occurring during a class or field shoot should be reported immediately to the instructor or assistant on duty. They will arrange emergency transportation to an emergency clinic. There are first aid kits available throughout the school.

Access to Student Records

Students may review their record upon request. Speak to the Program Director or School Directors to request the review.

Student Feedback

If a student has feedback for Rocky Mountain School of Photography, he or she may contact the School Directors.

Returned Check Fee

If a check is returned as non-payable for any reason, there will be a charge of \$25.

RMSP's Governing Body

Rocky Mountain School of Photography is owned by Neil and Jeanne Chaput de Saintonge who reside in Missoula and work at the school. Their son, Forest, and his wife, Sarah, are the School and Assistant Directors. The governing body of the school is comprised of these four individuals.



Agreement

By agreeing to the terms and conditions of this Enrollment Agreement, you are agreeing to the following:

- You have read, understand and agree to abide by the terms and policies included in this Enrollment Agreement.
- If you, the applicant, are under 18 years of age, your parent or guardian has read, understands, and agrees to the terms and policies included in this Enrollment Agreement.
- You understand that tuition covers the cost of instruction, but that housing, meals, travel, equipment, supplies and other expenses are your sole responsibility.
- You understand that all fees must be current before you begin attendance or receive any RMSP services.
- You understand that all financial obligations to RMSP must be discharged before a Certificate of Completion will be issued to you upon successful completion of the program.