

# APPLICATION FORM

Last updated 1 September 2011

Please fill out in BLOCK LETTERS

Online Application # (if known)

Writer-Director Diploma Partnership  
Application #



COURSE(S) APPLIED FOR

COURSE START DATE

	..... / ..... / .....
	..... / ..... / .....

## PERSONAL DETAILS

Family Name		Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
First Name(s)					
Address					
Telephone		Mobile			
Email		Date of Birth			
Nationality (as in your passport)		Country of Residence			

## ACADEMIC & EMPLOYMENT DETAILS

### Academic Qualifications

Name and address of all universities and colleges attended	Qualification achieved	Dates

### Experience in the Media

Name of organisation, company or group	Details of your role & experience	Dates

### Current Occupation

Name & Address of Current or most recent employer	Details of your role & experience	Dates

### Additional Relevant Experience

Name of employer	Details of your role & experience	Dates

## GENERAL INFORMATION

Previous Industry experience	Extensive <input type="checkbox"/> Some <input type="checkbox"/> Little <input type="checkbox"/> None <input type="checkbox"/>
Where do you think your interests lie at present?	e.g. Directing <input type="checkbox"/> Writing <input type="checkbox"/> Other <input type="checkbox"/> , please specify:
Where did you hear about us?	
What film societies do you belong to?	
Do you have any access requirements or learning difficulties?	If so, please state
Are there any special medical circumstances that we should be aware of?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes please state

**Data protection** The information provided will be processed in accordance with the Data Protection Act 1998 and will be used only for the purposes for which it has been collected, i.e. for general course administration. It will also be used to send you course information produced by the London Film Academy. If, however, you would like to be removed from our mailing list then please write to the address below.

I certify that to the best of my knowledge the particulars given on this form are correct.  
I have read and understood the LFA terms and conditions attached. I agree to abide by them.

SIGNATURE

DATE

## APPLICATION PROCESS *for* CERTIFICATE, FOUNDATION & SHORT TAKES/SPECIALISED COURSES

### STEP 1 - APPLICATION

Submit your application form online at [www.londonfilmacademy.com/admissions](http://www.londonfilmacademy.com/admissions) and then pay a deposit (see 'Payment Details' section of this application) or post your application form with your passport size photo and a course deposit to Admissions, London Film Academy, 52a Walham Grove, London SW6 1QR, UK

### STEP 2 - CONFIRMATION OF PLACE AND PAYMENT

Once we have received your application form with we will send you a confirmation via email. To secure your place pay a deposit - see payment details.

## APPLICATION PROCESS *for* FILMMAKING DIPLOMA, SCREENWRITING DIPLOMA, WRITER-DIRECTOR DIPLOMA

### STEP 1 - APPLICATION

Submit your Application Form online at [www.londonfilmacademy.com/admissions](http://www.londonfilmacademy.com/admissions) and send supporting materials and application fee of £50 to Admissions, London Film Academy, 52a Walham Grove, London SW6 1QR, UK. You can apply for LFA Bursary or Half Scholarship at this stage. For information on the application supporting materials please see the checklists for Diploma courses detailed above.

### STEP 2 - INTERVIEW

If you live in the UK, your interview will be conducted in person with the relevant Diploma Course Leader and one of our Diploma tutors at LFA's premises. If you live overseas, this will be conducted on Skype or by telephone at a mutually convenient time. Please arrive/call on time for your interview - good time keeping is heavily emphasised on the course. You will be notified of the outcome of your application within two weeks of your interview.

### STEP 3 - PAYMENT

If your application is successful, you will be sent an Offer Letter and required to pay a deposit towards the course fee - for details on when the remaining balance of fees will be due see Payment Details section and LFA Terms & Conditions.

**NB.** If you are a non-European Union (EU) resident you will need a visa to study in the UK. Visa applications may take a couple of months to process, so it is advisable to apply well in advance. For details please visit the 'VISA Information' under 'Admissions' section of our website at [www.londonfilmacademy.com](http://www.londonfilmacademy.com).

## APPLICATION CHECKLIST *for* FILMMAKING DIPLOMA, SCREENWRITING DIPLOMA, WRITER-DIRECTOR DIPLOMA

Please note your application should reflect the standard of work you are able to deliver, therefore please take care to ensure you present it to the highest standard. **NB. Please complete all documents in English**

- Administration fee of £50 (non-refundable) paid by:
  - bank transfer (please use reference LFA/[your name] and enclose your transfer details)
  - credit / debit card (call us on +44 20 7386 7711)
  - cheque (payable to London Film Academy)
- Application form (if completed by hand; if submitted online, please include your LFA reference number)
- Two references (academic or professional)
- Current CV / Resumé and/or credit list
- Four passport size photos

#### Filmmaking Diploma applications - please enclose the following:

- 1. One example written piece of work:
  - A critique of a film you have seen or
  - or a film script you have written
- 2. One example visual piece of work:
  - A presentation of storytelling series of photos or
  - A DVD/web link to a film you have made or
  - A project you have done that reflects your interest in filmmaking
- 3. Bursary/Scholarship applicants only:
  - A personal statement about why you should be awarded a bursary or scholarship.

NB we can only accept bursary/ scholarship applications up to 2 months prior to the course start date

#### Screenwriting Diploma applications - please enclose the following:

- 1. One example of your dramatic writing:
  - The first 20 pages of a feature script or
  - Feature film treatment of 10-15 pages or
  - Two short film screenplays or

If you have no screenplay material we will except an extract from other creative writing such as:

  - Play
  - Short Story
  - Novel
  - Poetry
  - Other \_\_\_\_\_
  - These extracts should be accompanied by a written explanation you are why not submitting a screenplay
- 2. Analytical skills:
  - A one-page critique of a film you have seen
- 3. Summary skills
  - A one-page synopsis of the screenplay or treatment you have submitted (or 2 half page synopsis of two short films)

#### Writer-Director Diploma: Shorts to Features applications - please enclose the following:

- NB. All applicants must be writers-directors or apply as a writer-director partnership where individuals submit work specific to their profession.
- 1. Director's show reel
  - 2. Writer's show reel.
- Two of the following:
- Short film screenplay
  - Feature film treatment of 10-15 pages
  - The first 20 pages of a feature script
3. Project pitch:
  - A one-page script synopsis of work submitted
4. If applying as a partnership you also need to include:
  - A written history of the writing and directing partnership

# TUITION FEES

For a comprehensive list of upcoming courses please visit [www.londonfilmacademy.com](http://www.londonfilmacademy.com)

## FUNDING YOUR STUDIES

You can find more information on funding at [www.londonfilmacademy.com/admissions](http://www.londonfilmacademy.com/admissions)

### SCHOLARSHIP & BURSARY FOR FILMMAKING DIPLOMA

Financial help is available for students whom the Trustees consider to be of high ability, but whose financial circumstances would otherwise not permit attendance. Bursaries/scholarship requests should be made to the LFA when applying for the course.

### UK APPLICANTS

CAREER DEVELOPMENT LOANS are available for up to £10,000 - Directgov's website at [www.direct.gov.uk/en/EducationAndLearning/AdultLearning/FinancialHelpForAdultLearners/CareerDevelopmentLoans](http://www.direct.gov.uk/en/EducationAndLearning/AdultLearning/FinancialHelpForAdultLearners/CareerDevelopmentLoans)

HOTCOURSES - [www.scholarship-search.org.uk](http://www.scholarship-search.org.uk)

SKILLSET - [www.skillset.org/funding](http://www.skillset.org/funding) - Skillset's screen bursaries are available on our courses

### INTERNATIONAL APPLICANTS

BRITISH COUNCIL - [www.educationuk.org](http://www.educationuk.org)

CHEVENING SCHOLARSHIPS - [www.chevening.com](http://www.chevening.com)

## PAYMENT DETAILS

You can find full details under LFA Terms & Conditions section of this application

### DIPLOMA COURSES

A non-refundable application fee of £50 must accompany your application form. If your application is successful you will be required to submit a non-refundable deposit of £4,500 (£1,000 for Screenwriting Diploma) towards tuition fees within four (4) weeks from the date of your letter of acceptance. In the rare event that a student is refused a visa the LFA will consider a refund - please see LFA Terms & Conditions for details.

LFA must receive your deposit within four (4) weeks of the issue date of your Offer Letter, otherwise your place may be revoked. This period is reduced if the course starts less than twelve (12) weeks after the issue date of your Offer Letter, in which case LFA must receive your deposit within one (1) week from the date of your Offer Letter, otherwise your place may be revoked.

### ALL OTHER COURSES

A deposit of £200 (£1,000 for DOCUMENTARY CERTIFICATE) must accompany your application to secure a place on the course; full payment (balance of fees) is required seven (7) days before the start of the course. If the course fee is less than £200 the full course fee must accompany your application to secure a place on the course. A refund of the deposit (less administration fee of £50) or course fee will only be granted if cancellation is made in writing/email no later than seven (7) days before the course commencement date.

### COURSE TRANSFERS

Should you need to transfer from the course you've applied for onto another course or different course date due to unforeseen circumstances please email us explaining the reason for requesting a transfer at least seven (7) days before the commencement of the course. Maximum of three (3) transfers are allowed and each transfer is subject to an administration fee of £50.

## METHOD OF PAYMENT

- Cheque** I enclose a cheque for the amount of \_\_\_\_\_ (payable to London Film Academy)
- Cash** Paid in person the amount of \_\_\_\_\_
- Bank Transfer** Account No. 71398784 Sort Code 40-04-10 HSBC Bank plc, 202 Sloane Street, London SW1X 9RG  
Bank code: MIDL Country code: GB Location code: 22 IBAN GB03MIDL40041071398784.  
NB. Applicants are responsible for bank charges. When sending the bank transfer please use reference LFA/[your name] and application reference number. Please email your transfer details to [admissions@londonfilmacademy.com](mailto:admissions@londonfilmacademy.com)
- Credit Card** Please call us with details or drop this form in to one of our open evenings. Alternatively complete the details below.  
NB. There is no charge for paying by debit card. There is a 2.4% additional charge for credit card payments.

I authorise LFA to debit my card: Visa Electron  Visa  Debit  Switch  Solo  MasterCard  Visa Credit  Maestro

Card Number		Expiry Date	
Name on Card		Start Date	
Issue Number		Amount	
Applicant's Name		Card Type	

# LFA TERMS & CONDITIONS

Last updated 1 September 2011

1. London Film Academy and Club Panico@LFA (hereafter the 'Academy') staff are available to offer advice to the applicant (hereafter 'you' or 'your') by telephone or in person in relation to the courses offered by the Academy, your application to the Academy, examinations set by the Academy and entrance criteria required by the Academy subject to the matters set out in these terms and conditions but it is your own responsibility to ensure at all times that your application and other entrance criteria of whatever nature are in order and received by the Academy by the appropriate closing dates.
2. The Academy reserves the right to change (such changes to be notified to you as soon as reasonably practicable) dates or times in relation to any matter concerning the Academy in order to facilitate or improve the provision of the courses offered by the Academy and any examinations set by the Academy and entrance criteria required by the Academy but any such changes shall not affect the other terms and conditions of the Agreement you enter into with the Academy.
3. The courses offered by the Academy shall only take place if justified by demand.
4. The Academy's written and electronic prospectus is correct at the time of printing or publication but is subject always to alteration by the Academy and does not form the basis of a legally binding agreement between you and the Academy.
5. You shall receive written notification from the Academy that you have been accepted upon a course offered by the Academy (the 'Course') and shall receive notification of the full tuition fee for the Course (the 'Tuition Fee').

## PAYMENT OF TUITION FEES & REFUNDS

6. For all Courses a deposit (the 'Deposit') must be paid to secure your place on the Course.

**DIPLOMA COURSES:** A non-refundable application fee of £50 must accompany your application form. If your application is successful you will be offered a place on the Course in writing (Offer Letter) and you will be required to submit a non-refundable Deposit (except for reasons set out in paragraph 11.3 below). The Deposit of £4,500 towards tuition fees (except for **SCREENWRITING DIPLOMA**, for which £1,000 Deposit is required) must be received by LFA within four (4) weeks of the date of your Offer Letter otherwise your place may be revoked. This period will be reduced if your course starts less than twelve (12) weeks after the issue date of your Offer Letter, in which case LFA must receive your deposit within one (1) week from the date of your Offer Letter, otherwise your place may be revoked. If your place has been revoked on any Course you will be notified of this in writing and you and the Academy shall have no further obligations to each other under these terms and conditions or otherwise.

**ALL OTHER COURSES:** A Deposit of £200 must accompany your application to secure a place on the Course (except for **DOCUMENTARY CERTIFICATE**, where £1,000 Deposit is required). If the Tuition Fee is less than £200 the full Tuition Fee must accompany your application in place of the Deposit. A refund of the Deposit will only be granted if cancellation is made in writing not later than seven (7) days before the Course begins. All refunds are subject to an administration fee of £50.

7. For all Courses (except for Diploma, as set out in paragraph 6) balance of Tuition Fee must be paid no later than seven (7) days prior to the beginning of the Course unless an alternative form of payment has been agreed in writing by the Academy or your place will be revoked. If your place has been revoked on any Course you and the Academy shall have no further obligations to each other under these terms and conditions or otherwise.

**APPLICANTS REQUIRING A STUDENT VISA TO STUDY IN THE UK (TIER 4):** If you require a Confirmation of Acceptance for Studies (CAS) letter for visa purposes please notify the Academy at least twelve (12) weeks prior to the start of the course (CAS letter will be issued upon receipt of the Course Deposit).

**APPLICANTS REQUIRING A STUDENT VISITOR VISA TO STUDY IN THE UK:** If you require an Acceptance Letter for visa purposes please notify the Academy at least twelve (12) weeks prior to the start of the course (an Acceptance Letter will be issued upon receipt of the full Course fee).

NB. Should you require subsequent Acceptance or CAS letters for visa purposes an administration fee of £20 per letter will be required and you will be responsible for covering any postage costs.

8. Overseas students must comply with the United Kingdom Home Office Regulations on immigration and the Academy shall not be responsible for nor be liable in relation to any failure by any overseas student to comply with such Regulations.

9. Together (1) payment by you to the Academy of the Deposit in respect of any Course and (2) written notification from the Academy that you have been accepted upon the Course shall form a legally binding agreement between you and the Academy on these terms and conditions (the 'Agreement') and that you shall (1) pay to the Academy the full Tuition Fee for the Course (2) comply at all times with these terms and conditions and (3) comply at all times with any other terms and conditions as specified in the written notification of acceptance upon the Course or as notified to you by the Academy from time to time.

## COURSE TRANSFERS

10. Should you need to transfer from the course you've applied for onto another course or different course date due to unforeseen circumstances please email us explaining the reason for requesting a transfer at least seven (7) days before the commencement of the course. Maximum of three (3) course transfers are allowed and each transfer is subject to an administration fee of £50.

## COURSE CANCELLATION

11. In the event that you cancel your place upon any Course for whatever reason, the following provisions shall apply:

- 11.1 cancellation of your place upon any Course must be notified by you to the Academy in writing at least seven (7) days before the Course commencement date. All refunds are subject to an administration fee of £50.

- 11.2 if written notice of cancellation is received from you by the Academy before the first day of the Course for any reason other than that set out in paragraph 11.3 below, the Academy reserves the right to retain any deposit

- 11.3 if written notice of cancellation is received by the Academy four (4) weeks before the first day of the Course, in circumstances where notification is received from the United Kingdom immigration authorities that an overseas student has been refused entry to the United Kingdom a refund of any Deposit or Tuition Fee, less an administration fee of £50, shall be made. If written notice of cancellation is received by the Academy less than four (4) weeks before the first day of the Course in circumstances where notification is received from the United Kingdom immigration authorities that an overseas student has been refused then the Academy reserves the right to retain in full the deposit and/or Tuition Fee paid by you to the Academy

- 11.4 if written notice of cancellation is received from you by the Academy after the first day of the Course the Academy reserves the right to retain in full the deposit and/or Tuition Fee paid by you to the Academy

- 11.5 any refund of the deposit and/or Tuition Fee for the Course shall be made solely at the discretion of the Academy following a procedure to be notified to you by the Academy in writing upon your written request

12. The Academy reserves the right to cancel any Course where the Academy closes or in circumstances where a Course or the Academy is disrupted beyond the Academy's reasonable control and a full refund of the Deposit or Tuition fee shall be made, unless part of the Course has been delivered in which case a reasonable part refund of the Tuition fee shall be made at the discretion of the Academy.

## ACADEMY RULES

13. Prior to or following the commencement of all Diploma Courses, the Academy shall provide you in writing with a Student Handbook detailing: (1) the specifications for attending and passing the Course (2) a copy of the student disciplinary rules and procedures (3) a copy of the student poor performance procedure and (4) a copy of the Academy's equal opportunities policy and bullying and harassment policy (each of which the Academy reserves the right to revise such revisions to be notified to you as soon as reasonably practicable) which shall each form and be part of the Agreement between you and the Academy.

14. Following the commencement of all other Courses, the Academy shall provide you with (either written or verbal) a course outline and details of the subjects offered on the Course.

15. You shall (1) be on time for and attend all lectures, practical sessions, practical exercises, examinations and tests provided and specified by the Academy (2) submit projects and written assignments as required and as specified by lecturers and tutors at the Academy and (3) promptly and faithfully comply with all the Academy's reasonable directions, requests, rules and regulations.

16. If you do not comply with the: (1) policies and/or procedures set out in paragraph 11 above and the Student Handbook and/or (2) the matters set out in paragraph 13 above the Academy has the right to terminate the Agreement between you and the Academy and to terminate your attendance on the Course and to require you to leave the Academy.

17. In circumstances of termination set out in paragraph 16 above the Academy shall not refund to you in full or in part the Tuition Fee paid by you to the Academy.

## INTELLECTUAL PROPERTY, INSURANCE & CONFIDENTIALITY

18. In and to the work you carry out on the Course or at the Academy, including but not limited to practical exercises, projects, written assignments, treatments, screenplays, still photographs, artwork, filmed scenes, showreels and short films and all other material created by you and your participation on the Course including any performance and the filming and recording of you as an individual and your voice (the 'Work'), you hereby in perpetuity irrevocably:

- 18.1 assign to the Academy with full title guarantee the entire copyright (present and future) and all other right, title and interest of whatsoever nature (vested or contingent) and all subsidiary and ancillary rights (including student film festivals and short film festivals) throughout the world for the full period of copyright and for all renewals and any extensions and renewals of the same by any and all means and in all media now known or hereafter devised

- 18.2 waive all moral rights conferred on you pursuant to the Copyright Designs and Patents Act 1988 and all other rights of a similar nature to which you have become or shall become entitled pursuant to current or future legislation anywhere in the world; and

- 18.3 confirm that the assignment of rights is free from all liens and encumbrances and includes the assignment of all rental and lending rights and shall not seek to enforce any rights to equitable remuneration in respect of any rental and lending rights which may accrue pursuant to the Copyright and Related Rights Regulations 1996 (together the 'Rights').

19. You warrant that you are and shall be the sole owner of the Work which is wholly original to you and to the best of your knowledge nothing in the Work does or shall infringe the copyright or any other rights including any rights of confidentiality or privacy or defame any third party including but not limited to students and tutors at the Academy.

20. You grant to the Academy the right but not the obligation to use and to authorise others to use your name, reproductions of your physical likeness, film and recordings of your voice and your biography in connection with the advertisement, publicity, exhibition and exploitation of the Work and all subsidiary and ancillary rights.

21. In circumstances where you wish to use or show the Work to any third party, including but not limited to submissions or applications to academic institutions or employers, showreels, student film festivals and short film festivals, you shall request such use in writing to the Academy who may grant consent or refuse your request in writing, such consent not to be unreasonably withheld.

22. No breach of this Agreement by the Academy shall entitle you to terminate or rescind the Rights and you hereby waive the right in the event of any such breach to damages or equitable relief or to enjoin, injunct, restrain or interfere with the Rights or the production, distribution, exploitation, exhibition or use of the Work.

23. The Academy shall secure in the Academy's name or otherwise at the Academy's own expense insurance covering you independently or together with others and you shall not have any right, title, or interest in or to such insurance. The Academy shall not be liable for any loss of or damage to your clothing or other personal property whether such loss or damage is caused by negligence or otherwise except to the extent that the Academy receives compensation from an insurance company or other third party.

24. You shall not issue any publicity relating to or otherwise reveal or make public any financial, creative or other confidential information in connection with the Work, the Course or the Academy or our business.

## PRIVACY / DATA PROTECTION

25. You hereby consent to the processing of personal data about you for the purpose of your attendance on the Course only (including but not limited to providing your name and contact details to tutors at the Academy) under the Data Protection Act 1998. The Academy shall not process personal data about you for any other purpose without first obtaining your written consent.

26. No collectively bargained agreement as commonly found in the film and television industry including but not limited to PACT, Equity, WGA or SAG agreements shall apply to this Agreement unless otherwise agreed by the parties in writing.

27. Any notices required to be given under this Agreement shall be in writing by first class mail and shall be sent by the parties to the addresses set forth in the written notification of acceptance upon the Course.

28. The Academy may assign or license this Agreement to any third party, the Academy's successors, assignees and licensees. This Agreement contains the entire agreement of the parties and may only be varied by written instrument signed by both parties.

## LAW & JURISDICTION

29. This Agreement shall be governed by English law and the parties shall submit to the exclusive jurisdiction of the English court.