

# RIFS STUDENT CONTRACT

## 1. Introduction

This document represents the formal contract between the Rome International Film School (“RIFS”) and its students (“you”).

## 2. Scope

This document applies to all programs which are taught and administered by RIFS.

## 3. Your Contract with RIFS

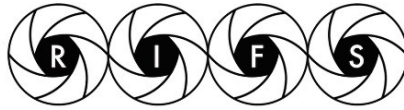
- 3.1. Before entering into a contract with us, please ensure that all the information we have, in the previously sent application form from you, are correct. If you have any queries, please contact RIFS by email ([info@romefilmschool.org](mailto:info@romefilmschool.org)).
- 3.2. For RIFS to consider your offer valid, you will have needed to pay the RIFS Tuition Fees in full.
- 3.3. After payment RIFS sends you an acceptance confirmation after all requirements for your enrolment form have been met.
- 3.4. Your contract with us takes effect on the day we send you your acceptance confirmation.
- 3.5. When you enter into a contract with us, you agree to abide by the terms of this document, our code of conduct, student charter, regulations, policies, and procedures, and any additional agreement that is required as part of your program of study. You should read this and all other relevant documents carefully before accepting your offer.

## 4. Termination of Contract

- 4.1. We reserve the right to terminate the contract with you if you are found to be in breach of any of the provisions of this document.
- 4.2. This will lead to the end of your registration and the loss of your place on the course.
- 4.3. Further, we also reserve the right to terminate the contract with you if you are found to be in breach of any of our codes of conduct, student charter, regulations, policies or procedures, or to have made fraudulent, misleading or false claims during the process of admission, enrolment or any other time during the contract.
- 4.4. The following may also lead to the termination of the contract:
  - Failure to enroll when requested to do so;
  - Failure to disclose undeclared criminal convictions that are deemed to make your undertaking of the program of study incompatible with the academic and/or professional requirements of the program and/or the requirements of your registration and/or attendance generally and/or are incompatible with us meeting our legal responsibilities (including to other students and/or staff);
  - Failure to comply with the terms of a visa and/or the residency permit;
  - Failure to pay applicable fees and/or charges.

## 5. Student behavior

- 5.1. Each student:
  - must behave properly and correctly, in the spirit of collaboration and education, with all staff, faculty and fellow students;



- must demonstrate respect to the school and its facilities, and to the equipment and operations of the school. Any behavior that leads to disrespect towards or damage to any operations or facilities will result in consequences, possibly material and academic, including fines for such behavior, suspension, and/or recovery of costs this behavior provoked;
- must follow the directions of faculty wherever applicable;
- be respectful of recycling demands, disposing of trash in appropriate receptacles, both recyclable and otherwise, and not leave the school in a disorderly condition at any time;
- observe the organizational, security and health issues the school requires.

## **6. Changes to Your Program**

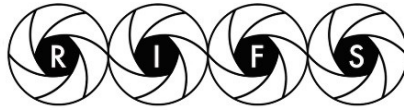
- 6.1. As outlined in our Admissions Policy, we regularly review and update our courses to ensure that they remain up-to-date and relevant and continue to meet the changing needs of the industry so that our students are prepared for successful careers.
- 6.2. Changes may also occur to reflect student feedback, matters of academic judgement or expertise, or changes to teaching practices or facilities.
- 6.3. Changes to any of our courses will be communicated to all affected applicants, in writing, at the earliest opportunity.
- 6.4. If we decide to make any material changes to your program of study, we will consult you in advance and seek your consent except where the change is required for regulatory or legal reasons or for reasons beyond our control, in which case we will notify you as soon as possible to minimise the impact on you.

## **7. Your Programme of Study**

- 7.1. We will provide you with educational services, including teaching, learning, and assessments, and related activities which we consider appropriate and relevant to your program of study.
- 7.2. Details about your program of study are available on our website and in the welcome kit we are furnishing you.
- 7.3. Details about the location of your studies are also available on our website. From time to time, we may also utilise third party facilities for teaching and/or the completion of practical exercises.
- 7.4. Your timetable will be published before the first day of your course and on the first of the term in any subsequent terms.
- 7.5. All programs require full-time attendance. You are expected to attend all scheduled teaching events (lectures, practical classes, workshops, seminars, etc.), meetings with staff and others involved in the delivery or administration of the program, and perform home and outside assignments when required or instructed.
- 7.6. If you do not meet the minimum attendance requirement, you may not be able to progress or attain the certificate of completion/diploma.
- 7.7. You are expected to complete or submit your coursework by the stipulated deadlines and to the expected standard.
- 7.8. If you do not make satisfactory progress or your record of engagement is considered unsatisfactory, we will invite you to a meeting to discuss the matter. If you do not attend the meeting (or any subsequent meeting arranged to deal with this issue) without good reason, we may withdraw you from the course.

## **8. Intellectual Property**

- 8.1. As part of any course you undertake at RIFS, any materials created or contributed by you in any form (including written or artistic works; film, video or sound recordings; musical compositions;



set designs; and other audio or audio-visual works), will be regarded as “Course Works”. These Course Works are protected by intellectual property rights, such as copyright and design rights. The arrangements for intellectual property in the Course Works are outlined below.

- 8.2. Scripts: you will own and retain any intellectual property rights (such as copyright) in any screenplays/scripts that form part of any Course Works (“Scripts”) unless you agree otherwise with RIFS but shall grant RIFS a non-exclusive license in perpetuity for any such Scripts in order to be able to fully evaluate and exploit the other course works (“Films”) as described below.
- 8.3. Other Course Works – “Films”: In consideration of RIFS offering you a place in the program and your acceptance of a place in the program, you hereby assign to RIFS with full title guarantee all such right and title of the intellectual property rights in the course works (other than the Scripts) – the Films - in perpetuity (the “Assigned Rights”). This means that RIFS shall be the sole owner of the Assigned Rights of the Films, with the right to make use of the Films and the Assigned Rights as it sees fit.
- 8.4. RIFS recognises that you may wish to use the Films you make while at RIFS for non-commercial purposes (e.g. in order to demonstrate your skills and experience, submit to festivals, etc.) and hereby grants you a license to use the Films for such non-commercial purposes. The following credit line must appear in your Films: “Rome International Film School presents” and the RIFS logo must be shown in the credits.

## 9. Other Responsibilities

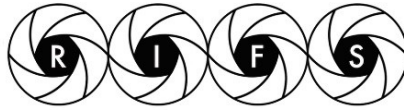
- 9.1. It is your responsibility to ensure that you have sufficient funds to pay for all your tuition fees and living and other expenses.
- 9.2. You agree that as a student enrolled at RIFS, you become a member of the RIFS Association, and accept the objectives laid down in the Memorandum and Articles of Association, which are available upon request.
- 9.3. Your personal belongings are not covered by our insurance policy and it is your responsibility to ensure that you have adequate insurance coverage for your personal belongings.
- 9.4. We do not provide students with medical insurance and it is your responsibility to make appropriate arrangements.

## 10. Effective date of contract

- 10.1. As outlined in section 3.4, your contract with us has taken effect on the day we sent you your acceptance confirmation.

## 11. Immigration Requirements

- 11.1. Our programmes must comply with student visa regulations instituted by the EU and Italian legislation for students who are not EU citizens, as follows:
- 11.2. If you require a visa to study in Italy, we provide you information about the requirements and ask to verify some or all of the details ourselves before issuing acceptance certificates required to apply for any visa. It is your responsibility to familiarise yourself with our guidance as well as any guidance provided by the Italian Embassy in your country.
- 11.3. It is also your responsibility to ensure you satisfy the applicable visa requirements and submit a complete and accurate visa application in a timely manner.
- 11.4. Once at RIFS, you are responsible to ensure you comply with the terms of your visa.
- 11.5. To ensure we meet our legal obligations, we will ask you to provide us with a copy of your passport and application receipt and eventual document of your Residence Permit (‘permesso di soggiorno’).



- 11.6. We are also required to keep a record of your contact details and it is your responsibility to ensure we have your latest and up-to-date contact details at all times.
- 11.7. To ensure you meet the attendance requirement, we monitor attendance of all scheduled teaching events (see section 7.5). If you miss 10 expected contacts (e.g. attendance at a scheduled teaching event or submission of an item of coursework), we are legally obliged to report you to the Interior Ministry.
- 11.8. If you leave your course or complete your study early, we are obliged to inform the Interior Ministry and provide them with an updated end date. In such cases, the Ministry may decide to curtail your permit and you will be required to leave Italy (unless you have made other arrangements for 'permission to remain').

## 12. Data Protection

Data protection and privacy at RIFS is governed by standard privacy policies which can be furnished upon request.

## 13. Notices

- 13.1. We will not be liable to you in any manner whatsoever for any failure or delay, or for the consequences of any failure or delay, in performance of any contract with you if it is due to any event beyond our reasonable control including, but not limited to:
- strikes, lockouts or other industrial action or disputes (whether involving our workforce or any other party);
  - acts of God;
  - pandemic, quarantine or widespread illness
  - governmental requisitioning, emergency planning or provision;
  - war, protests, fire, flood, storm, tempest, explosion;
  - an actual, suspected or threatened act of terrorism;
  - riot and/or civil commotion;
  - national emergencies;
  - breakdown of plant or machinery;
  - default of suppliers or sub-contractors.
- 13.2 Each of the provisions in this document is separate and can be enforced independently of the others. If any provision of this document is found to be invalid, illegal or unenforceable for any reason, such provision will be severed, and the remainder of the provisions will continue in full force and effect.
- 13.3 The contract between you and us and any non-contractual obligations arising out of or in connection with it will be governed by Italy law. You and RIFS agree that the courts of Rome (Italy) will have exclusive jurisdiction to determine any dispute

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Understood, signed and agreed by:

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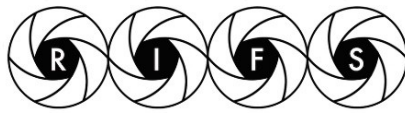
(Print Student name)

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(Signature of Student)

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(Signed on date)



## STUDENT CONTRACT GENERAL REGULATIONS

### NATURE AND PURPOSE OF THE CONTRACT

The contract represents the formal act by which the student adheres to the course of study chosen by him/her, as part of the training and educational activities offered by the Rome International Film School, expressly accepting the terms and conditions set out below.

RIFS - Rome International Film School is a non-profit organization, based in Rome (Italy), Via di Monte Testaccio 34A, tax code 97773960584.

### ENROLLMENT FEE AND OTHER CONTRIBUTIONS

In the principle of statutory and organizational autonomy recognized to legally established cultural associations, the tuition fee and all contributions due for our programs are independently determined.

The sums requested from students, by way of membership fees or specific contributions, do not represent a consideration for services rendered, but as competition to cover the cost of the services offered by the Rome International Film School for the realization of the Association's aims. All fees are published on the school website ([www.romefilmschool.org](http://www.romefilmschool.org)).

The student who is not up to date with the payments cannot be admitted to lessons and exercises, nor can he obtain any certificate relating to his schoolwork.

The student who has obtained enrollment in a Rome International Film School course is not entitled, under any circumstances, to a refund of the fees and contributions paid.

### DURATION

The duration of the contract is equal to the student's stay at the Rome International Film School, until the completion of the course.

The student, at any time, can terminate the contractual relationship with RIFS by informing the Direction of his renunciation of studies.

The renunciation determines the loss of the student status and ends his relationship with the school, without prejudice to the credits acquired; therefore, the student can obtain the certificate relating to the duly completed work, supplemented by the annotation certifying the withdrawal from studies.

### STUDENT BEHAVIOR

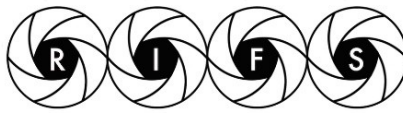
The following rules refer to behavior both inside and outside school grounds.

Each student:

- must behave properly and correctly, in the spirit of collaboration and education, with all staff, faculty and fellow students;
- must demonstrate respect to the school and its structures, to the space and facilities, and to the equipment and operations of the school. Any behavior that leads to disrespect towards or damage to any operations or facilities will result in consequences, possibly material and academic, including fines for such behavior, suspension, and/or recovery of costs this behavior provoked;
- must follow the directions of faculty wherever applicable;
- be respectful of recycling demands, disposing of trash in appropriate receptacles, both recyclable and otherwise, and not leave the school in a disorderly condition at any time;
- observe the organizational, security and health issues the school requires.

### HOURS

- The schedule of the lessons will be communicated to all students in advance before the start of the course.



- Access to the school, for both organizational and security reasons, is permitted during classroom hours and times that have been determined by the school meant for authorized meetings, conferences, pre-production, production and post-production of school exercises and films, and will be determined solely by the school. Students must heed these hours and not remain in school grounds beyond the times allowed. RIFS cannot be responsible for students or their possessions that remain beyond these scheduled hours.
- Any changes in schedules will be communicated by RIFS to students via email or SMS.
- If necessary, classes and other scheduled events may be cancelled, or delayed, without prior advance notice from RIFS, if due to security or health reasons.

#### **ATTENDANCE**

- Students are expected to attend classes, exercises and productions on time and without fail;
- Students may not miss more than 20% of classes (without demonstrable and legitimate medical motives) or 10% of exercises and film productions.
- Anyone who misses more classes or exercises than this limit enumerated above will be subject to repercussions determined by the Director of Studies, and it can result in consequences regarding final diploma certification. Three occasions of lateness (more than 15 minutes late) without an acceptable and legitimate reason, to classes, exercises or productions will also be considered equal to one absence.
- Students are expected to attend all obligatory classes and seminars in the first semester and all classes, workshops and seminars they have enrolled in for the second semester;

#### **EDUCATIONAL MATERIAL**

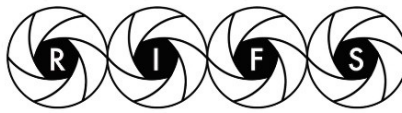
- Students may not reproduce materials provided by faculty in class without permission of the teachers;
- Handouts provided by teachers may remain with the students for personal use as part of the training;
- If a student destroys or loses documents or other materials furnished by the school it will be his or her responsibility to replace or cover the costs or replacement.

#### **DISCIPLINARY ACTION**

- There are two forms of disciplinary reaction: Disciplinary Warning and Disciplinary Notification;
- Teachers or staff observing or experiencing behavior from students that is inappropriate or problematic can communicate a disciplinary warning to the student and simultaneously to the administration.
- A Disciplinary Notification is a consequence of more serious behavioral problem or action, which can result in sanctions, including suspension, failure to graduate, and even expulsion in severe cases. This will be determined, based on facts and evidence of relevant student misbehavior brought to the attention of the Director of Studies and determined by the Director together with the Administration.
- Instances of behavior that can lead to severe disciplinary action can include: offensive behavior and/or actions toward teachers, staff and/or fellow students; in the event of disrespect or damage to school property or facilities (classrooms, studios, bathrooms, hallways, outdoor spaces and communal spaces) or behavior that intentionally results in damage or degradation of school facilities or equipment, whoever proves responsible may also be charged with reimbursement for whatever damage they provoked.
- Any student who is suspended or expelled for reasons enumerated above will have no claim whatsoever to reimbursement of tuition fees or other expenses incurred.

#### **REPORTING ACCIDENTS**

- In case of accidents on school grounds that occur during school hours (classes, exercises or productions) RIFS is obliged to report such accidents to the relevant authorities (legal entities, insurance companies etc.);
- Whoever may be involved in any accident or mishap must convey to the administration all pertinent documentation relating to Emergency rooms visits, doctor visits, or other relevant documentation.



### **SMOKING REGULATIONS**

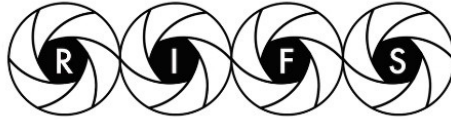
- Smoking is entirely forbidden in school;
- It is forbidden to smoke in hallways, bathrooms, classrooms and all other indoor areas of the school;
- It is forbidden to smoke at the entrance of the school;
- It is equally forbidden to throw cigarette butts and other paraphernalia on the grounds in and around the school, either within the school grounds or outside nearby the grounds.
- Students who break these rules will be subject to fines and disciplinary action;
- Students, teachers and staff are equally required to abide by these regulations.

### **PRIVACY**

- Neither students nor faculty are permitted to distribute images or video of school activities without explicit permission granted by the school: any unauthorized distribution of images, still or video, of school activities, without permission will be sanctioned and could result in disciplinary action.

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## STUDENT CONTRACT POLICIES AND PROCEDURES FOR USE OF EQUIPMENT & FACILITIES

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### DEFINITIONS

- ✓ **Facilities**  
will be understood to mean any designated room, to include classrooms, performance spaces, art studios, audio/video/multimedia labs, departmental equipment check-out room, storage/maintenance rooms, and any other area located within the that is part of or is supervised by the RIFS.
- ✓ **Equipment**  
will be understood to mean all audio, video, lights equipment, as well as film and theatrical props and costumes that are under the control and supervision of RIFS.
- ✓ **Production**  
will be understood to mean all events which take place under the umbrella of the School. This includes film and theatrical performances, music concerts, and art showcases. RIFS maintains a variety of equipment and facilities for student and faculty use.

*WE CANNOT FUNCTION WITHOUT OPERABLE EQUIPMENT AND FACILITIES.*

*These policies and procedures are intended to minimize the possibility of damage and increase availability of facilities and equipment. Broken equipment due to carelessness not only denies its use to others, but ultimately reduces access to production facilities and sacrifices the quality of educational opportunities. Students and faculty are expected to be cooperative with the staff in coordinating and scheduling the use of the equipment and facilities according to the given guidelines and procedures.*

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### OBJECTIVE OF THESE REGULATIONS

These regulations determine the procedure for student use of RIFS facilities and equipment provided by the school for student training, exercises and productions ( herein after referred to here as “equipment”). This equipment will be provided to students who are enrolled for no additional charges, both for use within the school during classes, training and workshops, as well as for outside the school during student film productions.

### AVAILABLE EQUIPMENT

As referenced in Article 1, RIFS will provide students with free use of its equipment, including:

- Video cameras (different models) and related accessories/lenses etc.
- Still cameras
- Tripods
- Sound equipment
- Lighting and grip equipment, gimbals, flags, c-stands, gobos, etc.
- Supplemental gear and expendables
- iMac Computers (for editing), assorted hard drives and peripherals

RIFS is apt to rent additional equipment for student productions and training beyond the property belonging to the school. The list of this equipment will be made available to students as the school terms progress upon request of students to the Director of Studies. This equipment may be subject to change, depending on need, availabilities, and timing.

### PROCEDURE FOR PRODUCTION EQUIPMENT BOOKING

There is a procedure where students book the equipment needed for their exercises and productions with relevant faculty, and in each case sign out the equipment they are taking for those shoots. The forms detail the names of students, contact information, faculty member signing them out, which project it is meant for, the dates in and out for the gear, thereby assuring the school of its safe return in a prompt and timely manner. Copies of these forms will be furnished to the administration.



## **USAGE OF RIFS FACILITIES AND GEAR**

The Director of Studies will consider all requests for equipment use and determine its availability, and communicate what is possible to the student requesting this use, including the timing for acceptable pickup, and the date and time it must be returned. Students are expected to be on time with both pickups and returns, having all forms prepared, and sign out sheets ready and complete.

Equipment requests will generally be granted, provided they are relevant to the exercises and/or productions in progress or in preparation, for shooting and/or tests, as long as the equipment is available and has been scheduled with enough advance notification. The school reserves the right to refuse the release of RIFS gear in case of (too) sudden notification, extreme last-minute requests and other situations where it might create problems for other students, operations or faculty. Where possible, the school will make all efforts to help the student access what is needed, as long as it is within the context of the program. All use of RIFS gear is free of additional charges.

Use of computers for editing and other post-production will also be free of charge, and will be made available during school hours, and during film production and exercise periods, after hours, as per to agreements made with the faculty/director and staff of RIFS, by appointment in advance.

## **BOOKING AND RETURNING GEAR**

All gear and equipment for filming will be booked, signed out from and returned to the school – Rome International Film School - and not to any third party or other location. No computers belonging to the school may be removed from school grounds. Hard drives may be taken out of the school only when necessary, and only with the consent of the Director of Studies or relevant faculty for specific needs and for very limited time, when approved. Signing out gear and all returns can happen only during regular operating hours of the school, unless specific agreements have been made with the Director of Studies. There is no assurance that RIFS can allow students to take out or return equipment out of regular hours. No equipment will be released without the responsible student providing the completed form for sign-out, signed, dated and handed to a responsible faculty member or to the Director of Studies. Any damage caused by students to the equipment will be the sole responsibility of the student signing out the equipment. Additionally, any damage or harm to individuals as a result of faulty use of the equipment or accidents occurring during the productions or exercises will not be the responsibility of RIFS, but of the students responsible. When students return the equipment, they must be certain to have already uploaded any files from SD cards, or other storage units and hard drives, as RIFS cannot guarantee the saving of those files, since the equipment is likely to soon be used again by others. If a student has forgotten or failed to do so, RIFS will not be responsible for this lapse and failure. Additionally, batteries that have been used, whether for cameras, lighting or other gear, must be returned fully charged. During the equipment return, students must ensure that the return is confirmed by a faculty or staff member, that the return is complete, the equipment intact, the batteries charged, the SD cards and/or hard drives free to erase, and that all gear is complete and in the condition in which it was taken out. This includes cameras, lighting, lenses, tripods, sound gear, accessories and grip equipment. Everything will be checked against the sign-out sheet that was signed by the student, and – once confirmed - the sign-out sheet will be co-signed, to acknowledge the safe and complete return of all gear. Late returns will not be tolerated, barring circumstances that have been justified, and in which faculty and/or the director have been notified in advance and subsequently accepted, and arranged. Any return more than 8 hours late can result in possible suspension from the student's ability in the future to book out other gear. In the event of missing or damaged equipment, steps follow in order to recover the costs, as outlined in the following section.

## **DAMAGE TO GEAR**

Determination as to the value and cost of any damage or loss of RIFS owned or rented equipment will be made by the administration of RIFS, based on current market prices, for rental costs where applicable, or replacement or repair costs. The student responsible will be required to cover these costs, with a prompt payment made to the administration, to cover the relevant costs, whether it be for repair of an item or multiple items, or to purchase an item or items that are missing or irreparably damaged, or to cover the repair or replacement of rented equipment. In the event that student does not furnish the required funds to cover these costs, the student can be suspended and/or refused use of any RIFS facilities or equipment until restitution is made. It is important to recognize that some of the gear can be quite expensive. As such, no student will be permitted to handle or book out any gear unless trained in its proper use, and certified by the relevant faculty member.

## **RESPONSIBILITIES TOWARD THE GEAR**

Student using and booking RIFS equipment are responsible for:

- Personally signing out everything needed for their projects – no 3<sup>rd</sup> party will be acceptable;
- Ensuring the proper operation of all gear upon sign-out; if something isn't working, students need to know before taking it out and taking responsibility for it;
- The timely return of all equipment in the same condition in which it was taken out, at the date and time promised and agreed to, to the school (and not somewhere else), and according to the terms laid out in the sign out sheet;
- Ensuring that the equipment is used solely for the purposes of school projects as understood, and not for any other outside work;
- Ensuring that no one else is permitted to use this equipment – no one other than RIFS students may handle the gear, or use it for purposes other than RIFS projects, unless agreed to in writing by the Director of studies and arranged well in advance;
- Ensure the correct, professional use and safety of the gear;
- Taking responsibility for all equipment and for the of those involved in its handling and usage, making sure that no improper use of the gear will result in damage to the equipment or harm to anyone involved.

## **FAILING TO RETURN ITEMS AND ADVANCE RETURNS**

The use and availability of equipment can be refused or revoked under the following circumstances:

- If any of the terms of article 7, above, are not respected or followed;
- If it is found that the equipment is being used for purposes other than those declared and approved, or in a way that was not understood and honestly communicated.
- If there is an urgent need to recall that equipment for the good of the school or for safety or health reasons – determined by the administration of RIFS – Rome International Film School;
- If the equipment is needed for training purposes and classes run by the school and needed back.

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