

## 2017 Catalogue

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### GENERAL INFORMATION / TUITION

#### LIMS INFORMATION

#### THE ART AND SCIENCE OF CREATING ENTERTAINMENT

LIMS started with a simple idea: create meaningful jobs in the film, television and new media industry.

We accomplish this by designing all of our courses with one goal in mind; transform out-of-work skilled and non-skilled labor into fully functional media production work force candidates.

LIMS is the ONLY Program that immerses its students in their chosen trade by having them completely participate in the production of a professional feature film or television show.

The Program is 12 weeks, 8-12 hours per day. The first two weeks are spent in preparation for the production.

The next ten weeks finds each student using his or her skills to create a "real" filmed production, not a student film. The instructors supervise as the students perform all of the actual duties. By the end of the Program, each student has attained the required skills, a valuable production credit and the confidence necessary to obtain a paid media production job.

#### OUR MISSION AND OBJECTIVES

The mission of LIMS is to inspire students with a hands-on method of education that concentrates on preparation for career opportunities in the entertainment industry. This mission applies to each of our programs and is the underlying objective for the Institute. We accomplish this with a curriculum that integrates technical knowledge with artistic exploration and creativity, taught by a staff of passionate professionals. Our education is delivered amidst a true studio setting in Santa Clarita, California.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

#### INSTITUTIONAL PRIMARY OBJECTIVE

It is the objective of LIMS to provide students with the experience and knowledge of film and media production skills, including the creative art, technology and business practices of the entertainment industry. We do this by offering training programs that ready students in a real-world environment resulting in a skilled and knowledgeable professional prepared for employment in the entertainment production industry.

LIMS is a private institution that is approved to operate by the Bureau. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student may have regarding this catalog agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:  
2535 Capitol Oaks drive, Suite 400, Sacramento, CA 95833

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897, (916) 431-6959 or by fax (916) 263-1897

## YOUR EXPERIENCE AT LIMS

As a student at LIMS know that getting a paid job is of primary importance. In order to help you develop the skills necessary to begin working in the film and television industry, LIMS has developed a truly unique educational approach. There are many institutions that “teach film.” However, there is no other school that offers a similar type of in-depth education in “below-the-line” as well as “above-the-line” training. To achieve this, you will be immersed in a full-time program, 8-12 hours per day for twelve weeks. The first two weeks are spent in preparation for the production. The next ten weeks finds each student using his or her skills to create a “real” filmed production, not a student film.

Upon completion, students will receive certification and become available to join the roster of potential crew for all film and television productions. Certification is not a promise of future employment. This educational program is not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state.

LIMS operates on a trimester system. We offer the full curriculum three times a year during an approximate 12 week period. Some sessions will run a bit longer due to breaks for major school holidays. Students should expect to complete the entire training for their Career within a single session.

All instruction will occur in English, All LIMS courses will take place at 27567 Fantastic Lane, Castaic CA 91384.

LIMS has facilities that are comprised of classroom/lecture areas, open space areas for the instruction of courses that benefit from minimal spatial limitations, art, construction areas, post production suites, mixing stages, multiple computer stations, administrative areas and student services areas. All equipment that is used for instruction is specific to the area of instruction and includes digital cameras, lighting, grip, sound editorial stations, picture editorial stations, animation stations, construction equipment, art supplies, scheduling and budgeting programs, makeup/hair stations, media projectors and server system.

This catalog covers the period of January 1, 2017 through December 31, 2017.

### **Fall Semester 2017**

Enrollment Begins-July 15

Semester Begins-August 14

Semester Ends-November 3

Holiday Breaks

September 4, 2017-Labor Day

### **Winter Semester 2017**

Enrollment Begins-October 27

Semester Begins November 6

Semester Ends-February 16

Holiday Breaks

December 24-January 1-Winter Recess

Classes resume on January 2, 2018

January 15, 2018-Martin Luther King Jr. Day

February 19, 2018-Presidents'

## COURSES AT LIMS 2017

LIMS takes your skills or passions and transforms them for the entertainment industry.

Maybe you are a whiz at construction, or bookkeeping or as an electrician. Or maybe when you're at home, you draw super heroes or you are a great singer/songwriter or you edit your own movies. We can help you transform your life.

The following are positions that we train for and the transferable skills you may already have:

### PRODUCTION DEPARTMENT-Production Management (450 hours):

The Production Management team coordinates the physical aspects of the production including budgeting, scheduling, vendor deals, location contracts, permits, hiring the crew and handling petty cash.

Areas of instruction are Budgeting, Scheduling, Assistant Director, Script Supervision, Location Management, and Production Accounting.

Skills that are transferrable: Bookkeeper, Bank Teller, Operations Manager, Production Supervisor, Scheduler, Executive Assistant, Paralegal, Production Assistant

SOC Code 27-2012 or SOC Code 27-2099

### ART DEPARTMENT / CONSTRUCTION (512 hours):

The Art and Construction Department is responsible for the visual appearance of the production. They are in charge of building sets, assembling props, scenic painting and acquiring all the set dressing.

Areas of instruction are Art Direction, Set Dressing, Set Construction, Prop Master and Scenic Painting. Skills that are transferrable: Construction, Architect, Graphic Designer, Interior Designer, Furniture Mover, Illustrator, Artist, Draftsman, Furniture Salesperson, Merchandiser

Areas of instruction are On Set Electricity, Lighting Design, Keys and Best Boys, Dolly Grip.

Skills that are transferrable: Construction, Furniture Mover, Mechanic, Laborer, Electrician, Engineer, Computer Technician

SOC Code 27-1027 or SOC Code 27-2099

### HAIR & MAKEUP (512 hours):

The Makeup & Hair team work with makeup, hair and special effects to create the characters' look for anyone appearing on screen.

Areas of instruction are Camera Makeup, Hair Styling for Screen, Special Effects Makeup.

Skills that are transferrable: Cosmetician, Cosmetic Sales, Tattoo Artist, Dermatology, Hair Stylist

SOC Code 39-5091

### CAMERA, LIGHTING, AND GRIP-CAMERA (512 hours):

The Camera Department handles all camera related duties including framing shots, pulling focus, choosing lenses and filters and designing the shots envisioned by the Director. Grip and Electric skills are included.

Areas of instruction are Shot List Creation, Assistant Camera, Camera Operator, and Transcoding.

Skills that are transferrable: Camera & Video Enthusiast, Videographer, Photographer

SOC Code 27-4031 or SOC Code 27-4011

### PICTURE EDITORIAL-FILM EDITOR (512 hours):

The Picture Editorial team is responsible for logging all footage that was shot, choosing the best takes and assembling the footage to make a coherent product.

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Areas of instruction are Story Construction, Scene Construction, Assistant Film Editor, Film Editor, Avid Editing.

Skills that are transferrable: Amateur Video Editor, Web Design, Graphics Design

SOC Code 27-4032

### SOUND DEPARTMENT- AUDIO EDITING (510 hours):

The Audio Editorial team is responsible for recording and assembling all dialogue recorded on the set, cleaning it, replacing dialogue that is technically unusable, designing sound effects and recording walla for the project. Areas of instruction are Pro Tools, Dialogue Editorial, Sound Design and FX Editorial, Foley Editorial, Music Editorial, Recording Sound.

Skills that are transferrable: Musician, Amateur Sound Designer, DJ, Production Sound

SOC Code 27-4014

### ACTING DEPARTMENT-Fight Choreography (510 hours):

The Acting Department/Fight Choreography program students will design, cast and perform all fight choreography activities that are needed for the production. Activities include fight choreography, jumps, script breakdown, character development, and blocking for camera angles. Areas of instruction are Hand-To-Hand, sword fights, martial arts, and advanced fight choreography.

Skills that are transferrable: Athlete, Construction, Dancer, Martial Artist, Laborer, Wrestler, Boxer

SOC Code 27-2011

### ANIMATION DEPARTMENT-MOTION CAPTURE

#### VISUAL EFFECTS (510 hours):

The Visual Effects Department creates intriguing visuals utilizing state of the art programs such as Nuke, Maya and After Effects. Flashes, explosions and rotoscoping are just a few of the processes that will be executed.

Areas of instruction include modeling, rendering, digital asset creation, particle logic, lighting.

Skills that are transferrable: Graphic Artist, Video Editor, After Effects Experience, Illustrator, Web Designer

SOC Code 27-1014

### WARDROBE DEPARTMENT (512hours):

The Wardrobe Department is responsible for all the clothing and costumes worn by all the actors that appear on screen.

Areas of instruction are Script Breakdown, Design, Wardrobe Templates, Continuity, On-Set Alterations.

Skills that are transferrable: Garment Worker, Home Seamstress, Fashion Designer, Tailor, Pattern Maker, Industrial Sewer

SOC Code 39-3092

GENERAL INFORMATION

Tuition and Fees

LIMS

27567 Fantastic Lane, Castaic CA 91384

Application Fee (one time only) . . . . .	\$75
Fees – All curriculums. . . . .	\$9,920
Non Refundable STRF Fee.....	\$5

FOR CURRENT PERIOD OF ENROLLEMENT AND ENTIRE EDUCATIONAL PROGRAM YOUR TOTAL CHARGES TO PAY UPON ENROLLEMENT..... \$10,000

Once an individual has declared their chosen Career and been accepted into LIMS, they will then be required to pay for the entire Program no later than two (2) weeks prior to student orientation on calendar. Courses are not available on an individual price basis. All fees must be paid in full before students may proceed in the program.

These fees represent all LIMS course related charges.

Security Key Charge if lost or stolen . . . . . \$65

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

STRF 5, CCR 76120 & 76130:

A. 5, CCR 76120 (a)- Amount of STRF Assessment "Each qualifying institution shall collect an assessment of fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is fifty cents (\$.50)."

B. 5 CCR §76130(b) A qualifying institution shall complete the STRF Assessment Reporting Form (Rev. 2/10) and remit it with the STRF assessments collected from students to be received by the Bureau no later than the last day of the month following the close of the quarter as follows:

- (1) April 30 for the first quarter,
- (2) July 31 for the second quarter,
- (3) October 31 for the third quarter, and
- (4) January 31 for the fourth quarter. If the due date falls on a Saturday, Sunday or State or Federal holiday, the due date shall be extended to the next regular business day for the Bureau.

Department of Consumer Affairs,  
Bureau for Private Postsecondary Education  
2535 Capital Oaks Drive, Suite 400  
Sacramento, California 95833  
(800) 370-7589  
Institute Policies

#### ADMISSION AND ENROLLMENT

LIMS accepts students who are serious about pursuing a career in entertainment production and show dedication and commitment to the art. Prospective students are encouraged to visit the Institute and discuss personal, educational, and occupational plans with the Office of Admissions. Enrolled students must have a basic proficiency in the English language. LIMS does not currently offer English as a Second Language (ESL) instruction. To be considered for enrollment, applicants must submit the completed enrollment application and fulfill all of the requirements therein. For enrollment consideration, applicants must be 18 years of age and be a high school graduate or graduate equivalent. Requirements for admission apply equally to all applicants without regard to race, color, religion, age, sex, Veteran status, or national origin. A complete Application for Admission, along with an official high school transcript and a \$75 application-processing fee, must be submitted for consideration of enrollment to the Institute's Office of Admissions. If a college degree was earned, an official transcript from the college or university where the degree was earned will be accepted in lieu of a high school official transcript. Applicants whose application is accepted will be advised in writing. Previous classes or training will not be applied toward courses. For more details on the application for admission process, please contact the Office of Admissions.

#### CANCELLATION, WITHDRAWAL AND REFUND

The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. Student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

(1) Student notifies Department Head of his/her intent to withdraw or as of the effective date of the student's withdrawal, whichever is later.

(2) Student is requested to follow up with the administration to cancel the enrollment agreement or withdraw from the institution and obtain a refund. All refunds shall be returned within 30 days. Refunds of tuition payments made pursuant to educational loans will be made to the lender. Refund of tuition payments made pursuant to workman's compensation claims will be made to the workman's compensation agency. Students acquiring educational loans through a private lender should note that the Institute is obligated to remit any applicable refund of tuition to such lenders up to the principal amount of loans.

## STUDENT SERVICES

### CAREER DEVELOPMENT SERVICES

With the help of the Career Development Department, we are here to advise students on successful career strategies, prepare them to effectively enter the professional workplace, and achieve success in their chosen field.

### CAREER ADVISING

Each student may schedule a meeting with an assigned Career Advisor in order to receive advice on how to obtain a job in their chosen field. Advice on creating a web presence and how to solicit work via the internet is discussed. Optional "Open Door" Advisory Sessions, Workshops, and Mock Interviews are also available on an ongoing basis for those interested in additional assistance.

### EMPLOYMENT ASSISTANCE

Graduating students receive weekly listings of open jobs as well as industry-related events and opportunities. The Institute believes that it is extremely important for graduates to develop the skills and self-confidence to find employment entirely on their own. To that end, graduates are encouraged, with the help of the Career Department, to develop these skills. The Career Department makes a reasonable effort to assist each graduate with securing gainful employment, but does not provide any guarantee of employment.

### GUEST SPEAKERS

LIMS hosts special guest speakers from various aspects of the media industry. Students are able to interact with significant industry professionals to gain insight, inspiration and invaluable knowledge.

### GRADUATE RELATIONS

The Institute encourages graduates to stay in touch with the Career Department. Graduates may continue to receive job listings and utilize Career Development's services after graduation provided they are in good standing with the department.

### EMPLOYMENT POTENTIAL

The Institute makes no representations or guarantees as to a student's employment potential or earning potential upon successful completion of the program. Students should keep in mind that the Entertainment Industry is highly competitive and as a result, many talented individuals who strive to enter these fields might fail to succeed.

### SERVICES FOR STUDENTS WITH DISABILITIES

LIMS is committed to providing equal access to all students, including those who qualify as persons with disabilities. While upholding this commitment, the school also expects all students to maintain the high standards of academic achievement and excellence that are essential to the integrity of the school's mission. By advancing these aims, the school ensures that its policies, practices, and procedures conform to federal, state, and local statutes and regulations. Provide written documentation to the Student Disabilities Coordinator regarding the nature of your disability and any considerations/accommodations that may be necessary. Such documentation must: (1) be from an appropriate professional, (2) not be more than three years old and, (3) provide a clear understanding of how the student is presently functioning. The school's confidentiality policy provides that only the appropriate school personnel access this information and it is stored in separate, confidential files. Except in instances of health or safety, information concerning the disability, accommodations, or documentation will not be released without written consent. Provide ample time when requesting a special accommodation(s). Requests must be evaluated and arrangements made prior to the anticipated need for service/support. LIMS cannot guarantee that appropriate accommodations/services can be put in place without sufficient lead-time to make arrangements. Whenever possible, please provide at least 60 days advance notice.

### GRADING STANDARDS

LIMS requires students to complete a number of assignments during the academic year, some practical and some written. This allows the educator to ensure that the student has demonstrated mastery of the course material and successful completion of the course objectives. Most students work is graded pass and fail

however certain aspects of each Career Track will require a more rigorous evaluation which may be in the form of instructor assessment or administered tests which shall be graded on a numerical scale from 100 (perfect) to 0. In the case of numerical grades, a score of 70 shall be considered to have passed. Upon successful completion of a Career Track, a certificate will be issued in the student's name.

#### SATISFACTORY PROGRESS / PROBATION POLICY

A student who receives a grade of "FAIL" in the Career Track will be held back from continuing in the program and will be required to repeat the failed Track. Students will be allowed to repeat a term only once, and students being held back a second time for failing to meet Satisfactory Progress and/or Minimum Attendance will be dismissed from the program and will be treated as withdrawn. Students declining to repeat a term when required to do so under this Satisfactory Progress Policy will be dismissed from the program and will be treated as withdrawn. Successful completion of the program, in compliance with this Satisfactory Progress Policy, is required in order for the student to complete the course. One hundred percent of course fees will be charged to repeat a term.

#### GOOD STANDING

A student in "Good Standing" shall be defined as a student enrolled in a program who is in compliance with the Minimum Attendance Policy and the Satisfactory Progress Policy, and is paid in full or current on installments due on the student's tuition account, and is paid in full or current on installments due on the student's equipment room account, and is in compliance with the Student Conduct Policy.

#### INTERNATIONAL STUDENTS

Please note that in order to enroll in any of the programs offered at LIMS, international students must have an F1 Visa. In order to obtain an F1 Visa, you will be asked to provide financial verification that you can cover the costs of tuition and living expenses per Homeland Security requirements. Information about how to obtain an F1 student Visa is mailed to students upon acceptance to the program. Visa services are not offered by the Institute though the Institute will vouch for student status. There are no associated charges for Visa services. Although the Test of English as a Foreign Language (TOEFL) is not required of international students for enrollment consideration, a copy of scores is appreciated if scores are available. All instruction is conducted in English; therefore, applicants should have a strong command of the English language. LIMS does not currently offer English as a Second Language (ESL) instruction.

#### ENGLISH LANGUAGE PROFICIENCY POLICY

All applicants whose first language is not English must demonstrate competence in the English Language. The requirement relates to understanding the Enrollment Agreement, Disclosures and Statements. Competency can be satisfied if the applicant attended a high school in the United States or submits a diploma from a secondary school system in which English is the official language of instruction. If English is not the applicant's first language, the applicant must meet the minimum acceptable proof of English Language Proficiency standard through one of the following:

- A) Submission of an official minimum score on a written Test of English as a Foreign Language (TOEFL) or its TOEFL Internet (iBT) equivalent. A minimum score of 500 on written TOEFL or 61 on the TOEFL iBT is required for admission to all programs. Applicants may also meet the minimum English Language Proficiency Testing System (IELTS) test.
- B) Completion of an English as a Second Language (ESL) Program.
- C) For students that have sufficiently mastered the English Language but do not have the test scores or a letter from an English Proficiency Program, an individual interview will be conducted with an official designee from the Education department. During this interview verbal and written ability will be assessed to determine whether the English skills of the applicant are sufficient for academic success at LIMS. Designee will provide the written approval that will serve in lieu of a test score or conditional acceptance.

#### MINIMUM ATTENDANCE POLICY

LIMS believes that a student cannot succeed in the pursuit of education unless the student attends required courses and labs. LIMS has adopted this Minimum Attendance Policy to promote student success. If an absence is necessary, it is the student's responsibility to contact the Student Services Office. Any student who has more than three unexcused absences the semester will be dismissed from the program and will be treated as withdrawn. Successful completion of the program in compliance with this Minimum Attendance Policy is required in order for the student to complete the program. One hundred percent of course fees will be charged to repeat a term. Students declining to repeat a course when required to do so under this Minimum Attendance Policy will be dismissed from the program and will be treated as withdrawn. Students will be allowed to repeat a program only once and students failing to meet the Minimum Attendance Policy and/or maintain Satisfactory Progress during the retake will be dismissed from the program and will be treated as withdrawn. If an absence is necessary, it is the student's responsibility to contact Student Services Office to seek permission for an excused absence and arrange makeup work if necessary. (See Excused Absences.) Students will be allowed to make up missed work as a result of an absence in accordance with the Makeup Work Policy. Students not on an approved leave of absence, who fail to inform the Student Services Office prior to being absent, will be administratively dropped after their third violation from the program and will be treated as withdrawn.

#### PUNCTUALITY AND UNEXCUSED ABSENCES

Students are expected to arrive on time and prepared for the learning activity. Tardiness is defined by LIMS as a student arriving after the scheduled start of a course. Any student arriving after the scheduled start time, shall be considered tardy. Tardiness is entered on course records, whether excused or unexcused. An accumulation of 2 "tardies" equals one unexcused absence. Leaving course session early is considered an unexcused absence.

#### EXCUSED ABSENCES

An excused absence provides the student with the opportunity to make up any missed work in the program. A student's absence may be excused by having both a legitimate reason and proof of the reason for missing the course. A total of three unexcused absences are allowed. Excused absences may be any of the following and must be verified with appropriate documentation:

- 1) Accidental or personal Injury
- 2) Uncontrollable Event
- 3) Good Samaritan Act
- 4) Leave of Absence
- 5) Family Emergency
- 6) Serious Illness
- 7) Family Obligation

The Institute may excuse certain absences provided that the student notifies the Student Services Office and produces appropriate documentation.

#### MAKEUP WORK POLICY

If a student misses all or part of a class session, whether the absence is excused or unexcused, the instructor requires the student to complete makeup work in order to meet the program objective(s) of the course. The student must inquire with the Program Instructor within 5 days of the absence to determine whether makeup work is required and to make arrangements to complete any such assignments. Subject to the instructor's discretion and availability, and subject to the oversight of the Operations Director, alternate outside assignments may be substituted for missed work. This Makeup Work Policy enables the student to meet the course objective(s) and obtain a passing academic grade but does not erase the absence from their record. Despite the completion of makeup work, the missed class meeting will continue to constitute an absence under the Minimum Attendance Policy.

#### MAXIMUM TIME FRAME

Students must complete any Institute program enrollment within the standard program length. Students unable to complete the program within the maximum time frame will be withdrawn.

#### LEAVE OF ABSENCE

Requests for a leave of absence from a program will be granted at the discretion of the Revision Committee, subject to the oversight of the Director of Education. Any student who takes a leave of absence during a term may be required to remit a Repeat Fee of \$1,000 before returning to classes, depending upon the cause for the leave.

#### STUDENT ADA/SECTION 504 GRIEVANCE PROCEDURE POLICY

LIMS, in compliance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 (ADA; as amended 2008) and Section 504 of the Rehabilitation Act of 1973 (Section 504), does not discriminate on the basis of disability in administration of its education- related programs and activities, and has an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified. Students who feel that their rights under this policy have been violated may use these grievance procedures to file a complaint.

Any person who wishes to file a complaint or who has questions regarding the school's compliance with these regulations should contact the Administration.

##### I. INFORMAL RESOLUTION

Prior to initiating the formal complaint procedure set forth below, the student should, in general, first discuss the matter orally or in writing with the individual(s) most directly responsible. If no resolution results, or if direct contact is inappropriate under the circumstances, the student should then consult with an administrator who will attempt to facilitate a resolution. If the administrator is not successful in achieving a satisfactory resolution within seven calendar days, the administrator will inform the student of his or her efforts and the student's right to file a formal complaint.

##### II. FORMAL COMPLAINT

If the procedure set forth above for informal resolution does not yield a successful resolution, then the student may file a formal complaint in the following manner:

A. When to File: Complaints must be filed as soon as possible, but in no event later than 14 days after the conclusion of the term in which the concern arose.

B. What To File: A complaint must be in writing and include the following:

1. The grievant's name, address, e-mail address and phone number.
2. A full description of the problem.
3. A description of what efforts have been made to resolve the issue informally.
4. A statement of the remedy requested.

C. Where to File Complaint: The complaint can be filed in the Administration office.

D. Notice of Receipt: Upon receipt of the complaint, the administrator reviews the complaint for timeliness and appropriateness for this grievance procedure, and provides the grievant with written notice acknowledging its receipt.

E. Investigation: The administrator or his or her designee (here-after collectively referred to as the "grievance officer") will promptly initiate an investigation. In undertaking the investigation, the grievance officer may interview, consult with and/or request a written response to the issues raised in the grievance from any individual the grievance officer believes to have relevant information, including faculty, staff, and students.

F. Representation: The grievant and the party against whom the grievance is directed each have the right to have a representative. The party shall indicate whether he or she is to be assisted by a representative and, if so, the name of that representative. For purposes of this procedure, an attorney is not an appropriate representative.

G. Findings and Notification: Upon completion of the investigation, the grievance officer will prepare and transmit to the student, and to the party against whom the grievance is directed, a final report containing a summary of the investigation, written findings, and a proposed disposition. This transmission will be expected within 45 calendar days of the filing of the formal complaint. The final report may also be provided, where appropriate, to any school official whose authority will be needed to carry out the proposed disposition or to determine whether any personnel action is appropriate.

H. Final Disposition: The disposition proposed by the grievance officer will be put into effect promptly. The grievant or any party against whom the grievance or the proposed disposition is directed may appeal. The appeal to the Revision Committee will not suspend the implementation of the disposition proposed by the grievance officer, except in those circumstances where the Revision Committee decides that good cause exists making the suspension of implementation appropriate.

#### III. Remedies:

Possible remedies under this grievance procedure include corrective steps, actions to reverse the effects of discrimination or to end harassment, and measures to provide a reasonable accommodation or proper ongoing treatment. As stated above, a copy of the grievance officer's report may, where appropriate, be sent to school officials to determine whether any personnel action should be pursued.

#### IV. Appeal:

Within ten calendar days of the issuance of the final report, the grievant or the party against whom the grievance is directed may appeal to the Revision Committee the grievance officer's determination. An appeal is initiated by filing a written request in person with the administration. The written request for review must specify the particular substantive and/or procedural basis for the appeal, and must be made on grounds other than general dissatisfaction with the proposed disposition. The appeal must be directed only to issues raised in the formal complaint that was originally filed or to procedural errors in the conduct of the grievance procedure itself and not to raise new issues.

The compliance specialist will forward the appeal to the Revision Committee and provide copies to the other party or parties. If the grievance involves a decision that is being challenged, the review by the Revision Committee usually will be limited to the following considerations:

1. Were the proper facts and criteria brought to bear on the decision? Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the grievant?
2. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?
3. Given the proper facts, criteria, and procedures, was the decision a reasonable one?

The revision Committee will issue a written decision within 30 calendar days of the filing of the appeal. A copy of the decision will be sent to the parties, the administrator and, if appropriate, to the school official whose authority will be needed to carry out the disposition. The decision of the Revision Committee on the appeal is final.

#### V. Retaliation Prohibited:

Filing an informal or formal complaint of discrimination is a protected activity under the law. Retaliation against anyone who files a complaint, who supports or assists an individual in pursuing a complaint, or who participates in the resolution of a complaint is prohibited. Any retaliatory action may be the basis of another complaint under this policy and may subject the individual engaged in retaliation to discipline under the appropriate student, staff, or faculty disciplinary policies.

#### STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Students who believe they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations required by law, should follow the ADA/Section 504 Grievance Procedures set forth above.

Students are encouraged to discuss academic progress, career goals, suggestions, and/or concerns with faculty, staff or student advisors. Appointments with a Student Advisor and/or any other staff member may be

scheduled. In the event of a concern, grievance or complaint that is not satisfactorily addressed in a meeting with the appropriate staff/faculty member, a student may acquire a complaint form from the Administration office and submit in writing the concern. The administration will review each complaint with all appropriate staff members and provide a written response to the student within 15 days of receiving the grievance.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)-370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet web site at [www.bppe.ca.gov](http://www.bppe.ca.gov).

#### STUDENT CONDUCT

The dress code is casual; however, students are expected to dress appropriately for training, and working with entertainment production and postproduction equipment. Safe and appropriate footwear must be worn. No open toed shoes of any kind are permitted. Inappropriate footwear includes, but is not limited to, flip-flops, sandals, skate shoes, and bedroom slippers. All clothing, jewelry, or tattoos shall be free of profanity, violent images (wording or suggestion), sexually suggestive phrases or images, gang related symbols, and alcohol/tobacco/drugs advertisements. If improper attire, as define herein, is worn, the student will be dismissed from the school for the day and will count as an unexcused absence. Any student may be dismissed from the Institute for improper clothing, inappropriate behavior: yelling, aggressive or threatening actions, theft, vandalism of any sort, illegal drug use, possession of dangerous weapons, or the use of intoxicants on campus or other Institute activities. Similarly, other behavior that violates Institute rules and disobedient or disrespectful behavior toward other students, staff or instructors will also not be tolerated and may result in dismissal from the Institute. Use of Institute facilities to view or create any non-Institute product, offensive or dangerous content, or other viewing or creating offensive or dangerous content on campus will be considered a violation of the Student Conduct Code and may result in dismissal. The Institute reserves the right to determine if content is offensive or dangerous at its sole discretion.

#### TERMINATION

Students will be terminated from the program if they fail to meet minimum standards for academic progress, violate the conduct rules of the Institute, fail to meet their financial obligations, or fail to meet the attendance requirements. A notice of termination will be sent by first class mail to the student's home address within three school days of the Institute's decision to terminate the student. No fees will be refunded if a student is terminated. If a student is dismissed from the program and thereby treated as withdrawn, they will be terminated from the program.

#### APPEALS

A student terminated from any program may appeal the action to the Director of Student Services in writing within ten class days of the mailing of the notice of termination. The Institute's decision, based on a review by the Revision Committee, will be final. Such review will be held during Institute's business hours with the student making the appeal present to plead said student's case for appeal and to answer questions put to the student by the Revision Committee. If reinstated, the student will be obligated for the amount of the tuition and fees due under the contract. Furthermore, any student so reinstated must makeup all assignments and exams, which may have been missed during the student's termination.

#### ACADEMIC DISHONESTY

LIMS students are expected to demonstrate professional integrity at all times. This is especially true with regard to their academic performance, including the submission of creative work and assignments as well as test taking. Obtaining credit for work that is not a student's own is academic dishonesty, which discredits the

integrity of LIMS as a whole and will not be tolerated. Below are guidelines and consequences that are important in ensuring success during a student's tenure as a LIMS student. Academic dishonesty, which shall be grounds for immediate termination, is cheating on tests, projects, papers, assignments, or homework. This includes, but is not limited to plagiarism, misrepresentation, and unauthorized (un-cited) use or possession of another person's material. Academic Dishonesty also includes any student who shares his or her work with the intention of helping another student to cheat. Collaboration is not allowed on individual assignments and all students involved are subject to the same penalties. Students are expected to be honest and produce their own projects/assignments according to the specifications of each course. They must work solely on their projects/assignments unless the assignment is clearly designated as group work by the Instructor. Work submitted by a student is assumed to be the student's own thoughts, words, ideas and creations. Discovery of the contrary will result in immediate consequences. For group projects, all students' names submitted with the project are responsible for the content and will be subject to disciplinary action should plagiarism be discovered. Similarly, students are expected to complete all tests/quizzes, both on paper or on the computer, on their own. Discovery of the contrary will result in immediate consequences. For group projects, if name on project, you are accountable for information turned in.

#### COPYRIGHT INFRINGEMENT POLICY AND PROCEDURES

Copyright is legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Compliance with federal copyright law is expected of all students, faculty and staff at LIMS.

"Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Textbooks, Texts (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner. Furthermore, copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur at LIMS may create liability for the student, staff or faculty. Accordingly, copyright violators or infringers may face civil and criminal liabilities and possible termination from the Institute.

#### SECURITY OF EQUIPMENT

Students may not use LIMS equipment or resources for a personal or commercial venture. Any LIMS student involved in any capacity in a personal or commercial production using LIMS equipment or resources will be dismissed from the Institute. Before using equipment or facilities of LIMS and before the issuance of access card keys, students must sign a responsibility/check-out Agreement and an Equipment and Facilities Use Policy Statement. This policy details Equipment Room operations, guidelines (use of production equipment, postproduction equipment, facilities, and production boards and important rules regarding security of personnel and property). Penalties assessed to a student in violation of the Equipment and Facilities Use Policy Statement are listed within the policy and range from suspension of equipment privileges, assessment of late fees or damage fees to dismissal from the program. Students are expected to use Institute equipment, card keys, and facilities with care. Damage to or loss of Institute equipment, card keys and facilities occasioned by misuse or neglect by a student will be reimbursed to the Institute by the student.

#### MEDIA CENTER – LATE RETURNS & FINES

The Media Center's hours of operation are Monday through Friday, 10am – 5pm. LIMS has a fines policy for overdue library items. This is to encourage borrowers to return items on time, allowing the Media Center to keep materials in circulation and available to all borrowers. Items are due back in the Media Center by the due date. Notices (reminder and overdue) are sent as a courtesy only. It is the borrower's responsibility to return materials by the due date. Students are not able to borrow new materials until all overdue items are returned and fines paid. Fines are calculated for each item overdue. Failure to receive notification of overdue items does

not absolve a borrower of fine obligations. Media Center charges are also encumbered when an item is damaged or declared lost. A Purchase Requisition for the actual replacement cost plus fines will be sent to the borrower. Materials not returned within 60 days are considered lost and Media Center charges apply. Failure to receive notification of charges does not absolve borrowers of Media Center obligations. All fees must be paid in full or a student will not be allowed to graduate.

#### COMPUTERS AND SOFTWARE APPLICATIONS

The Institute's computer workstations are supported with a variety of software applications needed to achieve the intended purpose of each such computer workstation. Students may not copy or load any software application from or onto any Institute computer workstation for any purpose. Students found to have copied software or loaded unauthorized software applications to any Institute computer workstation will be dismissed from the Institute. The use of illegal "cracked" or "pirated" copies of software is strictly forbidden.

#### COURSE COMPLETION REQUIREMENTS – CLOCK HOURS

LIMS course completion requirements are as follows:

- A. Successful completion of course hours in compliance with the Minimum Attendance Policy and Satisfactory Progress Policy.
- B. A passing mark.
- C. Completed work that the student considers his or her final project where appropriate. Upon completion of the course, students shall receive a Certificate of Completion.

#### BUSINESS HOURS

Admissions Office Hours: Monday – Friday 10:00am – 5:00pm

Lifton Institute business hours: Monday – Friday 9:00am – 5:00pm

Lifton Institute's teaching hours: Monday – Friday 9:00am – 6:00pm

Business dealings with Institute personnel (i.e.: card key business, facilities reservations, equipment reservations and pickups, payment of tuition and deposits, insurance certificate requests, student verification letters, etc.) must be conducted during the Institute's business hours.

#### OPERATIONS SUPPORT OFFICE

The Operations Support office hours for conducting student access business are Monday – Friday, 11:00am – 12:30pm.

During these hours students can arrange, with appropriate approvals, to have their access card keys updated by security staff. Access cards dropped off between 11:00am – 12:30pm will be available for pickup between 3:00pm – 3:15pm. Access cards dropped off between 3:00pm – 3:15pm will be available for pickup on the next business day.

#### SECURITY

It is essential that all security incidents occurring on campus or the immediate environs of campus be reported to Appropriate LIMS personnel. "Appropriate LIMS" is, in order of priority, a) Security Department, b) Student Services staff, and c) a LIMS instructor or teaching assistant or operations support staff. "Security Incidents" include criminal activity of all types, incidents that result in injury to a student, faculty or staff members, incidents that result in damage to LIMS equipment or other LIMS facilities, all losses of personal property, suspicious individuals on campus, persons on campus apparently under the influence of an intoxicating substance and any dangerous situations or activities likely to result in personal injury or property damage. Appropriate LIMS personnel may be reached by contacting the Security office. If a phone call is not practical, speak with any instructor or staff member. In a life-threatening situation on campus, call 911 immediately and then contact Appropriate LIMS personnel. If you are a victim of a campus crime and do not wish to pursue action within LIMS disciplinary system, you may still want to consider making a confidential report. With your

permission, Security Department staff can file a report that details the incident without revealing your identity. The purpose of a confidential report is to comply with your wishes to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, LIMS can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger.

#### REVISION COMMITTEE

The Revision Committee is an academic/administrative body whose purpose it is to review student issues and policies as it regards the student body as a whole and on an individual student level. It is the object of the Revision Committee to solve problems academic, administrative and disciplinary for the good of the Institute, the student body as a whole and on an individual student level. The Revision Committee meets once each week to review such matters. Students wishing to speak to and have issues reviewed and resolved by the Revision Committee may make an appointment with Student Services to speak with the committee. It should be noted that students failing to meet minimum academic standards, or failing to meet minimum attendance standards or failing to meet minimum student conduct standards, or violating any Institute rule, regulation, or policy may be required to meet with the Revision Committee in the form of a disciplinary hearing which will result in disciplinary action in accordance with the Institute's rules, regulations, policies, and procedures as outlined herein.

#### CAREER DEVELOPMENT SERVICES

As with many areas of employment, entering the entertainment industry is challenging and sometimes difficult. The keys to unlocking a successful career are research, networking, preparation, and staying current with industry trends. The Career Development Center proactively teaches these technical and professional skills to students throughout their education, supporting their vocational goals.

##### Career Development

Center's services include:

1. Personalized career planning and advisement: students have one-on-one meetings with Career Advisors to help students target their entry point into the industry and create an individualized career plan.
2. A continuously updated list of open jobs and internships available via the Web.
3. A Career Development Suite and Library – open for scheduled student use – that offers office machinery (computers, printer, copier, fax machine), industry event listings, and Career Development forms/paperwork (i.e.: resume and cover letter templates, internship applications, etc.). The regularly updated resource library contains industry source books, guides, books, and magazines that help students identify and contact hundreds of potential employers.
4. Lecture Series and Networking Events: Each year, the Career Development Center hosts several events featuring a guest speaker or panel of experts from various aspects of the entertainment industry. These experiences provide students with unprecedented access to current industry professionals, so they can receive real world advice, hear "stories from the trenches," ask targeted questions to those working in the industry, put their networking skills into practice, and gain inspiration from professionals whom they admire. Graduates are also invited to these events as a means of staying connected to the Institute and their peers, creating a real environment in which to network.

LIMS at all stages – active students, those preparing for graduation, and alumni – may utilize career development services throughout their careers (provided that they are in good financial standing with the Institute).

The Career Development Advisors require a consistent and professional dialogue from each student or graduate in order to provide effective assistance. If students can be flexible with respect to location or type of employment, this may increase their chances of success and therefore enhance the quality of our service. Relocation is especially important for specific types of employment within the entertainment industry. Some students may request specific, employment-related information beyond the scope of the Career Development

Center. In these cases, the Career Development Center makes every reasonable effort to supply available contact information or other resources that may be able to further assist students and alumni. LIMS educates its students about the process of successfully marketing themselves to the industry, and successfully managing a career in the industry – at all levels. Since it's often about "who you know" as much as "what you know," Career Development Center staff teaches students how to continually build their network. Students are encouraged to begin networking on the first day of class, since the relationships they make in the Institute will often be the same people they work with in "the business". The Career Development Center is frequently approached by entertainment media facilities seeking the services of graduates. Graduates who meet the qualifications set forth by the employers are then considered. Even though the Career Development Center makes a reasonable effort to assist each graduate in seeking employment, this in no way constitutes a promise or guarantee of employment. Career assistance may be suspended in the event that a student's financial commitments are delinquent or in default.

#### INSTITUTE CREDIT RECOGNITION

Each final project created by a student while enrolled in the Institute must display the Institute's logo and accord the Institute a credit substantially in the form of "Produced at the facilities of LIMS." This is intended to be a "courtesy" credit in recognition of the Institute's facilities and support of the student's project.

#### "NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

The transferability of credits you earn at LIMS is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in LIMS certificate of completion program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending LIMS to determine if your certificate will transfer.

The institution has not entered into an articulation or transfer agreement with any other college or university. 100% of all previous credits are non-transferable into LIMS. This includes all policies regarding acceptance of credits earned at other institutions or through challenge examinations and achievement tests, and requirements for the ability-to-benefit students. All students start at a base level disregarding all awards of credit prior for experimental learning. Students will have no provision for appeal due to all previous assessment policies and procedures are null and void. All students are required to pay charges listed in the tuition and fees section of the catalog.

#### OTHER SERVICES

LIMS does not have dormitory facilities available for its students. As a consequence, students must secure housing off campus. We suggest that each student begin making housing arrangements as early as possible in advance of the start of classes. The available cost of housing located near the facility estimates is \$1,400 - \$1,800 a month. The Institute has no responsibility to find or assist a student in finding housing. Currently the Institute does not offer or intend to offer distance learning programs, nor does it offer any tutoring.

#### POLICY FOR UPDATING THE INSTITUTE'S CATALOG

The Catalog for LIMS is updated annually. All updates will be made electronically for the downloadable pdf of the catalog and will be made by the use of supplements or inserts for the hard copy of the catalog. These hard copy supplements or inserts would be included with the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

#### POLICY FOR PROVIDING THE INSTITUTE'S CATALOG

Each prospective student is encouraged to read over or download a provided pdf of the catalog. To receive the catalog, contact information for the prospective student will be required. All prospective students are encouraged to review the catalog prior to signing an enrollment agreement.

#### STUDENT ID

As a matter of security, all students must have on their person at all times while on campus the Student ID card issued to the student by the Institute. Failure to be in possession of the Student ID while on campus may result in a student being asked to leave campus by Institute personnel.

#### FINES AND LOANS

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

The Institute does not have any financial aid nor does it participate in federal or state financial aid programs. Currently, the Institution does not participate in federal and state financial aid programs.

#### SAFETY

All injuries or other extraordinary incidents must be reported to Institute Security and, where appropriate, Operations Support. The Institute Operations Support office maintains first aid kits for use when needed. Students may pick up any in-house extension and dial reception and the receptionist will page Operations or Security for them, as needed. Emergency exits are located on all floors of the Institute, and evacuation routes and procedures are posted at each elevator. In the event of a fire alarm or other evacuation situation, students should use the emergency exits, not any elevators. If the fire alarm sounds, students should not panic and instead cease current work assignment and proceed in an orderly fashion to the nearest emergency exit.

#### CONTACT INFORMATION

Upon enrollment in the program, students shall supply to the Student Services Office, a current address and phone number where the Institute may contact the student. In addition, students shall supply to the Student Services Office, emergency contact information (inclusive of information as to any medical condition and any prescribed medication taken for same) that will allow the Institute to contact appropriate parties on behalf of the student in the event of an emergency situation. It is the student's responsibility to update the Student Services Office with the student's current contact information as it may change during the course of any program.

#### STUDENT RECORDS

Student records are kept on the premises for a period of five years after graduation. Student transcripts are retained indefinitely. Students may request copies of their academic transcripts by submitting a request to: LIMS, 27567 Fantastic Lane, Castaic CA 91384

The request must include the student's full name (maiden name if applicable), social security number, and dates of attendance.

The Federal Family Education Rights and Privacy Act of 1974 (FERPA) is designed to protect the privacy of students and their parents. FERPA defines and limits both access to, and the release of, student educational records. Although FERPA is designed to prohibit the disclosure of private information maintained in student records, it does contain exceptions. Students having questions regarding this policy should contact the Student Services Office. Additional information about FERPA is available at:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

#### DRUGS AND ALCOHOL

LIMS is in compliance with Federal Drug-Free Schools and Communities Act Amendment of 1989, prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs, or other controlled substances as defined by California statutes, on Institute property, or on locations off-campus on a student's film shoots. Students found to be in violation of the drug-free campus/ location policy will be dismissed from LIMS.

#### CAMPUS

LIMS campus is located at the following location: 27567 Fantastic Lane, Castaic CA 91384. The Institute consists of Labs, Classrooms, Media Center, Student Services, Career Development and Education Offices.

#### SEXUAL HARASSMENT AND DISCRIMINATION

LIMS is committed to a policy of Equal Opportunity for its students and employees. As such, it is essential that the entire Institute recognize the need for an awareness of, sensitivity to, and respect for the cultural heritage and gender of others. An individual's or group's action or activities which promote degrading or demeaning social stereotypes based on race, color, age, ancestry, national origin, sex, sexual orientation, pregnancy, religion, marital status, physical handicap or mental handicap, medical condition, or Veteran's status will not be tolerated. Students or employees who behave abusively toward other students or employees of LIMS based on the aforementioned criteria will face serious consequences and will be subject to disciplinary action, up to and including expulsion as a student or termination as an employee.

#### STUDENT – STAFF RELATIONSHIP

It is the belief of the Institute that the relationship between a student and his or her instructors or other Institute staff should be a professional working relationship. A professional relationship with an instructor is one by which the instructor provides the student with instruction on the topic(s) covered by the course curriculum and assignments to enforce the instruction provided and by which the student gains practical and aesthetic knowledge by following the course of study and completion of assignments at the guidance of the instructor. Where this relationship is certainly friendly, pleasant, and cordial, it is always a professional relationship as opposed to a personal relationship. Students and instructors should work to maintain a relationship conducive to the continued educational progress of the student and avoiding problems which may arise should the student – instructor relationship become more of a personal relationship than a professional one. The Institute encourages the student to take full advantage of the talents, advice, comments and constructive criticism of Institute staff and faculty while enrolled, however the Institute also cautions the student to thoughtfully and carefully consider the implications of attaching any Institute staff member or instructor to an entertainment project or granting any Institute staff member or instructor any right or ownership interest in a project post-program. In any event, if the student desires to do so, student shall not enter into any such arrangements or agreement nor shall such arrangements and agreement be discussed until one (1) week after the completion of the Institute program course in which the student is enrolled at the earliest, it being understood that conduct in violation of this provision will result in the student being dismissed from the Institute and the Institute staff member or instructor employment with the Institute being terminated.

#### DISCLOSURES

LIMS reserves the right to vary the sequence of courses and revise and/or update services, curriculum content, textbooks (if applicable), and tool sets as needed, with or without notification to students. Faculty availability is contingent on outside professional commitments. LIMS does not guarantee that professional employment will result from enrolling in, attending, or completing any of its programs. All information in this catalog is true and correct at the time of printing.

The Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the last five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code

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(11 U.S.C. Sec. 1101 et seq.) The Institute is currently unaccredited. A graduate of the Institute may not be eligible to sit for an applicable licensure exam in California or other states. The Certificate of Completion received from the Institute may not be recognized for some employment positions including, but not limited to, positions with the State of California. Students enrolled in an unaccredited institution are not eligible for federal financial aid.

Printed Name:

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Initial

LIMS Information

CATALOGUE VOLUME 4

LIMS CONTACT

Institute Address

LIMS

27567 Fantastic Lane, Castaic CA 91384

Phone: (844) 433-LIMS

Email: susan@limsla.com