



PROLINE FILM ACADEMY

Learn Something & Do Something

FORM "A"

Kampala Branch - Byandala Complex, Katwe Road.
 www.prolinefilmacademy.com
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 +256 758 199999.
 P.o.box: 71083 , Kampala, Uganda - (East Africa).

PASSPORT PHOTO

Proline Film Academy Application Form

Please complete this form in capital letters and return it to the Enrolments department
 email: study@prolinefilmacademy.com along with the attachments,
 You will need to sign Section 6 of the form by hand.

For all of our programmes, a 20% deposit must be paid at the time of booking to secure your place,
 the remaining balance must be paid in 2 weeks time after the start of the course.

3 months Certificate Courses ----- = \$ 409.

1 year indepth Diploma Courses ----- = \$ 1,103.

This form confirms my application to the film program named below, (Please check as appropriate).

Advanced Compositing and Special Effects for Film (AE) <input type="checkbox"/>	3D Animation / Modelling & Compositing <input type="checkbox"/>	Video Editing & Sound Recording <input type="checkbox"/>	Adv. Still Photography & Compositing <input type="checkbox"/>	Advanced Graphics for Print <input type="checkbox"/>
Camera & Lighting Techniques for Film <input type="checkbox"/>	Advanced Color Grading with Davinci Resolve <input type="checkbox"/>	Acting for Film & Television. <input type="checkbox"/>	Advanced Compositing for TV Broadcast. <input type="checkbox"/>	Advanced Wedding Photography <input type="checkbox"/>
Web Designing & S.E.O Fundamentals <input type="checkbox"/>	Sound Engineering with Logic & FL. <input type="checkbox"/>	Makeup Design for Film & Television. <input type="checkbox"/>	Advanced Matchmoving & Compositing. <input type="checkbox"/>	Online Marketing Strategies for Entrepreneurs <input type="checkbox"/>

When do you wish to start your Course?.....

	CERTIFICATE COURSE <input type="checkbox"/>	DIPLOMA COURSE <input type="checkbox"/>
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Section 1 Personal details

Time of study	Morning Classes: <input type="checkbox"/>	Evening Classes: <input type="checkbox"/>
First Name: (As it appears on passport)	Last Name: (As it appears on passport)
Date of Birth		Age:
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Nationality		Current residence
Passport Number		

Permanent Home Address:			
Country:			

Home Telephone Number:		Mobile Telephone Number:	
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E-mail address:	
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FORM "B"

Tell us how you heard about Proline Film Academy :

- | | | |
|---|--|---|
| <input type="checkbox"/> Internet Search Engine | <input type="checkbox"/> Facebook | <input type="checkbox"/> Proline Film Mails |
| <input type="checkbox"/> Educational Fair/Event | <input type="checkbox"/> Your School/College | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Word of Mouth/Recommendation | <input type="checkbox"/> You-tube | <input type="checkbox"/> Film Festivals |

Emergency Contact Name:		
Telephone Number:		
Relationship to you:		
Do you give permission your next of kin to receive updates on your progress?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 2 Immigration and Fees

All students are required to make a deposit of 20% payment in order to secure their place on the course

If you are a non-Ugandan applicant, we will not be able to issue you with a confirmation of Acceptances for studies until we have received full payment of the course fee.

Important Notice for Non-Ugandan (East African Member State) Citizens

You should be aware that Proline Film Academy co-operates fully with the Uganda immigration in the monitoring and control Non-Ugandan citizens who enter Uganda for the purposes of study. Such cooperation includes the disclosure of information about individual students concerning their status, mode of study, attendance and contact details.

Do you require a student visa to study in Uganda	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Passport Number		
Are you currently studying in Uganda or have you previously studied in Uganda?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Visa Number (if applicable)		

If yes, do you currently hold or have ever held a visa to study in Uganda? (Please give information about the course and institution you hold/ have held a visa for)

Please list any other courses previously undertaken in Uganda:

Please enter the number of years you have spent as a student in Uganda:

Non-Ugandan applicants, please check the box if you may need Visa assistance from Proline Film Academy for your studies in Uganda	<input type="checkbox"/>
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If your course fee is being paid by someone other than yourself (e.g. your parents or a sponsor); please provide us with their contact information including any company details if applicable.

Name:

Telephone Number:

Email Address:

Section 3 Health

The following information is required so we can help you as far as reasonably possible
 Please detail below any allergies, disabilities, medical conditions, learning difficulties or special requirements you need. Please also detail any medication you will be required to bring on site. Failure to declare a medical condition at this stage might impact upon your ability to progress through the programme and may result in your exclusion from the course.

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Section 4 Education

Applicants must have at-least O'Level from an East African school or overseas equivalent. We also allow Applicants without this qualification but possessing relevant work experience though each application is Considered on it's individual merits.

Date & Year of Study	School/ College	District	Level	Grade

Section 5 Personal Statement

We require a personal statement (max 500 words) detailing why you have chosen the programme, your career aspirations and any other useful information that you feel will support your application. You are required to submit supplementary information in support of your application demonstrating any qualifications, skills or experience you consider relevant. Applicants who do not have an O'Level must use this section to outline any relevant experience.

Your statement should be typed and attached to the application form. It will be used to help us make a decision on whether to select you for interview.

* Please note that you may, if you wish, submit supplementary material such as films you have made, photography, documented art works or Music Videos you have written, together with your application. These are not obligatory and your application will not be adversely affected if you are not able to supply us with any extra material.

PLEASE READ A FULL LIST OF OUR TERMS AND CONDITIONS BEFORE SIGNING BELOW

Section 6 Declaration

I confirm that the information provided in this application and within my Curriculum Vitae is both truthful and accurate. I confirm my acceptance of Proline Film Academy's full Terms and Conditions and have read and understood the list of inclusions and Eclusions in all the forms A,B,C & D

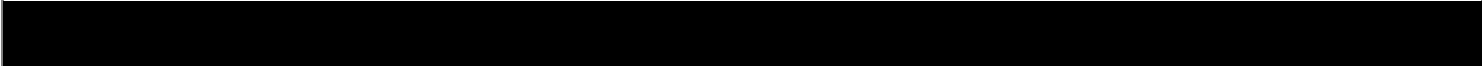
!	Signed:	Date:	!
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This section of the form must be signed by hand.

Please return this form signed and completed to study@prolinefilmacademy.com along with the attachments listed below. we will contact you and let you know if you have been accepted to study at Proline Film Academy.

Have you attached the following?

1. A photocopy of your passport information page. Please use a copy setting that clearly shows both the passport photo and the text on the page.
2. A copy of your most recent CV
3. Personal statement and any extra sheets you have used for your answer – with your NAME clearly written at the top of each sheet
4. 2 Passport photo Copies



Section 7 Terms & Conditions**01: Introduction:**

1.1 We are Proline Film Academy Limited ("the Proline" or "we" or "us").

We provide film education courses and related products and services.

Our registered office is at Byandala Complex Building , Katwe Road, Kampala - Uganda. Our company number Registration is 171399.

1.2 You can contact us using the contact details provided on our website at www.prolinefilmacademy.com

1.3 We reserve the right to modify these terms and conditions without notice.

Our latest terms and conditions are on our website.

1.4 Your use of our website, your booking or purchase of a course and or related products and services signifies your agreement to these terms and conditions.

They constitute a contract between you and us.

If you are a consumer your statutory rights are not affected by this agreement

1.5 We are entitled to rely on your booking and initial payment in good faith that you will make all future required payments for a booked course.

02: PURCHASE OF COURSES OR RELATED PRODUCTS AND SERVICES:

2.1 - These terms and conditions apply to the purchase, booking or use of any course or related products or services provided by Proline Film Academy.

2.2 Information about courses and related products and services (including price) is subject to change without notice.

2.3 The content of our courses is subject to change without notice.

2.4 All P.F.A Candidates are not allowed to distribute or Upload the footage or files that are supplied to you on internet throughout your syllabus....

These files are only for educational purpose.

2.5 Proline Film Academy regulates the time you have paid for the course and if this time expires, immediately you're stopped from accessing your classes, this helps to prevent youth from misusing time by missing class always.

03: PERSONAL DATA:

3.1 - Personal information collected from you is subject to our privacy policy, a copy of which can be found on our website.

04: COURSE BOOKING AND PAYMENT TERMS:

4.1 - You acknowledge that on booking a place on a course we are entitled to do all that we deem necessary to plan for your participation on the course.

You also acknowledge that this may extend to acquiring additional equipment, securing, and even restructuring the delivery of the course to accommodate your placement.

Accordingly you agree that the Cancellation Policies included in these terms and conditions are both fair and reasonable and as far as you are aware reflect the circumstances at the time of booking.

4.2 - If you are a student from outside the East African Member state, you must undertake to ensure that you have the appropriate visa which grants you permission to study in Uganda.

You also agree to provide us within 7 days of arriving within Uganda to attend the start of the course (or if later as soon as possible prior to the start of the course), a copy of your completed police registration form.

Failure to do this may result in your inability to attend the course.

If you are a non-native speaker of English you must also provide us with a copy of your TOEFL or IELTS certificate.

4.3 - For all our programs, a 25% deposit must be paid at the time of booking to secure your place, with 50% of the remaining balance due 1 month after booking and the final balance must be paid no later than 6 weeks prior to the start of the course.

Payment is deemed to have happened when we have received cleared funds.

Section 8 Terms & Conditions**05: PRICING:**

5.1 - We review our pricing annually and any changes will be published thereafter and become effective from the following next year.

5.2 - Course price are inclusive of value added tax to the extent that the course attracts value added tax.

5.3 - We will try to ensure that you receive a place on a course for which you have booked and paid the appropriate fee in full.

However we cannot guarantee your place on any course and in the unlikely event that we are unable to provide you with a place on a course for which you have paid a fee we will give you the option of a refund of the fee paid to date, or a place on another course or a place on a future running of the course as far as reasonably possible.

5.4 - Should you decide that you do not wish to attend the second year of a two-year course, you will not be liable for the second year payment so long as you confirm to us prior to the scheduled payment date above.

Notification of your intention not to attend after this date, other than for reason of a failure to achieve the necessary performance as assessed by your Proline Film Academy mentor, will result in the fee being due as if you had booked a place on the first year of a two year course on the scheduled payment date.

5.5 - Payments by credit cards will attract a 3.5% additional administrative card fee on the amount to be paid. Payments by debit card will not attract a card fee.

5.6 - Our fees are exclusive on any money transfer charges or exchange rate deductions.

Should we suffer any loss from transaction charges, exchange rate variations or other deductions we reserve the right to charge you immediately for these sums.

5.7 - Late payments, including those resulting from deductions under clause

5.6, will automatically incur a 5% additional fee to cover our increased administrative costs, subject to a minimum administrative cost of \$30.

06. CANCELLATION POLICIES:

6.1 - We reserve the right to cancel any course at any time up to and including the start date of the course.

Should this occur we will endeavor to give you at least 7 day's notice and to give you the option of a place on another course or a refund of your full fee or a place on a future running of the course.

6.2 - You may cancel your place for a refund, less any external costs incurred and the 25% deposit, on all courses for which you have paid a fee as long as the cancellation is received in writing at least 20 days before the first day of the course.

If you cancel your place 19 days or less before the start of the course then you are liable to pay the full fee.

6.3 - You acknowledge that given the circumstances at the time of booking this is fair and reasonable and reflects inter alia our need to properly plan to accommodate you on the course.

Further you irrevocably confirm that you consider this to be an appropriate assessment of our loss, including for the avoidance of doubt lost revenue and lost profit.

6.4 - Where there are exceptional circumstances these will be dealt with entirely at the school's discretion on a case-by-case basis.

6.5 - You may be able to change your booking from one course to another, or one date to another, at our complete discretion.

6.6 - All deposits paid to secure a place on any course are non-refundable.

6.7 - If you are an international student requiring a visa to study in Uganda and your application, made in good faith, is unsuccessful, we will refund the full amount paid including your deposit upon presentation of the official documentation from your local embassy or consulate and a copy of your visa application at least 14 days prior to the course start date.

6.8 - All students are actively encouraged to take out individual cancellation and /or interruption insurance.

Section 9 Terms & Conditions**07. EXCLUSION / LIMITATION OF LIABILITY:**

7.1 - Nothing in this agreement in any way excludes or restricts our liability for negligence causing death or personal injury or for fraudulent misrepresentation or for anything which may not legally be restricted. Nor does it affect consumers' statutory rights.

This section (and any other terms excluding or limiting our liability) applies to our directors, officers, employees, subcontractors, agents, parent, subsidiary and affiliated companies as well as to us.

7.2 For the avoidance of doubt our courses and other related products and services, including this website, are provided on an "as is" basis and save as expressly stated herein without representations, conditions, warranties or other terms of any kind, either express or implied, including but not limited to the implied warranties of satisfactory quality, fitness for a particular purpose, non-infringement or title.

7.3 - Without prejudice to the other terms of this agreement, we exclude all liability including breach of contract, tort (including negligence) or any other cause of action with respect to any of our products or services.

7.4 - Without prejudice to the other terms of this agreement, in no event (including our own negligence) will we be liable for any:

- a) economic losses (including, without limit, loss of revenues, profits, contracts, business or anticipated savings);
- b) loss of goodwill or reputation;
- c) special, indirect or consequential losses

8. INTELLECTUAL PROPERTY:

8.1 - All course material, products and services including those developed directly on the course by us remain the property of Proline Film Academy.

8.2 - You will retain all intellectual property developed on the course by you. We are granted a lifetime royalty free license to use any materials which you produce on the course solely for marketing, internal and educational use.

8.3 - You are free to exploit your developed materials as you see fit and we would be happy to discuss how we can assist you in doing so.

9. GENERAL:

9.1 - These terms and conditions constitute the entire agreement between you and us in connection with your booking, purchase or use of our courses and related products and services.

You agree that any other communication (whether direct or indirect) you have had with us, did not affect your decision to book a place on and consequently attend a course.

Any failure by us to exercise or enforce any right or provision of these terms and conditions shall not constitute a waiver of such right or provision.

If any provision of these terms and conditions is found by a court of competent jurisdiction to be invalid, the parties nevertheless agree that the court should endeavor to give effect to the parties' intentions as reflected in the provision and that other provisions remain in full force and effect.

10. SCHOOL RULES:

10.1 - Students must maintain an attendance record of at least 80%. Failure to do so may result in expulsion from the school with no refund of fees.

Exceptional circumstances will be dealt with at the school's discretion.

10.2 - If any student breaks down OR loses any of the school property HE / SHE must meet the full charge cost within a week before he OR she resumes classes.

10.3 - All students are required to be with a laptop though if it happens that any student doesn't have one, the school will provide computers in all classes for those students until they buy their own laptops.

Laptop minimum specifications:

i5 - i7 with a processor of atleast 2.0 GHZ speed , Dedicated Graphics card (Nvidia) and memory 8GB.

The school will provide all the advanced full version softwares for free to it's students in order to practice smoothly.

Section 10 Terms & Conditions**11. EQUAL OPPORTUNITIES:**

11.1 - We wish to support the development of creative and imaginative students for employment in the industry, none of which is affected by physical ability.

Therefore we support the development of individuals who may be physically challenged by the demands of certain courses which we find is best accommodated by early notification of potential difficulties.

We will always try and take reasonable and justifiable steps to accommodate the difficulties in question, taking into account the student's difficulties, practical capability, impact and potential disruption, cost implications, and other legal considerations.

However the very nature of a course may make course accessibility difficult for students with particular types of disability. Where this occurs we will endeavour to discuss this with you in advance whether you wish to attend certain aspects of a course where such challenges are reasonably and justifiably surmountable or agree an alternative solution which is satisfactory to both parties.

11.2 - Proline Film Academy operates an equal opportunities policy.

All students are assessed as individuals and have equal access to the learning experience within the school.

For certain courses students are assessed before acceptance according to their relevant skills, abilities and merits in order to ensure course appropriateness.

Our selection process seeks to capture the wide diversity of potential creative talent in the industry and encourages applicants with the appropriate talent and ability whatever their background, ethnicity, origin, age, gender, class, sexual orientation, disability or religious or political beliefs.

11.3 - We have designed our courses to deliver appropriate learning across a range of disciplines. Although we will take reasonable steps to warn students of the content of potentially distressing course material, we make no apology for such course material as we believe the material in question is an important part of the learning experience.

You agree to discuss any concerns you may have with us in advance.