



ANIMATION MENTOR.COM
The Online Animation School®



CATALOG

2011

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Welcome to Animation Mentor


Have you ever caught yourself staring at the big screen or playing a video game and thinking, "Wow, I want to do that! I want to be a part of that magic!" An animation career is not an easy path, but can be one of the most rewarding, and certainly one of the most fun careers you could possibly choose. It takes a special drive and dedication to become a professional animator, and requires you to be prepared for a lifelong quest for knowledge and refinement as you strive to grow as an artist.

We believe the keys to a successful animation career can be found in "The Three P's": Practice, Perseverance and Personality. Notice that we cannot give you any of the Three P's – you must bring these to the table on your own in order to become the best animator you can be. While we will provide you with unparalleled animation training and support, it will be up to you to take that and cultivate it into something that is uniquely yours.

With our distinctive experience and expertise as professional character animators, we designed and built AnimationMentor.com with one question in mind, "If we were to start over again, how would we want to learn?" Everything at AnimationMentor.com has been built with that idea in mind, and the end-result is a ground-breaking system that combines real-world apprenticeships with cutting-edge internet technology. At AnimationMentor.com, we will focus your talents and hone your mastery of these time-tested animation principles, and prepare you for your dream job as a television, games, or feature-film animator.

Come with a desire and dedication to learn, and we will do our best to live up to our own extreme expectation of providing "the most personal learning experience on the planet."

Sincerely,
Bobby Beck, Shawn Kelly, and Carlos Baena



CARLOS
BAENA

Cofounders, AnimationMentor.com



Why Animation Mentor?

So many art school graduates have come to us over the years frustrated with the difficulties they face when trying to break into the job market. Time and time again, we discover that their most difficult obstacle is their own demo reel—more often than not, a scattered mess of half-learned disciplines and software knowledge. We have spent years watching reel after reel in which applicants show themselves to be competent generalists, but woefully under-trained in the true art of animation, so we decided to finally do something about it!

One of the most exciting aspects of AnimationMentor.com is that we have been able to marry cutting-edge technology with the power of the Internet, thus erasing all geographic boundaries! No longer does a student have to turn their schedule upside down to be personally mentored by a professional animator. AnimationMentor.com brings top professional animators who are currently working or have worked at nearly every major feature animation studio right into your home. Students in Madrid, Calcutta, and Albuquerque suddenly have the same opportunity to learn animation as those living next door to the hottest animators in the industry. Armed with a computer, a high-speed Internet connection, and a willingness to learn, you will have access to the best possible animation education at the touch of a mouse button.

Since day one, the driving principle of AnimationMentor.com has been to create a system that teaches the art of animation the way we wished we could have learned it. We have created a curriculum 100% dedicated to animation, an art for which we truly have a passion.

AnimationMentor.com will allow you to finally break free of the “generalist” mold and truly show you are not merely a “computer artist,” you are an animator.



Our Founders



Bobby Beck

Bobby has been a character animator for over 10 years. He has worked at Pixar Animation Studios, Tippett Studio, and Walt Disney Feature Animation. His animation credits include: *Finding Nemo*, *Monsters Inc.*, and *The Incredibles*. Bobby is currently CEO and President of Animation Mentor.



Shawn Kelly

Shawn works as a senior animator at Industrial Light & Magic. Shawn has worked on all three *Star Wars* prequels, *The Hulk*, *Pirates of the Caribbean: Curse of the Black Pearl*, *Transformers*, *War of the Worlds*, *Eragon*, *The Spiderwick Chronicles*, and *Transformers: Revenge of the Fallen*.



Carlos Baena

Carlos currently works at Pixar Animation Studios. Carlos has worked on films such as *The Incredibles*, *Finding Nemo*, *Star Wars: Episode 2*, *Cars*, *Ratatouille*, *WALL-E*, and *Toy Story 3*.

Our Mentors



Aaron Hartline *Pixar Animation Studios*
• 13 years experience as an animator for feature films



Aaron Gilman *WETA*
• 7 years experience in animation, animation supervision and directing in feature films



Alison Sanders *Freelance Animator*
• 4 years experience in animation for feature films



Andreas Procopiou *Pixar Animation Studios*
• 10 years experience in animation for feature films



Andrew Doucette *Sony Pictures Imageworks*
• 4 years experience animating and directing in feature films and other projects



Anthea Kerou *DreamWorks Animation Studio*
• 7 years experience as an animator and in visual effects



Anthony Wong *Pixar Animation Studios*
• 7 years experience in animation for feature films



Boola Robello *Sony Pictures Imageworks*
• 13 Years experience in animation and visual effects in feature films.



Brent Homman *Disney Animation Studios*
• 5 years experience as an animator for feature films



Brett Coderre *Pixar Animation Studios*
• 14 years experience in character animation for feature films



Brian Mendenhall *Tippett Studio*
• 8 years experience as a character animator and lead animator in feature films



Brian Menz *Blue Sky Studios*
• 9 years experience as an animator and in visual effects for feature films



Bryan Engram *Reel FX Studios*
• 7 years experience in animation and animation supervision for feature films



Chad Sellers *Disney Animation Studios*
• 5 years experience in Animation and Visual Effects for feature films



Chad Stewart *Freelance Animator*
• 18 years in animation and animation supervision for feature films



Chris Chua *Pixar Animation Studios*
• 10 years experience as an animator for feature films



Chris Derochie *Image Engine*
• 13 years experience in character animation, directing and supervising in feature films and other projects



Chris Williams *Sony Pictures Imageworks*
• 14 years experience in animation for feature films



Dana Boadway Mason *Killer Jelly Bean Studios*
• 10 years experience as an animator and in visual effects for feature films



Dave Burgess *DreamWorks Animation Studios*
• 26 years experience in animation and animation supervision for feature films



Dave Vallone *Reel FX Studios*
• 9 years experience as an animator for feature films



Dimos Vrysellas *March Entertainment*
• 13 years experience in animation and animation supervision for TV and feature films



Don Kim *Nelvana Studios*
• 15 years experience as a character animator, supervision and direction in feature films and other projects



Drew Adams *DreamWorks Animation Studios*
• 10 years experience in animation for feature films



Ed Zhou *Lucasfilm Animation Singapore*
• 7 years experience in animation for feature films and TV



Elliot Bour *Universal Studios*
• 13 years experience in animation for feature films



Elliot Roberts *Double Fine Studios*
• 7 years experience in animation for feature films



Eric Lessard *Freelance Animator*
• 16 years experience as an animator and an animation supervisor for feature films



Erik Morgansen *Industrial Light & Magic*
• 16 years experience in character animation, senior animator and lead animator in feature films and other projects



Ethan Hurd *Sony Pictures Imageworks*
• 13 years experience in animation for feature films



Greg Kyle *Laika*
• 15 years experience in animation for feature films and games



Greg Whittaker *DreamWorks Animation Studios*
• 16 years experience in animation for feature films



Hyrum Osmond *Disney Animation Studios*
• 4 years experience in animation for feature films



Jalil Sadool *WETA Digital*
• 7 years experience in animation for feature films



James Chiang *Freelance Animator*
• 6 years experience in animation and animation directing for feature films and other projects



Jamy Wheless *Light Stream Animation Studios*
• 9 years experience in animation for feature films



Jason Ho *Lucasfilm Animation Singapore*
• 4 years experience in animation in TV



Jason Martinsen *Freelance Animator*
• 9 years experience in animation for feature films



Jason Taylor *Freelance Animator*
• 8 years experience in animation for feature films



Jay Davis *Freelance Animator*
• 16 years experience in animation for feature films



Jay Jackson *Freelance Animator*
• 18 years experience in animation and animation supervision for feature films and TV

Our Mentors



Jean-Denis Haas *Industrial Light & Magic*
• 7 years experience in animation for feature films



Jed Diffenderfer *Freelance Story Artist*
• 6 years experience as a story artist for feature films



Jeff Joe *DreamWorks Animation Studios*
• 14 years experience in animation for feature films



Jeremy Cantor *Industrial Light & Magic*
• 14 years experience in animation and visual effects for feature films



Joe Mandia *Sony Online Entertainment*
• 8 years experience in character animation, senior animator in feature films and other projects



Jon Collins *Pixar Animation Studios*
• 8 years experience in animation for feature films



Josh Book *Gazillion*
• 11 years experience in animation and visual effects for TV and games



Justin Barrett *Reel FX Studios*
• 10 years experience in animating, supervision and technical direction for feature films and other projects



Keith Roberts *Rhythm & Hues Studios*
• 16 years experience in animation for feature films



Keith Sintay *Digital Domain*
• 16 years experience as an animator and in visual effects for feature films



Kenny Roy *Arconyx Animation Studios*
• 6 years experience in animation for feature films and TV



Kevin Freeman *Sony Pictures Imageworks*
• 10 years experience in character animation in feature films



Kevin Koch *Blue Sky Studios*
• 13 years experience in animation and animation supervision for feature films and documentaries



Kevin O'Hara *Pixar Animation Studios*
• 20 years experience in animation, visual effects in various projects and feature films



Leigh Rens *Freelance Animator*
• 11 years experience as an animator and in visual effects for feature films



Mark Oftedal *Freelance Animator*
• 19 years experience in animation for feature film and TV



Mark Pudleiner *VanArts*
• 26 years experience in animation for feature films and shorts



Mark Pullyblank *WETA Digital*
• 9 years experience in animation and animation supervision for feature films



Marlon Nowe *Disney Animation Studios*
• 6 years experience in animation and animation supervision for feature films



Martin Hopkins *DreamWorks Animation Studios*
• 16 years experience as an animator for feature films



Matt Garward *LucasArts*
• 5 years experience in character animation in feature films and games



Michelle Meeker *Freelance Animator*
• 16 years experience in animation for feature films, storyboarding and other projects



Mike Gasaway *Freelance Animator*
• 10 years experience in animation, directing, and visual effects in TV production



Mike Stern *DreamWorks Animation Studio*
• 4 years experience in animation for feature films



Mike Walling *DreamWorks Animation Studios*
• 10 years experience in animation and visual effect for feature films



Nick Bruno *Blue Sky Studios*
• 5 years experience in animation for feature films



Nicole Herr *Freelance Animator*
• 7 years experience in animation and animation supervision for feature films



Paul Allen *Terminal Reality*
• 14 years experience in animation for games and feature films



Paul Mendoza *Pixar Animation Studios*
• 13 years experience in animation for feature films



Pete Paquette *Blue Sky Studios*
• 11 years experience in character animation and storyboarding for feature films



Peter Kelly *Industrial Light & Magic*
• 9 years experience in animation and visual effects for feature films



Ralph Zondag *White Dragon Entertainment*
• 26 years experience in character animation, animation directing and storyboarding in features and in television



Randy Haycock *Disney Animation Studios*
• 19 years experience in animation for feature films



Ray Chase *Reel FX Studios*
• 10 years experience in animation, visual effects for TV, gaming and feature films



Richard Fournier *Blue Sky Studios*
• 6 years experience as a character animator



Rob Russ *Pixar Animation Studios*
• 15 years in animation and visual effect for feature films



Ron Pucherelli *DreamWorks Animation Studios*
• 5 years experience as a character animator in feature film and in games



Royce Wesley *Pixar Animation Studios*
• 9 years experience as an animator and animation supervisor



Ryan Donoghue *Rhythm & Hues Studios*
• 12 years experience in animation and visual effects for feature films



Sandy Christensen *Freelance Animator*
• 15 years experience in animation for feature films and games



Scott Lemmer *Blue Sky Studios*
• 9 years experience in animation and visual effect for feature films and TV



Sean Erme *Freelance Animator*
• 10 years experience in animation and visual effect in TV and feature films

Our Mentors



Serguei Kouchernoy *Freelance Animator*

- 39 years experience in character animation and supervision in feature films and other projects



Shaun Freeman *Freelance Animator*

- 7 years experience in animation for feature films, games and TV



Steve Cady *Freelance Animator*

- 10 years experience in animation for feature films



Steve Cunningham *DreamWorks Animation Studios*

- 16 years experience in animation for feature films



T. Dan Hofstedt *Freelance Animator*

- 26 years experience in animation, visual effect, animation supervision for Feature Films



Tim Crawford *Freelance Animator*

- 13 years experience in animation for feature films



Victor Navone *Pixar Animation Studios*

- 11 years experience in animation and visual effects for feature films



Wayne Gilbert *VanArts*

- 33 years experience in animation, directing and animation supervision for feature films and other projects

The Animation Mentor Approach

At AnimationMentor.com, our approach to teaching animation is simply this:

Character Animation is an art and craft that can be mastered through practicing, making mistakes, learning from those mistakes, asking for feedback from others, and practicing some more. We teach our students the skills necessary to become great animators. Our students must then take those skills and add their own creativity in order to be out-of-this-world rockin' animators.

WHO IS ANIMATION MENTOR FOR?

AnimationMentor.com is designed for students who are serious about pursuing careers in becoming professional character animators and who have the desire to learn to become the best animators they can be.

The road to mastering animation skills is not always easy and as it is in pursuing any dream, there will be obstacles along the way. Students may feel at times that learning these new skills is difficult, and they may even doubt whether or not they are cut out to be animators. These feelings are common and when those thoughts come up, students will need to lean on their passion and drive to help make it through the tough spots along their journey.

Even though students must individually put in the hard work that is necessary to be successful, we at AnimationMentor.com believe that students don't have to be alone on this journey. We provide our students with many avenues of support such as the ability to learn from professional animators. Students can learn from their mentors' experiences and the expert advice they provide. We've created an online peer to peer community similar to traditional school campuses so students can surround themselves with people who are passionate about animation. We also provide cutting-edge tools to make learning animation fun, engaging, and interactive.

We believe in providing our students with an ultra-supportive environment, relevant guidance, and great tools to help them be successful, the rest however, is up to the student to use those tools to become the success they want to be.

WHAT ANIMATION TOOLS DOES ANIMATION MENTOR SUPPORT?

AnimationMentor.com's main focus is to teach the art of animation so that our students develop practical animation skills that can be applied to any animation tool, in any medium.

However, since we also want to prepare our students to become professional animators in the industry, we selected the most widely used software application in the industry, considered the industry-standard, to teach our curriculum. The 3D animation software package we support at AnimationMentor.com is Maya®. If a student is familiar with another 3D software they may choose to use it, however our models/characters and tools are designed and supported for use with Maya.

We want to reiterate that although we are teaching using 3D software, our goal is not to create 3D animators, but rather to create strong character animators who understand the principles of animation who can then use any tool of their choice in the future.

Adjusting your mindset to that of being an animator is so much more important than knowing any one tool. At AnimationMentor.com we've made it our goal to provide our students with animation knowledge that will last a lifetime, not simply until the next version of a software tool is released.

WHERE CAN THE TRAINING FROM ANIMATION MENTOR LEAD?

The training you receive at AnimationMentor.com will prepare you to be a character animator. A diploma in character animation may lead to full-time animation positions in the feature film industry, the video game industry, television animation, or commercials studios. However, the school cannot guarantee that you will obtain such a position or any particular job title or occupation just by taking our curriculum.

What is Offered by Animation Mentor?

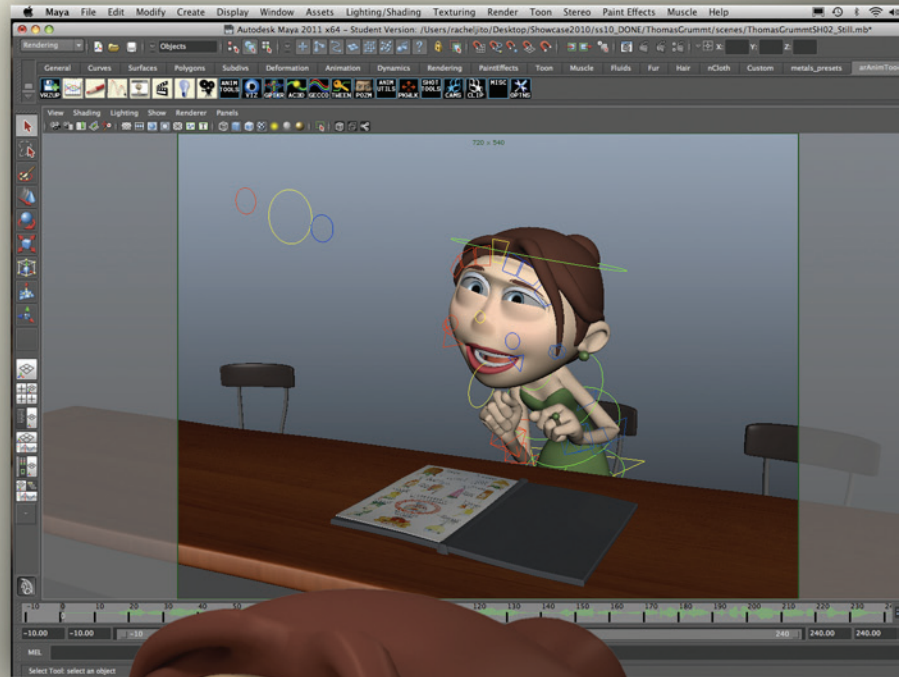
COMPUTER ANIMATION

Students planning to do computer animation will be responsible for supplying their own computer equipment, software, broadband internet access, and other materials for AnimationMentor.com's assignments.

We provide software training in Autodesk Maya.® Shortly after enrollment, students will receive information allowing them to purchase Maya® at the student rate.

Autodesk Maya® is considered the industry standard for professional character animation studios. As such, our fully set-up characters, examples, and assignments are built to be used with Autodesk Maya®.

AnimationMentor.com does not provide a file archival service and is not responsible for lost or damaged Autodesk Maya® files. It is the student's responsibility to follow proper procedures of saving iteratively, backing up, saving and archiving their own work.



How to Begin with Animation Mentor

THE ADMISSIONS PROCESS

Each prospective student must submit a completed Admissions Application which can be done online through the AnimationMentor.com website. Each Admissions Application must include answers to short essay questions. Once the AnimationMentor.com Admissions Office has received the completed Admissions Application, they will send the prospective student instructions for taking a short standardized test required by the California State Bureau for Private Post Secondary and Vocational Education.

STUDENT ASSESSMENT

To be considered for acceptance into the AnimationMentor.com program, a student must complete the Admissions Application with short answer essays; be at least 18 years of age; have graduated from high school in United States or its foreign equivalent see www.AnimationMentor.com (under How to Apply for further details), or have obtained a GED; understand conversational English; and pass the standardized test required by the Bureau for Private Postsecondary and Vocational Education. Additionally, each student must meet the school's minimum requirements regarding equipment and supplies.

ENROLLMENT

Once a student has been accepted for enrollment at AnimationMentor.com, they will be sent an Enrollment Agreement and instructions for completing it. A one-time non-refundable Registration Fee of \$175.00 is also required. Since class space is limited, students who have been accepted to AnimationMentor.com will be enrolled on a first-come, first-serve basis based when their completed Enrollment Agreement and Tuition Fees are returned. New Terms begin on a quarterly basis, four times each year. (See Addendum A for the school's 2011-2012 Schedule)

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at AnimationMentor.com is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the Advanced Studies in Character Animation program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma 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 Animation Mentor to determine if your credits, or diploma will transfer.

TRANSFER OF ARTICULATION AGREEMENTS

This institution has not entered into a transfer or articulation agreement with any other college or university.



RECORD RETENTION

This institution maintains current records for a period of not less than five years at its principle place of business within the state of California.

PROJECTED ENROLLMENT FOR EACH NEW TERM

AnimationMentor.com projects the acceptance of 200 new students for each Term.

TUITION

AnimationMentor.com offers a Diploma in Advanced Studies in Character Animation. The Diploma Course is comprised of six individual Classes; each Class has 12 one week sessions. The current tuition costs for each class and the program overall can be found in Addendum B.

ATTENTION CALIFORNIA RESIDENTS

The California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010, requires under section 76215 of CPPEA that AnimationMentor.com must collect \$2.50(USD) for every \$1,000.00 of tuition for the Student Tuition Recovery Fund (STRF) if a student is:

- (1) A California resident and prepays all or part of your tuition 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.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- 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.
- 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 cost.
- There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
- An inability to collect on a judgment against the institution for a violation of the Act.

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:

- You are not a California resident.



- 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.

STUDENT FINANCIAL ASSISTANCE

AnimationMentor.com has partnered with SLM Financial, a Sallie Mae company, to provide our students with a superior loan product with which to finance their AnimationMentor.com education.

The Sallie Mae Smart Option LoanSM has been designed specifically to help students finance their education or training and can save them money compared with other financing options. It can be used for technical training or trade school, distance learning or other continuing education programs. Students are encouraged to contact our Student Loan department for more info at: loans@animationmentor.com.

If a student obtains a loan, the student will have the responsibility to repay the full amount of the loan plus interest.

There is a loan option available for U.K. students. For more info, please contact loans@animationmentor.com.

STUDENT'S RIGHT TO CANCEL

- A student has the right to cancel his or her agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh (7th) day (calendar days) after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time.
- Cancellation may occur when the student provides a written notice of cancellation at the following address: 1400 65th Street, Suite 250, Emeryville, CA 94608 or by emailing registrar@animationmentor.com.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
- If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above). A registration or administration fee not to exceed \$250.00 will be subtracted from the refund. The refund is to be paid within 45 days of withdrawal.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

- The student has failed to attend class more than 2 class sessions.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the weekly session

DISMISSAL POLICY

The institution may terminate a student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.

Animation Mentor Policies and Procedures

ADMINISTRATIVE OFFICES

Animation Mentor is headquartered at 1400 65th Street, Suite 250 in Emeryville, California. Normal business hours are Monday thru Friday, 9:00am – 5:00pm Pacific Time.

HOLIDAY SCHEDULE

While the online aspect of the school is available to students 24 hours a day, the AnimationMentor.com administrative offices observe and are closed on the following days:

- Martin Luther King Day - January 17, 2011
- President's Day - February 21, 2011
- Spring Holiday - April 22, 2011
- Memorial Day - May 30, 2011
- Independence Day - July 4, 2011
- Labor Day - September 5, 2011
- Thanksgiving Day - November 24, 2011
- Friday after Thanksgiving - November 25, 2011
- Day Before Christmas & Christmas Day - December 23 & 26, 2011
- New Year's Eve Holiday - December 30, 2011



If one of the above holidays falls on a Saturday, the school will observe the holiday on Friday. If the holiday falls on a Sunday, the school will observe the holiday on the following Monday.

ATTENDANCE

Since AnimationMentor.com is an online school, students will be able to access the lectures on their own time at their convenience. Each session lecture is viewable an unlimited amount of times up to four weeks after its initial debut. Students are expected to view the lecture, complete the assignment and upload it by the allotted due date. A student's weekly assignment is due no later than 12:00PM Pacific Time on Sunday of every week. New weekly sessions begin on Sunday at 12:00PM Pacific Time. Mentor feedback is typically given by the Wednesday of the following week. The Live Question and Answer (Q&A) Sessions will usually be set no less than one week in advance by the student's mentor. It is up to the student to participate in these Q&A Sessions. Attendance in the Q&A Sessions will give students the personal touch of meeting their mentor and their fellow students "face-to-face." These Q&A Sessions will happen once per Class Session.

ATTENDANCE PROBATION

A student is required to access and view all of the class Session lectures. Lectures must be viewed in order and a student must have viewed previous lecture in order to have access to the next lecture. Failure to view two class Session lectures may result in a student being placed on Attendance Probation.

VACATION POLICY

If you are planning on taking a vacation during the quarter, please contact Student Care. Providing us as much notice as possible is greatly appreciated. Missing more than two classes may result in Attendance Probation.

LEAVE OF ABSENCE POLICY

A student may request a Leave of Absence. This must be for an extraordinary reason or circumstance and it must be approved by AnimationMentor.com. This request must be made by filling out a Leave of Absence Request form and have the approval of the Student Care Manager. A Leave of Absence may not exceed 180 consecutive days (equivalent to 2 terms) during a calendar year. Under no circumstances will a student be permitted to take more than one Leave of Absence during a calendar year. If the Leave of Absence is requested by a student after a class has commenced but not yet completed, the student should submit a Leave of Absence Request form through Student Care. The student will be scheduled to retake the Class on his/her return. If the student does not return following the Leave of Absence period they will be dropped from the program.

STUDENT PROGRESS MONITORING POLICY

AnimationMentor.com notifies individual students of their academic progress through the provision of grades at the conclusion of each class which is a week in length.

GRADES

Students are expected to upload their weekly Class Session assignments in a timely manner for critique. Each Class Session assignment must be uploaded by each Class Session assignment's given due date (Sunday Noon Pacific Time) and will then be graded.

If a student fails to submit work on any Class Session's assignment on time, the student will receive one full letter grade off up to 1 week; thereafter the student will receive a failing grade for that Session. A student's final grade for each Class will be a composite of all of the Class Session assignment grades for that Class.

MINIMUM GPA

To graduate with a Diploma for Advanced studies in Character Animation, a student must complete each of the six classes with a grade average of "C" or better. Students who fail to achieve a "C" in a Class will be required to retake that class to raise their GPA. If a student does not raise their GPA in their retake, they may be terminated.

ACADEMIC PROBATION

If a student fails to submit work on any Class Session's assignment on time, the assignment is considered late. If the student submits the assignment up to one week late, they will receive a letter grade drop. Assignments will not be accepted after the one week window and the student will receive a failing grade for that session after that point. A student's final grade for each Class will be a composite of all of the Class Session assignment grades for that Class. A student will be placed on probation for missing two assignments. Termination will occur after three assignments are missed.

STUDENT COMPLAINT PROCEDURES

A student may lodge a complaint directly with AnimationMentor.com by communicating orally or in writing to any teacher (mentor), administrator, or counselor. The recipient of the complaint shall transmit it as soon as possible to the School Director to resolve complaints. If the student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, AnimationMentor.com shall advise the student that a complaint must be submitted in writing and shall provide the student with this written summary of AnimationMentor.com's complaint procedures.

If the student complains in writing, AnimationMentor.com shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of AnimationMentor.com's investigation and disposition of the student's complaint. If the complaint or relief requested by the student is rejected, the response will include the reasons for the rejection. The student's participation in the complaint procedure and the disposition of the student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

The Animation Mentor Learning Experience

A PERSONAL MENTOR

Each student will be assigned to a single mentor for the duration of a Class*. With two classes in our Animals & Creatures course, this will allow our students the ability to potentially have two different mentors. The AnimationMentor.com system provides for each student to learn from one mentor throughout the duration of a Class. This allows our students to get to know their mentor and learn from the mentor's experience and knowledge. Each student's video critique by his/her mentor will be specific to that student's work. In this way, our students receive the detailed attention they need to grow as much as possible. Our students are also able to view critiques of other students in their Class so everyone can learn from each other's mistakes and successes, which ultimately pushes everyone's work forward faster.

**If mentors need to take a leave-of-absence, students may have temporary mentors to fill in during these times.*

OUR STAFF OF MENTORS

We are proud to bring the talent and knowledge of our highly skilled and extremely-talented mentors to our students. A complete list of all of our mentors can be found on our site.

STUDENT PARTICIPATION

Students will benefit by giving feedback to other students. We encourage students to "cruise the campus" and meet their fellow classmates. Exchanging feedback with other students will help the students learn even more about the art of animation, deepening their understanding and communication skills while making the overall learning experience much more rewarding.

MAKE NEW CONTACTS AND FRIENDS

All students are encouraged to introduce themselves and network with other AnimationMentor.com students. Students can easily add other students to their chat list and chat with each other using our internal chat system. They may also use the internal forums to ask and answer any questions they may have and share the latest news and techniques here. Our forums are populated with working professionals in both character animation and character set-up. This allows our students even more opportunity to make connections and have their questions answered directly from the pros!

GUEST SPEAKERS

Students will also be able to benefit from our periodic guest speakers. These prerecorded video interviews allow our students to tap into the minds of some of the biggest veteran names in the animation industry.

NEW FEATURES / EXAMPLES

AnimationMentor.com reserves the right to add or subtract at its sole and absolute discretion features and examples.



System Requirements

Students must provide their own computers. Those computers, at a minimum, must have:

OPERATING SYSTEM

Windows XP; Macintosh OSX 10.3 or higher

BROWSER

On the PC, we support Internet Explorer 7, Firefox 3, and Chrome (all are free downloads).

For Macintosh users, we support Firefox 3, Chrome, and Safari.

FLASH PLAYER

Flash Player 10 (a free download) is necessary to run AnimationMentor.com via your web browser.

INTERNET CONNECTION

High-speed broadband connection of at least 512kbp download speed and 256kbp upload speed is required: DSL, Cable, T1, etc.

PROCESSOR REQUIREMENTS

AnimationMentor.com and the Animation Mentor tools run best on a 2Ghz PC (or higher) or a G5 Mac or better, with at least 2 GB of RAM.

MONITOR REQUIREMENTS

A single monitor with a resolution of 1280 x 1024 or higher is required. A second monitor of similar size, while not required, is highly recommended.

SOFTWARE REQUIREMENTS

All AnimationMentor.com students are eligible for the student pricing of Autodesk Maya®. Detailed instructions for purchasing Autodesk Maya® will be sent to all new students during orientation. You can use any 3D software you choose. However, students are responsible for supplying software, 3D characters, props, etc. themselves. We offer training, characters, props, etc. in Autodesk Maya® only.

QUICKTIME PRO (REQUIRED)

AnimationMentor.com utilizes QuickTime video codecs and technology. QuickTime Pro will allow students the ability to assemble multiple clips into a single movie file as well as view the video content on our pages.

LANGUAGE REQUIREMENTS

Our Classes are currently offered to English speaking students only. Although we plan to expand in the future where the demand is needed, we presently do not offer English as a Second Language instruction.

Other Materials

WEBCAM (REQUIRED)

A webcam is a valuable resource for any animator. It allows students to take still frame images of their sketchbook drawings, film reference of themselves to study, use as a stop motion or 2D pencil test camera as well as use it to interact with their mentor and fellow classmates during the live Q&A sessions. A webcam will greatly enhance your learning experience at AnimationMentor.com. We will have hardware and software recommendations in orientation.

HEADPHONES AND MICROPHONES

The live Q&A tool requires headphones and a headset mounted microphone.

THE ILLUSION OF LIFE

By Frank Thomas and Ollie Johnston

The Illusion of Life is known as the "Animator's Bible" for decades and is an invaluable resource for any animator. Each student is responsible for obtaining their own copy.

THE ANIMATOR'S SURVIVAL KIT

By Richard Williams

This book is a must have for any animator's library. Each student is responsible for obtaining their own copy.

SKETCHBOOK

We encourage our students to open their minds to the power that observation plays in animation. You don't have to be the "greatest" artist, but we encourage our students to draw on a regular basis.

RECOMMENDED READING

We also provide a list of other "recommended reading" materials in the student area of our website.

**Students will be responsible for supplying their own equipment & materials.*



Course Overview

The program consists of six (6) Classes with each Class consisting of twelve (12) weekly Class Sessions.

01 BASIC FOUNDATIONS

CLASS TITLE: Basic Foundations (12 sessions)

DESCRIPTION: In this class, beginning students will discover the fundamental principles of animation while the more advanced students will find a deeper understanding of the foundation upon which our art form is built. More importantly, students will learn how to exploit these fundamental principles to create convincing character motion. Students also will be pushed to not only recognize the more common animation mistakes involving timing, weight issues, and body mechanics, but will learn how to avoid and conquer them. Animation students must plant deep roots in the basics if they hope to grow into the artists they aspire to become, and this class will guide them through that process.

OBJECTIVE: The objective of this class is to give our students a firm foundation on which to base their art. Students will complete this class with a strong knowledge of the basics in addition to an invaluable appreciation for observational techniques and the art of planning. Additionally, any professional animator will tell you that the principles taught in this class are used every day in their work. You will never animate a shot that ignores the basic principles of animation, but to best prepare our students for top-level animation work they must first dig as deeply as possible into these time-tested concepts.

ASSIGNMENTS: The assignments in this class will initially revolve around very basic characters, but will take students into more complex characters that build off of each other. This allows the student to take the knowledge they have gained and continue to apply it to new, more complex characters.

CLOCK HOUR BREAKDOWN:

Teaching Material <i>(Lectures, Mentor Q&A's, eCritiques, etc.):</i>	27 HOURS
Special Events <i>(Guest Lectures & Q&A's, Movie Q&A's, Meetups, Tours, etc):</i>	12 HOURS
Support <i>(Office hours, Technical Q&A's, Alumni Tutoring, etc.):</i>	30 HOURS
Resources <i>(Special video training, Character / Tools Training, etc.):</i>	10 HOURS

TOTAL CLOCK HOURS: 82 HOURS

ESTIMATED HOMEORK: 120 HOURS



02 PSYCHOLOGY OF BODY MECHANICS

CLASS TITLE: Psychology of Body Mechanics (12 sessions)

PREREQUISITE: Basic Foundations must be passed with at least a “C” average for the student to advance to Psychology of Body Mechanics. This helps to ensure the quality of our graduates and helps maintain the overall level of commitment and dedication students must have to our program.

DESCRIPTION: Body mechanics is the place where most animators “go wrong.” If an animation does not have convincing mechanics, it does not look right even to the average untrained eye. For this reason, we spend two quarters on this important concept as once body mechanics is mastered, students have the confidence they need to tackle almost any situation their character gets into.

Students will focus on exercises with a simple character, which allows them to focus exclusively on the core concepts of body mechanics thus creating physical movements that are believable. Focusing on a simple character for these concepts will allow our students to make mistakes more quickly and recover from them much faster. This allows them to soak up the concepts where they will be able to apply them more confidently next quarter to more complex characters.

OBJECTIVE: The objective of this class is to teach our students the ability to overcome the single most common mistake in animation: body mechanics. When the mechanics are off, they stick out like a sore thumb. Students will focus on these important concepts using a simple character. This allows students to move forward confidently instead of getting overwhelmed.

ASSIGNMENTS: Students will focus on a variety of physical exercises with a simple character. This will allow our students to grasp the most common mistakes, how to avoid them, and how to approach situations with more complex characters for the next term. It is important to note that the assignments in this class can be used for the final demo reel. See Class 6: Polishing & Portfolio for more information.

CLOCK HOUR BREAKDOWN:

Teaching Material

(Lectures, Mentor Q&A's, eCritiques, etc):

27 HOURS

Special Events

(Guest Lectures & Q&A's, Movie Q&A's, Meetups, Tours, etc):

12 HOURS

Support

(Office hours, Technical Q&A's, Alumni Tutoring, etc.):

30 HOURS

Resources

(Special video training, Character / Tools Training, etc.):

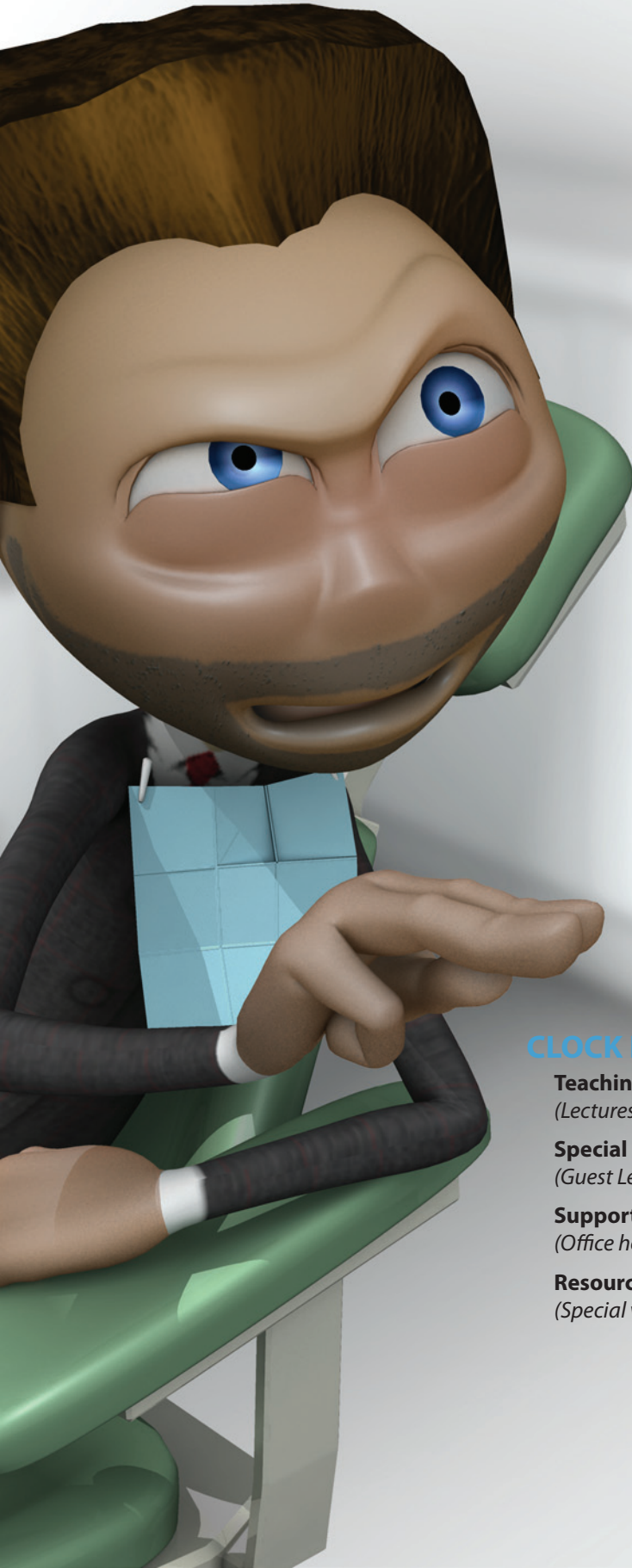
10 HOURS

TOTAL CLOCK HOURS: 82 HOURS

ESTIMATED HOMEORK: 120 HOURS



03 ADVANCED BODY MECHANICS



CLASS TITLE: Advanced Body Mechanics
(12 sessions)

PREREQUISITE: Psychology of Body Mechanics must be passed with at least a “C” average for the student to advance to Advanced Body Mechanics. This helps to ensure the quality of our graduates and helps maintain the overall level of commitment and dedication students must have to our program.

DESCRIPTION: Students will learn how to best apply the principles learned in Class 1 and 2 to the type of character most commonly found in animation work: the bipedal/human character. Students will dive deeper into the advanced concepts of motion and body mechanics and learn how to combine the many principles into a single, powerful tool set that they can use to create more believable motion in their characters.

OBJECTIVE: In this class, students’ appreciation of the principles of animation will be augmented by a fuller understanding of not only the more advanced concepts, but practical methods of connecting those concepts together to fully exploit their potential. In Class 1, students learn how “basic” ideas such as anticipation, squash and stretch apply to simple objects and simple body mechanics. In Class 2, students learned how to take fundamental concepts of motion and apply them to a simple character. In Advanced Body Mechanics, students will discover advanced ways to implement these ideas to a more complex character and begin examining the innovative way professionals view and use these principles. This new level of understanding will add a layer of polish to their work that will set their animation apart from the vast majority of demo reels submitted to studios.

ASSIGNMENTS: This class revolves around the bipedal/human character. Students will have a variety of examples to pick from when creating their assignments. We will also build on new exciting ideas and approaches that will help set students’ work apart.

CLOCK HOUR BREAKDOWN:

Teaching Material

(Lectures, Mentor Q&A’s, eCritiques, etc):

27 HOURS

Special Events

(Guest Lectures & Q&A’s, Movie Q&A’s, Meetups, Tours, etc):

12 HOURS

Support

(Office hours, Technical Q&A’s, Alumni Tutoring, etc.):

30 HOURS

Resources

(Special video training, Character / Tools Training, etc.):

12 HOURS

TOTAL CLOCK HOURS: 84 HOURS

ESTIMATED HOMEORK: 240 HOURS



04

INTRODUCTION TO ACTING



CLASS TITLE: Introduction to Acting
(12 sessions)

PREREQUISITE: Advanced Body Mechanics must be passed with at least a "C" average for the student to advance to Introduction to Acting. This helps to ensure the quality of our graduates and helps maintain the overall level of commitment and dedication students must have to our program.

DESCRIPTION: This is the beginning of what students are waiting for. All of the principles they have studied will be fully implemented in this class. Students will begin exploring the ideas and concepts that will add life and originality to their character animation. Adding emotion, non-cliché acting choices, and carefully timed and planned gestures to their shots will lift students' work to a new level.

OBJECTIVE: As an animator, this is our job: We're given a blank piece of paper or default mesh, built out of ones and zeroes and bits and bytes—no heart, no soul, and no mind. We are charged with bringing that "blank canvas" to life. Our job is to inject feeling, thought process, and emotion into a character that exists nowhere but in our minds. Our job is to truly become the heart, the soul, and the mind of our character. In this class, students will carefully implement all of the principles they have learned in the previous classes, but will begin to truly bring these characters to life!

ASSIGNMENTS: Now that the students have a solid understanding of human body mechanics, they will begin to explore the basics of acting, gestures, timing, emotion and thought processes. The assignments will cover all of the elements that go into the creation of a moving and memorable acting perform

CLOCK HOUR BREAKDOWN:

Teaching Material

(Lectures, Mentor Q&A's, eCritiques, etc):

27 HOURS

Special Events

(Guest Lectures & Q&A's, Movie Q&A's, Meetups, Tours, etc):

12 HOURS

Support

(Office hours, Technical Q&A's, Alumni Tutoring, etc.):

30 HOURS

Resources

(Special video training, Character / Tools Training, etc.):

13 HOURS

TOTAL CLOCK HOURS: 85 HOURS

ESTIMATED HOMEORK: 300 HOURS



05 ADVANCED ACTING

CLASS TITLE: Advanced Acting (12 sessions)

PREREQUISITE: Introduction to Acting must be passed with at least a “C” average for the student to advance to Advanced Acting. This helps to ensure the quality of our graduates and helps maintain the overall level of commitment and dedication students must have to our program.

DESCRIPTION: As with any other animation idea, acting has many levels of understanding and many layers of meaning to an animator’s work. Here students will jump feet-first into advanced acting techniques, exploring the similarities and differences between acting for animators and real-world acting, as well as examining the common mistakes and the inherent challenges of translating a meaningful and powerful performance into the animated world.

OBJECTIVE: We’ll be enriching the acting concepts students have learned so far and diving even deeper into the practical methods they can use to tap their true potential in their work. It’s in this class where students begin to find themselves immersed in the challenges professionals face in the production environment as they learn about creating shots that cut together correctly, staging their acting in a memorable way that best supports the overall story or character arc, and designing emotional beats that will resonate with the audience!

ASSIGNMENTS: The assignments will revolve around guiding students out of the “animated” mindset and further into how to breathe life into their character and add a completely new dimension of believability to the overall performance. Even though the character is a reflection of ourselves, students will begin to understand how to animate from “the inside out.”

CLOCK HOUR BREAKDOWN:

Teaching Material <i>(Lectures, Mentor Q&A’s, eCritiques, etc):</i>	27 HOURS
Special Events <i>(Guest Lectures & Q&A’s, Movie Q&A’s, Meetups, Tours, etc):</i>	12 HOURS
Support <i>(Office hours, Technical Q&A’s, Alumni Tutoring, etc.):</i>	30 HOURS
Resources <i>(Special video training, Character / Tools Training, etc.):</i>	14 HOURS

TOTAL CLOCK HOURS: 86 HOURS

ESTIMATED HOMEORK: 360 HOURS



CLASS TITLE: Polishing & Portfolio (12 sessions)

PREREQUISITE: Advanced Acting must be passed with at least a “C” average for the student to advance to Polishing & Portfolio. This helps to ensure the quality of our graduates and helps maintain the overall level of commitment and dedication students must have to our program.

DESCRIPTION: This class focuses on two very important aspects of animation:

1. Polishing
2. Creating an amazing demo reel that students will be able to use in their job search.

Polishing is often noted as adding the final 10% to a shot. While the average eye can generally not “see” these things, professional and studio-trained eyes are looking for these things in applicants’ work. We expect students to take their work to the highest levels, and are confident that when our students push for this level in their work, they have the ability to gain the skills and quality that any studio will be looking for in games, commercials, VFX or feature animation.

The second half of this class is geared around creating the demo reel, resume, and cover letter. We also focus on teaching our students how to give a good interview and the important dos and don’ts when looking for jobs. Students will learn this information straight from top professionals and the recruiters themselves!

OBJECTIVE: Mentors will help students chose the best shots they have done to date at AnimationMentor.com. They will then go back through those selected animations and add “the final 10%” to help take them to the level in which professional studios expect to see. Students will complete this class with a resume, cover letter, and demo reel with their mentor’s stamp of approval that will enable them go out into the professional world and confidently look for work. Upon graduation, students will move on to our exclusive alumni community where they will have ongoing career services support and access to the ever growing professional Animation Mentor community.

ASSIGNMENTS: This class focuses largely around polishing. Polishing is the ability to take something that already has a solid foundation and add the sparkle and detail that professional studios are looking for. In addition, students learn to prepare for job interviews and write a cover letter that will catch studio attention.

CLOCK HOUR BREAKDOWN:**Teaching Material**

(Lectures, Mentor Q&A’s, eCritiques, etc.):

27 HOURS**Special Events**

(Guest Lectures & Q&A’s, Movie Q&A’s, Meetups, Tours, etc.):

12 HOURS**Support**

(Office hours, Technical Q&A’s, Alumni Tutoring, etc.):

30 HOURS**Resources**

(Special video training, Character / Tools Training, etc.):

16 HOURS**TOTAL CLOCK HOURS: 88 HOURS****ESTIMATED HOMEORK: 400 HOURS**

Additional Rules of Operation and Student Conduct Policy

All students are required to conduct themselves in accordance with AnimationMentor.com's additional rules of operation and student conduct policy set forth in the Site Usage Agreement that is contained in AnimationMentor.com's Terms and Conditions Agreement.

AnimationMentor.com's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. AnimationMentor.com under section 94802(a) of CPPEA, will by operation of law, be approved through November 28, 2011. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, 916.574.7774.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
P.O. Box 980818
Sacramento, CA 95798-0818
www.bppve.ca.gov
Phone: 916.574.7774

As a prospective student, you are encouraged to review this catalog prior to signing a Terms and Conditions agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 916.574.7774 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site www.bppve.ca.gov.

A Message from the School Director

AnimationMentor.com, located at 1400 65th Street, Suite 250 Emeryville, California 94608, has been granted institutional approval from the Bureau for Private Postsecondary Education. The Bureau's approval means that the institution and its operation comply with the standards established under law for online instruction by private postsecondary educational institutions. Institutional approval must be re-approved every three years and is subject to continuing review. Approved is the following program: Diploma for Advanced Studies in Character Animation.

Instruction is online with each incoming Class is being limited to 200 students.

California statute requires that students who successfully complete programs of study be awarded appropriate degrees, diplomas or certificates verifying the fact.

Prospective students are encouraged to visit the school's website, www.AnimationMentor.com, and to discuss personal educational and occupational plans with the school's personnel prior to enrolling or Terms and Conditions agreements.

This school currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

AnimationMentor.com has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

Students seeking to resolve complaints should contact their mentor. Requests for further action should be made in writing/email to the School Director. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education

P.O.Box 980818
Sacramento, California 95798-0818
(916)574-7774

All information in the contents of this School Catalog is current and correct, and is certified as true by:



Becky Johnson
School Director

Addendum A

2011 -2012 Schedule

SPRING TERM 2011

March 28, 2011 - June 17, 2011

Applications for Spring Due
Break

February 18, 2011
June 20, 2011 - June 26, 2011

SUMMER TERM 2011

June 27, 2011 - September 16, 2011

Applications for Summer Due
Break

May 13, 2011
September 19, 2011 - September 25, 2011

FALL TERM 2011

September 26, 2011 - December 16, 2011

Applications for Fall Due
Break

August 12, 2011
December 19, 2011 - January 1, 2012

WINTER TERM 2012

January 2, 2012 - March 23, 2012

Applications for Winter Due
No Break

November 11, 2011

SPRING TERM 2012

March 26, 2012 - June 15, 2012

Applications for Spring Due
Break

February 17, 2012
June 18, 2012 - June 24, 2012



Addendum B

Spring Tuition Schedule

SPRING TERM 2011

The following Tuition and Fee Schedule has been announced and set for all students enrolled in the Diploma course for Advanced Studies in Character Animation scheduled to begin Spring Term 2011.

Registration Fee		\$ 175.00
Tuition		
Spring Term 2011	Basic Foundations	\$ 3,125.00
Summer Term 2011	Psychology of Body Mechanics	\$ 3,125.00
Fall Term 2011	Advanced Body Mechanics	\$ 3,125.00
Winter Term 2012	Introduction to Acting	\$ 3,125.00
Spring Term 2012	Advanced Acting	\$ 3,125.00
Summer Term 2012	Polishing & Portfolio	\$ 3,125.00
Total Tuition and Fees		\$ 18,928.00

PAYMENT OF TUITION AND FEES

Upon request, a student may be allowed to participate in the Tuition Payment Plan. A student who chooses the Tuition Payment Plan will be allowed to divide the tuition into six payments. Each payment will be due two weeks after the application due date. A Payment Processing fee of \$100 per payment will be charged after the first payment.

Addendum B

Summer Tuition Schedule

SUMMER TERM 2011

The following Tuition and Fee Schedule has been announced and set for all students enrolled in the Diploma course for Advanced Studies in Character Animation scheduled to begin Summer Term 2011.

Registration Fee	\$ 175.00
Application Fee (beginning April 11, 2011)	\$ 50.00

Tuition

Summer Term 2011	Basic Foundations	\$ 3,125.00
Fall Term 2011	Psychology of Body Mechanics	\$ 3,125.00
Winter Term 2012	Advanced Body Mechanics	\$ 3,125.00
Spring Term 2012	Introduction to Acting	\$ 3,125.00
Summer Term 2012	Advanced Acting	\$ 3,125.00
Fall Term 2012	Polishing & Portfolio	\$ 3,125.00

Total Tuition and Fees	\$ 18,928.00
Total Tuition and Fees with Application Fee	\$ 18,978.00

PAYMENT OF TUITION AND FEES

Upon request, a student may be allowed to participate in the Tuition Payment Plan. A student who chooses the Tuition Payment Plan will be allowed to divide the tuition into six payments. Each payment will be due two weeks after the application due date. A Payment Processing fee of \$100 per payment will be charged after the first payment.