



Vancouver Animation School

USA

Catalog

2025-2026

Vol. 5, March 24, 2026

Licensure:

This school is licensed under Chapter 28C.10 RCW.

Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board

128 - 10th Avenue SW, Box 43105
Olympia, Washington 98501-3105
wtb.wa.gov
360-709-4600
pvsa@wtb.wa.gov

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About Vancouver Animation School

History

The Vancouver Animation School was founded on December 2010. It was the first fully accredited online school in Canada, offering Diplomas in Animation, Visual Effects and Video Game programs.

Canadian Designation



Education Quality Assurance



Private Training Institutions Branch



The Canadian Information Center for International Credentials



EduCanada

Mission Statement

Vancouver Animation School is devoted to educating aspiring artists in the diverse disciplines that form the Animation, Visual Effects and Video Game industries. We believe in empowering the artists to empower their art.

Message from President

At the Vancouver Animation School (VANAS), we believe in education for employment, in teaching innovative skills that lead to creative careers resulting in personal and professional fulfillment. We have developed a fantastic school with strong educational programs that welcome you, work for you and care for you.

Our programs are designed to help you unleash your creative potential in the Animation, Visual Effects and Video Games industries. You will learn from accomplished industry professionals and gain the foundation to build your creative career. At VANAS, we want you to have the satisfaction of working alongside the best artists producing the next generation of blockbusters around the world.

Mario Pochat, CEO

Catalog

The online site Vanas.us is the official Vancouver Animation School site for all the up-to-date information about the school. Students are required to adhere to the catalog that was current at the time of their admission for all program-related requirements. For current policy and curriculum requirements refer to the online site for VANAS. The Catalog is printed once per year. Students (or any other individual) may request a copy of the catalog by emailing hello@vanas.us.

Owners

Vancouver Animation School is owned and controlled by VANAS INC., a Washington corporation.

Mario Pochat: CEO

Patrick Suberville: Chairman

Administrators

Sonia Bolduc, Head of Admissions

Erika Marin, School Administrator

Calvin Leduc, Head of Faculty

Administrative Offices

The administrative offices of Vancouver Animation School are located at:

8105 Birch Bay Square St #103, Birch Bay, WA 98230, United States.

Contact information

Toll free: +1 833-437-3872

Vancouver HQ: +1 604 612 1171

Email: info@vanas.us

Faculty Information

Instructor Name	Qualifications, Education & Experience
Philip Alexy	3D Animator, 3D Character Animation Diploma, 32 years of Professional experience
Adrian Enciso	Concept Artist, Game Art and Design Diploma, 19 years of Professional experience
Calvin Leduc	3D Animator, Classical Animation Diploma, 22 years of Professional experience
Alan Chuck	Talent Recruiter, Bachelor of Arts in Psychology, 18 years of Professional experience
Damian Ciancio	2D Animator, 2D Digital Animation Diploma, 28 years of Professional experience
Graham Tallman	Animation Writer, Master of Arts, Film Directing, 23 years of Professional experience
Carlos Cara Alvarez	Concept Artist, Bachelor of Arts, 11 years of Professional experience
Craig Williams	Video Game Designer, 20 years of Professional experience
Emerald Juane	2D Animator, Bachelor of Arts, 10 years of Professional experience
Garman Herigstad	FX Animator, Master's Degree - Science and Technology, 17 years of Professional experience
Hermann Troeger	3D Animation Pipeline Specialist, 3D Character Animation Diploma, 24 years of Professional experience
Marcus Ng	3D Modeller, BFA Computer Animation, 13 years of Professional experience
Ashish Dani	Digital Matte Painter, Game Art & Design, 15 years of Professional experience
Sasha Iliach	2D Animator, Animation Director Diploma, 23 years of Professional experience
Jordan Oliver	Esports Manager - Hawaii Pacific University, Bachelor of Science, 4 years of Professional experience
Kajal Patil	Production Manager, Bachelor of Science, 3D Animation Diploma, 13 years of Professional experience
Neha Pasricha	Production Manager, Bachelor of Computer Science Honours, 17 years of Professional experience

Todd Marshall	Concept Artist, Bachelor of Fine Arts, 33 years of Professional experience
Tony Wu	Video Game Designer, MFA & BFA - Arts and Technology, 14 years of Professional experience
Andy Bartlett	2D Animation Pipeline Specialist, 38 years of Professional experience
Amita Sahgal	3D Animator, Master's in Animation, 20 years of Professional experience
Edwin Poon	2D Animator/Director, Classical Animation Diploma, 23 years of Professional experience

School Calendar, Class Schedules, and Program Starting Dates

The following holidays will be observed, and classes will not be held. New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Christmas. Holidays are not counted as part of the contracted time schedule.

Hours of Operation:

Office Hours are 9 am - 5 pm (pacific time), Monday - Friday

Online Classes are 1 hour in length. 7 am - 10 pm, Monday - Saturday

Program Terms are 12 weeks long.

Academic Calendar

Summer Term 2025

Application Deadline: 23/06/2025 (10 days before classes start)
Tuition Payment Deadline: 23/6/2025 (10 days before classes start)
Classes start: 30/06/2025
Classes end: 20/09/2025
Fall break: 22/09/2025 - 27/09/2025 (5 days)

Fall Term 2025

Application Deadline: 15/09/2025 (10 days before classes start)
Tuition Payment Deadline: 15/09/2025 (10 days before classes start)
Classes start: 29/09/2025
Classes end: 20/12/2025
Christmas break: 22/12/2025 - 02/01/2026 (10 days)

Winter Term 2026

Application Deadline: 22/12/2026 (10 days before classes start)
Tuition Payment Deadline: 22/12/2026 (10 days before classes start)
Classes start: 05/01/2026
Classes end: 27/03/2026
Spring break: 30/03/2026 - 03/04/2026 (5 days)

Spring Term 2026

Application Deadline: 23/03/2026 (10 days before classes start)
Tuition Payment Deadline: 23/03/2026 (10 days before classes start)
Classes start: 06/04/2026
Classes end: 26/06/2026
Summer break: 29/06/2026 - 03/07/2026 (5 days)

Summer Term 2026

Application Deadline: 22/06/2026 (10 days before classes start)
Tuition Payment Deadline: 22/06/2026 (10 days before classes start)
Classes start: 06/07/2026
Classes end: 25/09/2026

Fall break: 28/09/2026 - 02/10/2026 (5 days)

Fall Term 2026

Application Deadline: 21/09/2026 (10 days before classes start)

Tuition Payment Deadline: 21/09/2026 (10 days before classes start)

Classes start: 05/10/2026

Classes end: 23/12/2026

Xmas break: 28/12/2026 - 01/01/2027 (5 days)

Facilities

All classes and instruction are online. This is a 100% distance Facility. Students are required to have a webcam and headphones, internet broadband or high-speed connection, and are responsible for supplying their own Computer Software and Hardware. Each Program has its own software requirements, detailed in the Program descriptions.

The maximum class size is 15 and the student/teacher ratio is 15 to 1.

Tuition and Additional Costs (In USD)

Tuition and fees are subject to change without notice. If a student withdraws before the end of the program, and re-enrolls in a later session, the tuition rate will be pro-rated for time completed, and the remainder of the tuition will be based on the tuition in effect for the balance of the new program.

1 Year 100% Live Online Diploma Programs

Payment Option	Number of Payments	Tuition Due	Tuition Total
A	1	\$18,500	\$18,500
B	2	\$10,125	\$20,250
C	4	\$5,438	\$21,752

Administration Fees:

Fee Name	Domestic	International
Application (Non-refundable)	\$125	\$250
Late Application (after deadline)	\$125	\$250
Request for Deferment of start date	\$125	\$250
Portfolio Assessment	\$25	\$25
Confirmation of Enrolment Letter	\$25 + Shipping Cost	\$25 + Shipping Cost

Customized Letter	\$25 + Shipping Cost	\$29 + Shipping Cost
Unofficial Transcript Request	\$20 + Shipping Cost	\$20 + Shipping Cost
Official Transcript	\$20 + Shipping Cost	\$125 + Shipping Cost
Contract Updates or Program Changes	\$125	\$250
Leave of Absence Request	\$125	\$250
Administration Fee	\$125	\$250
Refund Fee	\$125	\$250

Tuition Administration Fees:

Fee Name	Domestic	International
Tuition Late Payment	\$100 Initial Fee	\$100 Initial Fee
Tuition Extension Request	\$50	\$50
T2202A Replacement	\$50	\$50

Pedagogy Material Support Fees:

Fee Name	Domestic	International
FAME Learning Resources (Mandatory, Non-refundable)	\$250	\$250
Laptop Software/Support Fees (Optional)	\$300	\$300
Student Support Package for the Duration of the Program (Optional)	\$2400	\$2900

Convenience Fees

When paying with PayPal or a Credit Card a non-refundable convenience fee of 3% of the total amount will apply.

A 3 percent convenience fee, sometimes referred to as a credit or debit card "service fee" is established by third party credit or debit card issuers to cover the transaction costs of online purchases. Vancouver Animation School does not receive any portion of convenience or service fee payments. It is also important to note that these fees are subject to change by third party credit and

debit card issuers.

Financial Aid Assistance

Vancouver Animation School offers payment plans to assist students. Tuition can be paid in full, per term or in monthly installments.

VANAS offers both merit and need-based scholarships to offset tuition fees for candidates whose profiles will help further the programme's objectives as a vehicle for promoting art and technology education. Scholarships for Animation, VFX, Concept Art & Game Design programs.

Portfolio Level: VANAS seeks to identify individuals with proven art and technical skills and commitment to the Animation, VFX and Video Game industries. Art and technical potential will be assessed, and preference given to candidates who demonstrate financial need.

Work Experience: Individuals with existing work experience and proven track record of commitment to the Animation, VFX and Video Game industries will have their work assessed and preference given to candidates who demonstrate financial need.

Previous Education: Individuals with previous education in Art & Technology, demonstrating commitment to the Animation, VFX and Game industries will have their education assessed and preference given to candidates who demonstrate financial need.

External Partners: VANAS is a recognized training centre for members of The Animation Guild, IATSE local 839.

Educational Partnerships: VANAS has established partnerships with universities in Art & Design around the globe. While VANAS does not confer or grant degrees, some of these partners do and this provides students with an array of options for realizing their educational goals.

Student loans with the bank must be satisfied regardless of the success or lack of success at Vancouver Animation School. When a student is given a loan, he or she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

US Federal Financial Aid: VANAS is not authorized to offer Federal Financial Aid.

POLICIES

Academic Probation Policy

Academic Probation

Name of Policy

January 3rd, 2022

Implementation Date

Administration, Head of Faculty

Position(s) Responsible

August 8th, 2025

Date of Last Revision

VANAS is committed to supporting student success and maintaining academic standards necessary for program completion and career readiness. Students are expected to maintain satisfactory academic progress with a minimum grade of 73% (B) and meet attendance and conduct requirements. When a student falls below these standards, the school implements a structured process including notifications, probation, and, if necessary, termination to help students improve or to discontinue enrollment in cases of continued unsatisfactory progress.

Procedures:

1. Notification of Unsatisfactory Academic Progress:
 - a. Students receive an automatic email notification each time their weekly grade falls below 73%.
 - b. The email informs the student of their current academic standing and encourages them to meet with their Academic Advisor for support and guidance.
2. Academic Probation:
 - a. If by Week 11 of the 12-week semester (approximately 92% of the term) the student's cumulative grade remains below 73%, the student will be placed on academic probation.
 - b. The student will be formally notified in writing via email about their probation status, the reasons for it, and the expectations moving forward.
 - c. During probation, the student must meet with their Academic Advisor to develop a personalized Success Plan outlining steps to improve academic performance, including possible tutoring, additional assignments, or study strategies.
3. Monitoring During Probation:
 - a. The student's academic progress will be closely monitored during the probation period.
 - b. The student must adhere to the Success Plan and maintain regular communication with their Academic Advisor.
4. Termination of Enrollment:
 - a. If the student fails to improve academic performance to meet the minimum 73% standard by the end of the semester or fails to comply with the Success Plan, the school may initiate termination of enrollment.



- b. The student will be notified in writing of the termination decision, including the reasons and effective date.
 - c. The school will document all notifications and attempts to communicate with the student to ensure proper record-keeping.
5. Appeal Process:
- a. Students have the right to appeal probation or termination decisions by submitting a written appeal to the Senior Educational Administrator within 10 business days of the notification.
 - b. Appeals will be reviewed on a case-by-case basis, and students will be informed of the outcome promptly.
 - c. Approval of an appeal may result in reinstatement or alternative conditions for continuation.

Admission Policy

Admissions

Name of Policy

January 3rd, 2022

Implementation Date

Admissions department

Position(s) Responsible

August 8th, 2025

Date of Last Revision

Vancouver Animation School is committed to enrolling students who meet all program admission criteria. The school maintains an open admissions policy and was founded with the vision to welcome all students interested in being part of the digital media industry. VANAS encourages all students to apply. Vancouver Animation School empowers the artists to empower their art.

Students must possess a High School Diploma, a General Education Development (GED) Diploma, or pass a graded entrance exam.

Mature students are those who do not possess a High School Diploma, or a General Education Development (GED) Diploma, who are 19 years of age before the starting date of the program. Mature students who apply must demonstrate their ability to work at the post-secondary level by successfully gaining a pass in the introductory courses.

Students may be required to undergo an Ability to Benefit Test that has been published by the American College Testing Service (ACT) or approved by the American Council on Education (ACE). Records of the Ability to Benefit assessment are maintained in the student's records.

Credit Transfer Policy

Credit Transfer

Name of Policy

January 3rd, 2022

Implementation Date

Admissions department

Position(s) Responsible

August 8th, 2025

Date of Last Revision

VANAS programs are designed with a specialized, industry-aligned curriculum that ensures students acquire the knowledge, skills, and competencies required for entry-level employment in Animation, Visual Effects, Video Games, and related digital arts fields.

To maintain the integrity of each program and ensure mastery of all essential skills, all courses must be completed through VANAS. This structure ensures that students experience the full sequence of instruction, practice, and evaluation aligned with professional studio standards.

While program completion requires full participation in all courses, VANAS recognizes prior learning, experience, or demonstrated skill through:

- Scholarships awarded for relevant training, experience, or portfolio quality.
- Advanced placement consideration for certain assignments or exercises, based on faculty evaluation and portfolio review, where appropriate.

This approach ensures program consistency, fairness, and alignment with industry expectations while providing flexibility for students with prior experience.

Procedures

1. Inquiry and Documentation
 - Students wishing to have prior learning or experience considered should contact the Admissions Office.
 - Students provide relevant documentation, such as certificates, portfolios, or work samples, for faculty review.
2. Faculty Assessment
 - A qualified faculty member with expertise in the relevant field reviews submitted materials.
 - The assessment determines whether the student's prior experience demonstrates proficiency in specific areas of the program.
3. Scholarship Consideration
 - If prior learning or experience is significant, the student may be awarded a scholarship or tuition reduction.
 - Scholarship eligibility and amounts are determined by the Admissions and Financial Aid Offices in consultation with faculty.
4. Advanced Placement (if applicable)
 - Faculty may grant advanced placement for certain assignments or exercises after reviewing the student's portfolio or demonstrated skills.
 - Advanced placement does not reduce program requirements but may allow modification of specific assignments under faculty guidance.



5. Notification
 - The student receives written notification of the outcome, including any scholarship or advanced placement decision.
6. Documentation and Records
 - All documentation, assessments, and decisions are maintained in the student's academic record for a minimum of five years following program completion, withdrawal, or termination, in accordance with school record-keeping policies.

Student Advising and Counseling Policy

Student Advising and Counseling

Name of Policy

January 3rd, 2022

Implementation Date

Admissions department

Position(s) Responsible

August 10th, 2025

Date of Last Revision

VANAS is committed to providing comprehensive advising and counseling services to support student success from enrollment through graduation. These services are designed to assist students in achieving their academic, professional, and personal goals. Advising focuses on academic planning, program progression, and career guidance, while counseling offers resources and referrals for personal, social, and wellness concerns that may affect learning. All services are delivered with respect, confidentiality, and cultural sensitivity.

Procedures:

Academic Advising

- Each student is assigned an academic advisor upon enrollment.
- Advisors assist with course selection, academic planning, and understanding program requirements.
- Students are encouraged to meet with their advisor at least once per term or whenever academic concerns arise.

Career Advising

- Career counseling includes guidance on portfolio development, interview preparation, and industry networking opportunities.
- Advisors provide access to job postings, internship information, and career development workshops.

Personal Counseling

- VANAS offers short-term, non-clinical support for personal and wellness concerns that may affect academic performance.
- If specialized or long-term care is needed, students are referred to qualified external professionals.
- VANAS provides information and referral to the following Washington State and national mental health resources to support student well-being:
 1. **Washington State Health Care Authority (HCA):** Provides mental health services for individuals enrolled in Apple Health (Medicaid), including crisis care, inpatient treatment, peer support, and services for children. Students can contact their managed care plan or HCA directly if not enrolled in managed care.
 2. **Youth Mental Health Referral Service:** A statewide service offering mental health referrals for children and teens. Students can call 833-303-5437 to connect with appropriate services.
 3. **Washington Recovery Help Line:** A confidential, 24/7 helpline providing support for mental health, substance use, and problem gambling. Students can call or text 988 for immediate assistance.

4. **211 Washington:** A free, confidential helpline offering referrals to local services including mental health counseling, housing assistance, and more. Students can call 211 to connect with resources in their area.
5. **Crisis Text Line:** Students can text HOME to 741741 to connect with a trained crisis counselor for immediate support.

Access to Services

- Students may request advising or counseling services via the VANAS Student Portal or by contacting Student Services directly.
- Appointments can be conducted via video conferencing, phone, or email to accommodate students in all locations.

Confidentiality

- All advising and counseling interactions are treated as confidential, with information shared only when required by law or with student consent.

Promotion of Services

- Information about advising and counseling is included in the student handbook, discussed during orientation, and posted on the VANAS website.

Continuous Improvement

- Student feedback on advising and counseling services is collected annually through surveys and used to enhance the effectiveness and accessibility of services.

Language Proficiency Assessment Policy

Language Proficiency Assessment

Name of Policy

January 3rd, 2022

Implementation Date

Admissions department

Position(s) Responsible

August 8th, 2025

Date of Last Revision

Instruction at Vancouver Animation School is conducted in English. Students whose first language is not the language of instruction are required to undergo a Language Proficiency Assessment prior to enrolment to ensure they have the language abilities necessary to successfully complete the program of their choice. Language proficiency requirements are admission requirements and may not be waived by either the institution or the student.

One of the following is accepted:

- Graduation from a school where English is the primary language of instruction; or
- A high school equivalency or General Educational Development (GED) certificate in English; or
- A passing score on the TOEFL and IELTS or similar language proficiency exam; or
- An evaluation of the applicant's foreign course work that has been produced by a reputable organization in such evaluations.
- Telephone, Skype, Zoom or in-person interview may be required with a VANAS advisor to demonstrate acceptable English proficiency.

Ability to Benefit Policy

Ability to Benefit

Name of Policy

January 3rd, 2022

Implementation Date

Admissions department

Position(s) Responsible

August 8th, 2025

Date of Last Revision

VANAS accepts Ability-to-Benefit (ATB) students, those who do not possess a high school diploma or equivalent, into its programs through a structured pathway designed to ensure readiness for career-focused training. ATB students are initially admitted only to a designated introductory course, which serves as a foundation to develop essential skills and build a portfolio demonstrating their capability to succeed in the specialized career programs.

Procedures

1. Admission to Introductory Course:
 - a. Prospective ATB students must first enroll in the beginner-level introductory course designed to teach fundamental digital arts skills and concepts.
 - b. This course provides a structured environment for students to develop a foundational portfolio while being evaluated on their ability to benefit from further training.
2. Assessment and Portfolio Development:
 - a. Throughout the introductory course, students complete assignments and projects that contribute to their portfolio, which is reviewed regularly by instructors.
 - b. Student progress is assessed via weekly graded assignments, with a minimum grade requirement to demonstrate satisfactory achievement.
3. Successful Completion and Advancement
 - a. Upon successful completion of the introductory course, including meeting the minimum grade threshold and demonstrating a portfolio that reflects readiness, students become eligible to apply for enrollment in VANAS's specialized career programs (e.g., Animation, Visual Effects, Video Games).
 - b. Acceptance into these programs is contingent upon instructor recommendation based on portfolio quality and overall performance.
4. Direct Admission Under Exceptional Circumstances:
 - a. Under exceptional circumstances, prospective ATB students who present substantial prior experience or demonstrated skills relevant to the industry may be granted direct admission to the career programs without completing the introductory course.
 - b. Such cases are reviewed individually and require approval by the Head of Faculty or designated senior administrator.



5. Support During Introductory Course:
 - a. ATB students receive ongoing academic advising and support to ensure they meet course requirements and are prepared for transition into career programs.
6. Ongoing Monitoring:
 - a. Progress of ATB students is closely monitored throughout the introductory course to provide timely feedback and identify students needing additional support.

Program Admissions Requirements Policy

Admissions Requirements

Name of Policy

January 3rd, 2022

Implementation Date

Admissions department

Position(s) Responsible

August 8th, 2025

Date of Last Revision

Individual programs have specific admission requirements. Students must consult the admissions requirements from the program they are planning to enrol in and must meet the minimum criteria to obtain the right of entry into their program of study. A telephone, skype or zoom call may be required to assess English proficiency.

The following table describes the admission requirements by Program:

Program Name	19+ years of Age or High School Diploma or GED, *English proficiency, computer/internet assessment	Portfolio, or Introduction to Digital Arts	Additional Requirements
Introduction to Digital Arts	√		
Writing for Animation	√		
2D Animation	√	√	
3D Animation	√	√	
3D Modeling	√	√	
Concept Art	√	√	
Digital Matte Painting	√	√	
Effects Animation	√	√	
Virtual Reality	√	√	
Video Game Design	√		Essay of Intent, or Intro to Digital Arts
Esports	√		Essay of Intent, or Intro to Digital Arts One of the following: 2D or 3D Animation Diploma,
Animated Short Films	√		BFA Animation Degree, Masters Animation Degree, or 2 years of professional animation experience
Digital Entertainment Art Foundations	√		
Digital Entertainment Technology Foundations	√		

Diversity

Language Proficiency Assessment

Name of Policy

January 3rd, 2022

Implementation Date

All departments

Position(s) Responsible

August 8th, 2025

Date of Last Revision

VANAS is committed to fostering an inclusive and diverse learning environment where all students, faculty, and staff feel respected, valued, and supported. We recognize that diversity in backgrounds, experiences, perspectives, and identities enriches the educational experience and prepares students for success in a global industry. We actively promote equity, respect, and understanding within our community to ensure every member has the opportunity to thrive.

Procedures:

1. VANAS will ensure that its admissions, hiring, and academic policies are free from discrimination based on race, ethnicity, gender, sexual orientation, religion, age, disability, or socioeconomic status.
2. Faculty and staff will receive training on inclusive teaching practices and cultural competence to promote a respectful and welcoming classroom environment.
3. Course materials and examples will reflect a variety of cultural perspectives and contributions to animation, visual effects, and video game industries.
4. The institution will provide safe channels for students and staff to report concerns related to discrimination, harassment, or exclusion, which will be handled promptly and confidentially.

Non-Discrimination Policy

Non-discrimination

Name of Policy

January 3rd, 2022

Implementation Date

All departments

Position(s) Responsible

August 9th, 2025

Date of Last Revision

VANAS is dedicated to maintaining an educational environment that is free from discrimination and harassment. The school prohibits discrimination based on race, color, national origin, ethnicity, religion, gender, sexual orientation, gender identity or expression, age, disability, marital status, or any other characteristic protected by law. VANAS promotes equal opportunity for all students, faculty, and staff to ensure a respectful, inclusive, and supportive community.

Procedures:

1. All admissions, hiring, academic, and administrative decisions will be made without regard to any protected characteristic.
2. VANAS will provide training and resources to staff and faculty to prevent discrimination and foster inclusivity.
3. Students and employees who believe they have experienced discrimination or harassment are encouraged to report their concerns promptly to the designated Title IX Coordinator or Human Resources representative.
4. Reports of discrimination will be investigated promptly, confidentially, and impartially in accordance with established grievance procedures.
5. Appropriate corrective action will be taken if discrimination or harassment is found to have occurred.
6. Retaliation against anyone who reports discrimination or participates in an investigation is strictly prohibited.
7. This policy and related procedures are communicated regularly to the VANAS community through handbooks, orientation sessions, and the online portal.

Accommodation

Language Proficiency Assessment

Name of Policy

January 3rd, 2022

Implementation Date

Admissions department

Position(s) Responsible

August 8th, 2025

Date of Last Revision

VANAS is committed to providing reasonable accommodations to students with documented disabilities or special needs to ensure equitable access to its programs, services, and learning environments. Our goal is to remove barriers that may hinder academic success while maintaining the integrity of our curriculum and institutional standards. Students are encouraged to communicate their needs early so that appropriate accommodations can be arranged in a timely manner.

Procedures:

1. Students requesting accommodations must submit official documentation of their disability or special need from a licensed healthcare or educational professional.
2. All documentation must be submitted to the Student Services Office at least two weeks prior to the start of the term or as soon as the need is identified.
3. Upon review, the Student Services Office will coordinate with faculty and the student to develop a written accommodation plan tailored to the student's needs.
4. Approved accommodations may include, but are not limited to, extended deadlines, modified assignments, assistive technologies, or alternative formats for instructional materials.
5. Students must renew or update their accommodation plan annually or whenever there is a change in their condition or academic program.
6. All accommodation requests and related documentation will be handled with strict confidentiality and in accordance with applicable privacy laws.

Student Evaluation Techniques Policy

Student Evaluation

Name of Policy

January 3rd, 2022

Implementation Date

Admissions department

Position(s) Responsible

August 8th, 2025

Date of Last Revision

VANAS is dedicated to maintaining high academic standards and ensuring that students receive fair, consistent, and transparent evaluations of their performance. Student evaluations are designed to measure achievement of learning outcomes, provide constructive feedback, and support the development of professional skills. Evaluation methods reflect industry expectations and academic integrity while recognizing diverse learning styles.

Procedure:

1. Students are given assignments based on their program of study. Students will need to submit their assignments for review according to the deadlines provided in the schedule.
2. Teachers will review each assignment submitted and grade according to the grading rubric.
3. Grades will be recorded on the system and can be seen in the student account within 5 days of submission.
4. At the end of the term, an average grade will be calculated based on each assignment grade.
5. An assignment must obtain a minimum letter B- (73%) to be considered a successful pass.
6. If a Grade Point Average of B- (73%) is not met, the student will be advised that they will not be able to advance to the following term.
7. Students should make arrangements for additional practice, independent study, or tutoring, if needed.
8. If the student successfully meets the grading criteria, they will be able to move forward to the following term.
9. At the end of the program, students meeting the grading criteria will be able to successfully graduate in their program.

Grading System/Standards of Progress

The following rubric is applied for grading student progress:

Letter	Percent	Description
A+	96-100	Excellent studio quality
A	91-95	Very good studio quality
A-	86-90	Good studio quality
B+	81-85	Excellent academic quality
B	77-80	Very good academic quality
B-	73-76	Good academic quality
C+	67-72	Fair amateur quality
C	60-66	Marginal amateur quality
C-	50-59	Poor amateur quality
F(Fail)	0-49	Failing, Unacceptable

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students do not turn in assignments. If a student does not make arrangement for completing assignments, a failure grade will be given. A student who misses an assignment must contact the instructor within twenty-four hours to arrange for submission.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress

Name of Policy

January 3rd, 2022

Implementation Date

Admissions department, Head of Faculty

Position(s) Responsible

August 10th, 2025

Date of Last Revision

Purpose:

This policy ensures that all students maintain satisfactory academic progress toward successful completion of their program within the published program length.

1. Program Completion Requirement:

Students must complete their program within the published program length stated in their enrollment agreement. For example, a 12-month program must be completed within 12 months. Extensions beyond the published length are not permitted unless approved by the School Director for documented extenuating circumstances.

2. Academic Standards:

To remain in good academic standing, students must:

- Maintain a minimum cumulative grade point average (GPA) of B (73%) or higher.
- Successfully complete all required courses and assignments by their scheduled deadlines.
- Meet any specific program competencies as outlined in the curriculum.

3. Progress Evaluation:

- Progress is evaluated weekly based on assignment submissions and grades.
- Formal evaluations occur at the midpoint and end of the program.
- Students who fail to meet SAP standards will receive a written warning and be placed on Academic Probation.

4. Academic Probation:

- Students on probation must meet with an Academic Advisor to create a success plan.
- Failure to achieve SAP standards by the next evaluation point will result in dismissal from the program.

5. Reinstatement:

Students dismissed for failing to meet SAP standards may reapply for admission after six months and must demonstrate readiness to succeed.

6. Recordkeeping:

All SAP evaluations, probation notices, and related documentation are maintained in the student's permanent educational record.

Attendance Policy

Attendance

Name of Policy

January 3rd, 2022

Implementation Date

Faculty

Position(s) Responsible

August 8th, 2025

Date of Last Revision

All students attending courses at Vancouver Animation Online School are required to attend classes regularly. The VANAS Online Campus will register the attendance electronically once the student has signed up for the live class session.

Procedure:

1. **Notification of Absences or Lateness:**

If a student must miss a class or arrive late, they are expected to notify their instructor or the school by email or phone prior to the start of the class and submit an excused absence form available on the student dashboard. Students are responsible for all content, activities, and assignments covered during any absence and must make efforts to learn missed material from classmates.

2. **Minimum Attendance Requirements:**

Students are required to attend a minimum of 2 hours of live instruction per week, including one 60-minute live lecture and one 60-minute review session, totaling 12 hours per month. This minimum attendance corresponds to **at least 80%** of scheduled live instruction time.

3. **Technology and Conduct During Class:**

- a. Attendance via mobile devices (phones or tablets) or while in moving vehicles is not permitted.
- b. Webcams must remain on throughout the live session; failure to comply results in the student being marked absent.
- c. Leaving class early is not allowed and will be recorded as absence.

4. **Attendance Percentage Tracking:**

Attendance is calculated as the percentage of scheduled class time attended for each live session. Teachers record lateness and early departures using the following categories, which the Online campus converts into an overall attendance percentage:

- a. Attended 100%: On time, full session attended
- b. Attended ~90%: Late or left early by 1-15 minutes
- c. Attended ~75%: Late or left early by 16-30 minutes
- d. Attended ~50%: Late or left early by 31-60 minutes
- e. Attended <50%: Late or left early by more than 60 minutes
- f. Absent (Excused): 0% attendance credited
- g. Absent (Unexcused): 0% attendance credited

h. **Impact of Absences on Overall Attendance:**

- In a standard 12-week term with 4 hours of live class per week (48 total scheduled hours):
- i. 3 full absences correspond to approximately 75% overall attendance
 - j. 4 full absences correspond to approximately 66.7% overall attendance
 - k. Chronic lateness or early departures reduce overall attendance even if a student attends every scheduled session.

5. **Absence Notifications and Consequences:**
 - a. After **3 absences** (or equivalent to approximately 75% attendance), the school will notify the student, explain possible consequences, and discuss any scheduling difficulties.
 - b. After **4 absences** (or equivalent to approximately 66.7% attendance), the student will receive an email informing them they are at risk of failing the course and may be placed on academic probation. The student may submit a written appeal to the Senior Educational Administrator. Appeal approval is at the school's discretion, and it is the student's responsibility to initiate the process.
6. **Early Departure Policy:**

Leaving class early impacts attendance percentage according to the time missed. Departures exceeding 60 minutes will be recorded as less than 50% attendance for that session.
7. **Compensation for Technical Issues:**

If the VANAS Online Campus experiences technical difficulties preventing attendance during live sessions, the school will provide additional live sessions to compensate for the missed instructional time.

Make-up Work and Late Assignments Submissions Policy

Late Assignments Submission

Name of Policy

January 3rd, 2022

Implementation Date

Head of Faculty, School Administration

Position(s) Responsible

August 8th, 2025

Date of Last Revision

Lessons and/or assignments missed due to absences must be made-up on a timeline dictated by the instructor. Students should contact their instructor to get missed assignments. Make-up work may be required to complete the approved hours of the program. Without completing all the missed hours, the school may withhold the final credential until the hours are completed.

Late Assignment Submission

1. Your Late Assignment Submission should be planned to complete the program satisfactorily. However, Late Assignment Submission can be requested, for assignments that are less than 1 week overdue.
2. Student must complete the Late Assignment Submission form. This form can be obtained from the school administrator.
3. Financial support will no longer apply to a student with an approved Late Assignment Submissions (i.e., scholarships).
4. There is a maximum of 3 Late Assignment Submissions permitted during the program of study.
5. If a student fails to request a Late Assignment Submission before its due date, the assignment will be marked as Not Uploaded (N/U), equally a grade of 0% and academic credit hours will not be awarded.
6. A grade of Not Uploaded (N/U) will be assigned for every week that there is an assignment missing on the assignment deadline posted on your scholarly calendar.
7. If a Late Assignment Submission has been applied for and the assignment has not been submitted, the student will not be granted further Late Assignment Submissions.
8. Obtain the approval of the Senior Educational Administrator or Designated Authority.
9. If the current term does not have a passing grade, it must be repeated, and its corresponding tuition fees must be paid prior to the student's return. Tuition for the term will not be pro-rated and must be paid in full before a student can continue.

Religious Accommodation Policy

Religious Accommodation

Name of Policy

January 3rd, 2022

Implementation Date

All departments

Position(s) Responsible

August 8th, 2025

Date of Last Revision

VANAS respects the religious beliefs and practices of all students and is committed to providing reasonable accommodations for religious observances, holidays, and practices, in accordance with applicable human rights laws. The institution strives to create an inclusive learning environment where students of all faiths feel respected and supported, without academic disadvantage due to their religious commitments.

Procedures:

1. Students seeking religious accommodations must submit a written request to the Student Services Office at least 10 business days in advance of the anticipated absence or accommodation need.
2. Requests must include the date(s), nature of the religious observance, and the type of accommodation being requested (e.g., rescheduling assignments, exams, or attendance exceptions).
3. The Student Services Office will review the request and, when appropriate, coordinate with instructors to determine a reasonable accommodation that does not compromise academic standards or course requirements.
4. Instructors will work in good faith to provide alternative arrangements such as adjusted deadlines, make-up work, or excused absences as needed.
5. Students will not be penalized for absences or late submissions granted through an approved religious accommodation.
6. If a student believes their request was unfairly denied or not properly handled, they may file a formal complaint with the Academic Affairs Office for further review.
7. All requests and decisions related to religious accommodations will be handled confidentially and respectfully.

Placement Assistance Policy

Placement Assistance

Name of Policy

January 3rd, 2022

Implementation Date

Administration, Head of Faculty

Position(s) Responsible

August 8th, 2025

Date of Last Revision

VANAS is committed to supporting students in launching successful careers in the animation, visual effects, and video game industries. While employment is not guaranteed, VANAS offers placement assistance services designed to prepare students for the job market and connect them with potential opportunities. These services include career coaching, portfolio reviews, networking events, and access to industry job postings to help students transition from education to employment.

Procedures:

1. Placement assistance is available to students in good academic standing who are nearing completion of their program or have graduated from VANAS.
2. The Career Services Office provides support such as resume and cover letter development, interview preparation, and personal branding guidance.
3. Students may schedule one-on-one career advising sessions to receive tailored feedback and job search strategies.
4. VANAS hosts virtual and in-person events, including portfolio showcases, guest speaker panels, and industry networking opportunities to increase student exposure to potential employers.
5. The institution maintains a curated list of current job and internship opportunities, accessible through the VANAS Career Portal.
6. Students are responsible for actively participating in their job search process and following up on leads provided through placement assistance.
7. Career Services will follow up with graduates periodically to track employment outcomes and offer continued support if needed.

Graduate Employment Verification Policy

Graduate employment verification

Nov 11th, 2025

Name of Policy

Implementation Date

Administration, Head of Faculty, Career Services

Nov 11th, 2025

Date of Last Revision

Position(s) Responsible

VANAS maintains a comprehensive system to verify and document the employment outcomes of its graduates, ensuring accuracy, accountability, and compliance with accreditation and regulatory requirements. The school secures written or verbal verification from employers and/or graduates confirming employment in a field related to the student's program of study. This policy also establishes procedures for verifying self-employment, career advancement, and public reporting of employment outcomes.

Procedures

1. Standard Employment Verification

- Within 30 days of graduation, the Career Services Department contacts each graduate to determine employment status.
- Written documentation is obtained from the graduate and/or employer, including:
 - Graduate's name and contact information
 - Employer's name, address, and representative contact information
 - Job title, start date, employment type, and description of duties
 - Confirmation that employment is related to the program of study
 - Employer or graduate signature verifying accuracy

2. Alternative Verification (When Written Documentation Is Unavailable)

- If written documentation cannot be obtained after three documented attempts, verbal verification may be accepted.
- A Verbal Employment Verification Record is completed by the Career Services staff and includes:
 - Graduate's and employer's name and contact information
 - Date(s) and method(s) of verification
 - Job title, start date, and description of duties
 - Attestation that employment is related to the program of study
 - Signature of staff attesting to verbal verification with both the employer and the graduate
- All verification attempts are recorded in the graduate's file.

3. Self-Employment Verification

When a graduate is self-employed, VANAS secures written documentation verifying that the self-employment is valid and related to the training received.

Each self-employed graduate must complete a Self-Employment Verification Form which includes:

- Graduate's name and contact information

- Description of the business or freelance practice
- An attestation signed by the graduate stating that:
 - The self-employment is aligned with their employment goals and vocational in nature;
 - The self-employment is based on and related to the education and training received at VANAS;
 - The graduate is earning training-related income; and
 - Any required licensure has been achieved, if applicable.
- Supporting documentation such as business registration, client invoices, contracts, or online portfolio links may also be collected to substantiate the claim.

4. Career Advancement Verification

For graduates who remain employed with the same employer but whose VANAS training contributed to their promotion, advancement, or ability to retain employment, the school secures written documentation verifying this relationship.

Documentation must include:

- Graduate's and employer's name and contact information
- Statement from either the graduate or employer confirming that:
 - The graduate's training at VANAS supported their continued employment or advancement within the company; and
 - The new or retained position is related to the graduate's field of study.
- Example supporting documents include an updated job title confirmation, letter from employer, or email correspondence verifying advancement.

5. Diligent Effort to Verify Employment

- VANAS staff must document all communication attempts with graduates and employers, including dates, methods, and contact names.
- If employment cannot be verified after three documented attempts, the file will include evidence of these efforts to demonstrate diligence.

6. Recordkeeping

- All employment verification records—written or verbal—are securely stored in the Career Services database and retained for five (5) years from the date of graduation.
- Records include supporting documentation, verification forms, correspondence, and any additional notes.

7. Public Disclosure of Graduate Employment Rates

- Any published employment or graduation rate used in marketing, on the website, or in printed materials must clearly state:
 - The total number of graduates during the period;
 - The number and percentage of graduates employed in their field of study; and
 - The time frame upon which the figures are based.
- Example:

"In 2024, 80 out of 100 graduates (80%) gained employment in their field of study within six months of graduation."
- All public notices are reviewed by the Registrar and Marketing Department prior to publication to ensure that data are accurate, verifiable, and current.

8. Annual Review

- The Career Services Department reviews all verification and reporting procedures annually to ensure compliance with accreditation and regulatory requirements and to improve institutional data accuracy.

Sample Employment Verification Record

Graduate Name	Jane Smith
Program of Study	3D Animation Diploma
Date of Graduation	June 15, 2025
Employer Name	Pixel Motion Studios
Employer Contact	Alex Carter, HR Coordinator – alex@pixelmotion.ca – (604) 555-2211
Job Title	Junior 3D Animator
Start Date	July 1, 2025
Employment Type	Full-Time
Job Description	Creates and edits 3D animation assets for television and streaming projects using Maya and Unreal Engine.
Employment Related to Program of Study?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Verification Method	<input type="checkbox"/> Written <input checked="" type="checkbox"/> Verbal (Graduate & Employer confirmed)
Staff Signature Attesting to Verbal Verification	_____
Verification Date(s)	July 5 & July 6, 2025
Notes / Documentation Attempts	3 contact attempts logged; employer confirmed by phone.

Sample Self-Employment Verification Record

Graduate Name	John Doe
Program of Study	Concept Art Diploma
Business Name	JD Creative Studio
Business Type	Freelance Concept Art and Illustration
Start Date	August 1, 2025
Graduate Attestation:	I, John Doe, attest that my self-employment is aligned with my vocational goals, is based on the education and training received at VANAS, and that I am earning training-related income through freelance contracts with game and film studios.
Licensure Required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Graduate Signature	_____
Date	August 15, 2025
Supporting Documentation	Attached invoices and website portfolio link.



Sample Career Advancement Verification Record

Graduate Name	Sarah Lee
Program of Study	Visual Effects Diploma
Employer Name	Nova VFX Studios
Previous Position	Production Assistant
Advanced Position	Junior VFX Artist
Date of Advancement	September 1, 2025
Statement from Employer or Graduate	"Sarah's completion of the Visual Effects Diploma at VANAS directly qualified her for promotion to Junior VFX Artist."
Verification Source	<input type="checkbox"/> Employer <input checked="" type="checkbox"/> Graduate
Signature	_____
Verification Date	September 10, 2025

Internet Usage Policy & Copyright Infringement Policy

Internet Usage & Copyrights

January 3rd, 2022

Name of Policy

Implementation Date

Faculty

August 8th, 2025

Position(s) Responsible

Date of Last Revision

Vancouver Animation School prohibits copyright infringement in any form, including the illegal downloading and uploading of copyrighted works through peer-to-peer file sharing. This pertains to the illegal downloading of movies and series.

Removal of official educational content, especially course materials, can be harmful to academic freedom, to teaching effectiveness, and to the university's educational mission. Therefore, faculty and staff are encouraged to secure copyright permission, or a license, or a legal basis for use of someone else's intellectual property without permission, before using the material.

All material in this course including but not limited to program curricula, 3D characters, designs, logos, video lessons, lectures, educational videos, digital material in any form is, unless otherwise stated, the property of Vancouver Animation School. Copyright and other intellectual property laws protect these materials. Reproduction or retransmission of the materials, in whole or in part, in any manner, is a violation of copyright law.

Procedure:

1. If Vancouver Animation School is notified of a credible claim of copyright infringement, or otherwise becomes aware of the facts and circumstances from which infringement is apparent, it will:
 - a. respond expeditiously by removing or disabling access to the material that is potentially infringed.
 - b. Attempt to establish who truly owns the copyright (or other intellectual property) through consultation with the author of the school content and the party claiming ownership.
 - c. Determine if any disciplinary action is appropriate against the person who posted infringing content.
2. In the case of repeated infringement or bad faith infringement, disciplinary sanctions may include termination of computer privileges. Violations of the above terms of agreement may result in suspension of computing privileges, disciplinary review, termination of employment, and/or legal action.
3. The school will promptly inform the computer account holder/user that the allegedly infringing material has been removed or access has been disabled.
4. If the Internet Service Provider (ISP) notifies VANAS that there has been a copyright



- infringement, or illegal downloading using our IP address and if the content studio (owner of the copyrighted material) wishes to pursue criminal charges, VANAS will trace the individual computer responsible, and report the user's contact information
5. Students who conduct illegal downloading or unauthorized distribution of copyrighted materials using the VANAS network will be subject to disciplinary actions, which may include suspension from the school.

Student Grievance-Complaint/Appeal Process Policy

Student Grievance-Complaint/Appeal Process	January 3rd, 2022
Name of Policy	Implementation Date
Admissions, Faculty department	August 8th, 2025
Position(s) Responsible	Date of Last Revision

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint.

1. When a concern arises, the student should first attempt to address it with the individual most directly involved.
2. If unsatisfied with the outcome, the student should submit a written complaint to the School Administrator. Should this person be absent or be named in the complaint the student should submit the written complaint to the Senior Education Administrator. The written request should include the following information:
 - a. Student's full name and current address
 - b. A statement of the concern including dates, times, instructors, and if applicable, other students involved
 - c. Date of complaint letter and signature of the student
 - d. Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint
3. The Senior Education Administrator will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern.
4. The School Administrator will conduct whatever enquiries and/or investigations are necessary and provide a written response to the student that includes reasons for the determination on the complaint.
5. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeal.
6. The student will be notified in writing within five business days of the outcome of the meetings.
7. Should the contract be cancelled by either the student or the school, the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.

Grade Appeal

1. If a student is dissatisfied with the grade received for an assessment and can provide evidence that a higher grade is warranted, he/she should discuss with his/her instructor. The instructor will reconsider the grade and, if warranted, assign a different grade. This does not apply to work that has not been uploaded and marked as Not Uploaded (NU) equally a grade of 0%.
2. If the student is not satisfied with the outcome of his/her appeal to the instructor, he/she should submit a written appeal to the Senior Educational Administrator.
3. The Senior Educational Administrator will have the assessment re-marked by another instructor.
4. If the assessment achieves a higher grade on re-mark, the higher grade will be assigned to the student. If the assessment achieves a lower grade on re-mark, the original grade will be retained.
5. If a grade appeal is reviewed by the Senior Educational Administrator, the grade assigned following the re-mark and review will be final and cannot be appealed further.

Code of Conduct

Code of Conduct

Name of Policy

January 3rd, 2022

Implementation Date

Faculty, Administration

Position(s) Responsible

August 8th, 2025

Date of Last Revision

Vancouver Animation School expects students to meet and adhere to a code of conduct while completing their program of study. Students should request clarification from the Senior Educational Administrator if they have any questions.

The following will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.
7. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.
8. Violation of published school policies.

Students who violate the code of conduct will be subject to the procedures outlined below which may include immediate dismissal from the institution depending on the severity of the misconduct.

Procedure

1. All concerns relating to student misconduct shall be directed to the Senior Educational Administrator. Staff, students or the public may bring concerns.
2. The Senior Educational Administrator will arrange to meet with the student to discuss the

concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Senior Educational Administrator will meet with the student as soon as practicable.

3. Following the meeting with the student, the Senior Educational Administrator will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
4. Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
5. The Senior Educational Administrator will meet with the student and do one of the following:
 - a. Determine that the concern(s) were not substantiated.
 - b. Determine that the concern(s) were substantiated, in whole or in part, and either:
 - i. Give the student a warning setting out the consequences of further misconduct; or
 - ii. Set a probationary period (typically one term) with appropriate conditions; or
 - iii. Recommend that the student be dismissed from the Institution
6. The Senior Educational Administrator will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the school's Student Conduct File, and the original will be placed in the student file.
7. If the student is issued a warning or placed on probation, the Senior Education Administrator and the student both sign the written warning or probationary conditions, and the student is given a copy. The original document is placed in the student's file.
8. If the recommendation is to dismiss the student, a letter of dismissal and a calculation of refund due or tuition owing, if any, will be provided to the student.
9. If a refund is due to the student, the Senior Educational Administrator will ensure that a cheque is forwarded to the student within 30 days of the dismissal.

Withdrawal from Program Policy

Withdrawal from a Program

Name of Policy

January 3rd, 2022

Implementation Date

Faculty, Administration

Position(s) Responsible

August 8th, 2025

Date of Last Revision

This policy outlines the procedures by which a student may voluntarily withdraw from VANAS, as well as the circumstances under which the school may administratively withdraw a student. The policy establishes how official withdrawal dates are determined and how the school handles refunds, records, and re-entry following withdrawal.

Procedures

1. Voluntary Withdrawal

- Students who choose to withdraw from their program must notify the school in writing. A withdrawal is considered official as of the date the school receives written notification or the student's last date of academic engagement, whichever occurs first.
- Students may submit written notification by:
 - Emailing from their school email address to the designated administrative email
 - Submitting a signed letter electronically
 - Mailing a signed letter to the school's administrative office
- Official Withdrawal Date
- The official withdrawal date is determined based on the earliest of:
 - The date the written withdrawal request is received
 - The last date of academic engagement in the online platform
 - The last date of attendance at any scheduled live online session

2. Administrative Withdrawal

- The school may administratively withdraw a student for any of the following reasons:
 - Failure to maintain Satisfactory Academic Progress (see SAP Policy)
 - Failure to meet attendance requirements (see Attendance Policy)
 - Violation of the Student Conduct Policy
 - Failure to meet financial obligations according to the student's payment agreement
 - Failure to return from an approved Leave of Absence
- Students will receive written notification of the administrative withdrawal and the effective date. Unless otherwise stated, the official withdrawal date will be the student's last date of academic engagement.

3. Refunds

All refunds for withdrawn students will be issued in accordance with the school's Refund Policy. Refunds are calculated using the official withdrawal date and will be paid within the timeframe established by the Refund Policy.

4. Return of Title IV Funds (If Applicable)

If federal financial aid is applicable in the future, the school will conduct a Return of Title IV (R2T4) calculation in accordance with federal regulations.

This calculation is separate from the school's refund calculation and may result in the student owing funds to the school or the U.S. Department of Education.

5. Re-Entry Following Withdrawal

Students who wish to re-enter after withdrawal must:

Submit a written request for re-entry

Meet with an academic advisor to develop a completion plan

Resolve any issues that led to the withdrawal

Pay any outstanding balance owed to the school

Meet current admissions requirements if more than one year has passed

Re-entry is evaluated case-by-case based on space, curriculum updates, and the student's ability to succeed.

6. Student Records

Upon withdrawal, student records—including transcripts, financial records, and attendance records—will be retained in accordance with institutional, state, and ACCSC requirements.

Students may request official or unofficial transcripts by following the school's Transcript Request Policy.

7. Exit Interview

Students are encouraged to participate in an exit interview with a school official. The purpose of the exit interview is to review:

Reason for withdrawal

Academic status and transcript

Outstanding financial obligations

Refund eligibility

Re-entry requirements

Transfer options (if applicable)

Movie Titles and Credits

Students withdrawing from a course are not entitled for movie/game/video title or credits when they have participated in optional special projects. If a student withdraws due to extraordinary, unforeseen circumstances, that student may petition the Policy Review Committee for credits. Such requests are granted at the committee's discretion, which is based on the documentation provided by the student.

Conditions for Dismissal

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies, or code of conduct
2. Missing more than 20 percent of instruction time
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student.

The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving financial aid. Tuition will be refunded according to the school's refund policy.

Recognition for Previous Training

VANAS is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after the student has taken and passed a program proficiency test.

VANAS subscribes to the Prior Learning Assessment and Recognition (PLAR) model which gives recognition for prior learning, not necessarily experience. Students wishing to receive recognition for previous training must show proof of previous training and demonstrate their learning.

Student Records Policy

Student Records

Name of Policy

January 3rd, 2022

Implementation Date

Administration, Head of Faculty

Position(s) Responsible

August 8th, 2025

Date of Last Revision

Student records will be maintained by the school indefinitely or until the school closes. If the school closes, whether voluntarily or involuntarily, educational records or transcripts will be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.

Students will receive a transcript upon graduation. Requests for additional transcripts must be made in writing and will be delivered at a cost to the student.

Procedure:

1. Student personal information is collected throughout the student's attendance at the institution. All required information regarding the student is placed in the student file.
2. Student files containing personal information are safely stored in locking filing cabinets and access to the student files is limited to the appropriate administrative staff and the Senior Education Administrator.
3. When a student leaves the school either by withdrawal, dismissal or graduation a transcript is prepared showing the marks achieved in the courses completed. If the student has completed all courses within the program of study, a program credential is also prepared. These documents are signed by the Senior Educational Administrator and copies of the signed documents are placed in the student file within 60 days of the student leaving school.
4. Copies of the Enrolment Contract, Transcript and Diploma for full career training programs are sent to a third-party vendor for long term storage.

Student Loan Repayment

Student Loan Repayment

Name of Policy

Nov 10, 2025

Implementation Date

Administration, Admissions

Position(s) Responsible

Nov 10, 2025

Date of Last Revision

Policy

VANAS is committed to assisting students in meeting their financial obligations responsibly, including repayment of any student loans used to finance their education. The school promotes financial literacy, transparency, and proactive communication with students to help them understand loan responsibilities, repayment options, and the long-term importance of maintaining good financial standing. VANAS cooperates fully with lenders and government agencies to support loan repayment, prevent default, and maintain accurate borrower records.

Purpose

The purpose of this policy is to outline the procedures used by VANAS to provide students with information, guidance, and support related to the repayment of educational loans and other financial obligations. This policy ensures that students are informed of their repayment responsibilities, that the institution monitors loan activity, and that VANAS maintains cooperation with lending institutions to facilitate successful repayment.

Procedures

1. **Loan Information and Advising**
 - Prior to enrollment, students receive clear information about tuition costs, payment options, and any loan programs available.
 - Students using educational loans are provided with counseling on repayment terms, interest rates, and the consequences of default.
 - Students are encouraged to borrow only the minimum amount necessary to cover educational costs.
2. **Ongoing Monitoring and Financial Guidance**
 - The Financial Aid Officer monitors the loan and payment status of students throughout their enrollment.
 - Students facing financial difficulties are encouraged to contact the Financial Aid Officer for guidance on budgeting, repayment, or deferment options.
 - VANAS provides access to online resources and third-party counseling services for financial literacy and repayment planning.
3. **Exit Counseling**

- Prior to graduation, withdrawal, or termination, students who received loans must complete an **Exit Counseling Session** with the Financial Aid Officer.
 - The session includes discussion of loan balances, grace periods, repayment options, and contact information for loan servicers.
 - Students are advised on how to update their contact information with lenders and VANAS after leaving school.
4. **Cooperation with Lenders and Servicers**
- VANAS maintains accurate and timely reporting of enrollment and completion data to all applicable lenders and agencies.
 - The school assists lenders in maintaining contact with borrowers and provides updated contact information as needed.
 - The Financial Aid Office works with loan servicers and collection agencies to support students in remaining current on their obligations.
5. **Borrower Contact and Record Maintenance**
- VANAS collects and securely maintains current and permanent contact information for all students and alumni to assist in communication regarding repayment.
 - Student information is stored according to the school's Record Retention and Data Security Policy.
 - Alumni are encouraged to provide updates to their contact details to ensure continued access to loan and financial assistance information.
6. **Default Prevention and Institutional Oversight**
- The Financial Aid Office monitors institutional default rates and uses this data to identify areas for improvement.
 - Students at risk of delinquency or default are contacted and provided with resources for repayment support.
 - Annual reviews are conducted to ensure the effectiveness of loan repayment advising and institutional cooperation with lenders.

Privacy Policy

Privacy

Name of Policy

January 3rd, 2022

Implementation Date

All departments

Position(s) Responsible

August 8th, 2025

Date of Last Revision

1. Student Consent for Use of Name, Likeness, and Biography

The student may grant Vancouver Animation School (VANAS) the right to use the student's name, likeness, and/or biography in connection with the program of studies and work completed by the student. This may include use in advertising, promotional materials, or in connection with any project or product in which the student is involved. VANAS will only use this information after obtaining written permission from the student. Students may provide or revoke this consent at any time in writing.

2. Collection and Use of Personal Information

VANAS collects students' personal information for the following purposes:

1. To maintain student records as required by regulatory bodies.
2. To keep students and graduates informed of school activities, programs, and opportunities.
3. To issue financial reports in accordance with government agencies.

Students' personal information is not used for any other purpose unless explicitly permitted in writing by the student.

3. Storage and Security of Information

Student information is securely stored on third-party data centers. Access is restricted to authorized personnel only. VANAS will not sell, distribute, or lease student personal information to third parties without the student's written permission, except where required by law. If a student believes that any information is incorrect or incomplete, they may email us at hello@vanas.us, and we will promptly correct any information found to be inaccurate.

4. Protection of Student Privacy and Identity Verification

VANAS has established processes to protect student privacy during registration, enrollment, and identity verification. All student identity data, including documents submitted to verify identity (e.g., government ID, transcripts, digital identity verification), are securely stored and accessible only to authorized staff. Students are notified of these processes through the student handbook, official enrollment communications, and on our website:

- Privacy Policy: <https://www.vanas.us/en/privacypolicy>
- Terms of Use: <https://www.vanas.us/en/termsfuse>

5. Notification of Additional Fees for Identity Verification

VANAS does not charge students for routine identity verification as part of registration or enrollment.

Should any additional fees be required for third-party verification services or specialized identity confirmation, students will be notified in writing prior to registration or enrollment. This ensures transparency and allows students to make informed decisions about participation in the program.

6. Student Rights

Students have the right to:

- Review their personal records maintained by VANAS.
- Correct or update inaccurate or incomplete information.
- Provide or revoke written consent for the use of their name, likeness, or biography at any time.

7. Contact Information

Questions regarding privacy, consent, or identity verification should be directed to:

Email: hello@vanas.us

Website: <https://www.vanas.us/en/privacypolicy>

Tuition Refund Policy

Tuition Refund

Name of Policy

January 3rd, 2022

Implementation Date

Administration, Head of Faculty, Accounting

Position(s) Responsible

August 8th, 2025

Date of Last Revision

Should the student's enrolment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The application fee is fully refundable if requested within three (3) days of submission; it is non-refundable thereafter.
2. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
1. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:

6. When the school receives notice of the student's intention to discontinue the training program;
7. When the student is terminated for a violation of a published school policy which provides for termination; or,
8. When a student, without notice, fails to attend classes for 30 calendar days.
9. All refunds must be paid within 30 calendar days of the student's official termination date.

Cancellation of Registration Before Class Begins

Students must notify the school in writing by email, or submit written notification in person, or by certified mail, prior to the start of the class(es) for which the student has registered. Cancellation will be calculated from the day such notice of cancellation is postmarked, emailed, or delivered in person.

Leave of Absence Policy

Leave of Absence

Name of Policy

January 3rd, 2022

Implementation Date

Administrator, Head of Faculty

Position(s) Responsible

August 8th, 2025

Date of Last Revision

Acceptance by a student at Vancouver Animation School's offer of admission to the post-secondary programs implies full commitment to graduate and professional study. Such a commitment is in keeping with the school's admissions policy of timely completion of studies.

We recognize, however that circumstances may force students to interrupt their studies temporarily. Up to 2 terms Leave of Absence of the total program of study, may therefore be granted by Vancouver Animation School to students in good standing on the recommendation of the Senior Educational Administrator.

1. Your Leave of Absence should be planned in advance to come at the end of a term in order to complete the program satisfactorily.
2. Financial support will no longer apply to a student with an approved Leave of Absence (i.e., scholarships).
3. Vancouver Animation School reserves the right to place a student on a Leave of Absence should circumstances require it.
4. Under no circumstances will a student be eligible for more than two Leaves of Absence during a program of study.
5. A Leave of Absence is considered the length of a term (3 months)
6. If a student needs to take leave after the term has begun and before the term comes to an end, the term will be marked as incomplete and academic credit hours will not be awarded. Upon return, the current term must be repeated, and its corresponding tuition fees must be paid prior to the student's return. Tuition for the term in which leave was taken will not be pro-rated and must be paid in full before a student can continue.

If Vancouver Animation School has heard nothing from a student by the time the period of official Leave of Absence has expired, it will assume that the student has resigned from the school and will terminate their enrolment automatically. A request to return will entail reapplying to Vancouver Animation School.

Procedure

1. Complete the Leave of Absence form.
2. Obtain the approval of the Senior Educational Administrator.



3. If the petition is approved, the student will be invoiced a Leave of Absence fee for each term they are on leave.
4. The student must be in communication with Vancouver Animation School at the end of the Leave of Absence prior to the beginning of the following term.

Late Assignment Submission Policy

Late Assignment

Name of Policy

January 3rd, 2022

Implementation Date

Head of Faculty

Position(s) Responsible

August 8th, 2025

Date of Last Revision

Acceptance by a student at Vancouver Animation School's offer of admission to the post-secondary programs implies full commitment to graduate and professional study. Such a commitment is in keeping with the school's admissions policy of timely completion of studies.

We recognize, however that circumstances may cause students to be unable to meet deadlines. **Up to 3 Late Assignment Submissions** of the total program of study, may therefore be granted by Vancouver Animation School to students in good standing on the recommendation of the Senior Educational Administrator.

1. Your Late Assignment Submission should be planned in advance in order to complete the program satisfactorily. However, Late Assignment Submission can be requested, for assignments that are less than 1 week overdue.
2. Financial support will no longer apply to a student with an approved Late Assignment Submissions (i.e., scholarships).
3. Under no circumstances will a student be eligible for more than 3 Late Assignment Submissions during a program of study.
4. If a student fails to request a Late Assignment Submission before its due date, the assignment will be marked as Not Uploaded (N/U), equally a grade of 0% and academic credit hours will not be awarded.
5. A grade of Not Uploaded (N/U) will be assigned for every week there is an assignment missing on the assignment deadline posted on your scholarly calendar.
6. If the current term does not have a passing grade, it must be repeated, and its corresponding tuition fees must be paid prior to the student's return. Tuition for the term will not be pro-rated and must be paid in full before a student can continue.

If a Late Assignment Submission has been applied for and the assignment has not been submitted, the student will not be granted further Late Assignment Submissions.

Procedure

1. Student must complete the Late Assignment Submission form. This form is requested by the student from the school administrator.
2. Obtain the approval of the Senior Educational Administrator.



Teaching Workload Policy

Teaching Workload

Name of Policy

January 3rd, 2022

Implementation Date

Head of Faculty

Position(s) Responsible

November 11th, 2025

Date of Last Revision

This policy outlines the expectations and guidelines for workload management for faculty members at all VANAS Locations. The policy aims to ensure that faculty members have a manageable workload while fulfilling their teaching responsibilities effectively.

The purpose of this policy is to promote an equitable distribution of workload among faculty members, to provide them with a supportive work environment, and to maintain the quality of education at VANAS.

Procedures:

1. **Workload Allocation:** The workload allocation for each faculty member will be determined by their head of faculty in consultation with the faculty member.
2. **Teaching Load:** Faculty members will be expected to teach a minimum of one course per term.
3. **Service Commitments:** Faculty members are expected to contribute to the governance and administration of the institution through service on committees, advising students, and engaging with the wider community.
4. **Workload Review:** Faculty workload will be reviewed annually by the department head or supervisor in consultation with the faculty member. This review will consider the individual's workload for the previous year, the impact on their professional development, and any changes that may be needed for the upcoming year.
5. **Communication:** Communication between faculty members and their department heads or supervisors will be ongoing throughout the year. Faculty members are encouraged to raise any workload concerns they may have with their department head or supervisor as soon as possible.

Emergency Plan Policy

Emergency Plan

Name of Policy

January 3rd, 2022

Implementation Date

All departments

Position(s) Responsible

August 8th, 2025

Date of Last Revision

VANAS is committed to maintaining a safe and secure online learning environment through a comprehensive Emergency Preparedness Plan. This plan is an integral part of our institutional assessment and continuous improvement process, ensuring readiness for a variety of emergencies that may impact our virtual operations, including server outages, cyberattacks, data breaches, and other cybersecurity incidents. The Emergency Preparedness Plan clearly identifies potential emergency scenarios and outlines specific action plans to minimize disruption and protect the interests of our students, faculty, and staff.

Procedures:

1. The Emergency Preparedness Plan is documented in writing and reviewed annually as part of VANAS's institutional assessment and improvement activities to incorporate emerging risks and best practices.
2. The plan is made readily accessible to all staff, faculty, and students via the VANAS online portal, student and staff handbooks, and is distributed during orientation sessions.
3. Emergency scenarios covered include, but are not limited to, server downtime, hacking attempts, data breaches, ransomware attacks, phishing incidents, and any cybercrime affecting VANAS's systems.
4. For each identified scenario, the plan defines clear step-by-step response actions, including incident containment, technical remediation, data recovery, and communication protocols.
5. While VANAS does not have a physical campus, evacuation and lockdown procedures are adapted to virtual environments by outlining steps for securing access, shutting down compromised systems, and redirecting users safely.
6. Communication protocols specify timely notification to affected parties, including students, faculty, technical support teams, and relevant external authorities, through multiple channels such as email, SMS, and platform alerts.
7. Orientation programs for new students include an overview of the Emergency Preparedness Plan, emphasizing their role in security awareness and reporting suspicious activity.
8. Staff and faculty participate in regular training sessions and simulated emergency drills focused on cybersecurity best practices, incident response procedures, and use of emergency communication tools.
9. All emergency incidents are documented and reviewed post-event to update the plan and improve response effectiveness continuously.

Emergency Preparedness Plan

1. Purpose

To ensure VANAS can effectively respond to emergencies impacting our online operations, protecting students, faculty, staff, and data integrity while minimizing disruption to educational services.

2. Scope

This plan applies to all VANAS virtual environments, including learning management systems, administrative platforms, communication tools, and data storage systems.

3. Emergency Scenario Identification

Scenario	Description	Potential Impact
Server Downtime	Unplanned outages of VANAS hosting servers	Inability to access courses or resources
Cyberattack / Hacking	Unauthorized access to VANAS systems	Data breach, service disruption
Ransomware Attack	Malware encrypting VANAS data for ransom	Loss of access to critical data and systems
Phishing Incident	Fraudulent attempts to obtain sensitive info	Compromise of user accounts
Data Breach	Exposure of confidential information	Privacy violations, regulatory issues
Platform Outage	Third-party service failures (e.g., LMS, email)	Disrupted communication and learning

4. Response and Action Plans

- Server Downtime:
 - Immediately notify IT team and service provider.
 - Activate backup servers and reroute traffic if possible.
 - Inform students and staff via alternate communication (email, SMS).
 - Provide estimated time for restoration and updates every hour.
- Cyberattack / Hacking:
 - Isolate affected systems to prevent spread.
 - Conduct forensic analysis with cybersecurity experts.
 - Reset passwords and enforce multi-factor authentication.
 - Notify affected users and authorities as required by law.
- Ransomware Attack:
 - Disconnect infected systems from network.
 - Assess backups and initiate data recovery.
 - Engage cybersecurity incident response team.
 - Communicate with students and staff on status and precautions.
- Phishing Incident:
 - Alert community to phishing attempt details.
 - Encourage password changes and vigilance.

- Monitor systems for suspicious activity.
 - Data Breach:
 - Immediately contain the breach.
 - Notify affected individuals and regulatory bodies.
 - Provide guidance on mitigation steps for affected parties.
 - Platform Outage:
 - Coordinate with third-party providers for updates.
 - Use alternate communication channels to keep community informed.
 - Adjust academic deadlines if necessary.
5. Virtual Evacuation and Lockdown Procedures
- "Evacuation" involves immediate suspension of access to compromised systems.
 - "Lockdown" involves restricting all non-essential access while investigation and remediation occur.
 - Instructions will be communicated promptly with clear guidance on when and how normal access will resume.
6. Communication Protocols
- Use of multiple channels including:
 - Official VANAS email system
 - SMS/text alerts
 - Learning platform notifications
 - Staff and faculty direct messaging groups
 - Communications will include:
 - Incident description
 - Actions being taken
 - Expected timelines
 - Resources for support and questions
7. Orientation and Training
- New students receive an Emergency Preparedness overview during onboarding, covering:
 - How to report security concerns
 - Best practices for online safety
 - Overview of response procedures
 - Faculty and staff complete annual training covering:
 - Cybersecurity awareness
 - Incident reporting protocols
 - Use of emergency communication tools
 - Participation in simulated incident response drills
8. Plan Review and Continuous Improvement
- Emergency incidents are logged and analyzed after resolution.
 - Lessons learned feed into regular annual reviews of this plan.
 - Updates are communicated promptly to all community members.

Health and Safety Policy

Health and Safety

Name of Policy

January 3rd, 2022

Implementation Date

All departments

Position(s) Responsible

Nov 11th, 2025

Date of Last Revision

Vancouver Animation School is committed to providing a healthy and safe working and learning environment for all employees and students that may be visiting the office premises. The policy applies to all Vancouver Animation School employees and visiting students.

Procedure for Fire Safety

1. The Administrator ensures that adequate fire suppression equipment is available as needed throughout the campus and that all fire suppression equipment is inspected by a qualified inspector at least annually.
2. The Administrator ensures that all employees receive training in the operation of the fire suppression equipment and in the school fire evacuation procedures.
3. The designated institution Safety Officer is responsible for preparing and posting emergency exit instructions route maps in each classroom at the campus with the exit from that room specifically noted in a coloured highlight.
4. In the event of a fire emergency, the Office Administrator will dial 911 and advise the fire department of the location of the school. They will provide details of the type of fire (if known) and the location of the fire within the campus.
5. The Administrator will advise all employees to evacuate the campus.
6. If there are any students visiting the facilities, the Administrator will escort them to the emergency exits. Once outside the building, the Administrator will check the students present and will immediately check if anyone is missing.
7. The Administrator will act as a liaison between fire officials and students/employees during the emergency. If necessary, the Administrator will authorize school closure.
8. No student or employee will re-enter the facilities until the fire officials have authorized re-entry.

Procedure for Earthquake Safety

1. The Administrator ensures that adequate precautions are taken throughout the campus to ensure that injury due to falling or unstable items during an earthquake is limited. This may include securing file cabinets to walls and providing lipped shelving for books or binders that are located at or above head-level.

2. The Administrator ensures that all employees receive training in the school earthquake evacuation procedures.
3. The designated institution Safety Officer is responsible for preparing and posting emergency instructions and exit route maps in each classroom at the campus with the exit from that room specifically noted in a coloured highlight.
4. In the event of an earthquake emergency, all staff and students will take cover and remain under cover until the shaking stops.
5. When it is deemed safe to do so, the Administrator will advise all employees to evacuate the campus.
6. If there are any students visiting the facilities, the administrator will escort them to the emergency exits. Once outside the building, the administrator will check the students present and will immediately check if anyone is missing.
7. The Administrator will act as a liaison between rescue officials and students/employees during the emergency. If necessary, the Administrator will authorize school closure.
8. No student or employee will re-enter the campus until the rescue officials have authorized re-entry.

Program Specific Health and Safety Procedures:

1. Programs that use dangerous equipment or hazardous materials must observe health and safety precautions for the specific equipment and materials as outlined by Health Canada, Work Safe BC or by the equipment manufacturer.
2. The Administrator is responsible for ensuring that employees receive training in the proper use, maintenance, storage and disposal of dangerous equipment or hazardous materials.
3. Instructors in these programs are responsible for ensuring that students receive training in the proper use, maintenance, storage and disposal of dangerous equipment or hazardous materials before being allowed to operate or use these items during completion of the program of study.
4. Instructors in the program conduct weekly inspections of equipment to ensure that worn or damaged pieces are identified and replaced.
5. The Administrator arranges semi-annual inspections by an external specialized inspector of all equipment and facilities.
6. All inspections and their outcomes are documented, and the inspection report is retained in the Health and Safety CRM System.

Credit Hour Assignment Policy

Credit Hour Assignment

Name of Policy

January 3rd, 2022

Implementation Date

Head of Faculty

August 8th, 2025

Position(s) Responsible

Date of Last Revision

This policy defines the method by which VANAS converts clock hours to semester credit hours in accordance with standards recognized in higher education and regulatory guidance. It ensures consistency and transparency in the assignment of credit hours across all programs.

This policy applies to all instructional programs at VANAS that require the assignment of credit hours for academic recognition, articulation, or regulatory compliance.

One semester credit hour is defined as:

- 12 clock hours of live (didactic) instruction, and
- 8.5 clock hours of student homework or asynchronous engagement
- OR
- A combined total of 20.5 hours of instruction and student engagement

Calculation of Academic Credit Hours

Academic credit hours for courses at our school are based on the total instructional time over the term. Formula:

$$\text{Credit Hours} = \frac{\text{Weekly Instructional Hours} \times \text{Number of Weeks}}{\text{Hours per Credit}}$$

Example:

- Weekly instructional hours: 20.5
- Term length: 12 weeks
- Hours per credit: ~70

$$\text{Credit Hours} = \frac{20.5 \times 12}{70} \approx 3.5$$



Summary:

- Each course is 20.5 hours per week for 12 weeks.
- Total term hours: 247.5
- Each course is worth 3.5 academic credits.

This method ensures consistency across all courses in the program.

Learning Resource Development Policy

Learning Resource Development

January 3rd, 2022

Name of Policy

Implementation Date

Director, Head of Faculty, Engineering

August 8th, 2025

Position(s) Responsible

Date of Last Revision

VANAS is committed to the continual enhancement of its learning resource system to support student success and maintain alignment with industry standards. As part of the school’s institutional improvement activities, learning resources—including digital content, software tools, and instructional materials—are regularly evaluated, updated, and expanded. This ongoing development ensures that educational content remains relevant, accessible, and effective for all learners.

Procedures:

1. The Learning Resource Committee, comprising faculty, instructional designers, and technical staff, will conduct an annual review of all learning resources to assess relevance, quality, and alignment with current industry practices.
2. Student feedback collected through surveys, course evaluations, and direct input will be analyzed to identify resource strengths and areas for improvement.
3. Faculty members are encouraged to propose new learning materials or updates to existing resources based on emerging technologies, pedagogical research, and industry trends.
4. Updates and additions to the learning resource system will be prioritized based on impact on learning outcomes, student accessibility, and cost-effectiveness.
5. The school will allocate budget and technical support to implement approved resource improvements, including licensing new software, acquiring content, or developing custom materials.
6. All changes to learning resources will be communicated to students and faculty in a timely manner through official channels such as the VANAS portal, newsletters, and course announcements.
7. Training sessions and support documentation will be provided for faculty and students whenever significant new resources or tools are introduced.
8. Progress and outcomes of learning resource development activities will be documented and reported annually as part of the institution’s continuous improvement plan.

State Authorization Policy

State Authorization

Name of Policy

January 3rd, 2022

Implementation Date

Administration, Compliance Officer

Position(s) Responsible

August 11th, 2025

Date of Last Revision

VANAS is a 100% online private school, headquartered in Washington State, offering one-year diploma programs in Animation, Visual Effects, and Video Games. Many states require private postsecondary schools offering diploma programs to obtain authorization before enrolling residents.

Procedures:

1. Regulatory Research: The Compliance Officer reviews each state’s higher education regulations for private, non-degree, distance education providers.
2. Authorization Requests: Where authorization is required, VANAS submits the appropriate application and supporting documentation prior to enrolling students from that state.
3. Approval Tracking: All states where VANAS is authorized to operate are documented in the State Authorization Log, which includes renewal dates and conditions.
4. Admissions Verification: Admissions staff verify each applicant’s state of residence against the approved states list before enrollment.
5. Ongoing Monitoring: The Compliance Officer monitors regulatory changes at least quarterly and initiates new authorization requests as needed to maintain compliance.

This process ensures VANAS enrolls out-of-state students only in jurisdictions where it has met all applicable state requirements.

Student Orientation Policy

Student Orientation

Name of Policy

January 3rd, 2022

Implementation Date

Head of Faculty, Instructors

Position(s) Responsible

August 17th, 2025

Date of Last Revision

Description

VANAS provides a structured orientation process to ensure that all students enrolled in distance education programs are prepared for academic success and familiar with the online learning environment. Orientation introduces students to the tools, resources, expectations, and support services available throughout their studies.

Purpose

Ensure that all new students are adequately prepared to navigate the VANAS Online Campus. Provide students with a clear understanding of the curriculum, attendance requirements, academic policies, and student services. Establish consistency and clarity at the beginning of each academic term. Support both new and returning students in achieving successful program outcomes.

Procedures

1. At the beginning of the first term, instructors lead an orientation session during the first week for all new students.
2. The session introduces students to the Online Campus and its technology requirements, guides them through the Learning Management System, and provides an overview of the curriculum, attendance standards, student services, and school policies.
3. Orientation materials, including guides and recordings, are provided and remain available in the Learning Management System for ongoing reference.
4. During subsequent terms, an orientation session is again held during the first week. Returning students may not require a full introduction to the Online Campus but are oriented to the specific curriculum and outcomes for the term, reminded of academic expectations, and informed of any updates to policies, resources, or school procedures.
5. Orientation attendance is documented by instructors and monitored by the Academic Director.
6. The content of orientation sessions is reviewed annually to ensure accuracy, relevance, and alignment with academic and student support services.

Student Image and Artwork Consent Policy

Student Image and Artwork Consent

January 3rd, 2022

Name of Policy

Implementation Date

Admissions department

August 15th, 2025

Position(s) Responsible

Date of Last Revision

VANAS may use images of students, their likeness, and/or student-created artwork in school catalogs, literature, advertisements, or other promotional materials. The school ensures that such use is authorized through documented, written consent and that students retain the right to opt out at any time.

Purpose:

The purpose of this policy is to protect student privacy, ensure the lawful and ethical use of student images and artwork, and maintain compliance with applicable regulations and ACCSC standards regarding promotional content.

Procedures:

1. Consent at Enrollment

- Written consent is obtained from each student during the enrollment process through the enrollment contract.
- The student manual also outlines the school's right to use images or artwork for promotional purposes, along with the student's right to opt out.

2. Student Notification

- Students are informed that their images, likeness, or artwork may be used for promotional purposes, including but not limited to printed materials, digital marketing, and social media.
- All materials that include student artwork are clearly labeled as "Student Artwork," and, if appropriate, include only the student's first name to protect privacy.

3. Opt-Out Process

- Students may revoke consent at any time by submitting a written request to the school administration by email info@vanas.ca
- The school will document and honor all opt-out requests promptly.

4. Recordkeeping

- Copies of all consent agreements are maintained in the student's file for the duration of their enrollment and for the period required by record retention policies.

Transcript and Diploma Request Policy

Transcript and Diploma Request

Name of Policy

January 3rd, 2022

Implementation Date

Administration, Head of Faculty

Position(s) Responsible

August 8th, 2025

Date of Last Revision

VANAS provides students and graduates with access to their academic records, including official transcripts, unofficial transcripts, and diplomas. These documents are issued upon request in a timely and secure manner to support students' educational and professional needs.

Procedures:

Official Transcripts

- Official transcripts are certified copies of a student's academic record and are issued directly to third parties such as employers, other educational institutions, or licensing boards.
- Requests for official transcripts must be submitted in writing through the VANAS Student Portal or by completing the official Transcript Request Form available on the VANAS website.
- A processing fee may apply, and requests typically take up to 7-10 business days to fulfill.
- Official transcripts are sent via secure electronic delivery or sealed paper copies, as specified by the requester.

Unofficial Transcripts

- Unofficial transcripts are copies of academic records intended for personal use and internal review.
- Students may access and download their unofficial transcripts directly through the VANAS Student Portal at no cost.
- Unofficial transcripts are not certified and are not suitable for submission to third parties.

Diplomas (Certificate of Completion)

- Diplomas are issued to students who have successfully completed their program requirements.
- Requests for replacement or additional copies of diplomas must be submitted in writing via the VANAS Student Portal or by contacting the Registrar's Office.
- A fee may be charged for replacement diplomas, and processing may take up to 15 business days.
- Diplomas are mailed securely to the student's current mailing address unless otherwise requested.

Verification of Identity

- To protect student privacy and comply with FERPA regulations, all requests for official transcripts and diplomas require verification of identity.

Additional Information

- Requests will not be processed if the student has outstanding financial obligations or holds an academic hold on their account.

- Students are encouraged to review their records for accuracy and report any discrepancies before requesting official documents.

Graduation Policy

Graduation

Name of Policy

January 3rd, 2011

Implementation Date

School Administrator

Position(s) Responsible

November 13th, 2025

Date of Last Revision

Vancouver Animation Online School is committed to graduating students who meet all its program graduation criteria. The school maintains a graduation policy founded with the vision to prepare all students to be a part of the digital media industry.

Procedures

1. Students are given assignments based on their program of study. Students will need to submit their assignments for review according to the deadlines provided in the schedule.
2. Teachers will review each assignment submitted and grade accordingly. Grades use the Canadian Grading Scale.
3. Grades will be recorded on the system and can be seen in the student account.
4. At the end of the term, an average grade will be calculated based on each assignment grade.
5. An assignment must obtain a minimum letter B- (73%) to be considered a successful pass.
6. If a GPA of B- (73%) is not met, the student will be advised that they will not be able to advance to the following term.
7. If the student successfully meets the grading criteria, they will be able to move forward to the following term.
8. At the end of the program, students meeting the grading criteria will be able to successfully graduate in their program.

Independent Study Policy

Independent Study

Name of Policy

January 3rd, 2022

Implementation Date

Admissions department, Head of Faculty

Position(s) Responsible

November 13th, 2025

Date of Last Revision

Policy Description:

VANAS delivers all programs through live online instruction and does not offer independent study courses. This approach ensures that students receive direct, real-time instruction, interaction with faculty, and participation in collaborative learning, which are essential for achieving program objectives and developing industry-relevant skills.

Purpose:

This policy ensures students understand that all instruction is live and that there is no independent study option, while maintaining compliance with standard requirements.

Procedures

1. Attendance and Participation
 - All students are required to attend live online sessions and participate in course activities as outlined in the course syllabus.
 - For details regarding attendance requirements and excused absences, refer to the school's Attendance Policy and Excused Absence Policy in the Student Handbook.
2. Make-Up Work
 - Instructors may provide opportunities for make-up work or supplemental activities in accordance with the school's existing policies to ensure students meet learning objectives.
3. Independent Study
 - Independent study, self-paced, or asynchronous courses are not offered. All learning and evaluations occur through scheduled live online sessions.
4. Monitoring
 - Instructors track participation and completion of assignments in accordance with the school's policies on attendance, academic progress, and satisfactory academic performance.



Foreign Student Document Translation Policy

Foreign Student Document Translation

Nov 17th, 2025

Name of Policy

Implementation Date

Admissions department, Head of Faculty

Nov 17th, 2025

Position(s) Responsible

Date of Last Revision

Policy Description

VANAS ensures that all academic documents submitted by students from foreign countries are properly translated and evaluated for equivalency to U.S. high school or post-secondary standards. This process ensures that admissions decisions are based on accurate, verified academic records that meet program prerequisites.

Purpose

The purpose of this policy is to maintain academic integrity, comply with regulatory and accreditation requirements, and ensure that all students meet the minimum educational qualifications for enrollment.

Procedures

1. Submission of Foreign Documents
 - Applicants from foreign countries must submit all transcripts, diplomas, and certificates in their original language along with a certified translation into English.
2. Translation Requirements
 - Translations must be completed by a qualified, professional translation service or a translator certified by a recognized authority.
 - Translations must include a certification statement from the translator verifying accuracy and completeness.
3. Equivalency Verification
 - Translated documents are submitted to an evaluation service recognized for foreign credential assessment to determine U.S. equivalency.
 - The school requires documentation demonstrating that the foreign diploma is equivalent to a U.S. high school diploma or other required education level for the program.
4. Record Maintenance
 - Copies of both the original foreign documents and the certified translations, along with the equivalency evaluation, are maintained in the student's academic record in accordance with the school's record retention policy.
5. Admissions Decision
 - Admission to any program is contingent upon verification that foreign credentials meet U.S. equivalency standards.
 - Students whose documents cannot be properly translated or evaluated will not be admitted until the requirement is satisfied.

Resources

VANAS is committed to providing resources to its students. The school maintains an open concept and community sense resources policy, where all students and former students have access to the online campus and alumni online campus. This has been founded with the vision to share information about the animation industry. Vancouver Animation Online School empowers the artists to empower their art.

Students

- Video Lectures available 24/7 for a period of 3 weeks
- Tools for workflow integration
- Library of Digital Content
- Recommended reading list
- Software Academic Discounts
- Guest speaker video lectures
- School Academic discounts

Former Students

- Access to Alumni Online Campus / Social Network
- Library of Digital Content
- School proprietary discounts

Program Descriptions

Program Title: Professional Career Development

Program Objective:

In the Professional Career Development for Artists certificate course, students learn the exciting stage of entering the workforce for the Animation, Visual Effects, and Video Game industries. As part of the course curricula, students learn the roles of studio recruiters and the hiring practices of studios such as job applications, interviewing, and negotiation. By the end of the course, students create cover letters, resumes, demo reels, and portfolio breakdowns.

Program Outline:

This 4-week program is designed to guide students through the key steps of securing a job in the animation and creative industries.

In Week 1, students focus on their portfolios and demo reels, presenting their work to a talent recruiter to receive feedback and discuss the specific studio positions they are aiming for.

Week 2 shifts to resumes and cover letters, where students learn how to effectively introduce themselves and format application materials that stand out to recruiters who often rely on software tools to filter large volumes of candidates.

In Week 3, the course explores the hidden job market, emphasizing the importance of networking, researching studios, and reaching out proactively, since many opportunities are never publicly posted.

Finally, Week 4 prepares students for interviews, covering best practices, salary expectations and negotiation, studio contracts, and essential legal considerations, helping them confidently navigate the final stage of the hiring process.

Number of Clock/Credit Hours:

Total number of hours for this program is 4 and is comprised of 4 live session lessons plus assignments, additional online learning, and homework for a total of 87.5 out of class work hours.

Method of Instruction:

All instruction for this Program is online Live with an instructor. There are recorded videos to review, demonstrating how to complete each assignment.

Each student also has access to optional Live sessions each week: Software Support, Digital Arts Support and Homework Help. Additionally, each student has full access to VANAS Plus, our online learning platform, which has supplemental lessons pertaining to the software each course uses.

Training / Instructional Aids and Facilities:

Students are required to have their own desktop or laptop computer with a webcam, headphone with a built-in microphone, internet broadband or high-speed connection, and are responsible for supplying their own computer hardware and software.

Career Occupation:

This course does not lead directly to employment; however, it equips students with the essential tools to be fully prepared for the job market. By the end of the program, students will have finalized their portfolios and demo reels to meet industry standards, completed polished resumes and application materials, and developed the skills to effectively search for opportunities, positioning themselves as production-ready candidates.

Completion Document: Upon successful completion, students will receive a VANAS Certificate.

Program Title: Introduction to Digital Arts

Program Objective:

This 3-month introductory Program provides a comprehensive overview on the main aspects of Digital Arts and the role they play in the Animation, Visual Effects and Video Game Industries. At the end of this program the student will have a basic understanding of concept art, 3D modeling, 2D animation, 3D animation and VFX. Students will have gone through the process of creating a cast of characters and the world they live in, all in their own personal art style. They will also learn the process of transitioning from photographic and video reference to simulation digital effects. This Program also serves as a pre-requisite for students who have no portfolio for VANAS higher level Programs.

Program Outline:

This is an intensive 12-week Program which covers the following topics, introduced biweekly. Concept Art, 3D Modeling, 2D Animation, 3D Animation and Digital FX.

Number of Clock/Credit Hours:

Total number of hours for this program is 240 and is comprised of 12 live session lessons plus assignments, additional online learning, and homework.

Method of Instruction:

All instruction for this Program is online Live with an instructor. There are recorded videos to review, demonstrating how to complete each assignment.

Each student also has access to 3 optional Live sessions each week: Software Support, Digital Arts Support and Homework Help. Additionally, each student has full access to VANAS Plus, our online learning platform, which has supplemental lessons pertaining to the software each course uses.

Training / Instructional Aids and Facilities:

Students are required to have their own desktop or laptop computer with a webcam, headphone with a built-in microphone, internet broadband or high-speed connection, and are responsible for supplying their own computer hardware and software.

Career Occupation:

This introductory Program serves as a pre-requisite for entry into higher level Animation and Digital Arts Programs.

Completion Document: Upon successful completion, students will receive a VANAS Certificate.

Program Title: Writing for Animation Certificate

Program Objective:

The purpose of this program is to teach students how to write for animation. Students will learn to create premises, outlines, and final scripts for animation in the proper format; as well as develop and present original properties of their own. Included will be a study of writing for animated short films, features, and TV episodes.

At the end of this program, students will be able to recognize the different genres that exist in films. Students will be able to identify the different parts of story structure and how-to breakdown a story. They will be able to format and write a final draft of an original script.

Program Outline:

This 12-week program leads student through the process of developing and writing their own original script.

Number of Clock/Credit Hours:

This 12-week Program has a total of 240 hours of online participation. Each certificate course receives 3.5 Credit Hours per semester. Students are required to attend 2 live classes per week. In addition, they will have 10-20 hours of homework assignments per week.

Method of Instruction:

All instruction for this Program is online Live with an instructor.

Each student also has access to 3 optional Live sessions each week: Software Support, Digital Arts Support and Homework Help. Additionally, each student has full access to VANAS Plus, our online learning platform, which has supplemental lessons pertaining to the software each course uses.

Training / Instructional Aids and Facilities:

Students are required to have webcam and headphones, internet broadband or high-speed connection, and are responsible for supplying their own computer hardware and writing software.

Career Occupation:

Animated feature film writer, television series writer, video game writer, animated short film writer.

Completion Document:

Students who successfully complete all Program requirements will be granted a VANAS Certificate.

Program Title: 2D Computer Animation Diploma

Program Objective:

This online program is designed to enable aspiring animators to learn the process of creating 2D computer animation. Through a series of assignments students will learn how to apply the principles of animation, locomotion, pantomime, and character dialogue to their own animation. Students will learn the process of transitioning from thumbnail drawings to keyframe blocking, breakdowns and finally polished animation. Students will create their own characters and assets for their final project.

Program Outline:

Students are required to complete 4 courses in the 2D Animation Program:

Term 1: Animation Principles and Drawing Preparation

Term 2: Animation Locomotion

Term 3: Introduction to Acting

Term 4: Animated Sequence

Number of Clock/Credit Hours:

Each of the 4 courses consists of 247.5 hours for a total of 990 hours over 48 weeks. Each program receives 3.5 Credit Hours per semester, for a total of 12 credits in a year. Lessons are delivered live online, and students must attend 2 live lesson per week with 15-25 hours of homework and project assignments each week. Attendance is monitored each time a student logs in to the online Campus.

Method of Instruction:

All instruction for this Program is online Live with an instructor. There are recorded videos to review, demonstrating how to complete each assignment.

Each student also has access to 3 optional Live sessions each week: Software Support, Digital Arts Support and Homework Help. Additionally, each student has full access to VANAS Plus, our online learning platform, which has supplemental lessons pertaining to the software each course uses.

Training / Instructional Aids and Facilities:

Students are required to have webcam and headphones with a built-in microphone, internet broadband or high-speed connection, and are responsible for supplying their own Computer Software and Hardware.

Windows OS: XP, 11 or newer

Processor: 3GHZ or higher

12 GB RAM (16 GB recommended)

Nvidia GeForce GTX 1060 3 GB or better graphics card
or Mac OSX Tiger or newer

Processor: Core Duo/Intel or higher

12 GB RAM (16 GB recommended)

Nvidia GeForce GTX 1060 3 GB or better graphics card

The school will provide all students with a letter of enrolment for a student discount when purchasing hardware and software. Once purchased, such computer hardware and software licenses belong to the student, and it is their responsibility to keep them up to date.

Adobe® Animate® (formerly Adobe Flash Professional) is a multimedia authoring and computer animation program. Animate is used to design vector graphics and animation for television programs, online video, websites, web applications, rich internet application, game development and other interactive projects. The program also offers support for raster graphics, rich text, audio video embedding, and ActionScript 3.0 scripting.

Career Occupations:

Junior Animator, Animator, Builder

Completion Document:

Students who successfully complete all Program requirements will be granted a VANAS Diploma.

Program Title: 3D Computer Character Animation Diploma

Program Objective:

Students learn the important role animators play in the Animation, Visual Effects and Video Game Industries. The animator's mandate is to bring the illusion of life to animated characters such that characters will connect with the audience and make them believe through acting, emotions and stories. Animators are in the middle of the process of the studio pipeline; they are digital actors and storytellers bringing their talents to create the next generation of blockbuster entertainment.

Program Outline:

Students are required to complete 4 courses in the 3D Animation Program:

Term 1: Software Foundations, Animation Principles and Drawing Preparation

Term 2: Animation Locomotion

Term 3: Introduction to Acting

Term 4: Advanced Acting in a Sequence

Number of Clock/Credit Hours:

Each of the 4 courses consists of 247.5 hours for a total of 990 hours over 48 weeks. Each program receives 3.5 Credit Hours per semester, for a total of 12 credits in a year. Lessons are delivered live online, and students must attend 2 live lesson per week with 15-25 hours of homework and project assignments each week. Attendance is monitored each time a student logs in to the online Campus.

Method of Instruction:

All instruction for this Program is online Live with an instructor. There are recorded videos to review, demonstrating how to complete each assignment.

Each student also has access to 3 optional Live sessions each week: Software Support, Digital Arts Support and Homework Help. Additionally, each student has full access to VANAS Plus, our online learning platform, which has supplemental lessons pertaining to the software each course uses.

Training / Instructional Aids and Facilities:

Students are required to have webcam and headphones with a built-in microphone, internet broadband or high-speed connection, and are responsible for supplying their own Computer Software and Hardware.

Windows OS: XP, 11 or newer

Processor: 3GHZ or higher

12 GB RAM (16 GB recommended)

Nvidia GeForce GTX 1060 3 GB or better graphics card
or Mac OSX Tiger or newer

Processor: Core Duo/Intel or higher

12 GB RAM (16 GB recommended)

Nvidia GeForce GTX 1060 3 GB or better graphics card

Autodesk® Maya® is a modeling, animation, rendering, and visual effects software offering film, game, television, and design visualization artists an end-to-end creative workflow. Maya 2022 features powerful new tools for helping create and re-purpose character animation: enhanced skinning capabilities and non-destructive live motion retargeting, now with support for 64-bit Mac OS® X operating systems.

QuickTime® is an extensible proprietary multimedia framework developed by Apple Inc., capable of handling various formats of digital video, picture, sound, panoramic images, and interactivity. It is available for Mac OS classic (System 7 onwards), Mac OS X and Microsoft Windows operating systems. The latest version is QuickTime X (10.0) and is currently only available on Mac OS X v10.6 and Mac OS X v10.7.

Career Occupations:

Entry level positions as Match mover, Jr. Animator, Animation Assistant, Computer Animator.

Completion Document:

Students who successfully complete all Program requirements will be granted a VANAS Diploma.

Program Title: 3D Modeling Diploma

Program Objective:

This online program is designed to enable aspiring modelers to learn the process of creating 3D models. Through a series of assignments students will learn how to apply different workflow methods to create their models. Students will learn how to create organic and inorganic models. Students will create their own characters and environments for their final project.

Program Outline:

Students are required to complete 4 courses in the 3D Modeling Program:

Term 1: Inorganic Modeling and Anatomy Foundations

Term 2: Environment Modeling and Anatomy Intermediate

Term 3: Advanced Modeling (Mud box) and Animal Anatomy

Term 4: Final Modeling Projects

Number of Clock/Credit Hours:

Each of the 4 courses consists of 247.5 hours for a total of 990 hours over 48 weeks. Each program receives 3.5 Credit Hours per semester, for a total of 12 credits in a year. Lessons are delivered live online, and students must attend 2 live lesson per week with 15-25 hours of homework and project assignments each week. Attendance is monitored each time a student logs in to the online Campus.

Method of Instruction:

All instruction for this Program is online Live with an instructor. There are recorded videos to review, demonstrating how to complete each assignment.

Each student also has access to 3 optional Live sessions each week: Software Support, Digital Arts Support and Homework Help. Additionally, each student has full access to VANAS Plus, our online learning platform, which has supplemental lessons pertaining to the software each course uses.

Training / Instructional Aids and Facilities:

Students are required to have webcam and headphones with a built-in microphone, internet broadband or high-speed connection, and are responsible for supplying their own Computer Software and Hardware.

Windows OS: XP, 11 or newer

Processor: 3GHZ or higher

12 GB RAM (16 GB recommended)

Nvidia GeForce GTX 1060 3 GB or better graphics card

or Mac OSX Tiger or newer

Processor: Core Duo/Intel or higher

12 GB RAM (16 GB recommended)

Nvidia GeForce GTX 1060 3 GB or better graphics card

Autodesk® Maya® is a modeling, animation, rendering, and visual effects software offering film, game, television and design visualization artists an end-to-end creative workflow. Maya 2022 features powerful new tools for helping create and re-purpose character animation: enhanced skinning capabilities and non-destructive live motion retargeting, now with support for 64-bit Mac OS® X operating systems.

Zbrush® software is a digital sculpting tool that combines 3D/2.5D modeling, texturing, and painting. It uses a proprietary "pixol" technology (see below) which stores lighting, color, material, and depth information for all objects on the screen. The main difference between ZBrush and more traditional modeling packages is that it is more akin to sculpting. Instead of ZBrush, students can also use Mudbox® from Autodesk®.

Career Occupations:

Junior Modeler, Character Modeler, Environment Modeler, Hard Surface Modeler

Completion Document:

Students who successfully complete all Program requirements will be granted a VANAS Diploma.

Program Title: Concept Art Diploma

Program Objective:

Students will learn why concept artists play such an integral role in the Animation, Visual Effects and Video Game Industries. Their mission is to inspire, to generate ideas and make people believe. At the end of this Program students will have gone through the process of bringing life to an idea from conception to completion; all in their own personal style.

Program Outline:

Students are required to complete 4 courses in the Concept Art Program:

Term 1: Software Foundations and Drawing Preparation

Term 2: Character and Creature Design

Term 3: Production Design

Term 4: Portfolio Development

Number of Clock/Credit Hours:

Each of the 4 courses consists of 247.5 hours for a total of 990 hours over 48 weeks. Each program receives 3.5 Credit Hours per semester, for a total of 12 credits in a year. Lessons are delivered live online, and students must attend 2 live lessons per week with 15-25 hours of homework and project assignments each week. Attendance is monitored each time a student logs in to the online Campus.

Method of Instruction:

All instruction for this Program is online Live with an instructor. There are recorded videos to review, demonstrating how to complete each assignment.

Each student also has access to 3 optional Live sessions each week: Software Support, Digital Arts Support and Homework Help. Additionally, each student has full access to VANAS Plus, our online learning platform, which has supplemental lessons pertaining to the software each course uses.

Training / Instructional Aids and Facilities:

Students are required to have webcam and headphones with a built-in microphone, internet broadband or high-speed connection, and are responsible for supplying their own computer software and hardware.

Windows OS: XP, 11 or newer

Processor: 3GHZ or higher

12 GB RAM (16 GB recommended)

Nvidia GeForce GTX 1060 3 GB or better graphics card

or

Mac OSX Tiger or newer

Processor: Core Duo/Intel or higher

12 GB RAM (16 GB recommended)

Nvidia GeForce GTX 1060 3 GB or better graphics card

Adobe® Photoshop® software redefines digital imaging with powerful new photography tools and breakthrough capabilities for complex image selections, realistic painting, and intelligent retouching. Enjoy cross-platform 64-bit support and a wide range of workflow enhancements. Zbrush® software is a digital sculpting tool that combines 3D/2.5D modeling, texturing, and painting. It uses a proprietary "pixol" technology (see below) which stores lighting, color, material, and depth information for all objects on the screen. The main difference between ZBrush and more traditional modeling packages is that it is more akin to sculpting.

Career Occupations:

Graduates will be able to obtain entry level positions as Jr. Concept Artists, Character Designers, Vehicle Designers, Texture Artists.

Completion Document:

Students who successfully complete all Program requirements will be granted a VANAS Diploma.

Program Title: Digital Matte Painting Diploma

Program Objective:

This online program is designed to enable aspiring matte painters to learn the process of creating digital matte paintings. Through a series of assignments students will learn how to apply the principles of perspective, 2D foundations, 3D foundations and 2.5D processes to their own digital shots. Students will learn the process of transitioning from idea to conception to final polished animation. Students will create their own digital scenes and assets for their final project.

Program Outline:

Students are required to complete 4 courses in the Digital Matte Painting Program:

Term 1: 2D Foundations

Term 2: 3D Software Foundations

Term 3: Advanced 2.5D Matte Painting

Term 4: Portfolio and demo reel

Number of Clock/Credit Hours:

Each of the 4 courses consists of 247.5 hours for a total of 990 hours over 48 weeks. Each program receives 3.5 Credit Hours per semester, for a total of 12 credits in a year. Lessons are delivered live online, and students must attend 2 live lesson per week with 15-25 hours of homework and project assignments each week. Attendance is monitored each time a student logs in to the online Campus.

Method of Instruction:

All instruction for this Program is online Live with an instructor. There are recorded videos to review, demonstrating how to complete each assignment.

Each student also has access to 3 optional Live sessions each week: Software Support, Digital Arts Support and Homework Help. Additionally, each student has full access to VANAS Plus, our online learning platform, which has supplemental lessons pertaining to the software each course uses.

Training / Instructional Aids and Facilities:

Students are required to have webcam and headphones with a built-in microphone, internet broadband or high-speed connection, and are responsible for supplying their own computer software and hardware.

Windows OS: XP, 11 or newer

Processor: 3GHZ or higher

12 GB RAM (16 GB recommended)

Nvidia GeForce GTX 1060 3 GB or better graphics card

or

Mac OSX Tiger or newer

Processor: Core Duo/Intel or higher

12 GB RAM (16 GB recommended)

Nvidia GeForce GTX 1060 3 GB or better graphics card

Software:

Autodesk® Maya®

ProEXR® by fnord, is a set of 6 plug-ins to provide complete support for the Open EXR file format in Adobe Photoshop and After Effects. ProEXR provides access to important features of the format including multiple image layers, preservation of color space information, and choice between all compression options available in the latest Open EXR libraries. With ProEXR, artists working in Photoshop can work with layered EXR files and save projects as EXR without collapsing layers. This one file can then be opened in digital compositing applications such as After Effects, Shake, Nuke, and Fusion.

Nuke® by Foundry® is a node-based digital compositing and visual effect application used for television and film post-production. In 2015, The Foundry released Nuke Non-commercial with some basic limitations.

V-Ray® is a 3D rendering software that is compatible with most major digital content creation applications including Maya, Nuke and Katana.

Adobe® Creative Cloud® is a collection of 20+ desktop and mobile apps and services for photography, graphic design, video editing, web development, UX and more.

Career Occupations:

Jr. Matte Painter, Matte Painter, Assistant Matte Painter

Completion Document:

Students who successfully complete all Program requirements will be granted a VANAS Diploma.

Program Title: Effects Animation Diploma

Program Objective:

This online program is designed to enable aspiring effects animators to learn the process of creating 3D technical effects using various 3D computer software. Through a series of assignments students will learn how to create different types of effects simulations. Students will learn how to create both expressions and procedural geometry generation. Students will create their own technical effects for their final project.

Program Outline:

Students are required to complete 4 courses in the Effects Animation Diploma:

Term 1: Effects Software Foundations

Term 2: Effects Design

Term 3: Effects Production

Term 4: Final Effects Projects

Number of Clock/Credit Hours:

Each of the 4 courses consists of 247.5 hours for a total of 990 hours over 48 weeks. Each program receives 3.5 Credit Hours per semester, for a total of 12 credits in a year. Lessons are delivered live online, and students must attend 2 live lesson per week with 15-25 hours of homework and project assignments each week. Attendance is monitored each time a student logs in to the online Campus.

Method of Instruction:

All instruction for this Program is online Live with an instructor. There are recorded videos to review, demonstrating how to complete each assignment.

Each student also has access to 3 optional Live sessions each week: Software Support, Digital Arts Support and Homework Help. Additionally, each student has full access to VANAS Plus, our online learning platform, which has supplemental lessons pertaining to the software each course uses.

Training / Instructional Aids and Facilities:

Students are required to have webcam and headphones with a built-in microphone, internet broadband or high-speed connection, and are responsible for supplying their own computer software and hardware.

Windows OS: XP, 11 or newer

Processor: 3GHZ or higher

12 GB RAM (16 GB recommended)

Nvidia GeForce GTX 1060 3 GB or better graphics card

or

Mac OSX Tiger or newer

Processor: Core Duo/Intel or higher

12 GB RAM (16 GB recommended)

Nvidia GeForce GTX 1060 3 GB or better graphics card

Houdini® is a 3D animation software application developed by SideFX. Houdini's exclusive attention to procedural generation distinguishes it from other 3D computer graphics software. Houdini is most commonly used for the creation of visual effects in films and games. SideFX also publishes *Houdini Apprentice*, a limited version of the software that is free of charge for students.

Career Occupations:

TD Effects Animator, Environmental Effects Animator

Completion Document:

Students who successfully complete all Program requirements will be granted a VANAS Diploma.

Program Title: Esports Diploma

Program Objective:

Students will have a thorough knowledge and understanding of the Esports industry. How it works, its history, regional markets, and how tournaments are structured. Students will also understand game player roles, game mechanics, physical, mental, and social game playing skills.

Program Outline:

Students are required to complete 4 courses in the Esports Diploma Program:

Term 1: Esports Foundations

Term 2: Industry Knowledge & Analysis

Term 3: Business & Marketing

Term 4: Team / Player Development

Number of Clock/Credit Hours:

Each of the 4 courses consists of 247.5 hours for a total of 990 hours over 48 weeks. Each program receives 3.5 Credit Hours per semester, for a total of 12 credits in a year. Lessons are delivered live online, and students must attend 2 live lesson per week with 15-25 hours of homework and project assignments each week. Attendance is monitored each time a student logs in to the online Campus.

Method of Instruction:

All instruction for this Program is online Live with an instructor.

Each student also has access to 3 optional Live sessions each week: Software Support, Digital Arts Support and Homework Help. Additionally, each student has full access to VANAS Plus, our online learning platform, which has supplemental lessons pertaining to the software each course uses.

Training / Instructional Aids and Facilities:

Students are required to have their own computer software, including Word Processing, and hardware.

Broadband Internet Connection: 256k minimum

Webcam and Headphones with a built-in microphone, are essential tools for Online Programs

Firefox 3.0 or higher

Discord® is built to create and manage private and public communities. It gives users access to tools focused on communication-like voice and video calls, persistent chat rooms and integration with other gamer-focused services. Chat with your gaming squad for free on Discord, the #1 chat app for gamers.

Career Occupations:

Video Game Analyst, Team Manager, Player Development Coach, Esports Recruiter, Esports Coordinator, PAs, Event Manager, Content Creator, Shout Caster.

Completion Document:

Students who successfully complete all Program requirements will be granted a VANAS Diploma.

Program Title: Animated Short Films Diploma

Program Objective:

This online program is designed to enable aspiring animators and filmmakers to learn the process of creating an animated short film. Through a series of assignments students will learn a full production pipeline, transitioning from pre-production to production to post-production. All story elements and animation assets will be created by the student.

Prerequisites:

Students must have one of the following to qualify for admission to the Animated Short Films Program:

3D Animation Diploma (1 Year)

BFA Animation Degree

Masters Animation Degree

2 Years of Professional Animation experience

Program Outline:

Students are required to complete 4 courses in the Animated Short Films Program:

Term 1: Animated Film Preproduction

Term 2: 3D Layout

Term 3: Animated Film Production

Term 4: Animated Postproduction

Number of Clock/Credit Hours:

Each of the 4 courses consists of 247.5 hours for a total of 990 hours over 48 weeks. Each program receives 3.5 Credit Hours per semester, for a total of 12 credits in a year. Lessons are delivered live online, and students must attend 2 live lesson per week with 15-25 hours of homework and project assignments each week. Attendance is monitored each time a student logs in to the online Campus.

Method of Instruction:

All instruction for this Program is online Live with an instructor. There are recorded videos to review, demonstrating how to complete each assignment.

Each student also has access to 3 optional Live sessions each week: Software Support, Digital Arts Support and Homework Help. Additionally, each student has full access to VANAS Plus, our online learning platform, which has supplemental lessons pertaining to the software each course uses.

Training / Instructional Aids and Facilities:

Students are required to have webcam and headphones with a built-in microphone, internet broadband or high-speed connection, and are responsible for supplying their own computer software and hardware.

Windows OS: XP, 11 or newer

Processor: 3GHZ or higher

12 GB RAM (16 GB recommended)

Nvidia GeForce GTX 1060 3 GB or better graphics card

or

Mac OSX Tiger or newer

Processor: Core Duo/Intel or higher

12 GB RAM (16 GB recommended)

Nvidia GeForce GTX 1060 3 GB or better graphics card

Career Occupations:

Junior Animator, Animator, Pre-visualization, Story Artist

Completion Document:

Students who successfully complete all Program requirements will be granted a VANAS Diploma.

Program Title: Video Game Design Diploma

Program Objective:

This Program teaches students how to design interactive digital entertainment. Students study game design theory, system design, gameplay design, and level design, economics, rewards and monetization. Students are introduced to tools used by professional designers. Video Game Design students will know how to design, test and polish their own games.

Program Outline:

Students are required to complete 4 courses in the Esports Diploma Program:

Term 1: Game Design Foundations

Term 2: Game Design Roles and Tools

Term 3: Gameplay and Levels

Term 4: Final Project

Number of Clock/Credit Hours:

Each of the 4 courses consists of 247.5 hours for a total of 990 hours over 48 weeks. Each program receives 3.5 Credit Hours per semester, for a total of 12 credits in a year. Lessons are delivered live online, and students must attend 2 live lesson per week with 15-25 hours of homework and project assignments each week. Attendance is monitored each time a student logs in to the online Campus.

Method of Instruction:

All instruction for this Program is online Live with an instructor.

Each student also has access to 2 optional Live sessions each week: Digital Arts Support and Homework Help. Additionally, each student has full access to VANAS Plus, our online learning platform, which has supplemental lessons pertaining to the software each course uses.

Training / Instructional Aids and Facilities:

Students are required to have webcam and headphones with a built-in microphone, internet broadband or high-speed connection, and are responsible for supplying their own computer software and hardware.

Unity® is a cross-platform game engine developed by Unity Technologies. Unity makes real-time 3D projects for Video Games and Animation.

Microsoft® Excel®, the spreadsheet app, lets you create, view, edit and share your files quickly and easily. Manage spreadsheets, tables and workbooks. It features calculation, graphing tools, pivot

tables, and a macro programming language called Visual Basic for Applications.

Career Occupations:

Entry level position as Video Game Designer, Systems Designer, Gameplay Designer, Level Designer

Completion Document:

Students who successfully complete all Program requirements will be granted a VANAS Diploma.

Program Title: Virtual Reality Diploma

Program Objective:

This online Program is designed to enable aspiring virtual designers to learn the process of creating 3D virtual reality through computer animation. Through a series of assignments students will learn how to apply 3D modeling techniques, principles of animation, locomotion for environments and characters. Students will learn the process of transitioning from idea to conception to final polished 3D virtual reality work. Students will create their own organic and inorganic assets for their final project.

Program Outline:

Students are required to complete 4 courses in the Esports Diploma Program:

Term 1: VR Modeling Foundations

Term 2: Organic Environment Modeling

Term 3: Animation Foundations

Term 4: Virtual Reality Experience

Number of Clock/Credit Hours:

Each of the 4 courses consists of 247.5 hours for a total of 990 hours over 48 weeks. Each program receives 3.5 Credit Hours per semester, for a total of 12 credits in a year. Lessons are delivered live online, and students must attend 2 live lesson per week with 15-25 hours of homework and project assignments each week. Attendance is monitored each time a student logs in to the online Campus.

Method of Instruction:

All instruction for this Program is online Live with an instructor. There are recorded videos to review, demonstrating how to complete each assignment.

Each student also has access to 3 optional Live sessions each week: Software Support, Digital Arts Support and Homework Help. Additionally, each student has full access to VANAS Plus, our online learning platform, which has supplemental lessons pertaining to the software each course uses.

Training / Instructional Aids and Facilities:

Students are required to have webcam and headphones with a built-in microphone, internet broadband or high-speed connection, and are responsible for supplying their own computer software and hardware.

Windows OS: XP, 11 or newer

Processor: 3GHZ or higher

12 GB RAM (16 GB recommended)

Nvidia GeForce GTX 1060 3 GB or better graphics card

or

Mac OSX Tiger or newer

Processor: Core Duo/Intel or higher

12 GB RAM (16 GB recommended)

Nvidia GeForce GTX 1060 3 GB or better graphics card

Quill® on Oculus Rift is a virtual reality illustration and animation tool built to empower artists and creators, whether to create final art or as a production tool for concept creation aid. Quill allows users to paint and animate in virtual reality on an infinitely scalable canvas - with rich colors and intuitive tools.

Adobe® Creative Cloud® is a collection of 20+ desktop and mobile apps and services for photography, graphic design, video editing, web development, UX and more.

Career Occupations:

Junior VR Animator, VR Modeler, VR Experiences Builder

Completion Document:

Students who successfully complete all Program requirements will be granted a VANAS Diploma.

Program Title: Production Management Diploma

Program Objective:

This Program teaches students how to manage digital artists, schedule productions, coordinate digital productions, prepare budgets, and create, organize and optimize digital assets. Students will have a comprehensive understanding of the production process and the business aspects of digital entertainment.

Program Outline:

Students are required to complete 4 courses in the Production Management Diploma Program:

Term 1: Production Management Foundations

Term 2: Time Management, Deadlines, Scheduling, Logistics

Term 3: Individual Coordination for Animation, Visual Effects, and Video Games

Term 4: Entire Production Coordination

Number of Clock/Credit Hours:

Each of the 4 courses consists of 247.5 hours for a total of 990 hours over 48 weeks. Each program receives 3.5 Credit Hours per semester, for a total of 12 credits in a year. Lessons are delivered live online, and students must attend 2 live lesson per week with 15-25 hours of homework and project assignments each week. Attendance is monitored each time a student logs in to the online Campus.

Method of Instruction:

All instruction for this Program is online Live with an instructor.

Each student also has access to 2 optional Live sessions each week: Digital Arts Support and Homework Help. Additionally, each student has full access to VANAS Plus, our online learning platform, which has supplemental lessons pertaining to the software each course uses.

Training / Instructional Aids and Facilities:

Students are required to have webcam and headphones with a built-in microphone, internet broadband or high-speed connection, and are responsible for supplying their own computer software and hardware.

ShotGrid® is a project management software owned by Autodesk. ShotGrid is primarily used for visual effects and animation project management in television shows and movie production and video game development.

Microsoft® Excel®, the spreadsheet app, lets you create, view, edit and share your files quickly and easily. Manage spreadsheets, tables and workbooks. It features calculation, graphing tools, pivot

tables, and a macro programming language called Visual Basic for Applications.

Career Occupations:

Entry level position as junior production coordinator, production assistant, assistant manager, and assistant producer.

Completion Document:

Students who successfully complete all Program requirements will be granted a VANAS Diploma.

Program Title: Digital Entertainment Art Foundations

Program Objective:

In this online course students learn about Concept Art, 3D Modeling and 2D Computer Animation. Students develop drawing techniques, using anatomy, silhouette and portraits and create original artwork for online exhibition. They learn to create realistic and cartoony models, learn basic Adobe Animate and create 2D Animations. This course introduces students to proper 2D animation workflows and methods, to learn the 12 principles of animation. Students learn live action film for reference and produce a film of their own animation.

Program Outline:

Students are required to complete 3 courses in the program:

Term 1: Software Foundations & Drawing Preparation

Term 2: Inorganic Modeling Foundations and Anatomy Foundations

Term 3: Animation Principles and Drawing Foundations

Number of Clock/Credit Hours:

Each of the 3 courses consists of 247.5 hours for a total of 742.5 hours over 36 weeks. Lessons are delivered live online, and students must attend 2 live lesson per week with 15-25 hours of homework and project assignments each week. Attendance is monitored each time a student logs in to the online Campus.

Method of Instruction:

All instruction for this Program is online Live with an instructor. There are recorded videos to review, demonstrating how to complete each assignment.

Each student also has access to 3 optional Live sessions each week: Software Support, Digital Arts Support and Homework Help. Additionally, each student has full access to VANAS Plus, our online learning platform, which has supplemental lessons pertaining to the software each course uses.

Training / Instructional Aids and Facilities:

Students are required to have their own computer software and hardware.

Desktop or Laptop Computer w/webcam

Recommended Graphics card: Nvidia GeForce GTX 1060 3 GB or better

Headphone with built-in microphone.

Internet broadband / High Speed connection.

Career Occupations:

This introductory Program serves as a pre-requisite for entry into higher level Animation and Digital Arts Programs.

Completion Document:

Students who successfully complete all Program requirements will be granted a VANAS Diploma.

Program Title: Digital Entertainment Technology Foundations

Program Objective:

In this online course you will learn about 3D Animation, Effects Animation and Video Game Design. Various aspects and functionality of the 3D software Maya are covered. This course introduces students to proper 3D animation workflows and methods, to learn the 12 principles of animation. Students are shown the fundamentals for creating computer generated visual effects. The basic interface of the high-end 3D effects software Houdini, Pyro and Mantra are reviewed. Game design principles and foundations will be studied. Through a series of assignments, students will learn to design a game.

Program Outline:

Students are required to complete 3 courses in the program:

Term 1: Animation Principles & Drawing Preparation

Term 2: Effects Software Foundations

Term 3: Game Design Foundations

Number of Clock/Credit Hours:

Each of the 3 courses consists of 247.5 hours for a total of 742.5 hours over 36 weeks. Lessons are delivered live online, and students must attend 2 live lesson per week with 15-25 hours of homework and project assignments each week. Attendance is monitored each time a student logs in to the online Campus.

Method of Instruction:

All instruction for this Program is online Live with an instructor. There are recorded videos to review, demonstrating how to complete each assignment.

Each student also has access to 3 optional Live sessions each week: Software Support, Digital Arts Support and Homework Help. Additionally, each student has full access to VANAS Plus, our online learning platform, which has supplemental lessons pertaining to the software each course uses.

Training / Instructional Aids and Facilities:

Students are required to have their own computer software and hardware.

Desktop or Laptop Computer w/webcam

Recommended Graphics card: Nvidia GeForce GTX 1060 3 GB or better

Headphone with built-in microphone.

Internet broadband / High Speed connection.

Career Occupations:

This introductory Program serves as a pre-requisite for entry into higher level Animation and Digital Arts Programs.

Completion Document:

Students who successfully complete all Program requirements will be granted a VANAS Diploma.



Vancouver Animation School

www.vanas.us