

UWTSD Fines.

The actions on this list will result in you losing funds for your productions. This list is subject to change and provides a general outline.

This list details costs for first offences, the price will increase by **10%** each time an offence is committed.

Students will need to keep track and document their own financial record via the 'Annual Financial Record Document'. This document must be presented with evidence of funds before being officially signed off by a lecturer.

Category	Additional Information	Pricing
Time management	This includes: 1. Failing to turn up on any given project (including work experience/external projects/student projects) 2. Lateness. This includes over running on a shoot or starting late. 3. Returning equipment late. 4. Failing to meet deliverable deadlines.	For number 1 offence - £1,000.00 For number 2 offence – £500.00 for the individual £500.00 for the team. For number 3 offence - £100.00 For number 4 offence - £1,500.00
Professionalism	This includes: 1. Behaving unprofessionally on set 2. Behaving unprofessionally on social media. 3. Using foul language or treating others unprofessionally. 4. Breaking set etiquette, and over stepping your role when on set. 5. Failing to communicate with team members or clients. 6. Not complying with health and safety outlines. 7. Not securing permissions, or following procedures (for example securing a location through the proper channels).	For number 1 offence - £150.00 For number 2 offence - £500.00 For number 3 offence - £150.00 For number 4 offence - £250.00 For number 5 offence - £150.00 For number 6 offence - £350.00 For number 7 offence - £1,000.00
Equipment	This includes: 1. Returning equipment in a poor condition (not packed as it went out, dirty, items missing or in incorrect cases, failing to charge equipment). 2. Failure to arrive on set in appropriate attire.	For number 1 offence - £100.00 For number 2 offence - £100.00
Lessons / workshops	This includes: 1. Failing to read the essential notes on reading list. 2. Not keeping track of your own financial record. 3. Not updating studio binder.	For number 1 offence - £150 .00 For number 2 offence - £100.00 For number 3 offence - £150.00
Cliché / no attention to detail	This includes: 1. Filming in student accommodation. 2. Microphones in shot, or crew caught in shot. 3. Using students from the film & TV course as actors.	For number 1 offence - £250 .00 For number 2 offence - £150.00 For number 3 offence - £250 .00
Dishonesty	This includes: 1. Attempting to acquire funds through dishonest means. Or attempting to cheat the system (for example attempting to pass of old work/projects as new). 2. Attempting to manipulate your 'annual financial record document'.	For number 1 offence - £1,000.00 For number 2 offence - £1,000.00
Diversity	Failing to meet the BFI diversity standards.	£1,000.00

