



RECORDING RADIO FILM CONNECTION & CASA SCHOOLS

# CATALOG

January 1, 2017 - December 31, 2017



## Recording, Radio, Film Connection & CASA Schools Administrative Offices

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[www.recordingconnection.com](http://www.recordingconnection.com) | [www.radioconnection.com](http://www.radioconnection.com) | [www.filmconnection.com](http://www.filmconnection.com) | [www.casaschools.com](http://www.casaschools.com) | [www.rfedu.com](http://www.rfedu.com)



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## **ABOUT RECORDING, RADIO, FILM CONNECTION & CASA SCHOOLS CATALOG**

At the time this catalog was produced, every effort was made to assure its accuracy. However, in keeping with the commitment of Recording Radio Film Connection & CASA Schools to its students, the school reserves the right to make suitable changes in faculty, curriculum, courses, schedules, requirements, tuition, fees and policies and procedures. Please contact the appropriate department for current information of any special requirements.

Recording Radio Film Connection & CASA Schools will honor all provisions involving Schoolal responsibilities to the student as stated within the signed Enrollment Agreement.

An online version of this catalog is updated on Recording Radio Film Connection & CASA Schools website at <https://www.rrfedu.com/consumer-disclosures>.

This catalog was prepared by administrative members of Recording Radio Film Connection & CASA Schools. The information contained herein was published in July 1, 2017.

## **ADDENDUM**

The addendum will be updated regularly to accommodate changes in official school holidays, mentor and student advisor listing, tuition and fees, and other relevant information.

## **WELCOME LETTER**

Welcome to the Recording, Radio, Film Connection & CASA Schools (RRFC),

We are delighted you are considering a future career in music, film, radio, TV or the culinary arts, the programs offered at RRFC serve these professional industries. We offer a non-traditional method of distance education delivery coupled with a **REAL WORLD APPROACH TO EDUCATION** that is designed to launch your career.

Our staff and mentors offer more than thirty years of experience facilitating **REAL WORLD APPROACH TO EDUCATION** within a learning environment which has promoted hundreds of successful graduates. **WE ARE REAL WORLD EDUCATION PROVIDERS.**

We provide focused **REAL WORLD** educational programs by selecting Mentors (faculty) who are equipped with industry experience and expertise. Your mentor shares the same passion as you while performing and/or demonstrating skills daily in an active and viable business setting. We have maintained an affordable cost of education to allow our graduates to pursue employment without long-term debt.

Your classroom is in the **REAL WORLD**. Depending upon your program selection, you will be assigned to professional recording studios/film production companies/radio stations/restaurant kitchens. This means that the job skills you will be learning are current and relevant to how things are done in the industry. In many cases, as you complete your externship, you will work on real world projects which not only provide you with priceless, hands-on, practical application of your job skills but are great resume builders too.

You have embarked in a **REAL WORLD** journey to timely complete your program in as little as six months. You will be matched with a mentor in a learning environment that provides industry current educational practices and equipment providing you with an opportunity to learn and prepare for the **REAL WORLD** while pursuing gainful employment within a competitive market.

We look forward to you accomplishing amazing things.

James Petulla  
President and Chief Executive Officer

Brian Kraft  
Chief Operating Officer and Chief Academic  
Officer

# **INTRODUCTION TO RECORDING, RADIO, FILM CONNECTION & CASA SCHOOLS**

## **MISSION**

Recording Radio Film Connection & CASA Schools is dedicated to provide career-focused, post-secondary educational programs that are structured for online delivery with an industry focused externship to serve our diversified student population. Students are prepared for professional opportunities and career success in the fields of recording, radio, film and culinary arts.

## **INTRODUCTION**

Recording Radio Film Connection & CASA Schools (hereinafter referred to as School) offers training that may lead to careers in the recording, film and culinary industries using industry current equipment and qualified, approved instructors. All students providing services at Facility shall be, at all times, unpaid externs. Mentors shall be duly certified or otherwise qualified to participate in the Externship Experience at Facility as part of the Program. RRFC shall instruct its Mentor to, perform their duties and services hereunder in accordance with all relevant local, state and federal laws and shall comply with the standards and guidelines of applicable regulatory bodies and the bylaws, rules and regulations of Facility and any rules and regulations of RRFC as may be in effect from time to time.

Recording Radio Film Connection & CASA Schools' administrative offices are located at 6300 Wilshire Blvd, Suite 640, Los Angeles, CA 90048.

## **OUR TRADITION**

Recording Radio Film Connection & CASA Schools has a long tradition of preparing students for careers by providing a challenging educational environment that responds to changing technologies and the needs of the marketplace. The school is proud of its history of providing graduates with the creative and technical skills demanded by today's employers.

## **TRAINING FACILITIES/EXTERNSHIP SITES**

Each training facility/ externship site will provide quality educational technology and resources specifically chosen to support the programs of study offered at that location. A full-service recording studio, film production company or restaurant (as applicable) will provide the externship portion of the program. Such facilities will contain industry current equipment.



## SCHOOL LICENSING, AFFILIATIONS AND ENDORSEMENTS

### LICENSING:

Recording, Radio, Film Connection & CASA Schools is licensed by the State of California, Bureau for Private Postsecondary Education (BPPE).

Recording, Radio, Film Connection & CASA Schools is licensed by the State of Tennessee, Higher Education Commission.

Recording, Radio, Film Connection & CASA Schools is licensed by the State of Michigan, Department of Licensing and Regulatory Affairs.

Recording, Radio, Film Connection & CASA Schools is licensed by the State of Wisconsin, Educational Approval Board.

Recording, Radio, Film Connection & CASA Schools is licensed by Washington State, Workforce Training and Education Coordinating Board.

### AFFILIATIONS:

Recording, Radio, Film Connection & CASA Schools is accredited by the Better Business Bureau (BBB). BBB has determined that Recording, Radio, Film Connection & CASA Schools meets BBB accreditation standards, which include a commitment to make a good faith effort to resolve any consumer complaints. BBB Accredited Businesses pay a fee for accreditation review/monitoring and for support of BBB services to the public.



A+ Rating

Recording Radio Film Connection, Inc. BBB ACCREDITATION SINCE 05/30/2014

**ENDORSEMENTS:**

SPARS – Society of Professional Audio  
Recording Services

ASM – Arts Schools Network

NAMM – National Association of Music  
Merchants

NAB – National Academy of  
Broadcasting

Pensado's Place

Dr Drew

Russell Simmons

Larry King

Sandy Stern

David Lynch

Hans Zimmer

Oliver Stone

Warren G

Common

Nikki Sixx

Grammys – Partner

Produce like a Pro (Warren Huart)

Vintage King Audio

Team Backpack

## **PROGRAMS OFFERED**

\*\*\* Not all Programs are approved in all States

CA: California, MI: Michigan, TN: Tennessee, WA: Washington and WI: Wisconsin

### **RECORDING CONNECTION**

Recording Connection for Audio Engineering & Music Production (CA)

Recording Connection for Advanced Audio Engineering & Music Production (CA, \*\*\*TN)

Recording Connection for Hip Hop & Beat Making (CA)

Recording Connection for Live Music (CA)

### **FILM CONNECTION**

Film Connection for Cinematography (CA)

Film Connection for Film Production & Editing (CA)

### **RADIO CONNECTION**

Radio Connection for Radio Broadcasting (CA)

### **CHEF APPRENTICE SCHOOL OF THE ARTS (CASA)**

CASA Schools for Culinary Apprenticeship - Gourmet Chef (CA)

## **PROGRAM OCCUPATION OBJECTIVES**

### **RECORDING CONNECTION FOR AUDIO ENGINEERING & MUSIC PRODUCTION, 200 Hours**

**Occupational Objective:** The graduate should be able to acquire an entry-level position as a Sound Effects Editor, Sound Designer, Live Sound Engineer, Audio Engineer, Producer, or an Assistant Sound Engineer.

### **RECORDING CONNECTION FOR ADVANCED AUDIO ENGINEERING & MUSIC PRODUCTION, 200 Hours**

**Occupational Objective:** The graduate should be able to acquire an advanced-level position as a Sound Effects Editor, Sound Designer, Live Sound Engineer, Audio Engineer, Producer, or an Assistant Sound Engineer.

### **RECORDING CONNECTION FOR HIP HOP & BEAT MAKING, 200 Hours**

**Occupational Objective:** The graduate should be able to acquire an entry-level position as a Scoring Assistant, Beat Engineer, Arranger, Label Relations, Composer, Software Technician, A+R Administrator, Promotions Assistant, or Rack Jobber.

### **RECORDING CONNECTION FOR LIVE MUSIC, 200 Hours**

**Occupational Objective:** The graduate should be able to acquire an entry-level position as a Production Sound Mixer, Utility Sound Technician, Re-Recording Mixer, Audio Engineer (A1, A2), Live Music Coordinator, Assistant Engineer, Sound Technician, Resident Audio Technician, or Orchestral Librarian.

### **FILM CONNECTION FOR CINEMATOGRAPHY, 200 Hours**

**Occupational Objective:** The graduate should be able to acquire an entry-level position as an Assistant Camera Operator, 1<sup>st</sup>/2<sup>nd</sup> Camera Assistant, Camera Loader, Studio Camera operator, Gaffer, Studio/Assistant Videographer, Aerial Camera Assistant, Art Department Coordinator, 2<sup>nd</sup>/3<sup>rd</sup> Assistant Director, Assistant Stereographer, Cable Puller, Digital Imaging Technician, HD Technician, Dolly Grip, Grip, Lighting Designer, VFX Coordinator, Film Loader, Camera Production Assistant, Motion Control Technician, Clapper Loader, or Video Playback Assistant.

### **FILM CONNECTION FOR FILM PRODUCTION & EDITING, 200 Hours**

**Occupational Objective:** The graduate should be able to acquire an entry-level position as a Location Scout, Production Assistant, Video Editor, Camera Operator, Writer, Assistant Director, Producer, Prop Master, Set Decorator, Production Designer, Executive Producer, Talent Agent, or Casting Director.

### **RADIO CONNECTION FOR RADIO BROADCASTING, 200 Hours**

**Occupational Objective:** The graduate should be able to acquire an entry-level position as a Broadcaster, On-air DJ, Commercial Announcer, PSA voice over artist, on-air Producer or a Board Operator.

### **CASA SCHOOLS FOR CULINARY APPRENTICESHIP - GOURMET CHEF, 276 Hours**

**Occupational Objective:** The graduate should be able to acquire an entry-level position as a Cook, Prep Cook or Line Cook.

## **TRAINING, EQUIPMENT AND FACILITY**

### **INSTRUCTIONAL DELIVERY**

Recording Radio Film Connection & CASA Schools uses a distance education delivery model coupled with a program and industry specific externship.

Students complete coursework online at a location of their choosing, while simultaneously completing an externship at a private place of business. As such, there are no facilities except the administrative headquarters office located at 6300 Wilshire Blvd., Suite 640, Los Angeles, CA 90048.

The schedule for the externship component of the training is determined by the student and externship mentor.

### **EQUIPMENT & SUPPLIES**

Below is a list of materials used for programs at Recording Radio Film Connection & CASA Schools. The materials are provided directly by the school to the student as part of the tuition.

#### **Recording Connection for Audio Engineering & Music Production:**

- Pro Tools 12, Logic Pro X or Ableton Live Suite 9
- Recording Connection Course Curriculum [eBook Format]
- *The Recording Connection Audio Institute Basic Audio Engineering* Digital eBook, Written by Doug Boulware, Zack Phillips

#### Recording Connection for Advanced Audio Engineering & Music Production:

- Pro Tools 12, Logic Pro X or Ableton Live Suite 9
- Recording Connection Course Curriculum [eBook Format]
- *The Recording Connection Advanced Audio* Digital eBook, Written by Michael Vail Blum

#### Recording Connection For Hip Hop & Beat Making

- Pro Tools 12, Logic Pro X or Ableton Live Suite 9
- Recording Connection Course Curriculum [eBook Format]
- The Recording Connection Hip Hop & Beat Making Digital eBook, Written by Jamal Abercrombia, Gerald Keys, Doug Boulware and Mark Einhorn

#### Recording Connection for Live Music:

- Pro Tools 12, Logic Pro X or Ableton Live Suite 9
- "The Sound Reinforcement Handbook" by Gary Davis [ISBN 007-3999009644]
- The Recording Connection Live Music Engineering Digital eBook, Written by Jamal Abercrombia, Luis Moreno and Doug Boulware

#### Film Connection for Cinematography:

- *Supplemented by Cinematography – An Introduction*, Written by Tim Atkinson
- *Film Connection Introductory Course on Cinematography* eBook, Written by Jacob Wells and Steve Carmichael
- *The Five C's of Cinematography*, Written by Joseph V. Mascelli

#### Film Connection for Film Production & Editing:

- *Film Connection Course Curriculum* eBook, Written by Brian Kraft, Tim Atkinson and Dave Baker
- *Film Connection Film Institute Introductory Course on Writing and Producing* by Tim Atkinson, Dave Baker and Brian Kraft

#### Radio Connection for Radio Broadcasting:

- Presonus Studio One lite version
- USB condenser microphone
- Radio Connection Broadcasting Curriculum eBook, Written by Jim Daniels

#### CASA Schools for Culinary Apprenticeship -Gourmet Chef

- CASA Schools –Gourmet Chef Curriculum (Hard Copy)
- Complete set of Chefs Knives
- Complete set of Chef Whites

## **SCHOOL GOVERNANCE AND ADMINISTRATION**

### **STATEMENT OF OWNERSHIP – LEGAL CONTROL**

Recording Radio Film Connection, Inc. d/b/a Recording Radio Film Connection & CASA Schools is a California corporation established in December 2011. Mr. James Petulla is the sole owner and serves as President/Chief Executive Officer and Chief Financial Officer.

#### ***The officers of the school are:***

James Petulla / President/Chief Executive Officer/Chief Financial Officer

Brian Kraft / Chief Academic Officer/Chief Operations Officer

## **STUDENT CONDUCT AND ADMINISTRATIVE ACTIONS**

### **ACADEMIC HONESTY**

All students of Recording Radio Film Connection & CASA Schools are expected to act with civility and personal integrity; respect other students' dignity, rights and property; and help create and maintain an environment in which all can succeed through their own efforts. An environment of academic integrity is requisite to respect for self and others and a civil community.

Academic integrity includes a commitment to not engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty include cheating or copying, plagiarizing, submitting another persons' work as one's own, using internet sources without citation, taking or having another student take your exam, tampering with the work of another student, facilitating other students' acts of academic dishonesty, etc.

Depending on the severity of the offense, sanctions for breaches in academic integrity may range from an "F" grade on an assignment to termination from the school.

### **STUDENT CONDUCT**

Recording Radio Film Connection & CASA Schools expects the students to conduct themselves in a respectful manner that is conducive to learning. Daily interactions with mentors, student advisors, and fellow peers, and staff should demonstrate the traits of good behavior and positive judgment of student conduct.

- Be polite and use appropriate language. No cursing, bullying, or any form of harassment is tolerated.
- Be considerate of others and do not waste school resources.
- Do not make harassing or discriminatory remarks.
- Do not transmit obscene or threatening materials.
- Do not come on campus under the influence of, possession of, or attempt the sale of alcohol or drugs. This is strictly prohibited and may result in administrative actions to include termination.
- Inappropriate public displays of affection or unprofessional conduct or behavior.



Unprofessional conduct rules are intended to protect students and the public from incompetent, unethical or illegal conduct.

## **ADMINISTRATIVE ACTIONS – ADVISING/SUSPENSION/PROBATION/TERMINATION**

Recording Radio Film Connection & CASA Schools describes “Administrative Actions” as Advising, Suspension, Probation and Termination. Depending upon the severity of the violation and repeated offenses the most punitive Administrative Actions may be invoked.

Advising becomes necessary when a student has committed any violation of the rules or policies as stated in the catalog. The student will meet with their Student Advisor to discuss the violation. This advising session will be documented. No further action will be required at this point. This advising will give the student an opportunity to correct their behavior and/or violation to the School’s policies. If the behavior or violation is repeated the student will then be subject to suspension, probation or termination.

Causes for termination include, but are not limited to, poor academic progress, poor attendance, insubordination to mentors and staff members, cheating, disrespectful or unruly behavior, possession or use of alcoholic beverages on campus, use of illegal drugs, stealing, and malicious or willful destruction of school property. Possession of illegal drugs or firearms on the campus will be grounds for permanent termination from the school.

## **ADMISSION INFORMATION**

### **ADMISSIONS POLICY**

Admission into any of the programs requires that the applicant:

1. Has a high school diploma or equivalent.  
*Recognized equivalent of secondary education includes a GED, passing results of the California High School Proficiency Exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates high school graduation on the transcript, or completion of a bachelor degree.*
2. Complete an interview with an admissions representative.
3. Complete an Enrollment Agreement.
4. For Recording Connection for Advanced Audio Engineering & Music Production program only:  
Submit documentation of education and/or experience, as applicable in the audio engineering and music production field to be considered for acceptance into the advanced program.

Recording Radio Film Connection & CASA Schools does not discriminate in admissions, educational programs or employment on the basis of race, sex, national origin or ethnic group, color, age, religion, disability, genetic information, gender, military service, pregnancy or other category protected by applicable law.

## **ADMISSIONS PROCEDURE**

Admission procedures include a phone interview with an admissions representative to review goals, programs offered, school policies and procedures, and school performance fact sheet, graduation requirements. Each prospective student must provide:

1. Documentation of prior education as outlined in the Admissions Policy.
2. Complete Financial Planning session.
3. For Recording Connection for Advanced Audio Engineering & Music Production program only: Submit documentation of education and/or experience in the field to date.

## **ABILITY-TO-BENEFIT**

Recording Radio Film and CASA Schools t admits Ability-To-Benefit (ATB) students. An ATB student is a student who has not provided proof of receiving a high school diploma or equivalency, but who has demonstrated by successfully passing an ability-to-benefit assessment that the student possesses the cognitive or physical skills needed to benefit for a certificate program.

## **CRIMINAL CONVICTIONS**

Applicants to Recording, Radio, Film Connection & CASA Schools may be subject to a criminal background check. A felony conviction under 7 years of age will prohibit admission of a student to Recording, Radio, Film Connection & CASA Schools. Additionally, admission will be denied in certain programs based on convictions for theft, drugs, or violent crimes as defined below. In the event an applicant is not truthful and does not disclose criminal convictions during the admission process, Recording, Radio, Film Connection & CASA Schools may terminate the student upon learning of this misrepresentation. In addition, students participating in criminal activity during the period of enrollment may be terminated.

For the purposes of determining eligibility for admission, terms are defined as follows:

- **Felony under 7 years of age** – This is defined as a felony offense of any classification that has a disposition date of 7 years or less from the date of the proposed admission date. An applicant that was placed on deferred adjudication for a felony offense, but has not received an order of dismissal from the court of appropriate jurisdiction, will be considered as still actively on probation.
- **Violent offense** – Any offense involving violence, threats or use of a weapon, including, but not limited to assault, family violence, aggravated robbery, kidnapping, terroristic threats, sexual assault, injury to a child, and stalking. A conviction for simple assault punishable by fine only will not be considered a violent offense under this definition.
- **Drug offense** – Any offense involving possession, use, delivery or manufacturing of a controlled substance under either federal or state laws.
- **Theft offense** – Any offense, of whatever category, that involves the unlawful taking of someone else's property or service by direct action or fraud. Offenses of this category include but are not limited to theft, shoplifting, distribution of bad checks, burglary, robbery, fraud, forgery, and embezzlement.

## **MAXIMUM TIMEFRAME FOR READMISSION**

Students are required to complete the program within six (6) months of their first session with exception of the culinary program that required students to complete the program within seven (7) months of their first session. Any extension to complete the program must be approved by Recording Radio Film Connection & CASA Schools in writing. If a student fails to obtain approval from Recording Radio Film Connection & CASA Schools for a Program Leave of Absence, and postpones training without approval, the student will be allowed only a twelve (12) month period to resume training, by apply to be readmitted. If the student does not resume training within 12 months from withdrawal, he/she may not be eligible to receive any further training or job placement assistance.

## **ACCOMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

Recording, Radio, Film Connection & CASA Schools is committed to making its facilities and services available to persons with disabilities, and individuals with disabilities are encouraged to apply for enrollment. Recording, Radio, Film Connection & CASA Schools will provide reasonable accommodations for students with disabilities. Including auxiliary aids and services as long as services do not fundamentally alter the nature of the relevant program, or service provided by Recording, Radio, Film Connection & CASA Schools. A student requesting an accommodation for a disability must contact the Student Advisor and complete the "Student Application For Auxiliary Aids or Academic Adjustments" requesting academic adjustments and/or auxiliary aids. To ensure that accommodations are provided in a timely fashion, Recording, Radio, Film Connection & CASA Schools strongly encourages students to submit all requests for accommodation immediately after enrollment and prior to the first day of classes, or otherwise as soon as practicable. To request an auxiliary aid or service, please contact: Jay Ryall, Director of Student Services.

### **What is a disability?**

An individual is considered to have a disability if he or she:

- has a physical or mental impairment that substantially limits one or more major life activities; or
- has a record of such an impairment; or
- is regarded as having such impairment.

Qualified individual with a disability means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

### **What is a reasonable accommodation?**

A reasonable accommodation is any modification or adjustment to the learning environment that makes it possible for a qualified individual with a disability to participate in the academic program.

The term "auxiliary aids and services" includes:

- qualified interpreters or other effective methods of making aurally delivered materials available to individuals with hearing impairments;

- qualified readers, taped texts, or other effective methods of making visually delivered materials available to individuals with visual impairments;
- acquisition or modification of equipment or devices; and
- other similar services and actions.

Due to the complexity of determining the appropriateness and reasonableness of accommodations, questions regarding accommodation issues, including whether a particular circumstance requires accommodation and the nature of the appropriate accommodation, should be promptly directed to the Chief Academic Officer.

### **What is the process to request accommodations?**

The Director of Student Services is the designated school employee who is responsible for coordination of efforts to ensure appropriate academic adjustments and/or auxiliary aids are provided consistently to the student population. Students seeking reasonable accommodations will complete the ***“Student Application For Auxiliary Aids or Academic Adjustments”*** application. Upon receipt of the completed application and supporting documentation, the Director of Student Services will arrange an interview with the student to discuss their specific needs. The student may elect to include parent, guardian or other designated agent in the interview session that may validate the nature of the academic adjustment or auxiliary aids needed under the reasonable accommodations provisions. The School may engage an independent evaluation administrator to provide professional opinion to determine the appropriate accommodations are provided for the student. After careful consideration, the Director of Student Services will provide the necessary guidance to the faculty members, authorize and requisition additional resources as needed to accommodate the student needs. Periodical reviews will be conducted by the Director of Student Services to ensure that the adjustments and/or aids are appropriate. A student seeking accommodations may appeal the decision of the Director of Student Services to the Chief Academic Officer as outlined in the grievance process below. *(Please see: What is the grievance or complaint procedure?).*

### **What is the grievance or complaint procedure?**

Should a student have a grievance or complaint concerning any aspect or his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the mentor or student advisor to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the mentor or student advisor, the student may submit his or her grievance or complaint in writing to the Director of Student Services, clearly describing the grievance or complaint. The Director of Student Services will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Director of Student Services, the student must appeal to the Chief Academic Officer in writing within 10 days of receiving the decision of the Director of Student Services. The Chief Academic Officer will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal the Corporate Director of Regulatory Affairs will formulate a resolution. A student may appeal to the Chief Operating Officer, Chairperson of the ADA Committee at Home Office of Recording, Radio, Film Connection & CASA Schools as the final entity seeking a favorable resolution to reported grievance or complaint.

At any time, a student may also contact the following agencies concerning any grievance or complaint about the institution: United States of Department of Education, Office for Civil Rights, U.S. Department of Health and Human Services, 1301 Young Street, Suite 1169, Dallas, TX 75202,

Customer Response Center: (800) 368-1019, Fax: (202) 619-3818, TDD: (800) 537-7697, Email: [ocrmail@hhs.gov](mailto:ocrmail@hhs.gov).

## **STUDENT CONSUMER INFORMATION**

Recording Radio Film Connection & CASA Schools makes certain information available to any enrolled student or prospective student through appropriate publications, mailings or electronic media. This information includes: length of the program and the occupations it prepares students to enter, the on-time graduation rate, tuition and fees, and graduate employment assistance. You may obtain this information at: [www.recordingconnection.com](http://www.recordingconnection.com), [www.filmconnection.com](http://www.filmconnection.com), [www.radioconnection.com](http://www.radioconnection.com), [www.casaschools.com](http://www.casaschools.com) and <https://www.rrfedu.com/consumer-disclosures>.

## **STATE OF CALIFORNIA CONSUMER INFORMATION**

This School is a private School approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the School is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Recording Radio Film & CASA Schools has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

Recording Radio Film & CASA Schools does not participate in federal or state financial aid programs.

Recording Radio Film & CASA Schools is not accredited by an agency recognized by the United States Department of Education (USDE), and this School's students are not eligible for federal financial aid programs.

## **DISTANCE EDUCATION TECHNOLOGY REQUIREMENTS**

To participate in Recording Radio Film and CASA Schools programs, prospective students must confirm by initial on the enrollment agreement that the requirements to have Internet access.

## **INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES**

Recording Radio Film and CASA Schools does not offer visa services to prospective students from other countries or English language services. Recording Radio Film and CASA Schools does not offer English as a Second Language instruction. All instruction occurs in English.

English language proficiency is documented by:

1. the admissions interview; and
2. Receipt of prior education documentation as stated in the admissions policy.

## **FOREIGN TRANSCRIPT EVALUATION**

All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency.

The following is a sample of foreign transcript and degree evaluators. Recording Radio Film and CASA Schools does not endorse any evaluators.

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/>
- International Consultants of Delaware: <http://www.icdel.com/>
- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>

## **ACADEMIC INFORMATION**

### **ACADEMIC POLICIES AND REGULATIONS**

Students are responsible to be familiar with the policies and regulations in this catalog, as well as those in the materials given to students in their application packets and distributed at Orientation and throughout the program. Students who have questions about these policies before matriculation should contact the admissions office. After matriculation, student may contact their Student Advisor or Mentor.

Recording Radio Film Connection & CASA Schools reserves the right to change the policies contained from time to time. Notice is not required for a new policy to take effect; however, Recording Radio Film Connection & CASA Schools will make reasonable attempts to notify students promptly of any policy changes through website or email posting, mail distributions, or other methods deemed appropriate by the school administration.

### **ACADEMIC AFFAIRS AND LEADERSHIP**

Chief Academic Officer (Academic Affairs) serves the students, faculty and community through the conception design, development and implementation of postsecondary educational diploma. This prepares students with the necessary skills for entry-level positions in the fields of recording, radio, film and culinary arts. Academic Affairs achieves its mission through;

- the selection of qualified faculty, providing ongoing professional development and in-service training



- the development and enhancement of the program curriculum that is responsive to the needs of students and employers
- the promotion and support of an effective library (hard copy and online) that provides access to the needed materials and information supporting educational programs at Recording Radio Film Connection & CASA Schools.

## **HOURS**

Academic credit is measured in clock hours. One hour of instructional time is defined as a sixty-minute period.

## **INSTRUCTIONAL MODE**

Distance Education Programs - coursework is completed at a location determined by the student. Externship locations can be up to 100 miles away from the student's address. The externship mentor will work with each student on structuring a specific schedule; the student agrees that he/she will be available to meet with the mentor for a minimum of two sessions per week.

## **METHODS OF INSTRUCTION**

- Lesson Hours - Instructional hours consisting of new principles, delivered via the Learning Management System.
- Externship Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during lesson hours.

## **CLASS SESSIONS**

### **LESSONS**

Students will complete and submit one (1) lesson each studio session, not to exceed one (1) lesson per week. It is the student's responsibility to make sure Recording Radio Film & CASA Schools has received completed lessons.

Students are to document all time and activities in each studio session (externship). This information is meant to be submitted electronically to the Student Services Department as a blog entry. A template for this journal will be provided to each student upon acceptance to a program.

Students are required to keep all appointments with their Student Advisor, whether for tutoring or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice. Some lessons will have two assignments, one to be turned in to the student's mentor, another to be turned in to Student Services.

## **EXTERNSHIP (STUDIO SESSIONS)**

Paid externship is not provided by Recording Radio Film & CASA Schools or any of its employees or executives, or the mentor, the station, studio, or company at which the student is earning externship hours.

The student must understand that while Recording Radio Film & CASA Schools has contracted the student's mentor to administer the externship and allow the student to participate in the mentor's responsibilities, the actions or opinions of the studio, its associates, artists or affiliates are of their own and not a reflection of Recording Radio Film & CASA Schools. The student further understands that they may be offered the opportunity to fulfill additional responsibilities inside the studio.

Recording Radio Film & CASA Schools will consider transfer requests to another location under certain circumstances. It is agreed by the parties that Recording Radio Film & CASA Schools has the right to transfer a student to any new location within one-hundred (100) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film & CASA Schools.

### **ACADEMIC ADVISING**

Recording Radio Film Connection & CASA Schools has assigned academic advising to the student advisors who work with students to assist them in the selection of their courses, schedule adjustment processes and other matriculation necessities. Student advisors are available during days and evenings (not to include the weekends).

Students are encouraged to consult with their mentor(s), and/or student advisor bi-weekly and no less than monthly to develop an action plan for resolving their academic needs.

## **EVALUATION METHODS**

### **GRADING SYSTEM**

#### **Program Final Grade**

<i>Grade</i>	<i>Definition</i>
P – Pass	Has satisfactorily met all minimum program requirements
F – Fail	Failed to satisfactorily met all minimum program requirements

#### **Quiz, Exams and Final Practical Grade**

<i>Letter Grade</i>	<i>Percentage Scale</i>	<i>Explanation</i>
A	90-100	Excellent
B	80-89	Good
C	70-79	Average
D	60-69	Minimally Passing
F	Below 60	Failing
I	Incomplete	See complete definition provided below

**“Acceptable Academic Progress”** is defined as a grade point average (GPA) 2.0 or higher on a four (4) point system and demonstrates “Academic Activity”.

**“Academic Related Activity”** (ARA) is defined as attending a class, taking a test, performance of a externship assignment, involvement in a class project, and etc.

RRFC monitors ARA; students are encouraged to be in attendance in their classes and to be performing with Acceptable Academic Progress. In the event a student is not maintaining Acceptable Academic Progress, the student's Student Advisor may require a specific level of attendance. Failure to comply with attendance requirements may lead to an academic warning, probation or termination.

## MILESTONES AND EVALUATION OF SATISFACTORY ACADEMIC PROGRESS

*Compliance with Standards of Academic Progress is reviewed for all programs.*

### **CLOCK HOURS – CERTIFICATE PROGRAMS**

Evaluation Point	Milestones (CGPA and ICR)	Required Action
End of First 25% Period (50 Clock Hours of 200 Clock Hours)	2.0 and 80% of scheduled hours (Minimum 40 Clock Hours)	Academic Warning
End of Second 50% Period (100 Clock Hours of 200 Clock Hours)	2.0 and 80% of scheduled hours (Minimum 80 Clock Hours)	Academic Warning (if 1st time) Academic Probation (if 2 <sup>nd</sup> time)
End of Third Payment Period (150 Clock Hours of 200 Clock Hours)	2.0 and 98% of scheduled (Minimum 147 Clock Hours)	Academic Warning (if 1st time) Academic Probation (if 2 <sup>nd</sup> time) Academic Termination (if 3 <sup>rd</sup> time)
At Any Time	Anything in excess of 150% MTF	Termination

**Program Length: six/seven months**

### **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 don't turn in work or don't take tests. If a student does not make arrangement to take missed tests, a failure grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination.

### **Evaluation Tools**

- Each week students complete a single lesson with their mentor which ends in a quiz. The grade of the quiz functions as an indicator that the student is or is not receiving and maintaining the information in a proper way. Additionally, the quizzes are reviewed by the Student Advisor Staff to ensure the student is receiving proper instruction from the mentor.
- Each week students are also required to complete one self-reflective journal entry meant to establish their growth and the progress of their education. These are also viewed by the Student Advisor Staff to ensure students are receiving an effective education.
- Lastly, students are encouraged to participate in the completion of periodic questionnaires. The questionnaires are delivered by the Student Advisor Staff and assist in establishing student's needs, their expectations, as well as prior experience they might be bringing with them, as well as to gauge their progress and ensure the quality of our educational offering, and ensure that our educational objectives and outcomes have been met.

## STANDARDS OF ACADEMIC PROGRESS (SAP)

### PURPOSE AND SCOPE

The Satisfactory Academic Progress Policy ensures that all students enrolled in a program are maintaining satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in the policy are set to recognize academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. These standards apply to all students whether they are eligible for Title IV funding or not. (CURRENTLY RRFC **DOES NOT** PARTICIPATE IN TITLE IV PROGRAMS)

### POLICY GUIDANCE

Satisfactory Progress Standards are designed to assess academic progress for classes taken at Recording Radio Film Connection & CASA Schools only and requires a both quantitative measurements and qualitative measurements. Students must maintain satisfactory progress toward the completion of their program.

A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with C or better grades indicate academic progress. Completing courses with a grade less than a C is determined as poor academic performance and may lead to warning, probation or termination. It is important that students attend all classes and complete them successfully. ***Students who fail to meet the minimum standards of one or more of the below criteria will be notified by the Student Advisor within seven (7) business days of determination.***

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. These standards monitor whether a student meets the minimum quantitative and qualitative components. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA)
- Achieve the minimum incremental completion rate (ICR) and
- Complete the program within a maximum allowable time frame (MTF)

***Failure to complete courses successfully for any reason will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in extending the length of educational program. Schedule a meeting with the Student Advisor, if you are having attendance concerns, and/or feel you are failing a course or courses or falling behind. It is important to understand how these situations will impact SAP. In order for a student to graduate, the minimum requirements are a CGPA of 2.0 and completion of all required coursework without attempting more than 150% of the hours in the program.***

***While terms of Advising, Suspension,, Probation and Termination are used to describe the administrative action, the status applies to all students.***

***Any student who has not participated in an academic activity within any thirty (30) day period will be terminated from training at Recording Radio Film Connection & CASA Schools.***

Satisfactory progress will be assessed at the following points:

#### **CLOCK HOUR – CERTIFICATE/DIPLOMA PROGRAMS**

1. At the end of 50 clock hours, students must attain a minimum CGPA of 2.0 and ICR of 80% of the scheduled clock hours. Anything below these milestones will result in Warning.
2. At the end of 100 clock hours, students must attain a minimum CGPA of 2.0 and ICR of 80% of the scheduled clock hours. Anything below these milestones will result in Warning for the payment period unless the student was on Warning in his or her previous payment period. If the student was on Warning in the previous payment period, fails to meet these standards will result in Probation.
3. At the end of 150 clock hours, and thereafter, students must attain a minimum CGPA of 2.0 and ICR of 98% of the scheduled clock hours. Anything below these milestones will result in Warning, Probation or dismissal.
4. Compliance with SAP is reviewed each course for Clock Hour Certificate Programs.
5. To be removed from Warning or Probation, a student must meet the Satisfactory Academic Progress requirements at the next measuring point.

#### **CHANGE PROGRAM OF STUDY - RECORDING RADIO FILM CONNECTION & CASA SCHOOLS**

A student who wishes to change from one program to another or earn additional credentials within Recording Radio Film Connection & CASA Schools will be assisted by the Student Services Coordinator to complete the process. Only those credits required for graduation in the new program will be transferred to the new program and counted toward graduation. A "W" will be posted for those credits that are incomplete at the time of the transfer, and not required for the new program.

#### **INCOMPLETE**

A student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student who has received a grade of incomplete can re-enroll in the program during the 6 month period following the withdrawal date in order to complete those incomplete subjects without payment of additional tuition. If subjects have been discontinued, the student will take the class that is most similar to the one needed. No student may graduate with an incomplete "I" grade.

#### **MAXIMUM PROGRAM LENGTH/MAXIMUM TIME FRAME**

The maximum allowable time frame to complete a program is 150% of the published length of the educational program.

## **ATTENDANCE REQUIREMENTS**

### **EXTERNSHIP (STUDIO SESSIONS) POLICY**

Physical attendance is required and recorded during the externship portion of the program. Paid externship is not provided by Recording Radio Film Connection & CASA Schools or any of its employees or executives, or the mentor, the station, studio, or company at which the student is earning externship hours.

Recording Radio Film Connection & CASA Schools has contracted with the student's mentor to administer the externship and allow the student to participate in the mentor's responsibilities. The student further understands that some responsibilities may include general intern duties in the studio.

### **ATTENDANCE**

Recording Radio Film Connection & CASA Schools requires that a student attend a minimum of 98% of scheduled instruction at externship sites. Attendance is monitored by Student Services through bi-weekly check-ins with the mentor and student.

A student is required to attend all externship sessions with his/her mentor and arrive on time. Two (2) or more unexcused absences, tardies, truancies, or cancellations may result in the termination of the student's enrollment in the program, and no refund will be provided. Although his/her mentor will work with the student on structuring a specific schedule, the student must agree to be available to meet with his/her mentor for up to two sessions per week. The student must understand that the Recording Radio Film Connection & CASA Schools courses are documented and he/she is given credit according to lessons completed and in some cases hours or days attended.

Every studio session, the Student Services Department contacts each student and mentor to monitor student attendance.

The Student Services Director may place a student on attendance probation if the student is not maintaining 98% attendance. This status change will result in a formal advisory, which will be sent to the student, indicating the reason for the attendance probation and terms required to gain satisfactory attendance. Failure to meet attendance requirements may result in the student being withdrawn from the program.

### **TARDINESS**

Developing a good work ethic is an important part of the training at Recording Radio Film Connection & CASA Schools. Students arriving late for externships are potentially interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

### **MAKE-UP WORK**

Lessons missed due to absences must be made-up within five business days of returning to school. Students should meet with their mentor to get missed assignments. Make-up work may be



required to complete the approved hours of the program(s). Without completing all the missed hours the school may withhold the final certificate until the hours are completed.

### **LEAVE OF ABSENCE POLICY**

If an emergency or similar circumstance requires that a student take time off from the training program, the student must submit an application for a Leave of Absence (LOA), which is recommended if the student is unable to participate in any lesson for more than fifteen (15) days. At the discretion of the Chief Academic Officer, an LOA may be granted for a reasonable time, not to exceed 180 days in a calendar year, as warranted by the circumstances. If a student repeatedly resorts to the use of an LOA, and if such applications show a pattern of delays, or should the issuance of an LOA be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

### **WITHDRAWAL**

A student shall be considered withdrawn from a program if any of the following occurs:

- The student prepares a written notification and submits it to the Student Services Director. This document must contain the student's name, address, and date.
- The School terminates the student's enrollment for failure to maintain satisfactory progress; for failure to abide by the rules and regulations of the School; for absences in excess of maximum set forth by the School; and/or for failure to meet financial obligations to the School.
- The student has failed to maintain 98% attendance.

All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

### **TRANSFER OF CREDIT, TEST-OUT CREDITS, CREDIT FOR PREVIOUS OR EXPERIENTIAL TRAINING**

The Recording Radio Film and CASA Schools does not accept hours or credit through transfer of credit, challenge examinations, achievement tests, or experiential learning.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR SCHOOL**

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

## **ARTICULATION AGREEMENTS**

Recording Radio Film and CASA Schools has not entered into a transfer or articulation agreement with any other School or university.

## **FINANCIAL PLANNING SERVICES**

### **TUITION AND FEES**

All students must meet with Financial Planning Office concerning tuition arrangements prior to enrollment. Students in continuous enrollment will be guaranteed the tuition rate and fees in effect at the time of their initial class start date throughout the remainder of their program. Students who leave school for any reason and later return will re-enter at the tuition rate and fees in accordance to the current catalog in effect at the time of re-entry. The tuition and fees for Recording, Radio, Film Connection & CASA Schools are included on the attached addendum.

Tuition and fees are due and payable at enrollment. Arrangements may be made for students to pay on a monthly basis the portion of their charges not met by scholarships, grants, or other sources. All payment arrangements must be discussed with the Financial Planning Office prior to enrollment.

If a student's full balance is not covered by a standard method of payment, the student may be allowed to pay his or her remaining balance in installments by executing a Retail Installment Contract, in which terms may require an initial cash down payment towards the balance and the remainder paid in two or more installments.

Working students who are eligible for company-sponsored tuition reimbursement are required to inform and provide appropriate documentation to the Financial Planning Office.

In the event that payment is not received from outside sources(s) of funding, the student is held accountable for payment of all tuition and fees. Tuition and fees may be paid by cash, check, money order or major credit card.

## **FINANCING YOUR EDUCATION**

The Recording Radio Film and CASA Schools understands the significant financial commitment required by an investment in your education. The financial planning staff works one-on-one with students and their families to develop a personal financial plan, based on each individual's particular financial needs, which allows students to reach their educational and career goals. The Recording Radio Film and CASA Schools financial planning staff will guide families through the process of assessing educational costs, and developing a payment plan. The Recording Radio Film and CASA Schools also provides customized payment plans for those who wish to spread their financial commitment out over time.

## **PRIVATE LOAN PROGRAMS**

Private loan programs are available for students who choose a payment plan to cover tuition and fees.

**Recording Radio Film, INC.** This is a private loan available to students who need to supplement their education related expenses. The interest rate is twelve point ninety-nine percent (12.99%). Students will make an in-school payment. Payments will be made to **Recording Radio Film, INC.**. Repayment of principal and interest begins one (1) month after the student's first day of academically related activity.

**Tuition Options, LLC.** This is a third party private customized loan servicing and financing solution for students. Tuition Options LLC, provides an origination and online servicing platform compliant regulatory requirements (NMLS # 1028330, NMLS Consumer Access, AZ Consumer Lender #CL-092363) and in accordance with Section 22162 of the California Financial Code, California loans will be arranged or made pursuant to California Finance lenders License, Department of Business Oversight.

## **PAST DUE ACCOUNTS**

The student is obligated for tuition and fees for each enrollment period. Any student who is delinquent in payments due to the school is subject to exclusion from school privileges, including, but not limited to issuing transcripts and receipt of awarded credential at graduation.

## **PAYMENT OPTIONS**

### **OPTION 1 – PAY IN FULL**

At the student's option, upon being accepted to the School with an executed enrollment agreement that discloses the start date, the student may provide payment in full for tuition and fees. Tuition is reduced \$1000 for Option 1.

### **OPTION 2 – INTERNAL FINANCING – 1-YEAR PAYMENT PLAN**

If you wish to make monthly payments for a one-year (12 months) payment plan a down payment of \$2,700.00 will be required to start. Monthly payments are made during matriculation.

### **OPTION 3 – INTERNAL FINANCING – 2-YEAR PAYMENT PLAN**

If you wish to make monthly payments for a two-year (24 months) payment plan a down payment of 2,700.00 will be required to start. Monthly payments are made during matriculation and thereafter.

### **OPTION 4 – INTERNAL FINANCING – 3-YEAR PAYMENT PLAN**

If you wish to make monthly payments for a three-year (36 months) payment plan a down payment of 2,700.00 will be required to start. Monthly payments are made during matriculation and thereafter.

### **OPTION 5 – INTERNAL FINANCING – 4-YEAR PAYMENT PLAN**

If you wish to make monthly payments for a four-year (48 months) payment plan a down payment of 2,700.00 will be required to start. Monthly payments are made during matriculation and thereafter.

### **OPTION 6 –PRIVATE LOAN WITH TUITION OPTIONS, LLC.**

Select this option if you have applied or will be applying with our affiliate ***Tuition Options, LLC.*** to help fund your tuition. Tuition Options, LLC's origination and servicing platform is fully compliant with all student loan regulations.

To be considered for a monthly payment plan, the student must fill out the credit application provided with the enrollment agreement and return the credit application to the Recording Radio Film & CASA Schools offices.

## **CANCELLATION, WITHDRAWAL AND REFUND POLICY**

### **DENIED ENROLLMENT OR PROGRAM CANCELLED**

An applicant denied enrollment or program cancelled by the school is entitled to a refund of all monies paid.

### **STUDENT'S RIGHT TO CANCEL**

The program in which you are enrolling is distance education not offered in real time. The School will transmit the first lesson and materials to you within seven days after the execution of an enrollment agreement.

You have the right to cancel this enrollment agreement and receive a full refund, at any time prior to receiving the first lesson and materials.

Cancellation is effective on the date the written notice of cancellation is sent to Recording Radio Film & CASA Schools, 6300 Wilshire ., Blvd 640, Los Angeles, Ca 90048 or by emailing [studentservices@rrfedu.com](mailto:studentservices@rrfedu.com). Refunds will be paid within 30 days of cancellation unless the cancellation occurs after the School has mailed the first lesson, books, and materials.

The School shall transmit all of the lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the School transmits the balance of the material as the student requests, the School shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons, books, and materials are transmitted.

## **FIVE-DAY CANCELLATION**

An applicant who provides written notice of cancellation within FIVE days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

## **OTHER CANCELLATIONS**

An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, less the administrative fee of \$50.

## **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in your program through the last day of attendance. Any refund due will be paid within 30 days of withdrawal.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

For distance education students, scheduled days are based on a five-day week, which does not include Saturday or Sunday, or any defined holiday as stated below.

## **REFUND AFTER THE COMMENCEMENT OF CLASSES:**

1. Procedure for withdrawal/withdrawal date:
  - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
  - B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
  - C. A student will be determined to be withdrawn from the School if the student has not attended any class for 14 consecutive class days.
  - D. All refunds will be issued within 30 days of the determination of the withdrawal date.
2. Tuition charges/refunds:
  - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition. The \$50.00 administrative fee will be deducted after the tuition refund calculation.
  - B. After the commencement of classes, the paid tuition refund shall be determined as follows:

REFUND POLICY (AS PER M.G.L. CHAPTER 255, SECTION 13K):

    1. You may terminate this agreement at any time.

2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
  3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
  4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
  5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
  6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
  7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
  8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.
  9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.
- Administrative Costs Equal: \$\_50\_\_\_\_\_

Hours completed	Tuition refund amount:
0 to 50 hours	75%
51 to 100 hours	50%
101 to 150 hours	25%
More than 150 hours	No Refund is required

## BOOKS, SUPPLIES AND FEES

Recording, Radio, Film Connection & CASA Schools includes costs for books, supplies or fees. All costs are included in tuition. Students are receiving Pro Tools software are required to purchase **iLock** which is shipped directly to the student. Cost of **iLock** is \$40.

## REFUNDS

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

## LOAN

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.



## CA STUDENT TUITION RECOVERY FUND

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in an educational program who are California residents, or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the School for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **PROGRAM DESCRIPTIONS**

### **FILM CONNECTION FOR CINEMATOGRAPHY**

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed at a location determined by the student. Externship locations can be up to 100 miles away from the student's address. The externship mentor will work with each student on structuring a specific schedule; the student agrees that he/she will be available to meet with the mentor for a minimum of two sessions per week.

**METHODS OF INSTRUCTION:**

- Lesson Hours - Instructional hours consisting of new principles.
- Externship Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during lesson hours.

**PROGRAM DESCRIPTION:**

The Cinematography curriculum is designed to instruct students on the history of the medium of film, and how the Director of Photography fits into this lineage as an important functioning part of the production. The course begins with students learning the fundamental concepts of filmmaking, in order to better articulate the exact role of Cinematography within that framework. They are then transitioned into learning about composition for shots, lighting, filtering, coloring, and all other functions of the moving image that a Director of Photography should be able to communicate with.

**PROGRAM OBJECTIVES:**

*Students will learn the basics of:*

- Film history
- Film theory
- Legal considerations
- Guilds, trade unions, and their place in filmmaking
- Financing and budgets
- Scheduling
- Composition
- Lighting
- Pre-production and post-production

**CLASS SESSIONS:**

***LESSONS***

Students will complete and submit one (1) lesson each studio session, not to exceed one (1) lesson per week. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed lessons.

Students are to document all time and activities in each studio session (externship). This information is meant to be submitted electronically to the Student Services Department as a blog entry. A template for this journal will be provided to each student upon acceptance to a program.

Students are required to keep all appointments with their Student Services Advisor, whether for tutoring or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice. Some lessons will have two assignments, one to be turned in to the student's mentor, another to be turned in to Student Services.

### ***EXTERNSHIP (STUDIO SESSIONS)***

Paid externship is not provided by Recording Radio Film Connection & CASA Schools or any of its employees or executives, or the mentor, the station, studio, or company at which the student is earning externship hours.

The student must understand that while Recording Radio Film Connection & CASA Schools has contracted the student's mentor to administer the externship and allow the student to participate in the mentor's responsibilities, the actions or opinions of the studio, its associates, artists or affiliates are of their own and not a reflection of Recording Radio Film & CASA Schools. The student further understands that they may be offered the opportunity to fulfill additional responsibilities inside the studio.

Recording Radio Film Connection & CASA Schools will consider transfer requests to another location under certain circumstances. It is agreed by the parties that Recording Radio Film Connection & CASA Schools has the right to transfer a student to any new location within one-hundred (100) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film & CASA Schools.

### **REQUIRED MATERIALS:**

- *The Five C's of Cinematography*, Written by Joseph V. Mascelli
- *Film Connection Film Institute: Introductory Course on Cinematography*, Written by Jacob Wells & Steve Carmichael

## FILM CONNECTION FOR CINEMATOGRAPHY

### SEQUENTIAL AND DETAILED OUTLINE OF SUBJECT MATTER

<b>Lesson Titles</b>	<b>Classroom Hours</b>	<b>Externship Hours</b>	<b>Total Hours</b>
Lesson One - A History of Film to Digital	3	7	10
Lesson Two - The Role of the Director of Photography	3	7	10
Lesson Three - Famous DPs	3	7	10
Lesson Four - Rule of Thirds	3	7	10
Lesson Five – Camera Angles	3	7	10
Lesson Six – Camera Movement	3	7	10
Lesson Seven – Shot Sizes	3	7	10
Lesson Eight – Depth of Field	3	7	10
Lesson Nine – Frame Rate	3	7	10
Lesson Ten – Basic Lighting	3	7	10
Lesson Eleven - T-Stops and F-Stops	3	7	10
Lesson Twelve - Aspect Ratios	3	7	10
Lesson Thirteen - Color and Its Effect	3	7	10
Lesson Fourteen - Creating a Shot List	3	7	10
Lesson Fifteen - Cinema as a Language	3	7	10
Lesson Sixteen – Continuity	3	7	10
Lesson Seventeen - Set Operations	3	7	10
Lesson Eighteen - Working Through Technical Issues	3	7	10
Lesson Nineteen - Creating Evocative Images (The Guide for Independent DPs)	3	7	10
Lesson Twenty - Starting Your Career	3	7	10
<b>Total</b>	<b>60</b>	<b>140</b>	<b>200</b>

## **FILM CONNECTION FOR FILM PRODUCTION & EDITING**

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed at a location determined by the student. Externship locations can be up to 100 miles away from the student's address. The externship mentor will work with each student on structuring a specific schedule; the student agrees that he/she will be available to meet with the mentor for a minimum of two sessions per week.

**METHODS OF INSTRUCTION:**

- Lesson Hours - Instructional hours consisting of new principles.
- Externship Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during lesson hours.

**PROGRAM DESCRIPTION:**

The Film Connection program introduces students to a wide variety of film making activities, including film history, film theory, script writing, legal considerations, guilds, trade unions, project financing, budgeting, directing, scheduling, cinematography, pre- production, costuming, make up, actors, post-production, marketing, and distribution. Students learn various aspects of filmmaking, including how to direct, how to edit, how to pitch their script to industry professionals, and how to create a business plan. The Film Connection program offers students online immersion and externship in the arts of film making and film production. The externship portion is specifically designed for students looking to break into the film business in their local market. Equipment used by students includes Mac or PC and the mentor's equipment as needed. Equipment used by the externship mentor includes Final Cut Express 4 and Adobe Premiere Elements 11.

**PROGRAM OBJECTIVES:**

*Students will learn the basics of:*

- Film history
- Film theory
- Script writing
- Legal considerations
- Guilds, trade unions, and their place in filmmaking
- Financing and budgets
- Directing
- Scheduling
- Cinematography
- Pre-production and post-production
- Costuming and make up
- Marketing and distribution

## **CLASS SESSIONS:**

### ***LESSONS***

Students will complete and submit one (1) lesson each studio session, not to exceed one (1) lesson per week. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed lessons.

Students are to document all time and activities in each studio session (externship). This information is meant to be submitted electronically to the Student Services Department as a blog entry. A template for this journal will be provided to each student upon acceptance to a program.

Students are required to keep all appointments with their Student Services Advisor, whether for tutoring or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice. Some lessons will have two assignments, one to be turned in to the student's mentor, another to be turned in to Student Services.

### ***EXTERNSHIP (STUDIO SESSIONS)***

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The student must understand that while Recording Radio Film Connection & CASA Schools has contracted the student's mentor to administer the externship and allow the student to participate in the mentor's responsibilities, the actions or opinions of the studio, its associates, artists or affiliates are of their own and not a reflection of Recording Radio Film & CASA Schools. The student further understands that they may be offered the opportunity to fulfill additional responsibilities inside the studio.

Recording Radio Film Connection & CASA Schools will consider transfer requests to another location under certain circumstances. It is agreed by the parties that Recording Radio Film Connection & CASA Schools has the right to transfer a student to any new location within one-hundred (100) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film & CASA Schools.

## **REQUIRED MATERIALS:**

- *Film Connection Course Curriculum* eBook, Written by Brian Kraft, Tim Atkinson and Dave Baker
- *Film Connection Film Institute Introductory Course on Writing and Producing*, Written by Tim Atkinson, Dave Baker and Brian Kraft

## FILM CONNECTION FOR FILM PRODUCTION & EDITING

### SEQUENTIAL AND DETAILED OUTLINE OF SUBJECT MATTER

Lesson Titles	Classroom Hours	Externship Hours	Total Hours
Lesson One – Intro to Genre	3	7	10
Lesson Two – History of Film	3	7	10
Lesson Three – The Hero with a Thousand Faces	3	7	10
Lesson Four - Writing What You Know	3	7	10
Lesson Five: Hierarchy of a Production	3	7	10
Lesson Six – Act One	3	7	10
Lesson Seven - Mastering Your Genre	3	7	10
Lesson Eight – Stages of a Production	3	7	10
Lesson Nine – Cinematography	3	7	10
Lesson Ten – Building a Climax	3	7	10
Lesson Eleven - Line Producing	3	7	10
Lesson Twelve – Crappy First Drafts	3	7	10
Lesson Thirteen - Storyboarding	3	7	10
Lesson Fourteen - Breaking Down Your Script	3	7	10
Lesson Fifteen - Directing One – Pre-Production	3	7	10
Lesson Sixteen - Directing Two: Working with Actors	3	7	10
Lesson Seventeen - Directing Three - The Shoot	3	7	10
Lesson Eighteen - Working with Editors	3	7	10
Lesson Nineteen – Preparation for Your Journey	3	7	10
Lesson Twenty – Welcome to L.A.	3	7	10
<b>Total</b>	<b>60</b>	<b>140</b>	<b>200</b>



## **PROGRAM DESCRIPTIONS**

### **CONNECTION FOR RADIO BROADCASTING**

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed at a location determined by the student. Externship locations can be up to 100 miles away from the student's address. The externship mentor will work with each student on structuring a specific schedule; the student agrees that he/she will be available to meet with the mentor for a minimum of two sessions per week.

**METHODS OF INSTRUCTION:**

- Lesson Hours - Instructional hours consisting of new principles, delivered via the Learning Management System.
- Externship Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during lesson hours.

**PROGRAM DESCRIPTION:**

The Radio Connection program introduces students to radio broadcasting. Areas covered include history of broadcasting, breathing and voice, commercial announcing and commercial writing, news, sports, public service announcements, and weather reporting. Students learn on-air broadcasting techniques for all types of radio, including sports, talk, and DJ-ing. The Radio Connection program exposes students to online and on-ground radio broadcasting. Students complete an externship with a mentor inside a real radio station. Equipment used by students includes Mac or PC, Adobe Audition, and USB Condenser Microphone. Equipment used by the externship mentor includes Mac or PC, and Adobe Audition

**PROGRAM OBJECTIVES:**

*Students will develop proficiency in:*

- Breathing and voice
- Commercial announcing and writing
- News
- Sports
- Public service announcements
- Weather reporting

**CLASS SESSIONS:**

***LESSONS***

Students will complete and submit one (1) lesson each studio session, not to exceed one (1) lesson per week. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed lessons.

Students are to document all time and activities in each studio session (externship). This information is meant to be submitted electronically to the Student Services Department as a blog entry. A template for this journal will be provided to each student upon acceptance to a program.

Students are required to keep all appointments with their Student Services Advisor, whether for tutoring or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice. Some lessons will have two assignments, one to be turned in to the student's mentor, another to be turned in to Student Services.

### ***EXTERNSHIP (STUDIO SESSIONS)***

Paid externship is not provided by Recording Radio Film Connection & CASA Schools or any of its employees or executives, or the mentor, the station, studio, or company at which the student is earning externship hours.

The student must understand that while Recording Radio Film Connection & CASA Schools has contracted the student's mentor to administer the externship and allow the student to participate in the mentor's responsibilities, the actions or opinions of the studio, its associates, artists or affiliates are of their own and not a reflection of Recording Radio Film & CASA Schools. The student further understands that they may be offered the opportunity to fulfill additional responsibilities inside the studio.

Recording Radio Film Connection & CASA Schools will consider transfer requests to another location under certain circumstances. It is agreed by the parties that Recording Radio Film Connection & CASA Schools has the right to transfer a student to any new location within one-hundred (100) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film & CASA Schools.

### **REQUIRED MATERIALS:**

- Presonus Studio One lite version
- USB condenser microphone
- Radio Connection's Broadcasting Curriculum, Written by Jim Daniels

## CONNECTION FOR RADIO BROADCASTING

### SEQUENTIAL AND DETAILED OUTLINE OF SUBJECT MATTER

<b>Lesson Titles</b>	<b>Classroom Hours</b>	<b>Externship Hours</b>	<b>Total Hours</b>
Lesson One - Broadcast History & FCC Regulations	3	7	10
Lesson Two - Basic Broadcast Terminology	3	7	10
Lesson Three - Breathing and Voice Exercises	3	7	10
Lesson Four - Voice Test and Commercial Demo	3	7	10
Lesson Five - Show Prep and Promos	3	7	10
Lesson Six - Commercial Recording	3	7	10
Lesson Seven - Disc Jockey Announcing	3	7	10
Lesson Eight - Copywriting & Recording	3	7	10
Lesson Nine - Gathering & Writing News Copy	3	7	10
Lesson Ten - News Broadcasting	3	7	10
Lesson Eleven - Write and Record Demo	3	7	10
Lesson Twelve - Actuality: On-the-Street Reporter	3	7	10
Lesson Thirteen - 60-Second Spots and Public Service Announcements	3	7	10
Lesson Fourteen - Sports Part I	3	7	10
Lesson Fifteen - Sports Part II	3	7	10
Lesson Sixteen - Service Elements: Weather Forecasts	3	7	10
Lesson Seventeen - Audio Editing Test	3	7	10
Lesson Eighteen - The Interview	3	7	10
Lesson Nineteen - Radio Show Demos	3	7	10
Lesson Twenty - Final Demo and Job Search Prep	3	7	10
<b>Total</b>	<b>100</b>	<b>100</b>	<b>200</b>

## **RECORDING CONNECTION FOR AUDIO ENGINEERING & MUSIC PRODUCTION**

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed at a location determined by the student. Externship locations can be up to 100 miles away from the student's address. The externship mentor will work with each student on structuring a specific schedule; the student agrees that he/she will be available to meet with the mentor for a minimum of two sessions per week.

### **METHODS OF INSTRUCTION:**

- Lesson Hours - Instructional hours consisting of new principles, delivered via the Learning Management System.
- Externship Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during lesson hours.

### **PROGRAM DESCRIPTION:**

The Recording Connection program includes the study of audio engineering, music producing, mixing and mastering, and post production. The 20-lesson course curriculum aligns with an externship inside a private studio. Equipment used by students includes Pro Tools. Equipment used by the externship mentor includes Mac or PC, Pro Tools, Ableton Live, sound consoles, and audio equipment.

### **PROGRAM OBJECTIVES:**

Students will learn the basics of audio recording, including:

- Audio engineering
- Music production
- Mixing and mastering
- Post-production activities

### **CLASS SESSIONS:**

#### ***LESSONS***

Students will complete and submit one (1) lesson each studio session, not to exceed one (1) lesson per week. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed lessons.

Students are to document all time and activities in each studio session (externship). This information is meant to be submitted electronically to the Student Services Department as a blog entry. A template for this journal will be provided to each student upon acceptance to a program.

Students are required to keep all appointments with their Student Services Advisor, whether for tutoring or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice. Some lessons will have two assignments, one to be turned in to the student's mentor, another to be turned in to Student Services.

### ***EXTERNSHIP (STUDIO SESSIONS)***

Paid externship is not provided by Recording Radio Film Connection & CASA Schools or any of its employees or executives, or the mentor, the station, studio, or company at which the student is earning externship hours.

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Recording Radio Film Connection & CASA Schools will consider transfer requests to another location under certain circumstances. It is agreed by the parties that Recording Radio Film Connection & CASA Schools has the right to transfer a student to any new location within one-hundred (100) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film & CASA Schools.

### **REQUIRED MATERIALS:**

- Pro Tools 12 or Logic, Pro X or Ableton Live Suite 9
- Recording Connection Course Curriculum [eBook Format]
- *The Recording Connection Audio Institute Basic Audio Engineering* Digital eBook  
Written by Doug Boulware, Zack Phillips

## RECORDING CONNECTION FOR AUDIO ENGINEERING & MUSIC PRODUCTION

### SEQUENTIAL AND DETAILED OUTLINE OF SUBJECT MATTER

Lesson Titles	Classroom Hours	Externship Hours	Total Hours
Lesson One – Sound and Hearing	3	7	10
Lesson Two – Basic Electronics	3	7	10
Lesson Three – Digital Audio	3	7	10
Lesson Four - Connectivity	3	7	10
Lesson Five – Microphones	3	7	10
Lesson Six – Microphone Placement	3	7	10
Lesson Seven – Tracking	3	7	10
Lesson Eight – Intro to Pro Tools	3	7	10
Lesson Nine – Welcome to Pro Tools	3	7	10
Lesson Ten – Plugins and Processing	3	7	10
Lesson Eleven – Midterm	3	7	10
Lesson Twelve – Mix Theory	3	7	10
Lesson Thirteen – Equalization	3	7	10
Lesson Fourteen – Dynamic Signal Processing	3	7	10
Lesson Fifteen – Time Based Effects	3	7	10
Lesson Sixteen – MIDI – Musical Instrument Digital Interface	3	7	10
Lesson Seventeen – Automation	3	7	10
Lesson Eighteen – Acoustics and Monitoring	3	7	10
Lesson Nineteen – Mastering	3	7	10
Lesson Twenty – Final Exam	3	7	10
<b>Total</b>	<b>60</b>	<b>140</b>	<b>200</b>

## **RECORDING CONNECTION FOR ADVANCED AUDIO ENGINEERING & MUSIC PRODUCTION**

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed at a location determined by the student. Externship locations can be up to 100 miles away from the student's address. The externship mentor will work with each student on structuring a specific schedule; the student agrees that he/she will be available to meet with the mentor for a minimum of two sessions per week.

### **METHODS OF INSTRUCTION:**

- Lesson Hours - Instructional hours consisting of new principles, delivered via the Learning Management System.
- Externship Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during lesson hours.

### **PROGRAM DESCRIPTION:**

At the conclusion of the program, the student will have a completed and mastered, a high-quality two-track demo which can be submitted with confidence to record labels, music supervisors, and other music industry professionals.

### **PROGRAM OBJECTIVES:**

*Students will learn the basics of advanced audio recording, including:*

- In-depth use of Pro-Tools, including elastic audio, auto-tuning, and many other techniques
- In-depth use of compressors, effects, and plugins
- Tracking in a real recording session with a band the student brings to the studio. Together with the mentor at the helm the student will make the transition from assisting to running the session
- Advanced techniques in overdubbing, mix-down, and mastering
- The business aspects of music production, including personalized instruction in budgeting for sessions and operating a business

### **CLASS SESSIONS:**

#### ***LESSONS***

Students will complete and submit one (1) lesson each studio session, not to exceed one (1) lesson per week. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed lessons.

Students are to document all time and activities in each studio session (externship). This information is meant to be submitted electronically to the Student Services Department as a blog entry. A template for this journal will be provided to each student upon acceptance to a program.

Students are required to keep all appointments with their Student Services Advisor, whether for tutoring or any other scheduled appointment. If they must cancel, students are asked to provide 24-



48 hours' notice. Some lessons will have two assignments, one to be turned in to the student's mentor, another to be turned in to Student Services.

### ***EXTERNSHIP (STUDIO SESSIONS)***

Paid externship is not provided by Recording Radio Film Connection & CASA Schools or any of its employees or executives, or the mentor, the station, studio, or company at which the student is earning externship hours.

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Recording Radio Film Connection & CASA Schools will consider transfer requests to another location under certain circumstances. It is agreed by the parties that Recording Radio Film Connection & CASA Schools has the right to transfer a student to any new location within one-hundred (100) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film & CASA Schools.

### **REQUIRED MATERIALS:**

- Drumagog 5 (latest version)
- Auto-Tune 7 (latest version)
- *The Recording Connection Advanced Recording Arts Program* textbook, by Michael Val Blum

## RECORDING CONNECTION FOR ADVANCED AUDIO ENGINEERING & MUSIC PRODUCTION

### SEQUENTIAL AND DETAILED OUTLINE OF SUBJECT MATTER

Lesson Titles	Classroom Hours	Externship Hours	Total Hours
Lesson One – A Complete Review of the Recording Arts	3	7	10
Lesson Two – Compressors In Depth	3	7	10
Lesson Three – Replacing Sounds and Drumagog	3	7	10
Lesson Four – Elastic Audio and Elastic Pitch	3	7	10
Lesson Five – Basic Tracking with Your Mentors	3	7	10
Lesson Six – Finalizing Drum and Bass Performances	3	7	10
Lesson Seven – Basic Instrument Overdubs	3	7	10
Lesson Eight – Lead and Background Vocal Overdubs	3	7	10
Lesson Nine – Mixing in the Box	3	7	10
Lesson Ten – Mastering in the Box	3	7	10
Lesson Eleven – Auto Tune – Use and Processing	3	7	10
Lesson Twelve – Pre-Production: Song 2	3	7	10
Lesson Thirteen - Tracking: Song 2	3	7	10
Lesson Fourteen – Finalizing Drum and Bass Performances: Song 2	3	7	10
Lesson Fifteen – Musical Overdubs: Song 2	3	7	10
Lesson Sixteen – Vocal Overdubs: Song 2	3	7	10
Lesson Seventeen – Mixing: Song 2	3	7	10
Lesson Eighteen – Mastering: Song 2	3	7	10
Lesson Nineteen – Basic Business of the Music Industry	3	7	10
Lesson Twenty – Finding Your Place in the Music Industry	3	7	10
<b>Total</b>	<b>60</b>	<b>140</b>	<b>200</b>

## **RECORDING CONNECTION FOR HIP HOP & BEAT MAKING**

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed at a location determined by the student. Externship locations can be up to 100 miles away from the student's address. The externship mentor will work with each student on structuring a specific schedule; the student agrees that he/she will be available to meet with the mentor for a minimum of two sessions per week.

### **METHODS OF INSTRUCTION:**

- Lesson Hours - Instructional hours consisting of new principles, delivered via the Learning Management System.
- Externship Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during lesson hours.

### **PROGRAM DESCRIPTION:**

The Recording Connection Hip Hop Program combines a structured, academic curriculum with real life experience in a professional recording studio. At the conclusion of the program, students will have a firm grasp on the very specific fundamentals of Hip Hop music production, and they will learn to build a complete, commercial-ready Hip Hop song from start to finish. Contemporary Hip Hop production is an interdisciplinary combination of computing, audio engineering and comprehensive music theory. All of these subjects will be taught and organized around the complex skill of Beat Making, which is the foundational core of the Hip Hop genre. Students will focus on transitioning from being intuitive music listeners into strategic music makers and researchers, through developing a deep understanding of the various moving parts that go into intricate Beat Making.

### **PROGRAM OBJECTIVES:**

Students will learn the audio techniques of Beat Making, as well as the music theory of the Hip Hop genre, specifically through:

- Music Theory – Drum Patterns, Melody, Harmony, Meter, Tempo
- Sampling and Editing Audio Materials
- Sequencing Audio Materials
- Recording and editing vocal tracks and other audio elements
- Mixing and Mastering Projects
- Social Media and Marketing

### **CLASS SESSIONS:**

#### ***LESSONS***

Students will complete and submit one (1) lesson each studio session, not to exceed one (1) lesson per week. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed lessons.

Students are to document all time and activities in each studio session (externship). This information is meant to be submitted electronically to the Student Services Department as a blog entry. A template for this journal will be provided to each student upon acceptance to a program.

Students are required to keep all appointments with their Student Services Advisor, whether for tutoring or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice. Some lessons will have two assignments, one to be turned in to the student's mentor, another to be turned in to Student Services.

### ***EXTERNSHIP (STUDIO SESSIONS)***

Paid externship is not provided by Recording Radio Film Connection & CASA Schools or any of its employees or executives, or the mentor, the station, studio, or company at which the student is earning externship hours.

The student must understand that while Recording Radio Film Connection & CASA Schools has contracted the student's mentor to administer the externship and allow the student to participate in the mentor's responsibilities, the actions or opinions of the studio, its associates, artists or affiliates are of their own and not a reflection of Recording Radio Film & CASA Schools. The student further understands that they may be offered the opportunity to fulfill additional responsibilities inside the studio.

Recording Radio Film Connection & CASA Schools will consider transfer requests to another location under certain circumstances. It is agreed by the parties that Recording Radio Film Connection & CASA Schools has the right to transfer a student to any new location within one-hundred (100) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film & CASA Schools.

### **REQUIRED MATERIALS:**

- Pro Tools 12 or Logic or ProX or Ableton Live Suite 9
- Recording Connection Course Curriculum [eBook Format]
- Hip Hop & Beat Making Curriculum, Written by Jamal Albercrombia, Gerald Keys, Doug Boulware and Mark Einhorn.

## RECORDING CONNECTION FOR HIP HOP & BEAT MAKING

### SEQUENTIAL AND DETAILED OUTLINE OF SUBJECT MATTER

Lesson Titles	Classroom Hours	Externship Hours	Total Hours
Lesson One - What is Hip Hop?	3	7	10
Lesson Two - Sound and Hearing	3	7	10
Lesson Three - Analog vs Digital	3	7	10
Lesson Four - Music Fundamentals 1	3	7	10
Lesson Five - Music Fundamentals 2	3	7	10
Lesson Six - Song Analysis	3	7	10
Lesson Seven - Songwriting Basics	3	7	10
Lesson Eight – Elements of Style	3	7	10
Lesson Nine – Logic Pro X History and Installation	3	7	10
Lesson Ten – Introduction to Logic	3	7	10
Lesson Eleven – 808s: The Beginning	3	7	10
Lesson Twelve – Session Management	3	7	10
Lesson Thirteen – Sequencing Audio	3	7	10
Lesson Fourteen – Manipulating Audio	3	7	10
Lesson Fifteen – MIDI and Virtual Instruments	3	7	10
Lesson Sixteen – Equalization and Dynamic Processing	3	7	10
Lesson Seventeen – Effects Processing	3	7	10
Lesson Eighteen – Mixing and Automation	3	7	10
Lesson Nineteen – Mastering	3	7	10
Lesson Twenty – Performing Rights Organizations and Publishing	3	7	10
<b>Total</b>	<b>60</b>	<b>140</b>	<b>200</b>

## **RECORDING CONNECTION FOR LIVE MUSIC**

**PROGRAM LENGTH:** 6 Months

**TOTAL HOURS:** 200

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed at a location determined by the student. Externship locations can be up to 100 miles away from the student's address. The externship mentor will work with each student on structuring a specific schedule; the student agrees that he/she will be available to meet with the mentor for a minimum of two sessions per week.

**METHODS OF INSTRUCTION:**

- Lesson Hours - Instructional hours consisting of new principles, delivered via the Learning Management System.
- Externship Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during lesson hours.

**PROGRAM DESCRIPTION:**

The Live Sound course allows students to learn exactly what goes into capturing sound in any live-performance environment. By shadowing a working-professional live sound engineer, students will become familiar with proper techniques for recording in a variety of both indoor and outdoor settings, as well as develop a skillset for the vast audio procedures that go into properly treating and mixing live music.

**PROGRAM OBJECTIVES:**

Students will learn the basics live sound recording, including:

- In-depth understanding of sonic frequency, how sound travels, and the way humans perceive sound
- In-depth look at different microphone designs, make-ups, models, and the cables associated with them
- Learning about the process for creating a live sound system, including sound boards, amplifiers, and microphones
- Understanding frequency response, decibels and sound levels, and dynamic range and headroom, and their limitations
- Delving into aspects of recording sound in both indoor and outdoor settings
- In-depth understanding of harmonic distortion, input/output impedance
- The business aspects of live sound production, including personalized instruction in budgeting for live recording sessions and operating a business

**CLASS SESSIONS:**

***LESSONS***

Students will complete and submit one (1) lesson each studio session, not to exceed one (1) lesson per week. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed lessons.

Students are to document all time and activities in each studio session (externship). This information is meant to be submitted electronically to the Student Services Department as a blog entry. A template for this journal will be provided to each student upon acceptance to a program.

Students are required to keep all appointments with their Student Services Advisor, whether for tutoring or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice. Some lessons will have two assignments, one to be turned in to the student's mentor, another to be turned in to Student Services.

### ***EXTERNSHIP (STUDIO SESSIONS)***

Paid externship is not provided by Recording Radio Film Connection & CASA Schools or any of its employees or executives, or the mentor, the station, studio, or company at which the student is earning externship hours.

The student must understand that while Recording Radio Film Connection & CASA Schools has contracted the student's mentor to administer the externship and allow the student to participate in the mentor's responsibilities, the actions or opinions of the studio, its associates, artists or affiliates are of their own and not a reflection of Recording Radio Film & CASA Schools. The student further understands that they may be offered the opportunity to fulfill additional responsibilities inside the studio.

Recording Radio Film Connection & CASA Schools will consider transfer requests to another location under certain circumstances. It is agreed by the parties that Recording Radio Film Connection & CASA Schools has the right to transfer a student to any new location within one-hundred (100) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film & CASA Schools.

### **REQUIRED MATERIALS:**

- Pro Tools 12 or Logic or Ableton Live Suite 9
- "The Sound Reinforcement Handbook" by Gary Davis (ISBN 007-3999009644)
- The Recording Connection Live Sound Engineering Digital eBook, Written by Jamal Albercrombia, Luis Moreno and Doug Boulware



## RECORDING CONNECTION FOR LIVE MUSIC

### SEQUENTIAL AND DETAILED OUTLINE OF SUBJECT MATTER

Lesson Titles	Classroom Hours	Externship Hours	Total Hours
Lesson One – Safety and Operations	3	7	10
Lesson Two – Sound and Hearing	3	7	10
Lesson Three – Basic Electronics	3	7	10
Lesson Four - Digital Audio	3	7	10
Lesson Five – Pro Tools	3	7	10
Lesson Six – Connectivity	3	7	10
Lesson Seven – Microphones	3	7	10
Lesson Eight – Basic Miking Considerations	3	7	10
Lesson Nine – Monitors	3	7	10
Lesson Ten – Dynamic Signal Processing	3	7	10
Lesson Eleven – Equalization	3	7	10
Lesson Twelve - Midterm	3	7	10
Lesson Thirteen - The Mixer	3	7	10
Lesson Fourteen - The Rack	3	7	10
Lesson Fifteen - Power Needs, Sonic Distribution, and Speaker Types	3	7	10
Lesson Sixteen - Working with Your Environment	3	7	10
Lesson Seventeen -Preparing for a Gig	3	7	10
Lesson Eighteen - The Venue	3	7	10
Lesson Nineteen - Mixing Live	3	7	10
Lesson Twenty - Final Exam	3	7	10
<b>Total</b>	<b>60</b>	<b>140</b>	<b>200</b>

## **CASA SCHOOLS FOR CULINARY APPRENTICESHIP – GOURMET CHEF**

**PROGRAM LENGTH:** 7 Months

**TOTAL HOURS:** 276

**INSTRUCTIONAL MODE:** Distance Education Programs - coursework is completed at a location determined by the student. Externship locations can be up to 100 miles away from the student's address. The externship mentor will work with each student on structuring a specific schedule; the student agrees that he/she will be available to meet with the mentor for a minimum of two sessions per week.

**METHODS OF INSTRUCTION:**

- Lesson Hours - Instructional hours consisting of new principles, delivered via the Learning Management System.
- Externship Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during lesson hours.

**PROGRAM DESCRIPTION:**

CASA Schools Gourmet Chef Program includes the study of safety practices, standard gourmet culinary arts practices, an understanding of the various responsibilities of the Chefs in the brigade system, as well as a full understanding of basic French and American techniques and procedures. The 23 lesson course curriculum aligns with an externship inside a professional restaurant and/or kitchen.

**PROGRAM OBJECTIVES:**

Students will learn the basics of the culinary arts, including:

- The roles and responsibilities of the Chefs in the brigade system
- Major preparations and safety practices
- Understanding the restaurant workflow and operations, including inventory, stocking and cost analysis
- Knowledge of basic French and American techniques and procedures

**CLASS SESSIONS:**

***LESSONS***

Students will complete and submit one (1) lesson each studio session, not to exceed one (1) lesson per week. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed lessons.

Students are to document all time and activities in each studio session (externship). This information is meant to be submitted electronically to the Student Services Department as a blog entry. A template for this journal will be provided to each student upon acceptance to a program.

Students are required to keep all appointments with their Student Services Advisor, whether for tutoring or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice. Some lessons will have two assignments, one to be turned in to the student's mentor, another to be turned in to Student Services.

### ***EXTERNSHIP (CULINARY SESSIONS)***

Paid externship is not provided by Recording Radio Film Connection & CASA Schools or any of its employees or executives, or the mentor, the restaurant, kitchen, or company at which the student is earning externship hours.

The student must understand that while Recording Radio Film Connection & CASA Schools has contracted the student's mentor to administer the externship and allow the student to participate in the mentor's responsibilities, the actions or opinions of the restaurant, kitchen, its associates, artists or affiliates are of their own and not a reflection of Recording Radio Film & CASA Schools. The student further understands that they may be offered the opportunity to fulfill additional responsibilities inside the restaurant and/or kitchen.

Recording Radio Film Connection & CASA Schools will consider transfer requests to another location under certain circumstances. It is agreed by the parties that Recording Radio Film Connection & CASA Schools has the right to transfer a student to any new location within one-hundred (100) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film & CASA Schools.

#### **REQUIRED MATERIALS:**

- CASA Schools –Gourmet Chef Curriculum (Hard Copy)
- Complete set of Chefs Knives
- Complete set of Chef Whites

## CASA SCHOOLS FOR CULINARY APPRENTICESHIP – GOURMET CHEF

### SEQUENTIAL AND DETAILED OUTLINE OF SUBJECT MATTER

Lesson Titles	Classroom Hours	Externship Hours	Total Hours
Lesson One – Introduction to the Profession	8	4	12
Lesson Two – Menu and Recipes	8	4	12
Lesson Three – Equipment Identification	8	4	12
Lesson Four – Meat, Poultry and Game Identification	8	4	12
Lesson Five – Fish and Shellfish Identification	8	4	12
Lesson Six – Dairy and Egg Purchasing and Identification	8	4	12
Lesson Seven – Dry Goods Identification	8	4	12
Lesson Eight – Introduction to Stocks, Sauces, and Soups	8	4	12
Lesson Nine – Sauces	8	4	12
Lesson Ten – Introduction to Cooking Methods	8	4	12
Lesson Eleven – Grilling, Broiling, Roasting, and Baking	8	4	12
Lesson Twelve – Sautéing, Pan Frying, Griddling, and Deep Frying	8	4	12
Lesson Thirteen – Steaming and Submersion Cooking	8	4	12
Lesson Fourteen – Introduction to Baking and Yeast Breads	8	4	12
Lesson Fifteen – Vegetables and Fresh Herbs	8	4	12
Lesson Sixteen – Cooking Vegetables	8	4	12
Lesson Seventeen – Cooking Potatoes	8	4	12
Lesson Eighteen – Cooking Grains and Legumes	8	4	12
Lesson Nineteen – Cooking Pasta and Dumplings	8	4	12
Lesson Twenty – Cooking Eggs	8	4	12
Lesson Twenty One – Charcuterie and Garde Manger	8	4	12
Lesson Twenty Two – Salad Dressings, Salads, and Sandwiches	8	4	12
Lesson Twenty Three – Hors-d'oeuvre and Appetizers	8	4	12
<b>Total</b>	<b>184</b>	<b>92</b>	<b>276</b>

## **CHANGES**

Information about Recording Radio Film & CASA Schools is published in this catalog and contains a description of policies, procedures, and other information about the school. Recording Radio Film & CASA Schools reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog and in any revisions, supplements, and addenda to the catalog, as well as with all school policies. By enrolling in Recording Radio Film & CASA Schools, the student agrees to abide by the terms stated in the catalog and all school policies.

## **STUDENT SERVICES**

### **ACADEMIC ADVISING**

Academic advising may be initiated by school personnel or the student when the need is identified.

Should a student encounter personal problems that interfere with his or her ability to complete coursework, Recording Radio Film & CASA Schools will provide assistance in identifying appropriate professional support in the student's local community, but does not offer personal Advising assistance.

### **DISABILITY SERVICES**

Recording Radio Film Connection & CASA Schools provides accommodations to qualified students with disabilities. The Director of Student Services assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at Recording Radio Film Connection & CASA Schools.

### **GRADUATE EMPLOYMENT ASSISTANCE**

Recording Radio Film Connection & CASA Schools encourages all graduates to use the school's employment assistance services which are provided by the school's Career Services Department. The Career Services Department is committed to assisting each graduate in aligning the deserved employment opportunity, no matter where the graduate is in their career exploration process. On-going assistance is available to every graduate as long as they remain in good standing with the school.

Graduates are provided professional development training throughout their time in the school by the Career Services Department. The Career Services Team utilizes scheduled sessions to guide future graduates in their career planning, develop their resumes and practice interviewing. The school provides students/graduates with an online portal in which students/graduates, mentors, student advisors and the career services team can work together on creating, managing and sharing students/graduates professional documents (e.g. resumes and cover letters). Once a resume has been built, interviewing skills are coached to students/graduates and a mock interview is conducted and video recorded, allowing for students/graduates to further polish their interviewing skills.

In addition to scheduled sessions, students and graduates are invited to contact and or visit with the Career Services Department at any time for assistance. Students and graduates may participate in one-on-one career advising meetings, career planning workshops and a variety of recruitment opportunities throughout the year.

While the school works to provide the appropriate services, information, and beneficial links between graduates and employers, Recording Radio Film Connection & CASA Schools cannot and does not guarantee that it will secure employment for graduates.

## **HOUSING**

Recording Radio Film & CASA Schools does not assume responsibility for student housing, does not have dormitory facilities under its control or offer student housing assistance. Students are encouraged to speak with the Student Advisors for additional information.

## **ORIENTATION**

Recording Radio Film Connection & CASA Schools provides a comprehensive orientation program for all new students. Orientation is offered as a means of assisting new students in their transition and adjustment to life at Recording Radio Film Connection & CASA Schools. Orientation is required for all new students and promotes an understanding of policies and procedures.

## **STUDENT RECORDS**

Student records will be maintained on site at the administrative office for five years from the last date of attendance. Transcripts are maintained permanently and kept in two separate locations at the headquarters in Los Angeles.

## **RESOURCE CENTER**

Recording Radio Film & CASA Schools provides students all learning resources required for the program within the curriculum. All resources are electronic in nature and are provided directly by the school to the student as part of the tuition.

Students can access the Internet or local libraries for additional resources should they want to obtain additional information related to program content.

## **SCHOOL POLICIES AND GOVERNMENT REGULATIONS**

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, sets out requirements designed to afford student certain rights with respect to their educational records. In addition, it puts limits on what information Recording Radio Film Connection & CASA Schools may disclose to third parties without receiving prior written consent from the students.

#### **Disclosure of Educational Records**

Recording Radio Film Connection & CASA Schools generally will not permit disclosure of personally identifiable information from the records without prior written consent for the student.

### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT REGULATION (HIPAA)**

The parties agree to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. 1320d (“HIPAA”) and any current and future regulations promulgated there under, including, without limitation, the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 (“Federal Privacy Regulations”), the federal security standards contained in 45 C. F. R. Part 142 (“Federal Security Regulations”) and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162, all collectively referred to herein as “HIPAA Requirements”. The parties agree not to use or further disclose any Protected Health Information (as defined in 42 U.S.C. Section 1320d, other than as permitted by the HIPAA Requirements and the terms of this Agreement. The parties agree to make their internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations. In addition the parties agree to comply with any state laws and regulations that govern or pertain to the confidentiality, privacy, security of, and electronic and transaction code sets pertaining to, information related to patients. The parties hereby acknowledge that the services being provided to the Facility by the RRFC pursuant to this Agreement are not intended to create a “Business Associate” relationship as the term is defined in 45 CFR 160.103.

### **NON-DISCRIMINATION POLICY**

Recording Radio Film Connection & CASA Schools does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran’s status, genetic marker, or any other characteristic protected by the state, local or federal law, in our programs and activities. The Student Advisor has been designated to handle questions regarding the non-discrimination policy.

### **NO HARASSMENT POLICY**

Recording Radio Film Connection & CASA Schools is committed to providing workplaces and learning environments that are free from harassment on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran’s status, or genetic marker. Everyone is responsible to conduct him/herself in a professional manner at all times and to refrain from such harassment.



## **THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008**

Recording Radio Film Connection & CASA Schools is committed to compliance with the Copyright Infringements Policies.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000.00 per work infringed. For “willful” infringement, a court may award up to \$150,000.00 per work infringed. A court can, in its discretion, also assess cost and attorneys’ fees. For details, see Title, 17 United States Code, Section’s 504,505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

## **GRIEVANCE PROCEDURE**

Students must understand that Recording Radio Film & CASA Schools and Student Services will make every effort to correct any issue(s) that may arise during participation in their training program. Recording Radio Film & CASA Schools understands that many issues that may arise are unique to a given student or mentor, and great care must always be taken to ensure that the student receives a full education. If an issue does arise, students are expected to allow Recording Radio Film & CASA Schools and Student Services an opportunity to correct the situation.

Recording Radio Film & CASA Schools is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process and endeavor to settle the dispute in good faith. The student may thereafter choose to file a written complaint directly with the School's Chief Academic Officer. The formal written concern must state the issue and desired outcome, and should include any documentation that supports the concern. The Chief Academic Officer will investigate all formal (written) complaints, gather facts, and provide a written response to the student within 30 business days. The Chief Academic Officer’s decision is final.

### **CALIFORNIA**

A student or any member of the public may file a complaint about this School with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **ARIZONA**

If the student complaint cannot be resolved after exhausting the Institution’s grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must Contact the State Board for further details. The State Board address is: 1400 W. Washington, Room 260, Phoenix, AZ 85007. Phone: 602/542/5709, Website: [www.azppse.gov](http://www.azppse.gov)

#### MICHIGAN

This school is licensed by the State of Michigan, Department of Licensing and Regulatory Affairs. Complaints and concerns should be directed to Department of Licensing and Regulatory Affairs, Corporations, Securities & Commercial Licensing Bureau, P.O. Box 30018, Lansing, MI 48909, Telephone: (517) 241-7000

#### TENNESSEE

This school is licensed by Tennessee Higher Education Commission. Complaints should be directed to Attn: DPSA Complaints, Tennessee Higher Education Commission, Parkway Towers, Suite 1900, 404 James Robertson Parkway, Nashville TN 37243-0830. Web: [https://www.tn.gov/assets/entities/thec/attachments/Complaint\\_Form\\_%28Rev\\_12.16%29\\_1-26-17.pdf](https://www.tn.gov/assets/entities/thec/attachments/Complaint_Form_%28Rev_12.16%29_1-26-17.pdf)

#### WASHINGTON

This school is licensed by Washington State, Workforce Training and Education Coordinating Board. Complaints should be directed to Workforce Training and Education Coordinating Board, 128 10th Avenue, S.W. , Olympia, WA 98504-3105 Phone: (360) 709-4600 Fax: (360) 586-5862 Web: [www.wtb.wa.gov](http://www.wtb.wa.gov) Email: [workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov)

#### WISCONSIN

Under Wis. Admin. Code EAB 4.08 (2), the Educational Approval Board (EAB) has the authority to investigate complaints involving EAB-approved schools. Every EAB-approved school has a process to resolve complaints. Before a complaint is filed with the EAB, the complainant must attempt to resolve the matter with the school. If the matter cannot be resolved, a complaint may be filed with the EAB. Complaints forms are available at <http://eab.state.wi.us/resources/complaint.asp>

## PROGRAM TUITION AND FEES

<b>Program</b>	<b>Administrative Fee Non-Refundable</b>	<b>Tuition (Books &amp; Materials Included **)</b>	<b>Total Cost</b>
Film Connection for Cinematography	\$50	\$10,750	\$10,800.00
Film Connection for Film Production & Editing	\$50	\$10,750	\$10,800.00
Radio Connection for Radio Broadcasting	\$50	\$10,750	\$10,800.00
Recording Connection for Audio Engineering & Music Production	\$50	\$10,750	\$10,800.00
Recording Connection for Advanced Audio Engineering & Music Production	\$50	\$10,750	\$10,800.00
Recording Connection For Hip Hop & Beat Making	\$50	\$10,750	\$10,800.00
Recording Connection for Live Music	\$50	\$10,750	\$10,800.00
Culinary Connection for Culinary Arts	\$50	\$11,450	\$11,500.00

**\*\*Students are receiving Pro Tools software are required to purchase iLock which is shipped directly to the student. Cost of iLock is \$40.**

**\*\*\* In the event of cancellation, withdrawal or termination from the program, administrative costs shall not exceed 5% of the total contract price or \$50 whichever is less.**