



WISCONSIN



Recording, Radio, Film Connection & CASA Schools  
Online Education & Administrative Offices

6060 Center Drive, 10th Fl  
Los Angeles, CA 90045  
(800) 295-4433



# CATALOG

**JANUARY 15, 2025 - DECEMBER 31, 2026**

VOLUME XI, DATE OF PUBLICATION:

JANUARY 15, 2025



[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.rrfedu.com](http://www.rrfedu.com)

## Table of Contents

<b>ABOUT RECORDING RADIO FILM CONNECTION &amp; CASA SCHOOLS .....</b>	<b>6</b>
CATALOG.....	6
ADDENDUM.....	6
WELCOME LETTER.....	7
<b>INTRODUCTION TO RECORDING RADIO FILM CONNECTION &amp; CASA SCHOOLS.....</b>	<b>8</b>
MISSION .....	8
OBJECTIVE.....	8
INTRODUCTION.....	8
OUR TRADITION.....	8
EXTERNSHIP LOCATIONS.....	8
<b>SCHOOL LICENSING, AFFILIATIONS AND ENDORSEMENTS.....</b>	<b>8</b>
LICENSING.....	9
<b>AFFILIATIONS</b> .....	9
ENDORSEMENTS .....	10
<b>PROGRAMS OFFERED.....</b>	<b>11</b>
RECORDING CONNECTION.....	11
RECORDING CONNECTION FOR AUDIO ENGINEERING & MUSIC PRODUCTION * .....	11
FILM CONNECTION .....	11
FILM CONNECTION FOR FILM PRODUCTION & EDITING * .....	11
RADIO CONNECTION .....	11
RADIO CONNECTION FOR RADIO BROADCASTING * .....	11
<b>PROGRAM OCCUPATION OBJECTIVES.....</b>	<b>11</b>
<b>PROGRAM ALIGNMENT OF CIP AND SOC CODES.....</b>	<b>11</b>
<b>TRAINING, EQUIPMENT AND EXTERNSHIP.....</b>	<b>12</b>
INSTRUCTIONAL DELIVERY .....	12
EQUIPMENT & SUPPLIES.....	13
<b>SCHOOL GOVERNANCE AND ADMINISTRATION.....</b>	<b>14</b>
STATEMENT OF OWNERSHIP – LEGAL CONTROL.....	14
<b>STUDENT CONDUCT AND ADMINSTRATIVE ACTIONS.....</b>	<b>14</b>
ACADEMIC HONESTY .....	14

---

STUDENT CONDUCT .....	14
ADMINISTRATIVE ACTIONS – ADVISING, SUSPENSION, PROBATION AND TERMINATION .....	15
<b>ADMISSION INFORMATION.....</b>	<b>16</b>
ADMISSIONS POLICY .....	16
ADMISSIONS PROCEDURE.....	16
ABILITY-TO-BENEFIT.....	17
CRIMINAL CONVICTIONS .....	17
ACCOMODATIONS FOR INDIVIDUALS WITH DISABILITIES .....	18
<b>STUDENT CONSUMER INFORMATION.....</b>	<b>19</b>
CRIME AWARENESS & SECURITY .....	20
<b>MEDIA AND PUBLICATIONS CONSENT</b> .....	20
<b>MEDIA AND BROADCAST CONSENT</b> .....	20
DISTANCE EDUCATION TECHNOLOGY REQUIREMENTS.....	20
DISTANCE EDUCATION PROGRAMS .....	21
LEARNING MANAGEMENT SYSTEM (LMS) DESCRIPTION AND NAVIGATION .....	21
CONTACT INFORMATION FOR SUPPORT .....	21
INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES .....	22
FOREIGN TRANSCRIPT EVALUATION .....	22
<b>ACADEMIC INFORMATION.....</b>	<b>22</b>
ACADEMIC POLICIES AND REGULATIONS.....	22
ACADEMIC AFFAIRS AND LEADERSHIP .....	22
CLOCK HOUR .....	23
INSTRUCTIONAL MODE .....	23
METHODS OF INSTRUCTION.....	23
COURSE DELIVERIES .....	23
ONLINE HOURS: INSTRUCTOR-LED VIRTUAL CLASSROOM .....	23
ONLINE HOURS: ON-DEMAND/LEARNING MANAGEMENT PLATFORM .....	23
LAB HOURS: PRACTICAL APPLICATION .....	24
EXTERNSHIP HOURS: MENTOR HOSTED SITE .....	24
ACADEMIC ADVISING .....	24
EVALUATION METHODS.....	24
GRADING SYSTEM.....	25
ACADEMIC GRADING SYSTEM .....	25
ONLINE COURSE GRADE .....	25
PROGRAM EXTERNSHIP GRADE .....	25

“MINIMUM PASSING GRADE” .....	26
“INCOMPLETE” .....	26
“WITHDRAWAL” .....	26
“ACCEPTABLE ACADEMIC PROGRESS” .....	26
“ACADEMIC RELATED ACTIVITY” .....	26
REPEATING A COURSE .....	26
CALCULATIONS .....	26
MILESTONES AND EVALUATION OF SATISFACTORY ACADEMIC PROGRESS .....	27
STUDENT PROGRESS REVIEW FOR CLOCK HOURS CERTIFICATE PROGRAMS.....	27
REQUIREMENTS FOR GRADUATION.....	27
ON-TIME GRADUATE .....	27
NON-ON-TIME GRADUATE.....	27
NON-REGULAR STUDENT (COMPLETER).....	27
<b>STANDARDS OF ACADEMIC PROGRESS (SAP).....</b>	<b>28</b>
PURPOSE AND SCOPE .....	28
POLICY GUIDANCE.....	28
CLOCK HOUR – CERTIFICATE/DIPLOMA PROGRAMS .....	29
APPEAL PROCESS .....	29
CHANGE PROGRAM OF STUDY OR LOCATION- RRFC.....	29
INCOMPLETE STATUS.....	30
MAXIMUM PROGRAM LENGTH/MAXIMUM TIME FRAME .....	30
RE-ENTRY AFTER TERMINATION FOR QUALITY OF WORK COMPLETED (GPA).....	30
RE-ENTRY AFTER TERMINATION FOR QUANTITY OF WORK COMPLETED (ATTENDANCE/HOURS) OR OTHER REASONS.....	30
<b>ATTENDANCE REQUIREMENTS.....</b>	<b>30</b>
EXTERNSHIP POLICY .....	30
ATTENDANCE.....	31
MAKE-UP WORK .....	32
LEAVE OF ABSENCE POLICY .....	32
READMISSION TIMEFRAME AFTER LEAVE OF ABSENCE .....	32
WITHDRAWAL OR TERMINATION.....	32
TRANSFER OF CREDIT, TEST-OUT CREDITS, HOURS/CREDIT FOR PREVIOUS OR EXPERIENTIAL TRAINING .....	33
NOTICE CONCERNING TRANSFERABILITY OF HOURS/CREDITS AND CREDENTIALS EARNED AT OUR SCHOOL .....	33
ARTICULATION AGREEMENTS .....	33

<b>FINANCIAL PLANNING SERVICES.....</b>	<b>33</b>
TUITION AND FEES.....	33
SCHOLARSHIP PROGRAMS.....	34
AVAILABLE SCHOLARSHIPS FOR NEW STUDENTS .....	34
<b>THE CSABA PETOCZ SCHOLARSHIP – IN THE MEMORY OF JOSHUA KENT.....</b>	<b>34</b>
<b>JAMES PETULLA - BRIAN KRAFT GET CONNECTED SCHOLARSHIP .....</b>	<b>34</b>
<b>RRFC MILITARY AND FAMILY SCHOLARSHIP .....</b>	<b>35</b>
<b>FINANCING YOUR EDUCATION.....</b>	<b>35</b>
PRIVATE LOAN PROGRAMS.....	35
RECORDING RADIO FILM, INC. ....	35
CLIMB CREDIT INC. ....	35
MERITIZE LENDING, LLC. ....	36
PAST DUE ACCOUNTS .....	36
PRIVATE LOANS & PAYMENT OPTIONS.....	36
OPTION 1 – PAY IN FULL TUITION .....	36
OPTION 2 – RECORDING RADIO FILM CONNECTION, INC. – 1-YEAR PAYMENT PLAN .....	36
OPTION 3 – RECORDING RADIO FILM CONNECTION, INC. – 2-YEAR PAYMENT PLAN .....	36
OPTION 4 – RECORDING RADIO FILM CONNECTION, INC. – 3-YEAR PAYMENT PLAN .....	36
OPTION 5 – RECORDING RADIO FILM CONNECTION, INC. – 4-YEAR PAYMENT PLAN .....	36
OPTION 6 – PRIVATE LOAN WITH CLIMB CREDIT INC.....	36
OPTION 7 – PRIVATE LOAN WITH MERITIZE LENDING, LLC.....	37
<b>CANCELLATION, WITHDRAWAL AND REFUND POLICY .....</b>	<b>37</b>
DENIED ENROLLMENT OR PROGRAM CANCELLED .....	37
<b>STUDENT’S RIGHT TO CANCEL.....</b>	<b>37</b>
THREE-DAY CANCELLATION .....	37
OTHER CANCELLATIONS.....	38
<b>WITHDRAWAL AND REFUND POLICY .....</b>	<b>38</b>
<b>REFUNDS.....</b>	<b>39</b>
<b>LOAN.....</b>	<b>39</b>
SCHOOL CALENDAR – STUDENT HOLIDAYS.....	40
<b>PROGRAM DESCRIPTIONS.....</b>	<b>41</b>
FILM CONNECTION FOR FILM PRODUCTION & EDITING .....	41
RADIO CONNECTION FOR RADIO BROADCASTING.....	44
RECORDING CONNECTION FOR AUDIO ENGINEERING & MUSIC PRODUCTION.....	47
<b>CHANGES.....</b>	<b>50</b>

<b>STUDENT SERVICES.....</b>	<b>50</b>
ACADEMIC ADVISING .....	50
DISABILITY SERVICES.....	50
GRADUATE EMPLOYMENT ASSISTANCE .....	50
HELP DESK .....	51
HOUSING.....	51
ORIENTATION.....	51
STUDENT RECORDS .....	51
RESOURCE CENTER.....	52
<b>SCHOOL POLICIES AND GOVERNMENT REGULATIONS.....</b>	<b>53</b>
FAMILY EDUCATION RIGHTS AND PRIVACY ACT.....	53
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT REGULATION (HIPAA) .....	53
NON-DISCRIMINATION POLICY .....	53
NO HARASSMENT POLICY .....	53
THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008 .....	54
<b>INTERNAL GRIEVANCE PROCEDURE.....</b>	<b>54</b>
<b>EXTERNAL GRIEVANCE PROCEDURE.....</b>	<b>55</b>
<b>DESCRIPTION OF PROGRAM TUITION AND FEES.....</b>	<b>56</b>
PROGRAM TUITION AND FEES .....	57

## **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 School 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.rfedu.com/consumer-disclosures/>

This catalog was prepared by administrative members of Recording Radio Film Connection & CASA Schools. The information contained herein was published and effective January 15, 2025, Volume XI.

### **ADDENDUM**

The addendum will be updated regularly to accommodate changes in official school holidays, management and administrative 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 educational programs by selecting professional academically prepared faculty, your Academic Facilitator/Faculty, who are equipped with industry experience and expertise. While our faculty helps you academically progress through our curriculum, you are placed in an externship experience with a Mentor in the **REAL WORLD** who shares the same passion as you while performing and/or demonstrating skills daily in an active and viable business setting.

Depending upon your program selection, you will be assigned to a professional, independently owns and operated, recording studio/film production company/radio station/restaurant kitchen.

You are assigned an Academic Facilitator/Faculty on day one of your program. You will be matched with a Mentor in an externship environment that provides industry current practices and equipment providing you with an opportunity to prepare for the **Real World** while pursuing gainful employment within a competitive market.

We look forward to you accomplishing amazing things.

James Petulla  
Founder, President and Chairman of the Executive  
Committee

Brian Kraft  
Chief Executive Officer, 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 providing 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.

### **OBJECTIVE**

Recording Radio Film Connection & CASA Schools (RRFC) programs are consistent with the School's mission in that they provide career focused programs with an industry focused externship that prepares our students for work in their respective fields.

### **INTRODUCTION**

Recording Radio Film Connection & CASA Schools (hereinafter referred to as School) offers training that may lead to careers in the recording, film, broadcasting and culinary industries using industry current equipment and qualified, approved Mentors/Instructors. All students providing services at an Externship Location shall be, at all times, unpaid externs. Mentors shall be duly certified or otherwise qualified to participate in the Externship Experience at Externship Location 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 Externship Locations and any rules and regulations of RRFC as may be in effect from time to time.

Recording Radio Film Connection & CASA Schools is a DBA of Recording Radio Film Connection, INC. Recording Radio Film Connection & CASA Schools' Online Education & Administrative Offices are located at 6060 Center Drive, Suite 1000, 10th Floor, Los Angeles, CA 90045.

Recording Radio Film Connection & CASA Schools provides the remote staff with the tools needed to maintain high efficacy and student satisfaction while providing e-learning platforms to multiple educational program offerings. The school has customized and established a Student Management System (SMS) within Salesforce. This integrated software system tracks the student from enrollment to graduation and thereafter.

### **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 has a proud history of providing graduates with the creative and technical skills demanded by today's employers.

### **EXTERNSHIP LOCATIONS**

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

Recording Radio Film Connection & CASA Schools continues a proactive search to find externship locations with facilities that complement our educational programs.

### **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) (<https://www.bppe.ca.gov>).

Recording Radio Film Connection & CASA Schools is licensed by the Illinois Board of Higher Education.

Recording Radio Film Connection & CASA Schools is licensed by the Kentucky Commission on Proprietary Education.

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 approved by the Ohio State Board of Career Colleges and Schools, registration #2143.

Recording Radio Film Connection & CASA Schools is licensed by the Oregon Higher Education Coordinating Commission.

Recording Radio Film Connection & CASA Schools is registered by the Pennsylvania State Board for Private Licensed Schools.

Recording Radio Film Connection & CASA Schools is authorized for operation as a postsecondary education school by the State of Tennessee, Higher Education Commission.

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



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

## 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

Larry King

Sandy Stern

David Lynch

Hans Zimmer

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 by each State Agency. \*Approved in Wisconsin**

**RECORDING CONNECTION**

Recording Connection for Audio Engineering & Music Production \*

**FILM CONNECTION**

Film Connection for Film Production & Editing \*

**RADIO CONNECTION**

Radio Connection for Radio Broadcasting \*

**PROGRAM OCCUPATION OBJECTIVES**

**PROGRAM ALIGNMENT OF CIP AND SOC CODES**

***2020 National Center for Education Statistics' Classification of Instructional Programs (CIP) codes and the U. S. Department of Labor's Standard Occupational Classification (SOC) codes.***

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

***CIP Code: 10.0203 Recording Arts Technology/Technician***

**Definition:** : A program that prepares individuals to apply technical knowledge and skills to the production of sound recordings as finished products or as components of film/video, broadcast, live, or mixed media productions.

The following ***SOC codes*** have been identified for the Recording Connection for Audio Engineering & Music Production program:

- 27-2091 Disc Jockeys, Except Radio
- 27-4014 Sound Engineering Technicians
- 27-4011 Audio and Video Technicians
- 27-2041 Music Director and Composer

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

***CIP Code 50.1003 Cinematography and Film/Video Production.***

**Definition:** A program that prepares individuals to communicate dramatic information, ideas, moods, and feelings through the making and producing of films and videos. Includes instruction in theory of film, film technology and equipment operation, film production, film directing, film editing, cinematographic art, film audio, techniques for making specific types of films and/or videos, media technologies, computer image making, multi-media production, and the planning and management of film/video operations.

The following ***SOC codes*** have been identified for the Film Connection for Film Production & Editing program:

- 27-2012 Producers & Directors
- 27-3041 Editors
- 27-3043 Writers & Authors
- 27-4021 Photographers

27-4031	Camera Operators, Television, Video, and Film
27-4032	Film & Video Editors
27-4015	Lighting Technicians

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

#### **CIP Code 50.0202 Radio and Television Broadcasting Technology/Technician.**

**Definition:** A program that prepares individuals to apply technical knowledge and skills to the production of radio and television programs, and related operations, under the supervision of broadcast and studio managers, directors, editors, and producers. Includes instruction in sound, lighting, and camera operation and maintenance; power and feed control; studio operations; production preparation; broadcast engineering; related computer applications; and specialized applications such as news, entertainment, live talk, sports, commercials, and taping.

The following **SOC codes** have been identified for the Radio Connection for Radio Broadcasting program:

27-3011	Broadcast Announcers and Radio Disc Jockeys
27-3023	News Analysts, Reporters, and Journalists
27-3012	Media and Communications Workers
27-3023	News Analysts, Reporters and Journalists
27-4012	Broadcast Technicians

### **TRAINING, EQUIPMENT AND EXTERNSHIP**

#### **INSTRUCTIONAL DELIVERY**

Recording Radio Film Connection & CASA Schools uses a blended education model. Programs are a combination of online coursework along with an assigned externship. The schedule for the externship component of the training is determined by the student and externship Mentor.

Students complete coursework online at a location of their choosing, while simultaneously completing an externship at an assigned professional industry related private place of business. As such, there are no facilities except the Online Education and Administrative Offices located at 6060 Center Drive, Suite 1000, 10th Floor, Los Angeles, CA 90045.

Remote Academic Facilitators/Faculty and the academic support staff are provided with the software and hardware needed to include a computer, ethernet desk phone and headset upon request along with a monthly internet allowance. The Academic Facilitators/Faculty have access to a Zoom Video Service account and the Learning Management System (LMS) which houses the program curriculums, tests, assignments, videos and links used to provide instruction. Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test. Computerized grading provides immediate scoring of the test and is available to the student at that time. Microsoft Outlook and Office along with Simplybookme allows for ongoing real-time problem solving and communications between the academic staff and students.

Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test. Computerized grading provides immediate scoring of the test and is available to the student at that time. Practical assignments are required during the externship to determine level of achievement and understanding.

In addition, practical assignments are required during the externship segment of most programs to determine the level of achievement and understanding. The schedule for the externship component of the training is determined by the student and externship Mentor. While the Mentors are the site supervisors at the

externship locations, they continue coordinating with the Academic Facilitators/Faculty to report student attendance and practical skill performance.

### **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 students as part of their program with the exception of the additional resource center materials. These resource center materials are offered by a third-party, are specific to the educational programs and optional for Wisconsin students. Materials are titled as Mix With The Masters (recording programs), \$285.00 non-refundable and Film Editing With The Masters (film programs) \$375.00 non-refundable. Fees for these materials are not a part of the school tuition and fees. The learning resource materials are integrated into the curriculum and provide expanded expertise to the learning objectives and goals.

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

- Pro Tools 12, Logic Pro X or Ableton Live Suite 12 (or latest version)
- Recording Connection Course Curriculum [eBook Format]
- *The Recording Connection Audio Institute Basic Audio Engineering* Digital eBook, Written by Doug Boulware, Zack Phillips
- Mix With The Masters (Optional for Wisconsin students)

#### 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
- Film Editing with The Masters (Optional for Wisconsin students)

#### Radio Connection for Radio Broadcasting:

- PreSonus Studio One 3 Artist
- USB condenser microphone
- *Radio Connection Broadcasting Curriculum eBook*, Written by Jim Daniels

## **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 the Founder, President and Chairman of the Executive Committee.

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

**James Petulla – Founder, President and Chairman of the Executive Committee**– refers to the person primarily responsible for the overall administration and fiscal health of Recording Radio Film Connection & CASA Schools, including the supervision of the Chief Executive Officer.

**Brian Kraft - Chief Executive Officer, Chief Operating Officer and Chief Academic Officer** – refers to the person primarily responsible for the administration of the Recording Radio Film Connection & CASA Schools business operation, including finances, management, personnel, and contracting for goods, services, or property. In addition, it refers to the person responsible for academic affairs to include supervision of faculty, development of educational programs and curricula, and implementation of the School's mission, purposes and objectives.

## **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, Academic Facilitator/Faculty, 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 externship location under the influence of, possession of, or attempt the sale of alcohol or drugs. This is prohibited and may result in administrative actions to include termination.
- Do not engage in 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. At the discretion of Recording Radio Film Connection & CASA Schools, an active student convicted of a misdemeanor or a felony while enrolled is subject to Administrative Action of Termination.

Recording Radio Film Connection & CASA Schools reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in judgment of Mentor and/or staff, a student's conduct disrupts or threatens to disrupt the externship setting, and/or activities provided by the Academic Facilitator/Faculty or career services the appropriate Administrative Action will be taken to restore order to include advising, suspension, probation or termination.

#### **ADMINISTRATIVE ACTIONS – ADVISING, SUSPENSION, PROBATION and 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 students will meet with their Academic Facilitator/Faculty 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 advising, suspension, probation or termination.

Causes for suspension, probation and termination include, but are not limited to, poor academic progress, poor attendance, and insubordination to Mentors and staff members, cheating, disrespectful or unruly behavior, possession or use of alcoholic beverages on externship sites, use of illegal drugs, stealing, malicious or willful destruction of externship property and lack of payment for program cost. A student failing to make a payment may be suspended for thirty (30) days. Missing two (2) or more payments may lead to termination. Possession of illegal drugs or firearms at the facility or place of externship 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, 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's degree.*
2. For applicants not possessing a high school diploma or equivalent, they may pursue the Ability to Benefit entrance requirements as noted on page 16 - 17.
3. Complete an interview with an admissions representative.
4. Complete an interview with the potential Mentor for the program selected.
5. Complete the Scholarship Application
6. Complete an Enrollment Agreement.

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. Based upon review of documentation and advanced standing the applicant will receive pro-rated tuition based upon successful completion of coursework.

Recording Radio Film Connection & CASA Schools does not discriminate or harass on the basis of race, religion, color, gender, sex, sexual orientation, sexual identity, gender identity, transgender identity, gender expression, genetic information, national origin, ancestry, citizenship status, uniformed service member status, veteran's status, military status, marital status, pregnancy, age, medical condition, disability, or any other consideration made unlawful by protected by the state, local or federal law, in our programs and activities.

### **ADMISSIONS PROCEDURE**

Admission procedures include a phone interview with an admissions representative to review goals, programs offered, school policies and procedures, school performance fact sheets, pre-enrollment checklist and graduation requirements.

Each prospective student must provide:

1. Documentation of prior education as outlined in the Admissions Policy.
2. Obtain the required entrance score for the Ability to Benefit assessment.
3. Complete Financial Planning session. Determine if the applicant is awarded a scholarship.
4. Complete an interview with the potential Mentor.

A student is considered accepted upon receipt of an enrollment agreement signed by the appropriate school official. Once the student's enrollment agreement is signed, and tuition is paid, the student then receives a call from their Academic Facilitator/Faculty for their orientation.

### **ABILITY-TO-BENEFIT**

Recording Radio Film Connection & CASA Schools 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. ATB applicants who take the Wonderlic Basic Skills Test (WBST) must achieve a verbal score of no less than 200 and a quantitative score of no less than 210 in the same test administration. In the event the applicant achieves the required score on one part of the test and fails to achieve the required score on the second part, the applicant may retest on the part failed. Applicants are not charged for the administration of the initial assessment.

Retests should be conducted on an alternate test form and may be taken on the same day. An applicant will be given a thirty-minute break prior to resting. ATB applicants who take the Wonderlic Basic Skills Test (WBST) must achieve a verbal score of no less than 200 and a quantitative score of no less than 210 in the same test administration. An applicant not achieving the required verbal score and quantitative score will not be admitted and will become eligible to retake the WBST in sixty days from the original testing date.

### **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.

## **ACCOMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

Recording Radio Film Connection & CASA Schools is committed to making its facilities and services available to people with disabilities, and individuals with disabilities are encouraged to apply for enrollment. Recording Radio Film Connection & CASA Schools will provide reasonable accommodation 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 Academic Facilitator/Faculty and complete the "Student Application for Auxiliary Aids or Academic Adjustments" requesting academic adjustments and/or auxiliary aids. To ensure that accommodation is 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 sessions, or otherwise as soon as practicable. To request auxiliary aid or service, please contact the Institutional Director.

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

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

- has physical or mental impairment that 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 reasonable accommodation?**

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 accommodation, questions regarding accommodation issues, including whether a particular circumstance requires accommodation and the nature of the appropriate accommodation, should be promptly directed to the Institutional Director.

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

The Institutional Director 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 Institutional Director will arrange an interview with the students 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 accommodation provisions. The School may engage an independent evaluation administrator to provide professional opinions to determine the appropriate accommodations are provided for the student. After careful consideration, the Institutional Director 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 Institutional Director to ensure that the adjustments and/or aids are appropriate. A student seeking accommodation may appeal the decision of the Institutional Director 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 Academic Facilitator/Faculty to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the Mentor or Academic Facilitator/Faculty, the student may submit his or her grievance or complaint in writing to the Institutional Director, clearly describing the grievance or complaint. The Institutional Director will review the grievance or complaint seeking 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 Institutional Director, the student must appeal to the Chief Academic Officer in writing within 10 days of receiving the decision of the Institutional Director. The Chief Academic Officer will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal the Chief Academic Officer will formulate a resolution. A student may appeal to the Chief Compliance 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 report grievance or complaint.

At any time, a student may also contact the following agencies concerning any grievance of complaint about the School: United States of Department of Education, Office for Civil Rights, District of Columbia Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-1475, Telephone: (202) 453-6020, Facsimile: (202) 453-6021, Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.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.radiconnection.com](http://www.radiconnection.com), [www.casaschools.com](http://www.casaschools.com) and <https://www.rrfedu.com/consumer-disclosures>

### **CRIME AWARENESS & SECURITY**

Recording Radio Film Connection & CASA Schools is committed to providing a safe, secure environment. Crime awareness and campus security are matters for which everyone must take personal responsibility. Recording Radio Film Connection & CASA Schools prohibits the possession of weapons and the use of alcohol, controlled substances, and drugs on the externship site properties. Non-compliance with these rules or criminal acts of any kind may result in disciplinary actions including termination.

### **MEDIA AND PUBLICATIONS CONSENT**

Without expectation of compensation or other remuneration, now or in the future, the student hereby gives consent to Recording Radio Film Connection & CASA Schools, its affiliates and agents, to use their image and likeness and/or any interview statements in its publications, advertising or other media activities (including the Internet). This consent includes, but is not limited to: (a) Permission to interview, film, photograph, tape, or otherwise make a video reproduction of the student and/or record their voice; (b) Permission to use the student's name; and (c) Permission to use quotes from the interview(s) (or excerpts of such quotes), the film, photograph(s), tape(s) or reproduction(s) of the student, and/or recording of their voice, in part or in whole, in its publications, in newspapers, magazines and other print media, on television, radio and electronic media (including the Internet), in theatrical media and/or in mailings for educational and awareness. This consent is given in perpetuity and does not require prior approval by the student.

If the student chooses to opt out of the Media and Publications Consent, a written notice must be sent to the Institutional Director. The address is RRFC, ATTN: Institutional Director -Media Opt Out, 6060 Center Drive, Suite 1000, 10<sup>th</sup> Floor, Los Angeles, CA 90045. Phone calls or emails will not be accepted for an Opt Out notification. If the student wishes to discuss the media and publication policy, they may contact the Institutional Director or their Academic Facilitator/Faculty.

### **MEDIA AND BROADCAST CONSENT**

Without expectation of compensation or other remuneration, now or in the future, I hereby give my consent to Recording Radio Film Connection & CASA Schools, its affiliates and agents, to use my composed music and/or music elements of sound, harmony, melody, rhythm, tone and music genre during my period of enrollment. This consent includes, but is not limited to: (a) Permission to use music in part or in whole, in its publications, on radio and electronic media (including the Internet) in theatrical media and/or in mailings for educational and awareness. This consent is given in perpetuity and does not require prior approval by me.

If the student chooses to opt out of the Media and Publications Consent and/or the Media and Broadcast Consent, a written notice must be sent to the Institutional Director. The address is RRFC, ATTN: Institutional Director -Media Opt Out, 6060 Center Drive, Suite 1000, 10<sup>th</sup> Floor, Los Angeles, CA 90045. Phone calls or emails will not be accepted for an Opt Out notification. If the student wishes to discuss the media and publication policy, they may contact the Institutional Director or their Faculty/Academic Facilitator.

### **DISTANCE EDUCATION TECHNOLOGY REQUIREMENTS**

To participate in Recording Radio Film Connection & CASA Schools programs, prospective students must confirm by initialing the enrollment agreement that they meet the following requirements.

Basic requirements for students taking distance education courses include a personal email address and a computer and Internet connection at home. Online courses are configured for asynchronous participation and communication. It is expected that students will have a reliable computer with speakers and consistent

Internet access at home. A minimum of 16GB of Ram is recommended. Students should be comfortable using email and navigating the web.

Failure to obtain or have access to the minimum technology, supporting textbooks, supplies or other required materials for courses can result in an inability to participate fully in courses, complete the required assignments, and achieve the stated course outcomes.

### **DISTANCE EDUCATION PROGRAMS**

Recording Radio Film Connection & CASA Schools shall transmit all of the courses and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first course and initial materials, requests in writing that all of the material be sent. If the School transmits the balance of the materials 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 courses submitted by the student. The School shall not be obligated to pay any refund after all the courses and materials are transmitted.

### **LEARNING MANAGEMENT SYSTEM (LMS) DESCRIPTION AND NAVIGATION**

Once a student is enrolled in Recording Radio Film Connection & CASA Schools, they:

- Have an orientation call with an Academic Facilitator/Faculty from Recording Radio Film Connection & CASA Schools. This call is typically done within 48 hours of the student being admitted.
- During this call, the student is sent an email with instructions to set a password for their newly created account in the RRFC Student Portal.
- Once they have set their password, they can sign into the RRFC Student Portal.
- The username and password are specific to the student.
- Within the RRFC Student Portal, the student will be able to view chapters and assignments privy to the program.
- Mentors and Academic Facilitator/Faculty can also access the active textbook website and upload any assignments or notes that may be relevant to the coursework.
- This portal serves as an online classroom for the purpose of messaging with their Academic Facilitator/Faculty and taking chapter and course exams. Students are also able to access blogs and the program website in the Student Portal.

### **CONTACT INFORMATION FOR SUPPORT**

#### **Academic Facilitator/Faculty Contact Information:**

- (800) 295-4433
- All Academic Facilitator//Faculty can be reached Monday to Friday between 9am – 6pm PST/ PDT
  - \*Special hours can be accommodated if agreed upon by Academic Facilitator/Faculty and student.

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

Recording Radio Film Connection & CASA Schools does not offer visa services to prospective students from other countries or English language services. Recording Radio Film Connection & 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 Connection & CASA Schools has established a profile with Educational Perspectives: <http://www.educational-perspectives.org/>

Additional evaluators are provided:

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.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 for being 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, students may contact their Academic Facilitator/Faculty 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, mentors and community through the conception design, development, and implementation of postsecondary educational curriculum. The faculty are academically and experientially qualified and are known as the Academic Facilitator/Faculty. Professional Mentors supervise the externship/remote sessions providing students with current industry standards. This Academic Affairs team prepare and provide the students with the necessary skills for entry-level positions in the fields of audio/recording, radio, film, and culinary arts.

- the selection of qualified Mentor/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 resources (online) that provides access to the needed materials and information supporting educational programs at Recording Radio Film Connection & CASA Schools.

### **CLOCK HOUR**

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 60 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**

- Online Course Hours - Instructional hours consisting of new principles, delivered via the Learning Management System. Online courses are configured for asynchronous participation and communication.
- Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test. Computerized grading provides immediate scoring of the test and is available to the student at that time.
- Externship Course Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during course hours.
- Practical assignments are required during the externship to determine level of achievement and understanding.

### **COURSE DELIVERIES**

Courses may be composed of one or more of these deliveries - **Online Hours** (Instructor-Led Virtual Classroom and On-Demand/Learning Management Platform), **Lab Hours** (Practical Application) and **Externship Hours** (Mentor Hosted Site). Check your program syllabus for these details.

#### **Online Hours: Instructor-Led Virtual Classroom**

Lessons are delivered online in an asynchronous interactive training format which is Instructor Led sessions. These Instructor-Led sessions included live demonstrations which students will apply practical applications of the processes and techniques demonstrated during the assigned lab hours. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed coursework and that the student and/or Academic Facilitator/Faculty and/or Online Instructor have reported their completed hours. Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test. Computerized grading provides immediate scoring of the test and is available to the student at that time.

Students are required to keep all appointments with their Faculty/Academic Facilitator, whether for Student Services Advisors or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice.

#### **Online Hours: On-Demand/Learning Management Platform**

Lessons are delivered asynchronously online through the Student Portal. Students will complete and submit a minimum of one (1) course each week and may not exceed three (3) courses per week. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools have received completed coursework and the student has turned in all assignments. Testing is conducted online and grading of the



quiz or exam is done upon the conclusion of the test. Computerized grading provides immediate scoring of the test and is available to the student at that time.

Students are required to keep all appointments with their Academic Facilitator/Faculty whether for Academic Advising or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice.

### **Lab Hours: Practical Application**

Students' home or self-selected environment will serve as their resource to execute various practical assignments. Students have to complete all coursework and practical assignments on a weekly basis and turn them in for feedback and credit. This information is meant to be submitted electronically to the Academic Facilitator/Faculty as a blog entry. A template for this journal will be provided to each student upon acceptance to a program. Practical assignments are typically graded within 48 hours and reviewed with the student.

### **Externship Hours: Mentor Hosted Site**

Paid externship is not provided by Recording Radio Film Connection & CASA Schools or any of its employees or executives, or the mentor at which the student is scheduled externship hours. It is the student's responsibility to make sure Recording Radio Film Connection & CASASchools have received completed courses and the students have reported their hours.

The student must understand that while the externship location has allowed 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 Connection & CASA Schools. The student further understands that they may be offered the opportunity to fulfill additional responsibilities inside the recording studio externship location.

Recording Radio Film Connection & CASA Schools will consider transfer requests to another externship 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 sixty (60) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film Connection & CASA Schools.

### **ACADEMIC ADVISING**

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

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

### **EVALUATION METHODS**

- Each week students complete a single course with their Mentor which ends in a quiz. The grade of the quiz functions as an indicator that the students are or are not receiving and maintaining the information in a proper way. Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test. Computerized grading provides immediate scoring of the test and is available to the student at that time. Additionally, the quizzes are reviewed with the students by the Mentor and/or Faculty/Academic Facilitator Staff to ensure the student is receiving proper instruction.

- Each week students are also required to complete one self-reflective journal entry meant to establish their growth and the progress of their education. The Faculty/Academic Facilitator Staff also view these to ensure students are receiving an effective education.
- Practical assignments are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 48 hours and reviewed with the student. Each student will participate in the practical assignments and receive a final “Pass or Fail” as recorded on the Externship Checklist.
- Lastly, students are encouraged to participate in the completion of periodic questionnaires. The questionnaires are delivered by the Faculty/Academic Facilitator Staff and assist in establishing student’s needs, their expectations, as well as the 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.

### **GRADING SYSTEM**

At the conclusion of each course in the program, the student may request an unofficial academic transcript which includes grades for each course completed along with the assigned/scheduled hours. The criteria for determining a grade shall be as follows on a percentage of total point basis:

### **ACADEMIC GRADING SYSTEM**

The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

#### **Online Course Grade**

<b>Grade</b>	<b>Points</b>	<b>Percentage Scale</b>	<b>Explanation</b>
A	4	90-100	Excellent
B	3	80-89	Good
C	2	70-79	Average
D	1	60-69	Minimally Passing Grade – see definition below
F	0	Below 60	Failing
I	0	Incomplete	See complete definition provided below
W	0	Withdrawal	See complete definition provided below

#### **Program Externship Grade**

<i>Grade</i>	<i>Definition</i>
P – Pass	Has satisfactorily met all minimum program requirements with a “2” or better on the Externship Checklist.
F – Fail	Failed to satisfactorily meet all minimum program requirements with a “1” on the Externship Checklist.

#### ***Externship Grading Scale for Externship Checklist (is based on a point score of 4 – 1.)***

<i>Grade</i>	<i>Definition</i>
4	Excellent
3	Good
2	Satisfactory/Needs Work (PASS)
1	Unsatisfactory (FAIL)

**Program Externship Grade** “Pass” or “Fail” is based on a numerical average of points achieved by the student through the demonstration of skills retained from online lecture and hands-on practice during externship. A final numerical average of the Externship Checklist below a “2 - Satisfactory/Needs Work” will result in a F – Failure for the externship portion of the program. The student will be required to work with their mentor to achieve a passing score of “2” in the externship component at no additional cost to the student.

**“Minimum Passing Grade”** for each course is a “D = 1 – 60-69”. Any final grade that is below a “F = 0 - 59” is considered failing and must be repeated. All skills or competencies must be evaluated by the mentor and/or Faculty/Academic Facilitator. All program competencies must be evaluated as satisfactory and receive a grade of “Pass” or a letter grade of “D = 1 – 60-69” or above in order to pass the course.

### **“Incomplete”**

Incomplete “I” grade is 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 arrangements to take missed tests, a failure grade will be given. A student who misses a final test must contact the Mentor within twenty-four hours of the test to arrange for a make-up examination.

**“Withdrawal”** (W) is defined as a student initiating the intent to discontinue their educational program during a course. A “W” has no point value.

**“Acceptable Academic Progress”** is defined as attending an externship site, field trip, or completion of an on-line academically related activity such as, posting questions and/or answers, submissions of any assignment, quiz, research, extra credit or session with either an Academic team member or Mentor.

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

RRFC monitors ARA; students are encouraged to be in attendance in their sessions and to be performing with Acceptable Academic Progress. In the event a student is not maintaining Acceptable Academic Progress, the student’s Faculty/Academic Facilitator may require a specific level of attendance. Failure to comply with attendance requirements may lead to academic advising, suspension, probation or termination.

### **Repeating a Course**

Students who do not achieve the minimum passing score for a course or do not satisfactorily complete the course requirements as outlined in the program/course syllabus are required to repeat the course. The minimum passing score for a course is 60-69% – D. All course competencies must also be passed at 60% or better or the course will need to be repeated. It is the student’s responsibility to make arrangements with the Faculty/Academic Facilitator. RRFC only allows a course to be repeated once. Failure to achieve a D or better may result in withdrawal from the program. Failure to successfully complete a course will affect the Incremental Completion Rate (ICR) and the Maximum Allowable Time Frame (MTF).

### **Calculations**

Recording Radio Film Connection & CASA Schools (RRFC) measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and clock hour value. GPA is the average grade a student earns for each course. CGPA is the cumulative average of all grades points a student has earned over the course hours at RRFC. Here is an example of how GPA and CGPA are computed; Imagine a student

completes two courses over a two week period. One course the student earns an “A” equal to 4 points and a B in the second course equal to 3 points. Remember each letter grade carries a grade point value.

In this example:

$$\begin{aligned} &A = 4 \text{ points} + B = 3 \text{ points} \\ &= 7 \text{ grade points earned} \\ &\div 2 \text{ grades} = 3.5 \text{ CGPA} \end{aligned}$$

A student’s CGPA is computed in the same manner by dividing the students grade points earned by the number of courses completed.

## MILESTONES AND EVALUATION OF SATISFACTORY ACADEMIC PROGRESS

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

### Student Progress Review for Clock Hours Certificate Programs

Evaluation Point	Milestones (CGPA and ICR)	Required Action
<b>End of 50% of the Program (100 Clock Hours of 200 Clock Hours)</b>	2.0 and 100% completion of scheduled hours (Minimum 100 Clock Hours)	Academic Advising (if 1st time)
<b>End of 100% of the Program (200 Clock Hours)</b>	2.0 and 100% completion of scheduled hours (Minimum 200 Clock Hours)	Academic Advising (if 1st time) Academic Probation (if 2 <sup>nd</sup> time)
<b>At Any Time</b>	Excess of 150% MTF	Academic Termination (if 3rd time)

**Program Length: six/nine months.**

## REQUIREMENTS FOR GRADUATION

### On-Time Graduate

To be classified as an On-Time GRADUATE from the program, a student must attend a minimum of 100% of the scheduled hours of instruction, achieve a cumulative grade point average (CGPA) of 2 pts - C (70-79%) or better on all courses, must pass each course with a 1 pt - D (60-69%) or better, and receive a “Pass” grade on the Mentor monitored program final practical exam demonstrating competence in the specialty for which training was provided. The On-Time Graduate completes the program within 100% of the published program length. *An On-Time graduate receives a graduate certificate of graduation.*

### Non-On-Time Graduate

A student achieving all graduation requirements who exceeds 100% of the published program length but completes the program within 150% of the program length is not considered as an On-Time Graduate. *A Non-On-Time graduate receives a graduate certificate of graduation.*

### Non-Regular Student (Completer)

To be classified as a completer from the program, a student must attend a minimum of 100% of the scheduled hours of instruction, must pass each course with a 1 pt - D (60-69%) or better, achieve a cumulative grade point average (CGPA) of 2 pts.- C (70-79%) or greater on all courses and receive a “Pass” on the Mentor monitored program final practical exam demonstrating competence in the specialty for which

training was provided. A completer is not considered as an On-Time Graduate and has exceeded 150% of the maximum program length. *A completer receives a certificate of completion.*

## **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 the 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 require 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 C/70% (2.0) is determined as poor academic performance and may lead to advising, probation or termination. It is important that students attend all sessions and complete them successfully. *Students who fail to meet the minimum standards of one or more below the criteria will be notified by the Academic Facilitator/Faculty 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 Academic Facilitator/Faculty, 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.*

*For a student to graduate, the minimum requirements are a CGPA of 2= (C - 70% or better) and satisfactory completion of all required coursework without attempting more than 150% of the hours in the program. In addition, the student must successfully fulfill the competency requirements on the Program Externship Checklist with a Pass*

*While terms of Advising, Suspension, Probation and Termination are used to describe 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 on the thirty-first (31) day of no academic activity.*

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

Satisfactory progress will be assessed at the following points:

1. At the end of the mid-point, students must attain a minimum CGPA of C=2 (70% or better) and ICR of 100% of the scheduled clock hours. Anything below these milestones will result in Advising.
2. At the end of the normal program length, students must attain a minimum CGPA of C=2 (70% or better) and ICR of 100% of the scheduled clock hours. Anything below these milestones will result in Advising. If the student was on Advising at the mid-point and 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 C=2 (70% or better) and ICR of 100% of the scheduled clock hours. Anything below these milestones will result in Advising, Probation or Termination.
4. Compliance with SAP is reviewed each course for Clock Hour Certificate Programs.
5. To be removed from Advising or Probation, a student must meet the Satisfactory Academic Progress requirements at the next measuring point.

### **APPEAL PROCESS**

A student may Appeal his/her Probationary Status as follows: A student who wishes to Appeal his/her Probationary Status may do so by submitting a written request to the Chief Academic Officer or designated representative within ten (10) days of being notified that he/she has been placed on Probationary Status.

1. The student must describe any unusual circumstances that the student believes deserves consideration. The basis on which a student may file an appeal includes 1) the death, serious illness, injury of a relative, 2) a significant injury or illness of the student, or 3) other extraordinary circumstances that prevented the student from achieving Satisfactory Academic Progress.
2. The student must identify what has changed and that will allow the student to achieve Satisfactory Academic Progress by the end of the thirty days.
3. Once the Appeal is received by the Chief Academic Officer or designated representative, the student will be notified within ten (10) days of the decision to grant or not grant the student's Appeal. All decisions made by the Chief Academic Officer or designated representative are final and cannot be further appealed.
4. A student who provides a successful Appeal may be required to comply with a development plan designed to help the student return to Satisfactory Academic Progress Status by the end of the next thirty days.
5. In the event the student who provided a successful Appeal does not achieve Satisfactory Progress Status by the end of next thirty days the student may be terminated.

### **CHANGE PROGRAM OF STUDY OR LOCATION- RRFC**

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 Academic Facilitator/Faculty to complete the process. Only those hours and grades 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 courses that are incomplete at the time of the transfer and not required for the new program. Based upon review of documentation and advanced standing the applicant will receive pro-rated tuition based upon successful completion of coursework.

### **INCOMPLETE STATUS**

A student who is obligated to 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. This is equal to one and one-half times the normal program length.

### **RE-ENTRY AFTER TERMINATION FOR QUALITY OF WORK COMPLETED (GPA)**

Once a student has been terminated for not maintaining the necessary grade point average, re-entry approval may only be granted after the student has met the following conditions:

- a. Students must be evaluated by the Chief Academic Officer or designated representative to determine if they have the ability to successfully complete the program.
- b. Students who are terminated for unsatisfactory progress must wait a minimum of thirty (30) calendar days before re-entry can be approved. The Chief Academic Officer or designated representative may make exceptions to the thirty (30) day waiting period.
- c. After the waiting period, the student will be re-entered on probationary status.
- d. Students who re-enter must retake any course previously failed.
- e. Students who re-enter after termination for quality of work completed will be on probation for thirty (30) days. The purpose of re-entry, a grading period is considered to be thirty (30) days.

### **RE-ENTRY AFTER TERMINATION FOR QUANTITY OF WORK COMPLETED (ATTENDANCE/HOURS) OR OTHER REASONS**

Any student whose enrollment has been terminated for reasons other than not maintaining the grade point average and/or improper conduct must wait at least thirty (30) calendar days before being considered for re-entry. Students who are approved to re-enter return on probation for thirty (30) days. For the purpose of re-entry, a grading period is considered to be thirty days.

### **ATTENDANCE REQUIREMENTS**

### **EXTERNSHIP 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, the Mentor, the station, studio, restaurant or company at which the student is earning externship hours.

Recording Radio Film Connection & CASA Schools has entered into an externship agreement 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 100% of scheduled instruction at externship sites. Attendance is monitored by Academic Facilitator/Faculty 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. 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 a minimum of 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 the complete courses and in some cases clock hours or days attended.

Every externship session, the Academic Facilitator/Faculty contacts each student and Mentor to monitor student attendance.

The Institutional Director or Director of Academics may place a student on attendance probation if the student is not maintaining 100% 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 will impact on-time graduation status and may result in the student being terminated from the program.

### **Excused Absences for the Clock Hour Programs**

Students are expected to attend class on all scheduled class days and should make every effort to attend sessions even if it is only for part of the day. Recording Radio Film Connection & CASA Schools understand that some absences cannot be avoided and may be deemed excused absences. Excused absences are approved by your Mentor and/or the Academic Facilitator/Faculty. RRFC may require additional documentation prior to determining whether an absence is excused or unexcused. The following are valid excused absences:

- Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
- Family emergency, including but not limited to death or illness in the family;
- Religious or cultural purposes include observance of a religious or cultural holiday or participation in a religious or cultural instruction;
- Court, judicial proceeding or serving on a jury;
- Absence related to the student's homeless status;
- Absence resulting from a disciplinary/corrective action.



### **MAKE-UP WORK**

Lessons missed due to absences must be made up within five business days of returning to school at no additional costs. Students should meet with their Academic Facilitator/Faculty and/or Mentor to get missed assignments. Make-up work may be required to complete the clock hours approved for the program(s). Without completing all the missed hours, the school may withhold the final graduation 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 course for more than fifteen (15) days. At the discretion of the Chief Academic Officer or designated representative, a 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 a LOA, and if such applications show a pattern of delays, or should the issuance of a LOA be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer or designated representative may, in his/her sole discretion, terminate a student from the program. If a student fails to return from the LOA at the designated time the student will be terminated.

### **READMISSION TIMEFRAME AFTER LEAVE OF ABSENCE**

Students are required to complete the program within the established program length for an on-time graduation. If a student obtains approval from Recording Radio Film Connection & CASA Schools for a Program Leave of Absence, or withdraws from training, the student will be allowed only a six (6) month period to resume training, by applying to be readmitted. If the student does not resume training within 6 months from withdrawal, he/she may not be eligible to receive any further training or job placement assistance.

### **WITHDRAWAL OR TERMINATION**

Withdrawal is initiated by the student. Termination is initiated by the school. A student shall be considered withdrawn or terminated from a program if any of the following occurs:

#### **Withdrawal**

- The students should notify the school using various means of communications of their intent to withdraw from the educational program. Students are encouraged to notify at least one of the following administrative/teaching staff; Institutional Director, Director of Academic, Academic Facilitator and/or Mentor to correctly record the accurate “last date of attendance” as determined by RRFC. The students should notify RRFC before discontinuing and/or dropping from the educational program.
- The students must make a formal request to transfer into a different program offered by RRFC.

#### **Termination**

- 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 100% attendance during the program and at the time of graduation.

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, HOURS/CREDIT FOR PREVIOUS OR EXPERIENTIAL TRAINING**

The Recording Radio Film Connection & CASA Schools does not accept hours or credit through transfer of credit, challenge examinations, achievement tests, or experiential learning from another institution.

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

The transferability of hours/credits you earn at Recording Radio Film Connection & 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 the School to which you may seek to transfer after attending Recording Radio Film Connection & CASA Schools to determine if your hours/credits or certificate will transfer.

### **ARTICULATION AGREEMENTS**

Recording Radio Film Connection & CASA Schools has not entered into a transfer or articulation agreement with any other School, College or University.

### **FINANCIAL PLANNING SERVICES**

#### **TUITION AND FEES**

All students must meet with the Financial Planning Office concerning tuition arrangements prior to enrollment. Students in continuous enrollment will be guaranteed the tuition rate, fees and total charges for the entire educational program which are 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, fees and total charges for the entire educational program which are in accordance with the current catalog in effect at the time of re-entry. The tuition along with the program specific 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. 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. A student failing to make payment may be suspended for thirty (30) days. Missing two (2) or more payments may lead to termination .

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 tuition along with the program specific fees. Tuition and fees may be paid by cash, check, money order or major credit card.

### **SCHOLARSHIP PROGRAMS**

Recording Radio Film Connection & CASA Schools (RRFC) maintains a robust program of scholarships made available to qualified students.

A scholarship is one of the many ways in which RRFC removes obstacles from your path to achieving your education goals and improving your career opportunities. It is a part of our investment in the future commitment to our students.

### **AVAILABLE SCHOLARSHIPS FOR NEW STUDENTS**

The following scholarships are available for new RRFC students, depending upon specific eligibility requirements for the particular scholarship. RRFC applicants shall apply for these scholarships within fifteen (15) days of the initial start date of a certificate educational program.

Students are eligible to receive *one RRFC scholarship* certificate educational program. A student who pursues a second program of study may apply for a scholarship based upon the criteria outlined below.

### **RRFC SCHOLARSHIPS**

<u>Scholarship Name</u>	<u>Value of /Scholarship</u>
The Csaba Petocz Scholarship- In Memory of Joshua Kent	\$1500
The James Petulla-Brian Kraft Get Connected Scholarship	\$ 500
The RRFC Military and Family Scholarship	\$1500

### **THE CSABA PETOCZ SCHOLARSHIP – IN THE MEMORY OF JOSHUA KENT**

To qualify for this scholarship, the applicant must satisfy the following criteria:

- Proof of a High School Diploma or Successful Score of the ATB Test.
- Proof of total household income is less than \$100,000 per year.
- Complete an application for admission.
- Complete a scholarship application.

RRFC Annual Awards: A maximum of 75 applicants per year will be awarded **The Csaba Petocz Scholarship**. The applicant awarded may select the educational program and receive the following award: \$1500 off total tuition if you complete the educational program. Other financial options are available.

### **JAMES PETULLA - BRIAN KRAFT GET CONNECTED SCHOLARSHIP**

To qualify for this scholarship, the applicant must satisfy the following criteria:

- Proof of a High School Diploma or Successful Score of the ATB Test.
- Complete an application for admission.
- Complete a scholarship application.
- Proof of total household income is less than \$85,000 per year.
- Present a Letter of Recommendation from High School Teacher, Guidance Counselor or Mentor, Community Organizer or Employer.

RRFC Annual Awards: A maximum of 75 applicants per year will be awarded **The James Petulla-Brian Kraft Get Connected Scholarship**. The applicant awarded may select the educational program and receive the following award: \$500 off total tuition if you complete the educational program. Other financial options are available.

**RRFC MILITARY AND FAMILY SCHOLARSHIP** is available for new RRFC students, depending upon specific eligibility requirements for the scholarship. RRFC applicants shall apply for this scholarship within fifteen (15) days of the initial start date of a certificate educational program. To qualify for this scholarship, the applicant must satisfy the following criteria:

- Proof of a High School Diploma or Successful Score of the ATB Test.
- Complete an application for admission.
- Complete a scholarship application.
- Provide evidence of active duty, reservists, National Guard or veteran status. Spouse and/or dependents may also qualify.

RRFC Annual Awards: An unlimited number of applicants per year will be awarded **The RRFC Military and Family Scholarship**. The applicant awarded may select the educational program and receive the following award of \$1,500.00 off total tuition if you complete the educational program. Other financial options are available.

### **FINANCING YOUR EDUCATION**

The Recording Radio Film Connection & CASA Schools understands the significant financial commitment required by an investment in your education. The family financial planning staff works one-on-one with students and their families to develop a personal financial plan, based on the individual's particular financial needs, which allows students to reach their educational and career goals. The Recording Radio Film Connection & CASA Schools family financial planning staff will guide families through the process of assessing educational costs and developing a payment plan. The Recording Radio Film Connection & CASA Schools also provides customized payment options for those who wish to spread their financial commitment 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 are paid monthly during matriculation and thereafter. Tuition Options, LLC is a third party student loan servicer who partners with Recording Radio Film, Inc to service its student loans.

**Climb Credit Inc.** This is a third-party private loan servicing and financing solution for students enrolling in the Recording Radio Film Connection & CASA Schools programs. The interest rate is fixed for the life of the loan and ranges from 7.99% to 14.98%. Climb Credit Inc. provides an origination and online servicing platform compliant with regulatory requirements in multiple states. (AZ Consumer Lender #CL-0939233; CA Finance Lender #60DBO-44527, 60DBO-86584; MI Regulatory Loan License #RL 0019910;

OH Small Loan, Consumer Installment Loan Act License #SL.400251.000, CI.550013.000, CI.550013.01-BR; TN Industrial Loan and Thrift #3854; and WI Wisconsin Consumer Act Registration-N/A.)

**Meritize Lending, LLC.** This is a third party loan servicing and financing solution for students enrolling in the Recording Radio Film Connection & CASA Schools programs with the exception of Culinary. The interest rate may be fixed or variable and range from 4.44% to 26.29% based upon various tiers and key indicators. Meritize Lending LLC provides an online servicing platform compliant with regulatory requirements in multiple states. (AZ Consumer Lending License #CL-0944316, CA Finance Lender #60DBO-76414, IL Consumer Installment License #CI.0004343-H, MI Loan License #RL0023992, OH Certificate of Registration #GL.502092.000, OR Division of Financial Regulation #0455-001-C, PA License #67455, and TN Industrial Loan & Thrift #000004011.)

### **PAST DUE ACCOUNTS**

The student is obligated for tuition and fees for the 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.

### **PRIVATE LOANS & PAYMENT OPTIONS**

#### **Option 1 – Pay In Full Tuition**

At the student's option, upon being accepted to the School with an executed enrollment agreement that discloses the start and projected end dates of the program along with the total program charges. The student may provide payment in full for the total charges of their selected educational program with no processing fee.

#### **Option 2 – Recording Radio Film Connection, Inc. – 1-Year Payment Plan**

If you wish to make monthly payments for a one-year (12 months) payment plan a down payment of \$3,800.00 will be required to start. Monthly payments are made during matriculation and thereafter.

#### **Option 3 – Recording Radio Film Connection, Inc. – 2-Year Payment Plan**

If you wish to make monthly payments for a two-year (24 months) payment plan a down payment of \$3,800.00 will be required to start. Monthly payments are made during matriculation and thereafter.

#### **Option 4 – Recording Radio Film Connection, Inc. – 3-Year Payment Plan**

If you wish to make monthly payments for a three-year (36 months) payment plan a down payment of \$3,800.00 will be required to start. Monthly payments are made during matriculation and thereafter.

#### **Option 5 – Recording Radio Film Connection, Inc. – 4-Year Payment Plan**

If you wish to make monthly payments for a four-year (48 months) payment plan a down payment of \$3,800.00 will be required to start. Monthly payments are made during matriculation and thereafter.

#### **Option 6 – Private Loan With Climb Credit Inc.**

Select this option if you have applied or will be applying with our affiliate *Climb Credit Inc.* to help fund your Recording Radio Film Connection & CASA Schools programs. Climb Credit Inc.'s origination and

service platform is fully compliant with all student loan regulations. A down payment of \$500 will be required to start the program.

**Option 7 – Private Loan With Meritize Lending, LLC.**

Select this option if you have applied or will be applying with our affiliate *Meritize Lending, LLC* to help fund your Recording Radio Film Connection & CASA Schools programs. Meritize Lending, LLC origination and servicing platform is fully compliant with all student loan regulations. A down payment of \$500.00 will be required to start the program.

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 Connection & 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 course and materials to you within seven days of 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 course and materials.

Cancellation is effective on the date the student provides valid notification of their intent to cancel or withdraw from their enrollment agreement. Any and all communications should be directed to Recording Radio Film Connection & CASA Schools, 6060 Center Drive, Suite 1000, 10th Floor, Los Angeles, CA 90045 or by emailing [studentservices@rrfedu.com](mailto:studentservices@rrfedu.com). Refunds will be paid within 40 days of cancellation.

The School shall transmit all of the courses and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first course 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 courses submitted by the student.

**THREE-DAY CANCELLATION**

An applicant who provides a valid notification of cancellation within three (3) 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 40 days after receiving the notice of cancellation, the school shall provide a 100% refund.

### **OTHER CANCELLATIONS**

An applicant requesting cancellation more than three (3) days after signing an enrollment agreement and making an initial payment, but prior to entering the school or attendance of the first-class session, whichever is later is entitled to a refund. The Application Fee for the program is \$100.00 (non-refundable).

### **WITHDRAWAL AND REFUND POLICY**

You may withdraw from school at any time. You will receive a pro rata refund if you have completed 60% or less of the scheduled clock hours in your program through your last date of attendance. An Application Fee of \$100 will be retained by the school and not included in the student refund.

Refund calculations are based on the student's last date of attendance. The last date of attendance is the last day a student attended or attempted the following but not limited to externship site, field trip, or completed an on-line academically related activity such as, posting questions and/or answers, submissions of any assignment, quiz, research, extra credit or session with either an Academic team member or Mentor.

The amount owed by the student equals the hourly charge for the program (total institutional charge, minus \$100 Application Fee (non-refundable), divided by the number of hours in the program), multiplied by the number of hours the student attended, or was scheduled to attend, prior to withdrawal. All amounts paid by the student in excess of what is owed shall be refunded. After completion of 60% of a program, tuition is 100% earned, and no tuition refund is made.

Procedure for withdrawal:

- A. A student choosing to withdraw from the school will provide a valid notification after the commencement of the program to the administrative/teaching staff; Institutional Director, Director of Academics, Academic Facilitator and/or Mentor of the school..
- B. A student will be withdrawn from the school if the student fails to return from an authorized Leave of Absence within 14 days of the date the student was scheduled to return.
- C. A student will be withdrawn from the school if the student has not attended any academic related activity; externship site, field trip, or completed an on-line academically related activity such as, posting questions and/or answers, submissions of any assignment, quiz, research, extra credit or session with either an Academic team member or Mentor for 30 consecutive --- calendar days.
- D. A student may be withdrawn from the school if it is determined that the student has violated the school's Student Conduct or Academic Honesty policies as set forth in the Catalog.
- E. All refunds will be issued within forty (40) days of the date the school receives a valid notice of withdrawal from the student under paragraph A or otherwise determined by the student's conduct under paragraphs B through D above that the student has withdrawn.

### **Tuition charges/refunds:**

- A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition. The \$100.00 Application Fee and the \$500.00 Private Loan Application Fee (if applicable) will be deducted after the tuition refund calculation.

B. After the commencement of classes, the paid tuition refund shall be determined as follows:

<b>Total % of the clock hours attempted:</b>	<b>Tuition refund amount:</b>
Less than or equal to 10% earned	90% of program cost
More than 10% but less than equal to 20% earned	80% of program cost
More than 20% but less than equal to 30% earned	70% of program cost
More than 30% but less than equal to 40% earned	60% of program cost
More than 40% but less than equal to 50% earned	50% of program cost
More than 50% but less than 60% earned	40% of program cost
60% or more earned	No Refund is required

The percentage of the clock hours attempted or scheduled is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

After the completion of the refund calculation, the school will deduct the **Application Fee** of \$100.00. (non-refundable).

### **REFUNDS**

Refunds will be issued within forty (40) 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 fourteen (14) days of the date the student was scheduled to return from the LOA and did not return.

### **LOAN**

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



## SCHOOL CALENDAR – STUDENT HOLIDAYS

Recording Radio Film Connection & CASA Schools offers open enrollment. An applicant may select a start date which is convenient for their schedule. The enrollment agreement includes the selected start date and once entered into the student management system the projected start date and completion date are calculated based upon the normal length of the program.

---

### Section 6700 of the California Government Code 2025 Holidays

Day Observed	Holiday
January 1	New Year's Day
January 20	Dr. Martin Luther King Jr. Day
February 12	Lincoln's Birthday
February 17	President's Day
March 31	Cesar Chavez Day
May 26	Memorial Day
July 4	Independence Day
September 1	Labor Day
September 9	Admission Day
October 13	Columbus Day
November 11	Veterans Day
November 27	Thanksgiving Day
November 28	Day after Thanksgiving
December 25	Christmas

---

### Section 6700 of the California Government Code 2026 Holidays

Day Observed	Holiday
January 1	New Year's Day
January 19	Dr. Martin Luther King Jr. Day
February 12	Lincoln's Birthday
February 16	President's Day
March 31	Cesar Chavez Day
May 25	Memorial Day
July 4	Independence Day
September 7	Labor Day
September 9	Admission Day
October 12	Columbus Day
November 11	Veterans Day
November 26	Thanksgiving Day
November 27	Day after Thanksgiving
December 25	Christmas

## **PROGRAM DESCRIPTIONS**

### **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 60 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**

- Online Course Hours - Instructional hours consisting of new principles, delivered via the Learning Management System.
- Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test. Computerized grading provides immediate scoring of the test and is available to the student at that time.
- Externship Course Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during course hours.
- Practical assignments are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 48 hours and reviewed with the student.

#### **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 an 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 12.

#### **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

## **COURSES:**

### ***Online Coursework***

Students will complete and submit a minimum of one (1) course each week and may not exceed three (3) courses per week. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed courses and the students have reported their hours. Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test. Computerized grading provides immediate scoring of the test and is available to the student at that time.

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. Practical assignments are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 48 hours and reviewed with the student.

Students are required to keep all appointments with their Academic Facilitator/Faculty, whether for Student Services Advisors or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice. Some courses will have two assignments, one to be turned into the student's Mentor, another to be turned into Academic Facilitator/Faculty.

### ***Externship 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. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools have received completed courses and the students have reported their 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 Connection & CASA Schools. The students further understand 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 sixty (60) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film Connection & 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**

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

## **RADIO 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 60 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**

- Online Course Hours - Instructional hours consisting of new principles, delivered via the Learning Management System.
- Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test. Computerized grading provides immediate scoring of the test and is available to the student at that time.
- Externship Course Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during course hours.
- Practical assignments are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 48 hours and reviewed with the student.

### **PROGRAM DESCRIPTION:**

The Radio Connection program introduces students to radio broadcasting. Areas covered include the 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

### **COURSES:**

#### ***Online Coursework***

Students will complete and submit a minimum of one (1) course each week and may not exceed three (3) courses per week. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools have received completed courses and the students have reported their hours. Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test. Computerized grading provides immediate scoring of the test and is available to the student at that time.

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. Practical assignments are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 48 hours and reviewed with the student.

Students are required to keep all appointments with their Academic Facilitator/Faculty, whether for Student Services Advisors or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice. Some courses will have two assignments, one to be turned into the student's Mentor, another to be turned in to Academic Facilitator/Faculty.

### ***Externship 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. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed courses and the student has reported their 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 Connection & CASA Schools. The students further understand 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 sixty (60) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film Connection & CASA Schools.

### **REQUIRED MATERIALS:**

- PreSonus Studio One 3 Artist
- USB condenser microphone
- Radio Connection's Broadcasting Curriculum, Written by Jim Daniels

**RADIO CONNECTION FOR RADIO BROADCASTING  
SEQUENTIAL AND DETAILED OUTLINE OF SUBJECT MATTER**

<b>Course Titles</b>	<b>Classroom Hours</b>	<b>Externship Hours</b>	<b>Total Hours</b>
Course One - Broadcast History & FCC Regulations	3	7	10
Course Two - Basic Broadcast Terminology	3	7	10
Course Three - Breathing and Voice Exercises	3	7	10
Course Four - Voice Test and Commercial Demo	3	7	10
Course Five - Show Prep and Promos	3	7	10
Course Six - Commercial Recording	3	7	10
Course Seven - Disc Jockey Announcing	3	7	10
Course Eight - Copywriting & Recording	3	7	10
Course Nine - Gathering & Writing News Copy	3	7	10
Course Ten - News Broadcasting	3	7	10
Course Eleven - Write and Record Demo	3	7	10
Course Twelve - Actuality: On-the-Street Reporter	3	7	10
Course Thirteen - 60-Second Spots and Public Service Announcements	3	7	10
Course Fourteen - Sports Part I	3	7	10
Course Fifteen - Sports Part II	3	7	10
Course Sixteen - Service Elements: Weather Forecasts	3	7	10
Course Seventeen - Audio Editing Test	3	7	10
Course Eighteen - The Interview	3	7	10
Course Nineteen - Radio Show Demos	3	7	10
Course Twenty - Final Demo and Job Search Prep	3	7	10
<b>Total</b>	<b>60</b>	<b>140</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 60 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

- Online Course Hours - Instructional hours consisting of new principles, delivered via the Learning Management System.
- Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test. Computerized grading provides immediate scoring of the test and is available to the student at that time.
- Externship Course Hours - Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during course hours.
- Practical assignments are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 48 hours and reviewed with the student.

### PROGRAM DESCRIPTION:

The Recording Connection program includes the study of audio engineering, music producing, mixing and mastering, and postproduction. The 20-course 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

### COURSES:

#### *Online Coursework*

Students will complete and submit a minimum of one (1) course each week and may not exceed three (3) courses per week. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed courses and the students have reported their hours. Testing is conducted online and grading of the quiz or exam is done upon the conclusion of the test. Computerized grading provides immediate scoring of the test and is available to the student at that time.

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. Practical assignments



are required during the externship to determine level of achievement and understanding. The assignments are typically graded within 48 hours and reviewed with the student.

Students are required to keep all appointments with their Academic Facilitator/Faculty, whether for Student Services Advisors or any other scheduled appointment. If they must cancel, students are asked to provide 24-48 hours' notice. Some courses will have two assignments, one to be turned into the student's Mentor, another to be turned in to Academic Facilitator/Faculty.

### ***Externship 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. It is the student's responsibility to make sure Recording Radio Film Connection & CASA Schools has received completed courses and the students have reported their 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 Connection & CASA Schools. The students further understand 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 sixty (60) miles of his/her residence. The choice of the place of transfer will be at the sole discretion of Recording Radio Film Connection & CASA Schools.

### **REQUIRED MATERIALS:**

- Pro Tools 12 or Logic, Pro X or Ableton Live Suite 12 (pr latest release)
- 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**

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

## **CHANGES**

Information about Recording Radio Film Connection & CASA Schools is published in this catalog and contains a description of policies, procedures, and other information about the school. Recording Radio Film Connection & 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 Connection & 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.

All Academic Facilitator/Faculty can be reached Monday to Friday between 9am – 6pm PST and special hours can be accommodated if agreed upon by Academic Facilitator/Faculty and student.

Should a student encounter a personal problem that may interfere with his or her ability to complete coursework, Recording Radio Film Connection & 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 Lead Academic Facilitator/Faculty assists qualified students with disabilities in acquiring reasonable and appropriate accommodation 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. Employment assistance is available to every graduate for one (1) year 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, Faculty/Academic Facilitator 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 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 actively 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.

Keep in mind each potential employer may have additional requirements to include but not limited to securing credit and/or criminal background report(s) along with speaking with your previous employers. Also, you might be subject to relocation or travel to secure gainful employment.

### **HELP DESK**

Recording Radio Film Connection & CASA Schools provides a Help Desk to assist students with user information and support of the institution's services. A student may access the Help Desk 24/7 through the Student Portal. Students may also seek assistance by emailing their assigned Academic Facilitator/Faculty.

### **HOUSING**

Recording Radio Film Connection & CASA Schools does not assume responsibility for student housing, does not have dormitory facilities under their control or offer student housing assistance. The average rent for an apartment in Los Angeles is \$2,734. The cost of rent varies depending on several factors, including location, size, and quality. \*The most affordable neighborhoods in Los Angeles are Vermont Knolls, where the average rent goes for \$1,522/month, Vermont Vista, where renters pay \$1,522/mo on average, and Winnetka, where the average rent goes for \$1,697/mo. If you're looking for other great deals, check out the listings from Vermont - Slauson (\$1,722), Harvard Heights (\$1,744), and Shadow Hills (\$1,784), where the asking prices are below the average Los Angeles rent of \$2,734/mo.

\* [Average Rent in Los Angeles & Rent Prices by Neighborhood - RentCafe](#)

Students are encouraged to speak with the Faculty/Academic Facilitator 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. All student files are kept confidential and secured, only authorized school personnel have access to student records. Students may request through email, phone or in-person a copy of their academic transcripts. Students must give the school written permission via email, fax or letter to any other person or organization to receive student transcripts.

Two (2) Official Academic Transcripts are provided free upon graduation to students to assist them with employment in their respective professional fields. Thereafter, an Official Academic Transcript

Request must be completed by the student, accompanied by a fee of thirty-five (\$35.00) dollars and mailed to the institution. Upon receipt, RRFC will process the request and forward the Official Academic Transcript to the student.

Student transcripts will not be released to other individuals or organizations without the written consent of the student if he or she is over 18 years of age. If the student is under 18 years of age, transcripts can be released with the written consent of a parent or legal guardian.

The School is unable to fulfill transcript requests for students who have a financial hold. RRFC policy prohibits transmittal of official transcripts for any student who is not current with their payments to the school.

### **RESOURCE CENTER**

Recording Radio Film Connection & CASA Schools provides students with all learning resources as part of the required for the program within the curriculum. All resources are electronic in nature and are provided directly by the school and/or in association with professional partners. Students may access electronic resources by signing into the student portal.

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

### **ADDITIONAL EXTERNAL LEARNING RESOURCES EXCLUSIVE FOR RRFC PROGRAMS**

Recording Radio Film Connection & CASA Schools has partnered with an external third-party to extend our students the option to select an exclusive video series to support their designated program of study. These fees are specific to the program and paid directly to the third-party provider by credit card or cash payment.

#### **Recording Connection Programs**

Recording Radio Film Connection & CASA Schools recommends outsourced learning and reference resource materials for all recording connection programs with **Meet With The Masters**. **Meet With The Masters** provides a collection of more than 400 hundred hours of video tutorials presented by Grammy award-winning producers. **Meet With The Masters** has content for more than 70 world-renowned engineers, producers, beatmakers and DJs sharing industry standards for recording, production, mixing, mastering, along with other business related topics.

*The fee is a one-time payment of \$285.00 which is non-refundable once access is provided.*

#### **Film Connection Programs**

Recording Radio Film Connection & CASA Schools recommends outsourced the learning and reference resource materials for all film connection programs with **Film Editing With The Masters**. **Film Editing With The Masters** provides an in-depth collection of the 10 Chapter editing experience with professional freelance videographer and editor Jason Kritzberg (*Late Night with James Cordon, Talking Dead, Porsche, Facebook, Adidas*) that covers basic methods to post-production utilizing Adobe Premiere Pro.

*The fee is a one-time payment of \$375.00 which is non-refundable once access is provided.*

## **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, religion, color, gender, sex, sexual orientation, sexual identity, gender identity, transgender identity, gender expression, genetic information, national origin, ancestry, citizenship status, uniformed service member status, veteran’s status, military status, marital status, pregnancy, age, medical condition, disability, or any other consideration made unlawful by protected by the state, local or federal law, in our programs and activities. The Academic Facilitator/Faculty has been designated to address questions regarding the non-discrimination policy and may refer questions to the Institutional Director.

Recording Radio Film Connection & CASA Schools prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

### **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 for conducting him/herself in a professional manner at all times and refraining 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.

### **INTERNAL GRIEVANCE PROCEDURE**

Students must understand that Recording Radio Film Connection & CASA Schools will make every effort to correct any issue(s) that may arise during participation in their training program. Recording Radio Film Connection & CASA Schools understands that many issues are unique to a given student or Mentor, and great care must always be taken to ensure that the student receives a full education.

Recording Radio Film Connection & CASA Schools believes that most concerns and differences are best addressed through open and honest communication conducted in an informal, respectful and civil manner and that effective resolution in direct, prompt and constructive dialogue is possible. Grievance proceedings and information shall be kept confidential at all levels to the extent possible. Should any student have a complaint, the student will have 15 days to file a complaint from the triggering event and shall follow these steps;

1. A student displeased by the action of the school should attempt to resolve this complaint with the Director of Academics, Academic Facilitator/Faculty or Mentor or Designee. Should this step fail to resolve the complaint the student should go to step number 2.
2. Student shall contact the Institutional Director on the following number 800-295-4433 or the Designee. If this step fails, the student must go to step 3.
3. The student shall submit a written internal grievance to the following email to [bkraft@rrfedu.com](mailto:bkraft@rrfedu.com) Chief Academic Officer, at the following number 800-295-4433 or his designee. The email shall be labeled, "Student Grievance". The school will provide the student a time-stamped copy of this grievance.

4. Once the school receives the time stamped student grievance, the school will have 20 days to do an investigation and provide the student with written determination.
5. The school's determination if final.

## **EXTERNAL GRIEVANCE PROCEDURE**

### **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).

### **ILLINOIS**

Complaints against this school may be registered with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701, (217)782-2551 or at [www.ibhe.org](http://www.ibhe.org)

### **KENTUCKY**

This school is licensed by the State of Kentucky Commission on Proprietary Education. Complaints and concerns should be directed to the State of Kentucky Commission on Proprietary Education, 300 Sower Boulevard, Frankfort, Kentucky, (502) 564-4185, <http://kcpe.ky.gov>

### **MICHIGAN**

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

### **OHIO**

This school is licensed by the State of Ohio, State Board of Career Colleges and Schools. Complaints and concerns should be directed to State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215 (614) 466-2752, Fax (614) 446-2219, Toll Free (877) 275-4219, E-mail: [bpsr@scr.state.oh.us](mailto:bpsr@scr.state.oh.us)

### **OREGON**

This school is licensed by the Oregon Higher Education Coordinating Commission. Students must exhaust the school's grievance process prior to submitting a student complaint to the Oregon Higher Education Coordinating Commission. Should the process fail, students may contact: Oregon Higher Education Coordinating Commission, Private Career Schools, 225 Capitol St. NE, Salem, OR 97310. Phone 503-947-5716.

### **PENNSYLVANIA**

A student aggrieved by the action of the school should attempt to resolve these problems with the appropriate school Faculty/Academic Facilitator or mentor or designee. Students shall contact the Institutional Director, Tommy Lee Kirby, at the following number 800-295-4433 or email [tkirby@rrfedu.com](mailto:tkirby@rrfedu.com) or his designee.



This school is registered by the Board and that questions or concerns that are not satisfactorily resolved by the person designated above may be brought to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12<sup>th</sup> Floor, Harrisburg, PA 17126-0333.

#### **TENNESSEE**

This school is licensed by the 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)

#### **WISCONSIN**

Under Wisconsin Administrative 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>.

### **DESCRIPTION OF PROGRAM TUITION AND FEES**

**RECORDING RADIO FILM CONNECTION & CASA SCHOOLS (RRFC)** has established a tuition and fee structure which affords students an opportunity to pursue their educational goals. SEE PAGE 57 of the catalog for the Tuition and Fees which includes Total Program Cost.

RRFC provides various resources and points of access for the students immediately upon signing the enrollment agreement and attending orientation. Student resources include copyrighted program syllabus/curriculum and e-books, software, tutorial services along with IT Support. Given these materials are proprietary intellectual properties owned and/or facilitated by RRFC, the \$100 application fee is non-refundable.

### **SERVICES AND FEES**

**Application fee:** Fee for student interviews and processing fee for program acceptance.

**Institutional:** Comprised of various resources to include Mentor interview preparation access to RRFC licensed material used as resources for the student to further explore their industry of choice introduction directly to industry professionals that are providing studio time on behalf of RRFC. In addition, the fee includes access to proprietary information offered via our internal LMS as well as unlimited access to career advising pertaining to Facilitator assisted production of music, screenwriting, & culinary techniques.

**Materials:** To ensure all students are progressing with the proper tools correlating with the program curriculum. (i.e., e-books, program curriculum, knife-set, chef smock, microphone when applicable)

**Software:** To ensure all students are progressing with the proper tools correlating with the curriculum, program related software is provided. (i.e., Ableton, Logic, Protocols Adobe, and pertinent Plug-Ins when applicable)

**Tutorial and Student Support Services:** To ensure all students are progressing with the student academic support they need; services and multiple resources are provided. (i.e., troubleshooting, additional orientation, academic assistance, IT Support and troubleshooting, disability services, graduate employment assistance, student records maintenance, orientation, and resource center)

**PROGRAM TUITION AND FEES**

**Not all Programs are approved by each State Agency. \*Approved in Wisconsin**

<b>Program Name</b>	<b>Program Tuition</b>	<b>Application Fee (Non-Refundable)*</b>	<b>Total Charges for a Period of Attendance</b>	<b>Estimated Schedule of Total Charges for the Entire Educational Program</b>
Film Connection for Film Production & Editing*	\$14,400.00	\$100.00	\$14,500.00	\$14,500.00
Radio Connection for Radio Broadcasting*	\$15,100.00	\$100.00	\$15,200.00	\$15,200.00
Recording Connection for Audio Engineering & Music Production *	\$14,400.00	\$100.00	\$14,500.00	\$14,500.00

\*The **Application Fee** for the program is \$100.00 (non-refundable).

**\*\*Optional Cost**

**Recording Connection Programs**

Recording Radio Film Connection & CASA Schools recommends outsourced learning and reference resource materials for all recording connection programs with **Meet With The Masters**.

*The fee is a one-time payment of \$285.00 which is non-refundable once access is provided.*

**Film Connection Programs**

Recording Radio Film Connection & CASA Schools recommends outsourced learning and reference resource materials for all film connection programs with **Film Editing With The Masters**.

*The fee is a one-time payment of \$375.00 which is non-refundable once access is provided.*