

## **APPROVALS**

The Academy of Radio Broadcasting, 16052 Beach Blvd., Suite 263, Huntington Beach, CA 92647 has been approved to operate by The Bureau for Private Postsecondary Education ([www.bppe.ca.gov](http://www.bppe.ca.gov)) under the California Education Code Section 94915. Approval to operate means that The Academy is in compliance with the minimum state standards and does not imply any endorsement or recommendation by the state or by The Bureau.

The educational program offered by The Academy is validated by the Accrediting Commission of the Accrediting Council for Continuing Education and Training (ACCET), a national accrediting agency listed with the U.S. Department of Education.

## **Radio Broadcasting (Campus)**

The Radio Broadcasting Program is a comprehensive training program that consists of 36 Quarter Credits (900 hours) of studio time and instruction over a 30-week period equaling one full academic year. Students must attend at least 24 hours per week to be a full time student for financial aid purposes. The education combines hands-on, live broadcasting from fully equipped studios with practical and theoretical information, production, Vocal Coaching, Personal Instruction, and Career Guidance. The Course provides complete skills training allowing graduates access to entry-level career positions in the broadcast industry as Air Personalities, Newscasters, Sportscasters, Commercial Producers, and as well as other stimulating opportunities, including self-employment on their own Internet radio station, and voice over and commercial production via the Internet.

The Academy will coordinate with students, as space and practicality permit, the best times for them to attend. This open structure allows Students to attend to their personal responsibilities while pursuing their career goals.

The Program is structured in terms of Quarter Credits for easy interpretation by other institutes. The conversion ratio: every 20 hours of scheduled training is 1 Quarter Credit. Students successfully completing the program are awarded a certificate.

2014

Completion rate 64%

On time completion rate 94%

Placement rate 82%

## Radio Broadcasting (IDL)

The Radio Broadcasting IDL Program is a comprehensive training program that consists of 36 Quarter Credits (900 hours) of studio time and instruction over a 30-week period equaling one full academic year. Students must attend at least 24 hours per week to be a full time student for financial aid purposes. The education combines hands-on broadcasting using the student's home computers with practical and theoretical information, production, Vocal Coaching, Personal Instruction, and Career Guidance. The Course provides complete skills training allowing graduates access to entry-level career positions in the broadcast industry as Air Personalities, Newscasters, Sportscasters, Commercial Producers, and as well as other stimulating opportunities, including self-employment on their own Internet radio station, and voice over and commercial production via the Internet.

The Program is structured in terms of Quarter Credits for easy interpretation by other institutes. The conversion ratio: every 20 hours of scheduled training is 1 Quarter Credit. Students successfully completing the program are awarded a certificate.

2014

Completion rate 67%

On time completion rate 94%

Placement rate 50% (4 students, 2 placed)



**O\*NET OnLine**

Occupation Quick Search:

### ***Summary Report for: 27-3011.00 - Radio and Television Announcers***

Talk on radio or television. May interview guests, act as master of ceremonies, read news flashes, identify station by giving call letters, or announce song title and artist.

**Sample of reported job titles:** News Anchor, Anchor, Television News Anchor (TV News Anchor), Announcer, Meteorologist, Host, Program Director, Sports Director, Radio Announcer, News Director

View report: Summary [Details](#) [Custom](#)

[Tasks](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Additional Information](#)

## Tasks

- Prepare and deliver news, sports, and/or weather reports, gathering and rewriting material so that it will convey required information and fit specific time slots.
- Read news flashes to inform audiences of important events.
- Identify stations, and introduce or close shows, using memorized or read scripts, and/or ad-libs.
- Select program content, in conjunction with producers and assistants, based on factors such as program specialties, audience tastes, or requests from the public.
- Study background information in order to prepare for programs or interviews.
- Comment on music and other matters, such as weather or traffic conditions.
- Interview show guests about their lives, their work, or topics of current interest.
- Discuss various topics over the telephone with viewers or listeners.
- Host civic, charitable, or promotional events that are broadcast over television or radio.
- Make promotional appearances at public or private events in order to represent their employers.

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## Knowledge

Education      Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.

**Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Telecommunications** — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

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## Skills

**Speaking** — Talking to others to convey information effectively.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Time Management** — Managing one's own time and the time of others.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Coordination** — Adjusting actions in relation to others' actions.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

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## Abilities

**Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.

**Speech Clarity** — The ability to speak clearly so others can understand you.

**Oral Comprehension** — The ability to listen to and understand information and

ideas presented through spoken words and sentences.

**Written Comprehension** — The ability to read and understand information and ideas presented in writing.

**Speech Recognition** — The ability to identify and understand the speech of another person.

**Written Expression** — The ability to communicate information and ideas in writing so others will understand.

**Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

**Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

**Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

**Near Vision** — The ability to see details at close range (within a few feet of the observer).

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## **Work Activities**

**Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.

**Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

**Communicating with Persons Outside Organization** — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

**Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

**Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

**Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

**Interacting With Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

**Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

**Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.

**Interpreting the Meaning of Information for Others** — Translating or explaining what information means and how it can be used.

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## **Work Context**

**Telephone** — How often do you have telephone conversations in this job?

**Indoors, Environmentally Controlled** — How often does this job require working indoors in environmentally controlled conditions?

**Time Pressure** — How often does this job require the worker to meet strict deadlines?

**Frequency of Decision Making** — How frequently is the worker required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization?

**Contact With Others** — How much does this job require the worker to be in contact with others (face-to-face, by telephone, or otherwise) in order to perform it?

**Freedom to Make Decisions** — How much decision making freedom, without supervision, does the job offer?

**Face-to-Face Discussions** — How often do you have to have face-to-face discussions with individuals or teams in this job?

**Structured versus Unstructured Work** — To what extent is this job structured for the worker, rather than allowing the worker to determine tasks, priorities, and goals?

**Importance of Being Exact or Accurate** — How important is being very exact or highly accurate in performing this job?

**Public Speaking** — How often do you have to perform public speaking in this job?

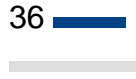


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## Job Zone

Title	Job Zone Three: Medium Preparation Needed
Education	Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.
Related Experience	Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.
Job Training	Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with these occupations.
Job Zone Examples	These occupations usually involve using communication and organizational skills to coordinate, supervise, manage, or train others to accomplish goals. Examples include food service managers, electricians, agricultural technicians, legal secretaries, interviewers, and insurance sales agents.
SVP Range	(6.0 to < 7.0)

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## Education

Percentage of Respondents	Education Level Required
36 	Bachelor's degree
27 	High school diploma or equivalent
22 	Some college, no degree

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## Interests

Interest code: **AES**

**Artistic** — Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.

**Enterprising** — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

**Social** — Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

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## Work Styles

**Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

**Integrity** — Job requires being honest and ethical.

**Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

**Initiative** — Job requires a willingness to take on responsibilities and challenges.

**Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

**Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

**Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

**Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.

**Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

**Innovation** — Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.



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## Work Values

**Achievement** — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.

**Recognition** — Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious. Corresponding needs are Advancement, Authority, Recognition and Social Status.

**Independence** — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

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## Related Occupations

27-2012.04 [Talent Directors](#)

27-3021.00 [Broadcast News Analysts](#)

27-3022.00 [Reporters and Correspondents](#) 

27-3043.04 [Copy Writers](#)

27-3043.05 [Poets, Lyricists and Creative Writers](#)

41-3011.00 [Advertising Sales Agents](#)


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## Wages & Employment Trends

### National

Median wages (2009) \$13.23 hourly, \$27,520 annual

Employment (2008) 55,000 employees

Projected growth (2008-2018)  Decline slowly or moderately (-3% to -9%)

Projected job openings (2008-2018) 15,500

Top industries (2008) [Information](#)  
[Self-Employed](#)

## State & National



Source: Bureau of Labor Statistics [2009 wage data](#) and [2008-2018 employment projections](#). "Projected growth" represents the estimated change in total employment over the projections period (2008-2018). "Projected job openings" represent openings due to growth and replacement.

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## Sources of Additional Information

**Disclaimer:** Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Internet sites are provided for your convenience and do not constitute an endorsement.

- [Announcers](#). Bureau of Labor Statistics, U.S. Department of Labor. *Occupational Outlook Handbook, 2010-11 Edition.*

### Tuition and Fees For the Online program

	1 WEEK	PRIT. BUDGET	30 WEEKS
TUITION			13800
FEES			100
LOAN FEES			0
BOOKS & SUPPLIES			0
ROOM & BOARD	233		6990
TRANSPORTATION	36		1080
PERSONAL	96		2880
DEPENDENT CARE			0
HANDICAP CARE			0
MISCELLANEOUS			100

### Tuition and Fees For the campus program

	1 WEEK	PRIT. BUDGET	30 WEEKS
TUITION			15200
FEES			100
LOAN FEES			0
BOOKS & SUPPLIES			0
ROOM & BOARD	233		6990

TRANSPORTATION	36	1080
<u>PERSONAL</u>	<u>96</u>	<u>2880</u>
DEPENDENT CARE		0
HANDICAP CARE		0
MISCELLANEOUS		1000

	DI. BUDGET	
	1 Month	30 WEEKS
<u>TUITION</u>		15200
<u>FEES</u>		100
<u>LOAN FEES</u>		0
BOOKS & SUPPLIES		0
ROOM & BOARD	1017	7119
TRANSPORTATION	149	1043
<u>PERSONAL</u>	<u>412</u>	<u>28</u>
DEPENDENT CARE		0
HANDICAP CARE		0
MISCELLANEOUS		1000

## Television/Video Production & Broadcasting

The Television/Video Production and Broadcasting Course is a comprehensive training program combining hands-on, actual television and video production and broadcasting from fully equipped studios with practical and theoretical information and personal instruction. The Course provides complete skills training and allows Graduates access to entry-level career positions (requiring knowledge of the industry and various facets of the business) in the television and video industry as camera operators, editing technicians, lighting operators, on-camera personalities, and many others, including hosting your own Television Station on the Internet, and producing and distributing video content.

The Course consists of 36 Quarter Credits and 900 Hours of instruction and studio time (lab) over a 30-week period equaling one full academic year. Students must attend at least 24 hours per week to be a full time student for financial aid purposes. Student schedules are set during normal business and teaching hours and students spend approximately 30 Hours per week in their educational pursuits. The Course is structured in terms of Quarter Credits for easy interpretation by other institutes. The conversion ratio: every 20 Hours of scheduled training is 1 Quarter Credit. Students successfully completing the program are awarded a certificate

2014

Completion rate 90%

On time completion rate 90%

Placement rate 75%

## **Summary Report for: 27-4031.00 - Camera Operators, Television, Video, and Motion Picture**

Operate television, video, or motion picture camera to photograph images or scenes for various purposes, such as TV broadcasts, advertising, video production, or motion pictures.

**Sample of reported job titles:** Camera Operator, Photojournalist, Television News Photographer, Production Assistant, Videographer, Cameraman, Master Control Operator (MCO), Production Technician, Studio Camera Operator, Floor Director

View report: Summary [Details](#) [Custom](#)

[Tasks](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Additional Information](#)

### **Tasks**

- Operate television or motion picture cameras to record scenes for television broadcasts, advertising, or motion pictures.
- Compose and frame each shot, applying the technical aspects of light, lenses, film, filters, and camera settings to achieve the effects sought by directors.
- Edit video for broadcast productions, including non-linear editing.
- Adjust positions and controls of cameras, printers, and related equipment to change focus, exposure, and lighting.
- Confer with directors, sound and lighting technicians, electricians, and other crew members to discuss assignments and determine filming sequences, desired effects, camera movements, and lighting requirements.
- Set up and perform live shots for broadcast.
- Set up cameras, optical printers, and related equipment to produce photographs and special effects.
- Assemble studio sets, and select and arrange cameras, film stock, audio, or lighting equipment to be used during filming.
- Test, clean, maintain, and repair broadcast equipment, including testing microphones, to ensure proper working condition.
- Use cameras in any of several different camera mounts such as stationary, track-mounted, or crane-mounted.

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## Knowledge

Education Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.

**Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Telecommunications** — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

**Engineering and Technology** — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

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## Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Coordination** — Adjusting actions in relation to others' actions.

**Speaking** — Talking to others to convey information effectively.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Operation and Control** — Controlling operations of equipment or systems.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Time Management** — Managing one's own time and the time of others.

**Complex Problem Solving** — Identifying complex problems and reviewing

related information to develop and evaluate options and implement solutions.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.

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## Abilities

**Visualization** — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

**Far Vision** — The ability to see details at a distance.

**Near Vision** — The ability to see details at close range (within a few feet of the observer).

**Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.

**Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.

**Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Speech Clarity** — The ability to speak clearly so others can understand you.

**Arm-Hand Steadiness** — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

**Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

**Manual Dexterity** — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

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## Work Activities

**Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

**Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

**Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.

**Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

**Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

**Inspecting Equipment, Structures, or Material** — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

**Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.

**Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.

**Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

**Interacting With Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

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## **Work Context**

**Work With Work Group or Team** — How important is it to work with others in a group or team in this job?

**Contact With Others** — How much does this job require the worker to be in contact with others (face-to-face, by telephone, or otherwise) in order to perform it?

**Indoors, Environmentally Controlled** — How often does this job require working indoors in environmentally controlled conditions?

**Face-to-Face Discussions** — How often do you have to have face-to-face discussions with individuals or teams in this job?

**Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls** — How much does this job require using your hands to handle, control, or feel objects, tools or controls?

**Time Pressure** — How often does this job require the worker to meet strict

deadlines?

**Electronic Mail** — How often do you use electronic mail in this job?

**Physical Proximity** — To what extent does this job require the worker to perform job tasks in close physical proximity to other people?

**Importance of Being Exact or Accurate** — How important is being very exact or highly accurate in performing this job?

**Freedom to Make Decisions** — How much decision making freedom, without supervision, does the job offer?

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## Job Zone

Title	Job Zone Three: Medium Preparation Needed
Education	Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.
Related Experience	Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.
Job Training	Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with these occupations.
Job Zone Examples	These occupations usually involve using communication and organizational skills to coordinate, supervise, manage, or train others to accomplish goals. Examples include food service managers, electricians, agricultural technicians, legal secretaries, interviewers, and insurance sales agents.
SVP Range	(6.0 to < 7.0)

**There is 1 recognized apprenticeable specialty associated with this occupation:**

Camera Operator

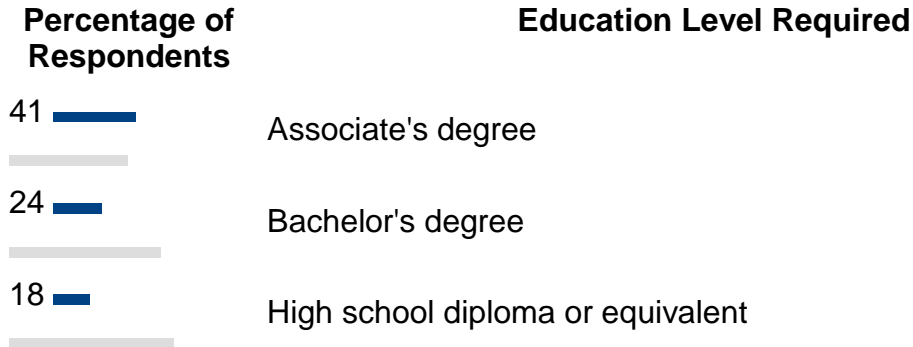
To learn about specific apprenticeship opportunities, please consult the U.S. Department of Labor [State Apprenticeship Information](#) website.

For general information about apprenticeships, training, and partnerships with business, visit the U.S. Department of Labor [Office of Apprenticeship](#) website.



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## Education



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## Interests

Interest code: **RA**

**Realistic** — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

**Artistic** — Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.

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## Work Styles

**Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

**Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

**Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.

**Cooperation** — Job requires being pleasant with others on the job and

displaying a good-natured, cooperative attitude.

**Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

**Innovation** — Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.

**Achievement/Effort** — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

**Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

**Social Orientation** — Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

**Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

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## Work Values

**Support** — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.

**Relationships** — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.

**Independence** — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

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## Related Occupations

27-1027.00 [Set and Exhibit Designers](#)

27-4021.00 [Photographers](#)

27-4032.00 [Film and Video Editors](#)

39-3092.00 [Costume Attendants](#)

39-5091.00 [Makeup Artists, Theatrical and Performance](#)

51-9071.07 [Precious Metal Workers](#)

51-9194.00 [Etchers and Engravers](#)

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## Wages & Employment Trends

### National

Median wages (2009)	\$20.64 hourly, \$42,940 annual
Employment (2008)	26,000 employees
Projected growth (2008-2018)	■ Average (7% to 13%)
Projected job openings (2008-2018)	8,900
Top industries (2008)	<a href="#">Information</a> <a href="#">Self-Employed</a>

### State & National



Source: Bureau of Labor Statistics [2009 wage data](#) and [2008-2018 employment projections](#). "Projected growth" represents the estimated change in total employment over the projections period (2008-2018). "Projected job openings" represent openings due to growth and replacement.

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## Sources of Additional Information

**Disclaimer:** Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Internet sites are provided for your convenience and do not constitute an endorsement.

- [Television, video, and motion picture camera operators and editors](#). Bureau of Labor Statistics, U.S. Department of Labor. *Occupational Outlook Handbook, 2010-11 Edition*.

### Tuition and Fees

	1 WEEK	PREL. BUDGET	30 WEEKS
<u>TUITION</u>			15200
<u>FEES</u>			100

<u>LOAN FEES</u>		0
BOOKS & SUPPLIES		0
ROOM & BOARD	233 _____	6990
TRANSPORTATION	36 _____	1080
<u>PERSONAL</u>	96 _____	2880
DEPENDENT CARE		0
HANDICAP CARE		0
MISCELLANEOUS		100

	1 Month	DI. BUDGET	30 WEEKS
<u>TUITION</u>			15200
<u>FEES</u>			100
<u>LOAN FEES</u>			0
BOOKS & SUPPLIES			0
ROOM & BOARD	1017 _____		7119
TRANSPORTATION	149 _____		1043
<u>PERSONAL</u>	412 _____		28
DEPENDENT CARE			0
HANDICAP CARE			0
MISCELLANEOUS			100

## **Facilities**

To fulfill the career and training objectives of its students, the Academy's facility consists of almost 7000, climate controlled, square feet with 17 fully equipped broadcast studios, television set and editing facilities, special facilities for on camera training, two large lecture rooms, news gathering and editing area, Personal Instruction rooms, a student lounge, and administrative areas. The complex offers ample parking, easy access to public transportation, and complies with handicap requirements.

## **PROCEDURES FOR STUDENT'S TO REVIEW APPROVALS**

Students may request to review accreditation and licensure approvals by contacting the president.

## **FACULTY /INSTRUCTIONAL PERSONNEL**

Doreen Reyes, Placement Director/Chief Instructor-Radio  
Rick Buttery, Instructor-Television  
Marshall Thomas, Daphne Cloud-Vocal Coaches/Personal Instructors

## **Financial Aid Programs available**

Students may apply for and, if eligible, may receive funds for their education from federally established programs. Programs that The Academy's Students participate in include the PELL Grant, Stafford, and PLUS student loans. The Academy will help Students applying for public or private financing.

Students should contact The Academy's Financial Aid office for more information, consumer information, applications, and any assistance needed to apply for aid. Eligible Veterans, who wish to receive benefits, must first obtain the School's Veterans Bulletin that contains policies that supersede those contained in this catalog.

### **Private Loans**

Students who do not qualify for the total amount of financial aid to cover their tuition may be eligible for in house financing.

### **Financial Aid Application Procedures.**

- a. Students wishing to apply for financial aid may do so either in person with the help of the financial aid office, or may apply online. Students considering enrollment at the institution should apply as soon as possible for aid. Students may pick up applications at the school during regular business hours, or apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- b. Eligibility requirements for financial aid may include, being a U.S. citizen, if not a citizen, appropriate documentation; must have a high school diploma or GED, be 18 years or older and enrolled in an undergraduate program of study.
- c. Eligibility is determined by the Department of Education
- d. Eligible student's financial aid is sent via electronic funds transfer directly to the school. Upon receipt, the school will credit the student's tuition account. Written notification will be given to the student when loan funds are received. Any overpayment of funds received will be returned to the student within 14 days of receipt of the institution.
- e. Students must be making satisfactory academic progress in order to remain eligible for financial aid.

### **Policy and Procedure for FSEOG**

FSEOG funds are awarded by the Academy to exceptionally needy students (as defined by Federal regulations) to help pay for their postsecondary education. The Academy awards the grants using funds provided to the school for this purpose by the Federal government. The institution matches 25% of the Federal allocation. The match is made by institutional grants. The minimum award for FSEOG is \$100 per year, and the maximum award is \$4,000 per year.

### **Student Eligibility**

The financial aid administrator has the responsibility to determine if the student is eligible for FSEOG and to determine how much FSEOG eligible students will receive. Students are only

eligible for a FSEOG if they are enrolled in an undergraduate program and have not earned a bachelor's or first professional degree.

The process is as follows:

1. Determine if the student meets the general student eligibility requirements.
2. Federal regulations require that FSEOG awards only be made to students with "exceptional financial need". The definition of "exceptional financial need" in Federal regulations requires that FSEOG be awarded first to Federal Pell recipients who have the lowest Expected Family Contribution (EFC). If FSEOG funds remain after awarding FSEOG to all Federal Pell recipients, FSEOG funds are then awarded starting with the lowest EFC for non-Pell recipients and ending when funds are exhausted. This step, therefore, is to determine if the student meets this definition of "exceptional financial need". If he/she does not meet the definition, he/she is not eligible for FSEOG and the remainder of the steps is unnecessary.
3. Determine if the student has financial need for FSEOG. The amount of FSEOG awarded for the year must be input to FAME by completing the appropriate section of FAME's Financial Aid Input Form. FAME will divide the payments according to your academic calendar.
5. Under Federal requirements FAME will make two or more payments based upon your academic calendar.
6. The Academy will notify a student of the amount he or she can expect to receive as well as how and when that amount will be paid.
7. A student who drops out or graduates before receiving his or her FSEOG may not receive the FSEOG unless the student was still eligible when the award was made and the disbursement is used to cover documented educational costs normally included in the student's cost of attendance.

### **Median Debt**

Median Loan Debt-Title IV Loans: \$5400  
Median Institutional Financing Plan Debt: \$200  
Median Private Loan Education Debt: \$0

### **Financial Aid Disbursement Procedures.**

Students receiving financial aid to pay for their education will receive 2 disbursements sent directly to the school. Generally, the first disbursements are received after the student's 30<sup>th</sup> day of attendance. The second disbursement comes at the mid point of the student's program, and only if the student is making satisfactory academic progress towards graduation. Any overpayment of tuition monies will be refunded to the student within 14 days.

### **National Student Loan Data System**

Students or parents of students who enter into an agreement regarding a Title IV, HEA loan should know that the loan information will be submitted to the National Student Loan Data

System (NSLDS) and information will be accessible by authorized agencies, lenders and institutions.

## **Repayment of Student Loans**

Students are responsible for repaying their student loans, whether or not they complete the program. In general, students have 10 years to repay the debt, in monthly installments. Should a student be unable to make payments, forbearance and deferments are available, at the discretion of the Department of Education. Students also may be eligible to apply for a consolidation loan.

## **Rights and Responsibilities of Students Receiving Financial Aid**

***Important Notice:** This Borrower's Rights and Responsibilities Statement provides additional information about the terms and conditions of the loans you receive under the accompanying Master Promissory Note (MPN) for Federal Direct Stafford/Ford Loans (Direct Subsidized Loans) and Federal Direct Unsubsidized Stafford/Ford Loans (Direct Unsubsidized Loans). Throughout this Borrower's Rights and Responsibilities Statement, the words "we," "us," and "our" refer to the U.S. Department of Education. The word "loan" refers to one or more loans made under the accompanying MPN.*

1. **The William D. Ford Federal Direct Loan Program.** The William D. Ford Federal Direct Loan (Direct Loan) Program includes the following types of loans, known collectively as "Direct Loans":
  - Federal Direct Stafford/Ford Loans (Direct Subsidized Loans)
  - Federal Direct Unsubsidized Stafford/Ford Loans (Direct Unsubsidized Loans)
  - Federal Direct PLUS Loans (Direct PLUS Loans)
  - Federal Direct Consolidation Loans (Direct Consolidation Loans)

The Direct Loan Program is authorized by Title IV, Part D, of the Higher Education Act of 1965, as amended. You must complete a Free Application for Federal Student Aid (FAFSA) before you receive a Direct Subsidized Loan or Direct Unsubsidized Loan.

Direct Loans are made by the U.S. Department of Education. Our Direct Loan Servicing Center services, answers questions about, and processes payments on Direct Loans. We will provide you with the address and telephone number of the Direct Loan Servicing Center after the school notifies us that the first disbursement of your loan has been made.

2. **Laws that apply to this MPN.** The terms and conditions of loans made under this MPN are determined by the Higher Education Act of 1965, as amended (20 U.S.C. 1070 *et seq.*) and other applicable federal laws and regulations. These laws and regulations are referred to as "the Act" throughout this Borrower's Rights and Responsibilities Statement. State law, unless it is preempted by federal law, may

provide you with certain rights, remedies, and defenses in addition to those stated in the MPN and this Borrower's Rights and Responsibilities Statement.

**NOTE:** Any change to the Act applies to loans in accordance with the effective date of the change.

3. **Direct Subsidized Loans and Direct Unsubsidized Loans.** Direct Subsidized Loans and Direct Unsubsidized Loans are made to students to help pay for the cost of education beyond high school. To receive a Direct Subsidized Loan, you must have financial need. We do not charge interest on Direct Subsidized Loans while you are in school and during certain other periods. Direct Unsubsidized Loans are not based on financial need. We charge interest on Direct Unsubsidized Loans during all periods. For more information on interest charges, see item #9 of this Borrower's Rights and Responsibilities Statement ("Payment of interest").
4. **About the MPN.** You may receive more than one loan under this MPN over a period of up to 10 years to pay for your educational costs, as long as the school you are attending is authorized to use the multi-year feature of the MPN and chooses to do so.

If your school is not authorized to use the multi-year feature of the MPN or chooses not to do so, or if you do not want to receive more than one loan under this MPN, you must sign a new MPN for each loan that you receive. If you do not want to receive more than one loan under this MPN, you must notify your school or the Direct Loan Servicing Center in writing.

5. **Use of your loan money.** You may use the loan money you receive only to pay for your authorized educational expenses for attendance at the school that determined you were eligible to receive the loan. Authorized expenses include the following:
  - Tuition
  - Room
  - Board
  - Institutional fees
  - Books
  - Supplies
  - Equipment
  - Dependent child care expenses
  - Transportation
  - Commuting expenses
  - Rental or purchase of a personal computer
  - Loan fees
  - Other documented, authorized costs
6. **Information you must report to us after you receive your loan.** You must notify the Direct Loan Servicing Center and/or the financial aid office at your school about certain changes.



Until you graduate or otherwise leave school, you must notify your school's financial aid office if you:

- Change your address or telephone number;
- Change your name (for example, maiden name to married name);
- Do not enroll at least half-time for the loan period certified by the school
- Do not enroll at the school that determined you were eligible to receive the loan;
- Stop attending school or drop below half-time enrollment;
- Transfer from one school to another school; or
- Graduate.

You must also notify the Direct Loan Servicing Center if any of the above events occur at any time after you receive your loan. In addition, you must notify the Direct Loan Servicing Center if you:

- Change your employer, or your employer's address or telephone number changes; or
- Have any other change in status that would affect your loan (for example, if you received a deferment while you were unemployed, but you have found a job and therefore no longer meet the eligibility requirements for the deferment).

7. **Amount you may borrow.** The charts that follow show the maximum amounts of Direct Subsidized Loans and Direct Unsubsidized Loans that you may borrow for a single academic year (annual loan limits), and the maximum amounts that you may borrow in total for undergraduate and graduate study (aggregate loan limits). The annual and aggregate loan limits for independent undergraduates also apply to dependent undergraduates whose parents are unable to borrow under the PLUS program. If you are enrolled in certain health professions programs, you may qualify for higher annual and aggregate limits on Direct Unsubsidized Loans.

The actual loan amount you receive will be determined by your school, based on your academic level, dependency status, and other factors such as:

- The length of the program or the remaining portion of the program in which you are enrolled, if it is less than a full academic year;
- Your cost of attendance;
- Your Expected Family Contribution;
- Other financial aid you receive; and
- Your remaining eligibility under the annual or aggregate loan limits.

The actual amount you receive for an academic year may be less than the maximum annual amounts shown in the charts.

If you are an undergraduate student, your school must determine your eligibility for a Federal Pell Grant before you may receive a Direct Subsidized Loan or Direct

Unsubsidized Loan. Your school is also required to determine your eligibility for a Direct Subsidized Loan before determining your eligibility for a Direct Unsubsidized Loan.

If you have received student loans from another federal student loan program, you are responsible for informing your school and your lender of your other student loans. In some cases, you may not be eligible for loans for which you have applied.

**Annual Loan Limits for Direct Subsidized Loans and Direct Unsubsidized Loans:**

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<b>Dependent Undergraduate Students</b>	
<i>(except students whose parents cannot borrow PLUS loans)</i>	
<b>First Year Total</b> (maximum \$3,500 subsidized)	\$5,500
<b>Second Year Total</b> (maximum \$4,500 subsidized)	\$6,500
<b>Third Year and Beyond (each year)</b> (maximum \$5,500 subsidized)	\$7,500
<b>Independent Undergraduate Students</b>	
<i>(and dependent students whose parents cannot borrow PLUS loans)</i>	
<b>First Year Total</b> (maximum \$3,500 subsidized)	\$9,500
<b>Second Year</b> (maximum \$4,500 subsidized)	\$10,500
<b>Third Year and Beyond (each year)</b> (maximum \$5,500 subsidized)	\$12,500
<b>Graduate and Professional Students</b>	
<b>Total Amount (each year)</b> (maximum \$8,500 subsidized)	\$20,500

**Aggregate Loan Limits for Direct Subsidized and Direct Unsubsidized Loans:**

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<b>Dependent Undergraduate Students</b>	
<i>(except students whose parents cannot borrow PLUS loans)</i>	
<b>Total Amount Cumulative</b> (maximum \$23,000 subsidized)	\$31,000
<b>Independent Undergraduate Students</b>	
<i>(and dependent students whose parents cannot borrow PLUS loans)</i>	
<b>Total Amount Cumulative</b> (maximum \$23,000 subsidized)	\$57,500

## Graduate and Professional Students

**Total Amount Cumulative**  
**(maximum \$65,500 subsidized; includes Stafford Loans received \$138,500**  
**for undergraduate study)**

8. **Interest rate.** The interest rate on Direct Subsidized Loans and Direct Unsubsidized Loans is a fixed rate. Different fixed interest rates may apply to separate loans made under this MPN depending on whether the loan is subsidized or unsubsidized, when the loan is first disbursed, and whether you are a graduate or undergraduate student. You will be notified of the actual interest rate for each loan you receive in a disclosure statement that we send to you. If you qualify under the Service members Civil Relief Act, the interest rate on your loans obtained prior to military service may be limited to 6 percent during your military service. To receive this benefit, you must contact the Direct Loan Servicing Center for information about the documentation you must provide to show that you qualify.
9. **Payment of interest.** We do not charge interest on a Direct Subsidized Loan while you are enrolled in school at least half -time, during your grace period, during deferment periods, and during certain periods of repayment under the Income-Based Repayment Plan. Except as provided below for certain military borrowers, we charge interest on a Direct Subsidized Loan during all other periods (starting on the day after your grace period ends), including forbearance periods.

Except as provided below for certain military borrowers, we charge interest on a Direct Unsubsidized Loan during all periods (starting on the day your loan is paid out). This includes periods while you are enrolled in school at least half- time, during your grace period, and during deferment and forbearance periods. Therefore, you will pay more interest on a Direct Unsubsidized Loan than on a Direct Subsidized Loan.

If you do not pay the interest as it is charged on either type of loan, we will add it to the unpaid principal amount of your loan. This is called "capitalization." Capitalization increases the unpaid principal balance of your loan, and we will then charge interest on the increased principal amount.

Under the no accrual of interest benefit for active duty service members, we do not charge interest on Direct Loan Program Loans first disbursed on or after October 1, 2008 during periods of qualifying active duty military service (for up to 60 months). For Direct Consolidation Loans, this benefit applies to the portion of the consolidation loan that repaid loans first disbursed on or after October 1, 2008.

The chart below shows the difference in the total amount you would repay on a \$15,000 Direct Unsubsidized Loan if you pay the interest as it is charged during a 12-month deferment or forbearance period, compared to the amount you would repay if you do not pay the interest and it is capitalized.

	<b>If you pay the interest as it is charged...</b>	<b>If you do not pay the interest and it is capitalized...</b>
<b>Loan Amount</b>	\$15,000	\$15,000
<b>Interest for 12 months (at an interest rate of 6.8%)</b>	\$1,020 (paid as accrued)	\$1,020 (unpaid and capitalized)
<b>Principal to be Repaid</b>	\$15,000	\$16,020
<b>Monthly Payment (Standard Repayment Plan)</b>	\$173	\$184
<b>Number of Payments</b>	120	120
<b>Total Amount Repaid</b>	\$21,734	\$22,123

In this example, you would pay \$11 less per month and \$389 less altogether if you pay the interest as it is charged during a 12-month deferment or forbearance period.

You may be able to claim a federal income tax deduction for interest payments you make on Direct Loans. For further information, refer to IRS Publication 970, which is available at <http://www.irs.ustreas.gov>.

10. **Loan fee.** We charge a loan fee that is a percentage of the principal amount of each loan you receive. The percentage is determined by the Act and varies depending on when a loan is first disbursed. The specific loan fee that you are charged will be shown on a disclosure statement that we send to you. This fee will be subtracted proportionally from each disbursement of your loan.
11. **Repayment incentive programs.** A repayment incentive is a benefit that we offer to encourage you to repay your loan on time. Under a repayment incentive program, the interest rate we charge on your loan may be reduced. Some repayment incentive programs require you to make a certain number of payments on time to keep the reduced interest rate. The two repayment incentive programs described below may be available to you. The Direct Loan Servicing Center can provide you with more information on other repayment incentive programs that may be available.

*(1) Interest Rate Reduction for Electronic Debit Account Repayment*

Under the Electronic Debit Account (EDA) repayment option, your bank automatically deducts your monthly loan payment from your checking or savings account and sends it to us. EDA helps to ensure that your payments are made on time. In addition, you receive a 0.25 percent interest rate reduction while you repay under the EDA option. We will include information about the EDA option in your first bill. You can also get the information on the Direct Loan Servicing Center's web site, or by calling the Direct Loan Servicing Center. The Direct Loan Servicing Center's web site address and toll-free telephone number are provided on all correspondence that the Direct Loan Servicing Center sends you.

## *(2) Up-Front Interest Rebate*

You may receive an up-front interest rebate on your loan. The rebate is equal to a percentage of the loan amount that you borrow. This is the same amount that would result if the interest rate on your loan were lowered by a specific percentage, but you receive the rebate up front. The correspondence that you receive about your loan will tell you if you received an up-front interest rebate.

To keep an up-front interest rebate that you receive on your loan, you must make all of your first 12 required monthly payments on time when your loan enters repayment. "On time" means that we must receive each payment no later than 6 days after the due date.

You will lose the rebate if you do not make all of your first 12 required monthly payments on time. If you lose the rebate, we will add the rebate amount back to the principal balance on your loan account. This will increase the amount that you must repay.

12. **Disbursement (how your loan money will be paid out).** Generally, your school will disburse (pay out) your loan money in more than one installment, usually at the beginning of each academic term (for example, at the beginning of each semester or quarter). If your school does not use academic terms or does not have academic terms that meet certain requirements, it will generally disburse your loan in at least two installments, one at the beginning of the period of study for which you are receiving the loan, and one at the midpoint of that period of study.

In most cases, if the Direct Subsidized Loan or Direct Unsubsidized Loan that you are receiving is your first student loan under either the Direct Loan Program or the Federal Family Education Loan (FFEL) Program, you must complete entrance counseling before your school can make the first disbursement of your loan.

Your school may disburse your loan money by crediting it to your account at the school, or may give some or all of it to you directly by check or other means. The Direct Loan Servicing Center will notify you in writing each time your school disburses part of your loan money.

If your school credits your loan money to your account and the amount credited is more than the amount of your tuition and fees, room and board, and other authorized charges, the excess amount is called a credit balance. Unless you authorize your school to hold the credit balance for you, your school must pay you the credit balance within the following timeframes:

- If the credit balance occurs after the first day of class of a payment period (your school can tell you this date), your school must pay you the credit balance no later than 14 days after the date the balance occurs.

- If the credit balance occurs on or before the first day of class of a payment period, your school must pay you the credit balance no later than 14 days after the first day of class of the payment period.
13. **Canceling your loan.** Before your loan money is disbursed, you may cancel all or part of your loan at any time by notifying your school. After your loan money is disbursed, there are two ways to cancel all or part of your loan:
- If your school obtains your written confirmation of the types and amounts of Title IV loans that you want to receive for an award year before crediting loan money to your account at the school, you may tell the school that you want to cancel all or part of that loan within 14 days after the date the school notifies you of your right to cancel all or part of the loan, or by the first day of your school's payment period, whichever is later (your school can tell you the first day of the payment period). If the school does not obtain your written confirmation of the types and amounts of loans you want to receive before crediting the loan money to your account, you may cancel all or part of that loan by informing the school within 30 days of the date the school notifies you of your right to cancel all or part of the loan. In either case, your school will return the cancelled loan amount to us. You do not have to pay interest or the loan fee on the part of your loan that you tell your school to cancel within these timeframes. If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you tell your school to cancel. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that was cancelled.

If you ask your school to cancel all or part of your loan outside the timeframes described above, your school may process your cancellation request, but it is not required to do so.

- Within 120 days of the date your school disbursed your loan money (by crediting the loan money to your account at the school, by paying it directly to you, or both), you may return all or part of your loan to us. Contact the Direct Loan Servicing Center for guidance on how and where to return your loan money. You do not have to pay interest or the loan fee on the part of your loan that you return within 120 days of the date that part of your loan is disbursed. If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you return. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that you return.
14. **Grace period.** You will receive a six-month grace period on repayment of each Direct Subsidized Loan and Direct Unsubsidized Loan that you receive. Your six-month grace period begins the day after you stop attending school or drop below half-time enrollment. You do not have to begin making payments on your loan until after your grace period ends.

If you are called or ordered to active duty for more than 30 days from a reserve component of the U.S. Armed Forces, the period of your active duty service and the time necessary for you to re-enroll in school after your active duty ends are not counted as part of your grace period. However, the total period that is excluded from your grace period may not exceed three years. If the call or order to active duty occurs while you are in school and requires you to drop below half-time enrollment, the start of your grace period will be delayed until after the end of the excluded period. If the call or order to active duty occurs during your grace period, you will receive a full six-month grace period at the end of the excluded period.

15. **Repaying your loan.** The repayment period for each Direct Subsidized Loan and Direct Unsubsidized Loan that you receive begins on the day after your grace period ends. The Direct Loan Servicing Center will notify you of the date your first payment is due.

You must make payments on your loan even if you do not receive a bill or repayment notice. Billing information is sent to you as a convenience, and you are obligated to make payments even if you do not receive a notice or bill.

You may choose one of the following repayment plans to repay your loan:

- ***Standard Repayment Plan*** — Under this plan, you will make fixed monthly payments and repay your loan in full within 10 years (not including periods of deferment or forbearance) from the date the loan entered repayment. Your payments must be at least \$50 a month and will be more, if necessary, to repay the loan within the required time period.
- ***Graduated Repayment Plan*** — Under this plan, you will usually make lower payments at first, and your payments will gradually increase over time. You will repay your loan in full within 10 years (not including periods of deferment or forbearance) from the date the loan entered repayment. No single payment will be more than three times greater than any other payment.
- ***Extended Repayment Plan*** — Under this plan, you will repay your loan in full over a period not to exceed 25 years (not including periods of deferment or forbearance) from the date the loan entered repayment. You may choose to make fixed monthly payments or graduated monthly payments that start out lower and gradually increase over time. If you make fixed monthly payments, your payments must be at least \$50 a month and will be more, if necessary, to repay the loan within the required time period. You are eligible for this repayment plan only if (1) you have an outstanding balance on Direct Loan Program loans that exceeds \$30,000, and (2) you had no outstanding balance on a Direct Loan Program loan as of October 7, 1998 or on the date you obtained a Direct Loan Program loan after October 7, 1998.
- ***Income Contingent Repayment Plan*** — Under this plan, your monthly payment amount will be based on your annual income (and that of your spouse if you are married), your family size, and the total amount of your Direct Loans. Until we obtain the information needed to calculate your

monthly payment amount, your payment will equal the amount of interest that has accrued on your loan unless you request a forbearance. As your income changes, your payments may change. If you do not repay your loan after 25 years under this plan, the unpaid portion will be forgiven. You may have to pay income tax on any amount forgiven.

- ***Income-Based Repayment Plan (effective July 1, 2009)*** — Under this plan, your required monthly payment amount will be based on your income during any period when you have a partial financial hardship. Your monthly payment amount may be adjusted annually. The maximum repayment period under this plan may exceed 10 years. If you meet certain requirements over a 25-year period, you may qualify for cancellation of any outstanding balance on your loans.

If you can show to our satisfaction that the terms and conditions of the above repayment plans are not adequate to meet your exceptional circumstances, we may provide you with an alternative repayment plan.

If you do not choose a repayment plan, we will place you on the Standard Repayment Plan.

The chart at the end of this Borrower's Rights and Responsibilities Statement ("Repaying Your Loans") allows you to estimate the monthly and total amounts you would repay under the Standard, Graduated, Extended, and Income Contingent repayment plans based on various initial loan amounts.

You may change repayment plans at any time after you have begun repaying your loan. There is no penalty if you make loan payments before they are due, or pay more than the amount due each month.

Except as provided by the Act for payments made under the Income-Based Repayment Plan, we apply your payments and prepayments in the following order: (1) late charges and collection costs first, (2) outstanding interest second, and (3) outstanding principal last.

When you have repaid a loan in full, the Direct Loan Servicing Center will send you a notice telling you that you have paid off your loan. You should keep this notice in a safe place.

16. **Late charges and collection costs.** If you do not make any part of a payment within 30 days after it is due, we may require you to pay a late charge. This charge will not be more than six cents for each dollar of each late payment. If you do not make payments as scheduled, we may also require you to pay other charges and fees involved in collecting your loan.
17. **Demand for immediate repayment.** The entire unpaid amount of your loan becomes due and payable (on your MPN this is called "acceleration") if you:



- Receive loan money, but do not enroll at least half-time at the school that determined you were eligible to receive the loan;
  - Use your loan money to pay for anything other than expenses related to your education at the school that determined you were eligible to receive the loan;
  - Make a false statement that causes you to receive a loan that you are not eligible to receive; or
  - Default on your loan.
18. **Defaulting on your loan.** Default (failing to repay your loan) is defined in detail in the Terms and Conditions section of your MPN. If you default:
- We will require you to immediately repay the entire unpaid amount of your loan.
  - We may sue you, take all or part of your federal and state tax refunds and other federal or state payments, and/or garnish your wages so that your employer is required to send us part of your salary to pay off your loan.
  - We will require you to pay reasonable collection fees and costs, plus court costs and attorney fees.
  - You may be denied a professional license.
  - You will lose eligibility for other federal student aid and assistance under most federal benefit programs.
  - You will lose eligibility for loan deferments.
  - We will report your default to national consumer reporting agencies (see #19, "Consumer reporting agency notification").
19. **Consumer reporting agency notification.** We will report information about your loan to national consumer reporting agencies. This information will include the disbursement dates, amount, and repayment status of your loan (for example, whether you are current or delinquent in making payments). Your loan will be identified as an education loan.

If you default on a loan, we will also report this to national consumer reporting agencies. We will notify you at least 30 days in advance that we plan to report default information to a consumer reporting agency unless you resume making payments on the loan within 30 days. You will be given a chance to ask for a review of the debt before we report it.

If a consumer reporting agency contacts us regarding objections you have raised about the accuracy or completeness of any information we have reported, we are required to provide the agency with a prompt response.

20. **Deferment and forbearance (postponing payments)**

If you meet certain requirements, you may receive a **deferment** that allows you to temporarily stop making payments on your loan. If you cannot make your scheduled loan payments, but do not qualify for a deferment, we may give you a **forbearance**. A forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments.

## Deferment

You may receive a deferment while you are:

- Enrolled at least half-time at an eligible school;
- In a full-time course of study in a graduate fellowship program;
- In an approved full-time rehabilitation program for individuals with disabilities;
- Unemployed (for a maximum of three years; you must be diligently seeking, but unable to find, full-time employment); or
- Experiencing an economic hardship (including Peace Corps service), as determined under the Act (for a maximum of three years).
- Serving on active duty during a war or other military operation or national emergency or performing qualifying National Guard duty during a war or other military operation or national emergency and, if you were serving on or after October 1, 2007, for an additional 180-day period following the demobilization date for your qualifying service.

If you are a member of the National Guard or other reserve component of the U.S. Armed forces (current or retired) and you are called or ordered to active duty while you are enrolled at least half-time at an eligible school or within 6 months of having been enrolled at least half-time, you are also eligible for a deferment during the 13 months following the conclusion of your active duty service, or until you return to enrolled student status on at least a half-time basis, whichever is earlier.

You may be eligible to receive additional deferments if, at the time you received your first Direct Loan, you had an outstanding balance on a loan made under the Federal Family Education Loan (FFEL) Program before July 1, 1993. If you meet this requirement, you may receive a deferment while you are:

- Temporarily totally disabled, or unable to work because you are required to care for a spouse or dependent who is disabled (for a maximum of three years);
- On active duty in the U.S. Armed Forces, on active duty in the National Oceanic and Atmospheric Administration (NOAA), or serving full-time as an officer in the Commissioned Corps of the Public Health Service (for a combined maximum of three years);
- Serving in the Peace Corps (for a maximum of three years);
- A full-time paid volunteer for a tax-exempt organization or an ACTION program (for a maximum of three years);
- In a medical internship or residency program (for a maximum of two years);
- Teaching in a designated teacher shortage area (for a maximum of three years);
- On parental leave (for a maximum of six months); or

- A working mother entering or re-entering the workforce (for a maximum of one year).

You may receive a deferment based on your enrollment in school on at least a half-time basis if (1) you submit a deferment request form to the Direct Loan Servicing Center along with documentation of your eligibility for the deferment, or (2) the Direct Loan Servicing Center receives information from the school you are attending that indicates you are enrolled at least half-time. If the Direct Loan Servicing Center processes a deferment based on information received from your school, you will be notified of the deferment and will have the option of canceling the deferment and continuing to make payments on your loan.

For all other deferments, you (or, for a deferment based on active duty military service or qualifying National Guard duty during a war or other military operation or national emergency, a representative acting on your behalf) must submit a deferment request form to the Direct Loan Servicing Center, along with documentation of your eligibility for the deferment. In certain circumstances, you may not be required to provide documentation of your eligibility if the Direct Loan Servicing Center confirms that you have been granted the same deferment for the same period of time on a FFEL Program loan. The Direct Loan Servicing Center can provide you with a deferment request form that explains the eligibility and documentation requirements for the type of deferment you are requesting. You may also obtain deferment request forms and information on deferment eligibility requirements from the Direct Loan Servicing Center's web site.

If you are in default on your loan, you are not eligible for a deferment.

You are not responsible for paying the interest on a Direct Subsidized Loan during a period of deferment. However, you are responsible for paying the interest on a Direct Unsubsidized Loan during a period of deferment.

## **Forbearance**

We may give you a forbearance if you are temporarily unable to make your scheduled loan payments for reasons including, but not limited to, financial hardship and illness.

We will give you a forbearance if:

- You are serving in a medical or dental internship or residency program, and you meet specific requirements;
- The total amount you owe each month for all of the student loans you received under Title IV of the Act is 20 percent or more of your total monthly gross income (for a maximum of three years);
- You are serving in a national service position for which you receive a national service award under the National and Community Service Trust Act

of 1993. In some cases, the interest that accrues on a qualified loan during the service period will be paid by the Corporation for National and Community Service;

- You are performing service that would qualify you for loan forgiveness under the teacher loan forgiveness program that is available to certain Direct Loan and FFEL program borrowers;
- You qualify for partial repayment of your loans under the Student Loan Repayment Program, as administered by the Department of Defense; or
- You are called to active duty in the U.S. Armed Forces.

To request a forbearance, contact the Direct Loan Servicing Center. The Direct Loan Servicing Center can provide you with a forbearance request form that explains the eligibility and documentation requirements for the type of forbearance you are requesting. You may also obtain forbearance request forms and information on forbearance eligibility requirements from the Direct Loan Servicing Center's web site.

Under certain circumstances, we may also give you a forbearance without requiring you to submit a request or documentation. These circumstances include, but are not limited to, the following:

- Periods necessary for us to determine your eligibility for a loan discharge;
- A period of up to 60 days in order for us to collect and process documentation related to your request for a deferment, forbearance, change in repayment plan, or consolidation loan (we do not capitalize the interest that is charged during this period); or
- Periods when you are involved in a military mobilization, or a local or national emergency.

You are responsible for paying the interest on both Direct Subsidized Loans and Direct Unsubsidized Loans during a period of forbearance.

21. **Discharge (having your loan forgiven).** We will discharge (forgive) your loan if:
- You die. The Direct Loan Servicing Center must receive acceptable documentation of your death, as defined in the Act.
  - Your loan is discharged in bankruptcy. However, federal student loans are not automatically discharged if you file for bankruptcy. In order to have your loan discharged in bankruptcy, you must prove to the bankruptcy court that repaying the loan would cause undue hardship.
  - You become totally and permanently disabled (as defined in the Act) and meet certain other requirements.

In certain cases, we may also discharge all or a portion of your loan if:

- You could not complete a program of study because the school closed;
- Your loan eligibility was falsely certified by the school;

- A loan in your name was falsely certified as a result of a crime of identity theft; or
- The school did not pay a refund of your loan money that it was required to pay under federal regulations.

We may forgive a portion of any student loans you received under the Direct Loan or FFEL program after October 1, 1998 if you teach full time for five consecutive years in certain low-income elementary and/or secondary schools and meet certain other qualifications, and if you did not owe a Direct Loan or FFEL program loan as of October 1, 1998, or as of the date you obtain a loan after October 1, 1998.

A public service loan forgiveness program is also available Under this program, the remaining balance due on your eligible Direct Loan Program loans may be cancelled after you have made 120 payments on those loans (after October 2, 2007) under certain repayment plans while you are employed in certain public service jobs.

The Act may provide for certain loan forgiveness or repayment benefits on your loans in addition to the benefits described above. If other forgiveness or repayment options become available, the Direct Loan Servicing Center will provide information about these benefits.

To request a loan discharge based on one of the conditions described above (except for discharges due to death or bankruptcy), you must complete an application that you may obtain from the Direct Loan Servicing Center.

In some cases, you may assert, as a defense against collection of your loan, that the school did something wrong or failed to do something that it should have done. You can make such a defense against repayment only if the school's act or omission directly relates to your loan or to the educational services that the loan was intended to pay for, and if what the school did or did not do would give rise to a legal cause of action against the school under applicable state law. If you believe that you have a defense against repayment of your loan, contact the Direct Loan Servicing Center.

We do not guarantee the quality of the academic programs provided by schools that participate in federal student financial aid programs. You must repay your loan even if you do not complete the education paid for with the loan, are unable to obtain employment in the field of study for which your school provided training, or are dissatisfied with, or do not receive, the education you paid for with the loan.

22. **Loan consolidation.** A Direct Consolidation Loan Program is available that allows you to consolidate (combine) one or more of your eligible federal education loans into one loan. Consolidation allows you to extend the period of time that you have to repay your loans, and to combine several loan debts into a single monthly payment. This may make it easier for you to repay your loans. However, you will pay more interest if you extend your repayment period through consolidation, since

you will be making payments for a longer period of time. Contact the Direct Loan Servicing Center for more information about loan consolidation.

23. **Department of Defense and other federal agency loan repayment.** Under certain circumstances, military personnel may have their federal education loans repaid by the Secretary of Defense. This benefit is offered as part of a recruitment program that does not apply to individuals based on their previous military service or to those who are not eligible for enlistment in the U.S. Armed Forces. For more information, contact your local military service recruitment office.

Other agencies of the federal government may also offer student loan repayment programs as an incentive to recruit and retain employees. Contact the agency's human resources department for more information.

24. **AmeriCorps program education awards.** Under the National and Community Service Act of 1990, you may receive an education award that can be used to repay a Direct Subsidized Loan or Direct Unsubsidized Loan if you successfully complete a term of service in an AmeriCorps program. For more information, contact an official of your program.

All Completers					
Number of students by gender and race and ethnicity earning an award between July 1, 2014 and June 30, 2015. Count each student only once, regardless of how many awards he/she earned. The intent of this screen is to collect an unduplicated count of total numbers of <i>completers</i> .					
<ul style="list-style-type: none"> <li>• Report Hispanic/Latino individuals of any race as Hispanic/Latino</li> <li>• Report race for non-Hispanic/Latino individuals only</li> </ul>					
	Men		Women		Total Students
	Number of Students	Total Awards	Number of Students	Total Awards	
<a href="#">Nonresident alien</a>	0	0	0	0	0
<a href="#">Hispanic/Latino</a>	2	2	5	5	7
<a href="#">American Indian or Alaska Native</a>	0	0	0	0	0
<a href="#">Asian</a>	0	0	0	0	0
<a href="#">Black or African American</a>	4	4	4	4	8
<a href="#">Native Hawaiian or Other Pacific</a>	0	0	0	0	0

<a href="#">Islander</a>					
<a href="#">White</a>	2	2	2	2	4
<a href="#">Two or more races</a>	0	0	0	0	0
<a href="#">Race and ethnicity unknown</a>	0	0	0	0	0
<b>TOTAL</b>	8	8	11	11	19

At least 1 but less than 4-year certificates

Number of students by gender, by race and ethnicity, and by age earning this award between July 1, 2014 and June 30, 2015. Each student should be counted once per award level. For example, if a student earned a master's degree and a doctor's degree, he/she should be counted once in master's and once in doctor's. A student earning two master's degrees should be counted only once.

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

	<b>Number of Students</b>	<b>Total Awards</b>
<b>By Gender</b>		
Men	8	8
Women	11	11
<b>TOTAL</b>	19	19
<b>By Race/Ethnicity</b>		
<a href="#">Nonresident alien</a>	0	0
<a href="#">Hispanic/Latino</a>	7	7
<a href="#">American Indian or Alaska Native</a>	0	0
<a href="#">Asian</a>	0	0
<a href="#">Black or African American</a>	8	8
<a href="#">Native Hawaiian or Other Pacific Islander</a>	0	0

<a href="#">White</a>	4	4
<a href="#">Two or more races</a>	0	0
<a href="#">Race and ethnicity unknown</a>	0	0
<b>TOTAL</b>	19	19

#### By Age

Under 18	0	0
18-24	6	6
25-39	13	13
40 and Above	0	0
Age Unknown	0	0
<b>TOTAL</b>	19	19

### **Title of Personnel Available for Information on Student Financial Aid Assistance and Consumer Information**

The financial aid director can be contacted for information about consumer information and student financial aid assistance. The director is generally available during regular business hours. Should the director be unavailable, leave a message and you will be contacted within 48 hours.

## **Satisfactory Academic Progress (SAP) Policy**

Federal regulations require that all schools participating in Title IV federal student aid programs establish academic standards that measure a student's progress towards an educational goal. The Academy of Radio & TV Broadcasting has established requirements that students must meet in order to remain eligible to receive federal and state financial aid. Satisfactory Academic Progress (SAP) is reviewed at the end of each payment period and determined to be satisfactory or unsatisfactory according to this policy.

#### **Each student's SAP will be monitored and measured by:**

- The maximum time frame in which the educational program must be completed.
- An evaluation of grades (Cumulative G.P.A.) and percentage of quarter credits completed.



The purpose of financial aid is to help each student with the financial resources needed to successfully achieve their academic goal. As a financial aid recipient, it is the student's responsibility to understand and meet the terms and conditions of the SAP Policy. Students receiving funds must be enrolled in an eligible program of study to be considered a regular student.

### **Grade Point Average Requirement**

Students are required to maintain a cumulative 60% GPA at the mid point of their program, after their first payment period.

### **Successful Completion**

To be considered to be making satisfactory academic progress and therefore remain eligible for financial aid, students must show a cumulative successful completion rate of 60% GPA and completion of 18 quarter credits when their SAP is reviewed. Be sure to note that all credits attempted, regardless of the grade or score given for the course, will be counted toward the maximum time frame limit.

### **FINANCIAL AID WARNING**

Upon review, if a student's cumulative GPA is less than 60% and/or the percentage of quarter credit completion is less than 18, the student will be placed on Financial Aid Warning status. Students are eligible to receive financial aid for one payment period. Once a student has raised their cumulative GPA back to 60% or higher and successfully completed at least 70% of all hours, they will be removed from Financial Aid Warning.

### **Maximum Time Frame**

Students enrolled in an eligible Certificate program will be allowed to attempt up to 150% of the published number of quarter credits required to earn the certificate. If the student has reached their academic goal, they are considered to be finished. However all attempted units that count toward the maximum time frame and the student may not attempt more than 36 quarter credits for all coursework. Students who reach the maximum time frame for their program will no longer receive financial aid.

### **Return of Title IV Policy**

This Title IV return of federal funds policy operates independently of The Academy of Radio & T.V. Broadcasting institutional refund policy. Because the institution does not provide tuition refunds through 60 percent of an enrollment period, a student who withdraws may owe the Academy for charges no longer covered by returned federal aid.

The Higher Education Amendments of 1998 (Sec. 668.22) include new provisions governing the return of federal financial assistance for financial aid recipients who completely withdraw from school in any semester. The policy governs all Federal loan and grant programs, including Federal Unsubsidized Stafford Loans, Federal Subsidized Stafford Loans, Federal Direct Loans, Federal Perkins Student Loans, PLUS Loans, Federal Pell Grant, and other Title IV programs.

In general, the new law assumes that the student must "earn" federal financial aid awards directly in proportion to the number of days of the payment period attended. In other words, a student earns financial assistance as they attend class. If a student completely withdraws from all classes during a payment period, the Academy must calculate the portion of the total scheduled financial assistance earned. If the student received (or the Academy received on behalf of the student) more assistance than earned, the unearned excess funds must be returned to the federal programs.

The portion of federal loans and grants the student was entitled to earn is calculated on a percentage basis by comparing the total number of calendar days in the payment period to the number of days completed before withdrawal. The calculation for unearned aid is not required for students attending classes over the 60% point of the payment period.

The withdrawal date for calculating the Return of Title IV financial assistance will be determined by the Academy as the last date of attendance. The last day of attendance will also be used for a student who fails to return from an approved leave of absence.

Unearned federal financial assistance must be returned to program funds up to the amount of assistance that the student has received from the program in the priority order established by regulation: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS Loan, Federal Pell Grant, and other Title IV programs. The Academy takes the responsibility on behalf of the student to return unearned federal financial aid assistance funds that were applied directly to institutional charges. The Academy will reinstate institutional charges no longer covered by financial assistance and the student becomes immediately responsible for the entire outstanding balance. The student is responsible for return of unearned federal financial funds that were disbursed directly to him/her. Funds due for repayment to a loan program permit the student to repay according to the terms of the promissory note. In addition, if the student is directly responsible for repayments of unearned assistance to a federal grant program, only one-half (50%) of the calculated repayment is required. Federal grant money determined to be returned by the student is considered an overpayment. The student must repay that amount in full or make satisfactory repayment arrangements with the U.S. Department of Education. Repayment arrangements must be made by the student within 45 days of the date The Academy notifies the student of the overpayment status. The student is ineligible for future Federal financial assistance if a satisfactory repayment arrangement has not been met. Examples of the Return of Title IV funds calculations are available upon request to the Financial Aid Director.

## **Refund Policy**

Student may cancel the Agreement on or before the first date of instruction and receive a full refund of all monies paid, less the Application Fee, within 45 days of the Academy's receipt of written notice. The \$100.00 Application Fee is nonrefundable and due and owing at enrollment. To cancel, Student must deliver in writing, personally, by mail, or telegram, to the Director of The Academy at 16052 Beach Blvd., Suite 263, Huntington Beach, CA 92647, a notice of intent to cancel. Student does not have the right to cancel verbally or by simply not attending. The notice will be effective as of the date of mailing or personal delivery.

A Student has the right to withdraw at any time and, after the commencement of instruction, may be entitled to a partial refund. The amount of any refund will be determined based upon the unexpired part of the program, from the last date of attendance, for which Student has paid. A Student who withdraws after entering into instruction will receive a refund of monies paid based upon the following: If the Student withdraws or is dismissed during the first 60% of the scheduled payment period of their Program, The Academy will retain a prorated portion of the Tuition covering the Student's period of scheduled attendance, plus the \$100.00 Application Fee, and refund any remainder. Thereafter, The Academy will retain 100% of the Total Cost.

Refunds are made within 45 days of the Academy's knowledge of withdrawal and paid first to the Student's funding sources, such as student loans, as a credit to their account. Conversely, Student is obligated to pay, immediately upon withdrawal, any amount owed for scheduled time that was not already paid. Student is responsible for expenses incurred as a result of the collection of the Student's debt that may include the use of collection agencies and legal action.

### **Termination of Enrollment**

The Academy may dismiss any Student who violates the Rules of Conduct, fails to maintain Satisfactory Academic Progress, fails to comply with the terms and conditions of any Probation, falsifies documents, or fails to fulfill their financial obligations. Also, Students who incur two consecutive weeks' absence or fail to return from a Leave Of Absence as scheduled will be dismissed automatically. A student has 5 days in which to appeal termination.

Students who were dismissed may apply for readmission no less than 30 days after their termination date.

Applicants rejected by the institution will lose the registration fee after the three day period, if the student does not show for class, doesn't start the program, is in default on a student loan and is using Federal funds to pay tuition, or merely changes their mind on attending. Students will be refunded any monies paid, minus the registration fee should the institute cancel a program for which the student is enrolled. Enrollees have the right to cancel their enrollment and receive a refund of any monies paid, as long as the cancellation is made within three business days of enrollment. Cancellations made after the three day period will forfeit the registration fee.

Students who were dismissed may apply for readmission no less than 30 days after their termination date.

### **Credit for Previous Training or Experience**

Individuals who have received previous training in Radio Broadcasting or TV/Video Production may request credit for a portion of their training. The Academy may accept transfer credits if the following criteria are met: This request must be made in writing, upon enrollment. Students must have maintained a minimum 3.0 GPA, credits must reflect closely the program content for which the student is requesting credit, and the submission of certified transcripts of credits earned and hours completed. Documentation will be reviewed for the granting of credit. The Academy will accept no more than 10% of the course credits requested. However, only time credit will be granted at the sole discretion of The Academy. There is no granting of financial credit. Students should be aware that accepting transfer credits from another institution will negatively affect the students' eligibility for full funding if applying for Federal Financial Aid. Transfer of credit denials may be appealed to the School Director. Students wanting to transfer credits to another

institution will be given an official transcript, course outline and syllabi, however, students should check with the institute to see if Academy credits are transferable.

Eligible Veterans should consult the separate Veteran's Bulletin available through the Financial Aid office.

### **Copyright Infringement**

Commercial software programs are licensed to and property of ARB. Software applications, in-house software and programs, software systems designs, and programs/applications written specifically for the Academy by employees and others, are the property of the Academy. It is a violation of company policy to distribute or allow unauthorized use of such programs. Violation of this policy may result in student's facing civil or criminal liability and penalties for unauthorized use and distribution of materials.

### **Constitution Day**

The institution holds an educational program commemorating the September 17, 1787 signing of the Constitution, held every September 17<sup>th</sup> of the year, unless the occasion falls on a weekend, in which case the program will be held the following weekday.

### **Campus Security Act**

## **Campus Security and Crime Awareness**

The safety and security of all members of the Academy community are of paramount concern to The Academy of Radio & T.V. Broadcasting in Huntington Beach, CA.

Through the teamwork of The Academy and campus community, The Academy consistently strives to be among the safest vocational college campuses in California. We work to achieve this by developing a partnership with students, administrators, faculty, staff, and local law enforcement.

Preventing or reducing crime in any community is a tough job. Success in crime prevention and safety at The Academy depends in large part on the education and participation of the campus community. The campus community is provided with information about safety programs and services, but is advised that they are ultimately responsible for their own security and safety. Each year the Academy publishes an annual report concerning campus security and crime statistics. This brochure provides information for reporting of crimes, important Academy policies and procedures, and support services for victims of crimes.

It is the policy of the Academy to provide an environment conducive to an educational mission; thus any conduct that is prohibited by state, federal, or local law is subject to discipline under the provisions of policies stated in the *Student Handbook*, *The Academy of Radio & T.V. Broadcasting Policy Manual*, and *Faculty Handbook*, as appropriate. The Academy monitors and reports to local law enforcement agencies any illegal conduct

of students, faculty, or staff on campus premises or off-campus locations. In addition, Academy officials may refer any evidence of illegal activities to the proper local, state, or federal authorities for review and potential prosecution.

## **Access and Security of Campus Facilities**

The Academy is an open campus and public streets run through the area. However, only authorized students, faculty, staff, and visitors may enter upon or use campus facilities. Unauthorized persons, once identified, are asked to leave the campus. Those persons failing to comply with policy, directives, or state law can be prosecuted for trespassing.

### **Security of Campus Facilities**

Academy personnel regularly patrol the campus and maintain campus facilities with a concern for safety and security. Key control is established by the director/ administrative office only approved personnel have access to master locks and specified areas are under control by lead instructors and director.

## **Campus Law Enforcement**

The Academy maintains liaison with other local, state, and federal law enforcement agencies in support of campus security and safety efforts. No personnel on staff has the authority to arrest individuals for crimes committed.

## **Alcohol and Drug Policies and Penalties**

The abuse of alcohol and other drugs by members of the Academy community is incompatible with the goals of our academic institution. Substance abuse program contact has been developed at The Academy in order to ensure alcohol and other drugs do not interfere with the goals of the student or staff member. These program contacts offered at The Academy are designed to:

- publish and enforce policies for employees and students that promote an educational environment free from the abuse of alcohol, illicit or other drugs;
- educate the campus community about the health risks associated with the abuse of alcohol and other drugs;
- provide confidential, effective assistance to students and employees who seek help for substance abuse problems; and
- create a campus environment that promotes and reinforces healthy lifestyles and

responsible decision making.

### **Alcohol Policies**

The legal drinking age in California is 21. The Academy has established a no drinking policy on campus.

Individuals under the age of 21 may not use or possess alcoholic beverages in or on any property under the control or jurisdiction of the campus.

- Alcoholic beverages may not be served, consumed or possessed by persons of legal drinking age in or on any property under the control or jurisdiction of the campus.
- On-campus possession of open containers and consumption of beer, wine and/or distilled spirits by individuals of legal age is prohibited in all areas of campus.
- Employees may not use or possess alcoholic beverages while on active duty and are prohibited from working while intoxicated.

### **Drugs and Inhalants**

- Students and employees may not use, possess, sell, manufacture, or distribute illegal drugs, inhalants, or controlled substances (narcotics or dangerous drugs), be in possession of drug paraphernalia, or misuse any legal drug or other substance in or on campus owned or controlled property or as a part of any campus sponsored activity.
- Employees may not work under the influence of illicit drugs and may not abuse legal drugs or inhalants.

The Academy has a "zero tolerance policy" for drugs and the illegal use of alcohol. The *Employee Handbook* and the *Student Handbook* state "illegal use, possession, sale, manufacture, distribution or effective control of chemical precursors, controlled substances, controlled substance analogues or dangerous or illegal drugs; misuse of a legal drug or other substance which when not used in accordance with legal intent could cause harm to the user; possession of drug paraphernalia; or being a party to the above, whether on or off campus is not permitted."

### **Penalties**

**Students.** The Academy may impose a minimum disciplinary penalty of suspension for 30 days, for conduct related to the use, possession, or distribution of drugs that are prohibited by state, federal, or local law. Other penalties that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol are: probation (both conduct or disciplinary), payment for damage to or misappropriation of property, loss of rights and privileges, expulsion, or such other penalty as may be deemed appropriate under the circumstances.

**Employees.** The unlawful use, possession, or distribution of drugs or alcohol, or engaging in conduct prohibited by The Academy policy regarding the manufacture, sale, possession, distribution, or use of alcohol or illegal drugs will result in penalties that range from mandatory counseling to dismissal. Continued employment/re-employment may also be contingent upon participation in or successful completion of an Academy approved drug/alcohol counseling and rehabilitation programs. Information regarding alcohol and drug violations can be found in *The Academy Policy Manual*.

The use or possession of alcohol or drugs by an employee on campus premises is defined as

misconduct by The Academy's policy manual. The unlawful use, possession, or distribution of illicit drugs or alcohol by an employee is prohibited by The Academy's "Policy on Drugs and Alcohol."

Individual students and employees violating Academy policies or engaging in conduct that is prohibited by state, federal, or local law are subject to discipline under the provisions of policies stated in the *Student Handbook* and the *Academy Policy Manual*, as applicable. In addition, Academy officials may refer any evidence of illegal activities to the proper local, state, or federal authorities for review and potential prosecution.

### **Alcohol and Drug Counseling and Treatment Resources**

The Academy has implemented a positive assistance and informational referral program of drug education, counseling, prevention, and treatment. Self-referrals, supervisory and departmental referrals, and consultations are welcomed. The Academy will assist students and staff in locating a licensed, certified alcohol, drug abuse, and general counselors, confidentiality is strictly observed to the limit of the law. The following are components of this campus-wide approach to eliminate the abuse of alcohol and the use of illegal drugs:

- assessment/diagnosis/follow-up services
- referrals and resource information
- individual therapy
- group therapy
- departmental consultation
- speakers, presentations, and training
- research, materials, pamphlets, and tapes
- sponsorship of student groups, and
- clearinghouse for alcohol and other drug information on a local, state and national level

Every student and staff member should read and become familiar with the policies on alcohol and other drugs that are discussed in the *Student Handbook* and *Academy Policy Manual*. If you have any questions concerning regulations or health risks associated with alcohol and other drugs, please contact the following office:

## **Huntington Beach, CA**

**Administrative Office  
(714) 842.0100**

The Drug-Free Schools and Communities Act, Public Law 101-226, is intended to combat substance abuse on college campuses through methods of punishment, rehabilitation, and prevention. This act requires that colleges certify that annual alcohol and drug information is distributed to each employee and student. This information must include the consequences of unlawful drug or alcohol possession, as well as information about available drug and alcohol counseling.

## **Safety and Security Programs**

**Security Escort Services:** The Academy personal provides a security escort service for the Academy community. The service is available during the evening/night hours (after dark), but is

limited to on-campus locations. Any student requesting escort service can contact over-site personal at the front office.

**Motorist Assistance:** The Academy assists the campus community when individuals are unable to start their vehicles, retrieve locked keys, etc. Some services are not available at all times, but the Academy will assist people to obtain services from another source.

## **Policies and Crime Reporting Procedures**

Individuals should immediately report alleged criminal actions (including sex offenses) or emergencies that occur on campus or non-campus areas to the Academy through any of the following means:

### **For Emergencies:**

Call 911 from any facility phone. Emergencies include any crime in progress, medical emergencies, a person being forced into a vehicle, a strange car repeatedly driving in the same area of campus, any intoxicated person, a safety hazard, or any situation that you believe is suspicious or dangerous.

### **For Non-Emergencies:**

- call the Academy Director at (714) 842-0100 at the Huntington Beach campus;
- request that any campus official assist with reporting the alleged crime.

You are encouraged to report alleged crimes by using the above means; however, there are campus officials to whom you may also report a crime who have significant responsibility for student and campus activities, but do not have significant counseling responsibilities. These officials include all educational directors, department directors, and administrators in Huntington Beach, CA, (714) 842.0100.

The Academy personal will review reports of alleged criminal activity and either send an officer immediately or refer the report for subsequent investigation, depending upon the nature and seriousness of the offense involved. Individuals reporting an alleged crime should attempt to preserve evidence that might prove the crime was committed. All criminal incidents are investigated by local police.

The Academy response(s) include, but are not limited to:

- immediate response to emergencies through dispatch of one or more officers;
- investigation of reports in accordance with local police procedures;
- arrest and filing of charges, depending upon the circumstances of the incident;
- referring alleged offenders to appropriate counseling agencies.
- making timely warning and reports of crimes that represent a continuing threat to students and employees.

The Academy will provide timely warning to the campus community by posting crime awareness alerts when a crime is considered to represent a continuing threat to students or employees.

### **Crime Stoppers**

Anyone with information on criminal activity can call **(714) 842.0100 – Huntington Beach, CA.**



You may remain anonymous when you report your crime tip. **Students and employees are urged to use this reporting option when anonymity is a primary concern, e.g. drug usage of acquaintances.**

**Important phone numbers for The Academy in Huntington Beach, CA**

EMERGENCY . . . . . Dial 911

Academy (non-emergency) . . . . . 714.842.0100

Huntington Beach, CA Police Department . . . . . 714.536.5411

## **Sex Offenses**

Victims of sexual assault that have occurred on campus should notify the Director or Administrative personal immediately. Victims may seek assistance of other campus personnel such as instructors or counselors to assist in reporting a sexual assault to the police department. If the assault occurred outside of The Academy campus, call the local police department where the assault occurred.

Following the assault, in order to preserve evidence necessary for the proof of criminal sexual assault, victims should not bathe, douche, or change clothes. After reporting the assault to police, victims should go to a hospital emergency room for a sexual assault examination. Victims may choose to have someone take them to the hospital or a police officer can meet them at their location to provide transportation. The police officer will need to obtain a statement describing the details of the assault.

The local police department will talk with victims and inform them of their options involving counseling. Off-campus counseling options include:

**CSP, Irvine, CA 92606  
(714) 957-2737**

<http://caag.state.ca.us/megan/content/cdinfo.htm>

The sexual assault victim may choose a pseudonym (fictitious name) and address to maintain the confidentiality or a pseudonym will be assigned at the request of the victim. If the victim presses charges, the local police department will conduct a thorough investigation. There is a possibility that some courtroom testimony may be required if the case goes to trial.

The Academy provides assistance in changing academic schedules after an alleged sexual offense if so requested by the victim. Arrangements for changes in academic schedules can be made by contacting the Director or Administrative personnel.

Policies and procedures regarding campus disciplinary proceedings are described in the *Student Handbook* and *Policy Manual*. The accused and the accuser are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both will be

informed of the outcome of such proceedings. Sanctions range from probation to permanent expulsion.

## Federal Crime Definitions

Following are the definitions and terms used in the FBI Uniform Crime Reports and The Academy Crime Statistics reported herein.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Assault, Aggravated:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Assault, Non-aggravated:** Assaults and attempted assaults where no weapon is used and that do not result in serious or aggravated injury to the victim.

**Burglary (Breaking or Entering):** The unlawful entry into a building or other structure with the intent to commit a felony or theft. Forced entry is not a required element of the offense; it may be accomplished via an unlocked door or window, so long as the entry is unlawful (constituting a trespass). Included are attempts to commit burglary where force is employed or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

**Drug Abuse Violations:** Violations of laws prohibiting the possession, production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

**Hate Crimes:** Any of the offenses listed and other crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

**Larceny/Theft:** The unlawful taking, carrying, leading or riding away of property from the possession of constructive possessions of another. Examples of offenses in this classification include pocket-picking and purse snatching (where no more force is employed than that necessary to take the property).

**Liquor Law Violations:** Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (does not include "driving under the influence" or drunkenness).

**Motor Vehicle Theft:** Theft or attempted theft of a motor vehicle.

**Murder and non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another.

**Negligent manslaughter:** The killing of another person through gross negligence.

**Robbery:** The taking, or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Sex Offenses, Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent.

**Sex Offenses, Nonforcible:** Unlawful, nonforcible sexual intercourse.

**Weapons Possessions:** Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

#### **As defined in the Clery Act**

**Campus:** Any building or property owned or controlled by an institution of higher education within the same reasonable contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

**Non-campus building or property:** Any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonable contiguous geographic area of the institution.

**Public property:** All public property that is within the same reasonable contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

## **CRIME STATISTICS**

In compliance with Public Law 102-26, the following information on campus crimes is reported to you for your review.

The following criminal offenses were reported to campus security (if applicable), authorities or local police agencies as having occurred on campus:

	<u>2014</u>	<u>2013</u>	<u>2012</u>
Murder	0	0	0
Robbery	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0

Motor Vehicle Theft	0	0	0
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The following criminal offenses manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity as prescribed by the Hate Crimes Statistics Acts were reported as having occurred on campus:

	<u>2015</u>	<u>2014</u>	<u>2013</u>
Murder	0	0	0
Rape	0	0	0
Forcible Sex Offenses	0	0	0
Aggravated Assault	0	0	0

In addition to the above crimes, the following number of arrests were made during 2004-2006 for these specific violations:

	<u>2015</u>	<u>2014</u>	<u>2013</u>
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

**CAMPUS PHONE NUMBERS**

The Academy of Radio & TV Broadcasting (714) 842-0100  
 Huntington Beach Police Department 911

**Drug and Alcohol Prevention Program**  
**Notice to Student and Employees**

**The Academy of Radio & T.V. Broadcasting has established a Drug and Alcohol Free Awareness Program (DAFAP).**

**The DAFAP encompasses the following four phases:**

**Phase One**

**Warning of the Dangers of Drug and Alcohol Abuse:**

Drug and alcohol use impairs memory, alertness and achievement. It erodes the capacity to perform, think and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action. SCHEDULE A specifically details the uses and effects as it relates to alcohol.

**Phase Two**

**This Institution has a policy of maintaining a drug and alcohol free learning environment:**

All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the institution's learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following locations:

16052 Beach Blvd., Suite 263-N, or, any teaching site, or any "off –site" location (i.e. field trips, job placement, luncheons, meetings, etc.) where the activities are in any way related to the institution.

## **Phase Three**

**Listing of the available local drug counseling, rehabilitation and assistance programs:**

Please refer to SCHEDULE B

## **Phase Four**

**Non-Compliance with the terms of this institution's Drug-Free work place statement:**

Non-Compliance will result in the following action being taken by this institution:

- 1) The Student or employee would be required to actively participate in a drug and alcohol abuse assistance or rehabilitation program approved by federal, state or local health, law enforcement or other appropriate agency. Attached SCHEDULE C contains a description of the applicable legal sanctions under local, state, and federal law for unlawful possessions, use, or distribution of illicit drugs and alcohol.
- 2) Community service with one of the above stated agencies.
- 3) Termination of enrollment.

## **Alcohol uses and effects**

### *Schedule A*

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required driving a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol causes marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with

other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### *Schedule B*

#### Drug Counseling, Rehabilitation, and Assistance Programs

1. Addicts Rehabilitation Center, Irvine, CA
2. Drug Free Living, Inc., Irvine, CA
3. Alcoholics Anonymous, Inc., Irvine, CA
4. National Association for Drug Abuse, Irvine, CA

### *Schedule C*

#### Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

##### **21 U.S.C. 844(a)**

1st conviction: Up to 1 year imprisonment and fined at least \$ 1,000 but not more than \$ 100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$ 250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$ 5,000 but not more than \$ 250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 Year and fined up to \$250,000, or both, if:

- a) 1<sup>st</sup> conviction and the amount of crack possessed exceed 5 grams.
- b) 2<sup>nd</sup> crack conviction and the amount of crack possessed exceed 3 grams.
- c) 3<sup>rd</sup> or subsequent crack conviction and the amount of crack possessed exceeds 1 gram,

##### **21 U.S.C. 853 (A)(2) and 881(A)(7)**

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

**21 U.S.C. 861 (A)(4)**

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

**21 U.S.C. 844a**

Civil Fine up to \$10,000 (pending adoption of final regulations)

**21 U.S.C. 853a**

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

**18 U.S.C 922(g)**

Ineligible to receive or purchase a firearm.

**Miscellaneous:**

Revocation of certain Federal licenses and benefits, e.g. pilot's licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

Note: These are only federal penalties and sanctions. Additional state penalties and sanctions may apply.

Local Penalties and Sanctions for Illegal possession of a Controlled Substance and Alcohol:

In addition to the aforementioned federal and the following state sanctions, local ordinances generally provide for legal sanctions for unlawful possession of distribution of illicit drugs and alcohol.

State of California penalties and sanctions for illegal possession of a controlled substance

Blood Alcohol level of .08 for 21 years of age or older and a .01 for less than 21 years of age.

***Student Right to Know Act***

**Agency: Department of Education**

**Effective Date: July 1, 2000**

**Summary**

The Student Right to Know Act was finalized November 1, 1999. It requires that institutions receiving Title IV funding disclose certain information, including institutional graduation rates, athlete graduation rates, financial assistance awarded, and crime statistics.

Specific guidelines exist as to the method and timing for reporting/disclosure to potential students, current students, and employees. Institutions are required to provide enrolled students a list of the information to which the students are entitled upon request. The

HEA specifically requires that institutions provide the list annually to all enrolled students.

### **Compliance Requirements**

#### **The Academy of Radio & TV Broadcasting is required to:**

A. Make available to any enrolled or prospective student, on request through appropriate publications, mailings, or electronic media, information concerning:

- Financial assistance available to students enrolled in the institution.
- The institution.

• The institution's completion or graduation rate. In the case of a prospective student, the information must be made available prior to the student's enrolling or entering into any financial obligation with the institution.

B. By October 1st of each year, make available to enrolled students and current employees the annual security report through appropriate publications and mailings.

C. By October 15th of each year, report to enrolled students, prospective students, and the public on athletic program participation rates and financial support data. The Academy must submit the report to the Secretary within 15 days of release to students.

D. Submit the annual security report to the Secretary by October 1st of each year, and in the format specified by the Secretary.

### **Compliance Methods**

An institution annually must distribute to all enrolled students a notice of the availability of the information required to be disclosed. The notice must list and briefly describe the information and tell the student how to obtain the information.

An institution may satisfy any requirement to disclose information by posting to an internet web site. The following rules apply when reporting required information on the web:

A. Information disclosed to students by posting on an Internet web site must be preceded by the notice described above. The notice must also include:

- The exact electronic address at which the information is posted;
- A statement that the institution will provide a paper copy of the information upon request.

B. Annual Security Report

• Enrolled Students -- must receive notice of the availability of the security report, the exact electronic address, and a statement that the institution will provide a paper copy of the information upon request.

• Current Employees -- by October 1st of each year, current employees must receive a notice that includes a statement of the report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the institution will provide a paper copy of the report upon request.

• Prospective Students & Prospective Employees -- prospective students & employees must receive a notice that includes a statement of the security report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the institution will provide a paper copy of the report upon request.

C. By October 15th of each year, The Academy must make available to enrolled students,



prospective students, and the public, athletic program participation rates and financial support data. Enrolled students are to receive a notice of the reports availability, including the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the institution will provide a paper copy of the report upon request. It is not acceptable to post to an intranet site for use by prospective students.

### **Required Institutional Information**

Institutional information that the institution must make readily available upon request to enrolled and perspective students includes, but is not limited to:

- The cost of attending the institution including:
  - Tuition and fees charged to full-time and part-time students;
  - Estimates of costs for necessary books and supplies;
  - Estimates of typical charges for room and board;
  - Estimates of transportation costs;
  - Any additional cost of a program in which a student is enrolled or expresses a specific interest;
- Any refund policy with which the institution is required to comply for the return of unearned tuition and fees or other refundable portions of costs paid to the institution;
- Procedures for officially withdrawing from the institution;
- A summary of requirements for return of title IV grant or loan assistance;
- The academic program of the institution, including:
  - Current degree programs/training programs;
  - Physical facilities which relate to the academic program;
  - Faculty and other instructional personnel;
- Names of associations, agencies or governmental bodies that accredit, approve, or license the institution and its programs, and the procedures by which documents describing that activity may be reviewed.
- The institutions must make available for review to any enrolled or prospective student, upon request, a copy of the documents describing the institution's accreditation, approval or licensing.
- A description of any special facilities available to disabled students. .

## **Family Educational Rights and Privacy Act (FERPA)**

The following guidance provides eligible students with general information about the Family Educational Rights and Privacy Act (FERPA). This document is a compilation and update of various letters and guidance documents previously issued that respond to a variety of questions about FERPA. While this guidance reflects our best and most current interpretation of applicable FERPA requirements, it does not supersede the statute or regulations. We will attempt to update this document from time to time in response to questions and concerns.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that

receive funding under any program administered by the Department. Parochial and private schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA. Private postsecondary schools, however, generally do receive such funding and are subject to FERPA.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student.

## **Access to Education Records**

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

A school is not generally required by FERPA to provide an eligible student with access to academic calendars, course syllabi, or general notices such as announcements of specific events or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

## **Amendment of Education Records**

Under FERPA, an eligible student has the right to request that inaccurate or misleading information in his or her education records be amended. While a school is not required to amend education records in accordance with an eligible student's request, the school is required to consider the request. If the school decides not to amend a record in accordance with an eligible student's request, the school must inform the student of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the eligible student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords eligible students the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade or an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to an eligible student's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

## **Disclosure of Education Records**

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so. Following is general information regarding some of these exceptions.

One of the exceptions to the prior written consent requirement in FERPA allows "school officials," including teachers, within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information. Although the term "school official" is not defined in the statute or regulations, this Office generally interprets the

term to include parties such as: professors; instructors; administrators; health staff; counselors; attorneys; clerical staff; trustees; members of committees and disciplinary boards; and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions.

A school must inform eligible students of how it defines the terms "school official" and "legitimate educational interest" in its annual notification of FERPA rights. A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additional information about the annual notification of rights is found below in this guidance document.

Another exception permits a school to disclose personally identifiable information from an eligible student's education records, without consent, to another school in which the student seeks or intends to enroll. The sending school may make the disclosure if it has included in its annual notification of rights a statement that it forwards education records in such circumstances. Otherwise, the sending school must make a reasonable attempt to notify the student in advance of making the disclosure, unless the student has initiated the disclosure. The school must also provide an eligible student with a copy of the records that were released if requested by the student.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to: determine the eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid. With respect to this exception, the term "financial aid" means payment of funds provided to an individual (or payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at a school.

Another exception permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent year's income tax statement, the school may non-consensually disclose the eligible student's education records to both parents under this exception.

Postsecondary institutions may also disclose personally identifiable information from education records, without consent, to appropriate parties, including parents of an eligible student, in connection with a health or safety emergency. Under this provision, colleges and universities may notify parents when there is a health or safety emergency involving their son or daughter, even if the parents do not claim the student as a dependent.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a student at a postsecondary institution regarding the student's violation of any Federal, State, or local

law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance. The school may non-consensually disclose information under this exception if the school determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under 21 years of age at the time of the disclosure to the parent.

Another exception permits a school to non-consensually disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information could include information such as the student's name, address, e-mail address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, grade level or year (such as freshman or junior), and enrollment status (undergraduate or graduate; full-time or part-time).

A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the eligible student's right to restrict the disclosure of such information, and the period of time within which an eligible student has to notify the school that he or she does not want any or all of those types of information designated as directory information. Also, FERPA does not require a school to notify eligible students individually of the types of information it has designated as directory information. Rather, the school may provide this notice by any means likely to inform eligible students of the types of information it has designated as directory information.

There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;
- to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
- to comply with a judicial order or a lawfully issued subpoena;
- to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and

- to any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

As stated above, conditions specified in the FERPA regulations at 34 CFR § 99.31 have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

## **Annual Notification of Rights**

Under FERPA, a school must annually notify eligible students in attendance of their rights under FERPA. The annual notification must include information regarding an eligible student's right to inspect and review his or her education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. It must also inform eligible students of the school's definitions of the terms "school official" and "legitimate educational interest."

FERPA does not require a school to notify eligible students individually of their rights under FERPA. Rather, the school may provide the notice by any means likely to inform eligible students of their rights. Thus, the annual notification may be published by various means, including any of the following: in a schedule of classes; in a student handbook; in a calendar of school events; on the school's website (though this should not be the exclusive means of notification); in the student newspaper; and/or posted in a central location at the school or various locations throughout the school. Additionally, some schools include their directory information notice as part of the annual notice of rights under FERPA.

## **Law Enforcement Units and Law Enforcement Unit Records**

A "law enforcement unit" means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions

for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary proceeding against a student.

"Law enforcement unit records" (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not "education records" subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide an eligible student with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the eligible student's prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

## **Complaints of Alleged Failures to Comply with FERPA**

FERPA vests the rights it affords in the eligible student. The statute does not provide for these rights to be vested in a third party who has not suffered an alleged violation of their rights under FERPA. Thus, we require that a student have "standing," i.e., have suffered an alleged violation of his or her rights under FERPA, in order to file a complaint.

The Office may investigate those timely complaints that contain specific allegations of fact giving reasonable cause to believe that a school has violated FERPA. A timely complaint is defined as one that is submitted to the Office within 180 days of the date that the complainant knew or reasonably should have known of the alleged violation of FERPA. Complaints that do not meet FERPA's threshold requirement for timeliness are not investigated.

If we receive a timely complaint that contains a specific allegation of fact giving reasonable cause to believe that a school has violated FERPA, we may initiate an administrative investigation into the allegation in accordance with procedures outlined in the FERPA regulations. If a determination is made that a school violated FERPA, the school and the complainant are so advised, and the school is informed of the steps it must take to come into compliance with the law. The investigation is closed when voluntary compliance is achieved.

Please note that the eligible student should state his or her allegations as clearly and specifically as possible. To aid us in efficiently processing allegations, we ask that an eligible student only include supporting documentation that is relevant to the allegations provided. Otherwise, we may return the documentation and request clarification. This Office does not have the resources to review voluminous documents and materials to determine whether an allegation of a violation of FERPA is included. An eligible student may obtain a complaint form by calling (202) 260-3887. For administrative and privacy reasons, we do not discuss individual allegations and cases via email. Please mail

completed complaint forms to the Office (address below) for review and any appropriate action.

## **Complaint Regarding Access**

If an eligible student believes that a school has failed to comply with his or her request for access to education records, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; and the specific nature of the information requested.

## **Complaint Regarding Amendment**

If an eligible student believes that a school has failed to comply with his or her request for amendment of inaccurate information in education records or failed to offer the student an opportunity for a hearing on the matter, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; the specific nature of the inaccurate information for which amendment was requested; and evidence provided to the school to support the assertion that such information is inaccurate.

## **Complaint Regarding Disclosure**

If an eligible student believes that a school has improperly disclosed personally identifiable information from his or her education records to a third party, the student may complete a FERPA complaint form and should include the following specific information: the date or approximate date the alleged disclosure occurred or the date the student learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the disclosure was made; and the specific nature of the education records disclosed.

This guidance document is designed to provide eligible students with some general information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by eligible students. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at our Website as follows:

[www.ed.gov/policy/gen/guid/fpco/index.html](http://www.ed.gov/policy/gen/guid/fpco/index.html)

If, after reading this guidance document, you have questions regarding FERPA which are not addressed here, you may write to the Office at the following address:



Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

"Buckley Amendment"  
Family Right and  
Privacy Act of 1974  
(P.L. 93-380, Sect. 438)

The Academy is prohibited from releasing any information about a student to a third party without the written consent of the student. The student may give permission for the release of information, selectively or inclusively, by completing the section following the statement below. Regardless, student is to sign where indicated.

I, \_\_\_\_\_, do grant            do not grant

Student's Name

Permission to The Academy of Radio & TV Broadcasting, Huntington Beach,  
California to:  
release my school records and similar information.

If a release is granted:

The Academy may release information to ANY third party \_\_\_\_\_(initial)

OR

The Academy may release information only to those listed below \_\_\_\_\_(initial)

_____	_____
_____	_____
_____	_____

Student Signature

Date

School Official

Date

**Notification of Drug Free Workplace**

## **DRUG FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989**

The Drug-Free Schools and Communities Act and Amendments of 1989, Public Law 101-226, requires that as a condition of receiving Title IV Funds, The Academy of Radio Broadcasting, Inc. must have a program in place to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

As set forth in the statute, The Academy's program is as follows:

- 1.) Any student or employee can be dismissed for unlawful possession, use, or distribution of illicit drugs and alcohol on school property or at any school sponsored activities.
- 2.) Unlawful possession, use, or distribution of illicit drugs and alcohol can result in a misdemeanor or felony beginning at the local level of law enforcement. See the next sheets for specifics of the federal penalties.
- 3.) Any employees convicted of a felony drug charge must notify The Academy with (5) five business days of conviction.
- 4.) There are health risks associated with the use of illicit drugs and alcohol. Refer to the chart on the pages included for specific information.
- 5.) If any student or employee feels that they need to participate in a substance abuse program, The Academy can refer them to one.

The undersigned student or employee acknowledges and understands all the above standards. A copy of this signed statement will be placed in the student's or employee's permanent file.

Signed \_\_\_\_\_

Date \_\_\_\_\_

### **Verification Policy**

The U.S. Department of Education selects students for verification of the information provided on the student's Free Application for Federal Student Aid (FAFSA).

Students selected for verification must promptly complete and return the completed form with the required documentation. Incomplete Verification Forms will be returned to the student for completion. Unless otherwise instructed, the verification form should be returned to the financial aid office. Financial aid eligibility cannot be determined until the verification process has been completed. Verification documents may include tax returns, W-2 statements, verification worksheets, or other documentation needed to complete verification. The student must return verification documents no later than 60 days. Those submitting verification documents after the deadline may lose eligibility for financial aid.

Once the verification documentation has been received, it will be compared to data elements on the student's FAFSA. If the information on the FAFSA matches the documentation provided, then no changes to the FAFSA are required, and The Academy will award financial aid based on the original FAFSA results.

If the verification process results in corrections to any data elements on the FAFSA, the financial aid office will submit those changes electronically. The student will be notified of the reprocessed FAFSA results. In this situation, The Academy will award financial aid based on the reprocessed FAFSA results.

Verifications completed after federal student aid has already been awarded or disbursed may result in adjustments to the already awarded or disbursed aid. Additional aid may be provided if the revised Expected Family Contribution (EFC) is less than the original EFC. If the revised EFC is greater than the original EFC, the student may have a reduction in federal student aid. Students will be apprised of the change in aid. Fraud verification cases may be referred to the United States Department of Education for collection purposes and to document ineligibility for future student financial aid.

### **Vaccination Policy**

It is the policy of The Academy to encourage students or those considering becoming students to have current vaccinations, especially if you have been traveling out of the country, or are relocating from another state.

### **Bureau for Private Postsecondary Education Annual Report**

1. Report for Year 2014
2. Institution Name: The Academy of Radio & TV Broadcasting
3. Institution Code: 3005451
4. Street Address: 16052 Beach Blvd, Suite 263, Huntington Beach, Ca 92647
5. Number of Branch Locations: None
6. Number of Satellite Locations: None

7. Is this institution current with all assessments to the Student Tuition Recovery Fund?  
Yes  No

8. Is your institution accredited by an accrediting agency/agencies recognized by the United States Department of Education?  
Yes. The Accrediting Commission for Continuing Education and Training

9. If your institution has specialized accreditation from a recognized United States Department of Education approved specialized/programmatic accreditor, List the Accreditation: N/A

10. Has any accreditation agency taken any final disciplinary action against this Institution?  
Yes  No

11. Does your institution participate in federal financial aid programs under Title IV of the Federal Higher Education Act?  
Yes  No

12. Does your institution participate in veteran's financial aid education programs?  
Yes  No

13. Does your institution participate in the Cal Grant program?  
Yes  No

14. Is your institution on the California's Eligible Training Provider List (ETPL)  
Yes  No

15. Is your institution receiving funds from the Work Investment Act (WIA) Program?  
Yes  No

16. Does your Institution participate in, or offer any additional financial aid program?  
Yes  No

17. What is the total amount of public funding received by your institution in 2014?  
\$           \$651,000          

18. If your institution reports a Cohort Default Rate to the U.S. Department of Education, enter the most recent three-year cohort default rate reported to the U.S. Department of Education for this institution: 20.5%

19. The percentage of the students who attended this institution in 2014 who received federal student loans to help pay their cost of education at the school was:   90  %.

20. Number of Doctorate Degrees Offered: N/A

21. Number of Students enrolled in Doctorate level programs at this institution: N/A

22. Number of Master Degrees Offered: N/A

23. Number of Students enrolled in Master level programs at this institution: N/A

24. Number of Bachelor Degrees Offered: N/A

25. Number of Students enrolled in Bachelor programs at this institution: N/A

26. Number of Associate Degrees Offered: N/A

27. Number of Students enrolled in associate programs at this institution: N/A

28. Number of Diploma or Certificate Programs Offered?   3  

29. Number of Students enrolled in diploma or certificate programs at this institution?  
 114



**Hands-On Training  
for Over 30 Years!**

**The Academy of Radio & TV  
Broadcasting**

16052 Beach Blvd, Suite 263  
Huntington Beach, CA 92647  
Office: (714) 842-0100  
Fax: (714) 842-1858

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



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## School Catalog

### Welcome

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The Academy of Radio & TV Broadcasting is your pathway into an exciting, glamorous and rewarding career in the entertainment industry. The Academy offers you hands-on training, using fully equipped studios, state of the art digital technology, and a staff of working industry professionals intent on your success.

The Academy has been training those with a desire to work in the broadcasting and entertainment industry since 1983. The Academy’s philosophy is that competent education provided in a real-life atmosphere and presented by professionals in their field prepares Graduates for a large number of beginning career positions in the industry.

To validate our training and institution, The Academy sought independent review of its operation and organization in 1986. Having a proven track record of training and high placement, the Academy requested the Accrediting Council for Continuing Education and Training (ACCET), a nationally recognized accrediting body, to thoroughly examine the institution. An intensive on site evaluation took place, and ACCET found that The Academy met its stringent standards in all aspects of the operation, including the educational program, training methodology, placement program, management, school operations and ethics. The Academy continually strives to exceed the standards of accreditation, and receives on-going feedback from students, employers and others in the industry to keep our training current with the entertainment industry and current technological trends.

### Mission Statement

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The mission of The Academy of Radio & T.V. Broadcasting is to provide those with a sincere desire for careers in Radio and Television/Video Production with their best opportunity for entry-level positions in the Industry. The Academy accomplishes our mission by screening applicants for talent and desire, and providing complete, comprehensive training in a hands-on environment, coaching by working professionals, and mentoring on an individual basis.

### Our Facilities

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To fulfill the career and training objectives of its students, the Academy’s facility consists of almost 7000, climate controlled, square feet with 18 fully equipped broadcast studios, television set and editing facilities, special facilities for on camera training, two large lecture rooms, news gathering and editing area, Personal Instruction rooms, a student lounge, and administrative areas.



The complex offers ample parking, easy access to public transportation, and complies with handicap requirements.

All information in the content of this school catalog is current, correct and is so certified as true in content and policy by T. Gillenwater, President.

## **Approvals**

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The Academy of Radio & TV Broadcasting, 16052 Beach Blvd., Suite 263, Huntington Beach, CA 92647, was granted institutional approval from the Bureau for Private Postsecondary and Vocational Education ([www.bppe.ca.gov](http://www.bppe.ca.gov)) pursuant to California Education Code Section 94915. The Council's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. The Academy of Radio & TV Broadcasting is a private institute.

Approved are the courses:

*RADIO BROADCASTING*  
(36 Quarter Credits)

*TELEVISION/VIDEO PRODUCTION AND BROADCASTING*  
(36 Quarter Credits)

Instruction is in residence with facility occupancy level accommodating 190 students at any one time.

California statute requires that a student who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. The Academy of Radio Broadcasting awards Diplomas to its Graduates.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. These programs include the PELL Grants, Stafford Loans, and PLUS Loans. Please see The Academy's Financial Aid Director for details, applications, and any assistance you may need.

### **Ownership and Control**

The Academy of Radio & TV Broadcasting is under the ownership and control of The Academy of Radio Broadcasting, Inc., a California Corporation. Shareholders are Thomas Gillenwater (50%) and Linda Thurrell (50%).

### **Licensed By**

The Academy of Radio Broadcasting, 16052 Beach Blvd., Suite 263, Huntington Beach, CA 92647 has been approved to operate by The Bureau for Private Postsecondary and Vocational Education ([www.bppe.ca.gov](http://www.bppe.ca.gov)) under the California Education Code Section 94915. Approval to

operate means that The Academy is in compliance with the minimum state standards and does not imply any endorsement or recommendation by the state or by The Bureau.

The educational program offered by The Academy is validated by the Accrediting Commission of the Accrediting Council for Continuing Education and Training (ACCET), a national accrediting agency listed with the U.S. Department of Education.

## **Admission to The Academy**

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Applications for admission to The Academy may be submitted any time by those at least 18 years of age and who have graduated high school or have received their GED or equivalent.

Each eligible person asking about The Academy will be invited to a no cost, no obligation personal interview. During the interview, the visitor gets a complete tour of the facilities and learns important facts about the industry, The Academy, the staff, and careers available. There is time for discussion and a question and answer period. Applicants will be given a voice/talent evaluation to see if they have the potential for a career in broadcasting. Entrance into The Academy is based, in part, on the results of that evaluation. The Academy will make reasonable accommodations for those who have mental or physical disabilities.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. If English is not the applicant's "first" language, the applicant may need to meet the minimum English Language Proficiency standard through submission of an official minimum score on the written Test of English for International Communication TOEIC or its TOEFL Internet-based test (I-BT) equivalent. The minimum score for acceptance to study broadcasting in English is 130 or higher on TOEIC test, for TOEFL, the minimum score for acceptance to study broadcasting in English 480 (Standard), 173 (Computerized), or 61(Internet). All programs are taught in English, and the institute does not offer ESL or other language courses.

## **Notice of Nondiscrimination**

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The Academy does not discriminate in admission, access, treatment, or employment based on race, sex, ethnic origin, disability, or religion in its programs, activities, student or staff matters. The Academy is obligated to provide program accessibility for disabled persons and has designated a contact person to handle any problems: Thomas Gillenwater, President, 16052 Beach Blvd., Suite 263, Huntington Beach, CA 92647, (714) 842-0100. Unresolved complaints may be directed to the Office for Civil Rights at Old Federal Building, 50 United Nations Plaza, Room 209, San Francisco, CA 94102 or call (415) 556-7000.

## **Credit for Previous Training or Experience**

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Individuals who have received previous training in Radio Broadcasting or TV/Video Production may request credit for a portion of their training. The Academy may accept transfer credits if the following criteria are met: This request must be made in writing, upon enrollment. Students must have maintained a minimum 3.0 GPA, credits must reflect closely the program content for which the student is requesting credit, and the submission of certified transcripts of credits earned and hours completed. Documentation will be reviewed for the granting of credit. The Academy will accept no more than 10% of the course credits requested. However, only time credit will be granted at the sole discretion of The Academy. There is no granting of financial credit. Students

should be aware that accepting transfer credits from another institution will negatively affect the students' eligibility for full funding if applying for Federal Financial Aid. Transfer of credit denials may be appealed to the School Director. Students wanting to transfer credits to another institution will be given an official transcript, course outline and syllabi, however, students should check with the institute to see if Academy credits are transferable. The Academy does not award credit for prior experiential learning. There is no appeal process for this.

#### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at The Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Radio Broadcasting or TV/Video Production is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending The Academy to determine if your credits or certificate will transfer.



## **Radio Broadcasting**

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The Radio Broadcasting Program is a comprehensive training program that consists of 36 Quarter Credits (900 hours) of studio time and instruction over a 30-week period. The education combines hands-on, live broadcasting from fully equipped studios with practical and theoretical information, production, Vocal Coaching, Personal Instruction, and Career Guidance. The Courses provide complete skills training allowing graduates access to entry-level career positions in the broadcast industry as Air Personalities, Newscasters, Sportscasters, Commercial Producers, and as well as other stimulating opportunities, including self-employment on their own Internet radio station, and voice over and commercial production via the Internet.

The Academy will coordinate with students, as space and practicality permit, the best times for them to attend. This open structure allows Students to attend to their personal responsibilities while pursuing their career goals.

The Instructor to Student ratio for studio work is 1 to 1, as needed, and, for Personal Instruction, 1 to 3. Lectures are presented to groups and the number of students scheduled for a particular period determines the ratio. Vocal Coaching sessions consist of one Instructor and about 15 students.

The Program is structured in terms of Quarter Credits for easy interpretation by other institutes. The conversion ratio: every 20 hours of scheduled training is 1 Quarter Credit for Academic and Financial Aid purposes.

## Course Description-Radio Broadcasting

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### Course Overview

Students are expected to attend scheduled studio time, Vocal Coaching, Lecture, and Personal Instruction sessions every week for 26 weeks. Weeks 27-30 will have a slightly different schedule. The earning of Quarter Credits will be evaluated and awarded in weekly PI sessions, concurrent with completed assignments.

Depending on when you begin the cycle, the order of the lectures may change.

**Orientation** (1<sup>st</sup> week) The student is made aware of the nature and scope of the broadcast industry, The Academy, and their roles in each. Shift schedules are prepared and the Student is given a practical demonstration in the use of the mixing board and related equipment.

**In Studio** (1—30 weeks) Students prepare and execute 180 hours/shifts of each Air Shows, Newscasting, and Production. Preparation varies by duty and assignment and consists of writing commercials or parodies, selecting and organizing music to be aired, gathering and writing news stories, developing unique "air personalities," and other measures relative to the objectives.

**Vocal Coaching** (26 weeks) Students learn the techniques of proper speech, enunciation, diction, and articulation. Standard American English is taught and practiced.

**Personal Instruction** (26 weeks) Each week, students have their work and skills development critiqued by long-term, industry professionals. Focus is placed on the development of a marketable personality, creativity, and quality performance.

### Outside Research and Assignments (30 weeks) 180 total outside hours

**Copywriting** (1 week) Students learn basic, efficient, and imaginative composition to write commercials for radio use.

**FCC Rules and Regulations** (1 week) Students receive an overview of federal laws and basic engineering surrounding the operation of radio stations.

**Traffic and Continuity** (1 week) Students learn how to schedule and place commercials, PSAs, and other spots while setting up a program log.

**News** (3 weeks) The skills to gather, assemble, organize, and report the news ethically and credibly are taught.

**Music Directing** (1 week) The concepts of music programming, formats, research, and establishing a music library are learned.

**Sportscasting** (1 week) Students learn to gather, organize, and deliver sports reports.

**Station Management** (1 week) Assembling a professional staff, budget considerations, and advertising are the main issues explored by students.

**Station Promotion** (1 week) Emphasis is placed on public relations, publicity, and advertising the station through various means.

**Ratings and Research** (1 week) This covers ratings and how they are measured, and their impact on programming. Students also learn what kinds of research radio stations conduct to evaluate and fine-tune programming.

**Your Own Business** (1 week) The basics of setting up a home-based business in the field of broadcasting (producing, voice overs, operating your own Internet radio station) is covered.

**Broadcast Syndication** (1 week) Students study the nature and structure of program outlets, station relationships, and resources.

**Broadcast Sales** (1 week) The unique nature and approach to selling commercial time is explored.

**Production** (2 weeks) Fundamentals to creative arts of dubbing, use and maintenance of equipment, editing, and developing commercials for radio are taught.

**Commercial Interpretation** (1 week) Students learn to express feelings and communicate ideas through verbal dramatizations.

**Personality Radio** (1 week) The development of an individual identity through the use of humor and other means with a focus on legal boundaries is taught.

**Programming** (3 weeks) The need to establish a station's identity in the competitive radio market with a focus on ratings is explored. Students learn to establish a format, direct its implementation, and determine workable alternatives.

**Voice Overs** (1 week) Students explore this as a business option through interpretive readings, expression of attitudes, and employment acquisition methods.

**Introduction to TV** (1 week) This section teaches students the similarities and differences between the radio and television industries and radio as an entrance into TV.

**Interviewing Techniques** (1 week) The skills needed to be effective in talk radio and radio journalism are taught to students.

**Your First Job** (1 week) The focus is on making an "Audition Demo" used to secure employment positions. Students develop a resume suitable to the broadcast industry. They learn how and where to apply for positions, the types of positions available, and the interviewing skills needed to capture employment opportunities.

**Final Examination** (1 week) This is an objectively scored, written examination testing what the student has learned throughout the Program.

**Career Guidance** (4 weeks) Students prepare audition demos for their job search. Resumes and cover letters are prepared. Job leads and station specifics are provided. Staff reviews students' progress individually and in group sessions.

## **Program Outline-Radio Broadcasting**

<u>Module</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>Total Clock Hours</u>	<u>Quarter Credits</u>	<u>Outside Work</u>	<u>Total Hours</u>
Music Directing	6	18	24	1.2	6	30
Copywriting	6	18	24	1.2	6	30
Commercial Interpretation	6	18	24	1.2	6	30
FCC Rules & Regulations	6	18	24	1.2	6	30
Competitive Programming	6	18	24	1.2	6	30
Interviewing & Talk Radio	6	18	24	1.2	6	30
Production and Sound	6	18	24	1.2	6	30

Traffic & Continuity	6	18	24	1.2	6	30
Voice Overs	6	18	24	1.2	6	30
News Reporting	6	18	24	1.2	6	30
Program Directing	6	18	24	1.2	6	30
Station Management	6	18	24	1.2	6	30
Personality Radio	6	18	24	1.2	6	30
Sportscasting	6	18	24	1.2	6	30
Introduction to TV	6	18	24	1.2	6	30
Station Promotions	6	18	24	1.2	6	30
Multitrack/Digital Production	6	18	24	1.2	6	30
Broadcast Syndication	6	18	24	1.2	6	30
News Development	6	18	24	1.2	6	30
Broadcast Sales	6	18	24	1.2	6	30
Alternative Programming	6	18	24	1.2	6	30
Your Own Business	6	18	24	1.2	6	30
Ratings & Research	6	18	24	1.2	6	30
News Journalism	6	18	24	1.2	6	30
First Job	6	18	24	1.2	6	30
Final Exam	6	18	24	1.2	6	30
Final Project/Career Work (4 weeks)	24	72	96	4.8	24	120
	<b>180</b>	<b>540</b>	<b>720</b>	<b>36</b>	<b>180</b>	<b>900</b>
<b>Totals:</b>	<b>Lecture</b>	<b>Lab</b>	<b>Total Clock</b>	<b>Quarter</b>	<b>Outside</b>	<b>Total</b>
	<b>hours</b>	<b>hours</b>	<b>Hours</b>	<b>Credits</b>	<b>Work</b>	<b>Hours</b>

## Grading System-Radio Broadcasting

The Academy uses a 1 to 4 point system to grade the results of student's completed assignment. Grades are based upon broadcast industry standards compared to the Student's work. Points accrue toward a final grade and Graduation Requirements by adding together the points received for each completed assignment.

- 4-above or exceeds broadcast standards: airable, exceeded objectives
- 3-meets broadcast standards: airable, met basic objectives
- 2-does not meet broadcast standards: defective and not airable as is, below basic objectives
- 1-unacceptable: wholly unairable, substantially short of objectives

There are 15 assignments and the Vocal Coaching Final worth up to 4 points each for a maximum of 64 points (16 x 4 = 64). There are 26 Outside Research assignments that are worth 1 point each for a maximum of 26 points. There is one assignment (Programming #2) that contains four, five-point elements and is worth a maximum of 20 points. The written, final examination is scored objectively, and is worth a total of 100 points.

Outside Research, Studio Prep and Assignments are due on a weekly basis. The work is evaluated by the Personal Instructors and Career Counselor and points are awarded upon the completion of the work.

The points acquired from the above will be weighted with the Student's Audition Demo to determine a Final Grade. Each Student must prepare an Audition Demo before being graduated. The Demo is worth a maximum of 100 points and is scored relative to the Student's demonstrated abilities, following the given format, and its potential for promoting the Student's employment objectives.

The Final Grade is determined by a percentage of points achieved, with the maximum being 310 (100%), converted to a letter grade. The scale is: 90-100%=A; 80-89.9%=B; 70-79.9%=C; 60-69.9%=D; below 60% is a failure.

## **Graduation Requirements-Radio Broadcasting** \_\_\_\_\_

The Requirements for Graduation are:

- 1) Having submitted an acceptable Audition Demo,
- 2) Having attended at least 80% of the scheduled hours,
- 3) Having attained at least a C Final Grade, and
- 4) Having met or complied with all financial obligations relating to The Academy including any student loan obligations.

Students successful in meeting these Requirements will receive a Diploma.



## **Television/Video Production & Broadcasting** \_\_\_\_\_

The Television/Video Production and Broadcasting Course is a comprehensive training program combining hands-on, actual television and video production and broadcasting from fully equipped studios with practical and theoretical information and personal instruction. The Course provides complete skills training and allows Graduates access to entry-level career positions (requiring knowledge of the industry and various facets of the business) in the television and video industry as camera operators, editing technicians, lighting operators, on-camera personalities, and many others, including hosting your own Television Station on the Internet, and producing and distributing video content.

The Course consists of 36 Quarter Credits and 900 Hours of instruction and studio time (lab) over a 30-week period. Student schedules are set during normal business and teaching hours and students spend 24 hours per week on campus and 6 hours a week on Outside Work. The Course is structured in terms of Quarter Credits for easy interpretation by other institutes. The conversion ratio: every 20 hours of scheduled training is 1 Quarter Credit for Academic and Financial Aid purposes. The earning of Quarter Credits will be evaluated and awarded based on weekly classroom sessions concurrent with completed assignments.

The Instructor to Student ratio for studio (lab) work has an average of 1 to 12. Lectures are presented to groups and the number of Students scheduled for a particular period determines the ratio.

## **Course Description-Television/Video Production & Broadcasting** \_\_\_\_\_

**Orientation** (1<sup>st</sup> week) Students receive an introduction to basic TV and Video equipment.

**Camera Operation** (4 weeks) Students will be taught the operation of increasingly complex camera equipment along with the technical aspect of their operation. In addition, they will learn

the manipulation and design of various camera support systems, such as dollies, tripods and body-mounted devices.

**Audio Operation** (2 weeks) Students will be instructed in basic sound technology along with hands-on training in both basic and sophisticated audio board techniques. Technological microphone differences and sound structuring in both field and studio situations will also be taught.

**Lighting Operation** (2 weeks) Students will receive in-depth, hands-on instruction in lighting techniques for film and video in both indoor and outdoor situations as well as for still and moving subjects.

**Talent, Announcing & Dramatic** (2 weeks) Students will be instructed in techniques for effective communication on television in both stand-up and dramatic (commercial) situations. Also taught are an awareness of visual and vocal presentation and the use of Teleprompters versus script memorization.

**Commercial Copywriting** (1 week) Writing basics, viewer motivation techniques, basic buyer appeals, appealing to the five senses, source information, legal information, A.I.D.A. formula, writing types, organizing information and getting ideas will be taught.

**Graphics** (2 weeks) Students will learn to use character generators to reinforce the visual messages on the screen. The Student will also be taught picture composition to provide the proper balance of graphic to non-graphic material and color coordination of graphic material for an aesthetic visual image.

**News Journalism** (1 week) This covers writing for broadcast news. Style, technique, sources, proper attribution, tips from the pros, rewriting, the reporter and the law (libel, trespass, invasion of privacy and apparent authority), using hidden cameras and microphones and protecting your sources are covered. Students will receive extensive training in on-camera news operations, including anchor, sports, weather and field reporter situations.

**Control Room Operation & Switching** (2 weeks) This is an in-depth analysis of control room operations and personnel. Included are switching techniques, director terminology and reading of monitors.

**Producing, Directing, Business & Sales** (3 weeks) Duties and responsibilities of a producer and director in broadcast and Internet production arenas are presented. Areas covered include: budgeting, production planning, equipment scheduling, personnel, staff organization of stations and basic sales.

**Editing** (4 weeks) Covering the basics of editing and equipment operation, emphasis is placed on editing 30 and 60 second commercials, news, and industrial footage. This includes transition methods, types of edit systems, control track and time code editing, plus an understanding of linear and non-linear editing. There is a review of methods on enhancing your production by proper use of footage to advance the action, pacing, matching action through parallel cutting, flash edits, wipes, dissolves and proper placement of graphics.

**Set Design** (1 week) This is an in-depth look at the aesthetics of television. How to construct a set and how shots should be composed in a number of realistic situations for news, commercials and institutional videos are covered.

**Script Formats** (1 week) The preparation of scripts for industrial video situations is explored. This includes gathering of information, planning techniques, layout, storyboards, characterization, drama, suspense, visual considerations and doing treatments for presentation.



**Final Project** (4 weeks) Students prepare several projects for their demo, including a commercial, a news magazine story (3-5 mins), and a 2 min video that tells a story using video and music.

**Personal Instruction** (1—30 weeks) Each week, Students have their work and skills development critiqued by long-term, industry professionals. Focus is placed on the development of a marketable personality, creativity, and quality performance.

**Studio Time** (1—30 weeks) Students practice and improve their skills through the use of real equipment in actual broadcast and video studios. Staff reviews students' progress individually and in group sessions.

**Outside Research and Assignments** (30 weeks) Students are required to complete weekly assignments which include critiquing TV shows for editing, lighting, sound, and camera technique. Assignments will differ from week to week. Students also complete workbook assignments correlating to the weekly module and textbook chapter. These assignments will be reviewed at the end of the week

**Career Guidance** (4 weeks) **Resumes and cover letters are prepared. Students are taught how to develop contacts, how to interview, and how to freelance using the Internet.**

## **Program Outline-Television/Video Production & Broadcasting**

<u>Module</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>Total Clock Hours</u>	<u>Quarter Credits</u>	<u>Outside Work</u>	<u>Total Hours</u>
Orientation	6	18	24	1.2	6	30
Understanding Editing	6	18	24	1.2	6	30
Dramatic Editing	6	18	24	1.2	6	30
Set Design	6	18	24	1.2	6	30
Script Formats	6	18	24	1.2	6	30
Video Effects	6	18	24	1.2	6	30
Graphics	6	18	24	1.2	6	30
News Journalism	6	18	24	1.2	6	30
Hands on Camera	6	18	24	1.2	6	30
Camera Operation & Frame	6	18	24	1.2	6	30
Producer Training	6	18	24	1.2	6	30
Directing & Communicating	6	18	24	1.2	6	30
Studio Talent	6	18	24	1.2	6	30
Field Production	6	18	24	1.2	6	30
Video Recording	6	18	24	1.2	6	30
Compelling Video	6	18	24	1.2	6	30
Studio Switching & Live Editing	6	18	24	1.2	6	30
Studio Audio	6	18	24	1.2	6	30
Field Audio	6	18	24	1.2	6	30
Understanding the Camera	6	18	24	1.2	6	30
Understanding the Lens	6	18	24	1.2	6	30
Lighting Equipment	6	18	24	1.2	6	30
Lighting Techniques	6	18	24	1.2	6	30
News Reporting	6	18	24	1.2	6	30
Production Team	6	18	24	1.2	6	30
Commercial Copywriting	6	18	24	1.2	6	30

Final Projects/Career Work (4 weeks)	24	72	96	4.8	24	120
<b>Totals:</b>	<b>180</b>	<b>540</b>	<b>720</b>	<b>36</b>	<b>180</b>	<b>900</b>
	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Clock Hours</b>	<b>Quarter Credits</b>	<b>Outside Work</b>	<b>Total Hours</b>

## **Grading System- Television/Video Production & Broadcasting**

Assignments and Studio Prep are due on a weekly basis. The work is evaluated by the Instructors and Career Counselor and points are awarded upon the completion of the work.

There are 26 tests worth up to 5 points each for a maximum of 130 points (26 x 5=130). There are 26 Assignments that are worth 1 point each for a maximum of 26 points. The written Final Examination is scored objectively and is worth a total of 100 points. These points will be weighted equally with the Student's combined total of the three final projects to determine a final grade.

Each Student must complete all three final projects before graduating. The maximum combined point total of the Final Projects is 120. A 5-point system is used to grade the projects, based upon industry standards compared to the Student's work.

- 5-excellent work: exceeds broadcast standards
- 4-above broadcast standards: airable, exceeded objectives
- 3-meets broadcast standards: airable, met basic objectives
- 2-does not meet broadcast standards: defective and not airable as is, below basic objectives
- 1-unacceptable: wholly unairable, substantially short of objectives

The Final Grade is determined by a percentage of points achieved, with the maximum being 376 (100%), converted to a letter grade. The scale is: 90-100%=A; 80-89.9%=B; 70-79.9%=C; 60-69.9%=D; below 60% is a failure.

## **Graduation Requirements-Television/Video Production & Broadcasting**

The Requirements for Graduation are:

- 1) Having submitted an acceptable Demo Reel,
- 2) Having attended at least 80% of the scheduled hours,
- 3) Having attained at least a C Final Grade, and
- 4) Having met or complied with all financial obligations relating to The Academy including any student loan obligations.

Students successful in meeting these Requirements will receive a Diploma.

## **Academy Attendance Policies**

You can't learn, produce, or further your career by not coming to school. Your future employer will not tolerate anything less than a prompt, dependable person and neither would you.

Students are to attend all sessions as scheduled. Students are to be on time and prepared for any Studio Shift, Personal Instruction period, or other activity. There is no provision for tardiness and those who arrive late or leave early for any scheduled activity will not receive time credit for that activity. Students who are unable to attend a scheduled session are to notify The Academy at least one hour in advance.

Formal Warnings may be issued to Students whose attendance falls below 80% of their scheduled time in any subject or area during any week or period. Any student who is absent for two consecutive weeks (14 calendar days) may have their enrollment terminated automatically.

Formal Warnings will be issued to Students receiving G.I. Bill benefits whose Attendance falls below 70% of their scheduled time in any subject or area during any week or period. If the attendance is not at or above 70% within 30 days of the Formal Warning, the student will be terminated immediately.

## **Make Up Work**

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It is the Student's responsibility to follow their schedule, attend all Lectures, Vocal Coaching sessions, Personal Instruction sessions, Studio shifts, and complete all assignments. Studio time, Personal Instruction and work not completed as scheduled, due to absence or other causes, may be made up at the discretion of the Director or Instructor. Vocal Coaching and Lecture, if missed during a particular week, cannot be made up. A Student wishing to make up missed assignments, shifts or tests should contact the Chief Instructor or Administrator. Assignments, tests and projects that are late may have points deducted or a zero may be given. The Academy does not have a physical library per se, however trade magazines and resource publications are available in the lobby. Links to internet resources are available from the lead instructor.

## **Career Development**

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Career Development is available to all Graduates for as long as they may desire. It is, however, the responsibility of the Graduate to seek assistance and actively participate in the process. Students may be considered waived or ineligible and miss employment opportunities if they do not comply with the ongoing guidance provided, default on their financial obligations to The Academy or on their student loans, or have completed the course but not met graduation requirements for either lack of attendance or assignments.

The Academy will assist students in the development of a resume, cover letter and demo, will teach effective interviewing techniques and show students where to find job leads. The Academy does not guarantee the employment of its Graduates. No reputable school can. However, each member of The Academy's staff has a sincere desire to see that each Graduate fulfills his or her career objectives and will help as much as possible.

## **Course and Schedule Changes**

The Academy reserves the right to modify or change Course content or sequence, to modify staff assignments, and change equipment to remain current with industry trends and effective teaching. Exercising these rights will not cause cost increases to students or diminish the competency or content of the Program.

## **Schedule and Holidays**

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The Radio Broadcasting Program is 900 hours in length constituting 36 Quarter Credits and is taught over 30 weeks. The Television/Video is 900 hours, 36 Quarter Credits and 30 weeks in duration. Because of the nature and structure of the Programs, students may begin their career training without regard to traditional terms or semesters. For specific start dates, the Admissions Office should be contacted. To find a typical Projected Graduation Date, just add 30 weeks to the Start Date. For example:

Start: 01/26/15 or 03/18/15 Graduate: 08/24/15 or 10/14/15

The Academy is open for instruction and student activities from 8AM to 10PM, Monday through Friday, and on Saturday and Sunday as needed. A Student's schedule will be set during normal operating hours. Students devote 24 hours per week to course related activities. The Academy closes for national holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

## **Satisfactory Progress Standard**

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Students must maintain meaningful progress toward Graduation Requirements. To monitor this and advise Students of their advancement, The Academy issues Progress Reports approximately every five weeks.

Federal regulations require that all schools participating in Title IV federal student aid programs establish academic standards that measure a student's progress towards an educational goal. The Academy of Radio & TV Broadcasting has established requirements that students must meet in order to remain eligible to receive federal and state financial aid. Satisfactory Academic Progress (SAP) is reviewed at the end of each payment period and determined to be satisfactory or unsatisfactory according to this policy.

**Each student's SAP will be monitored and measured by:**

- The maximum time frame in which the educational program must be completed.
- An evaluation of grades (Cumulative G.P.A.) and percentage of quarter credits completed.

The purpose of financial aid is to help each student with the financial resources needed to successfully achieve their academic goal. As a financial aid recipient, it is the student's responsibility to understand and meet the terms and conditions of the SAP Policy. Students receiving funds must be enrolled in an eligible program of study to be considered a regular student.

**Grade Point Average Requirement:** Students are required to maintain a cumulative 60% GPA at the mid point of their program, after their first payment period.

**Successful Completion:** To be considered to be making satisfactory academic progress and therefore remain eligible for financial aid, students must show a cumulative successful completion rate of 60% GPA and completion of 18 quarter credits when their SAP is reviewed. Be sure to note that all credits attempted, regardless of the grade or score given for the course, will be counted toward the maximum time frame limit.

## **Financial Aid Warning**

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Upon review, if a student's cumulative GPA is less than 60% and/or the percentage of quarter credit completion is less than 18, the student will be placed on Financial Aid Warning status. Students are eligible to receive financial aid for one payment period. Once a student has raised their cumulative GPA back to 60% or higher and successfully completed at least 70% of all hours, they will be removed from Financial Aid Warning.

## **Academic Warning**

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Non Title IV students not meeting Satisfactory Progress Standards at the midpoint of the normal duration of the Course (15 weeks) will be placed on Academic warning for the next pay period or until Satisfactory Progress is achieved during that time.

A student on Academic Warning status is considered to be making satisfactory academic progress. Warning status lasts for one payment period. There is no appeal process for being placed in an Academic Warning status.

Students receiving G.I. Bill benefits on Academic Warning will be terminated immediately.

## **Maximum Time Frame**

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Students enrolled in an eligible Certificate program will be allowed to attempt up to 150% of the published number of quarter credits required to earn the certificate. If the student has reached their academic goal, they are considered to be finished. However all attempted units that count toward the maximum time frame and the student may not attempt more than 36 quarter credits for all coursework. Students who reach the maximum time frame for their program will no longer receive financial aid.

## **Leave of Absence**

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A Student may request a Leave of Absence for documented, exceptional medical or personal (death in family, etc.) situations. The time may not exceed 105 days and be no less than two weeks. Multiple leaves may be permitted provided the total leave does not exceed this limit. If a student does not request a leave of absence within a timeframe consistent with the institution's consecutive absence policy, he or she must be withdrawn.

The written request for a Leave of Absence must be submitted to the Chief Instructor or Administrator in advance of the leave, unless unforeseen circumstances prevent the student from doing so. The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.

The Chief Instructor or Administrator will promptly notify the Student whether the request has been granted or denied. A denied request may be appealed to the Administrator of The Academy. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit.

Because of the linear nature of the Television /Video Production, Leaves of Absence cannot be granted

## **Housing Information**

The Academy does not provide housing, and does not have a dormitory. Home-stay and apartments are available in the area around the campus; costs vary from \$800 for a home stay to \$1000-\$1400 per month for an apartment. The Academy has no responsibility to find or assist a student in finding housing.

## **Student Records**

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The Family Educational Rights and Privacy Act lets all students review their academic records, including grades, attendance, and counseling. Students' records are confidential and only the agencies or individuals authorized by law are allowed access without written permission. Students may review their records by written request to the Director who will schedule a time for that purpose.

The Academy keeps student files for five years from students' last dates of attendance. Beyond that, they may be purged and become unavailable. Academic transcripts are kept indefinitely.

## **Rules of Conduct**

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Students should act in an adult, safe, and courteous manner. Those disrespectful of the rights of others or their property are subject to Probation and/or Termination of Enrollment.

Unacceptable acts and conduct include the use or being under the influence of any intoxicant while on school grounds, the possession of any illegal substance while on school property, possession of a weapon while on school property, theft, vandalism, lewdness, acts endangering the health and safety of others, abusive or disrespectful behavior, foul language, and any other act contrary to the intent of this policy. Students will be held accountable for their actions. Grounds and property include the sites of school functions.

Damage to equipment or facilities, beyond normal wear and use, will be charged to the Student causing the damage and must be paid prior to graduating.

## **Copyright**

### **Infringement**

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Commercial software programs are licensed to and property of ARB. Software applications, in-house software and programs, software systems designs, and programs/applications written specifically for the Academy by employees and others, are the property of the Academy. It is a violation of company policy to distribute or allow unauthorized use of such programs. Violation of this policy may result in student's facing civil or criminal liability and penalties for unauthorized use and distribution of materials.

## **Drugs and Alcohol**

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The Academy is deeply concerned about the health and safety risks associated with drug and alcohol abuse. Enrolling Students receive informational literature to increase their awareness of these risks. Students are informed of the legal sanctions covering the use, possession, and distribution of illicit drugs and alcohol.

Students are encouraged to read and discuss the information provided. If they feel that assistance or counseling would be of benefit, The Academy will refer them to groups and facilities for help. Students who show the need for treatment will be referred in their best interests.

## **Problems, Concerns, Complaints**

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Whenever there is a gathering of creative, dedicated people, differences of opinion may surface. The Academy has established a common sense procedure to resolve discords.

A Student should first attempt to settle their differences with the disagreeing other. Failing that, they may approach the Chief Instructor and, if unresolved, the on-site Administrator (President, 16052 Beach Blvd., Ste. 263, Huntington Beach, CA 92647, (714) 842-0100). Written complaints will be accepted and investigated, and the complainant will be advised in writing of the findings within 20 days. The complainant has the right to appeal the determination and such appeal should be directed to Thomas Gillenwater, President, at the main campus, who will respond to the appeal with his findings and decision within 30 days. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private

Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 957980818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 3707589 or by fax (916) 2631897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 3707589 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)). If still unresolved, written complaints, supporting correspondence and documentation may be sent to ACCET, 1722 N St. N.W., Washington D.C. 20036 (202) 955-1113. Complaints may be submitted directly to ACCET if the school is unable to successfully resolve the problem. The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

## **Termination of Enrollment**

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The Academy may dismiss any Student who violates the Rules of Conduct, falsifies documents, or fails to fulfill their financial obligations. Also, Students who incur two consecutive weeks' absence or fail to return from a Leave Of Absence as scheduled will be dismissed automatically.

A student has 5 days in which to appeal termination.

Students who were dismissed may apply for readmission no less than 30 days after their termination date.

Applicants rejected by the institution will lose the registration fee after the three day period, if the student does not show for class, doesn't start the program, is in default on a student loan and is using Federal funds to pay tuition, or merely changes their mind on attending. Students will be refunded any monies paid, minus the registration fee should the institute cancel a program for which the student is enrolled. Enrollees have the right to cancel their enrollment and receive a refund of any charges paid, through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Students who were dismissed may apply for readmission no less than 30 days after their termination date.

## Financial Assistance

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Students may apply for and, if eligible, may receive funds for their education from federally established programs. Programs that The Academy's Students participate in include the PELL Grant, Stafford, and PLUS student loans. The Academy will help Students applying for public or private financing.

Students should contact The Academy's Financial Aid office for more information, consumer information, applications, and any assistance needed to apply for aid. Eligible Veterans, who wish to receive benefits, must first obtain the School's Veterans Bulletin that contains policies that supersede those contained in this catalog. A complete directory of consumer information can be found on The Academy's website: [www.arbradio.com](http://www.arbradio.com).

The total cost of the Program is due and payable at the start of classes. Students wishing to finance their education through financial aid or other sources should submit their applications promptly. Methods of payment accepted by The Academy include, cash, check, money orders, and the following credit cards; Visa, MasterCard, Discover, and American Express. If a student obtains a loan to pay for their educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund in the case of a student's withdrawal. If a student received federal student financial aid funds, and withdrew from the institution, the student is entitled to a refund of the money not paid from federal financial aid funds

Accommodations made by The Academy for the payment of tuition and fees do not constitute a waiver of rights on the part of The Academy. Students who do not meet their financial obligations to The Academy are subject to dismissal. Unresolved accounts may be turned over for collections and/or litigation and the Student will be responsible for reasonable costs incurred.

The Student Tuition Recovery Fund of California (STRF) applies to you if all of the following are valid: You are a student in an educational program who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1. You are not a California resident, or are not enrolled in a residency program, or 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party. The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1. The school closed before the course of instruction was completed. 2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. 4. There was a material failure to comply with the Act or this Division within 30 days before



the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Buyer's Right to Cancel and Refund Policy**

Student may cancel the Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Student may cancel the Agreement on or before the first date of instruction and receive a full refund of all monies paid, less the Application Fee, refunds will be made within 45 days of the Academy's receipt of written notice. The \$100.00 Application Fee which is due and owing at enrollment is nonrefundable. To cancel, Student must deliver in writing, personally, by mail, or telegram, to the Director of The Academy at 16052 Beach Blvd., Suite 263, Huntington Beach, CA 92647, a notice of intent to cancel. Student does not have the right to cancel verbally or by simply not attending. The notice will be effective as of the date of mailing or personal delivery.

A Student has the right to withdraw at any time and, after the commencement of instruction, may be entitled to a partial refund. The amount of any refund will be determined based upon the unexpired part of the program, from the last date of attendance, for which Student has paid. A Student who withdraws after entering into instruction will receive a refund of monies paid based upon the following: If the Student withdraws or is dismissed during the first 60% of the payment period, The Academy will retain a prorated portion of the Tuition covering the Student's payment period of scheduled attendance, plus the \$100.00 Registration Fee, and refund any remainder. Thereafter, The Academy will retain 100% of the Total Cost.

Refunds are made within 45 days of the Academy's knowledge of withdrawal and paid first to the Student's funding sources, such as student loans, as a credit to their account. Conversely, Student is obligated to pay, immediately upon withdrawal, any amount owed for scheduled time that was not already paid. Student is responsible for expenses incurred as a result of the collection of the Student's debt that may include the use of collection agencies and legal action.

### **Return of Title IV Funds Policy**

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This Title IV return of federal funds policy operates independently of the Academy of Radio & T.V. Broadcasting institutional refund policy. Because the institution does not provide tuition refunds through 60 percent of an enrollment period, a student who withdraws may owe the Academy for charges no longer covered by returned federal aid.

The Higher Education Amendments of 1998 (Sec. 668.22) include provisions governing the return of federal financial assistance for financial aid recipients who completely withdraw from school in any semester. The policy governs all Federal loan and grant programs, including Federal Unsubsidized Stafford Loans, Federal Subsidized Stafford Loans, Federal Direct Loans, Federal Perkins Student Loans, PLUS Loans, Federal Pell Grant, and other Title IV programs.

In general, the student must "earn" federal financial aid awards directly in proportion to the number of days of the payment period attended. In other words, a student earns financial assistance as they attend class. If a student completely withdraws from all classes during a payment period, the Academy must calculate the portion of the total scheduled financial assistance earned. If the student received (or the Academy received on behalf of the student) more assistance than earned, the unearned excess funds must be returned to the federal programs.

The portion of federal loans and grants the student was entitled to earn is calculated on a percentage basis by comparing the total number of calendar days in the payment period to the number of days completed before withdrawal. The calculation for unearned aid is not required for students attending classes over the 60% point of the payment period.

The withdrawal date for calculating the Return of Title IV financial assistance will be determined by the Academy as the last date of attendance. The last day of attendance will also be use for a student who fails to return from an approved leave of absence.

Unearned federal financial assistance must be returned to program funds up to the amount of assistance that the student has received from the program in the priority order established by regulation: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS Loan, Federal Pell Grant, and other Title IV programs. The Academy takes the responsibility on behalf of the student to return unearned federal financial aid assistance funds that were applied directly to institutional charges. The Academy will reinstate institutional charges no longer covered by financial assistance and the student becomes immediately responsible for the entire outstanding balance. The student is responsible for return of unearned federal financial funds that were disbursed directly to him/her. Funds due for repayment to a loan program permit the student to repay according to the terms of the promissory note. In addition, if the student is directly responsible for repayments of unearned assistance to a federal grant program, only one-half (50%) of the calculated repayment is required. Federal grant money determined to be returned by the student is considered an overpayment. The student must repay that amount in full or make satisfactory repayment arrangements with the U.S. Department of Education. Repayment arrangements must be made by the student within 45 days of the date The Academy notifies the student of the overpayment status. The student is ineligible for future Federal financial assistance if a satisfactory repayment arrangement has not been met.

## **Staff Biographies**

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Tom King—President

Tom is the co-owner and founder of The Academy. Tom started in radio as an on-air personality and Program Director in Lake Tahoe and then moved to Monterey. After a year there, he started working at KLOK in San Jose and headed on to San Francisco, where he had the top rated Saturday night oldies show on KYA. In 1981, he moved to KUTE in Los Angeles and worked for Gene Autry. He also did air shifts at KNOB in Anaheim and freelanced at KFI in LA. In addition, he co-owned a radio station, KTHO in Lake Tahoe, for 4 years.

### Lindy Thurrell—School Director & Curriculum Specialist

She is the co-owner and founder of The Academy. Lindy has over 40 years experience in the Radio/TV industry. The majority of her work was as an on-air radio personality in markets including San Jose, San Francisco and Los Angeles (at KHTZ, KWIZ and KNOB). She has worked many music formats, from easy listening, to classical, to rock. She also did on-camera TV work in several markets, doing commercials and live broadcasts, and her voice over work has been heard in many major markets. In addition, she co-owned a radio station, KTHO in Lake Tahoe, for 4 years.

### Frank Santangelo—Admissions

Frank attended The Academy as a student in 1993. After graduating, he was hired for weekend overnights at KIK-FM. Six months later he was on the morning show with Charlie Tuna. After a couple of years he became the Program Director and moved to afternoon drive. In his time there, he held many positions: Production Director, Public Service Director, Assistant to Traffic and Continuity, Promotions Director, Assistant Operations Manager and Music Director. He was honored as "California Country Music Association Radio DJ of the Year" in 1997, 1998 and 1999 and got four "Golden Note Awards". He also produced and hosted, "California Close-Up Talk Show", "The Local Talent Spot-Light" and "Local Talent Spot-Light on the Road."

### Doreen Reyes—Lead Instructor, Radio

Her first on-air job was at KRKC, King City in Central California. Within a year, she was voicing 20-30 commercials a week and was the midday news anchor. The next year, she moved to an on-air and Public Service Director position at KWAV in Monterey. After 6 years there, Doreen returned to Southern California to work weekends at KWIZ and was hired at The Academy as a Studio Counselor. A year later she was promoted to Career Director and Music Director for The Academy. Over the past 20 years she has also done voice overs for syndicated shows, and her voice has been heard on numerous stations, including KOST and KLSX in LA, KIRO, Seattle and KTAR, Phoenix.

### Rick Buttery—Instructor, TV

Rick graduated in 1980 from the University of La Verne with a degree in communications. He continued his studies in film and TV at Orange Coast College and Rio Hondo College. He worked for the City of Norwalk's cable television station (channel 56) for 6 years. Rick was a technical director at the LA County Office of Education TV network for 11 years and helped direct K-12 educational shows. He currently works as a production assistant at the City of Lakewood's cable TV station (channel 31) and has been there since 1996. He freelances as an instructor for digital boot camp courses for teachers and non-profit organizations. He has been the Television & Video Production instructor at The Academy since 2000.

### Manny Pacheco—Instructor, Radio

A Southern California television and radio personality for over three decades, Manny was on NBC's Santa Barbara, co-hosted the Daytime Emmy-nominated "In Studio" on KCOP, and currently hosts Forgotten Hollywood, a weekly program on the Financial News and Talk Network. Other radio work includes on-air stints on KRLA, KBIG, KKBT, KDAY, and work as a news and traffic reporter on KFI, KLAC, and KTLK. He has enjoyed a growing acclaim through his Forgotten Hollywood Book Series, now included in the library collections of the Hollywood Heritage Museum, Academy of Motion Picture Arts and Sciences and American Film Institute. He is currently in production to turn his literary work into a documentary.

### Marshall Thomas—Instructor, Radio

Marshall's career has taken him to many radio stations in Southern California over the past 40 years. He was an on-air personality at locations including KWST, KNAC, KNX, and KEZY. Marshall left radio to pursue acting and voice over work in the Los Angeles area for about 8 years and returned to radio in Lancaster, where he worked at several stations. On the move again, he went to KIK-FM, KOLA and KTTD. For the past 9 years, he has been working at KFRG (K-Frog) playing country music.

## Tuition

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### *Radio Broadcasting*

900 Clock Hours/36 Quarter Credits/7 Months

Registration Fee . . . . . \$100.00  
Tuition . . . . . \$15,200.00  
Total Course Cost.....**\$15,300.00**

### *Television / Video Production & Broadcasting*

900 Clock Hours/36 Quarter Credits/7 Months

Registration Fee . . . . . \$100.00  
Tuition . . . . . \$15,200.00  
Total Course Cost.....**\$15,300.00**

## Staff

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### *TOM KING*

President & Financial Aid Director

### *LINDY THURRELL*

Director

### *FRANK aka "CISCO" SANTANGELO*

Admissions Director

### *DOREEN REYES*

Career Counselor / Chief Instructor-Radio

### *RICK BUTTERY*

Chief Instructor-Television

### *MARSHALL THOMAS*

Vocal Coach / Personal Instructor

### *MANNY PACHECO*

Personal Instructor

## Campus Location

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The Academy of Radio & TV Broadcasting

16052 Beach Blvd., Suite 263  
 Huntington Beach, CA 92647  
 Office: (714) 842-0100  
 Fax: (714) 842-1858  
 www.arbradio.com

The Academy Of Radio & TV Broadcasting  
 16052 Beach Blvd #263  
 Huntington Beach, Ca 92647  
 714.842.0100  
[www.arbradio.com](http://www.arbradio.com)

**School Performance Fact Sheet**  
 2014 & 2015 Calendar Years

On Time Completion Rates

Program (Length)	Calendar Year	Number of Students Who Began Program(1)	Students Available For Graduation(2)	Graduates(3)	Completion Rates(4)
Radio Broadcasting	2015	24	19	19	79%
	2014	34	20	20	64%
TV/Video Production	2015	7	5	5	71%
	2014	10	9	9	68%
Radio Broadcasting Online	2014	14	9	9	64%
	2014	6	4	4	71%

1. "Students Who Began Program" means the number of students who began the Program who were scheduled to complete the Program within the specified calendar year.
2. "Students Available for Graduation" means the Students Who Began Program minus the Students Unavailable for Graduation. "Students Unavailable for Graduation" means the number of students who died, were incarcerated or were called to active military duty.
3. "Graduates" means the Students Who Began Program who completed the Program within 100% of the published length of the Program.
4. "Completion Rate" means the Graduates divided by the Students Available for Graduation

Student Initials \_\_\_\_\_ Date \_\_\_\_\_

**School Performance Fact Sheet**  
 2014 & 2015 Calendar Years

Placement Rates

Program	Calendar Year	Number of Students Who Began Program (1)	Number of Graduates (2)	Graduates Available for employment (3)	Graduates Employed in the Field (4)	Placement Rate Employed in the Field (5)	Graduates Employed Less Than 32 Hrs/Week	Graduates Employed at Least 32 Hrs/Week
Radio Broadcasting	2015	24	19	17	12	70%		
	2014	33	26	23	17	74%		
TV/Video Production	2015	7	5	5	3	71%		
	2014	10	9	8	6	85%		
Radio Broadcasting Online	2015	14	9	6	4	66%		
	2014	6	4	4	2	50%		

1. "Students Who Began Program" means the number of students who began the Program who are scheduled to complete the Program within the specified calendar year.

2. "Graduates" means the Students Who Began Program who completed Program within 100% of the published length of Program.

3. "Graduates Available for Employment" means the Graduates minus the Graduates Unavailable for Employment. "Graduates Unavailable for Employment" means the number of students who, after graduation, died, were incarcerated, were called to active military duty, were international students who left the United States or did not have a visa allowing employment in the United States, or continued their education at a postsecondary institution that was either accredited by an agency recognized by the U.S. Department of Education ("ED") or approved by the California Bureau for Private Postsecondary Education ("Bureau").

4. "Graduates Employed in the Field" means the Graduates with respect to whom the School received reports that they were gainfully employed within six months of graduation from the Program in a single position for which the program helped them prepare ("Positions"). These Graduates may have obtained employment in the field prior to enrolling in the Program, while enrolled in the Program or after graduating from the Program. A list of the titles of the Positions can be obtained from the Career Services Department at the School.

5. "Placement Rate % of Graduates Employed in the Field" means the rate that is calculated by dividing the Graduates Employed in the Field by the Graduates Available for Employment.

Student Initials \_\_\_\_\_ Date \_\_\_\_\_

### **School Performance Fact Sheet**

2014 & 2015 Calendar Years

#### Salary and Wage Information

Program	Calendar Year	Graduates Available for employment	Graduates Employed in the Field	\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	Students not Reporting Salary
Radio Broadcasting	2015	17	12					12
	2014	17	14					14
TV/Video Production	2015	5	3					3
	2014	8	6					6

Radio Broadcasting Online	2015	6	4	4
Broadcasting Online	2014	4	2	2

1. "Graduates Available for Employment" means the Graduates minus the Graduates Unavailable for Employment. "Graduates" means the Students Who Began Program who completed the Program within 100% of the published length of the Program. "Students Who Began Program" means the number of students who began the Program who were scheduled to complete the Program within the specified calendar year. "Graduates Unavailable for Employment" means the number of students who, after graduation, died, were incarcerated, were called to active military duty, were international students

who left the United States and did not have a visa allowing employment in the United States, or continued their education at

a postsecondary institution that was either accredited by an agency recognized by the ED or approved by the Bureau.

2. "Graduates Employed in the Field" means the Graduates with respect to whom the School received reports that they were gainfully employed within six months of graduation from the Program in a single position for which the program helped them

prepare ("Positions"). These Graduates may have obtained

employment in the field prior to enrolling in the Program, while enrolled in the Program or after

graduating from the Program. A list of the titles of the Positions can be obtained from the Career Services Department at the School.

3. "Salary" means the approximate annualized salary reported to the School, and excludes other factors that may be part of employee compensation, such as bonuses, incentives and the value of employee benefits. Variables that may affect the amount of the salaries with respect to the Graduates Employed in the Field include, without limitation: (a) each of those graduates' prior experience, performance, work history, work ethic, seniority and/or education; (b) the size of the employer; (c) the industry; (d) the location; and (e) the type of work. A list of the employers of the Graduates Employed in the Field can be

obtained from the Career Services Department at the School. Salary information may not have been reported to the School with respect to all of the Graduates Employed in the Field.

Cohort Default Rate: Pursuant to Cal. Educ. Code Section 94910, the most recent official three year cohort default rate ("CDR") reported by the U.S. Department of Education ("ED") for the school is 7.6%. The school's CDR is the rate at which students default on their federal student loans. The ED calculates an institution's three year CDR as the rate at which borrowers scheduled to begin repayment on their federal student loans in one federal fiscal year default on those loans by the end of the second succeeding federal fiscal year.

The percentage of the students who attended the school in 2014 who received federal student loans to help pay their cost of education at the school was approximately 90%.

Student Initials \_\_\_\_\_ Date \_\_\_\_\_

The School DOES NOT make any promise or representation whatsoever to any student or graduate: (1) that the student or graduate will obtain any employment, whether part time, graduate, education related, in a field involving the student's program of study or otherwise; or (2) regarding any career opportunity, position, salary level and/or job title in any employment the student or graduate may obtain whether during school, upon graduation or in future years.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this

fact sheet that have not been satisfactorily answered by the

institution may be directed to the Bureau for Private Postsecondary Education at

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, <http://www.bppe.ca.gov>, 916431-6959 (telephone), 9162631897 (fax).

I have read and I understand all the information disclosed to me in this School Performance Fact Sheet.

Student's Signature: \_\_\_\_\_ Print

Name \_\_\_\_\_



Date \_\_\_\_\_

Signature School Official: \_\_\_\_\_

Date: \_\_\_\_\_