

THE RECORDING ARTS CENTER

11021 Via Frontera, Suite A
San Diego, CA 92127
Phone: (858) 592-0556 Fax: (858) 592-9580
www.studiowest.com

ENROLLMENT AGREEMENT

The following enrollment agreement covers the period Jan 1st, 2021 to Dec 31st, 2022

PLEASE PRINT OR TYPE		<input type="checkbox"/> New Student	<input type="checkbox"/> Re-Entry Student
Applicant Legal Name _____			
Social Security #	(First)	(Middle)	(Last)
Home Telephone:	Date of Birth	Work:	Driver's License / ID No.
Address	City	State	Zip
E-Mail	Fax No.		
Anticipated Start : April 26th, 2021			

A. PROGRAM IN WHICH ENROLLING

Diploma Program

X **Diploma in Recording Arts (942 Clock Hours)** **\$27,500**

CSS100	Computer Systems and Software
PSD100	Principles of Studio Design
DAW100	Digital Audio Workstations 100
MHT100	Music History and Theory
ART100	Audio Recording Techniques
ILG100	Introduction to Logic
SWS101	Studio Workshop 101
MIX100	Mixing 100
DIV100	Digital Video
SNC100	Songwriting and Composition
SMF100	Sequencing & MIDI Fundamentals
DAW200	Digital Audio Workstations 200
SWS102	Studio Workshop 102
ART200M	Audio Recording Techniques for Music Production
ART200P	Audio Recording Techniques for Post-Production
BOM100	Business of Music
AET200	Advanced Editing Techniques
MIX200	Mixing 200
PNA100	Production and Arranging
SWS103	Studio Workshop 103
DAW210	Digital Audio Workstations 210
DAW300	Digital Audio Workstations 300

CPD100	Career Planning and Development
MAM200	Mastering and Advanced Mixing
PSY100	Psychoacoustics
ESP100	Experimental Sound Practices
LSR100	Live Sound Reinforcement
SWS104	Studio Workshop 104

B. START AND END DATES

Program start date: **April 26th, 2021**
 Scheduled completion date: **April 28th, 2022**

C. FEES, CHARGES, AND EXPENSES

The total cost for the program in which the student is enrolling is: **\$27,500**
 The estimated length of the program is: **12 months**
 The term of enrollment covered by this agreement commences on: **April 26th, 2021**
 and ends on **August 26th, 2022 or completion of the program.**
 The total cost of the program for this enrollment period is: **\$27,500**
 Additional charges may be incurred if the program is not completed on time.

This student can prepay the cost of the program for this enrollment period or choose to pay on a payment plan. If a payment plan is chosen, the terms are as follows:

A Program Fee Deposit of 25% of the total Program Cost is required before the start of the program, with the balance of the payment due between 3-60 months, depending on the program. The amount of the deposit may be reduced or waived for special circumstances, at the discretion of Studio West, and requires prior written approval from Studio West management.

Early enrollment and pre-payment discounts, along with scholarships and adjusted pricing may also be awarded with prior written approval from Studio West management and will be noted in this agreement.

Balances exceeding \$15,000 may be transferred to a Payment Plan option administered by TFC Financial, upon prior approval by Studio West management. Payments scheduled to start in the month after graduation. See separate TFC Loan Documentation, which will be generated after Loan Application has been completed and reviewed, for details.

Students assume full responsibility for all payments due to Studio West.

Students with a delinquent account with past due balances will be placed on financial probation and will not be eligible for future registration privileges, diplomas, transcripts, and other academic information until the account is settled. All payments should be made to: The Recording Arts Center, 11021 Via Frontera, Suite A, San Diego CA 92127.

The following charges must be paid by the student. Those charges that are non-refundable are clearly labeled "NR."

D. INSTITUTIONAL CHARGES AND FEES

Program Fee	\$26,500
Application Fee	N/A

Program Fee Deposit**	\$6,875
STRF Fee* (non-refundable)	\$0 for every \$1,000
Returned Checks Fee* (non-refundable)	\$25.00
Leave of Absence Fee* (non-refundable)	\$100.00
Readmission Fee* (non-refundable)	\$100.00
Official Academic Transcript* (non-refundable)	\$50.00
Rush Academic Transcript (overnight mail) * (non-refundable)	\$75.00
Penalty Fee for Late Payment* (non-refundable)	\$25.00 per late payment
Textbooks or Materials Charges	\$1,000

You are responsible for these amounts. If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any determined refund.

*** Denotes a non-refundable fee**

****The Program Fee Deposit is applied toward the cost of the program and is therefore refundable subject to the Refund Policy**

E. STUDENT TUITION RECOVERY FUND (STRF) FEES

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

F. STUDENT'S RIGHT TO CANCEL

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 100 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation of this agreement can occur up to: **May 3rd, 2021**

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. Please send the notice of cancellation addressed to: The Recording Arts Center, 11021 Via Frontera, Suite A, San Diego, CA 92127. If you cancel this Agreement, the school will refund any money that you paid, less any non-refundable charges and deduction for equipment not timely returned in good condition, within forty-five days after your Notice of Cancellation is received.

G. REFUND POLICY

The institutional refund policy for students who have completed 100 percent or less of the course of instruction, and who have not cancelled as explained above, shall be a pro rata refund.

You are obligated to pay only for educational services received and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

If a portion of the tuition was paid from the proceeds of a loan or third party, it is the student's responsibility for repayment the full amount of the loan plus interest.

Distance Education Refund Provisions (Not currently applicable to The Recording Arts Center)

Federal or State Loans (Not currently applicable to The Recording Arts Center)

If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid programs funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

H. WITHDRAWAL FROM THE PROGRAM

You have the right to withdraw from a course of instruction at any time and receive a pro rata refund (described above), less any deduction for equipment not returned in good condition, within 45 days of withdrawal. A notice of withdrawal must be made in writing to the address of the school shown on the first page of this Agreement.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for three (3) consecutive weeks.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days/hours in the program), multiplied by the number of days/hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

I. THIS IS A LEGALLY BINDING AGREEMENT

I understand that this is a legally binding contract when I provide my signature and this institution accepts it.

J. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at The Recording Arts Center (TRAC) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Diploma you earn in Recording Arts is also at the complete discretion of the institution to which you may seek to transfer. If the Diploma that you earn at this institution is 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 TRAC to determine if your hours, units, or qualification will transfer.

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the School Catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

_____ (Student initials)

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education:

Bureau for Private Postsecondary Education
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Phone: (916) 431-6959
Toll Free: (888) 370-7589
Fax: (916) 263-1897
Website: www.bppe.ca.gov

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) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site at (<http://bppe.ca.gov>)

Tuition

Program Fee	\$26,500
Applied Scholarship/Discount	- \$1,000
Additional Fees	
Materials Fee	\$1,000
STRF Fee (nonrefundable)	\$0 for every \$1,000
Other	\$0
Other	\$0
Program Fee Deposit	\$
<u>TOTAL CHARGES FOR PERIOD OF ATTENDANCE</u>	\$26,500
<u>ESTIMATED TOTAL CHARGES FOR ENTIRE PROGRAM</u>	\$26,500
<u>TOTAL CHARGES TO BE PAID UPON ENROLLMENT (Program Fee Deposit (25% of program fee)</u>	

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Student signature

Date

Student printed name

School Representative

Date