



**(714) 842-0100**

**[www.ARB RADIO.com](http://www.ARB RADIO.com)**

# Hands-On Training for 35 Years!

## **The Academy of Radio & TV Broadcasting**

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**January 1, 2018-December 31, 2018**



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revised 04/18

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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. Radio studios are equipped with microphones, computers and mixing boards. TV studios are equipped with cameras, computers, sets and editing bays. Our campus classes are taught at 16052 Beach Blvd, Suite #263, Huntington Beach, CA 92647. 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 Education ([www.bppe.ca.gov](http://www.bppe.ca.gov)). Approval by the Bureau means compliance with the state standards set forth in the California Private Postsecondary Education Act of 2009. The Academy of Radio & TV Broadcasting is a private institute.

Approved are the courses:

*RADIO BROADCASTING (Campus)*  
(36 Quarter Credits)

*RADIO BROADCASTING (IDL)*  
(36 Quarter Credits)

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

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.

Instruction is in residence for the Radio Broadcasting (Campus) and Television/Video Production courses, with facility occupancy level accommodating 190 students at any one time. The Radio Broadcasting (IDL) course is not in residence.

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. The Academy does not participate in State Financial Aid programs. 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 Education ([www.bppe.ca.gov](http://www.bppe.ca.gov)). Approval by the Bureau means compliance with the state standards set forth in the California Private Postsecondary Education Act of 2009.

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** \_\_\_\_\_

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. The Academy does not accept Ability to Benefit students.

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. Each prospective Interactive Distance Learning (IDL) student receives a thorough personal interview. 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**

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**

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. The Academy does not have any transfer or articulation agreements with any other college or university.

## **International Students**

The Academy is approved to offer our programs to International Students. The Academy is authorized to issue the I-20 for students to get the M-1 visa. We can process student status through SEVIS and the student is responsible for any associated charges.

Your first step is to contact The Academy and speak to the international admissions office. If you are interested in enrollment, you will need to submit each of the following items to The Academy:

A completed and signed Enrollment Agreement. Original or official copies of all educational transcripts (high school and, if applicable, university-level academic records) and diplomas. These educational transcripts and diplomas must be prepared in English or include a complete and official English translation. Proof of English language proficiency. A completed and signed Sponsor's Statement of Financial Support. This is not required if the student is self-sponsored. Official Financial Statements. Financial statements, typically provided by a bank, must verify sufficient funds to cover the cost of the educational program as well as all living expenses while the student is in school. A U.S. \$200 nonrefundable application fee. A photocopy of the student's passport to provide proof of birth date and citizenship. Students outside the United States who have not yet acquired a passport will need to submit a copy of their birth certificate. For all nonimmigrant applicants residing in the United States at the time of application: a photocopy of the visa page contained within the student's passport as well as a photocopy of the student's I-94 arrival departure record. Copy both sides. For all nonimmigrant applicants residing in the United

States at the time of application in F, M or J nonimmigrant classification: written confirmation of nonimmigrant status at previous school attended before transferring to The Academy. International students are required to purchase healthcare insurance.

The Cost of Attendance is used for International students at the campus, which includes indirect costs such as room and board, transportation, and personal expenses. These costs are estimates, and may be higher or lower depending on your lifestyle. Every student is responsible for finding their own housing, transportation and health insurance during their time at The Academy. Amounts other than tuition and application fees are based on an 8-9 month stay.

Tuition - \$15,600	Application Fee (non-refundable) - \$200	Books and Supplies - \$300
Room and Board - \$9,600	Transportation - \$2,500	Personal Expenses - \$3,000
		Health Insurance - \$750



## 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. 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 (Campus) \_\_\_\_\_

### 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.

**Podcasting** (1 week) This lecture teaches students the basics of starting and hosting their own podcast.

**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 (Campus)**

<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
Podcasting	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>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-Radio Broadcasting (Campus)**

The Academy uses a 1 to 4 point system to grade the results of completed assignments in the Radio Broadcasting Campus course. 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 (Campus) \_\_\_\_\_**

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.

The estimated total charges for students attending the 30 week Radio Broadcasting (Campus) program at The Academy include tuition, room & board (\$9030), transportation (\$3353) and personal expenses (\$6321) for a total of \$34,304. These are costs that you would incur whether you were attending school or not.



## **Radio Broadcasting (IDL) \_\_\_\_\_**

The Radio Broadcasting Program (IDL) is a comprehensive training program that consists of 36 Quarter Credits (900 hours) of studio time and instruction over a 30-week period. The Academy provides software to students which turns their home computer into a studio. The education includes 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 Instructor to Student ratio for Personal Instruction, is 1 to 1. 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.

For the IDL program, all evaluations, homework and responses are done on-line in real time. There is no delay between the institution's receipt of homework and dissertations and the student's critiques.

## **Course Description-Radio Broadcasting (IDL) \_\_\_\_\_**

### **Course Overview**

Students are expected to work their scheduled studio time at home, plus 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.

**Podcasting** (1 week) This lecture teaches students the basics of starting and hosting their own podcast.

**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 (IDL)

<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>
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Final Project/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-Radio Broadcasting (IDL)

The Academy uses a 1 to 4 point system to grade the results of completed assignments in the Radio Broadcasting IDL course. 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 (IDL)** \_\_\_\_\_

The Requirements for Graduation are:

- 5) Having submitted an acceptable Audition Demo,
- 6) Having attended at least 80% of the scheduled hours,
- 7) Having attained at least a C Final Grade, and
- 8) 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.

The estimated total charges for students attending the 30 week Radio Broadcasting (IDL) program at The Academy include tuition, room & board (\$9030), transportation (\$3353) and personal expenses (\$6321) for a total of \$34,304. These are costs that you would incur whether you were attending school or not.



### **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>180</b>	<b>540</b>	<b>720</b>	<b>36</b>	<b>180</b>	<b>900</b>
<b>Totals:</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 in the Television/Video course, 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.

The estimated total charges for students attending the 30 week Television/Video Production program at The Academy include tuition, room & board (\$9030), transportation (\$3353) and personal expenses (\$6321) for a total of \$34,304. These are costs that you would incur whether you were attending school or not.

## **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. IDL students will follow their personalized schedule as approved by the Lead Instructor.

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. Formal Warnings are reviewed every 5 weeks. Students who continue on Attendance Warning will be unable to complete the graduation requirements. Any student who is absent for two consecutive weeks (14 calendar days) may have their enrollment terminated automatically.

Per Veteran's Administration Policy: Formal Warnings will be issued to Students receiving Veteran's 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\_\_\_\_\_**

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, which is open to students at all times when The Academy is open. Links to internet resources are available from the lead instructor who can be contacted in person or by phone or by email.

## Career Development

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

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 11PM, 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

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 in writing.

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.

## **Housing Information**

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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 in writing to the President.

Students who were dismissed may apply for readmission in writing to the President 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.

## **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 does not participate in State Financial Aid programs. 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 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.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
  4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
  5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
  6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
  7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
- To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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** \_\_\_\_\_

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.

**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.

**Craig Carpenter—Instructor, Radio**

He has spent his career in and around media in Southern California. He has been an on-air personality at twelve stations, news anchor at one, production director at three, program director at four, sales and marketing at three and did traffic reporting in Los Angeles on over six radio stations and one TV station. He has also been a professional videographer both on land and in the water. He was Creative Director for two boutique advertising agencies and also spent years creating entertainment for the airline industry, flying around the country to interview artists at their homes and then writing, editing, producing and sometimes hosting these specials on airlines ranging from American and United to Air Force One.

**Calipso Aranda—Instructor, Radio**

She graduated from The Academy in 2007 and immediately began working in Promotions at Exitos 93.9FM, and then was promoted to Morning Show Host and Show Producer. She was busy in 2015: working for EDI Media in the news department for English and Spanish stations on the East & West Coast in 10 states and Mexico (Tijuana & Baja California). In 2016 she started with iHeart Media as a Board Op for KOST, KRRL, MYFM, KIIS, KYSR and was in charge of The Community Council Shows for all stations and worked on shows with Ryan Seacrest. She has also produced for the Ellen K Morning Show on KIIS and was Social Media Content Producer for Kari Steele at KOST. In her spare time she does Voice Over work for Pandora, Tunein Radio, Dash Radio, Golden Boy Radio, Exitos 93.9, and 93.5 KDAY.

# Tuition

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## Radio Broadcasting (Campus)

900 Clock Hours/36 Quarter Credits/7 Months

Registration Fee . . . . . \$100.00

Tuition . . . . . \$15,500.00

Total Course Cost.....**\$15,600.00**

## Radio Broadcasting (IDL)

900 Clock Hours/36 Quarter Credits/7 Months

Registration Fee . . . . . \$100.00

Tuition . . . . . \$15,500.00

Total Course Cost.....**\$15,600.00**

## Television / Video Production & Broadcasting

900 Clock Hours/36 Quarter Credits/7 Months

Registration Fee . . . . . \$100.00

Tuition . . . . . \$15,500.00

Total Course Cost.....**\$15,600.00**

# Staff

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### TOM KING

President & Financial Aid Director

### RICK BUTTERY

Chief Instructor-Television

### LINDY THURRELL

School Director

### CRAIG CARPENTER

Vocal Coach

### DOREEN REYES

Career Counselor / Chief Instructor-Radio

### CALIPSO ARANDA

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