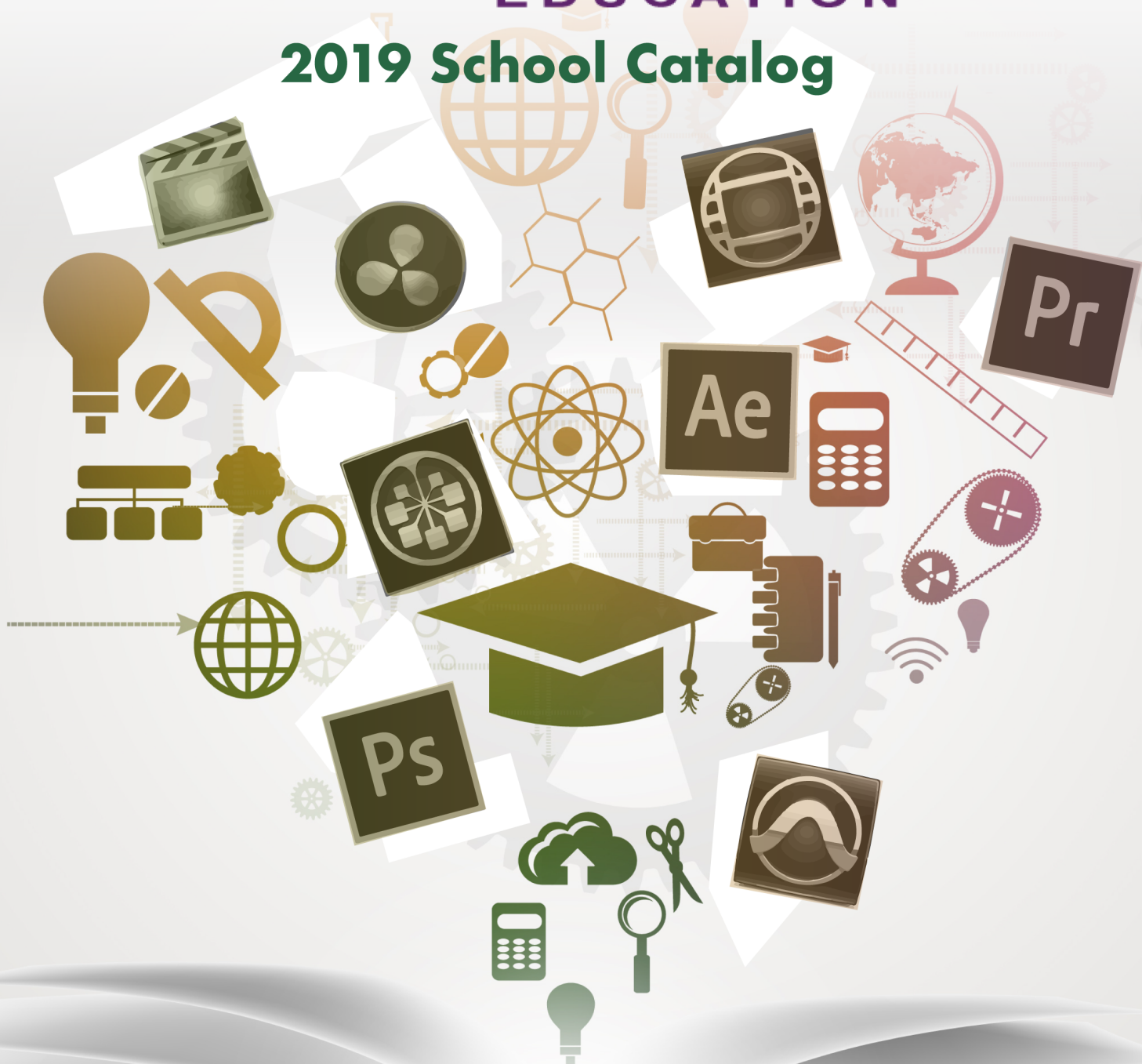


keycode

EDUCATION

2019 School Catalog



**Teaching Storytellers the Tools for Creating
Film, Television, and New Media**

INTRO

PROVIDING WORLD-CLASS KNOWLEDGE, CONNECTIONS AND OPPORTUNITIES IN TV, FILM AND VIDEO POST PRODUCTION

Key Code Media Education provides professional-level training in entertainment media production, preparing students to excel the workforce. Students receive more than just conventional school experience: they learn on the same equipment used by current industry professionals and are taught by current industry professionals.

PAST AND FUTURE TRAINING EXCELLENCE

Key Code Media Education's mission is to excel at attracting, training, and placing qualified, motivated people in digital media jobs.

Key Code Media Education is a private institution offering training courses and a certificate program in TV & Film Editing. Career-bound students receive real-life, professional training and graduate with the competencies needed to acquire and thrive in industry production jobs.

Key Code Media, the parent company of Key Code Media Education, is a Value Added Reseller ("VAR") specializing in media production and distribution hardware and software, largely for entertainment production professionals. Since shortly after its founding in September 2001, Key Code Media has been the largest reseller of Avid products and services in the world. Clients include major motion picture studios - Universal, Disney, Fox, Warner Bros., Sony - major TV networks ABC, CBS, NBC, Fox, Nickelodeon - and over one thousand production companies and media production institutions from around the world.

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.

TV & FILM EDITING

You love movies and television. You dream of telling your own story on screen. You know you want to be an editor, but don't know where to start. At Key Code Media Education we teach you the skills that employers are looking for. You'll learn how to take source material, digitize or transcode it, analyze it, then become very proficient at organizing the content in an industry standard that's used from Disney to NBC. All while working on projects that promote creativity and measure your growth.

Everything from short form promos, commercials and music videos to full-length feature films and movies of the week is covered. Story structure, visual effects, sound, color correction, and finishing are all key components of the TV & Film Editing program. Graduates walk away with job-ready skills encompassing the entire post production process.

Job Titles Attainable Upon Graduation

VIDEO EDITOR
ASSISTANT VIDEO EDITOR
FILM EDITOR
ASSISTANT FILM EDITOR
ONLINE EDITOR COMPOSITOR
LOGGER DIGITIZER
TECHNICAL DIRECTOR
POST PRODUCTION COORDINATOR
POST PRODUCTION SUPERVISOR
TECHNICAL SUPPORT SPECIALIST
PRODUCER ASSISTANT
PRODUCER-EDITOR ("PREDITOR")
VAULT MANAGER MEDIA SPECIALIST

TV & FILM EDITING

The TV & Film Editing Program consists of 6 Quarters of training, which includes a) in-person instructor-led classes, b) synchronous “review and approval” classes with the instructor and student interacting in real-time by video conference, c) self-paced computer-mediated instruction such as video tutorials, reading assignments, lab exercises, quizzes, and editing projects. In-person instructor-led classes usually combine lecture-demo and hands-on practice, in roughly equal portions.

The TV & Film Editing Program is perhaps the most extensive professional editing program in the world. The Real-Life Production courses provide students experience working on real-life productions under the direction of seasoned editor-trainers. Those courses, along with numerous Editing Craft courses simulate high-end editing assignments, complete with extensive critique of each edited scene.

12 MONTHS FULL-TIME/18 MONTHS PART-TIME ALL COURSES LISTED

1,440 Clock Hours

CAREER COUNSELING AND JOB PLACEMENT SERVICES FROM TWO YEARS FROM COMPLETION

REPEAT AUDIT TIME

For any in-person course already taken, on a space available basis, for 18 months from the program start date.

CERTIFICATION TESTS

No licenses are required by the State of California nor any licensing entity. The Avid Certified User and Avid Professional User tests are both included.

TV & FILM EDITING PROGRAM SUMMARY	
Program	1,400 CLOCK HRS
Lab Time	740 CLOCK HRS
Class Time	700 CLOCK HRS
TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM	\$17,000
INSTRUCTION FEE	\$12,722
CLASS MANUALS, TUTORIALS, PUBLICATIONS (included; non-refundable once issued)	\$738
EQUIPMENT and SOFTWARE	\$3,540
ADDITIONAL FEES	
ENROLLMENT FEE (non-refundable)	\$150
SALES TAX (9%)	\$300
CALIFORNIA STRF FEE (non-refundable; assessed by Bureau of Private Postsecondary Education; \$0 per \$1000 as of 01/01/2015)	\$0

COURSE DESCRIPTIONS

EDITING COURSES

MC101 Avid Media Composer

Fundamentals I MC101 is the first step in achieving confidence, creativity, and efficiency with Avid Media Composer, the non-linear film/video editing application used in most movie and television productions. Together with the second course in the series, MC110, this course provides the foundational training required to achieve the credential of Avid Certified User: Media Composer. MC101 is an introductory course designed to get a new user up-and-running. In this course, students develop an understanding of the video editing process and the basic skills to edit a video project from start to finish. This includes understanding the relationship between media and project files, media storage location, the abilities to create the project file; bring in the source video and audio files; edit the sequence, add titles, music, and basic effects, and then export the finished sequence. *16 HRS (\$695.00)*

MC110 Avid Media Composer

Fundamentals II MC110 is for video editors who understand the basics of the editing tools in Media Composer and are ready to move ahead and learn the fundamentals of creating effects within Avid, the non-linear film/video editing application used in most movie and television productions. An intermediate course, this course is designed to teach

students the technical and organization skills of an assistant editor, and develop their editorial skills with the tools and techniques required to produce a well-edited video. From using dynamic trim techniques to shape the actor's performances in a dramatic scene, to quickly assembling a news package to meet deadline, this course empowers novice users to take their Media Composer skills to the next level. Class projects and exercises are hands-on, giving students the opportunity to work on an unscripted documentary project, as well as a scripted comedy scene. This course provides a solid foundation in Media Composer video effects capabilities and in conjunction with the MC101 course, will prepare you to earn the credential of Avid Certified User: Media Composer. *24 HRS (\$995.00)*

MC201 Avid Media Composer

Professional Editing I Focused primarily on short-form workflows, MC201 will take you to a new level of editing and provide you with the tips, tricks and in-depth knowledge to distinguish yourself as a true editing professional. With the step-by-step guidance in this course, you'll learn the skills you need to optimize your editing workflows, streamline your ingest process and manage your media so that you'll become the guru that others will look to for expert advice. You will learn advanced picture editing techniques,

how to quickly prepare for multicam editing and how to work with graphics and mattes. This course also covers compositing with the 3D Warp effect, color correction and an in-depth look at some of the wide range of audio tools and effects included in Media Composer. You will work with media and projects designed to let you learn at your own pace, or with the guidance of an Avid Certified Instructor. As an official part of the Avid Learning Series for Media Composer, Media Composer Professional Editing I and its counterpart Media Composer Professional Editing II provides the training required to achieve the credential of Avid Certified Professional: Media Composer through an Avid Learning Partner. *16 HRS (\$695.00)*

MC210 Avid Media Composer Professional Editing II When you take MC210, you will continue your journey to a new level of editing with more tips, tricks and in-depth knowledge to distinguish yourself as a true editing professional. With a focus on long-form work where you might be part of a bigger team of specialists, you'll learn the skills you need to automate the ingest process using Dynamic Media Folders and organize your media, metadata and settings so that you'll become the guru that others will look to for expert advice. You will learn about color management, how to work with scripts, and use surround sound. You will also learn some advanced compositing techniques using the Paint Tools,

AniMatte™, SpectraMatte™ and the Avid Tracker. The course provides media and projects designed to let you learn at your own pace or with the guidance of an Avid Certified Instructor. As an official part of the Avid Learning Series for Media Composer, MC210 and its counterpart Media Composer Professional Editing I provides the training required to achieve the credential of Avid Certified Professional: Media Composer through an Avid Learning Partner. *24 HRS (\$995.00)*

AE101 Adobe After Effects I AE101 is designed to allow those new to video animation techniques or who are self-taught, to get the most from immensely powerful software. Learn to create rich compositions with video, Photoshop, Illustrator and other files. Create advanced text effects, video blending, keying effects and track mattes. Learn basic through advanced animation techniques that make After Effects an unrivaled motion graphics toolset. *16 HRS (\$695.00)*

AE201 Adobe After Effects II Take your After Effects skills to the next level by building on your essential skills to enhance your motion editing and compositing. You will learn how to create more complex documents and work with a variety of palettes and tools to further understand the capabilities of this high-end design application. You will discover the pitfalls and best practices to follow so that you are creating professional-grade motion graphics and video effects that

will be properly viewed by your audiences. *16 HRS (\$695.00)*

AE301 Adobe After Effects III Explore advanced techniques used by professionals to create motion graphics and video effects for real-world applications. Learn about advanced 3D kinetic typography and infographic techniques, expressions, audio and linking vision to audio, and much more. Industry standard tips and tricks for color correction and special effects are some of the key learnings in this course. *16 HRS (\$695.00)*

PR101 Adobe Premiere Pro I PR101 is designed to allow those new to video editing learn to assemble video, audio, images and titles into a cohesive sequence that tells a story. This course teaches you how to best utilize Premiere Pro for your video editing projects from content for websites, product demonstrations to corporate videos and other promotional or educational purposes. *24 HRS (\$895.00)*

PR201 Adobe Premiere Pro II Explore advanced techniques used by professionals to create videos. This course covers many time-saving workflows and tools including Dynamic Link with After Effects, Audition and Media Encoder. Learn to work efficiently in HD by optimizing your workstation and workflow. Expand on your editing skills with more advanced edits and tools such as slip and slide edits. This course also covers audio correction and sweetening

with Premiere Pro and Adobe Audition. Your instructor will cover the pitfalls and the best practices will be followed so that you are editing, producing and exporting your video properly. *16 HRS (\$695.00)*

PR250 Adobe Premiere Pro for Avid/FCP Editors This class goes over everything in the PR101 but in a fast-paced learning environment for experienced editors looking to expand their skillset to include Adobe Premiere Pro. The PR250 takes your existing skills on Final Cut Pro or Avid Media Composer and translates them into the Adobe Premiere Pro interface. Learn how easy it is to transfer your knowledge as well as learn new skills unique to Premiere such as motion graphics, titling, effects, shared projects, and more. *16 HRS (\$595.00)*

PS101 Adobe Photoshop I Learn the industry standard tool for creating rich imagery for a variety of applications including video, print and the web in this comprehensive two-day Photoshop training. Through hands-on practice, you will create, edit and apply special effects to images and text that can be prepared for various uses such as print and marketing materials, presentations, websites, eLearning and digital apps. *16 HRS (\$695.00)*

PS201 Adobe Photoshop II Take your skills to the next level and learn more about additional toolsets and techniques in this two-day Photoshop training session. You will explore more advanced

features, improve your workflow and work with advanced image handling tools and features available in Adobe Photoshop. You will learn how to avoid pitfalls and which practices to follow so that you are creating rich imagery using Adobe Photoshop. *16 HRS (\$695.00)*

PS301 Adobe Photoshop III Learn the most advanced techniques in Adobe Photoshop such as how to design and create modern layouts, interfaces and controls for web, mobile, video and UI design. In addition to learning key features and techniques, you'll cover important workflow processes and design concepts. Learn to efficiently create professional designs that are easier for developers to code. *16 HRS (\$695.00)*

FC101 Final Cut Pro X Fundamentals I This course will go over an intro to the Final Cut Pro interface where students will construct a multimedia project from start to finish including starting a project, importing media, organizing clips, editing styles and tools, audio, playback, finishing, exporting, sharing, and settings. *16 HRS (\$695.00)*

ED201 Assistant Editor Essentials The many duties and technical concerns faced by the assistant film editor working with Avid are covered through lectures, demonstrations and hands-on exercises. This intensive course is specifically designed to keep you up-to-date in the ever-changing post production environment and is a study in the art of

storytelling in short form. Students will learn about accelerated story arcs and how to get across thoughts themes and story points with as little shots and sound as possible. We will screen and breakdown a popular short film and study all of the techniques the editor used to be able to create extreme emotion and engaging character development in under 20 minutes. We will break down a music video and have hands-on to all of the raw footage to be able create the students' own story through music visualizations. Students will break down a major feature film's trailers and discuss techniques on how to tell the film's story in under 2 minutes. Students will screen a feature overnight and create a trailer for it in-class. Throughout the class advanced Avid Media Composer techniques and special effects tricks will be studied. *16 HRS (\$995.00)*

ED320 Shortform Editorial Essentials This course introduces the student to the basics of the "quick cut." editing style. Students will get first-hand experience with magazine-style editing, a technique of stylizing cuts that spans across several forms including commercial ads, series spots, and other styles of shortform editing for broadcast television, film, and independent productions. Tools such as Avid Media Composer will be utilized for creative editing and storytelling. *16 HRS (\$795.00)*

ED323 Documentary Essentials This intro to editing longform documentary is

taught by a veteran of the genre, and covers structure, storytelling techniques, and style. You will learn to employ such unique Avid Media Composer features as Script Sync and Phrase Find, designed for use in post production for unscripted filmmaking. The 2-day class will use a combination of lecture, screenings, and hands-on exercises. This workshop is designed for experienced Avid system editors who want to learn about specific workflow issues for documentary editing. Using material and examples from a current documentary, Day 1 of the class addresses the basic post process for documentary editing, as well as advanced bin organization, Script Integration, scene construction, and useful effects. Day 1 sessions include instructor-led demonstration and hands-on practice. Day 2 consists of screening and analyzing three separate documentaries. *16 HRS (\$795.00)*

ED325 Conforming Essentials Learn to employ such unique Avid Media Composer features as Script Sync and Phrase Find, designed for use in post production for unscripted filmmaking. *16 HRS (\$795.00)*

DR101 DaVinci Resolve Editing Essentials This course reviews the basics of editing with DaVinci Resolve. With a focus on editorial work where you might be part of a bigger team of specialists, you'll learn the skills you need to automate the ingest process and organize your media, metadata and settings so that you'll become the guru

that others will look to for expert advice. You will learn about color management, how to work with scripts, and use surround sound. The course provides media and projects designed to let you learn at your own pace or with the guidance of a Certified Instructor. DaVinci Resolve is one of the most advanced editing, color correction, and audio post production solution for feature films, television shows and commercials. *16 HRS (\$795.00)*

DR201 DaVinci Resolve Editing and Finishing In this three-day course, you'll get a thorough overview of the interface, tools, features, and production flow for DaVinci Resolve. This class will teach students how to view the world of color correction from the perspective of a colorist. Students will learn the foundations of contrast and color balance and quickly begin to explore that many professional features Resolve has to offer in the post production workflow. Students will understand how to balance, create continuity and develop styles and looks which bring mood and tone to moving images and the storyline. Using hands-on lessons, you'll learn the techniques used by professionals when cutting drama, documentary, music videos and action scenes. You'll also learn to build eye-catching composites and visual effects in both the Edit Page and the new Fusion page, before learning how best to mix your audio in the Fairlight page and delivering your final film for digital cinema, broadcast TV

or streaming services such as Netflix. 24 HRS (\$1195.00)

DR210 DaVinci Resolve Advanced

Color Grading DaVinci Resolve 15 is an industry-standard editing, compositing, audio mixing and color grading software that gives you total control over the final delivery of your project. This course takes you through a series of practical projects in which you learn a wide variety of workflows, effects and tools necessary to perform professional-level grades. 16 HRS (\$795.00)

AS101 Aesthetics: Intro to Storytelling

Beginnings is the first step in understanding the vital importance of story to humans, to our culture, and to how humans make and use art. From the beginning of our time on earth, humans have created stories to explain a chaotic universe to themselves, to explain their own impulses, to entertain, enlighten, teach, and to explore humanity's inner emotions. We are who we are and our civilizations are as they are as much due to story as to anything else. Everything we create starts, centers itself, and ends with story. Understanding these underpinnings helps everyone working in the arts and creating content to know how and as importantly why to create content in ways recognized and appreciated by audiences. The class uses

various examples illustrating major concepts in an atmosphere of mutual discovery and discussion to arrive at general and personal understanding of art and story. 16 HRS (\$595.00)

AS201 Aesthetics: Advanced

Storytelling Storytelling and Art II – Narrative and Reality-Based Content Creation is a more advanced step, for which AS 101 is a prerequisite, to understanding how story and art combine in creating visual content, whether film, television, or web-based. Using the concepts gained from the prior course, students will explore how various genres and mediums of visual content use story and art to satisfy the human hunger for story. This class will deepen the student's clarity on issues such as the psychological underpinnings of story, the way the elements of story and art intermesh to create the finished "film", how technology expands visual storytelling even as it constrains, and how content keeps pace with technology and vice versa. The class will use numerous examples and class discussion to help the student form an understanding of past, current and future art, and create an incisive definition of camera-based work as a storytelling medium. 16 HRS (\$595.00)

AUDIO COURSES

PT101 Pro Tools Fundamentals I The Pro Tools Fundamentals I (PT101) course introduces fundamental Pro Tools concepts and principles, covering everything an individual needs to know to complete a basic Pro Tools project, from initial setup to final mixdown. Students also learn to build sessions that include multi-track recordings of live audio, MIDI sequences and virtual instruments. Hands-on exercises and projects introduce essential techniques for creating sessions, recording and importing audio and MIDI, editing session media, navigating sessions and arranging media on tracks, and using basic processing and mixing techniques to finalize a production. Included with the course material is a download of media files and Pro Tools sessions to accompany the exercises and projects in the text. Together with the second course in the series, Pro Tools Fundamentals II, this course provides the foundation training required to prepare for the Avid Certified User: Pro Tools certification exam. *16 HRS (\$625.00)*

PT110 Pro Tools Fundamentals II The PT110 course expands upon the basic principles taught in the PT101 course and introduces the core concepts and techniques students need to competently operate a Pro Tools system running mid-sized sessions. Students learn to build sessions designed for

commercial purposes and improve the results of their recording, editing, and mixing efforts. The hands-on exercises provide experience setting up sessions, importing media, working with digital video, spotting sound effects, using loop recording and MIDI Merge techniques, working with virtual instruments, warping with Elastic Audio, applying Real-Time Properties, creating clip loops, applying signal processing, using automation, and using submixes and track groups to simplify a final mix. Together with the first course in the series, Pro Tools Fundamentals (PT101), this course provides the training required to prepare for the Avid Certified User: Pro Tools certification exam. *24 HRS (\$925.00)*

PT301 Pro Tools S6 Mixing Technique Essentials This course covers the core concepts and skills students need to operate an Avid Pro Tools | S6 system in a professional production environment. The components of the PT301 course includes five lessons provided in the course book, and hands-on practice with an instructor. This is the fifth course in a series designed to prepare candidates for Pro Tools Expert Certification in advanced control surface techniques. Upon successful completion of the 300-level series Pro Tools | S6 courseware (PT301S6 and PT310S6), students will be eligible to take Avid's Pro Tools Expert Certification exams. *8 HRS (\$495.00)*

PROFESSIONAL COURSES

PC101 Post Coordinator Essentials In this class, students will learn the duties and responsibilities of a Post Coordinator, including daily tasks like distribution, scheduling, promo organization, and more. *16 HRS (\$795.00)*

ENGINEERING COURSES

PT400 ACSR Pro Tools System Support Certification The ACSR Pro Tools System Support (PT400) is a blended course providing online content prior to attending a classroom Instructor-led training program. Students will learn configuration and troubleshooting techniques to minimize system downtime and maximize productivity, focusing on Pro Tools | HD software and hardware problems. Lab work and role playing give students practical experience. After completing the class, participants are able to provide first-line support to the Avid Pro Tools and Pro Tools | HD customer base. There is an initial Online Exam and the hands on activity concludes with a significant practical exercise in preparation for the certification exam. This course prepares candidates for the Avid Certified Support Representative: Pro Tools certification exam, as well as being the foundation of the program for candidates pursuing the full certification path to become an Avid Certified Support Representative: Elite. *40 HRS (\$1950.00)*

MC400 ACSR Avid Media Composer System Support Certification The MC400 course will provide students with the techniques to install, configure, and

troubleshoot Media Composer editing systems to maximize productivity and minimize system downtime. A blend of online self-study, combined with classroom lab work and role-playing, gives students' practical hands on experience. After completing the course, participants will be able to install and configure Avid Media Composer systems and provide first-line support to the Avid customer base. This course prepares candidates for the Avid Certified Support Representative: Media Composer certification exam as well as being the foundation of the program for candidates pursuing the full certification path to become an Avid Certified Support Representative: Elite. *24 HRS (\$3100.00)*

MC410 ACSR Avid Media Composer System Support Recertification The ACSR Avid Media Composer Systems Support Recertification classroom course is designed to support individuals who intend to maintain their Avid Certified Support Representative: Media Composer certification status by sitting the recertification exam. The course will focus on the installation, administration, and architecture of Windows and Macintosh-based Avid editing systems, with emphasis on new features and

functions in the current release. *16 HRS (\$1195.00)*

NX420 ACSR Avid NEXIS System Support Certification for ISIS ACSRs

The ACSR Avid NEXIS System Support (NX420) course is designed for individuals who are already highly experienced with Avid ISIS hardware and software. The course focuses on the installation, administration, and architecture of the Avid NEXIS system, learning to connect, configure, and troubleshoot the system. Lab work and exercises give students practical experience in integrating systems and applying troubleshooting techniques. This course prepares candidates for the Avid Certified Support Representative for Avid NEXIS certification exam. Course attendees must have completed the online content prior to attending the classroom training. *24 HRS (\$1700.00)*

NX423 ACSR Avid ISIS/NEXIS System Support Certification In the ACSR Avid NEXIS System Support (NX423) course students focus on the installation, administration, and architecture of the Avid NEXIS system, learning to connect, configure, and troubleshoot the system. Lab work and exercises give students practical experience in integrating systems and applying troubleshooting techniques. This course prepares candidates for the Avid Certified Support Representative for Avid NEXIS certification exam. Course attendees must have completed the online content

prior to attending the classroom training. *32 HRS (\$2650.00)*

NX440 ACSR Avid ISIS/NEXIS System Support Recertification

The ACSR Avid NEXIS System Support Recertification (NX440) is a classroom course designed to support individuals who intend to maintain their ACSR Avid NEXIS certification status by sitting the recertification exam. The course will focus on the installation, administration, and architecture of Avid NEXIS, with emphasis on new information accumulated in the past year. *16 HRS (\$995.00)*

FA400 Facilis TerraBlock System Support Certification

The FA400 explores Terrablock, the industry-leading video shared storage solution for collaborative production networks. Learn about the Facilis Shared File System included with TerraBlock systems that easily manages the most complex, multi-platform network environments and enables collaborative workflows including diverse image formats and applications. Whether your job is 4K color grading, VFX compositing or HD craft editorial, working with Avid Media Composer, Adobe Premiere Pro Creative Cloud, FCPX, DaVinci Resolve or Avid Pro Tools, we'll learn how TerraBlock network shared storage provides the performance and collaboration that lets you create with confidence. In this course, students focus on the installation, administration, and architecture of the Facilis TerraBlock system, learning to

connect, configure, and troubleshoot the system. Lab work and exercises give students practical experience in

integrating systems and applying troubleshooting techniques. 16 HRS (\$1100.00)

All classes fall under the SOC (Standard Occupational Classification) 27-4000 branch. "Editing Courses" fall under SOC Code 27-4032. "Audio Courses" fall under SOC Code 27-4014. "Professional Courses" and "Engineering Courses" fall under SOC Code 27-4099.

CONTINUING EDUCATION

INDIVIDUAL COURSES FOR WORKING PROS

HOW DO I REGISTER FOR AN INDIVIDUAL COURSE?

- Review available Avid, Pro Tools, Adobe, Apple courses and others.
- Reference the Course Schedule for dates/times courses that are offered.
- You'll receive a registration form via e-mail followed by an invoice.
- Once your registration is complete and payment is received, you will receive confirmation of your enrollment in the selected course(s).

INDIVIDUAL COURSE RESTRICTIONS & POLICIES

- Payment in full or a P.O. for each class is due upon seat reservation.
- Cancellations and changes made by you within three calendar days of the start of a class will result in a refund of 75% of the price of the class.
- If it is necessary for Key Code Media Education to cancel your registration, you will receive a full refund.
- Taking courses without taking the prerequisite(s) notes is done at your own risk - no refunds will be given if the class is too advanced.
- A 20% discount is applied if you sign up for 3 or more classes at the same time.
- NABET and IATSE members may receive special discounts and reimbursements - ask for more details.

WHAT ARE THE ADVANTAGES OF INDIVIDUAL COURSES?

- Key Code Media Education offers Industry-Authorized Courses developed and certified by Avid, Adobe, Maxon, Newtek, and other high-end software publishers.
 - Acquire knowledge and professional expertise in as little one day.
 - Open Enrollment - start a course almost anytime throughout the year.
 - Evening, weekend, daytime sessions.
 - Location adjacent to beautiful downtown Burbank, minutes from most of the major studios, production houses and industry points-of-interest.
 - Courses designed for working professionals.
 - Training available at your company site, or at our facility.
- Course content can be customized for the specific needs and skill levels of your company staff.

CORPORATE/CUSTOMIZED TRAINING We understand that studios and production facilities have specific environments, and therefore specific training needs. We can customize our curriculum to meet your specific goals.

CONTINUING EDUCATION TAX DEDUCTION Expenses incurred for training at Key Code Media Education may be tax deductible, including the cost of registration fees, travel expenses, meals (at 50%) and lodging. Please consult your tax advisor. The American Opportunity Tax Credit took effect in 2009, which consolidated and expanded tax breaks for college expenses that were established during the Clinton administration. The ACTC gives taxpayers with an adjusted gross income of up to \$180,000 a credit of up to \$2,500 for tuition, fees and course expenses. Unlike previous tax credits, it is refundable: filers who do not owe taxes can receive a maximum refund of \$1,000. Check with your CPA to confirm whether the AOTC applies to you.

GENERAL INFORMATION

FACILITY ADDRESS & BUSINESS HOURS

270 S. Flower St., Burbank, CA 91502

818-303-3900

www.keycodeeducation.com

www.keycodemedia.com

Business Hours: Monday-Friday 9am-6pm

Key Code Media, d.b.a. Key Code Education maintains its primary facility in Burbank, CA, adjacent to the Downtown Burbank Village District, and two blocks south from the Downtown Burbank Metrolink station. It is within 3 miles of ABC, NBC, Disney, Warner Bros., Nickelodeon, Dreamworks Studios and almost one thousand entertainment companies that call Burbank home.

The building where all classes are held consists of 13,000 square feet of space, most on the ground floor, with handicapped parking adjacent and wheelchair access. The offices for Admissions, Financial Aid, Placement and Student Services, and the Controller are located in the building. Enrolled and prospective students needing to discuss or transact any business may do so by making an appointment (recommended) or inquiring on site.

The Key Code Education facility is a complete turnkey new media facility. It comprises current model computer systems to train on various creative software packages, and the network storage to save and retrieve media. Live production is sometimes part of the curricula and also supports curricula creation and presentation, so the school also makes use of numerous production-oriented technologies to complement the emphasis on post-production.

Our professional trainers demonstrate and assist students in small class environments. Students are given ample opportunity for hands-on application during and after classes.

All technology is 100%-owned by the company.

Student and Teacher Workstations include:

Apple iMac computers with:

- 27" 5K Retina Display
- 4.0GHz Quad-core Intel Core i7 processor
- 32GB RAM

-- 1TB SSD/HDD hybrid storage

Software on each iMac includes:

- Avid Media Composer 8.x video editing software
- Adobe Creative Cloud 2015 application suite (includes Premiere, After Effects, Illustrator, InDesign)
- Apple Final Cut Pro X video editing software
- Avid Pro Tools sound recording, editing, mixing software
- Nuke compositing software
- Imagineer Mocha Pro tracking software
- Blackmagic DaVinci Resolve color grading software

The core systems are supplemented by additional media production systems:

- Avid S6 Audio Console
- Telestream Vantage media processing platform (Lightspeed)
- Avid ISIS 5500 32TB network storage
- Facilis 24D 48TB network storage
- ProMAX platform 32TB network storage
- Adobe Anywhere (distributed WAN editing platform)
- Avid Everywhere (Interplay) (distributed WAN editing platform)
- Newtek Tricaster 8000 multicamera media production and publishing platform
- Newtek Tricaster 860 multicamera media production and publishing platform
- Newtek Tricaster Mini multicamera media production and publishing platform

And further supplemented by professional video cameras:

- Sony HD and UHD cameras
- Panasonic, JVC. Shoulder, studio, and PTZ camera models. Local and remote controlled.

Interconnectivity of all equipment is facilitated by 1GigE and 10GigE, 4GB and 8GB Fibre local area networks / secure VPN.

Training room configurations are subject to change due to frequent acquisition of new hardware and software.

LEARNING RESOURCES The school provides as part of the certificate program access to a wide array of video tutorials, mainly viewed online. Some tutorials are developed by the school. Others are from third-parties. The school may include as part of the program paid subscriptions to any third-party providers that require a fee for viewing. The media is made available through one or more servers that students can access

from computers on the school's network. Access to the media is aided by a learning management system as well as instructors and lab supervisors. The school provides all media required for classes, lab, and project work, available to be downloaded from online server(s) or on physical media, such as DVD discs, USB memory sticks, or digital tape. Because of the video media-centricity of the school's programs, and because of the extensive virtual library of video tutorials provided by the school, no physical library is provided. Any book or handout required for a class is provided by the school to the student at no additional charge.

HOUSING The school does not provide student housing nor formal housing services. Several thousand apartment units, as well as single family homes are located within 4 miles of the school, in the cities of Burbank, Glendale, Toluca Lake, and North Hollywood. Hundreds, if not thousands of apartment units can be found within one mile of the school. Typical 2-bedroom 1- or 2-bath apartments built within the past 55 years can be rented for \$1300 and up.

ACADEMIC YEAR The school operates on a rolling admission basis. A program can be started at almost any time of the year. There are few if any pre-arranged start dates.

Once started, the program operates on a Quarterly academic year basis, with essentially no break taken between quarters.

INSTRUCTIONAL HOURS & SCHEDULE Training is offered Monday through Sunday, on varying dates each week depending on class schedules.

Most classes are held during the day. Daytime class periods are typically 9am - 6pm with a one-hour lunch break and several short breaks throughout. Night class periods are typically 6:30-10:30 Monday-Friday.

Classes are often held on weekends, Saturday & Sunday, from 9am-6pm. Lab hours are Mon-Fri. 9am-6pm.

Some classes are hybrid evening- weekend classes, and in most cases will run Friday 6:30pm-10:30pm and Saturday and Sunday 9am-6pm, and in a few cases will finish Monday from 6:30pm-10:30pm. Some classes are weekend only, and run on same combination of Friday evening, Saturday and Sunday, with varying hours. Class schedules are available on our web site, in printed form in our lobby or by email upon request, and can be verified by phone during our normal business hours.

FINANCIAL AID & ACCREDITATION The school is not accredited and does not

participate in U.S. Federal Student Aid. Students are not eligible to receive FSA Direct Loans, Pell Grants, or other FSA financial aid. The school does not provide private student loans, though there may be other loan providers available to a student. If a student obtains a loan to pay for an educational program, the student is responsible to repay the lender the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

IATSE AND NABET UNION SUBSIDIES The Motion Picture Editors Guild (IATSE Local 700) and the Sound, Video and Projection Engineers (IATSE Local 695) are allied with Key Code Media Education. Training subsidies are usually available for members of those Locals.

Members should contact their local office or Key Code Media Education for the latest information about current funding options, or check our website page "Financing" for updates.

VOCATIONAL REHABILITATION (VOC REHAB) Injured workers who are entitled to retraining services through their worker's compensation insurance carrier or their State Department of Rehabilitation may qualify for training at Key Code Media Education. Contact us directly, or ask your counselor to contact us so that we can develop a retraining program for you.

ADMISSION REQUIREMENTS CERTIFICATE PROGRAM STUDENTS To be eligible for admission to a Key Code Media Education Certificate Program, a prospective student must be at least 17 years of age and possess a high school diploma or GED equivalent. The school does not accept ability-to-benefit credentials. To apply for enrollment, a prospective student should contact Key Code Media Education for an individual counseling session at our facility or by phone. An application and fee may be required prior to enrollment.

Admission requirements apply equally to all prospective students without regard to religion, color, sex, race, age, ethnicity, or nationality. Admission procedures for those with special needs is the same as those stated above. Currently the school does not issue visas for non-residents of the U.S.

INDIVIDUAL COURSES (NON-PROGRAM) STUDENTS New applicants for individual classes may avail themselves of counseling services either by visiting our facility or by telephone or email. If you have any questions or to enroll, phone and ask for Admission at 818- 303-3900 or email to education@keycodemedia.com.

ESL AND ADA English language proficiency is necessary; all training and services are provided in English. Documentation of English proficiency is not required. Non-native English speakers concerned about their English should inquire about taking a sample class to help determine whether their language skills are sufficient. The school does not provide English- as-a-Second- Language instruction.

Our physical premises are easily accessible and in compliance with ADA standards. Our facilities are ADA compliant concerning Handicap Access. There are no other special facilities or services available to disabled students.

ATTENDANCE Key Code Education expects students to attend school every day that they are scheduled to do so. Attending class and lab as scheduled is a key ingredient to successful and optimal learning. When you miss class, you not only fall behind on new material, but you may miss hands-on practice that is so important in developing skills.

Each day of formal classroom instruction is critical. Future employers may look for graduates with perfect or near-perfect attendance! Therefore, regular and punctual attendance is expected unless a student cannot attend due to unexpected illness or emergency.

Daily attendance is taken at each class. At the end of each class (which may span several days), the attendance roster is logged electronically and becomes part of the student's electronic records.

Each student may view their individual and cumulative attendance record as part of their academic progress reporting that is available at all times on the Key Code Media Education learning management system (LMS), which is web-based. If you do not agree with the attendance data, you must submit a written appeal to the Director of Education before the end of the affected quarter. At the end of the quarter the attendance data becomes permanent and can no longer be challenged.

Each student is required to make quantitative progress toward program completion. To make satisfactory academic progress, a student must attend at least 90% of the hours designated for their program on a cumulative basis during each evaluation period (i.e. each quarter) and have attended at least one class or lab session within the past 30 days and not have missed more than 8 consecutive scheduled class or lab days.

TARDINESS Key Code Media Education expects each student to be in class on time

every day. If you arrive late to class you not only miss the material that has been presented, you disrupt the instructor and fellow students. If you arrive more than 15 minutes late for class, your instructor will record a Tardy.

SKIPS AND EARLY DEPARTURES Key Code Media Education expects each student to attend the full class session. If you skip or leave early, you miss material and/or valuable hands-on practice time. If you skip more than 15 minutes during the class (including returning late from lunch) or leave more than 15 minutes before the instructor dismisses class, the instructor will record a Skip/ Early Departure.

MAKE-UP WORK If you are Tardy and/or have a Skip/Early Departure more than twice in any course, you will be required to either: a) repeat the portions of the classes you missed, or b) repeat the course in its entirety, or c) perform make up work to be completed outside of normally scheduled class hours that is prearranged with the Instructor or Education Director, or d) obtain a written letter from the Instructor or Education Director that substantiates that you have demonstrated the competencies or satisfied the learning objectives of the course in spite of the missed class time.

CONDUCT Honorable conduct is expected of students at all times. They are expected to treat classmates and staff with respect, and to abide by state and federal laws. Theft of equipment, books or software, or destruction of equipment is a criminal offense. Extensive or malicious tampering with equipment in any class or lab room may lead to dismissal and the filing of civil or criminal charges. Guns, weapons, alcohol, contraband, pirated software and drugs are strictly prohibited. Behavior that endangers others will not be tolerated. Dress code is based upon modesty and good taste. Full clothing is expected at all times. Any breach of these rules of conduct is grounds for probation and/or dismissal. Persistent, disruptive behavior or harassment of fellow students or staff, after verbal or written warning(s), also constitutes grounds for probation and/ or dismissal. Key Code Media Education faculty and staff will not tolerate verbal abuse or altercations. If Key Code Media Education faculty and staff feel that a student's verbal abuse is unwarranted, especially after a reminder of this policy, then the student may be given a verbal warning to cease the behavior or will be asked to leave the building. Continued verbal abuse or altercations is grounds for probation and/or dismissal.

LEAVE OF ABSENCE If a student feels the need to take a leave of absence, they should complete a Leave of Absence form (online) or send an email to education@keycodemedia.com that a) substantiates extenuating circumstances and the reasons for requesting the leave of absence, b) indicates the desired start date and projected date of return to the school, and c) states they understand the procedures

and implication for returning or failing to return to classes on or before the scheduled return date. A leave of absence can be granted for up to 180 days. Multiple leaves of absence may be recognized at the school's discretion, but must not exceed 180 days during the program. Leaves of absence also may not exceed half the length of a student's program in a 12-month period. A student who takes an unapproved leave of absence or who do not return timely from an approved leave of absence risks the possibility of being withdrawn from the school. International students in the U.S. under a student visa are not eligible to take a leave of absence. Under extenuating circumstances only, an international student may consult with their international student advisor to evaluate options.

REQUIREMENTS FOR GRADUATION To graduate, a student must (a) have a GPA above 2.0 (the lowest grade may be dropped) and (b) have attended at least 90% of the required class and lab hours in the program.

SATISFACTORY ACADEMIC PROGRESS To be considered to be making SAP students must: 1) maintain a GPA above 2.0 (Average grade of 70 or above) 2) Be on track to complete their classes within a maximum time frame of 1.5 times the normal program length, as measured chronologically. a. Example: If a program is 12 months, it must be completed within 18 months. 3) Have 90% cumulative attendance for the hours of class and lab scheduled.

Progress will always be assessed at the end of each term, at the least. Students who have not achieved SAP in a term will be expected to either repeat the term or make up work by completing sufficient hours of class/lab and/or raising their grade to a passing level. For exam retakes the highest grade achieved will be kept.

PROBATION

- Students who have not achieved SAP in a term will be put on Warning.
- Students who fail to achieve SAP for two non-repeated terms in a row may be put on extended probation so long as in the judgment of the program director and student services they have the ability to 1) still finish within the 150% of time allotted and 2) successfully complete the remainder of the program. Students who have failed the same term twice will not be given the option of an extended probation.
- Students will be automatically withdrawn if they:
 - fail to successfully complete a repeated term
 - fail to achieve SAP for two terms in a row and are judged not likely to succeed by the Education Director
 - fail to achieve SAP for three terms in a row
 - have not attended any class or lab for 30 days in a row or have missed 8 scheduled

class/lab days in a row.

APPEALS Any student not attaining the required GPA or achieved hours during the warning period will receive a written dismissal notice, sent by mail. The student may submit a written appeal of the dismissal within five calendar days of receipt of the dismissal notice. The appeal should be addressed to the Education Director at education@keycodemedia.com. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from obtaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Appeals Committee, composed of the Education Director, the Assistant Director, and the Compliance Coordinator will examine appeals. The student will be sent the Appeals Committee's written decision within ten business days of the receipt of the appeal. The decision of the committee is final. Students reinstated upon appeal are on a probationary status for the next term, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of term, and at the end of every term thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained.

DISMISSAL & TERMINATION Key Code Media Education will notify a student by email if he or she is being dismissed for unsatisfactory academic progress. Students may also be terminated for failure to meet conduct standards, or for failing to pay tuition in accordance with the tuition and enrollment.

MAXIMUM TIME FRAME Key Code Media Education program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in months. A 12-month program must be completed within 18 months, not counting approved leaves of absence.

GRADING OF TRANSFER & READMITTED STUDENTS Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at this school.

- Students transferring from one program to another within this school will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution. The quantitative requirement remains 70% for all students, but the maximum time frame is based on the customized amount of time the student must complete in the current program.

STUDENT ASSESSMENT The TV and Film Editing Program consists of 6 Quarters of training, which includes a) in-person instructor-led classes, b) synchronous “virtual classes” with the instructor and student interacting remotely in real-time, c) asynchronous virtual classes and projects with the instructor and student interacting remotely not at the same time, d) self-paced computer-mediated instruction such as video tutorials, reading assignments, lab exercises, quizzes, and editing-related projects.

In-person instructor-led classes usually combine lecture-demo and hands-on training and practice.

Grading for the program is outlined below, consisting of tests, projects and exercises.

ASSESSMENTS IN MODULES % OF FINAL GRADE

Attendance (must attend 90% of all classes) 5%

Quizzes Based On Homework 5%

Quarterly Hands-on Homework 5%

Quarterly Hands-on Exams & Projects 85%

For all programs the final grades of each module are averaged to determine the overall GPA. An average assessment score of greater than 70% is required for graduation. Highest score is counted for exam retakes and the score on one assessment may be dropped.

WITHDRAWAL & REFUNDS FOR CERTIFICATE PROGRAM STUDENTS A student has the right to withdraw from a program at any time. Withdrawal notifications should be directed to the Director of Education or the CFO. The school recommends but does not require that the notice be written. Students are strongly encouraged to confirm in writing thereafter any verbal notice of withdrawal. If a student withdraws from the program after the period allowed for the cancellation of the agreement, if applicable, the school will remit a refund within 45 days following withdrawal.

Any refund for payments by credit card shall be based on the net proceeds to the school after accounting for a 3% card transaction fee. If a student withdraws prior to 60% completion of a quarter, the refund shall be calculated as follows:

1) the non-refundable registration fee of \$100.00 plus the non-refundable application fee of \$85.00 (if not paid separately) shall be subtracted from the Total Program Cost; 2) the non-refundable STRF Fee for CA residents shall also be subtracted from the Total Program Cost; 3) the cost of any courseware and hardware (plus sales tax) to be provided for the program to the student shall also be subtracted from the Total Program Cost; the net is the Total Program Tuition; 4) the Total Program Tuition is divided by the number of quarters (terms) in the program (6); the result is the Per Quarter Tuition; 5) the denominator is determined by the number of days in the quarter (not counting school holidays); 6) the numerator is determined by the number of days that have passed in the quarter (not counting school holidays) on the date of withdrawal or 15 days after the last attendance date, whichever is earlier; 7) the Tuition Refund is calculated by multiplying the Per Quarter Tuition by the calculation of: 1 minus the numerator (#6) divided by the denominator (#5). 8) To the Tuition Refund is added any cost of courseware and equipment (plus sales tax) to be provided for the program that have not yet been provided; the net is the Total Refund. The Total Refund will be deducted from the student's account balance.

CANCELLATION FOR CERTIFICATE PROGRAM STUDENTS A student has the right to cancel their enrollment agreement for a Certificate Program anytime until seven days after the first day of class attendance. Cancellation shall occur when the student gives verbal or written notice of cancellation to the school. The school shall refund any consideration paid by the student less any application fee up to \$100 and non-refundable registration fee up to \$150 (total non-refundable fees not to exceed \$200), and less a 3% credit card transaction fee, if applicable within 45 days after it receives notice of cancellation. If Key Code Media Education cancels the program start or rejects the student's application then all fees will be refunded in full.

CANCELLATION, RESCHEDULING, AND REFUNDS FOR NON-CERTIFICATE PROGRAM & NON-ETP Cancellation or rescheduling of a class must be done within three calendar days of the scheduled first day of class. A full refund less 25% will be provided if the student meets this requirement. If cancellation occurs less than 72 business hours prior to the first day of class, no refund will be provided, but we do allow rescheduling on a space-available basis. There will be no refund provided to students that do not show up for class.

STUDENT'S RIGHT TO CANCEL Key Code Education reserves the right to cancel any course no less than seven (7) days prior to the course start date. In the event of a cancellation by Key Code Education, students have the option of being rescheduled for another course date or receiving a full refund. Students may cancel their enrollment in any course by providing written notice to Key Code Education no less than seven (7)

days prior to the course start date. Any cancellations received less than seven (7) days prior to course start date will result in the student being charged a 30% late cancellation fee of the full published rate. "No-shows" will be charged the full published rate for the course and will receive no refund for any payments already made.

STUDENT COMPLAINTS Certificate Program students are welcome to communicate with Key Code Media Education staff regarding their experience. This may be done either through informal discussions with an Instructor or staff member, by leaving a letter with the receptionist, or via email at education@keycodemedia.com. We ask that the student sign their name to comment forms. If a student communicates a complaint orally, effort will be made to resolve the complaint before a second one is made. If a second oral complaint is made, the student will be notified that the complaint should be put in writing.

If you have a complaint or feel you are not receiving what was represented to you, then you are encouraged to provide our staff with a written letter detailing the circumstances of your complaint. Your letter should be addressed to Attn: Director of Education.

If you feel that the complaint is of a serious nature and may involve legal ramifications, the complaint should be communicated both orally and in writing as soon as possible. If you believe that the school or any individual representing the school has acted unlawfully, you have the right to file a complaint with the Department of Consumer Affairs, Consumer Information Division, 1625 North Market Blvd., Suite N 112, Sacramento, CA 95834, (800) 952-5210. A student may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's web site www.bppe.ca.gov.

STUDENT-TEACHER RATIO Most classes have significant hands-on participation and are limited to 12 students.

STUDENTS RECORDS Student records will be maintained for each student who enrolls in the institution whether or not the student completes the educational service. This will include all student contact information as well as education history and copies of all documents and personal information voluntarily submitted by the student.

STUDENTS ACCESS TO FILES Student files are maintained in full on-site for 5 years, and can be viewed by a student upon request sent to education@keycodemedia.com.

Thereafter, Key Code Media Education will maintain for two more years either partial or full files. Original files are not permitted to leave the premises. However, a student may be allowed to photocopy or scan their files. Outside institutions, agencies, or individuals seeking to access a student file must have the student sign a letter authorizing release of their files. Key Code Media Education acts in accordance with the Family Education Rights and Privacy Act (FERPA). Transcripts are always available upon request sent to education@keycodemedia.com. A transcript fee may apply.

STUDENT TUITION RECOVERY FUND You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) and are eligible for protection from the STRF if all of the following apply to you: 1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and; 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, or; 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of the following: 1. The school closed before the course of instruction was completed. 2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. 4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

taxpayer identification number.

It is important that you keep copies of the Enrollment Agreement, financial aid papers, receipts or any other information that documents the monies paid to the school.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento CA 95798-0818 or calling toll free at (888) 370-7859.

TRANSFER OF CREDITS Key Code Media Education has no articulation agreements to transfer credits to other schools. It does not anticipate and makes no representation that any credit earned at the school will transfer to another school.

Nonetheless, upon request from a Key Code Media Education student or graduate, for a fee of \$100, Key Code Media Education will provide guidance or counseling and at a minimum, an official transcript, syllabi, or course outlines to assist a student who requests to transfer credits to another institution.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS

EARNED: The transferability of credits you earn at Key Code Media Education is at the complete discretion of an institution to which you may seek to transfer.

Acceptance of the certificate you earn in any program at the school is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn 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 Key Code Media Education to determine if your credits or certificate will transfer.

Key Code Media Education accepts credits from schools that are nationally or regionally accredited by the U.S. Dept. of Education or CHEA for students who successfully completed an essentially identical class (e.g. Introduction to Photoshop) that was at least as many hours as Key Code Media Education offers. Key Code Media Education also accepts credits for similar classes taken at a professional digital media education center (for example, Media Composer 101 at FMC) within the past year or within the past three years followed by working in the field at least 20 hours per week.

Students requesting transfer of credits must request in writing sent by letter or email,

and provide a copy of a completion certificate or transcript from the other school and a description or outline of the course from the other school's catalog, website, or other document. Key Code Media Education requires a minimum GPA of 3.0 from an accredited school, or a certificate of completion from a non-accredited digital media education center. The limit on the number of credits that may be transferred is 33% of the hours in the program at Key Code Media Education. Credits transferred may be substituted for other courses at no charge to the student, or used to offset tuition on a prorated basis at a rate of 50%, at the student's choice.

For example, if a student transfers credits totaling 10% of the hours in the program, the tuition would be discounted 5%. The number of credit hours earned by transfer of credits will be considered as earned at the start of the program and will initially alter the student's academic progress positively.

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at Key Code Media Education. Such students will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution. The quantitative requirement remains 70% for all students, but the maximum time frame is based on the number of credits the student must complete in the current program. For example, if the student transfers in 140 hours, and therefore must complete 1300 hours in a Key Code Media Education program, the maximum time frame is $1300 \times 150\%$, or 1695 attempted hours.

A student may appeal the denial of transfer, or the number of hours granted by transfer, in writing by email or letter addressed to "Education Director" at Key Code Media Education. If by email, it should be sent to education@keycodemedia.com. Key Code Media Education may charge a fee of \$50 to evaluate a student's transfer of credit request, which may be assessed at its sole discretion.

FERPA NOTIFICATION The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day "School" receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the

correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the [School] in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the [School]. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202 FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records

without obtaining prior written consent of the student –

- To other school officials, including teachers, within the [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a) (3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a) (6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the

requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a) (14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15)).

DRUG AND ALCOHOL PREVENTION/AWARENESS The unlawful manufacture, distribution, possession or use of illicit drugs or alcohol is strictly prohibited on Key Code Media Education property and/or while on official duty and/or as part of any school activities. Sanctions (consistent with local, State, and federal law) will be imposed on students and employees for violation of this policy. Sanctions may include disciplinary actions up to and including expulsion, termination of employment and referral for prosecution. There are significant health risks associated with the use of illicit drugs and the abuse of alcohol; students who want to talk to a counselor or want to seek services about drug and alcohol abuse and prevention are encouraged to do so and can contact the Director of Student Services for referrals.

COPYRIGHT INFRINGEMENT Copyright infringement is the exercising, without permission or legal authority, of an exclusive right granted only to the copyright owner under Title 17 of the U.S. Code. Downloading or uploading a substantial part of a copyrighted work without permission (i.e. reproducing or distributing) is an infringement. Key Code Media Education staff are authorized to confiscate any storage media suspected of housing files illegally downloaded or uploaded at the school, or involving any files obtained by a student at Key Code Media Education. Key Code Media Education will cooperate fully with any investigation by public authorities related to illegally downloaded or uploaded copyrighted work. A student found liable will be subject to the full extent of fines and penalties imposed by law. A student who illegally reproduces or distributes copyrighted material may be subject to criminal and civil penalties, and face possible expulsion from Key Code Media Education. Anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages of not less than \$750 per work infringed. A court may award up to \$150,000 per work "willfully" infringed, assess costs and attorney fees, and impose criminal penalties including imprisonment of up to five years.

DELINQUENT PAYMENTS Many Certificate Program students obtain a student loan prior to entry. Individual class students generally pay prior to the commencement of class(es). Any invoice delinquent over 30 days will be charged 18% per year. Seriously

delinquent accounts may be turned over to a collection agency for further legal follow-up, and the delinquent student may incur collection or legal fees in addition to interest on the unpaid balance.

ENROLLMENT & OTHER FEES Key Code Media Education charges the following fees:

Registration fee per program (non-refundable if a student withdraws).....	\$150
Application Fee.	\$85
Re-enrollment Fee (non-refundable)	\$250
Rescheduling Fees: To reschedule one or more classes:	
• Outside of the 10-day deadline.	\$25
• Late Cancel Fees	\$100
• No Show Fees.	\$200
Incoming wire fee (per wire)	\$25
Outgoing wire fee, domestic (per wire)	\$25
Outgoing wire fee, international (per wire)....	Varies by Destination
Returned Check Fee	\$25
Fax Fee	\$1.00 per page
Transcript Fee	\$35
Certificate Reprints.....	\$10; \$15 for Avid Certificate Loan Modification
Re-documentation Fee	\$100

Fees subject to change.

TECHNICAL CERTIFICATION FEES Software manufacturers occasionally develop certification classes and tests. Generally the cost of certification test and application fees for one sitting is included in the tuition of the corresponding course or Certificate Program. Retakes of the exams will be at the student's expense.

PAYMENT METHODS Payments are accepted by cash, check money order, or credit card.

SALES TAX Sales tax will be charged on books, supplies and equipment as applicable.

OTHER REQUIRED FINE PRINT Key Code Media, Inc. d.b.a. Key Code Media Education does not have a pending petition in bankruptcy, nor has it ever filed one or had one filed against it. It is not operating as a debtor in possession, nor has it ever. It is not an accredited institution, so a student enrolled at the school is not eligible for federal financial aid programs.

Any questions you 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 P.O. Box 980818 West Sacramento, CA 95798-0818, www.bppe.ca.gov, or by phone at (916) 431- 6959, or fax at (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website, www.bppe.ca.gov.

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.

FACULTY AND OWNERSHIP Key Code Media Education may retain the services of one dozen or more freelance trainers, all of whom are experienced in their areas of specialty in digital media production, many of whom are software-certified trainers/experts.

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