



**(714) 842-0100**

**www.ARB RADIO.com**

# **Hands-On Training for 38 Years!**

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

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

**www.arbradio.com**

**January 1, 2022-December 31, 2022**



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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.

## 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 10 fully equipped broadcast studios, television set and editing facilities, 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.

The institute does not have student housing, and has no responsibility to find housing.

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 and MEDIA TRAINING (Campus & IDL)*  
(302 Clock Hours)

*RADIO BROADCASTING (Campus)*  
(302 Clock Hours)

*RADIO BROADCASTING (IDL)*  
(302 Clock Hours)

*TELEVISION/VIDEO PRODUCTION AND BROADCASTING*  
(304 Clock Hours)

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. The Radio & Media Training course is both on campus and on-line.

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.

The Academy does not participate in Federal or State Financial Aid programs. The institution or programs are not accredited.

## **Ownership and Control**

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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**

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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.

## **Admission to The Academy**

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

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

## Credit for Previous Training or Experience

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. 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. \$250 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 4-5 month stay.

Tuition - \$11,850	Application Fee (non-refundable) - \$250	Books and Supplies - \$300
Room and Board - \$9,600	Transportation - \$2,500	Personal Expenses - \$3,000
		Health Insurance - \$750



## **Radio & Media Training (Campus & IDL)** \_\_\_\_\_

Standard Occupational Code 27-3011

The Radio & Media Training Program is a program that consists of 302 hours of studio time and instruction over a 16-week period. The education combines hands-on, live broadcasting from fully equipped studios (on campus or at home) 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 on campus. IDL students will work around their schedules. 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.

For the IDL students, 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 & Media Training (Campus & IDL)** \_\_\_\_\_

#### **Course Overview**

Students are expected to attend scheduled studio time (on campus or in their home), Vocal Coaching, Lecture, and Personal Instruction sessions every week for 16 weeks.

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—16 weeks) Students prepare and execute 176 hours/shifts of Air/News Shows and Production. Preparation varies by duty and assignment and consists of writing commercials, 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** (16 weeks) Students learn the techniques of proper speech, enunciation, diction, and articulation. Standard American English is taught and practiced.

**Personal Instruction** (16 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.

#### **Media Research and Assignments (16 weeks) 62 total outside hours**

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

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

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

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

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

**Syndication & Distribution** (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 and your own radio programs is explored.

**Editing** (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** (1 week) 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.

**News** (1 week) The skills to gather, assemble, organize, and report the news ethically and credibly are taught.

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

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

**Interviewing & Talk Radio** (1 week) The skills needed to be effective in talk radio and podcasting are taught to students.

**Career Guidance** (3 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.

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

### **Program Outline-Radio & Media Training (Campus & IDL)** \_\_\_\_\_

<u>Module</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>Total Clock Hours</u>	<u>Outside Work</u>	<u>Media Research</u>	<u>Total Hours</u>
Station Management	4	10	14	2	4	20
Copywriting	4	10	14		4	18
Programming	4	10	14	2	4	20
Traffic & Continuity	4	10	14		4	18
Editing & Sound	4	10	14	2	4	20
Interviewing & Talk Radio	4	10	14		4	18
Voice Overs	4	10	14	2	4	20
Syndication & Distribution	4	10	14		4	18
Personality Radio	4	10	14	2	4	20
Sportscasting	4	10	14		4	18
Broadcast Sales	4	10	14	2	4	20
News Journalism	4	10	14		4	18
Multitrack Editing	4	10	14	2	4	20
Commercial Interpretation	4	10	14		4	18

Starting Your Own Business	4	10	14	2	4	20
FCC Rules & Regs	4	10	14		2	18
<b>Totals:</b>	<b>64</b>	<b>160</b>	<b>224</b>	<b>16</b>	<b>62</b>	<b>302</b>
	<b>Lecture</b>	<b>Lab</b>	<b>Total</b>	<b>Outside</b>	<b>Media</b>	<b>Total</b>
	<b>hours</b>	<b>hours</b>	<b>Clock</b>	<b>Work</b>	<b>Research</b>	<b>Hours</b>
			<b>Hours</b>			

## Grading System-Radio & Media Training (Campus & IDL) \_\_\_\_\_

The Academy uses a 1 to 4 point system to grade the results of completed assignments in the Radio & Media Training 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 8 assignments worth up to 4 points each for a maximum of 32 points (8 x 4 = 32). The written, final examination is scored objectively, and is worth a total of 100 points.

Assignments are due on a weekly basis. The work is evaluated by the Personal Instructors 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 232 (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 & Media Training (Campus & IDL) \_\_\_\_\_

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.

Students successful in meeting these Requirements will receive a Diploma.



## Radio Broadcasting (Campus) \_\_\_\_\_

Standard Occupational Code 27-3011

The Radio Broadcasting Program is a training program that consists of 302 hours of studio time and instruction over a 16-week period. The education combines hands-on, live broadcasting from fully equipped studios (on campus) 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 on campus. 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.

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

### **Course Overview**

Students are expected to attend scheduled studio time (on campus), Vocal Coaching, Lecture, and Personal Instruction sessions every week for 16 weeks.

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—16 weeks) Students prepare and execute 176 hours/shifts of Air/News Shows and Production. Preparation varies by duty and assignment and consists of writing commercials, 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** (16 weeks) Students learn the techniques of proper speech, enunciation, diction, and articulation. Standard American English is taught and practiced.

**Personal Instruction** (16 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 (16 weeks) 62 total outside hours**

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

**Entertainment Reporting** (1 week) The skills to gather, assemble, organize, and report the news ethically and credibly are taught.

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

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

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

**Sales & Marketing** (1 week) The unique nature and approach to selling commercial time and your own radio programs 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** (1 week) 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** (2 weeks) 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.

**Promotions & Social Media** (1 week) Emphasis is placed on public relations, publicity, and advertising a radio station and your own business through various means, especially social media.

**Interviewing & Talk Radio** (1 week) The skills needed to be effective in talk radio and podcasting are taught to students.

**Career Guidance** (3 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.

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

### Program Outline-Radio Broadcasting (Campus)

<u>Module</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>Total Clock Hours</u>	<u>Outside Work</u>	<u>Media Research</u>	<u>Total Hours</u>
Podcasting	4	10	14	2	4	20
Copywriting	4	10	14		4	18
Programming	4	10	14	2	4	20
Promotions & Social Media	4	10	14		4	18
Editing & Sound	4	10	14	2	4	20
Interviewing & Talk Radio	4	10	14		4	18
Voice Overs--Commercials	4	10	14	2	4	20
Syndication & Distribution	4	10	14		4	18
Personality Radio	4	10	14	2	4	20
Sportscasting	4	10	14		4	18
Sales & Marketing	4	10	14	2	4	20
Entertainment Reporting	4	10	14		4	18
Multitrack Editing	4	10	14	2	4	20
Commercial Interpretation	4	10	14		4	18
Starting Your Own Business	4	10	14	2	4	20
Voice Overs—Special Projects	4	10	14		2	18
	<b>64</b>	<b>160</b>	<b>224</b>	<b>16</b>	<b>62</b>	<b>302</b>
<b>Totals:</b>	<b>Lecture hours</b>	<b>Lab hours</b>	<b>Total Clock Hours</b>	<b>Outside Work</b>	<b>Media Research</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 & Media Training 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 8 assignments worth up to 4 points each for a maximum of 32 points (8 x 4 = 32). The written, final examination is scored objectively, and is worth a total of 100 points.

Assignments are due on a weekly basis. The work is evaluated by the Personal Instructors 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 232 (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:

- 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

Students successful in meeting these Requirements will receive a Diploma.



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

Standard Occupational Code 27-3011

The Radio Broadcasting Program is a training program that consists of 302 hours of studio time and instruction over a 16-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.

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 attend scheduled studio time (in their home), Vocal Coaching, Lecture, and Personal Instruction sessions every week for 16 weeks.

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—16 weeks) Students prepare and execute 176 hours/shifts of Air/News Shows and Production. Preparation varies by duty and assignment and consists of writing commercials, 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** (16 weeks) Students learn the techniques of proper speech, enunciation, diction, and articulation. Standard American English is taught and practiced.

**Personal Instruction** (16 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.

### **Media Research and Assignments (16 weeks) 62 total outside hours**

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

**Entertainment Reporting** (1 week) The skills to gather, assemble, organize, and report the news ethically and credibly are taught.

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

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

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

**Sales & Marketing** (1 week) The unique nature and approach to selling commercial time and your own radio programs 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** (1 week) 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** (2 weeks) 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.

**Promotions & Social Media** (1 week) Emphasis is placed on public relations, publicity, and advertising a radio station and your own business through various means, especially social media.

**Interviewing & Talk Radio** (1 week) The skills needed to be effective in talk radio and podcasting are taught to students.

**Career Guidance** (3 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.

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

### **Program Outline-Radio Broadcasting (IDL)**

<u>Module</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>Total Clock Hours</u>	<u>Outside Work</u>	<u>Media Research</u>	<u>Total Hours</u>
Podcasting	4	10	14	2	4	20
Copywriting	4	10	14		4	18
Programming	4	10	14	2	4	20
Promotions & Social Media	4	10	14		4	18
Editing & Sound	4	10	14	2	4	20
Interviewing & Talk Radio	4	10	14		4	18
Voice Overs--Commercials	4	10	14	2	4	20
Syndication & Distribution	4	10	14		4	18
Personality Radio	4	10	14	2	4	20

**The Academy of Radio & TV Broadcasting**

**Since 1983**

Sportscasting	4	10	14		4	18
Sales & Marketing	4	10	14	2	4	20
Entertainment Reporting	4	10	14		4	18
Multitrack Editing	4	10	14	2	4	20
Commercial Interpretation	4	10	14		4	18
Starting Your Own Business	4	10	14	2	4	20
Voice Overs—Special Projects	4	10	14		2	18
	<b>64</b>	<b>160</b>	<b>224</b>	<b>16</b>	<b>62</b>	<b>302</b>
<b>Totals:</b>	<b>Lecture hours</b>	<b>Lab hours</b>	<b>Total Clock Hours</b>	<b>Outside Work</b>	<b>Media Research</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 & Media Training 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 8 assignments worth up to 4 points each for a maximum of 32 points (8 x 4 = 32). The written, final examination is scored objectively, and is worth a total of 100 points.

Assignments are due on a weekly basis. The work is evaluated by the Personal Instructors 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 232 (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:

- 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

Students successful in meeting these Requirements will receive a Diploma.



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

Standard Occupational Code 27-4031

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 304 Hours of instruction and studio time (lab) over a 16-week period. Student schedules are set during normal business and teaching hours and students spend 16 hours per week on campus and 3 hours a week on Outside Work.

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** (3 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.

**Graphics** (1 week) 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.

**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** (2 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** (3 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.

**Personal Instruction** (16 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** (16 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** (16 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** (3 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>Outside Work</u>	<u>Total Hours</u>
Orientation	4	12	16	3	19
Understanding Editing	4	12	16	3	19
Dramatic Editing	4	12	16	3	19
Editing Workflow	4	12	16	3	19
Video Effects	4	12	16	3	19
Graphics	4	12	16	3	19
Hands on Camera	4	12	16	3	19
Camera Operation & Frame	4	12	16	3	19
Directing	4	12	16	3	19
Field Production	4	12	16	3	19
Studio Switching	4	12	16	3	19
Studio Audio	4	12	16	3	19
Field Audio	4	12	16	3	19
Understanding the Lens	4	12	16	3	19
Lighting Equipment	4	12	16	3	19
Lighting Techniques	4	12	16	3	19
	<b>64</b>	<b>192</b>	<b>256</b>	<b>48</b>	<b>304</b>
<b>Totals:</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Clock Hours</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 15 tests worth up to 5 points each for a maximum of 75 points (15 x 5=75). There are 15 Assignments that are worth 1 point each for a maximum of 15 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 final projects to determine a final grade.

Each Student must complete both final projects before graduating. The maximum combined point total of the Final Projects is 60. 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 250 (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.

Students successful in meeting these Requirements will receive a Diploma.

## **Academy Attendance Policies**

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

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

## **Library and Learning Services**

The Academy does not maintain a traditional library. Rather, industry periodicals, magazines and other Radio & TV related publications are located in the lobby. Additionally, students have access to Radio station and industry related websites. These web addresses are available from the Chief Instructor.

## **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 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 (Campus & IDL) is 302 hours in length and is taught over 16 weeks. The Television/Video is 304 hours and 16 weeks in duration. The Radio & Media Training program is 302 hours in length and is taught over 16 weeks. 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 16 weeks to the Start Date. For example:

Start: 06/13/21 or 8/1/21 Graduate: 10/2/21 or 11/20/21

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 an average of 19 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.

The Academy of Radio & TV Broadcasting has established requirements that students must meet in order to remain enrolled. Satisfactory Academic Progress (SAP) is reviewed at the halfway point in the program (8 weeks) 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 or clock hours completed depending on the program.

**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, students must show a cumulative successful completion rate of 60% GPA and completion of 181 clock hours 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.

## Probation ---

Students not meeting Satisfactory Progress Standards at the midpoint of the normal duration of the Course (8 weeks) will be placed on probation until Satisfactory Progress is achieved.

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

## Maximum Time Frame ---

Students enrolled in an eligible Certificate program will be allowed to attempt up to 150% of the published number of quarter credits or hours, depending on the program, required to earn the certificate. If the student has reached their academic goal, they are considered to be finished. However all attempted units count toward the maximum time frame and the student may not attempt more than 453 clock hours for all coursework.

## Leave of Absence ---

A Student may request a Leave of Absence for documented, exceptional medical or personal (death in family, etc.) situations. The time may not exceed 56 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.

## Student Services ---

Student services include academic counseling, career center, and personal assistance.

## **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 1747 N Market Blvd. Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, [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)). 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.)

## **Financial Assistance**

The Academy does not participate in State or Federal 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. 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 should submit their applications promptly. Methods of payment accepted by The Academy include, cash, check, money orders, Paypal, Venmo and the following credit cards; Visa and MasterCard. 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. Students who are delinquent on payments will be excluded from instruction, transcripts, or completion certificates until the student becomes current and the student pays any arrears.

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.

## **Student Tuition Recovery Fund**

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

California Code of Regulations Division 7.5. Private Postsecondary Education~ 105~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. 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.

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 a \$250 application fee. Refunds will be made within 45 days of the Academy's receipt of written notice. The \$250.00 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. Refund calculations are based on the student's last date of attendance. The last date of attendance is the last day a student attended or attempted the following but not limited to: completed an on-line academically related activity such as, posting questions and/or answers via text or email or phone, submissions of any assignment, quiz, research, extra credit or session with an instructor or counselor, or signing in to the online learning portal. The amount owed by the student equals the hourly charge for the program (total institutional charge, minus non-refundable associated and application fees, supplies, etc, divided by the number of hours in the program), multiplied by the number of hours the student attended, or was scheduled to attend, prior to withdrawal. All amounts paid by the student in excess of what is owed shall be refunded. After completion of 60% of a program, tuition is 100% earned, and no tuition refund is made. If the institution provided the student access to the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within forty-five (45) days with the exception of non-refundable associated and application fees, supplies, etc.. Conversely, Student is obligated to pay, immediately upon withdrawal, any amount owed for scheduled time that was not already paid. Student is responsible for expenses incurred as a result of the collection of the Student's debt that may include the use of collection agencies and legal action.

## **Termination of Enrollment** \_\_\_\_\_

The Academy may dismiss any Student who violates the Rules of Conduct, 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 application fee after the three day period, if the student does not show for class, doesn't start the program, or merely changes their mind on attending students will be refunded any monies paid, minus the application 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.

## Staff Biographies

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Tom King—President & Financial Aid Director

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 nearly 50 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 is heard in many major markets. In addition, she co-owned a radio station, KTHO in Lake Tahoe, for 4 years. She is currently working as a freelance national voice over artist.

Doreen Reyes—Radio Lead Instructor

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—TV Instructor

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 TV & Video Production instructor at The Academy since 2000.

### Manny Pacheco—Vocal Coach

A Southern California television and radio personality for four decades, Manny was on NBC's Santa Barbara, co-hosted the Daytime Emmy-nominated In Studio on KCOP. He is currently a weekend traffic anchor on KNX 1070 News Radio. He has previously worked at KRLA 1110AM, KBIG 104.3FM, and at KDAY 1580AM. Additionally, Manny is a professor at two local colleges, Fullerton College and Mt. San Antonio College in Walnut, CA where he teaches Radio Broadcasting and Cinema History.

### Mario Toscano—Radio Instructor

Mario began his voice-over career after graduating from the Academy of Radio & Television. After working for the government in language forensics for over 25 years, Mario decided to follow his childhood dream of voice acting. Today, Mario is a member of SAG/AFTRA and has a repertoire of over 30 different voices and accents, voicing countless promos, commercial spots, animation for some of the biggest names in the business, such as Dreamworks, Toyota, Monster Jam, Marvel Universe, Epic Games, Shakira, and many others.

### Kim Marie Cooper—Radio Instructor

Kim graduated in 1991 from the Academy. She started her on air career before graduating at 94.3 KIK-FM in Orange County. Her radio career includes 92.1 KOWFM, 97.3 KSON, 99.3 Hot Country in the San Diego market and transitioned in television as a Reporter at Cox Communications and worked at KUSI TV channel 51/9. Once back in Orange County, Kim worked in the news and traffic communities through Airwatch Communications and has been a represented actress since 1996. Kim has worked in over 100 commercials as well as films and television shows. She is a published writer and is a current instructor for online students throughout the country.

## Tuition

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### Radio & Media (Campus & IDL)

302 Clock Hours/4 Months

Application Fee . . . . . \$250.00

Tuition . . . . . \$11,600.00

Total Course Cost . . . . . **\$11,850.00\***

### Radio Broadcasting (Campus & IDL)

302 Clock Hours/4 Months

Application Fee . . . . . \$250.00

Tuition . . . . . \$11,600.00

Total Course Cost . . . . . **\$11,850.00\***

### TV/Video Production & Broadcasting (Campus)

304 Clock Hours/4 Months

Application Fee . . . . . \$250.00

Tuition . . . . . \$11,600.00

Total Course Cost . . . . . **\$11,850.00\***

\*Includes Institutional charges of \$10,050 plus \$1800\*\* associated fees. \*\*Associated Fees for the program are \$1800.00 (non-refundable) and include Administrative and Institutional Fees, Materials, Software, Tutorial and Student Supplies

## Staff

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### TOM KING

President & Financial Aid Director

### RICK BUTTERY

Chief Instructor-Television

### LINDY THURRELL

School Director

### MANNY PACHECO

Vocal Coach

### DOREEN REYES

Career Counselor / Chief Instructor-Radio

### KIM COOPER

### MARIO TOSCANO

Personal Instructors

## 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

www.arbradio.com