



## *AUDIO ENGINEERS OF DETROIT*

### **STUDENT POLICIES**

The school does not discriminate in its employment, admission, instruction, or graduation policies based on sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in all Audio Engineering programs must:

- Complete an application for enrollment.
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.

#### **JOB PLACEMENT POLICY:**

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided one-on-one meetings with instructors who will share area job opportunities. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

#### **GRADING PROCEDURES:**

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

#### **REFUND POLICY:**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- An applicant is not accepted by the school. The applicant shall be entitled to a full refund of all monies paid less application fee.

- A student (or in the case of a student under legal age, his/her parent, or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether the student has actually started classes.
- A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$150.
- A student notifies the institution of his/her withdrawal in writing.
- A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

**PERCENT OF SCHEDULED TIME TOTAL TUITION SCHOOL**

<b>ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>AED SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled after a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

The classroom teacher maintains the attendance roster. The attendance roster is always kept at the school. If a substitute teacher is used, the substitute must initial the day's attendance.

**Attendance will be taken in the following manner:**

Approximately ten minutes after class begins

If absent a first, second, and third time, that student will be contacted by phone and the results will be recorded on the Absence/Drop Record Form.

If absent a fourth and fifth time, the student will be contacted by telephone and in writing and will be advised of possible consequences. A copy of the same letter will be given to the student the next time the student comes to class, at which time the student must sign the Absence/Drop Record Form acknowledging receipt of the letter.

If absent a sixth time, the student will be informed in writing that the course must be repeated, and the student will be subject to paying additional tuition for the repeat. The student will not be able to repeat more than one course per program due to absences.

**Measures Taken When a Student Drops**

If absent three times consecutively without notifying the school, the student will be considered dropped. The school will contact the student by telephone and in writing and formally advise the student of this status. Results will be recorded on the Absent/Drop Form. If appropriate, the student will be informed that a leave of absence status is available. The student will also be informed that the tuition paid will remain valid, unless there has been a significant financial or educational change to the program, in which case, extra tuition will be charged. The school will then request that the student respond in writing and provide reasons for withdrawal. The results will be recorded in the Absent/Drop Record Form.

Students should always remember:

1. Arrive on time and do not leave early
2. Do not talk in class unless you have been recognized
3. Turn off all cell phones and mobile devices
4. Come to class prepared to take notes
5. Do not fall asleep in class
6. Do not schedule other activities for class time
7. Avoid any display of intimidation, harassment, or threatening behavior

**NON-DISCRIMINATION POLICY:**

AED Institutes are postsecondary educational institutions that admit academically qualified students without regard to sex, age, race, national origin, or handicap and afford them all rights, privileges, programs and other opportunities generally available to students at the Institutes. AED does not discriminate based on sex, age, race, color, national origin or handicap in admissions, employment services, or access to its programs and activities.

**INTERNET USE POLICY:**

Audio Engineers of Detroit has established for the educational and professional use of AED students, faculty, and staff ("Users"). This Technology and Acceptable Use Policy (the "Policy") is intended to govern Users with respect to Internet usage. In addition to this Policy, The AED regulates access to and use of the Internet using the free WIFI by principles consistent with the educational mission of AED, and the rules and expectations published elsewhere (i.e., Student, Parent, or Faculty Handbook). Users who violate this Policy will have their Internet privileges revoked and may be subject to further disciplinary action, including suspension or dismissal. AED may also report offenders to applicable law enforcement agencies.

AED has taken available precautions to restrict access to controversial materials on the Internet. However, on a global network, it is impossible to control all materials. AED believes that the valuable information and interaction available on the Internet far outweighs the possibility that Users may find material that is not consistent with our educational goals. The smooth operation of Internet usage relies upon the proper conduct of all Users. The signature on the Handbook Acknowledgement form and Laptop Contracts are legally binding and indicate the parties who have signed have read the terms and conditions of this Policy carefully and understand their significance.

“Internet” includes all hardware, software, and network services used by the AED community, including third party services that act as extensions of our internal network. Parents give the school permission to use applications that are educationally beneficial to our students.

### **Privileges**

The use of the Internet is a privilege, not a right. The use of an account must be consistent with the educational objectives of AED. AED, in its sole discretion, reserves the right to determine what conduct constitutes a violation of this Policy, and the discipline for any such violation. In addition, use of any other Internet connected resource must comply with the rules appropriate for that resource. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, material protected by copyright, threatening or obscene material, or material protected by trade practice. Use of the Internet for commercial activities, product advertisement, or political lobbying is prohibited. Use of the Internet must be consistent with this Policy and all policies and practices of AED, and violations of this Policy and such other policies and practices may result in the suspension or loss of an account, loss of Internet access, or in other forms of disciplinary action.

### **No Expectation of Privacy**

AED routinely monitors usage of the Internet usage and may review any communications on its systems. Users do not have a privacy right in the contents of their computer system, including messages sent, received, or stored on the email systems or in their use of the Internet. Users should have no expectation that the ability to choose a password for a system in any way limits the ability or right of AED to monitor all activity.

### **Security**

Security on any computer system is a high priority, especially when the system involves many Users. No User may have access to another’s files on the Internet. The following guidelines will help maintain security:

1. If you feel you have identified a security problem on the Internet, you must notify the Instructor or an Administrator.
2. Do not allow anyone else to use your account and do not use another individual’s account.
3. Inappropriate attempts to access a server as an administrator will result in immediate cancellation of User privileges and/or discipline.
4. Any User identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

### **Inappropriate Access**

Not all of the information freely available on the Internet is reliable or helpful. Students and employees must evaluate the source of the information, as well as the information itself, to determine its appropriateness and usefulness.

In addition to providing information, the Internet can provide the means to communicate directly with others via “instant or private messaging” programs, video conferencing programs, and other means. Also, there are many places and software technologies that will allow for the free exchange of files between computers over the Internet, such as email. Not all these methodologies are appropriate for an educational environment as outlined in this document.

Downloading or loading of software on AED’s computers is prohibited. There is an enormous quantity and variety of free software available on the Internet. However, widespread downloading of such software on the school’s computers has a cumulative negative effect, and can result in the substantial degradation of performance, additional maintenance time, and increased threat of virus infestation.

Students may not use school computers to access any Internet site or sites that contain information that is inappropriate for educational purposes or sites that teachers, staff or administration deem inappropriate for the instructional program. Examples of inappropriate information/content include, but is not limited to, the following:

Students may not access, upload, download, transmit, display, or distribute:

1. Offensive material – content that is in poor taste or could be considered obscene, abusive, or sexually explicit language, racist, illegal, harassing, or inflammatory.
2. Distribute dangerous material – content that provides direction in the construction of explosives or similar devices or instruction or practices that could injure the students themselves or others.
3. Inappropriate contacts – materials that can lead to contact with strangers who could potentially threaten the student’s health or safety.

If a student is uncertain as to whether a site’s material might be considered inappropriate, the student should consult their teacher or a member of the administrative staff for clarification.

### **DRUG FREE WORKPLACE AND SCHOOL:**

AED forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty, or staff anywhere within the school facilities or on campus grounds. Anyone in violation of state, federal, or other local regulations, with respect to illegal drugs or alcohol, may be subject to both school disciplinary action and criminal prosecution.

### **THEFT POLICY:**

AED is not responsible for the theft of a student’s personal items. Students are advised to take proper precautions in regard to their belongings while on campus. If a student experiences a lost or stolen item they should report it to an appropriate AED staff member immediately.

### **SMOKING POLICY:**

AED is a SMOKE FREE facility. Smoking is not allowed anywhere in the building at any time. This policy includes Electronic Cigarettes as mandated by State of Michigan.

### **DRUG AND ALCOHOL POLICY:**

AED prohibits the use or possession of any substance. Students are made aware of this policy during Orientation. Further resources on substance abuse and resources for counseling and treatment can be found on the school’s bulletin boards and are available electronically on AED’s Learning Management System Canvas.

### **CELL PHONE POLICY:**

The use of cell phones is prohibited during class hours. Please turn off all such devices while in class.

## **HOLIDAY SCHEDULE:**

AED will be closed for the following Holidays:

Martin Luther King Day Monday

Memorial Day Monday

Independence Day

Labor Day Monday

Veterans Day Tuesday

Thanksgiving Break Thursday  
through Sunday

Winter Break, December 22nd  
Through January 5th

Students are expected to always conduct themselves courteously and professionally and are expected to maintain high standards of conduct and honesty. Conduct considered harmful to, or interfering with, the rights of others, or to the reputation of AED, will not be tolerated.

## **DISCIPLINARY OFFENSES:**

AED reserves the right to dismiss, suspend or place on probation a student whose behavior is in violation of the school's code of conduct or harassment policies. Reasons for such action shall include, but not be limited to:

- Conduct dangerous to others
- Any act of hazing in any form
- Disorderly conduct
- Obstruction of, or interference with, AED activities or facilities
- Any unauthorized occupancy of AED facilities
- Interference with the right of any faculty, staff, or student to gain access to any AED event or facility
- Any obstruction or delay of any AED official in the performance of his/her duty
- Failure to cooperate with AED staff or faculty.
- Misuse of, or damage to property, or any act of theft; misappropriation or sale of AED property
- Alteration, or unauthorized use, of AED documents, forms, records, or identification cards
- Violation of any signed waiver or agreement with AED
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Any use and/or possession of alcoholic beverages on AED property
- Any unlawful possession or use of any drug or controlled substance on any AED campus or AED event
- Any sale, use or distribution of any such drug or controlled substance on any AED campus or AED event
- Sexual harassment of any fellow students, faculty, or staff of AED
- Plagiarism, cheating, and other forms of academic dishonesty
- Clothing with pictures or language denoting violence, prejudicial biases, sexual acts, or other inappropriate depictions or suggestions
- Violations of state and/or federal laws
- Any documented offense or series of offenses deemed by the school Director as serious, that threaten to disrupt the education of other students or AED business
- Aiding and abetting others in any of the foregoing offenses

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on AED owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any AED activity or the missions, processes, and functions of AED. In addition, disciplinary action may be taken based on any conduct, on or off campus, which poses a substantial threat to persons or property within the AED community. AED will impose disciplinary sanctions on students and employees consistent with AED policy and local, state, and federal laws.

### **STUDIO AND LAB PROCEDURES:**

Students are responsible for the condition of the labs and studios that they use. When a student has completed a session, the studio must be ‘broken down’ and cleaned. This includes normalizing the console, removing all patch cords, disposing of all trash, putting away manuals, etc. Students must allow at least 15 minutes for breakdown and cleanup at the conclusion of each session to allow for the prompt start of the next session.

### **LAB AREA:**

Many of the labs and projects done in the school’s recording studio involve critical listening. Please be considerate to fellow classmates and keep conversation to a minimum.

### **EQUIPMENT AND MATERIALS:**

All equipment at AED is monitored and maintained by the AED staff. Students must not attempt to repair the equipment. Any problems must be reported to the Lab Instructor and written up using the Maintenance Reports, which are in the studio and lab areas. In addition, students must not repatch any equipment (other than normal use of patch bays). If any equipment, such as keyboards, tape machines, or outboard equipment, needs to be moved between studios, classrooms, or labs, it must be done by the supervisor on duty.

All media required for programs and courses will be provided by AED and the cost is included in the tuition. Students may NOT remove any files or tapes supplied by AED from the premises.

All projects recorded at AED may only be used for demonstration or reference and may not be used for commercial purposes. Lab projects are for educational purposes only. AED may use any recorded project for educational or promotional purposes.

### **INSTRUMENTS:**

When necessary, students may bring in their own musical instruments. AED does not provide any storage for students’ instruments and is not responsible or insured for this equipment. Any equipment connected to AED equipment must be done so in the presence of the Lab Instructor on duty. Except for one available drum kit, AED does not supply musical instruments for sessions and does not provide musicians for studio projects. Lists of available musicians and groups may be periodically posted on the school’s bulletin boards.

### **COMPUTERS, SERVERS, AND WORKSTATIONS:**

It is especially important to remember that computers are machines and can, do, and *will* fail from time to time.

Files may be erased at any time. Pay close attention to file management and proper saving procedures when working on computers. Lab Instructors will remove all projects and students’ files from the school’s computers on a nightly basis.

### **STUDIO AND LAB POLICIES:**

ABSOLUTELY NO FOOD OR OPEN DRINK IS ALLOWED IN ANY CLASSROOM OR STUDIO. If any food or drink is found in a studio during a session, the session will be immediately terminated. There will be no exceptions to this policy.

## **ADMISSIONS:**

Admission to Audio Engineers of Detroit ELAR-101 / ALAR-201 is open to any individual who is seriously interested in the field of professional audio recording engineering technology and the music industry AND meets all necessary entrance requirements.

Prospective students may enroll in person or by website. Students applying or enrolling in person may visit the school campus by appointment only during regular office hours, 10:00 am to 5:00 pm, Monday through Friday. Individual appointments outside of normal hours can also be made with an Admissions Representative.

International and out-of-area students may submit the Application for Admission and the Enrollment Agreement by mail; however, AED strongly encourages all prospective students to visit the school before enrolling. Students applying by mail should contact the school regarding available openings for a desired start date.

## **REQUIREMENTS FOR ADMISSION:**

To be admitted into the Audio Engineering Program at AED, prospective students must:

- Be a United States Citizen or Permanent Resident OR obtain the appropriate student visa.
- Be a High School Graduate or GED Recipient.
- Be at least 18 years of age.
- Possess English proficiency.
- Pass an Entrance Evaluation.

## **APPLICATION PROCEDURE:**

To apply to the ELAR-101 / ALAR-201 Program, the following steps must be completed:

- Complete and submit Application for Admission.
- Remit payment of the non-refundable \$150 application fee.
- Submit an official High School Transcript, a copy of a High School Diploma, OR evaluated proof of educational achievement that is equivalent to a US High School diploma. All documentation must be in English or officially translated.
- Successfully complete Entrance Evaluation

## **CAREER DEVELOPMENT ASSISTANCE:**

Beginning a career in the audio industry can often be difficult and competitive. Upon graduation, AED will do its best to help all graduates find suitable employment. AED's Career Services Coordinator will advise students regarding industry expectations and industry related information, as well as provide assistance with résumé preparation, personalized career advice, and industry contacts.

All students must complete an exit interview to evaluate the student's progress throughout the program and to define the student's goals and plans for the beginning of his/her career. Although the Audio Technology Department and the Career Services Coordinator assist all graduates with job placement, the student should be actively involved in this process. AED encourages students to research what type of job, position, or company interests them so that the staff and student can work together to find the most suitable employment.

AED works closely with audio and media companies to facilitate placement of qualified graduates. In many cases, graduates are interested in working with a particular company. AED may have established relationships with these companies and can easily gather information regarding relevant job opportunities and provide the graduate with contact information.

If AED does not have a relationship with the requested company, the staff will contact the company on behalf of the graduate to find out what is required for employment.

Although AED offers career development assistance to all Advanced Level Audio Recording graduates, the school cannot guarantee placement or employment.

## **TUITION AND FEES:**

Registration Application (Non-Refundable) – \$150.00

Full Program: Entry Level Recording-101 & Advanced Level Recording-201 (36 Weeks Program) with Student Equipment, Software and Books – Cost = \$19,750.00

Entry Level Audio Recording 101 Program (12 Weeks Program) with Student Equipment, Software and Books – Cost = \$9,500.00

Advanced Level Audio Recording 201 Program (24 Weeks Program) with Student Equipment, Software and Books – Cost = \$12,250.00

Books and Materials includes Apple MacBook pro laptop, audio interface, Pro Tools software, plug-ins, \*music theory software, \*beat-making software, \*keyboard controller, condenser microphone, headphones, thunderbolt hard drive, USB stick, required books and other miscellaneous software for classes.

**\*For ALAR-201 Advanced Level Audio Recording Students Only**

## **MONTHLY PAYMENT PLANS (TBD):**

AED offers a monthly payment plan for students. There is interest and finance charge for monthly payment plans with AED. All such payment plans comply with state and federal requirements.

### **Entry Level Audio Recording – Monthly Plan (TBD)**

Application Fee: paid upon application.

Tuition Deposit: paid upon enrollment\*

Down Payment: due on or before Class Start

TOTAL PAYMENTS

### **Advanced Level Audio Recording – Monthly Plan (TBD)**

Application Fee: paid upon application.

Tuition Deposit: paid upon enrollment\*

Down Payment: due before Class Start

TOTAL PAYMENTS

## **TUITION DEPOSIT:**

For students, whose tuition is not fully covered by Title IV funds and/or third-party loan(s), a tuition deposit of up to \$TBD, applied to the outstanding tuition balance, will be due upon signature of the Enrollment Agreement.

Tuition may be paid by electronic transfer, cashier's check, money order or credit card. The application fee must be paid upon application and may not be included in any loan disbursements. Any down payment due, as determined by the Financial Aid office, is due on or before the first-class meeting.

All monthly tuition payments are due by the 1st day of the month. After the 7th day of the month, the payment is considered late. Payments are posted the day they are received, regardless of the postmark, date sent or transferred. A late charge of \$5.00 per business day will be assessed for all late payments. Additionally, any student with an outstanding balance after the 7th of the month will lose their booking computer privileges. This means that the student will not be permitted to book any new labs, and all previously booked labs will be cancelled. The student will not be allowed to make up any lab assignments missed due to this policy.

There will be a \$25.00 fee assessed for any returned transactions by the bank for insufficient funds. If a tuition account has more than one returned transaction, another payment method will be required.

Please direct all questions regarding tuition to the Administration or Director's office. Students whose tuition and/or fees have not been paid in full by the completion of the program will not be allowed to graduate or receive transcripts.

**TERMINATION FOR NON-PAYMENT:**

Students paying tuition in installments are expected to make all tuition payments on time in accordance with the payment plan established by AED at the time of enrollment. A student carrying a balance equivalent to two months' tuition will receive notice from the Administration Office. If the student does not pay all outstanding fees before the third month is past due, his/her enrollment will be suspended. Students suspended for non-payment will be permitted to resume coursework (either with the original class session or as a transfer into another class session) once the balance is paid in full. Regardless of enrollment status, the student is liable for all tuition and fees due as of the last day of attendance.