

RECORDING RADIO FILM CONNECTION AND CASA SCHOOLS ENROLLMENT AGREEMENT

6300 Wilshire Blvd., Suite 640, Los Angeles, CA 90048

www.RecordingConnection.com | www.RadioConnection.com | www.FilmConnection.com | www.CASACConnection.com

PLEASE PRINT OR TYPE

☐ New Student

☐ Re-Entry Student

Applicant Legal Name _____
(First) (Middle) (Last)
Social Security # _____ - _____ - _____ Date of Birth _____ - _____ - _____ Driver's License / ID No. _____
Home Telephone: (_____) _____ - _____ Work: (_____) _____ - _____ Cell: (_____) _____ - _____
Address _____ City _____ State _____ Zip _____
E-Mail _____

A. EDUCATIONAL SERVICE

Program Name: _____

Total Clock Hours: _____ Approximate No. of Months: _____

Enrollment Agreement Period - Start Date: _____ Completion Date: _____

Enrollment Agreement Period Program - Start Date: _____ Program Scheduled Completion Date: _____

B. ITEMIZATION & TOTAL TUITION AND FEES

Administrative Fee \$ _____ Non-Refundable

Tuition (Books & Materials) \$ _____ Prorated upon withdrawal. Refer to refund policy provision within this Agreement.

Other Fees (iLock) \$ _____ Non-Refundable

ESTIMATED DUE FOR THE ENTIRE PROGRAM

\$ _____*

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE

\$ _____

CHARGES DUE UPON ENROLLMENT

\$ _____

***YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.**

Additional Fees, as applicable: If a student misplaces his/her Recording Radio Film Commission & CASA Schools course curriculum, the student must pay a fee of \$30.00 to receive a replacement. If a student misplaces his/her microphone or USB connector, the student must purchase a replacement at cost. There is a non-refundable administrative fee of \$50.00.

C. PAYMENT

☐ OPTION 1 – PAY IN FULL

At the student's option, upon being accepted to the School with an executed enrollment agreement that discloses the start date, the student may provide payment in full for tuition and fees. Tuition is reduced \$1000.00 for Option 1.

☐ OPTION 2 – INTERNAL FINANCING – 1-YEAR PAYMENT PLAN

If you wish to make monthly payments for a one-year (12 months) payment plan a down payment of \$2,700.00 will be required to start. Monthly payments are made during matriculation.

☐ OPTION 3 – INTERNAL FINANCING – 2-YEAR PAYMENT PLAN

If you wish to make monthly payments for a two-year payment plan a down payment of \$2,700.00 will be required to start. Monthly payments are made during matriculation.

BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.

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☐ **OPTION 4 – INTERNAL FINANCING – 3-YEAR PAYMENT PLAN**

If you wish to make monthly payments for a three-year (36 months) payment plan a down payment of 2,700.00 will be required to start. Monthly payments are made during matriculation and thereafter.

☐ **OPTION 5 – INTERNAL FINANCING – 4-YEAR PAYMENT PLAN**

If you wish to make monthly payments for a four-year (48 months) payment plan a down payment of 2,700.00 will be required to start. Monthly payments are made during matriculation and thereafter.

☐ **OPTION 6 –PRIVATE LOAN WITH TUITION OPTIONS, LLC**

Select this option if you have applied or will be applying with our affiliate Tuition Options, LLC to help fund your tuition. Tuition Options, LLC's origination and servicing platform is fully compliant with all student loan regulations.

To be considered for a monthly payment plan, the student must fill out the credit application provided with the enrollment agreement and return the credit application to Recording Radio Film Connection & CASA Schools's offices.

D. REFUND POLICY

DENIED ENROLLMENT OR PROGRAM CANCELLED

An applicant denied enrollment or program cancelled by the school is entitled to a refund of all monies paid.

FIVE-DAY CANCELLATION

An applicant who provides written notice of cancellation within five days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

OTHER CANCELLATIONS

An applicant requesting cancellation more than five days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, less the administrative fee of \$50.

STUDENT'S RIGHT TO CANCEL

The program in which you are enrolling is distance education-not offered in real time. The institution will transmit the first lesson and materials to you within seven days after the execution of an enrollment agreement.

You have the right to cancel this enrollment agreement and receive a full refund, at any time prior to receiving the first lesson and materials. The first lesson and materials will be transmitted to you by _____.

Date

Cancellation is effective on the date the written notice of cancellation is sent to Recording Radio Film Connection & CASA Schools, 6300 Wilshire Blvd., Suite 640, Los Angeles, CA 90048/studentservices@rrfedu.com. Refunds will be paid within 30 days of cancellation unless the cancellation occurs after the institution has mailed the first lesson and materials.

This Institution shall transmit all of the lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the Institution transmits the balance of the material as the student requests, the Institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons are material are transmitted.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time and receive a pro rata refund if you have completed 75 percent or less of the scheduled days in your program through the last day of attendance. Any refund due will be paid within 30 days of withdrawal.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days are based on a five day week, which does not include Saturday or Sunday, or any defined holiday as stated in the catalog.

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REFUND AFTER THE COMMENCEMENT OF CLASSES:

1. Procedure for withdrawal/withdrawal date:
 - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
 - C. A student will be determined to be withdrawn from the School if the student has not attended any class for 30 consecutive class days.
 - D. All refunds will be issued within 30 days of the determination of the withdrawal date.
2. Tuition charges/refunds:
 1. You may terminate this agreement at any time.
 2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
 3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
 4. If you terminate this agreement during the first quarter of the program (25%), you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
 5. If you terminate this agreement during the second quarter of the program (50%), you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
 6. If you terminate this agreement during the third quarter of the program (75%), you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
 7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
 8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.
 9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter (100%) of the program.

Administrative Costs Equal: \$__50_____

- A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition. The \$50.00 administrative fee will be deducted after the tuition refund calculation.
- B. After the commencement of classes, the paid tuition refund shall be determined as follows:

Hours completed	Tuition refund amount:
0 to 50 hours	75%
51 to 100 hours	50%
101 to 150 hours	25%
More than 150 hours	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

After the completion of the refund calculation, the school will deduct the administrative fee of \$50.00.

HOLDER IN DUE COURSE STATEMENT:

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

UNDERSTANDINGS

INITIAL

1. **Catalog:** Information about Recording Radio Film Connection & CASA Schools is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. Recording Radio Film Connection & CASA Schools reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Recording Radio Film Connection & CASA Schools, the Student agrees to abide by the terms stated in the catalog and all school policies.
2. Recording Radio Film Connection & CASA Schools Catalog dated July 1, 2017 is incorporated as a part of the Enrollment Agreement
3. **Location of Instruction:** Recording Radio Film Connection & CASA Schools mode of training is through distance education. Coursework is completed at a location determined by the student. Externship locations can be up to 100 miles away from the student's address. The externship mentor will work with each student on structuring a specific schedule; the student agrees that he/she will be available to meet with the mentor for a minimum of two sessions per week.
4. **Enrollment Agreement:** Recording Radio Film Connection & CASA Schools does not offer visa services to prospective students from other countries or English language services. All instruction occurs in English. English language proficiency is documented by the admissions interview and receipt of prior education documentation as stated in the admission policy. If a student is accepted for admissions based on documented English skills and his or her primary language is not English, the student has the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in her or her primary language, at his or her expense by a translation service of his or her choosing prior to execution of the enrollment agreement.
5. **Certificate:** I understand that I will be awarded a Certificate when I have completed all of the program requirements. A graduate must have a minimum CGPA of 2.0 and completion of all required coursework without attempting more than 150% of the hours in the program and have satisfied all financial obligations.
6. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at Recording Radio Film Connection & CASA Schools is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in _____ 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 Recording Radio Film Connection & CASA Schools to determine if your credits or certificate will transfer.
7. **Career Services:** Placement assistance is provided, however Recording Radio Film Connection & CASA Schools does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate.
8. **Media:** By signing this Agreement, You understand that You are granting Recording Radio Film Connection & CASA Schools all rights, non-exclusive rights, ownership and permission to use Your name, voice, verbal statements, signature, photograph, or likeness and biographical material, written work(s), lessons, homework, projects, image(s), and/or art object(s) in any manner to publicize the Program and the selling of goods and services that Recording Radio Film Connection & CASA Schools has to offer. Recording Radio Film Connection & CASA Schools may:

1. Photograph You and record Your voice and likeness for the purpose of publicizing the Program and the selling of goods and services that Recording Radio Film Connection & CASA Schools has to offer whether by film, videotape, magnetic tape, digitally or otherwise. ☐

2. Make copies of the film, photographs and recordings so made; ☐

You further understand the master tape remains the property of Recording Radio Film Connection & CASA Schools and that there will be no restrictions on the number of times that Your name and likeness may be used. You also understand that you are to receive no compensation for this appearance.

Questions: Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. AZ students may contact the Arizona State Board for Private Post-Secondary Education. The State Board address is: 1400 W. Washington, Room 260, Phoenix, AZ 85007. Phone: 602/542/5709, Website: www.azppse.gov

9. **Complaints:** Initial and identify your state

California: A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov. ☐

Arizona: If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must Contact the State Board for further details. The Board address is: 1400 W. Washington, Room 260, Phoenix, AZ 85007. Phone: 602/542/5709, Website: www.azppse.gov. ☐

Massachusetts: This school is licensed by the Massachusetts Division of Professional Licensure's Office of Private Occupational School Education. Any comments, questions, or concerns about this school's license should be directed to occupational.schools@state.ma.us or 617-727-5811. ☐

Michigan: This school is licensed by the State of Michigan, Department of Licensing and Regulatory Affairs. Complaints and concerns should be directed to Department of Licensing and Regulatory Affairs, Corporations, Securities & Commercial Licensing Bureau, P.O. Box 30018, Lansing, MI 48909, Telephone: (517) 241-7000 ☐

Tennessee: This school is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility." Complaints should be directed to Attn: DPSA Complaints, Tennessee Higher Education Commission, Parkway Towers, Suite 1900, 404 James Robertson Parkway, Nashville TN 37243-0830. Web: https://www.tn.gov/assets/entities/thec/attachments/Complaint_Form_%28Rev._12.16%29_1-26-17.pdf ☐

Washington: This school is licensed by Washington State, Workforce Training and Education Coordinating Board. Complaints should be directed to Workforce Training and Education Coordinating Board, 128 10th Avenue, S.W. , Olympia, WA 98504-3105 Phone: (360) 709-4600 Fax: (360) 586-5862 Web: www.wtb.wa.gov Email: workforce@wtb.wa.gov ☐

Wisconsin: Under Wis. Admin. Code EAB 4.08 (2), the Educational Approval Board (EAB) has the authority to investigate complaints involving EAB-approved schools. Every EAB-approved school has a process to resolve complaints. Before a complaint is filed with the EAB, the complainant must attempt to resolve the matter with the school. If the matter cannot be resolved, a complaint may be filed with the EAB. Complaints forms are available at <http://eab.state.wi.us/resources/complaint.asp> . ☐

10. **Financing:** The Student understands that if a separate party is financing his/her education, that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement. ☐

11. **Distance Education Technology Requirements:** Internet access. ☐

12. **Loan:** If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: ☐

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

13. **Financing:** The Student understands that if a separate party is financing his/her education, that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

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14. **Admission Requirements:** Admission into any of the programs requires that the applicant:

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- a. Has a high school diploma or equivalent.
- b. Recognized equivalent of secondary education includes a GED, passing results of the California High School Proficiency Exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates high school graduation on the transcript, or completion of a bachelor degree.
- c. Complete an interview with an admissions representative.
- d. Complete an Enrollment Agreement.
- e. For Recording Connection for Advanced Audio Engineering & Music Production program only: Submit documentation of education and/or experience, as applicable in the audio engineering and music production field to be considered for acceptance into the advanced program.

15. Recording Radio Film Connection & CASA Schools does not discriminate in admissions, educational programs or employment on the basis of race, sex, national origin or ethnic group, color, age, religion, disability, genetic information, gender, military service, pregnancy or other category protected by applicable law.

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16. **Distance Education Technology Requirements:** Internet access.

☐

17. **Loan:** If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

☐

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

18. **Student Tuition Recovery Fund:** You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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- You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF INSTRUCTION ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS SCHOOL, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

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

Initial

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

I have been provided a copy of the school's catalogue and policies in a manner of my choosing and I am initialing my choice:

☐ hard copy ☐ USB Drive ☐ read-only CD-Rom ☐ send via email
☐ will download the catalogue and policies from school's website: _____

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT, A COPY OF THE SCHOOL CATALOG AND SCHOOL PERFORMANCE FACT SHEET. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. **THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.**

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

Signature of Student

Date

Signature of Student's Parent or Guardian (if student is under age 18)

Date

Signature and Title of School Official Accepting Enrollment

Date