



# AUDIO ENGINEERING INSTITUTE

SCHOOL CATALOG

AUDIO ENGINEERING INSTITUTE  
2477 NORTH LOOP 1604 E SAN ANTONIO, TX 78232  
210-698-9666  
[WWW.AUDIO-ENG.COM](http://WWW.AUDIO-ENG.COM)

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## History of the Audio Engineering Institute

The Audio Engineering Institute was established in San Antonio in 1978 by Marius Perron, III. Mr. Perron had just finished his college education at the University of Texas in Austin, receiving a Masters Degree in Electrical Engineering. During high school and college, Marius was a member of several popular Texas rock bands. The natural place for music and electronics to merge was the recording studio, so Perron was delighted to land a job as a recording engineer at a busy studio in San Antonio.

At that time there was no school in Texas where a person could learn about sound equipment and audio engineering. Mr. Perron recognized this need and the Audio Engineering Institute was born.

## Description of Facilities and Equipment

We hold classes at our brand new facility. It is Studio CBC Recording Studio located in the back of Community Bible Church at 2477 North Loop 1604 East in San Antonio. This is a multi-room facility with the latest state-of-the-art digital/computer equipment:

Pro Tools Hard Disk Recording system

Four complete PC multi track computer hard disk recording system with lots of software effect Plug-Ins

Full PA Systems for lab learning

Several mixing boards made by different manufacturers: Mackie, Yamaha, Soundcraft

Several speakers made by different manufacturers: EAW, JBL, Tannoy, KRK, Yamaha, Mackie, Audix

Several power amps made by different manufacturers: QSC, Crown, Hafler,

Lots of microphones made by different manufacturers: Neumann, Sennheiser, Shure, AKG, Audix, Electro-Voice

Assorted Mic Preamps

## Map to our Facilities



Studio CBC is at 2477 North Loop 1604 East in San Antonio. It is near where Highway 281 crosses Loop 1604. It is on the corner of Gold Canyon Drive and Loop 1604 – outside Loop 1604. Use parking lot section “A2”.

## Our Staff

### Owner / Director – Marius Perron, III



Mr. Perron has been recording engineer in thousands of music projects - albums, movies, music for advertising. Early in his career he received a Gold Record award for an album he engineered and mixed. Later, he was the recipient of the coveted Platinum Record award. He has received two Grammy Awards for CD's he has mixed. Marius is a musician and has played in musical groups for over fifteen years. He has real experience as a teacher: he was College Instructor in Mathematics for 4 years at the University of Texas in Austin. Mr. Perron is author of the book Proper Monitoring In The Recording Studio. He is the inventor and patented the "Russian Dragon" recording studio timing accuracy meter. Marius is a member of the Audio Engineering Society and the International MIDI Association.

Bachelor of Arts - Mathematics with honors, Trinity University  
Bachelor of Science - Electrical Engineering with honors, University of Texas, Austin  
Master of Science - Electrical Engineering with honors, University of Texas, Austin

Some of his projects:

Beyonce Knowles  
Nicole C. Mullen  
Emilio  
La Diferenzia  
Cullen Offer (Grammy nom)  
Buck Owens  
Flaco Jimenez (Grammy)

Michael W. Smith  
Bob Hope  
Darden Smith  
Mazz  
Campanas De America  
Doc Severenson  
Holly Dunn

Selena (Grammy)  
Leroy Parnell  
T Graham Brown  
Phylicia Rashad  
Jim Cullum  
David Lee Garza

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### Administrator/Assistant Engineer - John Moore



John Moore is a singer, songwriter & independent producer whose smooth acoustic guitar and heartfelt vocal style have impacted audiences throughout the years. He has appeared such places as Fiesta Texas, Schlitterbahn, The Arneson River Theatre, TV spots for KLRN, KHCE and CTN, as well as numerous churches and restaurants in the San Antonio area.

John began making music at the age of six, winning his first talent contest two years later. He studied percussion in Jr High & High School, and went on to earn a music scholarship at Incarnate Word College where he majored in vocal performance. In 1995, John produced his first full-length CD, *Emmanuel*, using top-notch music industry professionals. One of his original songs, *Children of the Promise*, placed in the Top 10 in a national new artist search in 2003. He has since produced several other Texas artists.

John and his wife Diana own and operate RestTrax Music, which specializes in music instruction and production. Instruction includes piano, guitar, music theory and worship leader development. Production includes on-location and in-studio recording, mixing, mastering, short-run CD duplication, and video editing. RestTrax Music opened in 1996.

## Lab Instructor - Richard Landgrebe



Richard Landgrebe is the owner and operator of RL Audio in La Vernia, TX. He has a passion for both the art of audio engineering and teaching. His teaching style is focused around hands-on experience, and is filled with analogies and demonstrations. He enjoys bringing simplicity to complex operations and instills the same passion for audio engineering in his students.

Richard has over 30 years experience as an electrician, engineering technician, trainer and supervisor with CPS Energy. He has taught at the Audio Engineering Institute for over two years. A graduate of the Institute

himself, Richard now has 40 plus years experience in the audio engineering career. A retired musician and a past student music director, he has surrounded himself by sound for most of his life. His interest in audio engineering began as a hobby, but as his passion for the physics of audio have grown, it has become his present career path.

In addition to a recording studio environment, Landgrebe has much experience with live sound. He has engineered sound for numerous live concerts, both indoor and outdoor, for several local bands, artists and collective events and charities.

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## Lab Instructor - Damian Rodriguez



Damian Rodriguez has played music for over twenty years and recorded it for ten. Professional recording started at ZAZ Recording Complex as Chief Staff Engineer three out of four years. In that time over 75 albums were recorded, mixed, and mastered.

Working with notable international recording artists, a gold record, Tejano Music Award (TTMA), and Grammy nomination were garnered. Now a freelance engineer, Damian has worked on all things audio including film-scoring, ADR, Foley, Radio, TV, and genres from Jazz to Regional Mexican music.

Currently co-owner Seventy Three Records and owner of Smallest Light Sound studio.

The Audio Engineering Institute offers two programs in Sound Engineering. The names of the programs are: **AUDIO TECHNOLOGY FOR RECORDING STUDIO PRODUCTION** and **AUDIO TECHNOLOGY FOR LIVE SOUND MIXING**.

### Tuition

#### Program One: AUDIO TECHNOLOGY FOR RECORDING STUDIO PRODUCTION

To graduate from our "Recording Studio Production" Program, a student must complete these five courses:

<b>AUDIO 101 - Basic Audio Techniques</b> (Lecture Class)	Cost of this course	<b>\$795.00</b>
<b>AUDIO 101L - Basic Audio Lab</b> (Lab Class)	Cost of this course	<b>\$1200.00</b>
<b>AUDIO 201 - Advanced Audio Techniques</b> (Lecture Class)	Cost of this course	<b>\$795.00</b>
<b>AUDIO 201L-STUDIO - Advanced Studio Production Lab</b> (Lab Class)	Cost of this course	<b>\$1200.00</b>
<b>MUSIC 101 – Basic Music Theory</b> (Lecture Class)	Cost of this course	<b>\$695.00</b>
	Total cost of all five courses	<b>\$4685.00</b>

### Tuition

#### Program Two: AUDIO TECHNOLOGY FOR LIVE SOUND MIXING

To graduate from our "Live Mixing" Program, a student must complete these five courses:

<b>AUDIO 101 - Basic Audio Techniques</b> (Lecture Class)	Cost of this course	<b>\$795.00</b>
<b>AUDIO 101L - Basic Audio Lab</b> (Lab Class)	Cost of this course	<b>\$1200.00</b>
<b>AUDIO 201 - Advanced Audio Techniques</b> (Lecture Class)	Cost of this course	<b>\$795.00</b>
<b>AUDIO 201L-LIVE - Advanced Live Sound Mixing Lab</b> (Lab Class)	Cost of this course	<b>\$1200.00</b>
<b>MUSIC 101 – Basic Music Theory</b> (Lecture Class)	Cost of this course	<b>\$695.00</b>
	Total cost of all five courses	<b>\$4685.00</b>

Individual courses may be taken if prerequisite and entrance requirements are met. MasterCard, VISA accepted. We are approved to accept funding for tuition through the GI Bill.

### Description of Class Meeting Times

**AUDIO 101 - Basic Audio Techniques** lasts for 10 weeks. This is a 30 hour lecture class. The course meets once a week on Monday nights from 6:00 to 9:00 PM. There is a twenty minute break from 8:00 to 8:20 PM. Class start dates are shown in the Class Schedule section below.

**AUDIO 101L - Basic Audio Lab** lasts for 10 weeks. This is a 30 hour lab class. It is taught utilizing an individual, one-student-per-set-of-equipment method. There are ten individual lab lessons. The student may come in at any time that is convenient (from Tuesday to Friday) for his lesson. Each lab lesson requires approximately 3 hours to complete. Class start dates are shown in the Class Schedule section below.

**AUDIO 201 - Advanced Audio Techniques** lasts for 10 weeks. This is a 30 hour lecture class. The course meets once a week on Monday nights from 6:00 to 9:00 PM. There is a twenty minute break from 8:00 to 8:20 PM. Class start dates are shown in the Class Schedule section below.

**AUDIO 201L-STUDIO - Advanced Studio Production Lab** lasts for 10 weeks. This is a 30 hour lab class. It is taught using on an individual, one-student-per-set-of-equipment method. There are ten individual lab lessons. The student may come in at any time that is convenient (from Tuesday to Friday) for his lesson. Each lab lesson requires approximately 3 hours to complete. Class Schedule is below.

**AUDIO 201L-LIVE - Advanced Live Sound Mixing Lab** lasts for 10 weeks. This is a 30 hour lab class. It is taught using on an individual, one-student-per-set-of-equipment method. There are ten individual lab lessons. The student may come in at any time that is convenient (from Tuesday to Friday) for his lesson. Each lab lesson requires approximately 3 hours to complete.

**MUSIC 101 – Basic Music Theory** class lasts for 9 weeks. This is a 27 hour lecture class. The course meets once a week on Tuesday nights from 6:00 to 9:00 PM. There is a twenty minute break from 8:00 to 8:20 PM. Class start dates are shown in the Class Schedule section below.

## Class Schedule

### *Winter 2011-2012*

**AUDIO 201 - Advanced Lecture Class**

Class Starts - Monday, December 5, 2011

Class Ends - February 2012

**AUDIO 101L - Basic Lab Class**

Class Starts - Tuesday, January 10, 2012

Class Ends - March 2012

**MUSIC 101 - Basic Music Theory Class**

Class Starts - Tuesday, February 7, 2012

Class Ends - April 2012

### *Spring 2012*

**AUDIO 101 - Basic Lecture Class**

Class Starts - Monday, March 5, 2012

Class Ends - May 2012

**AUDIO 201L - Advanced Lab Classes (two versions)**

Class Starts - Tuesday, April 3, 2012

Class Ends - June 2012

**MUSIC 101 - Basic Music Theory Class**

Class Starts - Tuesday, May 1, 2012

Class Ends - July 2012

### *Summer 2012*

**AUDIO 101 - Basic Lecture Class**

Class Starts - Monday, June 4, 2012

Class Ends - August 2012

**AUDIO 101L - Basic Lab Class**

Class Starts - Tuesday, July 3, 2012

Class Ends - September 2012

**MUSIC 101 - Basic Music Theory Class**

Class Starts - Tuesday, August 7, 2012

Class Ends - October 2012

**Fall 2012**

**AUDIO 101 - Basic Lecture Class**

Class Starts - Monday, September 10, 2012

Class Ends - November 2012

**AUDIO 101L - Basic Lab Class**

Class Starts - Tuesday, October 2, 2012

Class Ends - December 2012

**MUSIC 101 - Basic Music Theory Class**

Class Starts - Tuesday, November 6, 2012

Class Ends - January 2013

**Winter 2012-2013**

**AUDIO 201 - Advanced Lecture Class**

Class Starts - Monday, December 3, 2012

Class Ends - February 2013

**AUDIO 101L - Basic Lab Class**

Class Starts - Tuesday, January 8, 2013

Class Ends - March 2013

**MUSIC 101 - Basic Music Theory Class**

Class Starts - Tuesday, February 5, 2013

Class Ends - April 2013

**Spring 2013**

**AUDIO 101 - Basic Lecture Class**

Class Starts - Monday, March 4, 2013

Class Ends - May 2013

**AUDIO 201L - Advanced Lab Classes (two versions)**

Class Starts - Tuesday, April 2, 2013

Class Ends - June 2013

**MUSIC 101 - Basic Music Theory Class**

Class Starts - Tuesday, May 7, 2013

Class Ends - July 2013

**Dates school will be closed:** New Years Day, In March for "Spring Break", Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, two weeks for Christmas Holidays

## **Studio Open House**

The Studio Open House is an opportunity for visitors to tour the studio and attend a short meeting hosted by the director, Marius Perron III. He will demonstrate the equipment and answer questions about the classes.

### **Studio Open House Dates:**

Tuesday, February 28, 2012 7 PM

Tuesday, May 29, 2012 7 PM

Tuesday, September 4, 2012 7 PM

Tuesday, February 26, 2013 7 PM

## **Admission/Enrollment Policies**

Individuals that are planning on completing either of our 5-course programs are required to have a high school diploma or high school equivalency certificate in the form of a GED. A person who does not have a high school diploma and is 15 years of age or older may take individual courses, but he will not receive our diploma that states certification of completion.

### **Policy for Granting Credit**

No credit is given for courses taken at other institutions.

## **Requirements for Graduation**

Students in our Recording Studio Production program that complete all five courses in good standing will receive the Audio Engineering Institute's "AUDIO TECHNOLOGY FOR RECORDING STUDIO PRODUCTION" Certificate of Completion. Students in our Live Mixing program that complete all five courses in good standing will receive the Audio Engineering Institute's "AUDIO TECHNOLOGY FOR LIVE MIXING" Certificate of Completion. "Good standing" means that the student must pass all exams and maintain satisfactory attendance.

## **Policy Regarding Student Conduct**

Students are requested to behave in an orderly fashion while class is in session. There is no smoking allowed in the studio building. Smoking is allowed on the breaks outside the building

## Program Outline: AUDIO TECHNOLOGY FOR RECORDING STUDIO PRODUCTION

This five-course program focuses on engineering in the Recording Studio. It prepares individuals for an entry-level job as a Recording Studio Engineer. Graduates may find suitable employment in a position where they will operate equipment to record, mix, or reproduce music, voices, or effects in recording studios, movie, or video productions. Each course is ten weeks long and meets once a week for 3 hours. So, there are 30 class hours for each course.

Course	Hours
AUDIO 101 - Basic Audio Techniques	30 hours of lecture
AUDIO 101L - Basic Audio Lab	30 hours of lab (hands on the equipment)
AUDIO 201 - Advanced Audio Techniques	30 hours of lecture
AUDIO 201L-STUDIO - Advanced Studio Production Lab	30 hours of lab (hands on the equipment)
MUSIC 101 - Basic Music Theory	27 hours of lecture
TOTAL CLASS HOURS	147 hours

## Program Outline: AUDIO TECHNOLOGY FOR LIVE SOUND MIXING

This five-course program focuses on Live Mixing. It prepares individuals for entry-level jobs as a Live Sound Mixer). Graduates may find suitable employment in a position where they will operate machines and equipment to mix live concerts, churches, sporting arenas, or theater productions. Each course is ten weeks long and meets once a week for 3 hours. So, there are 30 class hours for each course.

Course	Hours
AUDIO 101 - Basic Audio Techniques	30 hours of lecture
AUDIO 101L - Basic Audio Lab	30 hours of lab (hands on the equipment)
AUDIO 201 - Advanced Audio Techniques	30 hours of lecture
AUDIO 201L-LIVE - Advanced Live Sound Mixing Lab	30 hours of lab (hands on the equipment)
MUSIC 101 - Basic Music Theory	27 hours of lecture
TOTAL CLASS HOURS	147 hours

Basic Lecture and Basic Lab classes cannot be taken concurrently, so the approximate time required to complete those two courses is 6 months. Advanced Lecture and Advanced Lab classes are not concurrent, so the approximate completion time for those two courses is 6 months. The 9-week music theory class can be taken at any time. Consequently, a student can finish out complete program in 1 year.

## Course Descriptions

### **AUDIO 101 Basic Audio Techniques** 30 hours of lecture

[Prerequisite: None]

This course is an introduction to audio engineering. Students will learn –

- the theory of sound – about decibels, frequency, Hertz, sound waves, etc.
- proper signal levels and connections
- how to use microphones – how to pick the correct microphone for a particular applications
- how to position microphones correctly
- about audio recorders, both analog and digital
- how to connect audio recorders to mixing boards
- signal routing and how the audio signal flows through the mixing board
- equalization and how to equalize various instruments
- about effects sends and returns, and how to connect signal processors to the mixing board
- how to record a band in the recording studio
- how a well balanced mix is put together

Two textbooks are required when a student enrolls in the AUDIO 101 course:

Practical Recording Techniques (5th Edition) by Bruce Bartlett - Copyright 2008, Focal Press - \$30

AUDIO 101 Class Workbook by Marius Perron, III - \$15

Books can be purchased at the first meeting of the class, or at a Studio Open House.

### **AUDIO 101L Basic Audio Lab** 30 hours of lab

[Prerequisite: AUDIO 101]

This is a *hands-on-equipment* lab course. This lab course is taught using a “one-student-per-set-of-equipment” method. The student comes to the studio once a week for three hours for the lab class. On the back of the 101L enrollment form the student indicates when he would like to take his lab. Students will –

- connect a complete sound system and adjust all knobs so that it is functioning properly
- plug in and compare several microphones
- practice EQing different sounds and instruments (equalization exercises)
- use signal processors in the in-line mode
- use signal processors in the side-chain mode
- apply equalization to different instruments
- connect a PA system and adjust it's various components
- practice mixing different kinds of music and voices
- set up a simple computer audio system
- practice mixing in the computer
- burn a CD of a mix they have made

### **AUDIO 201 Advanced Audio Techniques** 30 hours of lecture

[Prerequisite: AUDIO 101]

This course covers advanced audio techniques. Students will learn –

- about computer hard disk recording
- how MIDI is used in audio systems
- how to use computer plug-in effects and signal processors
- what virtual synthesizers and samplers are, and how to use them
- how to use drum machines
- how MIDI sequencing is used for making music
- how audio for video is accomplished
- about computer assisted mixing
- the basics of real time analysis and room analysis
- how to do simple audio equipment maintenance
- the recommended plug-in effects for mastering

### **AUDIO 201L-STUDIO Advanced Studio Production Lab** 30 hours of lab

[Prerequisite: AUDIO 101L and AUDIO 201]

The student comes to the studio once a week for three hours for the lab class. On the back of the 201L-STUDIO enrollment form the student indicates when he would like to take his lab.

This class will give the student 30 hours of computer audio production experience. Each student is issued a mobile recording rig: a laptop, a MIDI/computer interface, a mic, etc. You can take this computer/recording rig home so that you will plenty of time to master each software application that is installed on the laptop. When you come in for your lab class each week, you will bring the gear with you to the recording studio. Each week you will learn a particular audio software application, including Pro tools, Cubase/Nuendo, Reason, Ableton LIVE, Steinberg WaveLab. You will then have a homework assignment on that application: you must complete a song, burn it to a CD and bring that CD to class on the following week. For example, one week we will learn about a music making tool called “Reason”. For the assignment, we will give you a vocal track on a CD. We will tell you the proper tempo and the key for that vocal. It will be up to you to rip the vocal from the CD, create a music track with Reason, mix it down, and burn a new audio CD of your work that you will turn in at the following class.

This course includes the **Waves Certification Course**. Each student must purchase the Waves Certification software - \$200. This is five Waves effect plugs-ins (retail value = \$1200) that the student will take with him when he completes the course. Each student must also have an ILOK key to authorize the software.

*For more info, go to [www.waves.com](http://www.waves.com) - click on Waves Certification Program.*

**AUDIO 201L – LIVE Advanced Live Sound Mixing Lab** 30 hours of lab  
[Prerequisite: AUDIO 101L and AUDIO 201]

The student comes to the studio once a week for three hours for the lab class. On the back of the 201L-LIVE enrollment form the student indicates when he would like to take his lab. This class will give the student 30 hours of live sound mixing and gear setup experience. Your supervisor will send you to help set up, run sound, and tear down gear at different concerts in and around San Antonio. Some of the gigs will be here at CBC, some will be at smoky night clubs, and some will be private parties that have live entertainment. Each “gig” will be about three hours long. Your supervisor will evaluate your performance at each show.

**MUSIC 101 Basic Music Theory** 27 hours of lecture  
[Prerequisite: none]

Students may take a music theory test to “place out” of this class. The cost to take this test is \$40.

This course is an introduction to music theory. Students will learn –

- Musical Instruments – what they sound like
- Reading music / Playing Notes (student is issued a small musical keyboard)
- Rhythm
- Harmony 1 (Staffs, Half Steps / Whole Steps, Sharps / Flats, Intervals)
- Harmony 2 (Key Signatures, Circle of Fifths, Scales)
- Harmony 3 (Chords, Chord Progressions, Substitutions)
- Ear Training
- Melody (Creating, Altering)
- Song Form / Chart Reading / Writing
- Arranging

A workbook and small piano keyboard is provided for each student.

### **Grading and Marking System Used**

**AUDIO 101 Basic Audio Techniques** – A written final exam is given at the tenth class meeting. It is a multiple choice test with 100 questions. Students must answer at least 70 questions correctly to pass this course.

**AUDIO 101L Basic Audio Lab** – A written test and a hands-on equipment test is given at the tenth class meeting. On the written test, students must answer at least 70 percent of the questions correctly to pass the course. Each student must connect the equipment correctly to pass the hands-on equipment portion of the test.

**AUDIO 201 Advanced Audio Techniques** - A written final exam is given at the tenth class meeting. It is a multiple choice test with 50 questions. Students must answer at least 35 questions correctly to pass this course.

**AUDIO 201L-STUDIO Advanced Studio Production Lab** - A written final exam is given at the tenth class meeting. It is a multiple choice test with 50 questions. Students must answer at least 35 questions correctly to pass this course.

**AUDIO 201L-LIVE Advanced Live Sound Mixing Lab** - A written final exam is given at the tenth class meeting. It is a multiple choice test with 50 questions. Students must answer at least 35 questions correctly to pass this course.

**MUSIC 101 Basic Music Theory** – A written final exam is given at the final class meeting. It is a multiple choice test with 100 questions. Students must answer at least 70 questions correctly to pass this course.

### **Policy Concerning Satisfactory Progress**

Students must be present at most classes to be considered in satisfactory progress. That is to say, student must attend at least 22.5 clock hours of a 30-hour course to complete that course in good standing. If a student is unable to attend 22.5 clock hours of a particular course, he may re-enroll in a subsequent session of that course and attend the required meetings to complete the course in good standing. There is no additional charge for attending the subsequent session.

## Attendance Policy

Attendance records are kept for all lectures and labs. All of our courses have a total “in-class” meeting time of 30 hours. Students must attend at least 22.5 clock hours to complete a course in good standing. Students who miss more than 7.5 clock hours of instruction will have their enrollment in that course terminated. A terminated student may re-enroll in a subsequent session of that course and attend the required meetings to complete the course in good standing. There is no additional charge for attending the subsequent session. Students are expected to arrive for class at 6:25 PM – five minute before class begins.

## Description of School's Placement Assistance Policy

The students that graduate from either of our programs will make up the Audio Engineering Institute’s pool of Apprentice Engineers. They will remain in this pool for a full year from the date that they graduate. Once a year, a week after graduation, a poster of these students’ names and phone numbers is sent to about 50 recording studios, radio stations, churches, television stations, and bands in the San Antonio area. This poster urges potential employers at these businesses to call the students listed.

## Cancellation and Refund Policy

### Full Refund

A full refund will be made to any student who withdraws from any class before the third meeting of that class. In other words... let’s say you enroll in class and attend two meetings of that class. If you feel you are not learning what you expected, you can drop out of the class and receive a full refund of all moneys paid.

### Refund Computations

1. Refund computations will be pro rata, based on the course time expressed in clock hours:

If you withdraw after class meeting 1	you get a full refund of your tuition
If you withdraw after class meeting 2	you get a full refund of your tuition
If you withdraw after class meeting 3	you get a 70% refund of your tuition
If you withdraw after class meeting 4	you get a 60% refund of your tuition
If you withdraw after class meeting 5	you get a 50% refund of your tuition
If you withdraw after class meeting 6	you get a 40% refund of your tuition
If you withdraw after class meeting 7	you get a 30% refund of your tuition
If you withdraw after class meeting 8	you get a 20% refund of your tuition
If you withdraw after class meeting 9	you get a 10% refund of your tuition

2. The effective date of termination for refund purposes will be the earliest of the following:

- (a) the last date of attendance; or
- (b) the date of receipt of written notice from the student.

3. A full refund of all tuition and fees is due and refundable in each of the following cases:

- (a) An enrollee does not attend any classes;
- (b) An enrollee is not accepted by the school;
- (c) If the course is discontinued by the school and this prevents the student from completing the course; or
- (d) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

4. Refunds will be totally consummated within 60 days after the effective date of termination.

### Refund Policy for Students Called To Active Military Service

A student who withdraws as a result of being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (1) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

- (2) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (3) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (A) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

### **Policies and Procedures to Resolve Student Grievances/Complaints**

Please direct matters involving unresolved grievances to:

Texas Workforce Commission  
Career Schools and Colleges  
101 E. 15th Street  
Austin, TX 78778-0001

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas

*The information contained in this catalog is true and correct to the best of my knowledge.*



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*Marius Perron, III    Owner and Director*

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