Audio Enginearing Institute

School Catalog

Audio Enginearing Institute
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History of the Audio EnginEARing Institute

The Audio EnginEARing 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 Master's 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.

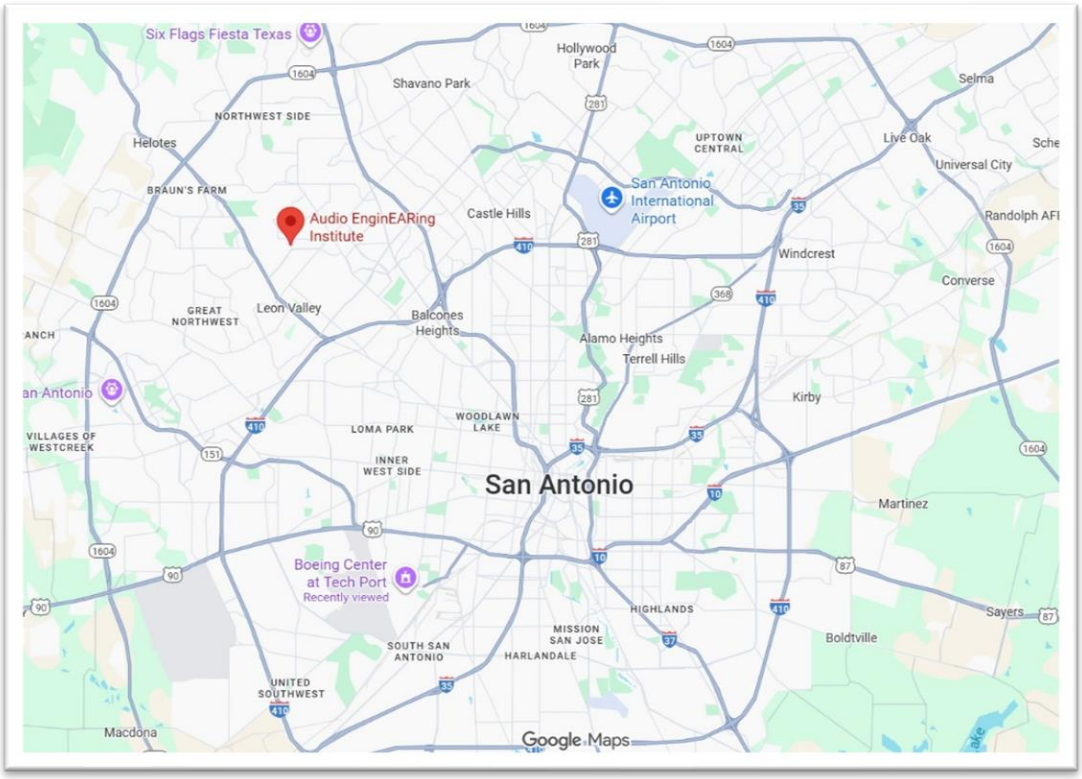
At that time there was no school in Texas where a person could learn about sound equipment and audio engineering. Mr. Perron recognized this need, and the Audio EnginEARing Institute was born. Marius Perron is the owner of the Audio EnginEARing Institute.

Description of Facilities and Equipment

We hold classes at our large recording studio and school at 8555 Abe Lincoln in San Antonio. This is a multi-room facility with the latest state-of-the-art digital/computer equipment:

30 DAW setups - Computer Hard Disk Recording systems
20 Pro Tools Hard Disk Recording systems
Laptops provided for each student with a multi-track recording systems with lots of software effect Plug-Ins
Full PA Systems for lab learning
Several mixing boards made by different manufacturers: Midas, Mackie, Behringer, Yamaha, Soundcraft
Several speakers made by different manufacturers: Genelec, 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

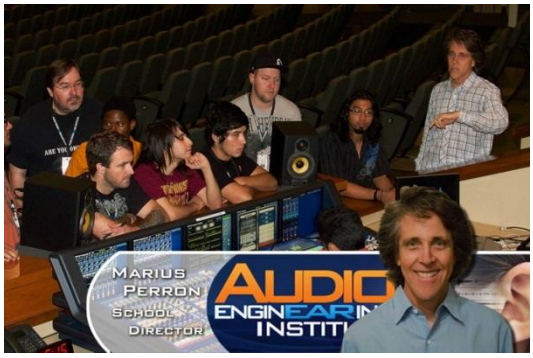
Map to our Facilities



We have a 4600 sq ft facility located at 8555 Abe Lincoln, San Antonio, Texas 78240
This is a working recording studio with 1 large tracking room and 3 control rooms.

Our Staff

Owner / Director – Marius Perron, III



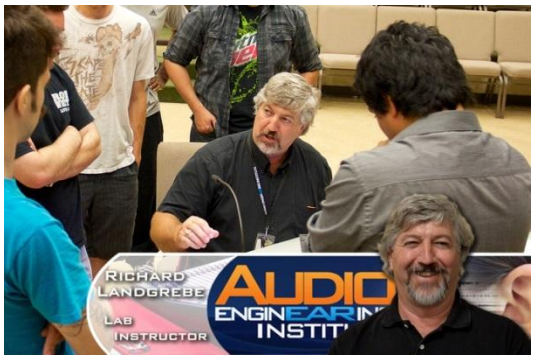
Mr. Perron has been recording engineer in thousands of music projects - albums, movies, music for advertising. Early in his career he received a Gold Record award for an album he engineered and mixed. Later, he was the recipient of the coveted Platinum Record award. He has received two Grammy Awards for music 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 the author of the book Proper Monitoring In The Recording Studio. He invented 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:

Beyoncé	Michael W. Smith	Selena (Grammy)
Nicole C. Mullen	Bob Hope	Leroy Parnell
Emilio	Darden Smith	T Graham Brown
La Diferenzia	Mazz	Phylicia Rashad
Cullen Offer (Grammy nom)	Campanas De America	Jim Cullum
Buck Owens	Doc Severenson	David Lee Garza
Flaco Jimenez (Grammy)	Holly Dunn	Freddy Fender (Grammy)

Lab Instructor - Richard Landgrebe



Richard Landgrebe is the owner and operator of RL Audio. He has a passion for both the art of audio engineering and teaching. His teaching style is focused on 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 EnginEARing 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, Richard 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.

Lab Instructor – Jonathan Harter

Jonathan Harter brings 22 years of experience in audio recording and mixing to the classroom. Over the course of his career, he has worked with artists and studios spanning music and entertainment, including credits with George Strait, Netflix, Hulu, and Marvel.

His extensive background across both music and film/television production gives students a rare, well-rounded perspective on the craft of professional audio engineering.

Music Theory Instructor – Jayna Rose Treland

Jayna Rose is a multi-instrumentalist and vocal powerhouse. She graduated from the University of the Incarnate Word with a bachelor's degree in music therapy. Jayna is a committed piano teacher and is the lead keyboardist and singer is in the popular Texas-based cover band, Gunpowder Soup.

Lab Instructor – Jonathan Williams

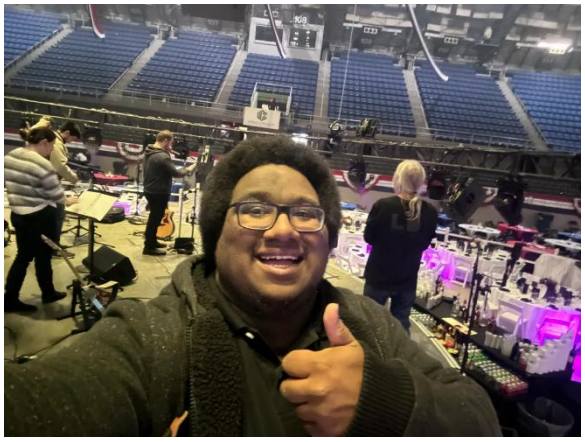
Jonathan Williams earned his Bachelor of Science in Audio Production in 2017, where he graduated top of his class with honors and received many distinguished recognitions, such as: Deans List, Honor Roll, and Presidents List.

Jonathan is immersed in running live sound, broadcast mixing, and studio recording & mixing. Experiences include official SXSW music showcases, private parties, commercial events, and contract work for San Antonio mega churches.

Currently, he works as a full time audio visual technician for PSAV – one of the world's largest companies in Audio/Video production.

Jonathan is also well versed in music performance; he has played in bands since the age of 14. Musical performance includes a wide range of genres, Jazz, Rock, Funk, Indie, Metal , Alternative, Symphonic, Concert, and Marching Band, and Drum Line.

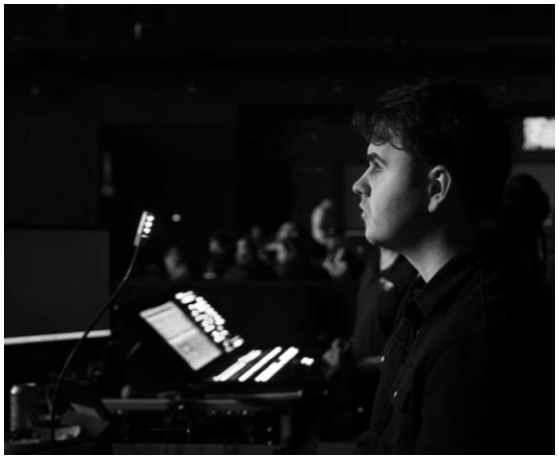
Lab Instructor – Rob Viera



Roberto “Rob” Viera is an AEI alumnus and has been a professional in the audio industry for nearly a decade. Known for his versatility, Rob currently serves as the Production Manager at The Rock Box, the largest Rock focused multi-stage venue in San Antonio. In addition to his work at The Rock Box, he is also on staff at First Baptist Church of San Antonio, having previously worked with Trinity Baptist Church, and SeaWorld.

Rob is an experienced freelance corporate A/V technician and Recording Engineer, and his most recent project of note is serving as the Recording Engineer for Gospel artist Earnest Pugh’s upcoming live album, *The Out Pouring Vol. 2*, set to release in early 2025.

Lab Instructor – Caleb Gonzales



Caleb Gonzales is a professional lighting designer, pyrotechnician, drone show pilot, and live show designer based in San Antonio, TX. With over a decade of experience in live production, Caleb has built a career designing and operating lighting systems for concerts, festivals, theatrical productions, corporate events, and other live experiences.

Caleb has served as Lead Show Designer for the nighttime spectacular Frightful Finale at Six Flags Fiesta Texas in 2023 and 2024. He has piloted drone shows for major city events, including Downtown San Antonio's New Year's Eve Celebration. He has also served as House LD for Boeing Center at Tech Port, Stable Hall, and The Rock Box. Whether through lighting, show design, pyrotechnics, or drone shows, Caleb lives for finding new ways to create memorable moments for audiences everywhere.

Music Business Instructor/Administrator

Marcy Grace is Texas Country Singer/Songwriter from San Antonio. In 2016, she graduated from The University of the Incarnate Word, Magna Cum Laude, with a B.A. in Music Industry Studies. She was also awarded the Music Industry Student of the Year Award for highest GPA.

Since then, she has been awarded 2018 New Female Vocalist of the Year and 2019 Solo Artist of the Year. She has also had multiple Top 40 songs on the Texas Radio Charts.

Marcy is an accomplished singer, guitarist, drummer, and songwriter. Her experience in the music industry has allowed her to become an expert in the music industry.

Program Offered

The Audio EnginEARing Institute offers one program in Sound Engineering and Lighting called **AUDIO TECHNOLOGY**.

Tuition

To graduate from our "Audio Technology" Program, a student must complete these eight courses:

AUDIO 101 - Basic Audio Techniques (Lecture Class)	Cost of this course	**$1200.00**
AUDIO 101L - Basic Audio Lab (Lab Class)	Cost of this course	**$1600.00**
AUDIO 201 - Advanced Audio Techniques (Lecture Class)	Cost of this course	**$1200.00**
AUDIO 201LS - Advanced Studio Production Lab (Lab Class)	Cost of this course	**$1800.00**
AUDIO 201LL - Advanced Live Sound Mixing Lab (Lab Class)	Cost of this course	**$1600.00**
MUSIC 101 - Basic Music Theory (Lecture Class)	Cost of this course	**$1200.00**
MUSIC BUSINESS 101 – Monetizing the Industry (Lecture Class)	Cost of this course	**$1200.00**
LIGHTING 101 - Stage Lighting Design and Control (Lecture Class	Cost of this course	**$1200.00**
	Total cost of all eight courses	**$11,000.00**

All classes are available as single subjects if prerequisite and entrance requirements are met. MasterCard, VISA accepted. We are approved to accept funding for tuition through the GI Bill®.
GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill Our school does not prohibit attendance or impose penalties while waiting on VA Payments, per 38 U.S.C. § 3679(e)(1)A&B.

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 evening from 6:00 to 9:00 PM. There is a twenty minute break from 7:30 to 7:50 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, and each lab lesson requires approximately 3 hours to complete. Multiple lab class times are available with each one held to 3 students for individualized instruction. 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 evening from 6:00 to 9:00 PM. There is a twenty minute break from 7:30 to 7:50 PM. Class start dates are shown in the Class Schedule section below.

AUDIO 201LS - Advanced Studio Production Lab lasts for 10 weeks. This is a 30 hour lab class. It is taught using an individual, one-student-per-set-of-equipment method. There are ten individual lab lessons and each lab lesson requires approximately 3 hours to complete. Class start dates are shown in the Schedule section below.

AUDIO 201LL - Advanced Live Sound Mixing Lab lasts for 10 weeks. This is a 30 hour lab class. It is taught using an individual, one-student-per-set-of-equipment method. There are ten individual lab lessons. The course meets once a week on Monday evenings from 6:00 to 9:00 PM. Each lab lesson requires approximately 3 hours to complete. Class start dates are shown in the Class Schedule section below.

MUSIC 101 – Basic Music Theory class lasts for 10 weeks. This is a 30 hour lecture class. The course meets one day per week from 6:00 to 9:00 PM. There is a twenty minute break from 7:30 to 7:50 PM. Class start dates are shown in the Class Schedule section below.

MUSIC BUSINESS 101 – Monetizing the Industry class lasts for 10 weeks. This is a 30 hour lecture class. The course meets one day per week from 6:00 to 9:00 PM. There is a twenty minute break from 7:30 to 7:50 PM. Class start dates are shown in the Class Schedule section below.

LIGHTING 101 – Stage Lighting Design and Control class lasts for 10 weeks. This is a 30 hour lecture class. The course meets one day per week from 6:00 to 9:00 PM. There is a twenty minute break from 7:30 to 7:50 PM. Class start dates are shown in the Class Schedule section below.

Class Schedule 2026

AUDIO 101 - Basic Audio Techniques
A101-20261 Start Date: Monday, June 16, 2026 End Date: August 10, 2026
A101-20262 Start Date: Monday, September 14, 2026 End Date: November 16, 2026

AUDIO 101L - Basic Audio Lab
A101L-20261 Start Date: Tuesday, July 21, 2026 End Date: Week of September 22, 2026
A101L-20262 Start Date: Tuesday, October 27, 2026 End Date: Week of January 19, 2027

AUDIO 201 - Advanced Audio Techniques
A201-2026 Start Date: Monday, November 30, 2026 End Date: February 15, 2027

AUDIO 201LL - Advanced Live Sound Mixing Lab
A201LL-2026 Start Date: Monday, March 2, 2026 End Date: May 4, 2026

AUDIO 201LS - Advanced Studio Production Lab
A201LS-2026 Start Date: Monday, June 8, 2026 End Date: Week of July 28, 2026

MUSIC 101 - Basic Music Theory
M101-20261 Start Date: Thursday, April 16 , 2026 End Date: June 25, 2026

MUSIC Business 101 – Monetizing the Industry
MB101-20261 Start Date: Tuesday, January 13, 2026 End Date: March 24, 2026
MB101-20262 Start Date: Tuesday, July 7, 2026 End Date: September 8, 2026

LIGHTING 101 – Stage Lighting Design and Control
L101 – 20261 Start Date: Wednesday, October 14, 2026 End Date: December 16, 2026

Class Schedule 2027

MUSIC 101 - Basic Music Theory
M101-20271 Start Date: Tuesday, January 26, 2027 End Date: April 1, 2027

AUDIO 201LL - Advanced Live Sound Mixing Lab
A201LL-2027 Start Date: Monday, February 22, 2027 End Date: April 26, 2027

MUSIC Business 101 – Monetizing the Industry
MB101-20271 Start Date: Tuesday, April 13, 2027 End Date: June 15, 2027

AUDIO 201LS - Advanced Studio Production Lab
A201LS-2027 Start Date: Monday, May 10, 2027 End Date: Week of July 12, 2027

LIGHTING 101 – Stage Lighting Design and Control
L101 – 20261 Start Date: Wednesday, June 30, 2027 End Date: September 1, 2027

AUDIO 101 - Basic Audio Techniques
A101-20271 Start Date: Monday, September 13, 2027 End Date: November 15, 2027

AUDIO 101L - Basic Audio Lab
A101L-20271 Start Date: Tuesday, October 26, 2027 End Date: Week of January 10, 2028

AUDIO 201 - Advanced Audio Techniques
A201-2027 Start Date: Monday, November 29, 2027 End Date: February 14, 2028

Dates school will be closed:
New Year's Day, Memorial Day, Independence Day, Labor Day, Three days for Thanksgiving, Two weeks for Christmas Holidays.

Office Hours: Monday through Friday, 9:00 am to 5:00 pm. Closed Saturday and Sunday.

Admission/Enrollment Policies

Individuals that are planning on completing our 6-course program 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 will not receive our certificate of completion. Students under the age of 18 must obtain parental/guardian permission to enroll in classes.

Policy for Granting Credit

We review prior education and training and decide if credit is given for courses taken at other institutions.

Requirements for Graduation

Students in our Audio Technology program that complete all eight courses in good standing will receive the Audio EnginEARing Institute's "AUDIO TECHNOLOGY" Certificate of Completion. "Good standing" means that the student must pass all exams and maintain satisfactory attendance.

Policy Regarding Student Conduct

Policies listed below must be followed at all times. Violation of these policies may lead to a warning, removal from the class, suspension and/or dismissal from the school, depending on the severity of the incident:

- Possession of alcohol, illegal drugs, and/or firearms are not permitted anywhere on school grounds.
- Loitering near other Studio M offices is prohibited. Students on break must stay in the designated break area or may go outside.
- Smoking is not permitted inside the building. Smoking is allowed outside the building during class breaks.

In addition, electronic devices (including cell phones) must be turned off or in "silent" mode during class. Students are not allowed to play games, listen to music, talk or text on the phone, except in cases of emergency. If you must make or receive a call, we ask you to step outside the class. Disruptive behavior, such as constantly interrupting the instructor or talking with other students during the lecture, will not be tolerated.

At the Audio EnginEARing Institute, our goal is to provide a positive, cooperative, interactive, and professional learning environment. We encourage all students to participate in class discussions and network with other students beyond the classroom.

Records of Grades and Transcripts

Our school keeps your grades, progress reports, audio mixes, and tests in our secure server computer system for a period of 8 years. We will be happy to send you a copy of your school transcript. Simply request a current transcript by email.

Program Outline: AUDIO TECHNOLOGY

This eight-course program focuses on engineering in the recording studio as well as live mixing. It prepares individuals for an entry-level job as either a Recording Studio Engineer or a Live Sound Mixer. Graduates may find suitable employment in a position where they will operate machines and equipment to record, mix, or reproduce music, voices, or effects in recording studios, movie, or video productions, and mix live concerts, churches, sporting arenas, or theater productions. Each course is ten weeks long and meets once a week for 3 hours; 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 201LL - Advanced Live Sound Mixing Lab	30 hours of lab (hands on the equipment)
AUDIO 201LS - Advanced Studio Production Lab	30 hours of lab (hands on the equipment)
MUSIC 101 - Basic Music Theory	30 hours of lecture
MUSIC BUSINESS 101 – Monetizing the Industry	30 hours of lecture
LIGHTING 101 – Stage Lighting Design and Control	30 hours of lecture
TOTAL CLASS HOURS – 240 Hours	150 hours of lecture/ 90 hours of lab

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 applications
- how to position microphones correctly
- about audio interfaces for computers
- the importance of phase coherency
- 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

We ask that the student go to the Internet and rent this online "eBook":
Audio Engineering 101 by Tim Dittmar – (3rd Edition) Copyright 2025 by Focal Press

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. In section 3 of the 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 its various components
- practice mixing different kinds of music and voices
- set up a simple computer audio system
- practice mixing in the computer

- Practice mixing on a Digital Mixing Board

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-S 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. In section 3 of the 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 will be issued a mobile recording rig - a computer, an audio interface, a mic, a small MIDI controller keyboard, etc. You 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, you will bring the gear with you to class. Each week you have a mixing/production assignment that you will work on at home and bring your mix with to the following class meeting.

This course includes focused training on Waves Plug-Ins. When you complete this class, you will receive our Waves Training Certificate.

AUDIO 201L-L 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. 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 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 30 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 a small electronic keyboard are provided for each student.

MUSIC BUSINESS 101 – Monetizing the Industry 30 hours of lecture
[Prerequisite: none]

This course shows students how to navigate and monetize the music industry.

Students will need to purchase the book *All You Need to Know About the Music Business: 10th Edition* by Donald S. Passman.

In the class –
- Copyright
- Publishing
- Contracts
- Royalties
- Streaming Platforms
- Music Distribution
- Music Placement (TV, Film, Video Games, Ads)
- The duties of music producers, managers, agents, etc.
- How to write a resume
- Special guest speakers who are experts in the field

LIGHTING 101 – Stage Lighting Design and Control 30 hours of lecture
[Prerequisite: none]

This course is an introduction to stage lighting design and lighting control systems used in concerts, churches, theater productions, and live events. Students will learn the fundamentals of creating effective lighting for live performance environments through both technical instruction and hands-on exercises.

Students will learn –
• the basics of stage lighting systems and DMX control
• the functions and operation of lighting fixtures
• how to address, patch, and control lighting fixtures
• how to read fixture manuals and understand channel configurations
• the differences between auto, sound active, and DMX control modes
• the fundamentals of lighting positioning, beam angles, and fixture placement
• how color theory applies to stage lighting and live performance
• how lighting affects mood, focus, energy, realism, and visual storytelling
• how to create lighting scenes and cues using lighting control software
• common beginner mistakes in stage lighting design
• how lighting is used to support music and live performances
• basic programming and scene-building techniques for live events
• how to troubleshoot errors in signal flow and programming processes
• the skills necessary to begin lighting assistant roles within the entertainment industry

Hands-On Course Equipment
Each student will be issued the equipment needed for hands-on lighting control practice, including:
- A laptop with **QLC+ (Q Light Controller Plus)** lighting software installed
- A USB-to-DMX interface
- Three lighting fixtures for programming and control exercises

Software and Programming Practice
The course will use **QLC+ (Q Light Controller Plus)**, a popular open-source lighting control platform. QLC+ provides an intuitive virtual console, supports audio triggering, and allows for advanced scripting as students build their skills.
Throughout the course, students will complete hands-on programming exercises and develop original lighting scenes and visual concepts.

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 correctly answer at least 70 questions 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 correctly answer at least 70 percent of the questions 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 correctly answer at least 35 questions to pass this course.

AUDIO 201LS - Advanced Studio Production Lab – There are ten assignments for this class. Each assignment involves doing a mix of a specific song using a particular software. The student must upload his mix before the deadline of that assignment. The student must complete at least eight of these assignments on time to pass this course.

AUDIO 201LL - 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 correctly answer at least 35 questions 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 correctly answer at least 70 questions to pass this course.

MUSIC BUSINESS 101 – Monetizing the Industry - A written final exam is given at the tenth class meeting. It is a multiple choice test with 50 questions. Students must correctly answer at least 35 questions to pass this course.

LIGHTING 101 – Stage Lighting Design and Control - A written final exam is given at the tenth class meeting. It is a multiple choice test with 50 questions. Students must correctly answer at least 35 questions to pass this course.

Policy Concerning Satisfactory Progress

Students must maintain a passing grade (70%) and 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 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 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. If the student is using GI Bill® benefits to pay for the program, they must attend at least 24 clock hours. GI Bill® students who miss more than 6 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 five minute before class begins.

Description of School's Placement Assistance Policy

Students that graduate from our program will make up the Audio EnginEARing Institute’s pool of Apprentice Engineers. They will remain in this pool for a full year from the date that they graduate. The school website has a page that lists the graduates with contact information. The send a link to that page to potential employers.

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student’s first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refund Policy

Money Back Guarantee -
When you start our program and enroll in a class, if you are unsatisfied after two meetings of the class, you can drop out of the program and receive a full refund on all tuition paid.

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:
   (a) The last day of attendance, if the student is terminated by the school;
   (b) The date of receipt of written notice from the student; or
   (c) Ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   (a) An enrollee is not accepted by the school;
   (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   (c) 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.
   A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

   A student of the school or college who withdraws from the school or college as a result of the student 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:
   (a) 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;
   (b) 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
   (c) 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:
      (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
      (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Student Complaint/Grievance Policy

This Audio EnginEARing Institute (AEI) has a Certificate of Approval from the Texas Workforce Commission (TWC).

The TWC-assigned school number is S2270.

AEI's program is approved by TWC, as well as the Texas Veteran's Commission, and the Texas Department of Assistive and Rehabilitative Services. The school is listed as an accredited business by the Better Business Bureau.

Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management.

Should you have a grievance, follow these steps as outlined in the catalog:

Step 1: Attempt to resolve a grievance with the person involved.

Step 2: If the grievance is unable to be resolved with the person involved, it should be submitted in writing to the school Director. A meeting will be set up to include the student, the person involved and the Director. Every effort will be made to resolve the grievance at this point.

Students dissatisfied with this school's response to their complaint/grievance or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable. Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at http://csc.twc.state.tx.us/ .

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.

Marius Perron, III
Owner and Director

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