

IAEA Enrollment Agreement

Enrollment Agreement Definitions:

BRC Audio Productions, Inc. or BRC - the private company which hosts the Institute of Audio Engineering Arts. BRC Audio Productions is a professional audio recording and music production facility.

IAEA (acronym) - the Institute of Audio Engineering Arts. The educational division of BRC Audio Productions, Inc. which offers the Audio Engineering Arts certificate program.

AEA Program (acronym) - the Audio Recording Engineering certificate program offered by the Institute of Audio Engineering Arts.

Student - Any individual enrolled at IAEA, and includes any individual who signs this Enrollment Agreement.

IAEA Program Director or Program Director - Chief officer of IAEA and the AEA program

Enrollment Agreement - this binding agreement between BRC and the Student

Scheduled Start Date - the Student's projected first day of class at IAEA as stated by this Enrollment Agreement, and the first day of subsequent terms stated in future announcements by the Program Director

IAEA Enrollment and Curriculum Schedule

Estimated AEA Program Duration: 3 Terms

Scheduled Start Date of the Student's first term: May 10, 2021

Delay of the Scheduled Start Date of the First and Subsequent Terms:

- The Program Director may delay the Student's term Scheduled Start Date to later dates or postpone a term altogether for the following reasons (other than course failure):
 - The Student's failure to sign and submit this Enrollment Agreement prior to the Scheduled Start Date.
 - Lack of minimum enrollment count necessary to start a class as of the Scheduled Start Date.
- In the case of term postponement by the Program Director, any tuition towards the postponed term already paid by the Student will be refunded.

Enrollment and Curriculum Revisions by BRC:

- The Student's enrollment, as determined by the IAEA Program Director, may deviate from the default track specified in the IAEA Enrollment Packet for the following reasons:
 - The Student fails to meet the course requirements on schedule (additional costs will be incurred)
 - The delaying of courses due to lack of adequate student enrollment as judged by the Program Director
 - Unforeseen or unavoidable circumstances which may delay class availability (at no additional total cost to the Student)
- The Program Director in association with IAEA staff, following extensive deliberation, may make modifications to the standard AEA curriculum which the Student will be required to comply with during his/her tenure at IAEA.

BRC Shall:

- Make every effort to present scheduling information for the upcoming term such as the Scheduled Start Date, mid-term break, post-term break, and no-school days to the Student at least one month before the Scheduled Start Date of the upcoming term.
- Limit any occurrences of curriculum revisions to a reasonable level of frequency and magnitude, make such revisions to serve the educational interests of IAEA students, and notify IAEA students of such changes with reasonable notice.

The Student Shall:

- Dedicate, at the very least, an adequate level of time and effort into meeting the academic requirements of IAEA coursework.
- Adjust personal and work scheduling to accommodate IAEA course and activity scheduling.

IAEA Tuition and Tuition Policies for Student Starting Spring 2021 Term

Total IAEA Tuition*: \$16,000

*does not account for course extensions or late fees.

	Deposit	Total Tuition	11 Installments Of:
Option 1	\$5,000.00	\$16,000.00	\$1,000.00
Option 2	\$6,000.00	\$15,900.00	\$900.00
Option 3	\$7,000.00	\$15,800.00	\$800.00
Option 4	\$8,000.00	\$15,700.00	\$700.00
Option 5	\$9,000.00	\$15,600.00	\$600.00
Option 6	\$10,000.00	\$15,500.00	\$500.00
Option 7	\$11,000.00	\$15,400.00	\$400.00
Option 8	\$12,000.00	\$15,300.00	\$300.00
Option 9	\$13,000.00	\$15,200.00	\$200.00
Option 10	\$14,000.00	\$15,100.00	\$100.00
Option 11	\$15,000.00	\$15,000.00	\$0.00

•Students must pay a minimum \$5000 deposit.

•Students save \$100 off total tuition for every additional \$1000 added to the deposit.

•The deposit is due on the first day of the first month of the student's first term (May 1st for students starting in the Summer 2021 term). Late fees will not apply if the student enrolls after May 1st. The remaining installments will be due on the first day of each of the subsequent eleven months.

Tuition and Other Costs:

- The Student's tuition will be based upon the above figures and his/her selected payment option.
- BRC will not hold checks for future deposit. Checks payable to BRC Audio Productions or PayPal to business@brcaudio.com.
- Students will be required to purchase materials for certain courses.
- Due to the possibility of course failure, IAEA cannot guarantee that a student's tuition figures will match those specified in the breakdown above.

Late Fees

There will be a \$10 late fee for every day a month's tuition payment is delinquent. The fee is capped at \$140 (two weeks delinquency), at which point the student be barred from further attendance until full payment is made.

Federal Financial Aid

- This program is a private trade-school program and is NOT an eligible federal aid program. IAEA chooses not to affiliate with an accreditation agency in order to preserve the integrity of and retain autonomy over the content of the AEA program. Students can pursue private student loans, procure interest-free loans from family, help pay by working part-time, or use an education fund.

Re-Take Policies Regarding Tuition

The following policies take effect when a student fails a course:

- If a student fails a course, he/she will be enrolled in a "Course Extension" version of that course for a future term.
- The fee for all course extensions is \$1,000. This fee will be added to the student's remaining tuition balance and the remaining monthly installments will be adjusted.
- The Program Director and any other pertinent IAEA staff will hold a mid-semester progress report meeting with the Student each term, so that the Student is made aware of any risk of course failure.

Tuition Refund and Withdrawal Policy

- The deposit may be refunded within 30 days of the start date of the student's first term, minus a \$3000 administrative fee.
- Monthly installments toward the remaining tuition balance are non-refundable.
- After the 30 day refund period, all tuition payments are non-refundable.
- Withdrawing students are obligated to pay tuition for the month during which withdrawal occurred but will not owe any further tuition installments.

BRC Shall:

- Invoice the student immediately upon receipt of this signed Enrollment Agreement.
- Provide tuition payment confirmation to the Student upon each payment.

The Student Shall:

- Accept the tuition invoiced by BRC and make the scheduled tuition payments.
- Make all tuition payments by the due date.

Termination of this Enrollment Agreement

By the Student:

The Student may terminate this Enrollment Agreement (by withdrawal) under the following provisions:

- Tuition refund and withdrawal policies as outlined on page two of this Enrollment Agreement will apply.
- The Student must inform the Program Director of his/her intent to withdraw without delay.
- If the Program Director is not informed of the Student's intent to withdraw, extended absence of two weeks will be considered as the Student's intent to withdraw. The Student will be obligated to pay any tuition installment that becomes due within that period.

By BRC:

BRC may terminate this Enrollment Agreement (by dismissal of the Student) under the following circumstances:

- Failure of the Student to make scheduled tuition payments - BRC reserves the right to terminate after two weeks of delinquency.
- Consistent failure of the Student to make satisfactory academic progress, as deemed by the Program Director after attempts at academic counseling have failed.
- The Student violates IAEA student codes of conduct or other guidelines outlined in the IAEA Student Handbook, after warnings.
- BRC will not owe any further services to the Student upon conclusion of the current term.
- In all cases, tuition installments scheduled for after the month of dismissal will be waived but the Student will still owe for the month in which dismissal occurred.

Final Policies and Signatures:

BRC Shall:

- Accept and follow all policies specified in the IAEA Enrollment Packet and this Enrollment Agreement.
- Follow all codes of conduct and other guidelines specified in the IAEA Student Handbook.
- Provide the Student with educational experiences and opportunities adhering to the standards of the AEA curriculum, as defined in the IAEA Enrollment Packet.

The Student Shall:

- Accept and follow all policies specified in the IAEA Enrollment Packet and this Enrollment Agreement.
- Follow all codes of conduct and other guidelines specified in the IAEA Student Handbook.

Effective Date:

This Enrollment Agreement shall take effect upon its receipt by the IAEA Program Director, signed by the Student and an authorized enrollment or admissions supervisor of BRC, and shall remain in force until the Student's completion of IAEA's Audio Engineering Arts certification program.

Conflicting Documents:

If any contradictory policies or information exists between the IAEA Enrollment Packet, the IAEA Student Handbook, this IAEA Enrollment Agreement and any other IAEA content, this Enrollment Agreement will supersede all other materials.

Governing Law:

This Agreement will be governed by and construed and enforced in accordance with the laws of the State of Kansas.

Signatures:

For purposes of this Enrollment Agreement, signature by facsimile or the equivalent shall be deemed to be an original signature.

Student Acknowledgements:

The Student acknowledges that BRC has not and cannot make any guarantee of employment upon completion of this program.

The Student has read this Agreement, the IAEA Enrollment Packet, and the IAEA Student Handbook, and understands and agrees to be bound by the terms, conditions, policies, procedures, and academic requirements included therein.

The Student acknowledges that the contents of the IAEA Enrollment Packet and the IAEA Student Handbook may be subject to periodic changes (which will be limited and communicated to the Student in a timely manner), and that any changes will be enforced by this Enrollment Agreement.

Student Name _____

Student Signature _____ Date _____

Desired Start Term (circle one): Spring Summer Fall

Tuition Payment Option (select from page 2): _____

Name of Legal Representative/Co-Signer if Student is under 18 years of age _____

Signature of Legal Representative/Co-Signer if Student is under 18 years of age _____

Name of Other Co-Signer (If Applicable) _____

Signature of Other Co-Signer (If Applicable) _____

IAEA Program Director Signature _____ Date _____