

ART HOUSE ACADEMY & ABBEY ROAD INSTITUTE MIAMI APPLICATION & ENROLLMENT AGREEMENT

This agreement is made on ____/____/____ by and between

• Art House Academy & Abbey Road Institute Miami (Master Legacy LLC) located at 3400 SW 3rd Ave, Miami, Florida FL 33145 (hereinafter ART HOUSE ACADEMY & ABBEY ROAD INSTITUTE MIAMI) and

• Student Name: _____

hereafter referred to as “STUDENT”. The enrollment agreement consists of eight (8) pages and represents a legally binding document between “ART HOUSE ACADEMY & ABBEY ROAD INSTITUTE MIAMI” and STUDENT. Used hereafter, the singular includes the plural and the plural includes the singular, unless the context otherwise requires.

Personal details of applicant:

First name:	
Last name:	
Name on diploma:	
Address:	
Zip code:	
City/Town:	
Country:	
Mobile Phone:	
Nationality:	
Email:	
Emergency contact:	
Date of birth:	

Program details of applicant:

Program:	Diploma in Music Production & Sound Engineering	Diploma in Music Performance
Commencement Date:	September 21 st 2020	September 21 st 2020
Projected End Date:	September 17 th 2021	September 17 th 2021
Registration Fee:	500 USD	500 USD
Total Tuition Fee:	44,850 USD (paid per term, or 14,950 USD per term, times 3 terms)	47,850 USD (paid per term, or 15,950 USD per term, times 3 terms)
Books and Supplies Fee:	0 USD	0 USD
Other Fee:	0 USD	0 USD
Total Contact Hours:	1170 hrs	900 hrs
Class Times:	Monday, Tuesday, Wednesday, Thursday 10am-2pm. Ear Training on Tuesday 6pm-9pm and Friday’s classes from 10am and end times range from 1pm until 6pm, depending on the class.	Monday, Tuesday, Wednesday, Thursday 6pm-9pm. Friday’s classes from 10am and end times range from 1pm until 6pm, depending on the class.
Selected Program:	<input type="checkbox"/>	<input type="checkbox"/>

Contact details:

ART HOUSE ACADEMY & ABBEY ROAD INSTITUTE MIAMI

3400 SW 3rd Avenue

Miami, FL 33145

[\(786\) 391-3815](tel:(786)391-3815)

info@arthouseacademy.com

Definitions:

The following terms are used in this agreement

- (a) "Date of Commencement" means the first day on which the Program commences.
- (b) "Program" means the series of classes and workshops offered by the Institute.
- (c) "Institute" is ART HOUSE ACADEMY & ABBEY ROAD INSTITUTE MIAMI.
- (d) "Registration Fee" means the sum of money payable by the applicant upon application to a Program.
- (e). "Fee and Start Times" the officially published fees and schedules of the Institute.

1. Admission and Fees

- 1.1. Applicants for all Programs must be a minimum age of 18 years old and meet the initial entry requirements.
- 1.2. All applicants must provide evidence of previous education or relevant experience. A standard High School diploma or GED from a recognized and accredited school is required. Foreign School Credentials must be submitted to an outside evaluation service for determination of U.S. equivalency. Any documentation not in English must be accompanied by a certified English translation.
- 1.3. Submitting an application does not automatically guarantee a place on the Program.
- 1.4. Once we have received an application with relevant supporting documentation and the Registration Fee, the Institute will consider the application and if successful through this first stage of the application process the Institute will contact the applicant to arrange a personal interview.
- 1.5. On making an application the applicant must pay the Registration Fee. The Registration Fee shall be deemed a deposit which shall be refunded to the applicant in full should the application not be successful in the first stage of application (i.e an applicant is not called to interview).
- 1.6. If an applicant is called for interview but is unsuccessful in being selected for a Program, the Registration Fee will be fully refunded.
- 1.7. On being offered a place on the Program the student agrees to pay the full balance of the first term within 14 days from the date of the offer.
- 1.8. If a student advises the Institute prior to the first day of class, in writing, of their intention not to commence the Program, the PAID Registration Fee will be refunded by the Institute less an administration charge of \$100.
- 1.9. If, due to extenuating circumstances, the student is unable to undertake the Program for which it has accepted an offer, the paid program fee may be transferred to the next available Institute program with availability once notification in writing has been received by the Institute, with a minimum notice period of four weeks. The Program will be billed at the tuition fee which is effective at the start of the Program.
- 1.10. The student accepts that the Institute has the right to refuse any enrolment. This decision is at the discretion of the Campus Director.
- 1.11. Additional minor charges may be levied by the Institute, e.g merchandising, accommodation or transportation for field trips.
- 1.12. Art House Academy & Abbey Road Institute Miami reserves the right to cancel a class at any time and at its sole discretion. All fees paid for a canceled class will be refunded according to the Institutional Refund Policy.
- 1.13. The Program is not transferable to any other party.

2. Institutional Refund Policy

Our Institutional Refund Policy has been established in accordance with current state and federal regulations. A refund to the student or fund source may result from the application of our Institutional Refund Policy. In the event of a refund being given, the Institute will provide a written statement indicating how refunds have been calculated. Refunds will be made within thirty (30) days of the date that the cancellation notice has been received. The original source from which monies are received dictates the entity to which monies are to be refunded.

2.1. Refunds Due to Cancellations

Students who are rejected by the college, cancel their application within fourteen (14) business days of Art House Academy & Abbey Road Institute's receipt of the application fee, or cancel enrollment within fourteen (14) business days of Art House Academy & Abbey Road Institute's receipt of a signed enrollment agreement are entitled to a 100% refund of tuition (0% tuition charged) and a refund of the application fee.

Students who cancel their enrollment after fourteen (14) business days of Art House Academy & Abbey Road Institute's receipt of a signed enrollment agreement, but prior to the first day of class, are entitled to a 100% refund of tuition (0% tuition charged) and a refund of the application fee less an administration charge of \$100.

2.2. Refunds Due to Withdrawal

Art House Academy & Abbey Road Institute has an established add/drop period that is the first week of each term. All tuition for students who are administratively withdrawn, or students who drop within the add/drop period, will be refunded. The application fee will also be refunded, less an administrative charge of \$100. After the add/drop period, the tuition and fees for the term will be charged as follows:

Percentage of Tuition Charged Drop Date

- 0% of tuition charged Prior to term start date
- 0% of tuition charged During add/drop period (first week of term, Monday through Saturday)
- 25% of tuition charged During second week of term
- 75% of tuition charged During third week of term
- 100% of tuition charged After third week of term

The date from which the refund is calculated is the last date that the student attended a class. Refunds will be made within thirty (30) days of the date that the Institute determines that the student has withdrawn. The original source from which monies are received dictates the entity to which monies are to be refunded. In the event of a students' prolonged illness, accident, death in the family, or other circumstances that make completion of the term impossible or impractical, the school will attempt to make a fair and reasonable settlement. The Institute reserves the right to modify these policies in order to remain in compliance with any changes in the applicable laws and regulations.

2.3. Termination Policy

Students may terminate this agreement by giving written notice to the Institute, subject to the terms as outlined in the Institutional Refund Policy section of this agreement. The Institute reserves the right to terminate this agreement in the event of (i) disruptive behavior by the student, (ii) destruction of property by the student, (iii) nonpayment of tuition, (iv) unsatisfactory progress, or (v) poor attendance.

3. Program Content and Copyright

- 3.1. The Institute reserves the right to alter the scheduled time of the classes. In the event of changes to scheduled class times prior to the Date of Commencement the student shall be notified of these changes in writing.
- 3.2. Copyright in all Program materials remains that of the Institute. Any unauthorised reproduction or transmission of any part of the Program materials, whether electronically or otherwise, will constitute an infringement of copyright. No part of the materials may be lent, resold or hired out for any purpose without the prior written permission of the Institute.
- 3.3. Students are not allowed to use the Institute's computers and network to download or share copyright protected material of any kind without the express permission of the copyright owner.

4. Student & Visitor Conduct

- 4.1. Students are expected to conduct themselves in a responsible and considerate manner whilst attending the Institute. If a student's conduct is, in the opinion of the Campus Director, unsuitable, the Institute reserves the right to suspend or expel a student. If a Student fails to meet the standard for academic conduct, the Director of the Institute reserves the right to place academic sanctions or in extreme circumstances, expel the student.
- 4.2. If a student fails a section of the Program, he or she may be allowed to repeat the required units of the Program. Repeated sections will be billed at the tuition fees current at the time of retake.
- 4.3. While on our premises, students are required to comply with our Health & Safety policy (a copy of which can be found on the Institute's website).
- 4.4. Visitors accompanying students to the Institute must abide by these Terms and Conditions and the rules and regulations of the Institute. Any student wishing to invite a visitor on-site must notify a staff member of the visitor and the visitor must sign into the Institute visitor log book. The visitor will be issued with a temporary visitor pass which must be worn at all times whilst on-site. Responsibility for all equipment and fixtures during sessions rests with the student. The Institute accepts no responsibility for loss, damage or theft of visitor's personal belongings or equipment. For the avoidance of doubt, the Institute's insurance policy does not cover the personal belongings or equipment of any visitor for any damage, loss or theft.

5. Facilities and Equipment

- 5.1. The Institute reserves the right to cancel the student's booked practical time with reasonable cause. All attempts will be made to notify the student of such cancellation.
- 5.2. Students are responsible for the safe keeping of all of the Institute's equipment used during their practical sessions. Students agree to exercise proper and reasonable care when handling this equipment. If equipment is lost or damaged because of a student's failure to observe correct operating procedures or exercise due care, the student will be held liable for the cost of repairing or replacing the equipment.
- 5.3. The Institute accepts no responsibility for loss, damage or theft of students' personal belongings or equipment. For the avoidance of doubt, the Institute's insurance policy does not cover students' own personal belongings or equipment for any damage, loss or theft.

6. Student Data & Copyright Protection

- 6.1. The Institute treats all student data as confidential and will only divulge such information to third parties when required to do so by law or for internal operational purposes. Parents and sponsors will only be provided with information if written permission has been granted by the student.
- 6.2. Any recordings made by the student during his or her attendance of the Program remain their copyright. Recordings made by the student during his or her attendance can be used by the Institute for marketing and promotional purposes.
- 6.3. Images of students taken at the Institutes premises or workshops are the property of the Institute and can be used for marketing and promotion by the Institute.

7. Credentials for Satisfactory Completion

To successfully graduate, a student must achieve an overall pass mark of 70%. This can be achieved by successfully completing our progress examinations and practical assignments and final theory and practical tests. Distinction is awarded to students with a pass level above 90%.

8. Employment Guarantee Disclaimer

The Institute team supports students and alumni in the often-challenging task of finding a job in the music industry. Through industry affiliations and conferences, the Institute has a growing list of contacts to assist students in their job search when possible. The Institute works with many employers to refer possible candidates for open positions. Specific employer requests, graduate's attendance records, GPA's, portfolios, prior work experience (if any) and exit interviews are all taken into consideration in the referral process, which is at the discretion of the Institute. The Institute offers assistance in many forms, including:

- Motivational Support and Guidance: Student's interests and particular needs may vary.
- On-campus industry related events open to enrolled students as well as alumni.
- Volunteer opportunities at conferences, seminars and industry events.
- Job postings for current students and alumni.
- Exit interviews and portfolio reviews for all graduating students as well as ongoing alumni assistance.

Due to the nature of the music Industry, Art House Academy & Abbey Road Institute Miami cannot guarantee employment; however, our department endeavors to help every student prepare for a career in music, and is available to alumni for intensive career support for the six month period after their graduation and after that, ongoing assistance, advice and networking facilities.

9. Arbitration Agreement and Class Waiver

Any controversy arising out of or relating to this contract, or the breach thereof, shall be finally settled by arbitration administered by the American Arbitration Association ("AAA") in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. Information regarding the AAA and its procedures is available at <http://www.adr.org/>. In arbitration, there is no judge or jury, and review of an arbitrator's decision is extremely limited. The parties shall retain the right to seek relief in small claims court for claims within the scope of its jurisdiction but otherwise may not bring their disputes in court. The arbitrator shall have the power to award any damages, injunction, or other form of individual relief that court could provide. The arbitration shall be held before a single arbitrator at a location in Florida that is reasonably convenient to both parties. All arbitration proceedings shall be confidential. The parties shall have the right to take discovery from each other and third parties, including by deposition, subpoena, and document request subject to the oversight of the arbitrator and bearing in mind the expedited nature of arbitration. The Institute shall pay all costs and fees charged by AAA to the student in excess of the filing fee for commencing a civil action in Florida. The parties recognize that this agreement involves interstate commerce and is subject to the Federal Arbitration Act. Student and the Institute each agree not to pursue arbitration on a class-wide or representative basis. Any arbitration will be solely between the student and the Institute and not brought on behalf of or together with another person. If for any reason this limitation is held unenforceable, then the arbitration agreement shall not apply and any dispute must be brought in court.

10. Release of Information

The Family Educational Rights and Privacy Act (FERPA) established certain rights for students regarding the privacy of their educational records. While parents/guardians/spouses and others may have an interesting the student's record, access to or release of the educational record is only provided by written student consent. FERPA rights commence when the student begins his or her first program at the Institute. Select one option below:

- I DO NOT wish to release my educational records covered under FERPA to any outside party. OR
- I DO wish to release my educational records covered under FERPA to the following individuals:

Name	Relationship

This authorization is valid until canceled. The STUDENT may cancel this release at any time by contacting his or her Student Advisor.

THIS CONTRACT CONTAINS THE ENTIRE AGREEMENT BETWEEN THE INSTITUTE AND MYSELF, AND NO FURTHER MODIFICATION OR REPRESENTATION EXCEPT AS HEREIN EXPRESSED IN WRITING WILL BE RECOGNIZED.

NOTICE TO PROSPECTIVE STUDENTS:

DO NOT SIGN THIS CONTRACT BEFORE YOU HAVE READ IT OR IF IT CONTAINS ANY BLANK SPACES. ALL SIGNERS HAVE RECEIVED AND READ A COPY OF THE BINDING DOCUMENT AND CATALOG. A FULLY SIGNED COPY OF THIS ENROLLMENT AGREEMENT WILL BE PROVIDED TO YOU PRIOR TO OR ON YOUR START DATE. KEEP IT TO PROTECT YOUR LEGAL RIGHTS. BY SIGNING THIS AGREEMENT, YOU ACKNOWLEDGE THAT YOU HAVE RECEIVED AND READ THE ENTIRE AGREEMENT, THE STUDENT MANUAL, AND THE PROGRAM CATALOG. YOU MAY CANCEL THIS TRANSACTION WITHOUT PENALTY OR FURTHER OBLIGATION WITHIN FOURTEEN (14) BUSINESS DAYS OF THE DATE OF THIS AGREEMENT (EXCLUDING SATURDAYS, SUNDAYS OR HOLIDAYS) BY PROVIDING NOTICE OF YOUR INTENT TO CANCEL IN WRITING. MAIL IT TO: ART HOUSE ACADEMY & ABBEY ROAD INSTITUTE, 3400 SW 3RD AVE, 33145 MIAMI FL. YOUR SIGNATURE BELOW EVIDENCES YOUR AGREEMENT TO ALL OF THE TERMS AND CONDITIONS CONTAINED HEREIN, INCLUDING WITHOUT LIMITATION ALL TERM PAYMENT AMOUNTS DETAILED ABOVE.

Student Full Name: _____

Student Signature: _____

Signature Date: ___ / ___ / ____

If the student is under 18 years of age:

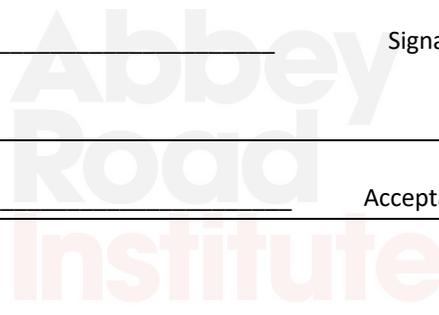
Parent Signature: _____

Signature Date: ___ / ___ / ____

OFFICIAL USE ONLY

School Official Signature: _____

Acceptance Date: ___ / ___ / ____



REGISTRATION RULES AND REGULATIONS

Art House Academy & Abbey Road Institute is a world class provider of audio education, committed to teaching at the highest educational standard. The following information is provided to ensure a clear understanding of our Institute's operating policies and procedures. Please read our rules and regulations carefully.

APPLICATION: You can submit your application and supporting documentation in person, by mail or online. If you require any assistance while completing your application contact our admission department. Please note that submitting an application does not automatically guarantee a place on the program, but it is the first step in our admission process. Once we have received your application and relevant supporting documentation, we will contact you to arrange a personal interview.

ADMISSION: Applicants for all programs must be a minimum age of 18 years old and meet the initial entry requirements. All applicants must provide evidence of previous education or relevant experience. A standard High School diploma or GED from a recognized and accredited school is required. Foreign School Credentials must be submitted to an outside evaluation service for determination of U.S. equivalency. Any documentation not in English must be accompanied by a certified English translation.

Only upon successful completion of the personal interview will a place be offered to the applicant. Successful applicants are required to confirm acceptance of the offer with the payment of the registration fee. As we have limited spaces against high level of applications, we will only allocate a place on the program after successful outcome of the admission process and confirmation of registration fee payment.

FINANCIAL ASSISTANCE: Is not available for this program. However, some banks and other institutions have special student loans available. Please contact our admission department for complete up-to-date details.

EMAIL ACCOUNT: Students are required to maintain an active email account whilst attending the Institute. This will be used to communicate program-related matters. Students must ensure that the Institute is in possession of their up to date email address at all times.

PERSONAL DETAILS: The Institute treats all student data as confidential and will only divulge such information to third parties when required to do so by law or for internal operational purposes. Parents and sponsors will only be provided with information if written permission has been granted by the student.

FACILITIES TOURS: We can schedule a personal appointment for studio tours and career interviews. Arrangements for an individual tour can be made via our online form. Please be aware that tours of our commercial studios are not always possible as the studios might be in use.

ACCESS POLICY: Students are given strict guidelines regarding access to our commercial studios upon commencement of their program.

IDENTIFICATION CARD: Our students will be provided with an identification card. The card is used to gain access to Institute facilities. The card must be displayed at all times whilst the student is on the Institute's premises.

VISITORS RESPONSIBILITIES: Visitors accompanying students to the Institute must abide by the rules and regulations of the Institute. Responsibility for all equipment and fixtures during sessions rests with the student. Guests' personal equipment is not covered by our insurance policies.

RESERVED RIGHTS & STUDENT CONDUCT: Students are expected to conduct themselves in a responsible and considerate manner whilst attending the Institute. If a student's conduct is, in the opinion of the Campus Director, unsuitable, the Institute reserves the right to expel a student.

DOWNLOADING: Students are not allowed to use the Institute's computers and network to download or share copyright protected material of any kind without the express permission of the copyright owner.

TEACHING METHOD: Programs at Art House Academy & Abbey Road Institute are taught through a combination of formal lectures, seminars and workshops. In addition, students are required to undertake a significant amount of supervised practical work utilizing the Institute's practical facilities.

CLASS SIZES: Classes are limited to 20 students. Most practical lectures and workshops are conducted in smaller groups. Class sizes may vary during our master classes and industry guest lectures.

PRACTICAL BOOKINGS: Practical time is allocated on an individual basis and fully supervised by our qualified staff. Practical assignments must be completed within the specified deadlines, and attendance at supervised sessions is mandatory. There is no limit to the amount of practical time a student can book during his/her program, subject only to availability. Failure to attend booked studio time without prior notification will result in disciplinary action in the form of a ban from accessing practical facilities for a set period of time.

PUBLIC HOLIDAYS: Interruptions to our programs are kept to a minimum. The dates for all forthcoming holidays are displayed on Institute notice boards and published online, as well as the Institute's Catalog. The Institute may be open during some public holidays.

HEALTH AND SAFETY: While on our premises, students are required to comply with our Health & Safety policy. Where appropriate, students will be provided with the relevant training to carry out their activities while on campus.

EQUIPMENT USE: Students are responsible for the safe keeping of all the Institute's equipment used during their practical sessions. In the event of equipment failure during a student's practical session, the student should notify an Institute staff member giving full details of the malfunction. If equipment is lost or damaged because of a student's failure to observe correct operating procedures or exercise due care, the student will be held liable for the cost of repairing or replacing the equipment.

STUDENTS' OWN EQUIPMENT: Our insurance policy does not cover students' own equipment for any damage or loss.

YOUR OWN STORAGE MEDIA: All students are expected to provide their own back-up and storage media.

PASS MARK: To successfully graduate, a student must achieve an overall pass mark of 80%. This can be achieved by successfully completing our progress examinations and practical assignments and a final theory and practical tests. Distinction is awarded to students with a pass level above 90%.

RETAKE: If a student fails a section of the program, he or she may be allowed to repeat the required units of the program. Repeated sections will be billed at the tuition fees current at the time of retake.

CHANGE OF PROGRAM: The Institute reserves the right to change the content of a program in which students are enrolled to allow for new developments and techniques to be incorporated.