



# **Abbey Road Institute Los Angeles**

Diploma in Music Production and  
Sound Engineering

## **Student Handbook**

Effective January 1, 2026 to December 31, 2026

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# Welcome To Abbey Road Institute Los Angeles

Congratulations on being accepted to study at Abbey Road Institute in Los Angeles. This Student Handbook outlines Abbey Road Institute Los Angeles's commitment to you and our expectations from you as a student.

At Abbey Road Institute Los Angeles we offer the very highest standard of audio training and education within a safe, innovative and dynamic environment that will empower you to achieve your potential. I am proud to work with some of the very best educators and professionals in the business. You will learn from award winning producers, technical experts, business professionals all of whom are established and well respected across the music industry. You will also get to know our team of passionate, music loving technicians and admin staff who will do their very best to make you feel welcome and supported.

At the Institute, you will be learning alongside like-minded, passionate and musically driven students so don't be shy, get to know each other and start collaborating on projects. I believe that our graduates are the future of the music and recording industry and remember, the networks you start building today may well include contacts that can help you in your future career.

I look forward to welcoming you to our stunning new home at Firefly Recording Studios and hearing how your music and productions develop during your time with us. I wish you the very best in your studies.



**Lee Whitmore, Ed.D.**

Chief Academic Officer  
Abbey Road Institute Los Angeles  
lee.whitmore@abbeyroadinsitute.com

# Your Journey To Abbey Road

Abbey Road Institute Los Angeles is located at Firefly Music Row in Los Angeles.

All classes for Abbey Road Institute Los Angeles at Firefly Music Row will be held at the following address:

Abbey Road Institute Los Angeles at Firefly Music Row  
2501 S. Robertson Blvd  
Los Angeles, CA 90034

You can reach Firefly Music Row by:

## Coming from **SOUTH** of the campus/from **LAX International Airport**:

1. Navigate to the I-405N freeway
2. Take exit 53 for I-10 towards Los Angeles/Santa Monica
3. Follow signs for I-10E towards Los Angeles
4. Take exit 6 for Robertson Blvd towards Culver City
5. Merge onto Exposition Blvd
6. Turn left onto Robertson Blvd
7. Turn right to stay on Robertson Blvd (pass Taco Bell on the right)
8. Destination is on your left - 2501 S Robertson Blvd

## Coming from **NORTH** of the campus/from **San Fernando Valley**:

1. Navigate to the I-405S freeway
2. Take exit 53B for I-10 towards Los Angeles/Santa Monica
3. Follow signs for I-10E towards Los Angeles
4. Take exit 6 for Robertson Blvd towards Culver City
5. Merge onto Exposition Blvd
6. Turn left onto Robertson Blvd
7. Turn right to stay on Robertson Blvd (pass Taco Bell on the right)
8. Destination is on your left - 2501 S Robertson Blvd

## Coming from **EAST** of the campus/from **Hollywood**:

1. Navigate to I-10W freeway
2. Take exit 6 for Robertson Blvd towards Culver City

3. Turn right onto Robertson Blvd (pass Taco Bell on the right)
4. Destination is on your left - 2501 S Robertson Blvd

**Coming from WEST of the campus/from Santa Monica:**

1. Navigate to I-10E freeway
2. Take exit 6 for Robertson Blvd towards Culver City
3. Turn left onto Robertson Blvd
4. Turn right to stay on Robertson Blvd (pass Taco Bell on the right)
5. Destination is on your left - 2501 S Robertson Blvd

**BY GROUND TRANSPORT**

**Coming from SOUTH of the campus/from LAX International Airport:**

1. Board Bus CC 6 for Sepulveda Blvd/UCLA Westwood
2. Disembark at Sepulveda Blvd/Venice Blvd
3. Transfer to Bus 33 for Downtown LA - Union Station
4. Disembark at Venice/ Culver City Station
5. Transfer to Bus 617 for Beverly - Pico
6. Disembark at Robertson / Beverlywood
7. Walk 200 ft to destination - 2501 S Robertson Blvd

**Coming from NORTH of the campus/from San Fernando Valley:**

1. Board Bus 233 for Sepulveda E - Line (Expo)
2. Disembark at Expo/Sepulveda Station
3. Navigate to Expo/Sepulveda METRO Station
4. Disembark at Culver City Station
5. Walk 0.9mi to destination - 2501 S Robertson Blvd

**Coming from EAST of the campus/from Hollywood:**

1. Board Bus 210 for South Bay Galleria
2. Disembark at Wilshire/Western Station
3. Transfer to Bus 7 for Downtown SM
4. Disembark at Pico WB/Robertson FS Station
5. Transfer to Bus 617 for Beverly - Pico

6. Disembark at Robertson / Beverlywood
7. Walk 200 ft to destination - 2501 S Robertson Blvd

**Coming from WEST of the campus/from Santa Monica:**

1. Board Bus 33 for Downtown LA - Union Station
2. Disembark at Venice/ Culver City Station
3. Transfer to Bus 617 for Beverly - Pico
4. Disembark at Robertson / Beverlywood
5. Walk 200 ft to destination - 2501 S Robertson Blvd



# Institute Opening Times

Lectures at Abbey Road Institute Los Angeles run Monday to Thursday from 9am to 12pm, and Friday (Practical) from 9am - 12pm.

Students also are given additional access before and after lectures in the evenings and weekends.

This Institute opening time is:

*Monday - Sunday from 8:00am - 8:00pm*

## Public Holidays 2026

Abbey Road Institute Los Angeles observes the following public and bank holidays:

- New Year's Day - January 1, 2026
- Martin Luther King Jr. Day - January 19, 2026
- Good Friday- April 3, 2026
- Easter Monday - April 9, 2026
- Memorial Day - May 25, 2026
- Independence Day - July 4, 2026
- Labor Day - September 7, 2026
- Veterans Day - November 11, 2026
- Thanksgiving - November 26, 2026
- The Day After Thanksgiving - November 27, 2026
- End of Year Holiday Closing from Christmas - December 25, 2026-January 3, 2026

# Institute Staff & Key Contacts

Every member of the Abbey Road Institute Los Angeles Team has met the minimum of three years of in the field in which they are teaching:

<p><u><a href="#">Rafa Sardina</a></u>          CEO and Lecturer  <a href="mailto:rafa.sardina@abbeyroadinstitute.com">rafa.sardina@abbeyroadinstitute.com</a></p>	<p><u><a href="#">Lee Whitmore</a></u>          Chief Academic Officer  <a href="mailto:lee.whitmore@abbeyroadinstitute.com">lee.whitmore@abbeyroadinstitute.com</a></p>
<p><u><a href="#">John Boylan</a></u>          Lecturer  <a href="mailto:john.boylan@abbeyroadinstitute.com">john.boylan@abbeyroadinstitute.com</a></p>	<p><u><a href="#">Barry Rudolph</a></u>          Lecturer  <a href="mailto:barry.rudolph@abbeyroadinstitute.com">barry.rudolph@abbeyroadinstitute.com</a></p>
<p><u><a href="#">Stephany Echepeleacu</a></u>          Front of House / Student Administration  <a href="mailto:stephany.echepeleacu@abbeyroadinstitute.com">stephany.echepeleacu@abbeyroadinstitute.com</a></p>	<p><u><a href="#">Vanessa Garde</a></u>          Lead Technician and Lecturer  <a href="mailto:vanessa.garde@abbeyroadinstitute.com">vanessa.garde@abbeyroadinstitute.com</a></p>
<p><u><a href="#">Vanessa Garde</a></u>          Lead Technician and Lecturer  <a href="mailto:vanessa.garde@abbeyroadinstitute.com">vanessa.garde@abbeyroadinstitute.com</a></p>	<p><u><a href="#">Alan Meyerson</a></u>          Music Business Lecturer  <a href="mailto:gael.hedding@abbeyroadinstitute.com">gael.hedding@abbeyroadinstitute.com</a></p>

+1 (818) 497 7944

[www.abbeyroadinstitute.com/losangeles](http://www.abbeyroadinstitute.com/losangeles)

[losangeles@abbeyroadinstitute.com](mailto:losangeles@abbeyroadinstitute.com)

# Technicians

The Technician on duty is your first point of contact and support for all “out of class” activities. You can ask the on-duty Technician for help with any problem or doubt you might have while using our facility and equipment. Sometimes the Technician will not be in the Tech Office as they might be helping a student in one of our rooms or performing maintenance tasks around the building, therefore if you need to contact the on-duty Technician for support or to book out equipment and they are not in the Tech Office, you can reach them via the mobile number above.

## Your Abbey Road Institute Los Angeles Technicians Team:

### Technicians

[technicians.losangeles@abbeyroadinstitute.com](mailto:technicians.losangeles@abbeyroadinstitute.com)

**Technicians Mobile** +1 (818) 497 7944

## Your contact details

It is imperative that the Institute holds your up to date contact details such as email, mobile number and address. Please notify us immediately if your contact details change. You can update us using the [Student Information Form](#) located within the Student Portal.

# Mission and Objectives

## Mission

Abbey Road Institute Los Angeles' mission is to provide and deliver a specialized, hands-on, on-campus vocational instructional program in Music Production and Sound Engineering in world-class studios and lab facilities at Firefly Music Row. With experienced music, audio, and business faculty who actively work in the music industry, the Program in Music Production and Sound Engineering inspires a diverse and inclusive population of post-secondary students to learn, and develops in them the appropriate skills so they are prepared to work in the audio, music, and related industries globally.

## Objectives

Forging a successful career in music production or audio engineering requires a variety of skills, techniques and expertise. Abbey Road Institute Los Angeles' diploma in Music Production and Sound Engineering prepares its students for this by:

- Delivering high-quality, state-of-the-art, instruction professional recording studios, with access to large-format recording consoles, a broad complement of outboard recording and processing equipment, industry-standard recording and music creation software.
- Offering instruction with experienced, working professionals with multi-year careers in audio and music production, acoustics, music theory, music business and management.
- Having students record, mix, and master stereo and immersive music on campus at Firefly Music Row.
- Offering access to real-world experiences every term to observe and learn with GRAMMY and Oscar-winning audio engineers, producers, and sound designers.
- Develop student understanding and skills of how to create their professional brand in the music industry.

- Empower students with the essential skills to graduate and work in some of the following industries:
  - Music Creation and Production
  - Film
  - Broadcast
  - Video Games
  - Music Labels
  - Tech Companies, and more.



# Legislative Compliance

Abbey Road Institute Los Angeles has a duty of care to all of our students, therefore, we have policies and procedures in place to ensure your experience here is a positive and satisfactory one. Our policy documents feature all of our procedures in further detail. Abbey Road Institute Los Angeles is a private institution, approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (CEC) and the California Code of Regulations (5, CCR). Operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (CEC) and the California Code of Regulations (5, CCR).

## Ethical Standards

We are committed to running Abbey Road Institute with integrity, honesty, fairness and in accordance with the Country's law. You should not do anything in the course of your training at the Institute that violates the Country's law or your own personal ethics; nor will you ever be asked to do so. If you become aware of a situation that you believe violates appropriate legal or ethical standards, please discuss it with the local Administration Department or anyone else in management so that it can be resolved. Your privacy and confidentiality will be respected to the highest extent possible.

## Harassment and Bullying

It is the policy of the Institute to maintain an environment, which encourages mutual respect and promotes respectful and congenial relationships. Harassment and bullying in any manner or form is expressly prohibited and will not be tolerated. Students found violating our [Bullying and Harassment Policy](#) will be subject to disciplinary proceedings and could have their studies terminated.

# Equality and Diversity

Abbey Road Institute is committed to providing equal opportunities for all. In accordance with the mission of the Disability Rights Commission, The Institute is committed to achieving full civil rights for disabled people and to create a culture and physical environment in which disabled people can participate fully as equal citizens. You can see our full [Equality and Disability Policy](#) from more details.



# Safeguarding Adults

These procedures recognize that adult abuse can be a difficult subject for workers to deal with. Abbey Road Institute Los Angeles is committed to the belief that the protection of vulnerable adults from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all managers, trustees of the organization, management committee members, staff and volunteers act appropriately in response to any concern around adult abuse. Abbey Road Institute Los Angeles is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within Abbey Road Institute Los Angeles will be treated with respect. You can see our full [Safeguarding Adults Policy](#) from more details.

# Copyright Act

Not only do we have a duty to protect our students, but we also must protect the Abbey Road brand in which we are a larger part of. The content of any courses created, taught or facilitated by the institute remains the intellectual property of Abbey Road Institute Los Angeles and Abbey Road Training Limited; and should not be distributed/reproduced to any other person who is not a student/staff member at Abbey Road Institute Los Angeles. This includes (but not limited to) resource handouts, curriculum materials (such as lesson plans, photography, videos, certain recordings made on site) and any other content supplied by Abbey Road Institute or The Abbey Road brand. Any pictures, videos or recordings made must be pre-approved BEFORE being uploaded to any social media platform or public domain from the Chief Executive Officer or Global Head of Marketing. Any breach of this act may jeopardize your place as a student at Abbey Road Institute Los Angeles.

# Health & Safety

## **FIRE SAFETY POLICY**

Abbey Road Institute Los Angeles takes fire safety very seriously and regularly undertakes fire risk assessments and action findings in a timely manner. You can access our most recent **Fire Risk Assessment** [*will be available before opening*] [here](#).

During your induction you will be asked to complete our Abbey Road Institute Los Angeles [Fire Safety Induction form](#). It is important that you read and sign this form to acknowledge that you understand the measures we have in place to minimize the risk of fire at the Institute. And that you are aware of your responsibilities as a student. In the unlikely event of an emergency, you must leave all of your belongings and make your way out of the building via the nearest exits. Please ensure you read our [Fire Evacuation Procedure](#) [*will be available before opening*]. A copy of this policy is available on your Student Portal (Canvas).

## Attendance and Punctuality

Attendance and punctuality are the cornerstones of your training and a fundamental tool for your future careers. Abbey Road Institute Los Angeles has a very strict policy in this regard and we would appreciate your adherence to it. We believe that regular lesson attendance helps students develop invaluable personal habits and supports them in gaining as much as possible from their academic program. Furthermore, we value the contributions each student makes every day and absence detracts from the quality of all of our lessons.

**Lecturers and Technicians will take attendance for all the activities relating to your course. These include lectures, workshops and individual practical sessions booked in our facilities.**

In order to express our commitment to reliable attendance, the following are Abbey Road Institute Los Angeles's policies and guidelines:

### Unexcused Absence

An unexcused absence is any failure to report for scheduled lecture classes or practical sessions as directed by the Institute.

**Three absences:** A verbal warning will be issued to the student by the Chief Academic Officer.

**Six absences:** The student will be invited for an interview with the Chief Executive Officer and Chief Academic Officer. If the absence cannot be adequately explained the student

will be issued with a formal written warning. This will be documented and retained in the student's course file. The student will be given a copy which, where applicable, copied to the student's sponsor. The student will be made fully aware of the implications of further unexcused absences.

**Nine absences:** The student will be invited for an interview with the Chief Academic Officer. If the absences cannot be adequately explained the student will be issued with a formal final written warning. This will be documented and retained in the student's course file. The student will be given a copy which, where applicable, copied to the student's sponsor. The student will be made fully aware, in writing, of the implications of further unexcused absences.

**Ten absences:** The student will be invited for an interview with the Chief Academic Officer. If the absence cannot be adequately explained the student's studies will be terminated. The student's course records will be annotated accordingly and where applicable, the sponsor is to be informed and requested to confirm concurrence.

## **Excused Absence**

Absences may be excused only if the student e-mails the Administration Department a minimum of 24 hours before their first scheduled event stating a valid reason why their absence should be excused.

## **Illness**

In the case of illness preventing the prompt return to regular classes, students will be required to email the Programme Director and [losangeles@abbeyroadinstitute.com](mailto:losangeles@abbeyroadinstitute.com), informing them of the date the student is expected back in order to put them back on the schedule or consider alternative measures

## **Appeals**

Appeals against actions taken resulting from students absences shall be considered by Senior Management, whose decision shall be final. Appeals need to be lodged within 48 hours of the sanction being received by the student. Students wishing to appeal will need to send their request to [losangeles@abbeyroadinstitute.com](mailto:losangeles@abbeyroadinstitute.com).

# Complaints and Grievance Procedure for Students

Abbey Road Institute Los Angeles is committed to providing a fair and transparent process for addressing complaints and grievances raised by students, faculty, staff, and other members of the Institute community. This procedure aims to ensure that complaints are handled promptly, impartially, and in accordance with established guidelines.

## Policy Statement:

**Scope:** This procedure applies to all complaints and grievances related to Institute programs, services, policies, procedures, conduct, or any other aspect of Institute life.

### Informal Resolution:

- Individuals are encouraged to seek resolution of their complaint through informal channels first, such as discussing concerns directly with the person(s) involved or seeking guidance from a supervisor or designated Institute authority.
- The Institute encourages open communication and constructive dialogue to address and resolve complaints in an informal manner whenever possible.

### Filing a Formal Complaint:

- If an informal resolution is not feasible or does not lead to a satisfactory outcome, the complainant may initiate a formal complaint by submitting a written complaint to the designated office or individual responsible for receiving complaints.
- The complaint should include specific details about the incident(s), individuals involved, supporting evidence, and any previous steps taken to resolve the matter informally.

### Investigation and Review:

- The Institute will conduct a thorough and impartial investigation of the complaint, appointing a designated person or committee responsible for handling the complaint.
- The investigation will involve gathering relevant information, interviewing involved parties and witnesses, and considering any supporting evidence or documentation.
- Confidentiality will be maintained throughout the investigation to the extent possible and as required by law.

### Timelines and Updates:

- The Institute will strive to handle complaints in a timely manner, providing updates to the complainant on the progress and expected timeframes for resolution.
- If delays occur due to the complexity of the complaint or other legitimate reasons, the complainant will be informed of the reasons for the delay.

**Resolution and Remedies:**

- Once the investigation is completed, the Institute will provide a written response to the complainant, outlining the findings, any actions taken, and the basis for the resolution.
- If the complaint is substantiated, the Institute will take appropriate remedial measures, which may include disciplinary actions, policy changes, corrective actions, or other remedies deemed necessary.
- The Institute will ensure that any remedies or actions taken are in line with applicable laws, regulations, and Institute policies.

**Appeals:**

- If the complainant is dissatisfied with the outcome of the complaint, they may have the right to appeal, subject to the Institute's appeals process.
- The appeals process will provide a fair and impartial review of the complaint, considering new evidence or arguments presented by the complainant.
- The decision of the appeals process will be final and binding, concluding the Institute's internal procedures for the complaint.

**External Options:** If the complainant remains dissatisfied after exhausting the Institute's internal procedures, they may have the right to pursue external remedies or avenues available through external agencies or authorities.

The Institute will communicate this procedure to all members of the Institute community and ensure accessibility and availability of the complaint and grievance process. It is the Institute's commitment to address complaints and grievances with sensitivity, fairness, and adherence to applicable laws and regulations.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's Internet Website [www.bppe.ca.gov](http://www.bppe.ca.gov).

# Classroom Policy

While working in the classroom, students are required to adhere to the following rules:

- Under no circumstances is food and drink (other than bottled water) allowed in the classrooms.
- Mobile phones must not be used in class and must be turned off or silenced.
- Under no circumstances is photography permitted unless at the discretion of the Chief Executive Officer or Global Head of Marketing.
- Laptops must be closed, and should only be used if required during a class.
- It is disrespectful to use social media during classes and workshops and is therefore prohibited. You will be asked to leave the class if you do so.
- Bullying or verbal abuse to your fellow classmates or staff is unacceptable and will not be tolerated. This behavior will lead to disciplinary action.
- No chatting, interruptions, or cross-talk is permitted while the instructor is teaching.
- If a student is seen to be disruptive, or preventing other students from learning due to misadventure, Abbey Road Institute Los Angeles staff reserve the right to remove them from that particular class.
- If a student is up to 15 minutes late or more, then Abbey Road Institute Los Angeles Staff reserve the right to refuse entry into the class.
- Classes at Abbey Road Institute Los Angeles are for the sole use of existing students. Any third party / guest connected to our students are not permitted to join the classes unless authorized by an Abbey Road Institute Los Angeles Member of Staff.
- Do not unplug any equipment set up permanently in the Tech Labs.  
All external devices and instruments should be routed through the Apollo interface for audio playback. Should you wish to use your laptop, it can be connected using a mini jack to ¼ inch stereo cable which you can book from the Technician on duty. Do not unplug the UAD Apollo audio interfaces from the “27 institute iMac computers.
- The Tech Labs workstations must be booked via the online Booking System to ensure the minimum amount of hours per week are accounted for.

## Remote Lectures (Zoom)

Abbey Road Institute Los Angeles does not offer Remote Lectures at this time.

# House Rules - Production Suites and Studios

- Technicians will check your attendance of booked sessions. If you fail to attend a booked session, you will be subjected to disciplinary action.
- At the end of your session, please neutralize/reset equipment and leave room in a tidy state.
- No food and drink is permitted in the production suites, except for bottled water.
- Do not unplug any equipment set up permanently in the production suites.  
In the Production Suites - All external devices and instruments should be routed through the Apollo interface for audio playback. Should you wish to use your laptop, it can be connected using a mini jack to ¼ inch stereo cable which you can book from the Technician on duty. Do not unplug the UAD Apollo audio interfaces from the “27 institute iMac computers.  
In the Recording Studios - All external devices and instruments should be routed via the patch bays.
- If you have booked the last session of the day, please ensure that any floating equipment is returned 30 minutes before close.
- Do not install any software in the institute computers.
- Do not lean items such as bags and instrument cases against the fabric walls and panels, as this can lead to structural and cosmetic damage. Please use the guitar stands provided in each room.
- Be careful not to knock chairs against the walls. There should be a maximum of 2 operator chairs in each production room. If you need more seats, please ask the technician on duty for the stools.  
If the room is available and you wish to use it immediately, please create a 24-hour booking on the system.
- You are only permitted to book sessions for yourself, not your classmates.
- We may take disciplinary action if you repeatedly fail to attend your bookings. If you know you cannot make a session, please update the booking diary immediately and if required make the on-duty technician aware.
- Please respect others' personal space. Please knock before entering rooms and do not enter unless you are authorized to do so.

Please refer to the Booking System and Session Rules [*will be available online before opening*] for more details about the use of our practical facilities

# Students ID Card and Security Inspection

Prior to the commencement of the course, students are required to provide a copy of their passport/ID. Students will be issued a Student Identification Card and a door access card. For security reasons the access card is blank. We recommend you keep these on you at all times.

Failure to display a valid Student Identification Card may result in the refusal of your access to Abbey Road Institute Los Angeles premises. In the event of a loss of the Student Identification Card, the student must notify the Administration Department immediately.

From time to time, Abbey Road Institute Los Angeles may be subject to periodical audits and inspections conducted by local immigration authorities, when records of identification for all attending students are made available for inspection.

## Lost Cards

Please let us know immediately if you misplace your access card. If in doubt report a card lost immediately to Abbey Road Institute reception or email

[losangeles@abbeyroadinstitute.com](mailto:losangeles@abbeyroadinstitute.com) A misplaced card compromises the security of our facilities. There is a \$50 charge to issue a replacement access card. Replacement cards can be ordered and paid for in cash at Abbey Road Institute Los Angeles reception. Alternatively you can make a bank transfer to the following account:

## **FIREFLY MUSIC ROW LP**

TAX ID: 87-2422338

## **ADDRESS:**

BANK OF AMERICA - CALABASAS OFFICE  
23631 CALABASAS RD. , CALABASAS, CA 91302, USA

## **PHONE NUMBER:**

+1-818-591-2971

## **ACCOUNT NUMBER:**

3251 5740 2278

ROUTING # (PAPER & ELECTRONIC): 121000358

ROUTING # (WIRES): 026009593

SWIFT CODE - U.S DOLLARS: BOFAUS3N

SWIFT CODE - FOREIGN CURRENCY: BOFAUS6S  
SWIFT CODE - UNKNOWN CURRENCY: BOFAUS3N

## Student Code Of Conduct

We take pride in our students, and our establishment. As an Abbey Road Institute Los Angeles student, you represent The Abbey Road brand. We expect students to maintain a respectable level of professionalism, and a good attitude towards the Institute, to treat other team members and the brand with respect. Please ensure you have read and understood the “Student & Visitor Conduct” section in the [Terms and Conditions](#), the [Booking System and Session Rules](#) [*will be available before opening*] and any other relevant document provided to you via the Student Portal.

### Alcohol

Students who choose to drink alcoholic beverages retain responsibility for their actions on and off the Institute premises. The consumption of alcohol within the Institute premises is prohibited. Violations of this policy may result in suspension from the Course.

Students cannot attend classes at any time or be within the Institute premises for any purpose whilst intoxicated by alcohol. Failure to abide by these rules will result in suspension and possibly termination from the Course.

### Drugs

Abbey Road Institute Los Angeles prohibits the unlawful manufacturing, distribution, possession, sale and use of illegal drugs. Students found violating this policy will be suspended from their course immediately.

Students are to ensure that any of their guests visiting the Institute do not violate these rules, as illegal substances that may be found will be deemed to be the responsibility of the student in question.

# Smoking And Use Of Tobacco

Tobacco use is not permitted in the Institute premises. Smoking cigarettes is only permitted in designated areas; this includes the use of electronic cigarettes.

Tobacco is defined to include any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, argillah, clove cigarette, and any other smoking product or spit tobacco (smokeless, dip, chew and/or snuff) in any form.

Failure to abide by these rules will result in suspension and possibly termination from the Course.

# Firearms And Weapons

While on the Institute premises, students are prohibited from obtaining, possessing, using, buying or selling weapons. Prohibited items include, but are not limited to: firearms, ammunition, explosives, dangerous chemicals, swords, pellet or BB guns, knives or any other items deemed dangerous by Abbey Road Institute Los Angeles staff.

# Gifts

Gifts to staff members, as well intended as they may be, can cause a perception of favoritism and may cause undue embarrassment. We request any gifts to be extremely limited in nature, inexpensive, and subtle. We encourage the use of thank you cards/notes instead of gifts. If and when necessary to, please use your discretion to make sure the gift is reasonable. When in doubt, ask the Chief Executive Officer or any other staff member.

# Disabilities

Abbey Road Institute Los Angeles provides reasonable accommodations for persons with disabilities in compliance with the American Disabilities Act (ADA) (<https://www.ada.gov>). Abbey Road Institute Los Angeles encourages individuals with disabilities to visit the School in order to determine if the facilities and training equipment/aids are adequate for their need and/or if the training offered would be beneficial for them. Request for auxiliary

aids, interpreting services, and other reasonable accommodations are available upon request. Please contact Lee Whitmore, Chief Academic Officer at [lee.whitmore@abbeyroadinstitute.com](mailto:lee.whitmore@abbeyroadinstitute.com) or +1 857-225-5688. CA relay services are available by dialing 711 and referencing the host agency's phone number.

## Admissions Policy

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

### Key Principles

This policy provides prospective students with a guide to our approach to the admission of students. Our priority is to ensure that our course of study meets applicants' needs and individual circumstances. In achieving this, we make a commitment that our approach to the admission of students is:

- transparent
- fair
- honest
- consistent
- personalized
- timely

### Confidentiality & Disclosure

All applications are created as an electronic record and filed for reference. Subject to the provisions of GDPR, the information provided by applicants is only shared with those Abbey Road Institute Los Angeles staff directly involved with processing the application or undertaking related management activities such as the administration of surveys and market research, the compilation of statistics and the provision of further information about Abbey Road Institute Los Angeles.

It is implicit that where referees are named, we have the applicant's permission to approach these; however where we need to undertake further checks involving a third party (e.g. DBS checks), we will seek the applicant's permission beforehand, whilst noting that we may not be able to proceed with an application without such permission.

## Sources of information

We understand that prospective students must have access to clear and accurate information about Abbey Road Institute Los Angeles so that they can be sure that our course matches their needs and expectations. Prospective students can obtain information about the Institute via our:

- Website
- Social Media Channels
- Prospectus (paper & pdf available)
- Open days/evenings
- Study taster workshops
- Facility Tours
- Pre-application consultation

A member of the team aims to meet with every prospective student to find out more about their hopes, aspirations and what they are looking to achieve on the course. This is also an opportunity to present in-depth information about the course and talk about career opportunities in the industry.

## The Selection Panel

Abbey Road Institute Los Angeles' Chief Executive Officers and Chief Academic Officers sit on the selection panel. The selection panel will decide who is accepted to study the course.

## Making an Application

Prospective students should submit their applications online via an "Apply Now" button on the homepage of Abbey Road Institute Los Angeles' website. Here, applicants can create an account and upload their application documents. The application team will receive a notification once the application is submitted. If a paper-based or pdf document is required by an applicant they can contact [losangeles@abbeyroadinstitute.com](mailto:losangeles@abbeyroadinstitute.com) and one will be sent to them.

## Privacy

We are committed to applicants' and students' privacy and the protection of all personal information. By accessing and using this website, applicants agree and consent to the collection, use, and disclosure of their personal information, as outlined in our Cookie and Privacy Policy.

## Entry Requirements

- Minimum age 18 (at course start date)
- A music portfolio. This should consist of a minimum of four 4 productions in which applicants demonstrate a variety of roles, such as performer, producer, engineer or writer. Files must be clearly named and submitted in MP3 format. The portfolio must be supported with a .pdf document outlining the applicant's role in each production. While we are not looking for high quality productions however we do expect to see evidence that applicants have spent enough time attempting to produce music so as to be able to create a cohesive portfolio.
- Copy of academic qualifications and/or transcripts showing completion of a High School Diploma or GED.
- Copy of music qualifications. Abbey Road Institute Los Angeles' Music Theory Fundamentals weekend course or grade 1 Music Theory (ABRSM) is recommended but not required.
- Curriculum Vitae (CV) / Resume
- Cover Letter. This should include an applicant's motivation to study, career goals and provide further explanation of an applicant's production experience and music background (performance & theory)
- An Application Fee of \$150.00.
- Proof that you have the right to study in the US for the entire duration of the course). Please note, we are not authorized to issue student visas to study in the US. Abbey Road Institute Los Angeles will admit students from other countries but visa services are not provided, does not vouch for student status or any associated charges.
- We require applicants to submit a copy of a valid ID (Passport for non US applicants)
- Knowledge of English: Proof of English proficiency at a US 12th grade reading level is required and a high school diploma for native speakers is required. Applicants from countries where English is not the primary language are required to prove their knowledge of English by passing a Test of English as a Foreign Language TOEFL exam with a score of 80 or higher. For more information, visit [www.ETS.org](http://www.ETS.org).

## Outcomes of the online submission

1. Invalid – The application is incomplete, namely a document is missing from the application file. We will request that the applicant forwards any missing information, so we can re-assess the application.
2. Unsuccessful – the selection panel feels that the candidate's application documents do not demonstrate that the applicant is at a suitable level to take our course. We advise the applicant in writing and in some cases recommend they re-apply at a later date once they are in a stronger position.

3. Successful – the candidate's application documents satisfy the selection panel that they have a suitable level of skills and experience to progress to the next stage of the application process.

### **The Interview**

Successful applicants progress to the interview stage. The aim of the interview is to ensure that the applicant is a good match for the course and has the resources to complete the course. We also need to understand applicants' aims, ambitions and expectations and ensure that they are comfortable that they understand what they will undertake as a student. Interviews are held at Abbey Road Institute in Los Angeles however video call interviews can be arranged upon request. The interview is conducted by each member of the panel individually. Interviews are scheduled to last one hour, and an equal amount of time is allocated to each member of the selection panel. The interviewers ask specific questions that help build a picture of the applicant. Notes are taken at the interview and kept in the applicant's online file.

### **The Musical Performance**

5 to 10 minutes of the interview is allocated for the applicant to give a music performance on the applicant's chosen instrument. We view the voice as an instrument and also welcome live performances from DJs and electronic music artists.

### **Turnaround Time Frames**

When an applicant submits their application they will receive confirmation of receipt within 24 hours unless it's outside typical working hours (for example, over a weekend/bank holiday). If that is the case receipt will be communicated on Monday or the first working day after any closure. The selection panel aims to review an application within 48 hours of receipt and the outcome of this stage of the application is communicated to the applicant within 24 hours of that outcome being decided. We aim to interview applicants as soon as we can. This may be between 2-4 weeks of the offer of an interview and is subject both to staff and applicant availability. After the interview, the selection panel will meet within 24 hours to discuss the interview, the performance, and cross-reference with the application documents. A final decision will be made at this meeting and this will be communicated to the student within 48 hours of the interview.

### **Outcomes of the interview**

1. Unsuccessful – the selection panel feels that the applicant did not answer or provide adequate answers to questions and thus is not confident that they are ready to start the course. We will advise the applicant in writing and recommend they re-apply at a later date.

2. Conditional offer – the applicant has satisfied the selection panel that they have a suitable level of skills and experience to be offered a place on the course they applied for, however, will recommend they strengthen a particular aspect of their application before they commence the course. This decision along with the recommendation will be advised by the admissions team in writing.

3. Unconditional offer – the applicant has fully satisfied the selection panel that they have a suitable level of skills and experience to be offered a place on the course they applied for. This decision will be advised by the admissions team in writing.

### **Appeals**

If you feel that your application has been treated unfairly you can appeal by emailing [losangeles@abbeyroadinstitute.com](mailto:losangeles@abbeyroadinstitute.com). Please clearly state the reasons for your appeal along with a statement of why you think your application should be reconsidered. The appeal will be reconsidered by the selection panel with the support of senior management. A final decision will be made within 7 working days.

## **Transferability of Credit**

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTE. The transferability of credits you earn at Abbey Road Institute Los Angeles is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Diploma you earn in the Music Production and Sound Engineering program is also at the complete discretion of the institution to which you may seek to transfer. If the Diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Abbey Road Institute Los Angeles to determine if your Diploma will transfer.

Note that Abbey Road Institute Los Angeles and its Diploma in Music Production and Sound Engineering is not accredited by any agency recognized by the US Department of Education. Abbey Road Institute Los Angeles has not entered into an articulation or transfer agreement with any other college or university. Moreover, Abbey Road Institute Los Angeles has not entered into any articulation or transfer agreement with any other college or university, nor does it accept credits earned from other institutions through challenge examinations or achievement tests, nor does it award credit for prior experiential learning.

# Instructions in languages other than English

Abbey Road Institute Los Angeles does not currently offer instruction in languages other than English. It **does not** provide English language services, including instruction such as ESL

## Facilities and Equipment

Abbey Road Institute Los Angeles is equipped with industry-standard audio and music production gear, with facilities, including the highest-quality professional studios and control rooms, lecture spaces, and a state-of-the-art music and audio technology lab, designed for immersion in real-world professional audio recording and production.

Students will be given extensive access to a wide array of analog processing gear, digital DAW controllers, and a remarkable variety of microphones. They will be guided on their uses by professors and industry masters alike, and given independent learning time to obtain knowledge through first hand interaction

With the rise in relevance of immersive and spatial audio, endorsed by major music and video streaming companies such as Apple and Netflix, Abbey Road Institute Los Angeles boasts multiple Dolby Atmos rooms that will additionally equip students to develop into well-rounded, knowledgeable professionals.

Notable equipment at Abbey Road Institute Los Angeles includes:

- Solid State Logic Duality D48 Large-Format Recording Console
- Solid State Logic Duality D24 Recording Console
- Avid S6 (three) and S4 (one) Modular Mixing Consoles
- Neve 5500 Vintage Console
- Focusrite FORTE Console from NYC's Electric Lady Studios
- Software including Avid Pro Tools, Apple Logic Pro, Ableton Live, Universal Audio Luna, Steinberg Cubase, and a lot more
- Meyer Sound Theatrical ATMOS Blue Horn Monitoring System (5 systems)
- Focusrite Pro RedNet (throughout facilities)
- Mitsubishi X880 Digital Tape Machine
- Neve Vintage Rack System with Neve 1073 Style Modules
- API 11-Space Vintage Rack + 500 Series Modules
- Apple iMacs
- Fairchild Compressor AT-101
- Eventide H-9000
- ATC SCM25A Pro
- Yamaha CS7 Concert Grand Piano
- Sequential Prophet 6 Synthesizer
- Hammond B3 Organ
- Fender Rhodes Electric Piano

# Library and Learning Resources

The Abbey Road Institute Los Angeles library is located on the first floor of the campus building, across from Recording Room 1. The library space is specifically dedicated to print learning resources, and is open during general instructional hours, five days a week while the academic program is in session.

Abbey Road Institute Los Angeles library checkout procedures are as follows:

- Any physical book in the campus library is available for student checkout.
- Visit the library during regular instructional hours.
- There are paper checkout cards inserted in the back of each available book; fill out the card and take it to the Administration office where a staff member will acknowledge the book is checked out.
- Books may be checked out for 2 weeks, and the same book may be renewed for an additional one week before it must be returned for other students' use.

Note that there are no textbooks or equipment the Abbey Road Institute Los Angeles requires students to purchase. Equipment is available on campus and textbooks and learning resources in the library are purely supplemental.

## Additional Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to Bureau for Private and Postsecondary Education at:

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

# Educational Fees

<b>Application &amp; Registration Fees (Non-Refundable)</b>	Application Fee	\$250.00	Non-Refundable
<b>Enrollment Deposit</b>	Initial Tuition Payment	\$500.00	Fully refundable when canceling within the statutory period (see pg. 36).
<b>Transcript and Official Document Service Fees</b>	Returned Check Fee	\$ 35.00	Fully refundable if cancellation occurs within the statutory period (see pg. 36).
	Transcript	FREE	
<b>Other Service Fees</b>	Card Replacement Fee	\$ _____	Fully refundable if cancellation occurs within the statutory period (see pg. 36).
<b>Financial Service Fees</b>	Returned Check Fee	\$ 35.00	Fully refundable if cancellation occurs within the statutory period (see pg. 36).
<b>STRF for Diploma in Music Production and Audio Engineering (Non-Refundable)</b>	Assessment rate \$0.00 per \$1000 of institutional charge	\$0.00 Eligible Students Only	
<b>Tuition Fees</b>		\$18,000 per term, \$54,000 for the complete educational program	Refundable according to pro-rata regulation.

## Schedule of Total Charges

The following estimate reflects the average cost to full time students for the 2026 academic year.

<b>Diploma in Music Production and Audio Engineering</b>		\$54,000	
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# Student Tuition Recovery Fund (STRF)

STRF for Diploma in Music Production and Audio Engineering	Assessment rate \$0.00 per \$1000 of institutional charge	\$0.00 Eligible Students only
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## Total Charges

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

<b><u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</u></b>	\$18,000
<b><u>TOTAL ESTIMATED CHARGES FOR THE ENTIRE PROGRAM</u></b>	\$54,000
<b><u>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u></b>	\$18,000

## Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF

assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

## Student Right To Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid up until attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from the date when the enrollment agreement was signed), whichever is later. The notice of cancellation shall be in writing and submitted directly to the Chief Academic Officer's office in person or via certified mail or another verified delivery method (for example, Fedex or DHL) to campus at 2501 S. Robertson Blvd, Los Angeles 90034 USA.

## Determination of Withdrawal From School

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

- The date you notify the Registrar of your intent to withdraw. Only the Registrar or the Chief Academic Officer are authorized to accept a notification of your intent to withdraw.
- The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date you fail to attend classes for a two week period and fail to inform the school that you are not withdrawing.
- If you are absent for two consecutive weeks and are not on an approved leave of absence, you will be deemed a withdrawal even though you indicated that you were not withdrawing.
- In the event that you failed to return from an approved leave of absence, the effective withdrawal date shall be the last date of recorded attendance. The effective date of the withdrawal will be the first day scheduled to return from a leave of absence.

The notice of withdrawal shall be in writing and submitted directly to the Chief Academic Officer's office in person or via certified mail or another verified delivery method (for example, Fedex or DHL) to campus at 2501 S. Robertson Blvd, Los Angeles 90034 USA.

## REFUND POLICY

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid up until attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from the date when the enrollment agreement was signed), whichever is later. **Application Fees are non-refundable items. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made within this statutory period.** After the cancellation period, the institution provides a pro-rata refund to students who have completed 60% of the term's attendance. A pro-rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. If the amount you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

## Leave of Absence Policy

A leave of absence may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. Students taking a leave of absence must submit a signed leave of absence form to the Chief Academic Officer prior to taking the leave. If a leave of absence is unavoidable, it is best to finish the current term before starting a leave.

Students who begin a leave of absence during a term will be assigned a grade of "incomplete" for any coursework that cannot be assigned a final grade. Note that "leave of absences" may not be granted during a student's first term.

A student who wishes to take a leave of absence must make the request prior to or on the first day of instruction by completing the Request for Leave of Absence form. The leave of absence is effective only when the Chief Academic Officer has acted upon the request and granted permission. During the leave of absence students are not entitled to assistance from the faculty or use of campus facilities or resources.

Students who do not return to enrolled status at the end of the approved leave of absence are no longer considered to be pursuing Abbey Road Institute Los Angeles' program of study.

## Responsibility to Pay

- If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.
- If the student defaults on a federal or state loan, both the following may occur:
  - (1) The federal or state government or a loan
  - (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.
- The guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

## Transcripts

Students will receive a free transcript upon graduation and can always request an additional at no additional cost.

## Record Keeping and Procedures

Abbey Road Institute Los Angeles's custodian of records is its Chief Academic Officer.

Student records are maintained for no less than ten years from the last date of attendance and official academic transcripts are maintained in perpetuity. Multiple secure digital cloud backups of student records exist so that loss of student records is not possible.

All documents required by Article 9 of the California Private Postsecondary Education Act are stored online using Abbey Road Institutes International HubSpot CRM platform and in Google Drive. HubSpot products are hosted with cloud infrastructure providers with SOC 2 Type 2 and ISO 27001 certifications. Drive is a secure cloud platform that uses AES 256-bit encryption and TLS/SSL encryption protocols. Any paper files are kept under lock and key in the Records Storage room at Abbey Road Institute Los Angeles, only authorized staff members will have access to this room and the files. Physical files will be kept in fire safe cabinets and/or safes.

Security protocols for safekeeping of the records are straightforward. For digital files access the custodian of records requires a password change each quarter, and digital systems access by the custodian and the CEO/CFO require a physical security key (2FA) in addition to a typed password. For the Abbey Road Institute Los Angeles physical records room, there is an electronic log of key access to the room, as well as a security camera with video captured stored for no less than (5) years.

Records are organized alphabetically by student last name and each student is assigned an Abbey Road Institute ID number. Records include some combination of attendance, exams and assignments, grades, project files, transcripts, academic and financial applications, financial records, and contact information. Note that academic records and financial records are stored in clearly separate files.

## Disputes

Any dispute arising from enrollment at Abbey Road Institute Los Angeles, no matter how pleaded or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association (AAA), under its commercial rules. The award rendered by the Arbitrator may be entered in any court having jurisdiction. Any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovered thereunder by the debtor shall not exceed amounts paid by the debtor thereunder.

## Financial Assistance

Financial Assistance is not available for the Diploma in Music Production and Sound Engineering program.

# Financial Aid

Abbey Road Institute Los Angeles does not currently participate in any federal or state financial aid programs.

## Housing

Abbey Road Institute Los Angeles does not own or have dormitory facilities under its control, and has no responsibility to find or assist a student in finding housing.

That said, there are many private apartments nearby. The following list includes just a few rental apartment options and are provided to students as suggestions to help anyone who will search for local housing:

- Access Culver City, 8770 Washington Boulevard, Culver City, CA, with rents starting at \$3,531/month. Contact +1 323-310-2920.
- Ben Leeds Properties, main office at 3385 Overland Ave., Los Angeles, CA, with rents starting at \$2,225/month. Contact +1 (310) 815-9015.
- Beverlywood Luxury Apartments, 3144 Canfield Avenue, Los Angeles, CA, with rents starting at \$3,295/month. Contact +1 213-318-4797.
- Forty6Twenty Apartments, Culver City, CA, with rents starting at \$2,295/month; contact +1 323-763-5437.
- Hillcrest Apartment Homes, 1420 Ambassador Street, Los Angeles, CA, with rents starting at \$3,295/month. Contact +1 424-317-9769.
- 450 East Wilbur Road, Thousand Oaks, CA, with rents starting at \$2,320/month. Contact +1 833-862-6428.
- The Roy, 3644-3658 Overland Avenue, Los Angeles, CA, with rents starting at \$2,645/month. Contact +1 323-417-9869.
- The 900, 900 S Vermont, Los Angeles, CA, with rents starting at \$2,300/month; contact leasing at [leasing@the900apts.com](mailto:leasing@the900apts.com).
- 2424 Wilshire Boulevard, Los Angeles, CA, with rents starting at \$1,495/month. Contact +1 626-628-9230.
- 3830 Vinton Avenue, Culver City, CA, with rents starting at \$1,695/month. Contact +1 424-677-2906.
- Westside Terrace Apartments, 3636 S Sepulveda Blvd, Culver City, CA, with rents starting at \$1,926/month

# The Academic Program Description - Diploma in Music Production and Sound Engineering

Abbey Road Institute Los Angeles's **Diploma in Music Production and Sound Engineering** is based on both classroom, instructor-led sessions and practical, self study hours. The duration of the Course is 48 weeks, divided into three 16-week terms. Minimum contact hours for students are **24 hours per week**. These hours include 12 hours of lecture time (teacher lead) and a minimum of 12 hours of practical work (individual time) carried out in our facilities per week. Lectures run from Monday to Thursday and are split into a three-hour segment of teacher-led discussion, followed by practical student-led activities. Fridays are reserved for periodic guest lectures or workshops. If you require any additional help with your lectures or projects, then our team of lecturers and technicians are available outside of your timetable on hand to provide extra support where needed.

**Program Completion Requirements: Diploma in Music Production:** The Diploma in Music Production and Sound Engineering is a 1,192 clock-hour program offered over a 48-week period (including breaks). To successfully complete the program and be awarded the Diploma, a student must meet all of the following requirements:

## I. Academic Requirements (Required Courses & Grading)

- Successfully complete **all 12 required courses** listed in the Program Curriculum section below, achieving a minimum final grade of **70% (C)** in each course.
- Maintain a minimum cumulative grade point average (CGPA) of **2.0** on a 4.0 scale.
- Complete a total of **1,192 clock hours** of instruction and training, including class and practical hours..

**II. Final Tests or Examinations:** No final examination is required.

**III. Required Internships or Externships:** No internship or externship is required.

**IV. Total Increments Required**—Total Clock Hours: 1,192 which include:

- Complete a total of **1,192 clock hours** of instruction and training.
- Successfully complete twelve (12) courses consisting of four (4) classes per term.
- Successfully complete 12 supervised practical hours per term for a total of 36 practical hours.

# Program Objectives — Diploma in Music Production and Sound Engineering

Forging a successful career in music production or audio engineering requires a variety of skills, techniques and expertise. Abbey Road Institute Los Angeles' diploma in Music Production and Sound Engineering prepares its students for this by:

- Delivering high-quality, state-of-the-art, instruction professional recording studios, with access to large-format recording consoles, a broad complement of outboard recording and processing equipment, industry-standard recording and music creation software.
- Offering instruction with experienced, working professionals with multi-year careers in audio and music production, acoustics, music theory, music business and management.
- Having students record, mix, and master stereo and immersive music on campus at Firefly Music Row.
- Offering access to real-world experiences every term to observe and learn with GRAMMY and Oscar-winning audio engineers, producers, and sound designers.
- Develop student understanding and skills of how to create their professional brand in the music industry.
- Empower students with the essential skills to graduate and work in some of the following industries:
  - Music Creation and Production
  - Film
  - Broadcast
  - Video Games
  - Music Labels
  - Tech Companies, and more.

## TERMS BREAKDOWN

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>TERM 1</b>	Production/Music Theory_401	Audio Engineering/Acoustics (Principles)_401	Audio Engineering/Acoustics (Tools)_401	Audio Engineering/Acoustics (DAW)_401	Workshops / Practical
<b>TERM 2</b>	Production/Music Theory_402	Audio Engineering/Acoustics (Principles)_402	Audio Engineering/Acoustics (Tools)_402	Audio Engineering/Acoustics (DAW)_402	
<b>TERM 3</b>	Advanced Production/Music Theory_501	Advanced Audio Engineering Principles_501	Advanced Audio Engineering Tools_501	Management / Music Business_501	

Abbey Road  
Institute

## SYLLABUS

- Introduction
  - History of Production / Abbey Road
  - Production Techniques - EQ / Dynamics
  - Production Techniques - Effects
  - Session Planning / Procedures
- Production / Music Theory\_401 (3 hours weekly)**
- Sound Theory
  - Decibels
  - Metering
  - Basic Electronics
- Audio Engineering / Acoustics (Principles)\_401 (3 hours weekly)**
- The Music Production Studio
  - EQ
  - Dynamic Range Processing
  - Effects Processing
  - Cabling and Wiring
  - Mixing Consoles
- Audio Engineering / Acoustics (Tools)\_401 (3 hours weekly)**
- Pro Tools
  - Logic Pro

### Logged Practical (12 hours weekly)

## ASSESSMENT

- Pro Tools Production\_401 (20% weighting)
- Logic Pro Production\_401 (20% weighting)
- Pro Tools Exam\_401 (20% weighting)
- Logic Pro Exam\_401 (20% weighting)
- Multiple-Choice Theory Exam\_401 (20% weighting)

### Term 1 Course Descriptions:

- **Production/Music Theory 401:** This course includes an introduction to the program of study, a history of music production, a variety of production techniques from EQ/dynamics to effects, as well as essential recording session planning and procedures. Students will master a variety of key music

production-related history from the inception of the field to the present, as well as demonstrate how to plan basic recording sessions.

- **Audio Engineering/Acoustic Principles 401:** In this course students will learn about sound theory, sound pressure/decibels, metering and basic electronics that apply to audio and music production. By the conclusion of the course, students will have mastered the essentials of sound, fundamental wave theory, the human ear and hearing, sound pressure level, electronic measurement of audio signals and metering, and more.
- **Audio Engineering/Acoustic Tools 401:** This course is focused on audio and music production and creation tools, with emphasis on the production studio, EQ, dynamic range processing, cabling and wiring, and mixing consoles. Students will demonstrate understanding of the categories of essential recording and production equipment, the stages of music production, use of equalizers, dynamic range, the variety of audio signals encountered in production, and create studio interconnection plans.
- **Audio Engineering/Acoustic DAW 401:** The first term digital audio workstation (DAW) course focuses equally on essential skills for working in Avid Pro Tools and Apple Logic. Students will demonstrate the ability to create and administer DAW sessions, create a variety of tracks, manipulate a variety of audio file types including MIDI, apply automation, and export and bounce mixes.



## SYLLABUS

### **Production / Music Theory\_402 (3 hours weekly)**

- Music Theory
- Arranging / Orchestration
- Practical Recording Workshops
- Practical Mixing Workshops

### **Audio Engineering / Acoustics (Principles)\_402 (3 hours weekly)**

- Analogue Audio
- Digital Audio
- Interconnectivity / Calibration
- Synthesis
- Sampling
- Acoustics

### **Audio Engineering / Acoustics (Tools)\_402 (3 hours weekly)**

- Studio Consoles
- Microphones
- Stereo Microphones Techniques
- Loudspeakers
- Amplifiers
- Outboard Processing Workshop

### **Audio Engineering / Acoustics (DAW)\_402 (3 hours weekly)**

- Pro Tools
- Logic Pro
- Ableton Live

### **Logged Practical (12 hours weekly)**

## ASSESSMENT

- DAW Production\_402 (25% weighting)
- Pro Tools Exam\_402 (25% weighting)
- Logic Pro Exam\_402 (25% weighting)
- Multiple-Choice Theory Exam\_402 (25% weighting)

### **Term 2 Course Descriptions:**

- **Production/Music Theory 402:** In the second term of Music Theory students encounter arranging and orchestration, recording and practical mixing workshops. Students will demonstrate that they can follow a musical score, understand and apply song structure, rhythmic and pitch concepts, music composition analysis, and create instrumental arrangements for “pop” songs.

- **Audio Engineering/Acoustic Principles 402:** The second term of Acoustic Principles includes deep-dives into analogue and digital audio, interconnectivity and calibration of studio equipment, synthesis, sampling, and related acoustics. Students will be able to demonstrate understanding of music synthesis history and types, synthesize a variety of instrument sounds with modeling tools, identify and operate DAWs, analyze and calibrate small music production environments, appraise the acoustical qualities of materials and devices commonly used in studios, and more.
- **Audio Engineering/Acoustic Tools 402:** The second term of Acoustic Tools includes in-depth, hands-on study with demonstrated practical applications of studio consoles, microphones and miking techniques, loudspeakers, amplifiers and a variety of outboard processing equipment. Students will be able to interpret the signal flows of studios and master the recording procedures and steps used in Abbey Road Institute Los Angeles, demonstrate a thorough understanding of microphones and miking techniques including selecting the proper mics for specific recording session applications, appraise, describe, and interpret loudspeakers and their studio configurations, and more.
- **Audio Engineering/Acoustic DAW 402:** The second term of Acoustics and DAWs provides more advanced instruction and skill development for Pro Tools and Logic, and an introduction to Ableton Live. Students will be able to set up Pro Tools and Logic for specific types of recording sessions and edit provided materials in both DAWs. Students will also learn to create and administer Ableton Live sessions, including identification of Live's various track types and devices, audio and MIDI file conversion and bounce projects.

## SYLLABUS

**Advanced Production / Music Theory\_501 (3 hours weekly) (3 hours weekly)**

- Advanced Studio Consoles
- Recording Workshops
- Mixing Workshops

**Advanced Audio Engineering Principles\_501 (3 hours weekly)**

- Film Sound
- Film Production Sound
- Post Production
- Film Music
- Film Sound Aesthetics
- Live Sound

**Advanced Audio Engineering Tools\_501 (3 hours weekly)**

- Music Programming Languages
- Alignment / Pitch Correction Tools
- Remixing
- Restoration Tools
- Mastering Tools

**Management and Music Business\_501 (3 hours weekly)**

- Copyright
- Mechanical, Performance and Synchronisation Royalties
- Licensing
- Business Fundamentals
- Accounting
- Business Plans
- Marketing Fundamentals
- Marketing Strategies
- Management
- Teamwork
- Presentation Skills

**Logged Practical (12 hours weekly)**

## ASSESSMENT

- Advanced Music Production\_501 (25% weighting)
- Business / Marketing Plan Presentation\_501 (25% weighting)
- Performance Test (Studio Exam)\_501 (25% weighting)
- Multiple-Choice Theory Exam\_501 (25% weighting)

### Term 3 Course Descriptions:

- **Production/Music Theory 403:** The third and final term of Music Production Theory includes the study and use of advanced recording consoles, and a number of advanced recording and mixing workshops. Students will be able to interpret large console signal flow diagrams, describe the channel strip components of Abbey Road Institute Los Angeles' large format console, perform all basic actions required for setting up and running complex studio mixing sessions, and explain studio etiquette expected from various members of a production team.
- **Audio Engineering/Music Theory of Film Sound and Live Sound 403:** The music theory of film sound course extensively covers film production sound, post production, film music, film sound aesthetics, and live sound. Students will be able to elaborate on the key points in the history of film sound, discuss workflows in film production and sound recording, understand the importance of time code, edit film production sound, mix sound from short film clips, identify elements found in live sound signal chains, spec small live sound events, and demonstrate knowledge of stagecraft, monitor mixes and front-of-house mixes.
- **Audio Engineering/Acoustic Tools 403:** The third and final term of Acoustic Tools students learn about music programming languages, pitch correction tools, remixing, restoration and mastering. Students will be able to describe various uses of programming languages in music production, demonstrate basic use of MaxMSP, time-align recorded performances including dialogue, appraise the quality of commercial mixes, devise audio restoration strategies, and recognize and use mastering tools.
- **Management and Music Business 403:** This course on music management and business covers a broad swath of essential industry skills, including copyright, royalties, licensing, and business fundamentals, from accounting to creating business plans, marketing, teamwork and presentation skills. Students will discuss the general music industry landscape and available careers, explain the fundamentals of intellectual property, publishing, copyright, licensing, calculate royalties, analyze business and marketing plans, and work in teams to develop, deliver and assess business plans.

# Marking Guidelines

Diploma students must **achieve an average of 70% (a “C”) or higher in order to successfully complete each of the three modules of the program.** There are provisions in place to help learners compensate for failed exams or exercises, allowing for the continuation of studies without the necessity of full term retakes. The latter will only be required in cases where students fail to achieve a pass mark after resubmitting work or retaking exams.

## ASSESSMENT OUTCOMES

Students will have completed a term successfully, without the need for resubmissions or retakes when **they achieve a term average of at least 70%, without failing any of the assessment components of a given module.**

Students must resubmit any assignments for which they have received a grade lower than 70%. The same rule applies to written theoretical exams.

In cases where a term average of 70% is not achieved, students will be required to resubmit failed assignments and/or retake tests. One retake or resubmission opportunity is provided per assessment component. In the case of in-class practical exams and theory tests, new materials will be used, while students may refine or improve already submitted progressive DAW-related production assignments.

Students can achieve a maximum mark of 70 (a “C”) when retaking module components, i.e. any result above of 70% will be entered into transcripts as the ‘compensated’ grade of 70 (a “C”).

## GRADING LEVELS

The following is a summary of grading levels:

1. **A (Excellent):** Typically, an A represents outstanding performance, and the percentage range may vary from institution to institution. However, it often falls within the range of 90% to 100%.
2. **B (Good):** A B grade signifies above-average performance, and the corresponding percentage range often falls within 80% to 89%.
3. **C (Satisfactory):** A C grade indicates satisfactory performance, reflecting an acceptable understanding of the subject matter and meeting the basic requirements of the course. The percentage range for a C grade generally falls within 70% to 79%.
4. **D (Poor):** A D grade suggests below-average performance, and the corresponding percentage range typically falls within 60% to 69%. It indicates a minimal understanding of the subject matter and an inability to fully meet the requirements of the course.
5. **F (Fail):** An F grade denotes failure, indicating an inadequate understanding of the subject matter and an inability to meet the requirements of the course. The percentage range for an F grade is usually below 60%.

## GRADING REVIEW

All Students have the right to review and discuss their grades with their teacher(s). Upon receiving a grade, and should they wish to discuss it, students must make an appointment within 24 hours.

To make an appointment students will have to approach the Administration department, which will confirm the date and time of the appointment. During the appointment the teacher(s) will review the assignment(s) and the associated grade(s) together with the student, after which a final decision for either the confirmation or the revision of the grade will be taken. Any further disputes should be discussed with the Institute Manager.

# Transfer To Another Class

If there are reasons preventing you from attending classes as per your original Course Schedule, please contact the Chief Academic Officer. Your situation will be assessed and you will be given the opportunity to temporarily freeze your studies, to then resume these with a different class, as per the availability of future intakes at the Institute.

## Retakes

Students failing to successfully complete a Term will be given the opportunity to resubmit certain assignments or repeat certain exams once. If students fail to successfully pass these, they will not be allowed to progress to the successive Term and will have to repeat the failed Term. In such instances, students will have to defer to another intake and will be subject to the Tuition Fees applicable to that intake.

## Course Deferral and Termination

If you are considering deferring or terminating your studies, we invite you to first discuss the concern(s) and/or reasons behind your decision with the Chief Academic Officer, to see if these can be resolved.

You may **defer** your studies upon giving one month's written notice of such deferment. At the time of deferment all Course fees must be paid up to the end of the student's current term. In addition a deferment fee equal to one months' tuition fees (Plan A) must be paid.

Students must resume their studies within one year from the end date of their course. This time period can be extended at the discretion of the Chief Academic Officer.

Students **canceling** their studies prior to the scheduled completion date of the Course must provide the Institute with one month's written notice of such deferment. At the time of cancellation all tuition fees must be paid up to the end of the student's current term. A cancellation fee equivalent to 5% of the total Plan A course fee will apply. Students who cancel their studies and have paid the full course fee (Plan B) will receive a refund for any full term they have not attended minus the course cancellation fee. Students that cancel

their studies and wish to rejoin at a later date must start from the beginning of the Course and pay the latest Course fee in full.

All cancellations and deferment fees are non-refundable. For more detailed guidance, please refer to our [Terms and Conditions](#).



# Probation and Dismissal Policy

This policy outlines the academic standards and procedures followed by Abbey Road Institute Los Angeles. It provides guidelines for students regarding their academic performance, progression, and the consequences of failing to meet the established requirements. We are committed to maintaining high educational standards and ensuring that all students have the opportunity to succeed. This policy aims to promote academic excellence, personal growth, and student accountability.

## Academic Standards:

**Grading System:** Abbey Road Institute Los Angeles uses a grading system to assess student performance. The following grades are assigned to measure academic achievement:

- A (Excellent)
- B (Good)
- C (Satisfactory)
- D (Poor)
- F (Fail).

**Grade Point Average (GPA):** Students' GPA is calculated based on the grades earned in each course. The GPA scale ranges from 4.0 (A) to 0.0 (F).

## Satisfactory Academic Progress:

- 2.1. Minimum GPA Requirement: Students must maintain a minimum GPA of 2.0 to remain in good academic standing.
- 2.2. Course Completion: Students are expected to complete all required courses within the designated time frame.

## Academic Warning:

- 3.1. Warning Notification: If a student's GPA falls below 2.0 at the end of a semester, they will be placed on academic warning.
- 3.2. Academic Support: Students on academic warning are encouraged to seek academic assistance and utilize available resources such as tutoring, study groups, or academic advising.

## Academic Probation:

- 4.1. Probation Status: If a student fails to improve their GPA to the minimum requirement after one semester on academic warning, they will be placed on academic probation.

- 4.2. Consequences of Probation: Students on academic probation may face the following consequences:
  - a. Academic Support: Additional academic support may be provided, such as mandatory study skills workshops or tutoring.
  - b. Probationary Period: Students will be given a specified probationary period during which they must demonstrate significant improvement.

### **Academic Dismissal:**

- 5.1. Dismissal Criteria: Students will be subject to academic dismissal under the following circumstances:
  - a. Failure to meet the minimum GPA requirement after the probationary period.
  - b. Failure to complete required courses within the allotted time frame.
  - c. Violation of the academic integrity policy, including cheating or plagiarism.
- 5.2. Dismissal Procedure: Students who face academic dismissal will be notified in writing, outlining the reasons for dismissal and the process to appeal the decision.
- 5.3. Reinstatement: Dismissed students may have the opportunity to apply for reinstatement after a specified period, provided they can demonstrate readiness and commitment to academic success.

### **Appeals Process:**

- 6.1. Students have the right to appeal academic warning, probation, or dismissal decisions.
- 6.2. Appeals must be submitted in writing within a specified period, outlining the grounds for the appeal and providing supporting documentation.
- 6.3. Abbey Road Institute Los Angeles will review the appeal and make a final decision, which will be communicated to the student in writing.

## **Graduation Requirements**

To graduate from the Abbey Road Institute Los Angeles program, students must fulfill the following requirements:

1. Achieve passing grades: Students must earn a passing grade of at least 70% in all courses.
2. Students are required to attend classes, labs, and workshops as scheduled, completing all 1,152. Makeup clock hours for excused absences are arranged with the Chief Academic Officer.
3. Pass the final exam with a 70% or above: Students must pass a final exam that assesses their knowledge and skills in audio engineering and music production.

4. Maintain satisfactory attendance and behavior: Students are expected to maintain satisfactory attendance and behavior throughout the program. Any violation of the institute's rules and regulations may result in dismissal from the program.

Note that there are no final exams, internships, or externships required to graduate.

## Student Services and Assistance

### Student Advising

Full-time faculty members are available for academic advising. Faculty members are available during regular business on scheduled hours for academic advising with regard to academic and career planning.

### New Student Orientation

The New Student Orientation program is designed for newly-enrolled students of Abbey Road Institute Los Angeles to familiarize them with campus facilities, policies and regulations, faculty, administrators, and staff. The school conducts this orientation during the week preceding each academic year.

### Tutoring

The Academic Office provides tutoring service especially for students who are struggling with their coursework. Faculty members are the primary source for this service. The purpose is to permit in-depth discussions regarding class presentations and materials presented in class. The service is provided at no cost to the student but must be scheduled in advance.

### Student Housing

See the related list of housing recommendations above.

### The California Bureau of Private and Postsecondary Student Assistance

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling +1 888-370-7589 or by visiting [www.osar.bppe.ca.gov](http://www.osar.bppe.ca.gov).

## Job Placement Assistance

Abbey Road Institute Los Angeles job placement services offered to students aim to help students transition from their program studies to the workforce. These services are designed to assist students in finding suitable employment in their fields related to audio and music production, music business and management, and more, upon graduation.

Job placement services offered include include:

1. **Career Counseling:** Students are provided with personalized counseling sessions to help them identify their career goals, strengths, and interests. Career counselors may also assist students with creating a professional resume, cover letter, and portfolio.
2. **Job Listings and Referrals:** Abbey Road Institute Los Angeles has partnerships with various employers in the industry, and they may have access to job listings and referral services. Students may be able to access job listings online or through Abbey Road Institute Los Angeles' onsite resource center.
3. **Networking Opportunities:** Abbey Road Institute Los Angeles organizes networking events and connects students with alumni, industry professionals, or employers for job opportunities or mentorship programs.
4. **Interview Preparation:** Staff and faculty provide students with interview tips and practice sessions to help them prepare for job interviews.
5. **Workshops and Seminars:** Abbey Road Institute Los Angeles organizes workshops and seminars to provide students with industry-specific knowledge and job search strategies.
6. **Job Fairs:** Abbey Road Institute Los Angeles hosts job fairs to bring music and audio industry employers and students together.

## Careers in Audio

Students graduating from Abbey Road Institute Los Angeles's Diploma in Music Production and Sound Engineering program can pursue exciting careers in the music industry. Note that the United States Department of Labor Standard Occupational Classification (SOC) codes are listed in parenthesis after each occupation:

### MUSIC INDUSTRY:

- Recording and Mix Engineers (27-4014)
- Music Producer (27-2012)
- Arranger (27-2041)
- Songwriter (27-2042)
- Mastering Engineer (27-4014)
- Live Event Producer (13-1121)
- Tour, Production and Stage Managers (27-2012)
- FOH and Monitor Engineers (27-4014)

## **BROADCAST:**

- Podcast, Radio, and TV Audio Engineers and Producer (27-4011)
- Broadcast Technicians (27-4012)

## **FILM:**

- Orchestrator Composer (27-2041)
- Trailer music producer/composer (27-2041)
- Score producer (27-2012)
- Production Assistant
- Music/Sound Supervisor (27-2012)
- ADR Engineer (27-4014)
- Music Director (27-2041)
- Post-Production Engineers (27-4014)
  - Foley
  - Sound Design
  - Dubbing (VO, Dialog editor)
  - Scoring
  - Music/Audio Editor

## **VIDEO GAMES INDUSTRY:**

\* Film category positions also apply

- Music/Music Editors (27-4011)
  - Audio systems designer
  - Integration
  - Audio Programmer
- Audio Lead/Director (27-2012)
- Audio designer (27-4011)
- Music/Audio Producer (27-2012)
- Supervising sound designer (27-4011)
- VO coordinator (27-4011)
- Audio Librarian (27-4011)

## **MUSIC LABELS:**

- Record Label positions:
  - A&R (11-2000)
  - Label Assistant (11-2000)
  - Operations (11-1021)
  - Music publishing licensing (11-2000)
  - Music marketing (11-2021)

## **Pastoral Care**

At Abbey Road Institute Los Angeles we take the mental health and wellbeing of our students seriously. During your studies with us, you may come across periods of time that you find challenging or particularly difficult. We are here to support you with any needs you may have, particularly regarding mental health. If at any point you feel you need support in this area, whatever the reasons, we are here to assist you with signposting you towards the help that you need.

Mental health affects most of us at some point in life and is just as important as physical health. No problem is too big or too small, there are so many different concerns that affect people in different ways, you will never be judged.

We have published a list of mental health and support resources in the Wellbeing module in Canvas. We have also established a formal link with councilors working from a local practice in Islington, Barnsbury Therapy Rooms. This list is also published in the same module.

If you need to talk to a member of staff at the Institute please don't hesitate to contact Chief Academic Officer, Lee Whitmore. You might find that talking about how you feel can really help and is a positive first step towards feeling better. Lee can also help signpost you towards the most suitable resources. If Lee is on holiday or uncontactable, please get in touch with Rafa Sardina.

Lee Whitmore - Chief Academic Officer (Primary Contact)

[lee.whitmore@abbeyroadinstitute.com](mailto:lee.whitmore@abbeyroadinstitute.com)

+1-857-225-5688

Rafa Sardina - CEO (Secondary Contact)

[rafa.sardina@abbeyroadinsitute.com](mailto:rafa.sardina@abbeyroadinsitute.com)

+1-818-497-7944

# Student Records Policy-Family Educational Rights and Privacy Act

Under the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, and California Education Code 67-100, all students have the right to inspect and review their official school records in accordance with provisions of the aforementioned act and within the School guidelines. Educational institutions shall not release educational records without written consent of the student, subject to exceptions provided by law.

With a few exceptions provided by law, students at Abbey Road Institute Los Angeles may see any of their educational records upon request. Access must be granted no later than fifteen (15) working days after written request. Students also have the right to challenge the contents of their educational records and to enter their viewpoints in the records under established procedures.

## Disclosure of Student Records

With several exceptions provided by law, the school cannot release information concerning students to third persons without the written consent of the student. Permission must be given by the student for information in their file to be used as reference checks for credit or employment evaluation by third parties and the student must file a declaration to this effect, which will be kept in the student's file(s). The declaration can be all-inclusive or on a case-by-case access basis. (The provision of financial data to authorized agencies is not a violation of the Buckley Amendment). The student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal tax purposes. Parents requesting information may generally be granted access upon submission of a signed statement to Abbey Road Institute Los Angeles, or other evidence of federal income tax dependency. At the discretion of school officials, the following directory information will be provided:

- a. Student's Name
- b. E-Mail Address
- c. Major Field of Study
- d. Dates of Attendance

## Updates and Amended Policies

Abbey Road Institute Los Angeles's management regularly reviews the general policies and procedures as well as other documents made available via the Student Portal. We reserve the right to update these and this handbook at any time. The most recent iteration will always be available via the [Student Portal](#). Students will be notified by email when changes have been made.

## Suggestions & Feedback

Abbey Road Institute Los Angeles is dedicated to the process of continuous improvement and we welcome students' input to help us in this respect. You will receive a quality feedback questionnaire to complete at the end of each term to gather your views. We use this feedback to continuously improve our service to our students.

We urge students to submit any suggestions on how Abbey Road Institute Los Angeles can improve its courses, training materials, efficiency of operations and policies by emailing the Institute's Administration Department at [losangeles@abbeyroadinstitute.com](mailto:losangeles@abbeyroadinstitute.com)

## COVID-19

The government has removed most remaining domestic restrictions in California. There are still steps you can take to reduce the risk of catching and spreading COVID-19:

Should you wish to continue to wear a face mask whilst on-site, Abbey Road Institute Los Angeles will fully support your decision.

If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, you

are asked to stay at home and avoid contact with other people until such time you can present a negative COVID-19 test, or 5 days since your last fever.

## Statement on Bankruptcy

Abbey Road Institute Los Angeles does not have a pending petition in bankruptcy; does not operate as a debtor in possession; has not filed a bankruptcy petition within the preceding five years; and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## Abbey Road Institute Los Angeles Faculty

Each of these faculty members at Abbey Road Institute Los Angeles meet the minimum requirement of three years of experience in the field in which they are teaching:

John Boylan  
Bachelor of Arts (B.A) in Theater Arts, Bard College

Emiliano Caballero  
Certificates in Musicianship and Music Production, Berklee College of Music  
Ableton Live, Point Blank School of Music

Stephany Echepelecu  
Bachelor of Arts (B.A.) in International Business, California State University—Fullerton

Vanessa Garde  
Diploma in Film Scoring, Berklee College of Music  
Certificates in Piano Performance and Pedagogy, Royal Conservatory of Madrid

Alan Meyerson  
More than thirty years of experience and more than 200 major film credits on iMDB

Barry Rudolph  
Associate of Science (A.S), Santa Ana College  
Bachelor of Science (B.S.), California State University, Long Beach

Lee Whitmore  
Bachelor of Science (B.S.) in Music, Master of Music (M.S.) in Education, Westchester University of Pennsylvania  
Doctor of Education (Ed.D., Columbia University, New York

Rafa Sardina  
Certificates in Audio Arts and Video Production, Full Sail University