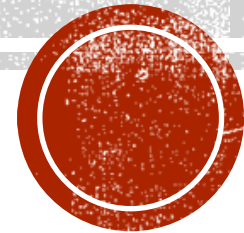




**APPRENTICE
ACADEMY**

Audio Engineering and Music Production Program





Audio Engineering and Music Production Program
4526 Gosey Lane
Franklin, TN 37064
615-414-6252
www.apprenticeacademy.net

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This Catalog is accurate as of the date of publication.

Regulations contained in this Catalog and other official publications of Apprentice Academy are binding upon on all students. Students who enroll at Apprentice Academy are deemed to have read and agreed to be bound by the provisions contained herein. Apprentice Academy reserves the right at any time, without prior notice, whenever it deems it advisable, to change or modify its schedule of tuition and fees, and to withdraw, cancel, reschedule or modify any course, program of study, requirement or regulation affecting any of the foregoing, provided that such changes conform with governmental and accrediting agency rules and regulations.

The student should be aware that some of the information in this Catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the Catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. It is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel in the catalog.

Apprentice Academy is authorized by the **Tennessee Higher Education Commission**. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality education, ethical business practices, health and safety, and fiscal responsibility.

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OUR WEBSITE IS: www.apprenticeacademy.net

CONTACT US

We would love to hear from you. To talk with a representative from Apprentice Academy just give us a call or shoot us an email.

Call: (615) 414-6252

Email Us: admissions@apprenticeacademy.net

Visit Us by appointment only at: 4526 Gosey Lane, Franklin, TN 37064



WELCOME TO APPRENTICE ACADEMY

Chances are if you are reading this, we already have something in common. A passion for music. At Apprentice Academy you will find a team of music industry professionals that are committed to raising the bar for how Audio Engineers and Music Producers are trained. In this catalog you will hear our story and discover the approach we are taking to produce graduates that exceed entry level industry standards. Once you have taken the time to get to know us, we encourage you to reach out to us and see how we can help you reach your individual career goals.

PROS KNOW



[Forward by Jerry Goldenson, President & CEO of KHS America, Inc.]

Doing something the same way and expecting different results is the definition of insanity. Apprentice Academy is a unique opportunity to break from tradition and learn from some of the best in the music industry. Music and the Arts are a vital and essential part of life. Although we would all like to believe that talent is something you are born with, it is only a small part of a possible equation for why some flourish and others struggle. Thomas Edison has said that Success is One Percent Inspiration and Ninety-Nine perspiration. We go through life learning from those around us. We are inspired by dreams and visions set forth from within or from other people, places and things. We all have the ability, but not always the direction or guidance to reach our fullest potential. A teacher or mentor is often the vital link in achieving our dreams. Apprenticeships have been a lost process, but it is what has helped build who we are today! There are very few opportunities like Apprentice Academy which allows you to invest in yourself and your future! There is no substitution for a "Hands-On" experience from those that have invested years of study, trial & error and on the job training. They have the same passion, drive and commitment that brought you here. They have been through the gauntlet of challenges of the music business and not only survived but thrived. Joe West and his team have created an incredible environment for successfully balancing all the creative and technical aspects of the music business... There is an **Art** to the business of making music and a **Business** to the art. There is no better way or more qualified people to support your success than Joe West and the Team at Apprentice Academy!

Jerry Goldenson
President & CEO
KHS America, Inc.

A handwritten signature in black ink, appearing to read "J. Goldenson".

WHO IS JOE WEST?



AS A SONGWRITER **JOE WEST** HAS HAD MULTIPLE #1 SINGLES AS WELL AS CUTS WITH **KEITH URBAN, TOBY KEITH, TIM MCGRAW, JIMMY WAYNE, WARRANT & MANY OTHERS.** HIS MUSIC HAS BEEN FEATURED IN OVER 100 NETWORK, CABLE & FEATURE FILMS.

WEST HAS A LONG & DISTINGUISHED LIST OF PRODUCTION/MIXING CREDITS INCLUDING; **JOEY + RORY, EMMY LOU HARRIS, WARREN ZEVON, SHAKIRA, JUSTIN TIMBERLAKE, JIMMY WAYNE, JAMES OTTO, MERCY ME, STEVE EARLE, MATHEW SWEET, INDIGO GIRLS & MANY MORE GRAMMY AWARD WINNING AND MULTI-PLATINUM SELLING ARTISTS.**

JOE WEST PRODUCED & MIXED THE GRAMMY AWARD WINNING "BEST ROOTS GOSPEL ALBUM" 2017, "HYMNS THAT ARE IMPORTANT TO US" BY JOEY + RORY. 2ND BIGGEST SELLING COUNTRY RECORD OF 2016. 18 WEEK BILLBOARD #1 ALBUM, #1 BILLBOARD TOP SALES ALL GENRE, 4 WEEK #1 BILLBOARD TOP COUNTRY ALBUM CHART, 18 WEEK # 1 BILLBOARD TOP CONTEMPORARY CHRISTIAN ALBUM CHART, 11 WEEK #1 BILLBOARD MUSIC VIDEO CHART ALL GENRE, 11 WEEK #1 BILLBOARD CHRISTIAN MUSIC VIDEO CHART. "HYMNS" AWARD NOMINATIONS: GRAMMY AWARD, DOVE AWARD, BILLBOARD AWARD & ICMA AWARD.

JOE WEST WROTE, PRODUCED & MIXED JIMMY WAYNE'S 3 WEEK #1 SMASH HIT & TITLE TRACK "DO YOU BELIEVE ME NOW". WEST PRODUCED & MIXED A TOTAL OF 9 SONGS ON "DO YOU BELIEVE ME NOW" INCLUDING WAYNE'S TOP 20 SINGLE, "I WILL"

TOBY KEITH TOOK WEST'S SONG, "AMERICAN RIDE" FOR A RIDE ALL THE WAY UP THE CHARTS TO #1 FOR 2 WEEKS. "AMERICAN RIDE" IS KEITH'S FASTEST RISING SINGLE EVER. MAKING IT TO #1 IN JUST 13 WEEKS!

KEITH URBAN TOOK "WITHOUT YOU" TO TOP OF THE CHARTS. MARKING WEST'S THIRD #1 IN THREE YEARS! "WITHOUT YOU" IS ON KEITH'S RIAA CERTIFIED GOLD RECORD "GET CLOSER".

JOE WEST'S SONG "RIGHT BACK ATCHA" WAS RELEASED AS TIM MCGRAW'S SINGLE! JOE HAS 2 SONGS ON TIM'S #1 RECORD "EMOTIONAL TRAFFIC"

WEST'S GRAMMY AWARD WINNING STUDIO, IS A TIMBER FRAME BARN/STUDIO LOCATED ON A SECLUDED 15-ACRE FARM IN THE HEART OF THE MUSIC COMMUNITY OF FRANKLIN, TENNESSEE.





A MESSAGE FROM JOE WEST

I have always had a passion to share my experience with others... To help people achieve their goals... The shortest distance between two points is a straight line, but the pathway to our goals is littered with many curves and detours along the way. It's my mission to help guide passionate people through this journey on the straightest path possible. I owe my career to the "hands on" approach that my mentor provided for me and I celebrate every success my apprentices achieve with the knowledge that I've been a part of helping them tell their story! Passing along the art and passion "hands on", paying it forward just like my mentor did for me!

I believe that doing trumps reading, touching is greater than being told & that real life experience beats everything. I love that once I reveal a technique or concept to you it belongs to you... Forever... Regardless of how long it took me to learn it, and I look forward to watching you putting your fingerprint on it to make it your own. Most of all I celebrate every success one of my Apprentice's has and take away the ultimate satisfaction in knowing it would be impossible to tell your story without referencing me as a footnote.

Do what you love & be great!

I look forward to working with you.

-Joe

WHAT MAKES APPRENTICE ACADEMY DIFFERENT?



WE PUT OUR STUDENTS IN THE DRIVERS SEAT

OUR APPROACH

Apprentice Academy is a totally immersive, hands-on audio recording, sound engineering and music production school for students looking to train in the practical and real-world aspects of recording arts.

Our vision for Apprentice Academy is to offer a training program based on experiential learning which means immersing our students into a real recording studio environment while they master the most important fundamentals of the industry hands on with Grammy winner Joe West.

We believe every student deserves a dynamic, personal apprenticeship experience while still being able to be a part of a network of likeminded colleagues.

Everyone learns differently. Studying one on one provides a dynamic learning experience that meets you exactly where you are in your skill sets and gets you to where you need to be in the most effective and efficient way.

BE INSPIRED

Where you train is just as important as who you train with. Welcome to the West Barn. A professional recording studio and home to Apprentice Academy. A world class Audio Engineering and Music Production program.

It only took a little over a year to build the West Barn, but it was under construction in hit songwriter, producer & mixer Joe West's mind for over a decade.

West's private facility, a timber frame barn featured in Mix Magazine's Class Of 2011, boasts 30' ceilings & massive trusses canopied over an open concept recording space. On the walls 100-year-old hickory barn wood salvaged from the property hangs aside vintage guitars & platinum records. In the center a fusion of the very best vintage recording equipment is married to state-of-the-art technology. All with one purpose... To serve and capture music.

"I've spent my life in control rooms using talkbacks and distant iso booths filled with amplifiers and musicians," says West. "The mission statement for The West Barn was to keep everyone together—artist, musicians, engineer and producer connecting with the same energy in one creative space."





Apprentice Academy is a private professional recording studio and training facility located in a 40x60-foot timber-frame barn that has visually pleasing massive timber trusses and a 30-foot ceiling. “I’ve spent my life in control rooms using talkbacks and distant iso booths filled with amplifiers and musicians,” says West. “The mission statement for this structure was to keep everyone together—artist, musicians, engineer and producer connecting with the same energy in one creative space.”



FACILITIES



GET TO KNOW OUR SPACE

Being at the West Barn is a music enthusiasts dream. Studying here is an experience that allows our students to see firsthand the ins and outs of making great music.

The studio was custom built to be a place that musicians, songwriters, producers and artists could come and be inspired to create. In the next few pages, you will get an overview of all of the tools on hand that make Apprentice Academy a perfect place to learn, create, collaborate and network with some of today's top music industry talent as we help develop the next generation of hit makers. **Call us today** and schedule a tour. We would love to show you around and see if Apprentice Academy is the right place for you to take your career to the next level.

OUR EQUIPMENT LOCKER

Microphones:

- Royer 122 (2)
- Earthworks TC40K (2)
- Advanced Audio CM67SE (2)
- Advanced Audio CM47SE
- Advanced Audio CM 47 FET
- Advanced Audio CM48 FET
- Advanced Audio CM 28 (2)
- Advanced Audio CM12SE (3)
- RCA BK-5B
- Audio-Technica AT4050/CM5
- Audio-Technica ATM450 (4)
- Sterling ST69
- Sterling ST51
- Shure KSM 44 (2)
- Shure SM7B
- Shure Beta 52
- Shure 57 (4)
- Blue Encore 100 (4)
- Solomon Lo Freq
- Gauge ECM-84 (2)
- Rode NTG4+
- Sennheiser XSW 1 Lavalier (1-ME2) (2)
- Sennheiser 421
- Sennheiser 604

Summing:

- Dangerous 2-Bus

Guitar Amps:

- 1967 Fender Pro Reverb (Black Face)
- 1971 Ampeg B-12
- 1960's Fender Showman
- Bogner 2 x 12 Cabinet

Bass:

- 1971 Fender Precision

Guitars:

- 1981 Gibson ES-335
- 1960's Gibson Melody Maker
- 1955 Gibson J-200
- 2013 Gibson J-15
- 1998 Fender USA Custom Stratocaster
- 1998 Martin DM15
- Taylor GS-5e
- Godin Montreal Premiere
- Godin MultiAc Steel Duet Ambiance
- Godin Inuk Encore Steel
- Seagull Merlin Dulcimer
- 1975 Global
- Takamine 340
- Takamine 200
- Gold Tone Banjitar
- Lanikai Ukulele
- Epiphone Mandolin

Drums:

- 1960's Ludwig 5 Piece Kit
- Sonor Vintage 5 Piece Kit
- Sabian Cymbals (12)
- Pearl SensiTone Snare
- 1960' Rodger's Snare
- 1960's Ludwig Supraphonic Snare
- Sonor Vintage Snare

Keyboards:

- Yamaha P90 88 Note Controller
- Nord Electro 2
- M-Audio Axiom Air 25 Midi Controller

Misc:

- API Lunchbox
- GAS A-10's (2)
- Fender RT 1000 Tuner
- Cloud Microphones CL-1 Cloudlifter Mic Activator
- Radial ProD2 D.I. (3)
- Radial J48 Active D.I.
- Radial Tonebone PZ-Deluxe Preamp/D.I.
- LR Baggs Venue D.I.
- Ultimate Large Boom Mic Stands (6)
- K&M L&M Boom Mic Stands (40)

OUR EQUIPMENT LOCKER (continued)

EQ:

- Manley Stereo Pultec Tube EQ

Compression:

- Orban 424A Stereo Gated Compressor/Limiter & De-Esser
- RCA BA-43 Amplifier
- RCA BA-45 Opti Compressor
- RCA BA-46 FET Limiter
- OPTIMOV-TV Model 8182A Multiband Compressor/Loudness Controller/Hilbert Clipper
- Orban OPTIMOD-TV Sap Generator Model 8182A/SAP
- CBS AUDIMAX 4440A (2)
- Neve 32264a's (2)
- Manley Stereo Variable MU Compressor
- SHEP SNDC6 Dual Limiter Compressor
- Alan Smart C1 Stereo Bus Compressor/Limiter

External Storage:

- OWC Mercury Elite Pro Dual 6TB
- OWC Mercury Elite Pro Dual 3TB (2)
- OWC Mercury Elite Pro 10TB 0 Raid
- Glyph 1 TB

Computers:

- Apple MacMini's (2)
- Sonnet pcie expansion Chassis

Software:

- Pro-Tools 12 HD
- Waves Tracks Live
- Waves Mercury Bundle
- Melodyne
- AutoTune
- Boom
- TLM Space
- Lexicon PCM Reverb Bundle
- Air Music Tech Bundle
- JST
- Slate Digital

Interfaces:

- Rosetta 200
- Apogee Symphony I/O
- Digi 192
- DigiGrid Waves DLS
- 2i2 Focusrite Scarlett I/O

Tape Machine:

- STUDER B-67 Tape Recorder

Headphone System:

- AVIOM AN-16/I A-Net Input Module
- Aviom A-160D Pro
- Aviom A-16II (10)
- Shure Headphones (10)

Wireless Receivers:

- Sennheiser XS Wireless 2 (2)

PreAmps:

- API 512's (5)
- API 3124+'s (4)
- Shadow Hill Mono Gamma
- PRE-73 MKII Vintage PreAmplifier
- Advantage One Microphone Mixer biamp
- Digimax D8 Mic PreAmp PreSonus
- Nady Audio PRA-8 Mic PreAmp

Monitors:

- Dangerous Monitor ST
- Mackie HR824 (2)
- Seiki 50" 4K Monitor



OPTIONS THAT WORK FOR YOU... NOT AGAINST YOU

We offer two training programs. Our **On-Site** program for students who can totally immerse themselves into our world at the West Barn and a **Distance Learning** option for students who prefer to learn in their own time and space.

ON-SITE

Students who choose our **On-Site** program will participate in two collaborative weekly group class/session in the studio focusing on the weeks discipline.

Classes will meet Tuesdays and Thursdays from 9 am to 4pm CST with a 1-hour break. Wednesdays students will have lab from 10am-1pm

Students will also have multiple opportunities to utilize the studio throughout the week. Including but not limited to participating and assisting with studio sessions and events. Part of the curriculum consist of customized real-world projects for each student based on their long-term career goals. There will be multiple opportunities to experience special guest lectures and workshops hosted by some of today's top music industry professionals.



DISTANCE LEARNING

This is not your typical online program. With the use of technology, we have created an interactive program for students who don't have the ability to pack up and relocate to Tennessee that is the closest thing to being here in person. This option will allow students to learn in their own home studio environment while interacting with their instructor and other students in a virtual space.

Students who choose our DISTANCE LEARNING program will also be able to participate in the collaborative weekly group classes/sessions in the studio focusing on the week's discipline. These classes will be accessible via live stream or through our video library and learning management system. Distance Learners will have weekly scheduled 1 1/2-hour one-on-one sessions devoted to the week's discipline. Each session will focus on the student's exact skill level. In addition to the one-on-one time, we recommended Distance Learners spend a minimum of 8 hours each week in their studio working on that week's assignment. Whenever possible Distance Learners are invited to participate and assist with studio sessions and scheduled events.

Part of the curriculum consists of customized real-world projects for each student based on their long-term career goals. There will also be multiple opportunities to experience special guest lectures and workshops hosted by some of today's top music industry professionals.

Distance Learners are required to have the following tools:

- A functioning computer with the ability to access the internet
- Pro Tools
- A good set of speakers
- A quality set of headphones
- An interface
- A Dynamic Instrument Microphone
- A cardioid condenser microphone

All equipment must be approved prior to the start of class. It is the student's responsibility to maintain all equipment throughout the duration of the program to ensure they are able to get the most out of their classes.

We recommend the following equipment or equivalent:

- Shure SM57
- Audio-Technica AT2020
- Focusrite 2i2
- JBL LSR305 5" Powered Studio Monitors
- A set of Shure SRH440 Studio Headphones

Audio Engineering and Music Production Program

Length of Program : 16 Weeks
 Current Tuition: On-Site \$11,750.00
 Distance Learning \$8,750.00

Week 1

Full Tracking Session

Full Tracking Session Setup, Tracking the Session, Student Initial Assessment/Session, Review Lessons Learned, Mix one of the songs from Tracking Session, Assess and Document Wins, Lessons Learned, Challenges & Clarification Needs, Share Concepts/Challenges/Insights/Perspective

Week 2

Mission, Vision, Planning & Hustle

Personal Mission Statement; Finding & Exploiting Your Strengths; 1/2/3 & 5 Year Goals; Blue Sky; Studio Etiquette; Hustle; Finding Work; Keys to Successful Recordings; Planning; Budgeting; Scheduling/Coordinating; Tracking, Overdubbing, Mixing, and Mastering; Session/File Delivery; Payment & Contract Terms.

Week 3

Signal Flow from Microphone to iPhone & Hard Drive to Vault

Microphones; Cabling; Tie Lines; Patch Bay; Mic Pres: Interfacing; DAW/Session Routing; DSP; Summing; 2 Bus; Output; File Format Selection; Hosting: Delivery; Data Integrity, Management, Storage & Backup.

Week 4

Microphones, Micing & Mic Pre-Amps

How Humans Hear; Microphone Types; Micing Techniques; Mic Pre-Amps. Engineer will explore Hands-On & achieve Proficiency of Microphones; Micing & Mic Pre-Amps with Mentor; Assess Relationship with your Artist & determine if they are a Good Fit for your Semester Project.

Week 5

Compression & Limiting

Compressor & Limiter Types; Techniques & Usage; Vari-Mu; FET; Optical; Tube; VCA; Multi-Band; Hard/Soft Knee. Achieve Proficiency of Compressors/Limiters; Utilize Compressor & Limiter Techniques on Source Files

Week 6

Equalization

Types of EQ; Band Pass Filters; Q: Shelves & Techniques; EQing without EQ {Mic Selection/Placement/Multi-Band Compression} Proficiency of EQ Concepts. How to utilize EQing Techniques on Source Files

Week 7

Time Based & Modulation EFX

Reverbs; Delays; Modulation; Flangers; Micing Live Chambers; Tape Machine Flanges & Delays. Time Based & Modulation EFX's; How to Utilize Time Based & Modulation EFX's Techniques on Source Files

Week 8

Analog or Digital – What, When & Why?

History of Recorded Sound; State of the Art by Era; Tape Machine Setup & Alignment; Tape Compression; Tape Speeds; Tape Formulations; Tape Machine Techniques; Digital Foundations; Sample Frequencies; Bit Rates; Error Correction; File Formats; Compression Algorithms.

Week 9

Intro to Tracking

Advancing a Session; Selecting a Studio; Your Support Staff (Studio Manager/Assistants); Studio Plots; Session Setup Ergonomics; Collecting Media (Work-tapes & Session Media); Working with Session Musicians; Communication (Talkbacks & Headphone Mixes); Utilizing Resources (Dividing Up Spaces & Rooms for Best Uses); Cable Runs; Mic Selection; Mic Pre-Selection; Signal Flow & Patch Bay Efficiency; Getting Great Sounds Quickly; File/Session Ergonomics; Workflow; Markers; Quick Execution of Overdubs; Punching In; On The Fly Crossfades; Great Play Backs for Clients; Session Saving & Clean Up for Media Delivery.

Week 10

Overdubbing

10:1 {Mentor Group} Preparing Sessions for Overdubs; Pocketing Your Tracks; Programming; Control Room Recording; Working 1 on 1 with Musicians & Vocalists; Vocal Mic Shoot Out; More Me Headphone Mixes; Getting the Best Vocals Out of Artists; Comping Vocals; Tuning Vocals; Mixing as You Go.



Audio Engineering and Music Production Program

(continued)

Weeks 11 - 13

Mixing

Absolute Vs Relative Phase: Power Transfer; Session Templates & Management; The BIG Picture; 1st Listens; Managing Low End; Bigger; Fatter; Stronger; Width & Depth; Drum Bus Processing; 2 Mix Processing; Vocals; Everything In-Between; Music References/Referencing; Keeping Perspective; Ear Fatigue; Monitor Levels; Printing Files.

Week 14

Mastering

History of Media; Format & Destination; File & Session Prep; Sending & Receiving Files; Monitoring for Kickers & The iPhone Age; Headroom; Red Book CD Masters; DDP Images; Louder=Better; Making up Gain; Clocks & Converters; Clipping Converters/Error Correction; Broadcast Levels; Online Normalizing Algorithms; Building a Production Master; Client Delivery

Week 15

Music Business Contracts, Publishing, Points, IP

Brand Building; Your Work, Your Fingerprint; Liability & Responsibility; File Delivery; Contracts; Fine Print; Producer/Engineer Points; Rights of Refusal; IP; Publishing; Handshake Deals; Speculative Work; Development Deals; Producer Deals; Producer/Engineer Managers; Payment Terms; Scope of Work

Week 16

Reflections & Final Assessment

Mentor/Engineer Final Assessments; Review Engineers Mission Statement; 1, 2, 3 & 5 Year Goals & Plan Moving Forward; Final Project Listening Party



Grammy Award winning Songwriter/Producer/Engineer Joe West is the lead instructor and oversees all student coursework, assignments and program content. He is committed to delivering a new standard of quality in Recording Arts education that gives students the ability to compete in an aggressive and competitive industry. He believes that if a student is looking for a chance to grow both personally and professionally in a space that offers opportunities then they will find that place to be here at Apprentice Academy.



Becki Sessions serves as the Institutional Director. She has worked in post-secondary education administration and admissions for over 15 years. She has helped hundreds of students accomplish their educational goals by encouraging and motivating each individual to follow their dreams and train in a career field they are passionate about. Prior to working in education she began her career in the music industry working in Radio Promotions. Those experiences put her in direct collaboration with recording artists, record labels, venue owners/operators and all of the top players in the sports and entertainment arena. *"Music is a strong passion of mine and my experiences have given me a unique insight into the world of Music Business, Entertainment and Education. To be a part of Apprentice Academy fulfills my passion to develop the next generation of audio engineers and music producers."*



Enrollment and Admissions Requirements:

Students applying to Apprentice Academy must have a minimum of a high school diploma, HSE diploma or GED-equivalent. Applying students must submit an **official** copy of their high school transcripts, HSE diploma or GED before beginning classes. To be considered for enrollment you must have an admissions interview, fill out the admission application and submit your application fee. No students will be allowed to start classes after the official start date without approval from the Institutional Director.

Credentialing:

Apprentice Academy currently offers a Certificate of Completion upon the successful completion of coursework and testing.

Tuition, Fees, and Expenses:

Tuition for the **16-week ON-SITE** Audio Engineering/Music Production program is **\$11,750**. The application fee of \$250 is in addition to the tuition cost.

Tuition for the **16-week DISTANCE LEARNING** Audio Engineering/Music Production program is **\$8,750**. The application fee of \$250 is in addition to the tuition cost.

Payment Options:

We offer several financing options for students who wish to take advantage of a payment plan while attending classes. Please ask your admissions representative for details.

Cancellation Refund Policies:

Students understand that they may terminate their enrollment at any time, according to the Refund Policy section. The student may also terminate enrollment if upon a doctor's order, if they cannot physically receive the services. If the student terminates enrollment for either of these reasons, Apprentice Academy may keep a portion of tuition as described in detail in the Refund Policies section less the application fee of two hundred and fifty dollars (\$250.00). The official date of termination will be determined by the last day of class as recorded in the daily attendance log. The student understands that they have up to one calendar year from the date of their original application fee to start classes without paying an additional application fee. Students understand that reassignment to an alternate class start is based on availability. Refunds requests must be submitted in writing to the Institutional Director and may take up to six weeks to process. A check will be mailed to the address that is provided in the written refund request.

Refund Policy:

1. If a student withdraws from the institution on or before the first day of class, or fails to begin classes, the refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less the application fee of two hundred and fifty dollars (\$250.00)
2. If after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all amounts paid or to be paid by or on behalf of the student for the period, less the application fee of two hundred and fifty dollars (\$250.00)
3. If after expiration of the of ten percent (10%) of the period of enrollment for which he or she was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all amounts paid or to be paid by or on behalf of the student for the period, less the application fee of two hundred and fifty dollars (\$250.00)
4. If after expiration of twenty-five (25%) of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred (100%) of the tuition, fees and other charges assessed by the institution.

Statement of Student Record Retention Program

Apprentice Academy maintains student transcripts indefinitely. Student files including academic and financial information are kept for at least ten years.

Attendance Policy:

Apprentice Academy is a highly intensive program. Failure to attend will negatively affect how much you get out of the course. If a student has extraordinary circumstances (i.e. death in family or illness), it is up to the student to notify the Director as soon as possible. If a student misses more than 25% of the program, he/she is subject to dismissal.

Academic Calendar 2024

The On-Site and Distance Learning programs follow the same curriculum and timeline. Start dates for the 2024 academic year are as follows:

August 27, 2024-December 19, 2024

Closures:

We will close the campus for the following Holidays and Observances:

New Year's Day
 Martin Luther King Jr. Day
 Memorial Day
 Summer Break TBD
 Labor Day
 Fall Break November 25-29, 2024

Housing is the sole responsibility of the student. The Apprentice Academy can recommend places for housing in the area, but by no means is the Apprentice Academy bound by any agreements that the student and housing agents enter into.

Student Conduct:

In the interest of efficient and safe operation, and to protect the well-being and rights of all students, it is necessary to observe certain rules of conduct. Students are expected to become familiar with these rules and observe them without exception. If any rules are unclear, please speak with someone from the Apprentice Academy team. Violation of rules is cause for disciplinary action and or expulsion.

The Rules of conduct are as follows:

1. Students are expected to come to class prepared. Students must be on time for lectures, labs, classes and projects and participate and pass testing and other evaluative assessments and competencies throughout the program.
2. Students must not arrive for school under the influence of alcohol or illegal drugs, and cannot bring alcoholic beverages, illegal drugs or weapons of any kind onto the property.
3. The following actions may be cause for immediate dismissal:
 - Committing a criminal act on or off AA property

- Carelessness or neglect resulting in abuse to equipment and tool
- Use of threatening, harassing or abusive language towards staff or fellow students
- Failure to cooperate in the investigation of accidents
- Any acts of dishonesty, lack of integrity or misrepresentation
- Representing Apprentice Academy in an unfavorable or unprofessional manner
- Failure to be considerate to the privacy of West Barn clients
- Not participating in class or taking direction from the instructor
- Cell phones must be turned off during class. No calls, texting, video recording or gaming without permission from your instructor
- Excessive Absences

Please note that while attending the program clients should never be approached for any reason other than business purposes. Never give a client CD's, tapes or any projects in which you are working on without your instructor's knowledge. It is emphasized, however, that any act or omission, which in the judgment of management is not consistent with this policy, shall be grounds for disciplinary action or immediate dismissal.



We Proudly Accept the **GI Bill®**

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Apprentice Academy will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

"GI Bill® is a registered trademark of the Department of Veterans Affairs (VA)

Grading and assessment:

Apprentice Academy follows Pass/Fail grading and assessment practices. An example of a Pass/Fail class is one where you either complete it successfully and get credit or you don't; but, either way, no grades are assigned. We feel we can better measure proficiency through the hands-on learning environment we provide, by keeping class size to a minimum, providing one-on-one learning and the daily monitoring and mentoring of the class with regard to equipment, software, hardware and various industry tools. Therefore final assessment will be a PASS or FAIL grade based on the oral, written and practical testing done throughout the program, weighing heavily on the final project. If a student is in jeopardy of failing the program they will be notified well in advance and throughout the duration of the program to have sufficient time to remedy the outcome. Students who fail the program will be allowed to return for another session at their own cost.

Credit for Previous Training:

Apprentice Academy does not alter its core curriculum for any student despite prior training nor do we give credit towards our program for previous education. We will however work with each student individually to customize their training based on their personal level of experience.

Transferability of Credits:

Apprentice Academy is a special purpose institution. That purpose is to provide our students with a hands-on learning approach while providing the tools, strategies, and resources to excel in the music industry. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

Readmissions Policy:

Students who leave the Apprentice Academy in good standing may resume their studies by meeting with the Director to determine eligibility. Eligibility will be determined at the discretion of the Director. Students who have been dismissed from the Apprentice Academy and wish to resume their education should write a letter of appeal addressed to the Director and make an appointment for an interview. Any previous course work remains part of the permanent record for students who have been readmitted, and the cumulative average includes all prior grades, regardless of how much time elapsed between enrollment periods. Any balance of tuition must be paid prior to re-entry.

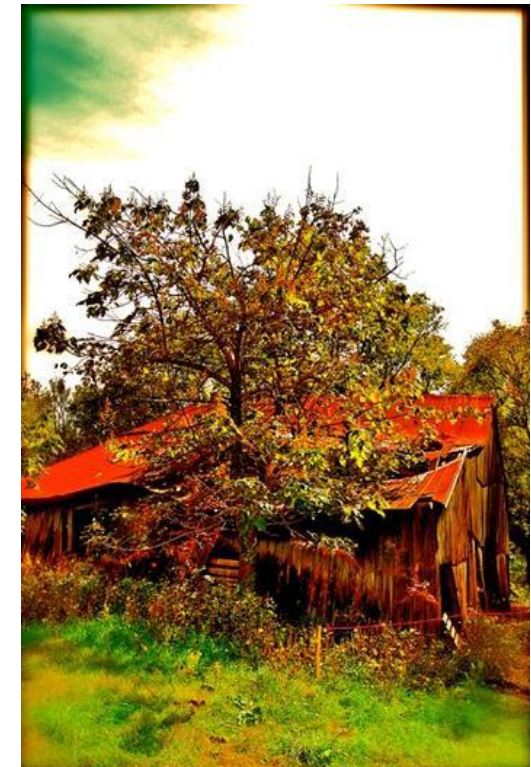
Student Grievance Policy:

If you have a complaint or problem you are encouraged to follow the Student Complaint Procedure, as follows:

1. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.
2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Institutional Director of Apprentice Academy, Becki Sessions. The written account should indicate your name, phone number, and Student ID (SS#) and discuss the steps you have taken to remedy the situation. The address is 4526 Gosey Lane, Franklin, TN 37064. The phone number for the Apprentice Academy is 615-570-3070.
3. The appropriate staff member or department will be notified of the complaint. A follow-up meeting with you and the Director will be held within ten school days of the date of the written complaint in an effort to resolve the issue.
4. If you are not satisfied with the results, you may file an appeal with the Director. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.

Student Grievance Policy (continued):

5. You realize that any grievances not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, (615) 741-5293.
6. Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.



Student Services and Career Development Assistance

At Apprentice Academy, we know a career in music is both rewarding and demanding. We work with students to help them develop the tools and skills they need to create a successful and scalable life in the arts. As we ask students to challenge themselves and step into what can be an ever-shifting landscape, we challenge ourselves to extend their educations by creating unique opportunities and real-life experiences to support their endeavors.

We are committed to do our best to provide a real-world view of what a creative career can look like. In addition, projects are designed to let students get a first-hand account of their projected career paths. Apprentice Academy looks to establish a best practice for how Audio Engineering, and Music Production students should present themselves when looking for employment. Our Director offers regular walk-in hours and working one-on-one to answer concerns and address specific questions. Career preparation, job search skills, resume writing, and interviewing techniques are an important component of the programs offered by AA and we are committed to provide students with insight into the world of work, while helping them to transition to the workforce. The curriculum offers a particular emphasis on the structure of audio and music production industries and how to navigate them successfully.

At Apprentice Academy we believe deeply in getting our students exposed to the industry early and often. We see any professional opportunity as both insightful prep work and meaningful resume building material. We strive to broker volunteer opportunities and hold networking events on and off campus.

Apprentice Academy cannot guarantee or promise employment to any student or graduate. Nevertheless, we strive for strong Student Achievement Outcomes, which can be found on the Tennessee Higher Education Website. Many of our students will go on to obtain important production and engineering positions throughout the audio industry at music recording studios, project studios, post-production facilities, television and radio networks, live sound reinforcement companies, equipment manufacturers, museums, audio/visual departments, record labels, and any other place where quality sound is valued.

Many AA graduates take the entrepreneurial route and form their own independent record labels, project studios, and productions companies. Many develop successful careers as working DJs. Graduates frequently develop professional relationships with their classmates and form professional associations that last beyond graduation.

Upon graduation, students receive the benefits of job recommendations and networking opportunities. It is common for employers to contact the school directly with job listings or for assistance filling open positions.

Equal Opportunity:

Apprentice Academy does not discriminate on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, non-disqualifying disability, or veteran status in the admittance of students or within the execution of policies and procedures.



