



# Educational Overview



## Learning to record, mix and produce music at a professional level is the goal of training at Recording Workshop.

Recording Workshop teaches the skills needed to start a career as an audio recording engineer, music producer or live sound engineer. These same skills are also vital for someone who wants to create their own music with full artistic control over how things will sound.

Our training is designed to accommodate students from a wide variety of backgrounds - musician or non-musician, those who already own a project studio or those who have never been in a studio before. Recording Workshop is ready to elevate the goals of anyone with a sincere passion to learn the recording arts.

Our approach is very immersive and hands-on. Students spend more than 7 hours per day, 5 days per week actively learning creative studio skills.

This concentrated approach lets the entire curriculum be completed in less than two months. It is time-tested and proven to be a superior way to prepare new music production professionals.

Since 1977, students from over 70 countries have traveled to our campus to participate in the unique programs we offer.

Our studios are equipped with the latest digital production technologies and the best of "old-school" analog. Our staff has deep expertise in guiding students in the engineering and production of all popular genres of music.

Across the country and around the world, Recording Workshop graduates have worked with many of today's biggest artists. Thousands of our grads are working behind the scenes on movies, television shows and in just about any situation that needs skilled audio professionals

### CORE Program

### ADVANCED Program

Recording Workshop's programs are expertly designed to cover the wide range of skills and knowledge involved in audio recording and music production.

Digital workstation and analog console operation, microphone selection and placement, tracking session setup and workflow, vocal comp and tuning, drum editing, post-production, mixing, re-mixing, mastering, sound design, restoration - these are just some of the studio skills learned by Recording Workshop students.

Music business practices, live sound reinforcement, studio acoustics and design - are a few of the broader topics included in the curriculum.

The CORE and ADVANCED Programs both offer extensive practical experience in learning these creative skills.

#### CORE Program - 5 weeks (180 hours)

The CORE Program is the foundation for all Recording Workshop students. It is highly immersive (5 days per week, over 7 hours per day), and sessions are offered year-round with start dates every 7 weeks. Each day is a combination of two lectures and 3-6 hours of project work in the studio. The training is extremely hands-on and creative.

#### ADVANCED Program - 2 weeks (80 hours)

The ADVANCED Program is an optional extension to the CORE training that allows students to deepen their studio skills. The ADVANCED projects put increased demands on the students' shoulders as they handle all aspects of session work. The ADVANCED Program is offered 7 times per year, and is usually taken in sequence right after the CORE Program.

- In less than two months, Recording Workshop students get more studio experience than students attending other schools that are much longer and much more expensive.
- Our programs start from square one, yet for students with background, our training is challenging and beneficial. Recording Workshop is a very efficient way to fill in gaps for the professional who is self-taught.
- Convenient, low-cost housing is available on campus within a short walk of all classes.
- College credit is available. For students working towards a degree, Recording Workshop is an excellent supplement to classroom education.



# CORE Program

## Music Recording & Audio Production CORE Program • 5 weeks (180 Hours)

Students in Recording Workshop's CORE Program build a strong foundation of skills and knowledge in music recording and audio production.

It is five weeks of concentrated training that emphasizes hands-on experience.

The curriculum is a combination of daily studio activities and lectures.

In the studio, students build their creative skills through numerous music and audio projects. After a week of prep on gear operation, students progress to recording and mixing sessions. Sound-for-picture, editing, production and mastering projects are other parts of the hands-on studio experience.

The lectures in the first few weeks directly prep students for their studio activities. In the later weeks, lectures explore broader areas of audio production and music industry topics. This expansion gives students more insight into shaping future career goals.

### Prep Sessions

During the first week, students learn the fundamental operation of analog consoles and Pro Tools systems. Signal flow is emphasized so students gain a deeper understanding that will help them quickly adapt to other gear and software they'll encounter.

Equalization, compression, limiting, delay and reverb are other important topics for the first week. Students ramp up their initial signal processing skills in the DAW lab.

Microphone selection and placement are other fundamental skills. Students practice setting up for drums, amps, vocals, piano and other acoustic instruments. Getting the

headphones set up is part of these prep sessions too.

### Recording Sessions

The bands start rolling in during the second week of the CORE Program. Students apply the skills they learned in the prep sessions, handling all the hands-on duties of console and Pro Tools operation. Recording Workshop instructors guide the workflow of the first few sessions, making sure that students also learn broader responsibilities that go beyond knobs, buttons and faders.

Successful recording also depends very much on dealing with creative personalities and practicing smart and reactive workflow. Session management is gradually put on the shoulders of students as they gain more experience.

### Production

Music production skills have greatly expanded as digital technology has provided new options. A song's arrangement, tuning, timing and tempo used to be basically locked-in after recording. Now all of these qualities can be endlessly changed to the point that production can be a method of song creation unto itself.

### Mixing Sessions

Mixing is an art form that has few rules and many approaches. Prep mixing sessions take place in the second week where Recording Workshop instructors demonstrate a variety of approaches that are used by successful mix engineers. Being able to blend dozens of tracks with clarity and spectral balance is held up as the typical goal of a good mix.

### Mastering

CORE students learn to prepare finished mixes for various distribution paths such as CD or vinyl, mono or stereo broadcast, or compressed web content.



### Sound-for-Picture Projects

Many Recording Workshop grads pursue career paths in audio production for movies, television, gaming, advertising, and corporate presentation.

CORE students learn to record and mix narration, dialogue and foley performances. Music beds and sound effects are additional audio elements that students learn to synchronize to visual images.

### Restoration

Countless old tape recordings and vinyl records exist that still haven't made the transition into the digital realm. As this music is rediscovered, it is often in poor audio condition with noise, clicks and pops.

### Student Projects

In addition to outside bands coming in, students form their own bands. During the first two weeks, students have access to a rehearsal room where they work out original song ideas or practice song covers.

### Soldering & Cable Repair

Fixing cables is the most common repair task that Recording Workshop grads might need to do for their own purposes, or as a job duty for an employer.

### Skill Testing and Mix Critiques

During the last few days of the CORE Program, students take part in studio activities where they demonstrate the hands-on skills they've learned.

### Lecture Topics

#### Equipment Design & Operation

*Control Room Signal Flow  
Analog/Digital Conversion  
Analog/Digital Signal Processing  
Equalization and Filtering  
Compression, Limiting, and Expansion  
Reverb and Delay  
Pitch Correction and FX  
Microphones and Direct Boxes  
Monitors and Amplifiers*

#### Studio Techniques & Production

*Sound & Hearing  
Recording Session Workflow  
Recording Drums and Percussion  
Recording Guitars and Amplifiers  
Recording Pianos and Keyboards  
Recording Vocals and Ensemble  
Music Theory and Song Structure  
Mixing Session Workflow  
Producing an Album Project  
Sound-for-Picture Workflow  
Recording Voice Talent and Dialog  
Recording Foley Work  
Mixing Sound-for-Picture*

#### More for the Well-Rounded Audio Professional

*Mastering and CD Duplication  
Restoration and Forensic Audio  
Project Studio Acoustic Design  
Project Studio System Design  
Recording Studio Business Practices  
Live Sound for Clubs/Small Venues  
Live and Location Recording  
Music Business Overview  
Independent Label Operation  
Copyright, Music Publishing, and Licensing  
Artist Development and Management  
Career Launch and Job Search*



# ADVANCED Program

## Music Recording & Audio Production ADVANCED Program • 2 weeks (80 Hours)

The ADVANCED Program enhances the experience of CORE Program grads. With a strong foundation in place, the finer points of production can be more deeply exercised in ADVANCED session work.

Students become faster and smoother in hardware and software operation. They gain increased confidence to tackle bigger projects. They gain more abilities in the role of music producer. The ADVANCED experience is an effective bridge between the working in an academic setting and the demands of the "real world".

For students who want to build and operate their own studios, the ADVANCED curriculum includes studio acoustics, DAW system design and setup. The program also teaches how to locate common points of failure in a recording system and how to fix - skills that can save the day when things crash and burn.

The ADVANCED Program is offered right after the CORE Program. Each day includes extensive studio experience along with lecture activity.

### Advanced Recording Sessions

ADVANCED students work with our most select bands. The sessions run

longer than in the CORE Program, and teams see song projects through from start to finish. The teaching style is different too. Our instructors sometimes refrain from talking in technical terms, and instead approach the sessions like a non-engineering producer. This emulates the real-world scenario where engineers have to interpret the desires of a non-technical creative partner. For some session work, students take the lead on all production decisions, with the instructor stepping in only if there's a major problem.

### Advanced Production

After tracks are recorded, but before final mixing, there are crucial production steps that can make a huge difference. Some are simply a "clean-up" of the tracks that make the downstream workflow easier to manage and pass along. Other pre-mixing production processes can be far more radical - taking those recorded tracks and twisting them into alternate versions that can give a song its defining signature.

### Advanced Mixing Sessions

Having raised the bar during recording and applying any subsequent production processing, the tracks are tighter and more polished for mixing. For some of



these mixing sessions, our instructors steer the process in the role of heavily involved producer. And for other mixes, instructors pull back to give students all the responsibility for outcome.

### Advanced Mastering

Building on top of the experience in the CORE Program, ADVANCED students deepen their skill in preparing mixed material for delivery to various distribution paths. iZotope's Ozone software is the primary tool used for these studio activities.

### Advanced Sound-for-Picture Project

These classes build upon the project experience of the CORE Program. The ADVANCED sound-for-picture project is much more complex and involves many more sound elements needed for an extended movie scene. Mixing the audio in 5.1 surround is another distinction of this advanced project.

### Advanced Music Score Project

Students create a music bed to compliment and enhance the emotional impact of a promo trailer for a video game in this extensive, multi-part project. It features a deep emphasis on using virtual instruments and MIDI performance loops. Students also gain skills in moving tracks between the DAW environments of Logic Pro X and Pro Tools 12.

### Advanced Student Music Project

In the CORE Program, student music projects lean towards a "band" approach to song creation. In the ADVANCED Program, student music projects utilize more MIDI production technologies that can supplement the "band" approach.

### System Troubleshooting

Failure points are created in audio systems for students to find and fix. Coached to use logical flowcharts and the process of elimination, students get more skilled and faster at uncovering these problems.

### Room Tuning

The interaction of audio monitors with room dimensions, surface treatments and corrective signal processing is measured and optimized using reference microphones and analysis software.

### Lecture Topics

*Advanced Recording  
Advanced Production  
Advanced Mastering  
Advanced Virtual Instruments  
Advanced Logic Pro X  
Studio Design and Acoustics  
DAW System Design  
System Install and Setup  
System Troubleshooting*





# Campus & Studios



The Recording Workshop's campus is a big factor in what makes attending its programs a special experience.

Great studios combined with close and affordable student housing maximizes the learning time per day. It's also just an excellent place to be - immersed 24/7 within a musically creative community.

The studios are designed and equipped to prepare Recording Workshop students for music production as it is practiced in successful facilities worldwide.

## Studio A

Analog still rules in Recording Workshop Studio A. A Sony/MCI 636 large format console is the centerpiece of production. Students learn classic "old school" signal flow and the beauty of having onboard EQ for recording.

## Do you want to visit Recording Workshop?

We'd be happy to give you a tour of our facilities and the opportunity to talk to our staff. We offer tours on weekdays at 11am and 2:30pm. Just call or email a few days ahead to schedule.

The analog realm extends to the outboard gear, with select mic preamps, EQ's, compressors and limiters ready to be patched in. To complete the analog picture, an MCI JH-24 2" 24-track tape machine is also available when the right project comes along wanting this vintage option.

Along with all this analog goodness, a Pro Tools HD 12.5 system is a vital part of Studio A's creative toolkit. This analog/digital hybrid approach is extremely popular for major label music production.

Studio architect John Storyk designed Studio A's control and live rooms. His approach to acoustics has made him world-renown. Getting drum sounds in the live room is an excellent learning experience for Recording Workshop students. Miking a Yamaha grand piano is another essential part of the training in Studio A. The mic closet is well-stocked for all of the different recording challenges encountered by Recording Workshop students.

## Studio C

Cutting-edge digital technology is the theme of Recording Workshop Studio C. A Slate Pro Audio Raven MTi multitouch production console takes the center spot of operation. Touch screens are coming on strong, and the Raven product line is the leader at this stage of the game.

Universal Audio's Apollo is part of the digital signal flow with their Unison mic preamps and amazing DSP powered plugins. Their emulations of vintage analog gear is widely considered as the best in the business. Additional mic preamps available in Studio C include choices from Audient, Rupert Neve Designs and SSL.

Pro Tools HD 12.5 is the primary DAW being used for recording and mixing in Studio C. In addition to the numerous stock plugins that come with Pro Tools HD, there are special-purpose plugins such as Antares Auto-Tune 8 and iZotope RX 5.

## Studios B & D

Recording Workshop Studios B and D are sister-studios with virtually identical gear and software. A key purpose of these two rooms to take projects recorded in Studios A and C and do additional production work and final mixing. Pro Tools 12.5 is the common thread found in all of these studios and this allows Recording Workshop students to work on their music projects moving from room to room over multiple days.

Logic Pro X is another DAW found in Studios B and D, and Recording Workshop students have additional production and mixing projects they tackle using this software. The MIDI and Loop capabilities available in Logic are generally considered better suited for music creation than those found in Pro Tools.

## Studio E

Studio E is Recording Workshop's highly-specialized room for creating Sound-for-Picture projects.

The control room has 5.1 audio monitoring, as well as a large central LED panel for viewing the visual content being worked on. The live room includes a foley pit that gives Recording Workshop students recording experience in this area of audio post-production.

Pro Tools 12.5 is again the product environment of choice. What sets Studio E apart is the integration of an Avid ICON D-Command console. This board was designed from the ground up to be the most direct way to access Pro Tools software with tangible knobs, buttons and faders.

## DAW Lab

Recording Workshop has a 6-station DAW Lab that allows CORE and ADVANCED students to extend their hands-on training to shorter and more focused "one-day" projects and learning exercises.

These stations have virtually all the same software found in Studios A through D. Pro Tools 12.5, Logic Pro X, iZotope Ozone 7 and RX 5, Antares Auto-Tune, Slate Trigger... this extensive complement of software makes the DAW Lab a powerful place for students to sharpen their production skills.

## Student Housing

Recording Workshop offers affordable student housing that is within a very short walk to all of our studios.

Options include modern cabins shared by 4 to 6 students, and dorm-style houses with single or double room assignments. All are air-conditioned and have kitchen/bath facilities. Cookware and utensils are provided, but students are responsible for their own meal preparation, housekeeping, and bed linens.

A convenience store and laundry facilities are within easy walking distance.

Free Wi-Fi is available throughout the Recording Workshop campus.



# Questions & Answers

## **Is Recording Workshop training only offered in Ohio?**

The educational experience we offer is exclusive to one location. Our private campus is a creative retreat that has earned a world-wide reputation in the music recording industry. Students from every state in the U.S. and more than 70 other countries have made the journey to Recording Workshop. We are worth the trip.



## **Does Recording Workshop offer job placement assistance?**

We help our students pursue employment in several ways. While they attend, students learn about hiring practices and methods of approaching that first job. And Recording Workshop provides quick response to reference requests for graduates being interviewed. Our placement assistance also includes a network of facilities that have historically used us for their hiring needs. This is a resource that expands as our alumni become business owners themselves.

## **What is the background of most students?**

The student community at Recording Workshop is as fascinating as the training we offer. The average age is around 21 years old, with most students being between 19 and 27. There are always a few students in their 30s and 40s too, and the 50+ crowd is often here to show the younger ones how to keep it rocking. About 90% of the student population is male, and about 5% is from outside the United States. About half of the class has a fair amount of prior experience in recording or live sound.



## **Do I have to be a musician?**

Having some basic playing skills is helpful, but not required. You should have a deep appreciation for music, and a willingness to explore all styles. About 2/3 of our students play an instrument, sing, or write songs. All students will be involved in recording/mixing student projects, but performing is voluntary.

## **Do I need a background in computers or electronics?**

It is expected that you will have basic computer skills on either Mac or Windows operating systems. Right from the start of classes, you will need to be already familiar with basic concepts like mouse/keyboard usage and file/folder management. However, having a background in electronics is not required to take our programs. We will introduce some electronics design concepts as part of your classes, but as long as you can handle some basic arithmetic, you'll be fine.

## **What's the daily schedule like?**

A typical day of the CORE Program will average around 7 hours of scheduled activities: 2 lectures at 90 minutes each, and 2 or 3 studio classes at 90 minutes each. Classes start as early as 9am and can sometimes run past midnight on days when you're scheduled for tracking sessions. In between classes, students will have reading assignments and may also sign up for rehearsal time to work on student projects.



## **What about financial assistance?**

Federally backed student loans are designed for longer-term study and do not apply to the short-term programs we offer. However, alternative funding is sometimes available through other government programs and special interest organizations. Eligibility requirements for these financial assistance programs vary greatly. Contacting your local employment services office is the best way to explore if any of these funding sources are available to you.

Another source of financial aid is the 57 Trust. This is a loan program designed to help those who have found it tougher to get assistance through traditional sources. What is different about the 57 Trust is that it enables students to stand on their own two feet and get approved - no co-borrower needed. An application is available on our Financial Aid page.

## **What are the campus housing options?**

We offer several affordable on-campus housing options, all within a one minute walk of classes. Choices include dormitory-style housing with single/double room assignments, and modern cabins that are shared by 4 to 6 students, all with bath and kitchen facilities. Cookware and utensils are provided, but students are responsible for their own meal preparation, housekeeping, and bed linens. Free Wi-Fi is available throughout campus, and there is also on-campus laundry facilities.

## **What about transportation? Do I need a car?**

Having a car is convenient, but not needed by students who live on campus. A convenience store is within a short walk of student housing, and students frequently carpool for more shopping choices in Chillicothe after getting to know one another. At the start and end of each program, we provide students with free shuttle service to the Columbus airport and Greyhound bus station.

## **What will I have when I finish my training?**

Students who satisfy all program requirements will be issued Recording Workshop certification. You will also have a portfolio of your recording, mixing, and other media production projects. Text materials, handouts, and a carefully constructed Performance Evaluation are also received. Most importantly, you will have new friends, professional associates, and greatly expanded creative skills and knowledge.

## **What is the Recording Workshop campus like?**

Our campus is nestled on a wooded hillside about 7 miles south of Chillicothe, Ohio (pop. 25,000). The setting is laid back, but this is a good counterbalance to the very active schedule of session work that students have. Our studios and administration offices are held in one main building, and 12 housing units and support facilities are also found on school grounds.

## **Can I visit Recording Workshop?**

Certainly! We understand your need to check us out and we are happy to have you visit. We accommodate visitors on weekdays with scheduled tours at either 11:00am or 2:30pm. If you would like to visit, please call us a few days before you plan to come (800-848-9900).



## **How can I use this training?**

Recording Workshop grads are prepared for a variety of entry points into pro audio. The traditional example would be starting out as an assistant at a music recording studio. But grads are also found at studios that specialize in television and film, commercial advertising, corporate presentation, game software development and more. Another career path is live sound. Our graduates are behind the boards at clubs, concert halls, churches, theaters, and theme parks across the country. Many Recording Workshop students pursue self-employment as their immediate plan after graduation. Newer, more affordable technologies make being your own boss much more possible than in the past. And instead of recording or producing others, many

## **College Credit**

12 hours of college credit can be earned by taking Recording Workshop programs.

For over 30 years, Recording Workshop has worked with Capital University's Conservatory of Music (Columbus, Ohio) as a requirement for several different Bachelor's Degrees.

Students attending other colleges can attend Recording Workshop and potentially earn credit hours too. Capital University initially awards these credits, which are then transferred to other colleges. The CORE Program is worth 9 credit hours, and the ADVANCED is worth 3 credit hours.



Recording Workshop students take our training solely for the purpose of working on their own music.

## **What's the earning potential of an audio professional?**

Although a few audio professionals make tremendous amounts of money, earning a middle-class income is much more typical. In general, working for a studio that leans towards commercial and corporate work offers a more balanced earning potential than a purely music environment. And of course, money made the first few years usually starts modestly, and increases with career growth in responsibility and position. Beyond the rewards of money, audio professionals can enjoy great personal satisfaction in the creative work that they do.

## **Where can I look for work?**

Historically, a higher concentration of studios doing major label music projects was found in New York, Los Angeles and Nashville. This is still somewhat the case. However new technologies are letting high quality production be done without the big gear investment, so there is a dramatic spreading out of where creative types can live and collaborate. And there are many other cities to choose when you consider the many types of production facilities and entertainment venues that exist. If you keep your options flexible, you can live just about anywhere you want.



# Cost & Registration

## CORE Program

**5 weeks - 180 hours**  
**Tuition \$3475**

### 2019 CORE Schedule

- Winter (Jan 2-Feb 1)
- Early Spring (Feb 18-Mar 22)
- Late Spring (Apr 8-May 10)
- Early Summer (May 28-Jun 28)
- Late Summer (Jul 15-Aug 16)
- Early Fall (Sep 3-Oct 4)
- Late Fall (Oct 21-Nov 22)

## ADVANCED Program

**2 weeks - 80 hours**  
**Tuition \$1475**

### 2019 ADVANCED Schedule

- Winter (Feb 4-13)
- Early Spring (Mar 25-Apr 3)
- Late Spring (May 13-22)
- Early Summer (Jul 1-10)
- Late Summer (Aug 19-28)
- Early Fall (Oct 7-16)
- Late Fall (Nov 25-Dec 4)

### Materials Fees

Each program has a Materials Fee to cover items such as books, handouts, and project supplies. The fee is \$90 for the CORE Program and \$15 for the ADVANCED Program.

### Student Housing Costs

We offer housing that is within a very short walk to our studios. Options include modern cabins shared by 4 to 6 students, and dorm-style houses with single/double room assignments. All are air-conditioned and have kitchen/bath facilities. Cookware and utensils are provided, but students are responsible for their own meal preparation, housekeeping, and bed linens. A convenience store and laundry facilities are within easy walking distance. Free Wi-Fi is available throughout the Recording Workshop campus.

Cabin - \$60/week  
Dorm Double - \$90/week (2 per room)  
Dorm Single - \$120/week (private room)  
Campus housing also requires a \$50 security deposit.

### CORE Program Registration Procedures

The first step to register for the CORE Program is to submit a Registration Form. This form is available on our website and a paper version can be provided by request.

After we receive your Registration Form, our Registrar's office will review it then send you an email to confirm enrollment details.

When this confirmation is complete, to hold your seat in a specific CORE session, you'll need to pay a \$200 seat reservation fee. This is not an additional cost, it will later be fully credited against your tuition and lower your balance due. This seat reservation fee is 100% refundable if you change your mind about taking the program and let us know before classes begin.

Several weeks before your CORE session begins, you'll get more emails to help prep you for your Recording Workshop attendance - details on travel arrangements, timing of arrival, what to bring or not bring. Our Registrar's office will guide you in for a great learning experience. Your invoicing for tuition and housing balances due will also be sent at this time.

### Admission Requirements

Recording Workshop students must be at least 18 years old at the start of classes. Exceptions may be made for students that are 17. In these cases, Registration Forms must be signed by parent or legal guardian and high-school transcripts must be submitted.

High-school graduate reading and basic math skills are necessary, and classroom participation requires conversational English.

Recording Workshop maintains strict maximum class sizes. Admission is subject to available space and will be filled on a first-come, first-served basis.

### ADVANCED Program Registration Procedures

To help students decide about taking the optional ADVANCED Program, we typically hold off on registration until students have had two weeks of training in the CORE Program. This gives them the opportunity to experience the high quality of our teaching methods before making any further commitments.

Registration for the optional ADVANCED Program formally takes place at the end of the second week of CORE classes. Acceptance is subject to available space, sign-up order, and performance in the CORE Program.

### Performance Requirements

Through quizzes and testing, students are given feedback of their performance several times during their training. An overall final evaluation score is calculated based on a combination of written test scores, skill test scores, and subjective observations of studio performance. A student's final evaluation cannot be more than 20% below the class average to receive Recording Workshop certification. This final evaluation is compiled and mailed with certification approximately two weeks after the end of the session.

### Student Conduct

Students are expected to conduct themselves as a good member of the Recording Workshop community. Recording Workshop reserves the right to terminate the enrollment of any student guilty of disruptive behavior or destruction of Recording Workshop property. Any refunds in such a situation will be determined in accordance with school policy concerning voluntary withdrawal.

### Withdrawal and Tuition Refund

Tuition and all other payments are 100% refundable up to the start of classes. Students who withdraw after

partially completing their training are refunded their tuition less a daily charge. Our CORE Program has a daily charge equal to 5% of tuition. The ADVANCED Program has a daily charge equal to 10% of tuition. No refunds are given after the completion of one half of any Recording Workshop program. Students are responsible for providing communication of their withdrawal request.

Subject to administrative approval, students who must withdraw from classes due to personal illness or emergency circumstances may return at a future Recording Workshop session to complete their training with no additional tuition charge.

### Update Policy

To allow for the continual improvement of its training programs, Recording Workshop reserves the right to update curriculum and studio content as described without notice. This same right is reserved to modify procedures and policies for the betterment of Recording Workshop systems and the student experience. All Recording Workshop policies will be created in accordance to the rules as established by the Ohio State Board of Career Colleges and Schools, 30 E. Broad Street, Suite 2481, Columbus, OH 43215. Phone 877-275-4219.





# CORE Registration

## Student Information

First (given)	Middle	Last	Birthdate
Name (preferred)	Age	Sex	Mobile Phone
Street	Home Phone		
City	State	Best Email	
Country	Zip	Alt Email	
How does music play a part in your life? Do you play an instrument and/or write songs?			
Please list your favorite bands, artists and styles of music.			
Please summarize your education and work history.			
How did you learn about Recording Workshop?			

## Transportation & Housing Information

Will you need to be picked up at Columbus airport (Y/N)?	Will you have a car while attending (Y/N)?	If yes, what is your car license #?
Please Indicate: <input type="checkbox"/> I plan to stay in RECW housing <input type="checkbox"/> I plan to arrange my own housing		
Is there another student with whom you plan to room (Y/N)?	If yes, who is your requested roommate?	
Do you have a room preference with regards to smoking? <input type="checkbox"/> Non-smoking <input type="checkbox"/> Smoking <input type="checkbox"/> No Preference		
Please rank your preference of Housing options (first choice = 1, second choice = 2, third choice = 3)		
___ Shared (\$60/week) Cabin-style housing 4-6 people/cabin	___ Double (\$90/week) Dorm-style housing 2 people/bedroom	___ Single (\$120/week) Dorm-style housing 1 person/bedroom



# CORE Registration (continued)

## Enrollment Agreement

**I wish to enroll in the Recording Workshop CORE program in accordance to the terms and conditions stated in this enrollment agreement.**

**Program Name:** Music Recording & Audio Production CORE Program.  
**Program Length:** 180 hours, completed over 5 weeks. Classes are typically held Monday through Friday. Weekend classes may be held in the event of holidays or required makeup.  
**Tuition and Fees:** \$3565 is total program cost (\$3475 Tuition + \$90 materials fee). This cost is not subject to any increase after enrollment acceptance for a specific session or during period of attendance.  
**Payment:** All tuition and materials fees are due before the start of classes. All payments are 100% refundable up to the start of classes.  
**Cancellation:** This agreement becomes effective upon acceptance by Recording Workshop. The student retains the right to cancel this agreement at anytime up to the start of classes. All payments made are 100% refunded.  
**Refund Policy:** Students who withdraw after partially completing their training are refunded their tuition less a charge of 5% per day. No refunds are given after the completion of one half of any Recording Workshop program. Refunds will be paid within 30 days of withdrawal confirmation.

**My desired Session of the Music Recording & Audio Production CORE Program is selected below:**

- Winter 2019 (Jan 2 - Feb 1)
- Early Spring 2019 (Feb 18 - Mar 22)
- Late Spring 2019 (Apr 8 - May 10)
- Early Summer 2019 (May 28 - Jun 28)
- Late Summer 2019 (Jul 15 - Aug 16)
- Early Fall 2019 (Sep 3 - Oct 4)
- Late Fall 2019 (Oct 21 - Nov 22)

- For those students who choose to stay in Recording Workshop Housing, rental rates range from \$60 to \$120 per week. A refundable security deposit of \$50 is also required.
- Students who withdraw from classes due to personal illness or emergency may, with administrative approval, return at a future session to complete their training with no addition tuition charge.
- Students must obey all local and state laws and are expected to conduct themselves in a respectful manner. Recording Workshop reserves the right to terminate the enrollment of any student guilty of disruptive behavior or willful destruction of Recording Workshop property.
- Students are required to speak and read English at a high-school level and perform basic arithmetic.
- Students with a handicap that could prevent the use of this training for successful workplace performance, must discuss this condition with the Director's office prior to enrollment.
- Graduates of this program receive Recording Workshop CORE Program Certification. If a student misses more than 20% of scheduled class hours, or if their final evaluation is more than 20% below the class average, this Certification will not be awarded. Recent graduation rates for this program are 97.2% (2017), 97.8% (2016), 98.9% (2015).
- The employability of a graduate depends on a variety of factors. Recording Workshop does not guarantee employment. Job placement assistance will favor those graduates with higher performance evaluations. Recent placement rate for this program are 80.6% (2017), 84.4% (2016), 81.0% (2015). These rates include graduates securing employment with or without school assistance and exclude graduates unavailable for placement.
- In addition to directing complaints to Recording Workshop offices, students may direct such concerns to the State Board of Career College and Schools, 30 East Broad St, Suite 2481, Columbus, OH, 877-275-4219. Registration #: 80-07-0696T.

**I have read the Recording Workshop Catalog Information Materials and this Enrollment Agreement. I agree to abide by the terms and policies as described in these documents.**

Student Signature **X** \_\_\_\_\_ Date \_\_\_\_\_

Recording Workshop Registrar **X** \_\_\_\_\_ Date \_\_\_\_\_