



Teaching Storytellers the Tools for Creating
Film, Television, and New Media

INTRODUCTION

PROVIDING WORLD-CLASS KNOWLEDGE AND OPPORTUNITIES IN TV, FILM, & MEDIA POST-PRODUCTION

Key Code Education provides professional-level training in creative and technical media production, preparing students to excel with their skills. Students receive more than just conventional school experience: they learn on the same equipment used by current industry professionals and are taught by current industry professionals. Key Code Education is a private institution approved to operate by the Bureau of Private Postsecondary Education (BPPE), and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

PAST AND FUTURE TRAINING EXCELLENCE

Key Code Education's mission is to excel at attracting, training, and placing qualified, motivated people in digital media opportunities. At Key Code Education, we aim to shape the entertainment professionals of tomorrow by fostering an educational experience rooted in collaboration and innovation. We seek to inspire students to excellence in a project-oriented learning environment designed to unleash the imagination and bring creative ideas to fruition under the mentorship of industry professionals. At the crossroads of art and commerce, we wish to train our students to think like entrepreneurs.

We challenge them to embrace the rapidly changing technological landscape that shapes the future of entertainment. We ask them to think critically, solve problems, and deliver their ideas to the world with integrity using social and digital platforms. We celebrate freedom of thought while nurturing the confidence required in expression.

At the heart of Key Code Education is the desire to build a community that storytellers can use to expand their knowledge, grow their capability, and collaborate with other creative individuals. A division within Key Code Media that leverages its unique position in the industry as leaders of technology and creative tools; Key Code Education offers classes in all aspects of production and post-production.

Key Code Education aims to provide content creators with the skills, systems, and strategy to accomplish any projects and achieve your wildest dreams.

ABOUT KEY CODE EDUCATION

Key Code Education is a private institution offering training courses and certificate programs. Industry-bound students receive professional training and complete with the competencies needed to acquire and thrive in the industry.

Key Code Media, the parent company of Key Code Education, is a Value Added Reseller (“VAR”) specializing in media production and distribution hardware and software, largely for entertainment production professionals. Since shortly after its founding in September 2001, Key Code Media has been the largest reseller of Avid products and services in the world. Clients include major motion picture studios Universal, Disney, Fox, Warner Bros., Sony; major TV networks ABC, CBS, NBC, Fox, Nickelodeon; and over one thousand production companies and media production institutions from around the world.

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.

COURSES & PROGRAMS

This catalog includes programs that are approved by the California Bureau for Private Postsecondary Education and subject to the California Private Postsecondary Education Act of 2009 and others that are not. Certain rights and protections outlined in this catalog, including but not limited to student refund rights, cancellation rights, and Student Tuition Recovery Fund (STRF) eligibility, apply only to the following state approved programs:

- **TV & FILM EDITING PROGRAM**
- **MC400 ACSR AVID MEDIA COMPOSER SYSTEM SUPPORT CERTIFICATION PROGRAM**

PROGRAM OBJECTIVES

The objective of the TV & Film Editing Program is to prepare the student for a career in postproduction as well as to be able to understand the process of production in the media and entertainment industry.

The objective of the ACSR (Avid Certified Service Representative) Avid Media Composer System Support Certification Program is to prepare the student for a career as an Avid Certified Service Representative in the media and entertainment industry and to provide technical and engineering support.

TV & FILM EDITING PROGRAM OVERVIEW

You love movies and television. You dream of telling your own story on screen. You know you want to be an editor, but don't know where to start. At Key Code Education we teach you the skills that employers are looking for. You'll learn how to take source material, digitize or transcode it, analyze it, then become very proficient at organizing the content in an industry standard that's used from Disney to NBC. All while working on projects that promote creativity and measure your growth.

Everything from short form promos, commercials and music videos to full-length feature films and movies of the week is covered. Story structure, visual effects, sound, color correction, and finishing are all key components of the TV & Film Editing program. Graduates walk away with job-ready skills encompassing the entire post-production process.

Job Titles Attainable Upon Graduation

VIDEO EDITOR

ASSISTANT VIDEO EDITOR

FILM EDITOR

ASSISTANT FILM EDITOR

POST-PRODUCTION COORDINATOR

POST-PRODUCTION SUPERVISOR

TECHNICAL SUPPORT SPECIALIST

PRODUCER ASSISTANT

PRODUCER-EDITOR ("PREDITOR")

TV & FILM EDITING PROGRAM

The TV & Film Editing Program consists of 1,440 hours of training, which includes a) in-person instructor-led classes, b) synchronous “review and approval” classes with the instructor and student interacting in real-time by video conference, c) self-paced computer-mediated instruction such as video tutorials, reading assignments, lab exercises, quizzes, and editing projects. In-person instructor-led classes usually combine lecture-demo and hands-on practice, in roughly equal portions.

The courses included simulate high-end editing assignments, complete with extensive critique of each edited scene. This program runs 12 months full-time or 18 months part-time for all courses listed (1,440 clock hours).

Career counseling and job placement services available from two years from completion.

For any in-person course already taken, repeat audits are available on a space-available basis, for 18 months from the program start date.

No licenses are required by the State of California nor any licensing entity. The Avid Certified Specialist and Avid Certified Professional exams are both included.

TV & FILM EDITING PROGRAM	Annual/Total
Program	1,440 CLOCK HRS
TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM	\$17,492.50
INSTRUCTION FEE*	\$12,722
MANUALS, TUTORIALS, PUBLICATIONS	\$738
EQUIPMENT and SOFTWARE*	\$3,540
ADDITIONAL FEES**	
ENROLLMENT FEE (non-refundable)	\$150
SALES TAX (9%) estimated	\$300
CALIFORNIA STRF FEE (non-refundable; assessed by Bureau of Private Postsecondary Education; \$0 per \$1000 as of 4/1/2024)	\$0
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:	\$17,492.50
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:	\$17,492.50
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT***:	\$1,500.00

*Prorated upon withdrawal. Refer to refund policy provision within this agreement. **See full list of fees below. ***You are responsible for this amount. If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any refund.

COURSE NO.	COURSE NAME	HOURS	COURSE METHOD
Q1 INTRODUCTORY EDITING MODULE			
1000	Macintosh Essentials	8	TUT
101	Avid 101 Media Composer Editing Essentials	24	ILT-C
1010	Avid Media Composer 8 Essential Training	10	TUT
1020	Media Composer 101—Getting Started	3	TUT
1030	Media Composer Intro	12	TUT
1040	Media Composer 101—Advanced Lessons	6	TUT
1300	The Craft of Editing	32	TUT
120	Avid Trimming Workshop	40	R&A
300	Avid Project and Media Management Essentials	16	ILT-C
540	Real-Life Production 1: Script to Screen—First Impressions	60	R&A
Q2 INTERMEDIATE EDITING MODULE			
470	Premiere 101 Premiere Pro Production Essentials	16	ILT-C
4710	Premiere Pro Essentials	8	TUT
201	Avid 201 Media Composer Professional Picture and Sound Editing	24	ILT-C
220	Avid Sound Editing in Media Composer	16	VOD
310	Avid Assistant Editing: Grouping, String Outs, Shared Storage	16	R&A
500	Long-form Narrative Scene Editing Workshop—Drama	40	R&A
5000	Narrative Scene Editing with Avid Media Composer	2	TUT
5010	Documentary Editing with Avid Media Composer	3	TUT
4000	Intro to Photoshop	16	TUT
4300	Intro to After Effects for Editors	24	TUT
550	Real-Life Production 2: Editing & Workflow, Drama-Short—Susanna	60	R&A

COURSE METHOD LEGEND: **ILT-C:** *Instructor-Led in Classroom* **R&A:** *Review & Approval* **VOD:** *Video on Demand* **TUT:** *Online Video Tutorial*

COURSE NO.	COURSE NAME	HOURS	COURSE METHOD
Q3 SHORT-FORM EDITING, GRAPHICS, EFFECTS MODULE			
110	Avid 110 Media Composer Effects Essentials	16	ILT-C
4800	Adobe Premiere Pro Guru	36	TUT
260	Intro to Short-form Editing	16	R&A
270	Intro to Promo Editing	16	R&A
520	Short-form Editing Workshop—Music Videos	40	R&A
4100	Intermediate Photoshop	16	TUT
4400	Intermediate After Effects	24	TUT
320	Graphics Importing, Exporting & Formatting Essentials	16	VOD
340	Media Delivery Essentials	8	VOD
560	Real-Life Production 3: Premiere Editing & Workflow—Heist	60	R&A
Q4 ADVANCED EDITING MODULE			
205	Avid 205 Media Composer Professional Effects and Compositing	16	ILT-C
2060	Editing with Composites and Effects in Avid Media Composer	2	TUT
510	Long-form Narrative Scene Editing Workshop—Action	40	R&A
570	Real-Life Production 4: Editing Comedy—Handicapped John	60	R&A
4200	Advanced Photoshop	16	TUT
4500	Advanced After Effects	16	TUT
350	Decks, Mixers & Hardware Essentials	8	VOD
580	Real-Life Production 5: Drama Editing & Workflow—Service to Man	60	R&A
Q5 COLOR GRADING, ADVANCED WORKFLOWS MODULE			
239	Avid 239 Color Grading with Media Composer and Symphony	16	ILT-C
2400	Color Grading	24	TUT
4600	Motion Graphics for Editors	24	TUT
530	Short-form Editing Workshop—Movie Trailer	40	R&A
330	HD, Ultra HD & 4K Workflow Essentials	16	VOD
3310	Avid Media Composer High-Res Workflows	2	TUT
590	Real-Life Production 6: Editing Action Drama—Mirage at Zabol Province	80	R&A
Q6 PROFESSIONAL MODULE			
960	Promo Reel Production Essentials	16	VOD
970	Promo Reel Production	40	R&A
980	Industry Job Prep Workshop	24	VOD
990	The Job Search	24	R&A
9810	Freelancing and Job Market Fundamentals	8	TUT
600	Real-Life Production 7: Reality Contest Show Editing & Workflow	120	R&A
TOTAL PROGRAM HOURS		1440	

COURSE CATEGORY LEGEND: ● Adobe Creative Suite / Cloud Emphasis ● Avid-certified ● Avid-centric ● Technical / Assisting Editing ● Real-Life Production Project ● Editing Craft ○ Job Market

ACSR AVID MEDIA COMPOSER SYSTEM SUPPORT CERTIFICATION PROGRAM OVERVIEW

The Avid Media Composer System Support Certification program will provide students with the techniques to install, configure, and troubleshoot Media Composer editing systems to maximize productivity and minimize system downtime. A blend of online self-study, combined with classroom lab work and role-playing, gives students' practical hands-on experience. After completing the class, participants will be able to install and configure Avid Media Composer systems and provide first-line support to the Avid customer base.

This class prepares candidates for the Avid Certified Support Representative: Media Composer certification exam as well as being the foundation of the program for candidates pursuing the full certification path to become an Avid Certified Support Representative: Elite.

Job Titles Attainable Upon Graduation

MEDIA ENGINEER

SUPPORT ENGINEER

TECHNICAL ENGINEER

POST-PRODUCTION ENGINEER

SERVICE TECHNICIAN

TECHNICAL SUPPORT SPECIALIST

ACSR AVID MEDIA COMPOSER SYSTEM SUPPORT CERTIFICATION PROGRAM

The MC400 ACSR (Avid Certified Service Representative) Avid Media Composer System Support Certification Program is 40 clock hours of training, which includes one (1) in-person instructor-led course typically held during five (5) consecutive class days. The class will provide students with the techniques to install, configure, and troubleshoot Media Composer editing systems to maximize productivity and minimize system downtime. Lab work and role-playing gives students' practical hands-on experience. After completing the class, participants will be able to install and configure Avid Media Composer systems and provide first-line support to the Avid customer base and be able to pass the accompanying exam from Avid.

Career counseling and job placement services available for two years from completion.

For any in-person course already taken, repeat audits are available on a space-available basis, for 18 months from the program start date.

No licenses are required by the State of California nor any licensing entity. The Avid ACSR Media Composer Certification exam is included.

MC400 ACSR Avid Media Composer System Support Certification - 40 hours	Annual/Total
Program	40 CLOCK HRS
TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM	\$4125.00
INSTRUCTION FEE*	\$0
MANUALS, TUTORIALS, PUBLICATIONS	\$0
EQUIPMENT and SOFTWARE*	\$0
ADDITIONAL FEES**	
ENROLLMENT FEE (non-refundable)	\$0
SALES TAX (9%) estimated	\$0
CALIFORNIA STRF FEE (non-refundable; assessed by Bureau of Private Postsecondary Education; \$0 per \$1000 as of 4/1/2024)	\$0
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:	\$4125.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:	\$4125.00
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT***:	\$4125.00

*Prorated upon withdrawal. Refer to refund policy provision within this agreement. **See full list of fees below. ***You are responsible for this amount. If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any refund.

INDIVIDUAL COURSE DESCRIPTIONS

(The following courses are available for individual enrollment. Some courses may overlap with curriculum found in other programs.)

EDITING/OPERATIONAL COURSES

MC100 Avid Media Composer Principles Achieve the basics in just one day with Avid Media Composer Principles! This class allows for the discussion of experience and determination of the student's needs and goals are for the software. We try to cover as many topics that come up here in the class like becoming comfortable with Avid's basic functions, exploring Avid's interface, becoming familiar with how Avid "thinks" and discussion of common industry workflows. Gain the confidence you need to navigate Avid Media Composer in your position. *8 HRS (\$825.00)*

MC101 Avid Media Composer Fundamentals I MC101 is the first step in achieving confidence, creativity, and efficiency with Avid Media Composer, the non-linear film/video editing application used in most movie and television productions. Together with the second course in the series, MC110, this course provides the foundational training required to achieve the credential of Avid Certified Specialist: Media Composer. MC101 is an introductory course designed to get a new user up-and-running. In this course, students develop an understanding of the video editing process and the basic skills to edit a video project from start to finish. This includes understanding the relationship between media and project files, media storage location, project file creation; media ingest; editing the sequence and adding titles, music, and basic effects; and exporting the finished sequence. *16 HRS (\$1525.00)*

MC110 Avid Media Composer Fundamentals II An intermediate course, MC110 is designed to teach the technical and organization skills of an assistant editor and develop editorial skills with the techniques and tools required to produce a well-edited video. From using dynamic trim to shape actor performances in a dramatic scene, to quickly assembling a news package to meet deadline, this course empowers novice users to improve their skills and gives students the opportunity to work on unscripted and scripted material. This course provides a solid foundation in Media Composer and, in conjunction with the MC101, will prepare you to earn the credential of Avid Certified Specialist: Media Composer. *24 HRS (\$1765.00)*

MC201 Avid Media Composer Professional Editing I Focused primarily on short-form workflows, MC201 will take you to a new level of editing and provide you with the tips, tricks and in-depth knowledge to distinguish yourself as a true editing professional. With this course, you'll learn to optimize your editing workflows, streamline your ingest process, and manage your media, advanced picture editing techniques, how to quickly prepare for multicam editing, and how to work with graphics and mattes. This course also covers compositing, color correction and an in-depth look at some of the wide range of audio tools and effects included in Media Composer. MC201 and MC210 provide the training required to achieve the credential of Avid Certified Professional: Media Composer. *16 HRS (\$1525.00)*

MC210 Avid Media Composer Professional Editing II When you take MC210, you will continue your journey to a new level of editing with more tips, tricks and in-depth knowledge to distinguish yourself as a true editing professional. With a focus on long-form work, you'll learn to automate the ingest process using Dynamic Media Folders and organize your media, metadata and settings so that you become the expert. Plus, learn about color management, how to work with scripts, using surround sound, and advanced compositing techniques using the Paint Tools, AniMatte™, SpectraMatte™ and the Avid Tracker. The course provides media and projects designed to let you learn at your own pace or with the guidance of an Avid Certified Instructor. MC210 and its counterpart MC201 provide the training required to achieve the credential of Avid Certified Professional: Media Composer. *24 HRS (\$1765.00)*

MC239 Color Grading with Avid Media Composer Learn to use powerful Avid color grading tools efficiently, using expert techniques to achieve consistent, professional results. This course will teach students to carefully analyze images to diagnose the problems and fix them quickly. Learn to grade in multiple passes, leveraging various tools for flexibility in correcting the toughest images. Learn to control the eye of the viewer through little-known shape-based tools found that enable you to create animated masks, vignettes, and gradients. *16 HRS (\$1525.00)*

MC300 Avid Media Composer New Features & Tools This one-day class explores all the new features & tools for the latest version of Media Composer. A comprehensive look at over 500 features from the last five years. *8 HRS (\$825.00)*

ED201M Assistant Editor Essentials: Media Composer In this class, we'll break down the many duties and technical concerns faced by the Assistant Editor working in scripted and unscripted productions, which are covered through lectures, hands-on exercises, and demos on Avid Media Composer. This intensive class is specifically designed to keep you up-to-date in the ever-changing post-production environment and prepare you for working in scripted and unscripted productions. Students will learn about which codecs to use when importing or linking, how to organize projects, how to group, create string-outs, use ScriptSync, and much more. **ED201P: Premiere and ED201R: Resolve available as alternate software curriculum.** *16 HRS (\$1525.00)*

ED215M Sound Design for Assistant Editors: Media Composer Elevate your stories with cinematic sound in the ED215M. This course prepares you to collaborate effectively with sound mixers, designers, and composers - or to handle much of the heavy lifting yourself. From organizing your audio, adding texture, and sculpting dialogue, to employing effects and creating a rich, atmospheric mix, you'll learn how to make your cuts feel complete, polished, and alive. **ED215P: Adobe Premiere available as alternate software curriculum.** *16 HRS (\$1525.00)*

ED300 Editing Systems: Latest Features and Practices This one-day class explores all the new features & tools for the latest versions of Avid Media Composer, Adobe Premiere, and Blackmagic DaVinci Resolve. A comprehensive look at dozens of features and how these systems work together. Get up-to-date knowledge that will drastically improve your editing capabilities as you learn new features and master the new tools of the Big Three in post-production. If you've been stuck on an older version of

Avid, wondering about the latest workflow in Premiere, or how to navigate through the Pages in Resolve, this is the class for you. *8 HRS (\$825.00)*

ED320 Shortform Editorial Essentials This course introduces the student to the basics of the “quick cut” editing style. Students will get first-hand experience with magazine-style editing, a technique of style cuts that spans across several forms including ads, series spots, and other styles of shortform editing for TV, film, and media productions. Tools such as Avid Media Composer will be utilized for creative editing and storytelling. *16 HRS (\$1525.00)*

ED323 Documentary Essentials This intro to editing long-form documentary is taught by a veteran of the genre, and covers structure, storytelling techniques, and style. You will learn to employ such unique Avid Media Composer features as Script Sync and Phrase Find, designed for use in post-production for unscripted filmmaking. This course is for experienced Avid editors who want to learn about specific workflow issues for documentary editing. Using material and examples from a current documentary. *16 HRS (\$1525.00)*

ED325 Conforming Essentials Learn to employ such unique Avid Media Composer features as Script Sync and Phrase Find, designed for use in post-production for unscripted filmmaking. *16 HRS (\$1525.00)*

ED327 Audio for Promos in Avid Media Composer Students will be working on several promos and learning the technical and creative art of sound design in the process. Attendees watch and learn methods of creating sound design and then create their own promo sound mixes with one-on-one help. *16 HRS (\$1525.00)*

FL101 Introduction to Offline Workflows in DeepEditor Flawless DeepEditor is transforming post-production workflows by making high-quality video dubbing (“vubbing”) simple and seamless. In this hands-on class, you’ll learn the fundamentals of using DeepEditor inside Avid Media Composer with media prep, plugin integration, and draft generation, to utilize on practical use cases like performance transfers, dialogue replacement, censorship, localization, and ADR. *4 HRS (\$525.00)*

FL102 Introduction to Refinement in DeepEditor This course builds on foundational skills by introducing DeepEditor’s refinement tools, giving users control over blendshapes to achieve perfect lip sync, improve vub quality, correct mismatches, and fine-tune performances. Ideal for users working with performance-critical material, students learn quality control and fine-tuning and will practice adjusting blendshapes, improving lipsync accuracy, and managing complex multi-shot refinements as well as resolving common vubbing challenges. *4 HRS (\$525.00)*

FL103 Online Finishing in DeepEditor FL103 focuses on DeepEditor’s finishing workflows: upgrading vubs to online quality, exporting layered EXR sequences, integrating outputs into VFX pipelines, and performing QC for final delivery. This course prepares users to complete online vubbing workflows in DeepEditor using hi-res assets. *4 HRS (\$525.00)*

AD202 Adobe Video and Motion Dynamics This course focuses on the dynamics and inter-application relationships of the Adobe Video, Graphics, and Animation applications. *8 HRS (\$825.00)*

AE100 Adobe After Effects Principles Achieve all the basics in just one day! You'll learn how to become comfortable with After Effects, explore the interface, complete a basic project, and discuss common industry workflows. Gain the confidence you need to navigate Adobe After Effects in your position. *8 HRS (\$825.00)*

AE101 Adobe After Effects I AE101 is designed to allow those new to video animation techniques or who are self-taught, to get the most from this powerful software. Learn to create rich compositions with video, Photoshop, Illustrator, and other files. Create advanced effects, video blending, keying effects, and track mattes. *16 HRS (\$1525.00)*

AE201 Adobe After Effects II Take your After Effects skills to the next level by building on your essential skills to enhance your motion editing and compositing. You will learn how to create more complex documents and work with a variety of palettes and tools to further understand the capabilities of this high-end design application. Discover best practices to create professional-grade motion graphics and video effects that will be properly viewed by your audiences. *16 HRS (\$1525.00)*

AE301 Adobe After Effects III Explore advanced techniques used by professionals to create motion graphics and video effects for real-world applications. Learn about advanced 3D kinetic typography and infographic techniques, expressions, audio and linking vision to audio, and more. Industry-standard tips and tricks for color correction and special effects are some of the key learnings in this course. *16 HRS (\$1525.00)*

PR101 Adobe Premiere Pro I Learn to assemble video, audio, images and titles into a cohesive storytelling sequence. This course teaches how best to utilize Premiere for your video editing projects from content for websites, product demonstrations to corporate videos and other promo or educational purposes. *16 HRS (\$1525.00)*

PR201 Adobe Premiere Pro II Explore advanced techniques used by professionals to create videos. This course covers many time-saving workflows and tools including Dynamic Link with After Effects, Audition, and Media Encoder. Learn to work efficiently in HD by optimizing your workstation and workflow. Expand on your editing skills with more advanced edits and tools such as slip and slide edits, plus audio correction and sweetening. Review common pitfalls and best practices so that you are editing, producing and exporting your video properly. *16 HRS (\$1525.00)*

PR250 Adobe Premiere Pro for Experienced Editors This class goes over everything in the PR101 but in a fast-paced learning environment for experienced editors looking to expand their skillset to include Adobe Premiere Pro. The PR250 takes your existing skills on editing systems and translates them into the Adobe Premiere Pro interface. Learn how easy it is to transfer your knowledge as well as learn new skills unique to Premiere such as motion graphics, titling, effects, shared projects, and more. *16 HRS (\$1525.00)*

PR301 Adobe Premiere Pro for Experienced Editors For Adobe Premiere mastery, the PR301 course will cover advanced techniques for more complex projects. You will work with proxies, LUTs, advanced effects, Media Encoder, and more. Review complicated tools and techniques for color, editing, audio, and exporting and feel ready to take on any project in Adobe Premiere. *16 HRS (\$1525.00)*

PR305 AI Tools in Adobe Premiere Adobe Premiere Pro now includes a wide range of AI-driven tools designed to streamline the more tedious aspects of the editing process but without replacing creative decision-making. In this class, editors will learn how to integrate Premiere's AI features into real-world workflows, saving time on repetitive tasks while keeping full control over storytelling. Editors, assistant editors, and content creators looking to get hands-on with Premiere's latest AI tools and incorporate them into day-to-day projects. Master Adobe Premiere's built-in AI tools to work faster and smarter. From scene detection and smart reframing to speech-to-text and auto color, this class shows you how to automate repetitive tasks while maintaining full creative control. *8 HRS (\$985.00)*

PS101 Adobe Photoshop I Learn the industry standard tool for creating rich imagery for a variety of applications including video, print, and digital in this comprehensive class. Through hands-on practice, you will create, edit and apply special effects to images and text that can be prepared for various uses such as print and marketing materials, websites, presentations, eLearning, and digital apps. *16 HRS (\$1375.00)*

PS201 Adobe Photoshop II Take your skills to the next level and learn more about additional toolsets and techniques in this two-day Photoshop training session. You will explore more advanced features, improve your workflow and work with advanced image handling tools and features available in Adobe Photoshop. You will learn how to avoid pitfalls and which practices to follow so that you are creating rich imagery using Adobe Photoshop. *16 HRS (\$1375.00)*

PS301 Adobe Photoshop III Learn the most advanced techniques in Photoshop such as how to design and create modern layouts, interfaces and controls for web, mobile, video and UI design. In addition to learning key features and techniques, you'll cover important workflow processes and design concepts. Learn to efficiently create professional designs that are easier for developers to code. *16 HRS (\$1375.00)*

FC101 Final Cut Pro X Fundamentals I This course is an intro to the Final Cut Pro interface where students will construct a multimedia project from start to finish including starting a project, importing media, organizing clips, editing styles and tools, audio, playback, finishing, exporting, sharing, and settings. *16 HRS (\$1525.00)*

AI105 Intro to AI for Editors Artificial Intelligence (AI) is changing the way of post-production and this course shows editors how to make it work for you, not instead of you. This introductory course demystifies AI tools for editing. Explore AI in Premiere, Avid, and third-party tools like Quikature and DeepEditor, while learning best practices to keep creativity front and center. *8 HRS (\$985.00)*

UE103 Unreal Engine for Motion Designers Harness the real-time power of Unreal Engine and unlock an entirely new frontier for motion design. This course takes an artist-friendly approach (no coding or

game dev experience required) and shows you how Unreal can slot right into your workflow, whether you're creating polished titles, immersive animations, or just want faster feedback in your creative process. If you're looking to complement your current tools or fully replace traditional platforms like Cinema 4D, this course will help you get there. *16 HRS (\$1525.00)*

DR101 DaVinci Resolve Editing Essentials This course reviews the basics of editing with DaVinci Resolve and covers high speed editing on the revolutionary new Cut Page, which is designed for fast turn-around work. You'll also learn how to use the traditional Edit Page for more sophisticated projects, along with DaVinci Resolve's legendary color correction, Fusion VFX and Fairlight audio tools so you can start creating your own Hollywood caliber film and video today! *16 HRS (\$1525.00)*

DR201 DaVinci Resolve Editing and Finishing Receive a thorough overview of the interface, tools, features, and production flow for DaVinci Resolve. These hands-on lessons teach you how to cut interviews, dramatic scenes, documentary material, and music videos in both the Edit Page and the Cut Page, as well as using Speed Editor. Students will understand how to balance, create continuity and develop styles and moods. You'll also learn how to build eye-catching effects, mix audio and deliver your final film for online distribution, broadcast, or streaming. *24 HRS (\$1765.00)*

DR210 DaVinci Resolve Advanced Color Grading This course includes a series of practical projects using color correction tools in detail plus a variety of workflows and effects necessary to perform professional coloring work. Students learn the foundations of contrast and color balance and explore the many professional features Resolve has to offer in the post-production color workflow. *24 HRS (\$1765.00)*

DR220 DaVinci Resolve Fairlight Audio Learn the art of sound design, recording, editing, sweetening, and mixing, as well as how to get the most out of audio tracks created and edited in DaVinci Resolve. Beginning audio editors and assistants will find clear workflow-driven lessons, while seasoned audio professionals will quickly grasp Fairlight's user-friendly tools for realizing incredible sound. *16 HRS (\$1525.00)*

DR230 DaVinci Resolve Fusion FX Learn the art of titling, motion graphics, visual effects compositing, and broadcast design in Resolve. Editors will find clear workflow-driven lessons, while seasoned compositors will quickly learn Fusion's powerful node-based interface to accomplish incredible Hollywood-caliber visual effects. As you step through the lessons, you'll gain experience with Fusion's title animation tools, particle effects, blue- and green-screen keyer, powerful planar tracking capabilities, 3D compositing environment, and more. *16 HRS (\$1525.00)*

ES120 EditShare EFS Shared Storage Fundamentals This intro course is for anyone who must rack, provision, and keep an EditShare EFS array working at line rate in an on-prem facility. Learn how to carve out media volumes, set ACLs, map workstations, and keep latency low – before an asset touches Flow or the cloud. *16 HRS (\$2125.00)*

ES220 EditShare Flow, AI & Ecosystem Workflow Integration ES220 picks up where ES120 ends, plunging into asset management, automation, and hybrid workflows utilizing Flow for Media

Workflows, and Flex (EditShare in the cloud) as needed. Through roleplay labs, students ingest dailies, auto-tag with Flow AI, push H.264 proxies to remote editors, and trigger archive jobs to S3-compatible tiers – while keeping Avid, Adobe, and Resolve artists happy. *16 HRS (\$2125.00)*

RV120 Ross Carbonite Hardware & System Fundamentals RV120 covers Carbonite Switchers. This base class focuses on hardware architecture, panel layouts, signal flow, and core setup tasks – everything an engineer or new TD must conquer before automation, custom controls, or advanced layering come into play. Tailored for technical operators and engineers, RV120 balances core switcher operation with real-world use cases in broadcast, live event, and government production environments. *16 HRS (\$2125.00)*

RV125 Ross XPression System Fundamentals The “plug-it-in” primer for Ross XPression, RV125 focuses on hardware, software installation, and baseline project prep needed before template artistry or MOS automation begins. Students rack an XPression Studio or BlueBox chassis, verify video-I/O timing, license Designer seats, and build a first “hello-lower-third” scene. *16 HRS (\$2125.00)*

RV220 Ross Carbonite Switcher Operation & Workflow Integration Building on RV120, RV220 dives into intermediate switcher operation, Dashboard integration, M/E layering, and custom-control automation. Through hands-on labs, students create camera cuts, keys, transitions, XPression graphics hits, and fail-safe macros – ready to helm Carbonite in any live-production ecosystem. *16 HRS (\$2125.00)*

RV225 Ross XPression Template Design, Data-Driven Graphics & Automated Playout Learn the creative and workflow-heavy content of using XPression, including: template design, data integration, MOS newsroom control, Tessera multi-screen, and scripting. Students craft dynamic packages, link live sports or newsroom data, and drive playout from Xpression Sequencer, Dashboard panels, or MOS rundowns - using only native tools of the Ross XPression ecosystem. *16 HRS (\$2125.00)*

SN120 SNS EVO Shared Storage Fundamentals SN120 is a primer for the SNS EVO storage system. The course focuses on hardware, storage provisioning, and core user/permission management - everything you need before ShareBrowser metadata, Slingshot automations, or remote-editing kick in. Designed for post engineers, media managers, and IT professionals who support creative teams using tools like Adobe Premiere, DaVinci Resolve, and Avid Media Composer. *16 HRS (\$2125.00)*

SN220 SNS EVO ShareBrowser, Slingshot & Workflow Optimization Expanding on SN120, SN220 focuses on media management, workflow automation, and hybrid/remote collaboration. Students tag assets in ShareBrowser, script Slingshot jobs, sync proxies for off-site editors, and integrating top NLEs. *16 HRS (\$2125.00)*

VT120 TriCaster Architecture & System Fundamentals VT120 is the “before-you-go-live” primer that demystifies the hardware, operating system, and core networking inside every VizRT/NewTek TriCaster (TC1, 2 Elite, Mini 4K). Through guided labs, students rack, patch, secure, and health-check a TriCaster - building a rock-solid foundation for any future live-production workflow. *16 HRS (\$2125.00)*

VT220 TriCaster Live Production Operations & Workflow Integration This course dives into hands-on show creation from source patch to final stream. Operators script macros, drive virtual sets, mix audio, push NDI graphics, and deliver redundant streams while ISO-recording every camera. Real-world drills include remote NDI callers, Vizrt graphics hand-offs, and mid-show fault recovery. *16 HRS (\$2125.00)*

AUDIO COURSES

PT101 Pro Tools Fundamentals I This course introduces fundamental Pro Tools concepts and principles, covering everything an individual needs to know to complete a basic project, from initial setup to final mixdown. Students learn to build sessions that include multi-track recordings of live audio, MIDI sequences and virtual instruments. Hands-on exercises introduce essential techniques for creating sessions, recording and importing audio, editing session media, navigating sessions and arranging media on tracks, and using basic processing and mixing techniques to finalize a production. Together with PT110, PT101 provides the foundational training required for the Avid Certified Specialist: Pro Tools exam. *16 HRS (\$1525.00)*

PT110 Pro Tools Fundamentals II This course expands upon the basic principles taught in PT101 and introduces core concepts and techniques needed to operate a Pro Tools system running mid-sized sessions. Students learn to build sessions designed for commercial purposes and improve their recording, editing, and mixing efforts. The hands-on exercises provide experience setting up sessions, importing media, working with digital video, spotting sound effects, working with virtual instruments, warping with Elastic Audio, applying Real-Time Properties, creating clip loops, applying signal processing, using automation, and using submixes and track groups to simplify a final mix. Together with PT101, PT110 provides the knowledge for the Avid Certified Specialist: Pro Tools exam. *24 HRS (\$1765.00)*

AU101 Audio Recording Fundamentals Introduction to a history of audio recording, and basic studio recording equipment/techniques such as microphones, microphone placement, microphone pre-amps, tracking strategies, and the understanding and use of processing equipment such as Equalizers, Compressors, Reverbs, Delays, etc. in Mixing and Mastering. Includes introduction to DAW functionality, MIDI, and networking. *16 HRS (\$1245.00)*

AU102 Songwriting & Music Production Fundamentals Students take a song concept all the way to the finish line. Learn how to write, record, add instrumentation, mix, and finish all in just a few weeks. Perfect for a crash course in music production. *16 HRS (\$1245.00)*

AU103 Podcast Production Fundamentals Get your very own podcast up and running with this introduction to podcasting. You'll cover the basics of voice recording, mixing, creating and exporting a project, equipment, and more as well as creating topic material and branding. *16 HRS (\$1245.00)*

AU104 Commercial Audio Production Fundamentals An introduction to commercial audio for radio spots and short form audio production. Review strategies for equipment selection, choosing the best

take, micro-editing, compositing, sound effects, mixing and mastering, and even how to direct your talent. Includes lectures and hands-on exercises to maximize learning experience. *8 HRS (\$825.00)*

AU201 Audio Mastering & Live Event Mixing Essentials This course covers the fundamentals of audio engineering and live mixing. By gaining hands-on experience with audio equipment, students develop practical skills in sound technology and problem-solving, both increasingly relevant in fields like media production and entertainment. The training fosters collaboration, communication, and leadership as students work closely with team members to manage sound in real-time, enhancing performances, and understanding event dynamics. *16 HRS (\$1245.00)*

PROFESSIONAL COURSES

DIR101 Intro to Directing for Television In this course, an award-winning film and TV director will provide a comprehensive look at the theory and practice behind single camera episodic television directing with a focus on pre-production. Learn the fundamentals of script analysis, blocking, and shot-listing, and the programs directors use in prep. They will also be familiarized with the scheduling and casting process. The course will culminate in students presenting their own director's prep materials based on a real TV script. *20 HRS (\$1915.00)*

PC101 Post Coordinator Essentials In this class, students will learn the duties and responsibilities of a Post Coordinator, including daily tasks like distribution, scheduling, promo organization, and more. *16 HRS (\$1525.00)*

ENGINEERING COURSES

MC400 ACSR Avid Media Composer System Support Certification I The ACSR Avid Media Composer Systems Support Certification I course focuses on the installation, administration, and architecture of Windows and Macintosh-based Avid editing systems, with emphasis on new features and functions in the current release. *24 HRS (\$2475.00)*

MC401 ACSR Avid Media Composer System Support Certification II The ACSR Avid Media Composer Systems Support Certification II course is designed to support individuals who intend to receive their Avid Certified Support Representative: Media Composer certification status by sitting the certification exam. The course will focus on completing their ACSR Media Composer knowledge and preparing students for the exam. *16 HRS (\$1650.00)*

MC405 Avid Media Composer Troubleshooting Workshop Through lecture and real-life exercises, this workshop will show how common (and not-so-common) issues are resolved by having participants ask questions and apply solutions but with time to slow down, discuss as a group, and analyze the circumstances in detail on several Avid machines. Students will discuss the process using Avid Media Composer with questions and answers that lead to the arrival of clearer, quicker solutions, which can be achieved in even the busiest of work environments. At the end of the workshop, participants are encouraged to demonstrate their newly learned skills individually and as part of a team. *16 HRS (\$1615.00)*

MC410 ACSR Avid Media Composer System Support Recertification The ACSR Avid Media Composer Systems Support Recertification classroom course is designed to support individuals who intend to maintain their Avid Certified Support Representative: Media Composer certification status by sitting the exam. The course will focus on the installation, administration, and architecture of Windows and Macintosh-based Avid editing systems, with emphasis on new features and functions in the current release. *24 HRS (\$2125.00)*

NX423 ACSR Avid NEXIS System Support Certification In the ACSR Avid NEXIS System Support (NX423) course students focus on the installation, administration, and architecture of the Avid NEXIS system, learning to connect, configure, and troubleshoot the system. Lab work and exercises give students practical experience in integrating systems and applying troubleshooting techniques. This course prepares candidates for the Avid Certified Support Representative for Avid NEXIS certification exam. *24 HRS (\$3725.00)*

NX440 ACSR Avid NEXIS System Support Recertification The NX440 is a classroom course designed to support individuals who intend to maintain their ACSR Avid NEXIS certification status by sitting the recertification exam. The course focuses on the installation, administration, and architecture of Avid NEXIS, with emphasis on new information accumulated in the past year. *16 HRS (\$2125.00)*

DR400 Blackmagic DaVinci Resolve Engineering & Advanced Operations Understand the ways DaVinci Resolve can be used and build the right system for the production. Students dive into file and color standards, multiple media management methods, far-reaching deliverable capabilities, and more. Students will also examine different shared storage options, such as Blackmagic's cloud storage, while discussing shared workflows and building Project Servers. *16 HRS (\$2815.00)*

PR400 Adobe Premiere Engineering & Advanced Operations Understand the ways Adobe Premiere Pro can be used and build the right system for the production. Students dive into file and color standards, multiple media management methods, far-reaching deliverable capabilities using Premiere and Media Encoder, and more. Students will also examine shared storage options, such as SNS EVO or Avid NEXIS, while discussing shared workflows and building Productions vs. Projects. Included is a breakdown of CPU and GPU options, software configurations, and extra applications available. *16 HRS (\$2815.00)*

All classes fall under the SOC (Standard Occupational Classification) 27-4000 branch. "Editing Courses" fall under SOC Code 27-4032. "Audio Courses" fall under SOC Code 27-4014. "Professional Courses" and "Engineering Courses" fall under SOC Code 27-4099.

CONTINUING EDUCATION

INDIVIDUAL COURSES FOR WORKING PROFESSIONALS

HOW DO I REGISTER FOR AN INDIVIDUAL COURSE?

- Review available Avid, Pro Tools, Adobe, Resolve courses and others.
- Reference the online Class Calendar for dates/times courses are offered.
- You'll receive a registration form via e-mail after purchase.
- Once your registration is complete and payment is received, you will receive confirmation of your enrollment in the selected course(s).

INDIVIDUAL COURSE RESTRICTIONS & POLICIES

- Payment in full or a P.O. for each class is due upon seat reservation.
- Cancellations and changes made by you within three calendar days of the start of a class will result in a refund of 70% of the price of the class.
- If it is necessary for Key Code Education to cancel your registration, you will receive a full refund if cancelled four or more calendar days before the start of a class.
- Taking courses without taking the prerequisite(s) notes is done at your own risk - no refunds will be given if the class is too advanced.
- Guild/union members may receive special discounts and reimbursements - ask for more details.

WHAT ARE THE ADVANTAGES OF INDIVIDUAL COURSES?

- Key Code Education offers Industry-Authorized Courses developed and certified by Avid, Adobe, Blackmagic, Flawless, and other high-end software publishers.
- Acquire knowledge and professional expertise in as little as one day.
- Open Enrollment - start a course almost anytime throughout the year.
- Evening, weekend, and daytime sessions available
- Location adjacent to beautiful downtown Burbank, minutes from most of the major studios, production houses and industry points-of- interest.
- Courses designed for working professionals.
- Training available live online.

CORPORATE/CUSTOMIZED TRAINING We understand that studios and production facilities have specific environments, and therefore specific training needs. We can customize our curriculum to meet your specific goals.

GENERAL INFORMATION

FACILITY ADDRESS & BUSINESS HOURS

270 S. Flower St.,
Burbank, CA 91502
818.303.3900
www.keycodeeducation.com
Business Hours: Monday-Friday 9am-6pm

Key Code Media, d.b.a. Key Code Education maintains its primary facility in Burbank, CA, adjacent to the Downtown Burbank Village District, and one block east from the Downtown Burbank Metrolink station. It is within 3 miles of ABC, NBC, Disney, Warner Bros., Nickelodeon, and hundreds of entertainment companies that call Burbank home.

The building where all physical classes are held consists of 13,000 square feet of space, most on the ground floor, with handicapped parking adjacent and wheelchair access. The offices for Admissions, Financial Aid, Placement and Student Services, and the Controller are located in the building. Enrolled and prospective students needing to discuss or transact any business may do so by making an appointment (recommended) or inquiring on-site, via email, or via phone.

The Key Code Education facility is a complete turnkey new media facility. It comprises current model computer systems to train on various creative software packages, and the network storage to save and retrieve media. Live production is sometimes part of the curricula and supports curricula creation and presentation, therefore the school can make use of numerous production-oriented technologies to complement the emphasis on post-production. All technology is 100%-owned by the company.

Our professional trainers demonstrate and assist students in small class environments. Students are given ample opportunity for hands-on application during and after classes.

EQUIPMENT Student Workstations include:

Apple Mac Mini computers with:

- Apple M4 Pro chip with 14-core CPU, 20-core GPU, 16-core Neural Engine
- 64GB unified memory
- 512GB SSD storage
- 10 Gigabit Ethernet
- Three Thunderbolt 5 ports, HDMI port, two USB-C ports, headphone jack

Software on each Mac Mini includes:

- Avid Media Composer video editing software
- Adobe Creative Cloud application suite (includes Premiere, After Effects, Illustrator, Photoshop)
- Avid Pro Tools sound recording, editing, mixing software
- BlackMagic DaVinci Resolve color grading software

The core systems are supplemented by additional media production systems and further supplemented by professional video cameras. Interconnectivity of all equipment is facilitated by 1GigE and 10GigE, 4GB and 8GB Fibre local area networks / secure VPN. Training room configurations are subject to change due to frequent acquisition of new hardware and software.

LEARNING RESOURCES The school provides as part of the certificate program access to a wide array of video tutorials, mainly viewed online. Some tutorials are developed by the school, others from third-parties. The school may include as part of the program paid subscriptions to any third-party providers that require a fee for viewing. The media is made available through one or more servers that students can access from computers on the school's network. Access to the media is aided by a learning management system as well as instructors and lab supervisors. The school provides all media required for classes, lab, and project work, available to be downloaded from online server(s) or on physical media such as USB memory sticks. Because of the video media-centricity of the school's programs and the extensive virtual library of video tutorials provided by the school, no physical library is provided.

HOUSING The school does not provide student housing, dormitory facilities under its control, nor formal housing services. Several thousand apartment units, as well as single family homes are located within 4 miles of the school, in the cities of Burbank, Glendale, Toluca Lake, and North Hollywood. Hundreds, if not thousands of apartment units can be found within one mile of the school. Typical 2-bedroom 1- or 2-bath apartments built within the past 55 years can be rented for \$1800 and up.

ACADEMIC YEAR The school operates on a rolling admission basis for open-enrollment courses. There are few, if any, pre-arranged start dates. A program, once started, operates on an hourly academic year basis.

INSTRUCTIONAL HOURS & SCHEDULE Training is offered Monday through Sunday, on varying dates each week depending on class schedules. Most physical classes are held during the day. Daytime class periods are typically 9am-6pm with a one-hour lunch break and several short breaks throughout. Night class periods are typically 6-10pm Monday-Friday. Lab hours are Mon-Fri 9am-6pm. Online class schedule vary but offer many options for students.

Class schedules are available on our website, in printed form at our offices, or by email upon request, and can be verified by phone during our normal business hours. Training is also held online with a varying schedule to suit student needs.

FINANCIAL AID & ACCREDITATION The school is not accredited and does not participate in U.S. Federal Student Aid. Students are not eligible to receive FSA Direct Loans, Pell Grants, or other FSA financial aid. The school does not provide private student loans, though there may be other loan providers available to a student. If a student obtains a loan to pay for an educational program, the student is responsible to repay the lender the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

IATSE AND NABET UNION SUBSIDIES The Motion Picture Editors Guild (IATSE Local 700) and the Sound, Video, and Projection Engineers (IATSE Local 695) are allied with Key Code Education. Training subsidies are often available for members. Members should contact their local office or Key Code Education for the latest information about current funding options.

VOCATIONAL REHABILITATION (VOC REHAB) Injured workers who are entitled to retraining services through their worker's compensation insurance carrier or their State Department of Rehabilitation may qualify for training at Key Code Education. Ask your counselor to contact us so that we can develop a retraining program for you.

ADMISSION REQUIREMENTS FOR CERTIFICATE PROGRAM STUDENTS To be eligible for admission to a Key Code Education Certificate Program, a prospective student must be at least 17 years of age and possess a high school diploma or GED equivalent. The school does not accept ability-to-benefit credentials.

To apply for enrollment, a prospective student should contact Key Code Education for an individual counseling session at our facility, by video meeting, or by phone. An application and fee may be required prior to enrollment.

Admission requirements apply equally to all prospective students without regard to religion, color, sex, gender, orientation, race, age, ethnicity, creed, or nationality. Admission procedures for those with special needs is the same as those stated above. Currently, the school does not issue visas for non-residents of the U.S.

INDIVIDUAL COURSES (NON-PROGRAM) STUDENTS New applicants for individual classes may avail themselves of counseling services either by visiting our facility or by telephone, video meeting, or email. If you have any questions or wish to enroll, please call 818.303.3900 or email education@keycodemedia.com.

ESL, VISA, AND ADA English language proficiency is necessary; all training and services are provided in English. Non-native English speakers concerned about their English should inquire about taking a sample class to help determine whether their language skills are sufficient. The school does not provide English-as-a-Second-Language instruction. Language proficiency can be demonstrated through tests such as the Test of English as a Foreign Language (TOEFL), which will be accepted with a cumulative score of 90 or above. Key Code Education does not provide this test.

Visa services are not provided nor will the institution vouch for student status, or any associated charges.

Our physical premises are easily accessible and in compliance with ADA standards. Our facilities are ADA compliant concerning Handicap Access. There are no other special facilities or services available to disabled students.

ATTENDANCE Key Code Education expects students to attend class and/or lab every day that they are scheduled to do so. Attendance is a key ingredient for successful and optimal learning. When you miss

class, you not only fall behind on new material, but you may miss hands-on practice important in developing skills. Each day of formal instruction is critical. Therefore, regular and punctual attendance is expected unless a student cannot attend due to unexpected illness or emergency.

Daily attendance is taken each class session. At the end of each class (which may span several days), the attendance roster is logged electronically and becomes part of the student's electronic records.

Each student may view their individual and cumulative attendance record as part of their academic progress reporting that is always available on the Key Code Education online learning management system (LMS). If you do not agree with the attendance data, you must submit a written appeal to the Director of Education before the end of the affected course. At the end of the course, the attendance data becomes permanent and can no longer be challenged.

Each student is required to make quantitative progress toward program completion. To make satisfactory academic progress, a student must attend at least 90% of the hours designated for their program on a cumulative basis during each evaluation period (i.e. each quarter) and have attended at least one class or lab session within the past 30 days and not have missed more than 8 consecutive scheduled class or lab days.

TARDINESS Key Code Education expects each student to be in class on time every day. If you arrive late to class you not only miss the material that has been presented, you disrupt the instructor and fellow students. If you arrive more than 15 minutes late for class, your instructor will record a Tardy.

SKIPS AND EARLY DEPARTURES Key Code Education expects each student to attend the full class session. If you skip or leave early, you miss material and/or valuable hands-on practice time. If you skip more than 15 minutes during the class (including returning late from lunch) or leave more than 15 minutes before the instructor dismisses class, the instructor will record a Skip/Early Departure.

MAKE-UP WORK If you are Tardy and/or have a Skip/Early Departure more than twice in any course, you will be required to either: a) repeat the portions of the classes you missed, or b) repeat the course in its entirety, or c) perform make up work to be completed outside of normally scheduled class hours that is prearranged with the Instructor or Director of Education, or d) obtain a written letter from the Instructor or Director of Education that substantiates that you have demonstrated the competencies or satisfied the learning objectives of the course in spite of the missed class time.

CONDUCT Honorable conduct is always expected of students, which includes but is not limited to treating classmates and staff with respect, and abiding by state and federal laws. Theft of equipment, books or software, or destruction of equipment is a criminal offense. Extensive or malicious tampering with equipment in any class or lab room may lead to dismissal and the filing of civil or criminal charges. Guns, weapons, alcohol, contra- band, pirated software and drugs are strictly prohibited. Behavior that endangers others will not be tolerated. Dress code is based upon modesty and good taste. Full clothing is expected at all times. Any breach of these rules of conduct is grounds for probation and/or dismissal. Persistent, disruptive behavior or harassment of fellow students or staff, after verbal or written warning(s), also constitutes grounds for probation and/ or dismissal. Key Code Education faculty and

staff will not tolerate verbal abuse or altercations. If Key Code Education faculty and staff feel that a student's verbal abuse is unwarranted, especially after a reminder of this policy, then the student may be given a verbal warning to cease the behavior or will be asked to leave the building. Continued verbal abuse or altercations is grounds for probation and/or dismissal.

LEAVE OF ABSENCE If a student feels the need to take a leave of absence, they should complete a Leave of Absence form (online) or send an email to education@keycodemedia.com that a) substantiates extenuating circumstances and the reasons for requesting the leave of absence, b) indicates the desired start date and projected date of return to the school, and c) states they understand the procedures and implication for returning or failing to return to classes on or before the scheduled return date. A leave of absence can be granted for up to 180 days. Multiple leaves of absence may be recognized at the school's discretion, but must not exceed 180 days during the program. Leaves of absence also may not exceed half the length of a student's program in a 12-month period. A student who takes an unapproved leave of absence or who do not return timely from an approved leave of absence risks the possibility of being withdrawn from the school. International students in the U.S. under a student visa are not eligible to take a leave of absence. Under extenuating circumstances only, an international student may consult with their international student advisor to evaluate options.

REQUIREMENTS FOR GRADUATION To graduate, a student must (a) have a GPA above 2.0 (the lowest grade may be dropped) and (b) have attended at least 90% of the required class and lab hours in the program.

SATISFACTORY ACADEMIC PROGRESS To be considered SAP, students must:

- 1) maintain a GPA above 2.0 (Average grade of 70 or above)
- 2) Be on track to complete their classes within a maximum time frame of 1.5 times the normal program length, as measured chronologically.
 - 1) Example: If a program is 12 months, it must be completed within 18 months.
 - 3) Have 90% cumulative attendance for the hours of class and lab scheduled.

Progress will always be assessed at the end of each term, at the least. Students who have not achieved SAP in a term will be expected to either repeat the term or make up work by completing sufficient hours of class/lab and/or raising their grade to a passing level. For exam retakes the highest grade achieved will be kept.

PROBATION

- Students who have not achieved SAP in a term will be put on Warning.
- Students who fail to achieve SAP for two non-repeated terms in a row may be put on extended probation so long as in the judgment of the program director and student services they have the ability to 1) still finish within the 150% of time allotted and 2) successfully complete the remainder of the program. Students who have failed the same term twice will not be given the option of an extended probation.
- Students will be automatically withdrawn if they:
- fail to successfully complete a repeated term

- fail to achieve SAP for two terms in a row and are judged not likely to succeed by the Education Director
- fail to achieve SAP for three terms in a row
- have not attended any class or lab for 30 days in a row or have missed 8 scheduled class/lab days in a row.

DISMISSAL & TERMINATION Key Code Education will notify a student by email if he or she is being dismissed for unsatisfactory academic progress. Students may also be terminated for failure to meet conduct standards, or for failing to pay tuition in accordance with the tuition and enrollment.

APPEALS Any student not attaining the required GPA or achieved hours during the warning period will receive a written dismissal notice, sent by mail. The student may submit a written appeal of the dismissal within five calendar days of receipt of the dismissal notice. The appeal should be addressed to the Director of Education at education@keycodemedia.com. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from obtaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Appeals Committee will examine appeals. The student will be sent the Appeals Committee's written decision within ten business days of the receipt of the appeal. The decision of the committee is final. Students reinstated upon appeal are on a probationary status for the next term, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of term, and at the end of every term thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained.

MAXIMUM TIME FRAME Key Code Education program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in months. A 12-month program must be completed within 18 months, not counting approved leaves of absence.

GRADING OF TRANSFER & READMITTED STUDENTS Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at this school.

- Students transferring from one program to another within this school will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution. The quantitative requirement remains 70% for all students, but the maximum time frame is based on the customized amount of time the student must complete in the current program.

STUDENT ASSESSMENT Most programs are Pass/Fail. Grading for non-Pass/Fail programs is outlined below, consisting of tests, projects and exercises.

ASSESSMENTS IN MODULES % OF FINAL GRADE

- Attendance (must attend 90% of all classes): 5%
- Quizzes Based on Homework: 5%
- Quarterly Hands-on Homework: 5%
- Quarterly Hands-on Exams & Projects: 85%

For all programs the final grades of each module are averaged to determine the overall GPA. An average assessment score of greater than 70% is required for graduation. Highest score is counted for exam retakes and the score on one assessment may be dropped.

DISTANCE LEARNING Key Code Education offers remote courses held online using software such as Zoom or through learning management software (LMS) such as Canvas. Students receive credentials to access any online resources directly via email which includes project materials, ebooks, media, links, webpages, or other resources.

Upon completion of each course taken remotely, students will receive an email notification within 1-10 business days after the day of their last class session stating that they have completed the course.

WITHDRAWAL & REFUNDS FOR CERTIFICATE PROGRAM STUDENTS A student has the right to withdraw from a program at any time. Withdrawal notifications should be directed to the Director of Education. The school recommends but does not require that the notice be written. Students are strongly encouraged to confirm in writing thereafter any verbal notice of withdrawal. If a student withdraws from the program after the period allowed for the cancellation of the agreement, if applicable, the school will remit a refund within 45 days following withdrawal.

Any refund for payments by credit card shall be based on the net proceeds to the school after accounting for a 3% card transaction fee and the amount of any books or materials provided that have been electronically assigned and used. If a student withdraws prior to 60% completion of this program, the refund shall be calculated as follows:

- 1) the non-refundable STRF Fee for CA residents shall also be subtracted from the Total Program Cost; the net is the Total Program Tuition;
- 2) the Total Program Tuition is divided by the number of hours in the program; the result is the Per Hour Tuition;
- 3) the denominator is determined by the number of hours in the program;
- 4) the numerator is determined by the number of hours that have passed in the program on the date of withdrawal or the date of last attended class, whichever is earlier;
- 5) the Tuition Refund is calculated by multiplying the Per Hour Tuition by the calculation of: 1 minus the numerator (#4) divided by the denominator (#3).
- 6) The Total Refund will be deducted from the student's account balance, if any.

CANCELLATION FOR PROGRAM STUDENTS Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh business day after enrollment, whichever is later by providing written notice to Key Code Education. Key Code Education shall refund 100 percent of the amount paid for institutional charges, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when the student gives verbal or written notice

to the school. The school shall refund the amount paid by the student, less a 3% credit card transaction fee if applicable, within 45 days after it receives notice of cancellation. If Key Code Education cancels the program start or rejects the student's application then all fees will be refunded in full.

STUDENT COMPLAINTS & GRIEVANCES Students are welcome to communicate with staff regarding their experience. This may be done through informal discussions with staff, by submitting a letter, or via email at education@keycodemedia.com. If a student communicates a complaint orally, effort will be made to resolve the complaint before a second one is made. If a second oral complaint is made, the student will be notified that the complaint should be put in writing.

If you have a complaint or feel you are not receiving what was represented to you, then you are encouraged to provide our staff with a written letter detailing the circumstances of your grievances, addressed to Attn: Head of Education.

If you feel that the complaint is of a serious nature and may involve legal ramifications, the complaint should be communicated both orally and in writing as soon as possible. If you believe that the school or any individual representing the school has acted unlawfully, you have the right to file a complaint with the Department of Consumer Affairs, Consumer Information Division, 1625 North Market Blvd., Suite N 112, Sacramento, CA 95834, (800) 952-5210. A student 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 web site www.bppe.ca.gov.

STUDENT-TEACHER RATIO Most classes have significant hands-on participation and are limited to 10 students per one instructor.

STUDENTS RECORDS Student records will be maintained for each student who enrolls in the institution whether or not the student completes the educational service. This includes all student contact information, education history, and copies of all documents and personal information voluntarily submitted by the student.

STUDENTS ACCESS TO FILES Student files are maintained in full for 5 years and can be viewed by a student upon request. Thereafter, Key Code Education will maintain for two more years either partial or full files. Original files are not permitted to leave the premises. However, a student may be allowed to photocopy or scan their files. Outside institutions, agencies, or individuals seeking to access a student file must have the student sign a letter authorizing release of their files. The school acts in accordance with the Family Education Rights and Privacy Act (FERPA). Transcripts are retained permanently by the school.

STUDENT TUITION RECOVERY FUND 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 are 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.

TRANSFER OF CREDITS Key Code Education has no articulation agreements to transfer credits to or from other schools. It does not anticipate and makes no representation that any credit earned at the school will transfer to another school.

Nonetheless, upon request from a Key Code Education student or graduate, for a fee of \$100, the school will provide guidance and an official transcript, syllabi, or course outline(s) to assist a student who requests to transfer credits to another institution.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED: The transferability of credits you earn at Key Code Education is at the complete discretion of an institution to which you may seek to transfer.

Acceptance of the certificate you earn in any program at the school is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn are 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 Key Code Education to determine if your credits or certificate will transfer.

Key Code Education accepts credits from schools that are nationally or regionally accredited by the U.S. Dept. of Education or CHEA for students who successfully completed an essentially-identical class (e.g. Introduction to Photoshop) that was at least as many hours as Key Code Education offers. Key Code Education also accepts credits for similar classes taken at a professional digital media education center (for example, Media Composer 101 at an online school) within the past year or within the past three years followed by working in the field at least 20 hours per week.

Students may request to pass their class prerequisites either by the aforementioned acceptance of credits, by a technical assessment of their skill for the subject or class in question (for example, skills one would learn in Introduction to Photoshop), or by verbal interview to assure the student will appropriately benefit from taking a higher-level course with Key Code Education. The student may appeal the decision made by the institution at a cost of \$50 for re-examination or interview. Students requesting transfer of credits must request in writing, and provide a copy of a completion certificate or transcript from the other school and a description or outline of the course from the other school's catalog, website, or other document. Key Code Education requires a minimum GPA of 3.0 from an accredited school, or a certificate of completion from a non-accredited digital media education center. The limit on the number of credits that may be transferred is 33% of the hours in the program at Key Code Education. Credits transferred may be substituted for other courses at no charge to the student, or used to offset tuition on a prorated basis at a rate of 50%, at the student's choice.

For example, if a student transfers credits totaling 10% of the hours in the program, the tuition would be discounted 5%. The number of credit hours earned by transfer of credits will be considered as earned at the start of the program and will initially alter the student's academic progress positively.

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while enrolled. Such students will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution. The quantitative requirement remains 70% for all students, but the maximum time frame is based on the number of credits the student must complete in the current program. For example, if the student transfers in 140 hours, and therefore must complete 1300 hours in a Key Code Education program, the maximum time frame is 1300 x 150%, or 1695 attempted hours.

A student may appeal the denial of transfer, or the number of hours granted by transfer, in writing by letter addressed to the Head of Education or email at education@keycodemedia.com. Key Code Education may charge a fee of \$50 to evaluate a student credit transfer request, which may be assessed at its sole discretion.

PRIOR EXPERIENTIAL LEARNING Key Code Education does not accept prior experiential learning for credits in full programs offered but will accept prior experiential learning to satisfy encouraged prerequisites for individual classes (i.e. enrolling into PS201 without taking PS101 if basic Photoshop skills are attained).

FERPA NOTIFICATION The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- 1) The right to inspect and review the student’s education records within 45 days after the day “School” receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to provide written consent before the university discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Key Code Education in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school

official also may include a volunteer or contractor outside of Key Code Education who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Key Code Education. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Key Code Education to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202.
- 5) FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –
 - To other school officials, including teachers, within Key Code Education whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
 - To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
 - To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a) (3) and 99.35)
 - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a) (6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a) (14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15)).

DRUG AND ALCOHOL PREVENTION/AWARENESS The unlawful manufacture, distribution, possession or use of illicit drugs or alcohol is strictly prohibited on Key Code Education property and/or while on official duty and/or as part of any school activities. Sanctions (consistent with local, State, and federal law) will be imposed on students and employees for violation of this policy. Sanctions may include disciplinary actions up to and including expulsion, termination of employment and referral for prosecution. There are significant health risks associated with the use of illicit drugs and the abuse of alcohol; students are encouraged to talk to a counselor or seek services about drug and alcohol abuse and prevention and can contact the Education Manager for referrals to do so.

COPYRIGHT INFRINGEMENT Copyright infringement is the exercising, without permission or legal authority, of an exclusive right granted only to the copyright owner under Title 17 of the U.S. Code. Down- or uploading a substantial part of a copyrighted work without permission (i.e. reproducing or distributing) is an infringement. Key Code Education is authorized to confiscate any storage media suspected of housing files illegally down- or uploaded at the school, or involving any files obtained by a student at Key Code Education. Key Code Education will cooperate fully with any investigation by public authorities related to illegally down- or uploaded copyrighted work. Students found liable will be subject to the full extent of fines and penalties imposed by law. A student who illegally reproduces or distributes copyrighted material may be subject to criminal and civil penalties, and face possible expulsion from Key Code Education. Anyone found liable for civil copyright infringement may be ordered to pay actual damages or “statutory” damages of not less than \$750 per work infringed. A

court may award up to \$150,000 per work “willfully” infringed, assess costs and attorney fees, and impose criminal penalties including imprisonment of up to five years.

DELINQUENT PAYMENTS Many Certificate Program students obtain a student loan prior to entry. Individual class students generally pay prior to the start of class. Any invoice delinquent over 30 days will be charged 18% per year. Seriously delinquent accounts may be turned over to a collection agency for further legal follow-up, and may incur collection or legal fees in addition to interest on the unpaid balance.

ADDITIONAL FEES Key Code Education charges the following fees, as applicable:

- Registration fee per program (non-refundable if a student withdraws) - \$150
- Application Fee - \$85
- Re-enrollment Fee (non-refundable) - \$250
- Rescheduling Fees:
 - To reschedule one or more classes outside of the 10-day deadline - \$25
 - Late Cancel Fees - \$100
 - No Show Fees - \$200
- Incoming wire fee (per wire) - \$25
- Outgoing wire fee, domestic (per wire) - \$25
- Outgoing wire fee, international (per wire) - Varies by Destination
- Returned Check Fee - \$25
- Fax Fee - \$1.00 per page
- Transcript Fee - \$35
- Certificate Reprints - \$10; \$15 for Avid Certificate
- Re-Assessment of Skill Fee - \$50

Fees subject to change.

TECHNICAL CERTIFICATION FEES Software manufacturers occasionally develop certification classes and tests. Generally, the cost of these tests and application fees for one sitting is included in the tuition of the corresponding course or Certificate Program. Retakes of the exams will be at the student’s expense.

PAYMENT METHODS Payment is accepted by cash, money order, PO, or credit card.

SALES TAX Sales tax may be charged on books, supplies, and equipment as applicable.

CONTINUING EDUCATION TAX DEDUCTION Expenses incurred for training at Key Code Education may be tax deductible, including the cost of registration fees, travel expenses, meals (at 50%) and lodging. Please consult your tax advisor. The American Opportunity Tax Credit took effect in 2009, which consolidated and expanded tax breaks for college expenses that were established during the Clinton administration. The ACTC gives taxpayers with an adjusted gross income of up to \$180,000 a credit of up to \$2,500 for tuition, fees and course expenses. Unlike previous tax credits, it is refundable: filers

who do not owe taxes can receive a maximum refund of \$1,000. Check with your CPA to confirm whether the AOTC applies to you.

STUDENT ASSISTANCE & RELIEF 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 888.370.7589 or by visiting www.bppe.ca.gov.

OTHER REQUIRED FINE PRINT Key Code Media, Inc. d.b.a. Key Code Education is not pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). It is not an accredited institution; enrolled students are ineligible for federal financial aid programs.

Any questions you may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818 West Sacramento, CA 95798-0818, www.bppe.ca.gov, by phone at 916.574.8900, or fax at 916.263.1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free 888.370.7589 or by completing an online complaint form on the Bureau's website, www.bppe.ca.gov.

STUDENT RIGHTS & SERVICES The institution provides information within this catalog on the rights and services of and for the student. Students shall not be discriminated against on the basis of religion, color, sex, gender, orientation, race, age, ethnicity, creed, or nationality. Admission procedures for those with special needs are stated above. Grievances may be addressed phone at 818.303.3900 or email to education@keycodemedia.com. Key Code Education is dedicated to assisting students to the best of the institution's ability to address academic or occupational needs. This ranges from providing information on transportation or dining, local public services, or arranging special and/or make-up training as needed. Referrals to appropriate community resources are available upon request for students with special needs that the institution is not qualified to address. All services are available for the duration of their program period as well as after graduation. Services include career counseling, additional events, and lab time. Services may be inquired about via correspondence or by using the institution's web portal.

FACULTY AND OWNERSHIP Key Code Education may retain the services of one dozen or more freelance instructors, all of whom are experienced in their areas of specialty in media production, many of whom are software-certified trainers/experts and adhere to regulations set by BPPE. This may include train-the-trainer (T3) sessions from the companies whose software and hardware offerings are the subject of the classes taught the school. These classes are often developed and structured from the companies themselves. Key Code Education is a certified learning partner for Avid Technology and Blackmagic Design and instructors teaching these classes are certified through such companies to teach at Key Code Education. Instructors and faculty members hold either 1) three or more years of

experience in education or 2) qualifications that satisfy the required experience. Continued learning and experience is mandated for the instructors and faculty members.

Key Code Education employs a Senior Education Manager. This faculty member develops and implements written policies and procedures providing for the participation by duly qualified faculty in the conducting of research, development of curricula, academic planning, enforcement of standards of academic quality, pursuit of academic matters related to the institution's mission and objectives, establishment of criteria for contracting with new faculty, and evaluation of faculty credentials.

Mike Cavanagh is President and Founder of Key Code Media and Key Code Education. Since establishing Key Code Media in 2001, Mr. Cavanagh has been focused on making Key Code Media the preferred resource for audiovisual equipment, installation, and aftermarket support. An avid supporter of education, he opened Key Code Education in 2018 to provide quality training solutions.

Veronica Warner is the Senior Education Manager of Key Code Education. Her decade of work in education and two decades of experience in the media & entertainment industry gives her the ability to give valuable guidance to students toward their career goals via Key Code Education's variety of courses.

Key Code Education shall not employ or continue to employ any faculty who were adjudicated in a judicial or administrative proceeding as having violated any provision of the Act or this chapter or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code; nor shall they employ or continue to employ an instructor who was adjudicated in a judicial or administrative proceeding as having violated any provision of the Academic Freedom Policy Act or this chapter, or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code.

Key Code Education's Academic Freedom Policy is available upon request. This policy describes the latitude the institution allows faculty in the classroom so faculty will not inadvertently violate the principles of academic freedom. The institution shall not take adverse action based on a staff member's exercise of academic freedom consistent with the institution's policy.

Key Code Media, Inc. (d.b.a. Key Code Education) is a privately-owned institution, a Delaware corporation owned by Mike Cavanagh. Mr. Cavanagh is the sole member of the board of directors.

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EDUCATION