

# **HOLLYWOOD** **CULTURAL CENTER**

2010

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## **History**

Hollywood Cultural Center (the "School") is a private institution of the State of California. The School was created in 2002 in response to the needs of those who seeks professional career in entertainment industry. The School is committed and dedicated *to* the education, personal growth of its student body, imparting hands-on training using appropriate equipment and studios. The School provides its student body with general education in radio and television broadcasting and an educational environment, which meets the needs of students with a variety of learning skill. Supporting services, which will assist the instructional effectiveness and student success as well the employers expectations; to reiterate' the importance of multi-cultural experiences that reinforces individual and group understanding; to promote equal opportunity for participation. The School also offers short courses that are limited and restricted in their vocational scope yet they are advantageous to those individuals seeking personal development and enhancement of their skills.

## **Mission Statement**

Hollywood Cultural Center (the "School") is committed primarily to provide the necessaries skills and knowledge to the Hispanic Community for better opportunities in the Entertainment industry. Towards personal grow, continuing education and vocational development of its student's body. **In** this regard, the school's objective is to train students with marketable job skills, to improve and develop excellent work habits, students' self-esteem and the ability to meet employer's expectations in the field of entertainment industry.

## **Ownership**

The school is owned by Hollywood Cultural Center, is a sole proprietorship by Jose Salas, the owner of the company.

## **Institutional Approval Disclosure Statement**

**Hollywood Cultural Center** is located at 3540 Wilshire Blvd., Suite 777 Los Angeles, Ca 90010-2307.74310. This institution has received an license to operate from the Bureau for Private Postsecondary and Vocational Education ("Bureau"). This approval # is 20360. The Bureau has made its usual site visit and determined that the institution has met the requirement of the minimum standards. This approval will remain valid until the year of 2013.

<b>Vocational Programs</b>	<b>Clock Hours</b>
Radio and Television Broadcasting	560
<b>Courses</b>	
Digital Production	180
Modeling	180
Singing	180

The programs are composed by modules. All modules are sequential in order, and are design to be taken in order. Students with previous practical and or vocational experience in a given module who wish to pass to the next module may do so only after **submitting transcript of studies and passing successfully the school's test.**

**Important Note:** Studying only one module or anything less than a complete program will not provide you with the necessary skills to seek employment in this field.

**School Facility and Equipment** Hollywood Cultural Center is located at 3540 Wilshire Blvd., Suite 777 Los Angeles, Ca 90010-2307. It is easily accessible from the Harbor Freeway (10), Santa Monica Freeway (' 0), Blue Line (Metro) at Vermont street terminal. The school's facility fully complies with all federal, state and local requirements as to fire and building safety. Instruction is in residence with facility occupancy level, which accommodate over 12 students per shift of instruction. Prospective enrolled are encouraged to visit the school's physical facilities and to discuss personal, education and occupational plans with the school's personnel before enrolling or signing enrollment agreement.

Persons seeking to resolve problems or complains should first contact the instructor in charge. A request for further action may be made to the School's Administrator. Unsolved complaints may be directed to the California State Department of Education: **THE BUREAU OF PRIVATE POST-SECONDARY AND VOCATIONAL EDUCATION, 2535 CAPITOL OAKS DRIVE, SUITE 400 SACRAMENTO CA 95833. Phone (916) 431-6959 Fax (916) 263-1897. [www.bppe.ca.gov](http://www.bppe.ca.gov)**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Director

## **Administration**

Mr. Jose Salas President-Director, Mrs. Martha I Garcia Administrator, and Mr. Julio Garcia Job Developer

## **Faculty**

Martha Rodriguez	Radio Broadcasting & Television
Jose Salas	Radio Broadcasting & Television
Martha I Garcia	Modeling & Singing
Marco Valdivieso	Digital Production

## **Schedule and Offices Hours**

<b>Office Hours</b>	9:00 a.m. to 5:00 p.m. Tuesday through Saturday
<b>Instruction Hours</b>	9:00 a.m. to 6:00 p.m. Tuesday through Saturday
	Programs Start Days Every Tuesday
	Ending Date According to the program taken and calculated at the enrollment date.
<b>M</b>	Modules start at the enrollment day

The School closes in accordance with the calendar year or the day officially celebrated by State and Federal authorities on the following days of observance:

- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Winter Break (two weeks)

## **PROGRAMS & COURSES**

### **Radio and Television Broadcasting**

Length 460 Clock Hours 25 Weeks 18 Hours x Week (approx)

Schedule: Tuesday to Saturday

DOT 193-167-014

Pre-requisite Basic Education & School

Test Award: certificate

#### **Objective**

This program is designed to provide the techniques and procedures for different levels of the broadcast positions in radio and television. Student will learn from a basic course of study to specialized areas. Students will be able to get overview of radio disc jockeys, as well as specialize in this particular area. With the specialized training provided in this program, the student will have the ability to apply for a specific job position, such us: Radio broadcaster, traffic reporter, news broadcaster, conducting ceremonies, radio reports, equipment operation to name a few.

#### **Curriculum:**

1001 Locucion  
1002 Television

### **Radio Broadcasting and Digital Production**

Length 460 Clock Hours 25 Weeks 18 Hours x Week (approx)

Schedule: Tuesday to Saturday

DOT 193-167-014 194-282-010

Pre-requisite Basic Education & School

Test Award: certificate

#### **Objective**

This course will provide the techniques and procedures for install, test, repair, set up, and operate the electronic equipment used to record and transmit radio and television programs, cable programs, and motion pictures. The students will learn the procedures to operate equipment that regulates the signal strength, clarity, and range of sounds and colors of recordings or broadcasts. They also operate control panels to select the source of the material. Technicians may switch from one camera or studio to another, from film to live programming, or from network to local programming. By means of hand signals and, in television, telephone headsets, they give technical directions to other studio personnel. The students are able to work with television cameras, microphones, tape recorders, lighting, sound effects, transmitters, antennas, and other equipment. In addition, students will be able to get overview of radio disc jockeys, as well as specialize in this particular area.

## **Digital Production**

Length 180 Clock Hours 36 Weeks 5 Hours x Week (approx)

Schedule: Tuesday to Saturday

DOT 193-167-014 194-282-010

Pre-requisite Basic Education & School

Test Award: diploma

### **Objective**

this course will provide the techniques and procedures for install, test, repair, set up, and operate the electronic equipment used to record and transmit radio and television programs, cable programs, and motion pictures. The students will learn the procedures to operate equipment that regulates the signal strength, clarity, and range of sounds and colors of recordings or broadcasts. They also operate control panels to select the source of the material. Technicians may switch from one camera or studio to another, from film to live programming, or from network to local programming. By means of hand signals and, in television, telephone headsets, they give technical directions to other studio personnel. The students are able to work with television cameras, microphones, tape recorders, lighting, sound effects, transmitters, antennas, and other equipment.

## **Radio Broadcasting**

Length 280 Clock Hours 25 Weeks 11 Hours x Week (approx)

Schedule: Tuesday to Saturday

DOT 193-167-014

Pre-requisite Basic Education & School

Test Award: diploma

### **Objective**

This program is designed to provide the techniques and procedures for different levels of the broadcast positions in radio. Student will learn from a basic course of study to specialized areas. Students will be able to get overview of radio disc jockeys, as well as specialize in this particular area. With the specialized training provided in this program, the student will have the ability to apply for a specific job position, such as: Radio broadcaster, traffic reporter, news broadcaster, conducting ceremonies, radio reports, equipment operation to name a few.

## **Modeling**

Length 180 Clock Hours 36 Weeks 5 Hours x Week

(approx Schedule: Tuesday to Saturday)

DOT 297-067,961-367-010,961-667-010

Pre-requisite Basic Education & School

Test Award: Certificate.

### **Objective**

This course will provide training in posing, walking, makeup application, knowledge of hair styling, and other basic tasks, advise models on how to dress, wear makeup, and conduct themselves properly during go-sees and bookings. In addition, the students will learn the ability to relate to the camera in order to capture the desired look on film is essential. The training in acting, voice, and dance is useful and allows a model to be considered for television work. Foreign language skills are useful because successful models travel frequently to foreign countries. The skills learned in this program will give the students the competence to obtain a position as *Models* to pose for photos or as subjects for paintings or sculptures. They display clothing, such as dresses, coats, underclothing, swimwear, and suits, for a variety of audiences and in various types of media. They model accessories, such as handbags, shoes, and jewelry, and promote beauty products, including fragrances and cosmetics.

## **Singing**

Length 180 Clock Hours 36 Weeks 5 Hours x Week (approx)

Schedule: Tuesday to Saturday

DOT 27-2041-01, 27-2041-02

Pre-requisite Basic Education & School

Test Award: Certificate

## **Objective**

The course is design to develop the techniques to interpret music using a proper knowledge of voice production, melody, and harmony. The students sing character parts or perform in their own individual style. Singers are often classified according to their voice range-soprano, contralto, tenor, baritone, or bass-or by the type of music they sing, such as opera, rock, popular, folk, rap, or country and western. Courses typically include musical theory, music interpretation, composition, and conducting. Because quality performance requires constant study and practice, self discipline is vital; therefore, preparations and practice are important to be successful in this career. The skills develop in this course will give the students competence to perform solo or as part of a group in different areas such as: nightclubs, concert halls, and theaters featuring opera, musical theater, or dance.

## MODULES DESCRIPTIONS

### Module Code

#### **Code 1001 Radio Broadcasting**

Length 280 Clock Hours 11 Hours per Week (approx) Schedule Tuesday through Saturday

Prerequisite: Basic Education & School Test

**Objective:** Introduce students in the most common occupations in the broadcast industry. The students learn to read news items and provide other information, such as program schedules and station breaks for commercials, public service information, playing record music, weather, and traffic report. The students learn all the tasks associated with keeping a station on the air, using the most recent and technological system. They also manage equipment that regulates the signal strength, clarity, and range of sounds and colors of broadcast. All these concepts will develop through different projects.

#### **Code 1002 Television**

Length 180 Clock Hours 07 Hours per Week (approx) Schedule Tuesday through Saturday

Prerequisite: Module 1001

**Objective:** This section introduces the students to the basic concept to set up and operate studio cameras, which are used in the television studio. The students learn to select and assemble pretaped video to create a finished program, applying sound and special effects as necessary. Conventional editing techniques will develop during this course. The students develop the ability to present and prepare stories and report on-the-air. All these concepts will develop through different projects.

#### **Code 1002 Digital Production**

Length 180 Clock Hours 36 Weeks 5 Hours x Week (approx) Schedule: Tuesday to Saturday

Pre-requisite Basic Education & School Test

**Objective:** This course will provide the techniques and procedures for install, test, repair, set up, and operate the electronic equipment used to record and transmit radio and television programs, cable programs, and motion pictures. The students will learn the procedures to operate equipment that regulates the signal strength, clarity, and range of sounds and colors of recordings or broadcasts. They also operate control panels to select the source of the material. The students are able to work with television cameras, microphones, tape recorders, lighting, sound effects, transmitters, antennas, and other equipment.

#### **Code 1003 Modeling**

Length 180 Clock Hours 36 Weeks 5 Hours x Week (approx) Schedule: Tuesday to Saturday

Pre-requisite Basic Education & School Test

**Objective** This course will provide training in posing, walking, makeup application, knowledge of hair styling, and other basic tasks, advise models on how to dress, wear makeup, and conduct themselves properly during go-sees and bookings. In addition, the students will learn the ability to relate to the camera in order to capture the desired look on film is essential. The training in acting, voice, and dance is useful and allows a model to be considered for television work.

#### **Code 1003 Singing**

Length 180 Clock Hours 36 Weeks 5 Hours x Week (approx) Schedule: Tuesday to Saturday

Pre-requisite Basic Education & School Test

**Objective'** The course is design to develop the techniques to interpret music using a proper knowledge of voice production, melody, and harmony. The students sing character parts or perform in their own individual style. Courses typically include musical theory, music interpretation, composition, and conducting.

## TUITION AND FEES

### Radio and Television Broadcasting

460 Clock Hours  
25 Weeks (approx) 18 Hours x week

Registration	\$75.00
Tuition	\$5,520.00
Books& supplies	420.00

<b>Total</b>	<b>\$6,015.00</b>
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### Radio Broadcasting and Digital Production

460 Clock Hours  
25 Weeks (approx) 18 Hours x week

Registration	\$75.00
Tuition	\$5,520.00
Books& supplies	420.00

<b>Total</b>	<b>\$6,015.00</b>
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### Digital Production

180 Clock Hours  
29 Weeks (approx) 2 5 Hours x week

Registration	\$75.00
Tuition	\$2,160.00

<b>Total</b>	<b>\$2,235.00</b>
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### Modeling

180 Clock Hours  
36 Weeks (approx) 5 Hours x week

Registration	\$75.00
Tuition	\$2,160.00

<b>Total</b>	<b>\$2,235.00</b>
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### Singing

180 Clock Hours  
36 Weeks (approx) 5 Hours x week

Registration	\$75.00
tuition	\$2,160.00

<b>Total</b>	<b>\$2,235.00</b>
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## **Application Requirements and Procedures**

Students should apply for admissions as soon as possible in order to be officially accepted for a specific program and starting date. To apply, students should complete the Qualification Questionnaire or Application Form and bring it to the School, or call for a priority appointment to visit the School and receive a tour of its facility. All applicants are required to complete a personal interview and questionnaire with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the School's equipment and facility, and to ask questions relating to Hollywood Cultural Center, curriculum, and career objectives. Personal interviews also enable the school administrator to determine whether an applicant is acceptable for enrollment into the program.

All applicants are required to pass an independently administered standardized, nationally recognized test designed to measure prospective student's ability to benefit from the course of instructions. Applicants who fail the test may be retested using a different form of the same test or a substantially different test. The re-test will be administered within the period specified by the test developer. Test results determine acceptance and placement into a program. The School follows an open enrollment system. The following additional items apply to each applicant:

- 1) All applicants must be high school graduates or have a GED.
- 2) Have completed secondary education or be beyond the age of compulsory high school attendance.
- 3) Have successfully completed the required admission test.
- 4) Pass a situational assessment test (ability to comprehend and follow instructions, aptitude in use of tools & equipment)
- 5) Complete a student enrollment agreement.
- 6) All applications must include either the contract for payment schedules for the program, or Letter of Authorization of Services, and a \$75.00 enrollment fee.

The School reserves the right to reject students if the items listed above are not successfully fulfilled prior to the first day of class.

## **Evaluations**

Evaluations, a part of the admission's requirements, are performed at no charge and are usually comprised of two or three sessions with the participation of the prospective student, the duration of which is dependant on the prospective student's ability and limitations. Additional evaluations for a prospective student can be performed, prior consultation and request to Administration, for a fee quotation for said additional service. Handicapped prospective students are bound by the same procedures as any other student, due to the type of instruction to be imparted and the demands exerted in practical training and industry's production levels.

## **Orientation**

Prior to the beginning of classes, all applicants will be notified of the date of orientation to be held before class instruction commences. At said time, the School shall impart final details of School policies, rules and regulations, which shall be discussed with each student. A question and answer period shall be provided in order to answer any questions/concerns students may have.

## **Teacher / Student Ratio**

The teacher / student ratio averages 15 students per instructor.

## **Grade-Points**

The school shall use the following system to evaluate and grade academic performance of the students:  
100 - 90 A= 4.0 Outstanding, 89 - 80 B = 3.0 Good, 79-70 C= 2.0 Average, 69 - 60 D = 1.0 Below passing,  
Under 59 F= 0.0 Failure, I Incomplete, and W Withdrawal.

Each grade can be bear a - (minus) or a + (plus) which denotes .25 decrease or increase on the grade. Progress reports will be issued on a monthly basis.

### **Type of Credential**

A **Certificate of A ward** will be awarded to all students successfully completing a class. A Diploma will be awarded to all students who successfully complete a program.

**Clock Hours:** A Clock Hour is a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction.

### **Satisfactory Progress Requirement**

Satisfactory progress is a student requirement, and shall be guided by the following standards:

- 1.- All students must maintain a grade point average 70% ("C") by the completion of 25% of the course or program in which they are enrolled. A cumulative grade point average 70% ("C") must be attained by the completion of the course or program in which they are enrolled. Failure to maintain this grade point average will result in probation for (1) one month. At end of next evaluation period probation will be lifted if student attains a 70% ("C") cumulative grade point average. Under mitigating circumstances, students having a 60-69% ("D") average grade will be given the opportunity to review the instructional materials and be re-tested.
- 2.- The School requires its instructors to evaluate each student at 25%- 50%-75% and 100% of the course or program on the subjects covered during that period of instruction and studies through the submission of a progress report to Administration. The School reserves the right to request additional or more frequent progress reports of any student. No less than 70% of the course instruction must be completed in each such testing period in order for the student to be considered as having satisfactory progress.
- 3.- The school wishes to reiterate to its students, staff and faculty, that the purpose of all school policies is to encourage students to maintain the standard of performance necessary for them to become employable following graduation. Students who receive a notice of academic probation or termination may request a review of said notice with Administration after a waiting period of 30 days. If a review results in favor of the student, the student will be re-admitted to class.
- 4.- Students may repeat a failed segment or course only once. Students may not take more than 1 1/2 times the contracted length of the program of study.

### **Completion And Graduation Requirements**

Students satisfactorily completing individual courses will be granted a Certificate of A ward. Students satisfactorily completing programs will be granted a Diploma upon successful attainment of all graduation requirements based on the following guidelines: Completing satisfactorily all and each of the projects and/or curricula included in the program enrolled, and no less than of 85 per cent of the total program length, demonstration of technical accuracy and requirements of entry level skills as is required by the industry; taking and passing a final test in a timely manner; earning a passing grade point average of at least 70% ("C") and be free from all indebtedness to the School.

### **Maximum Time Frame**

To be maintaining satisfactory progress, student must be progressing through his/her course of study at the pace that provides for the course completion within the maximum time frame. The maximum time frame cannot exceed one and one half times of the planned program length.

### **Attendance and Tardiness**

The School expects that each student be responsible and attend all scheduled classes on a regular basis, in a prompt timely manner. Students who are 20 minutes late to class or who leave class 20 minutes early will accrue 30 absent. Four tardiness will accrue as one day of absence. Students who are not in attendance for at least 50 percent of the scheduled class day will be considered by the hour attended. **US Department of Education, November 29, 1996** final regulation re-Excused Absences: Excused Absences as determined by the School are court, medical, lawyer's appointment, justified transportation problems, and school meetings.

Excused Absences up to 10% of the total program enrolled in may be counted as a completed clock hour (**No make up is required**). Students who has missed fifteen (15) consecutive **schools days** and do not return to school on the

sixteenth (16th) day, will be terminated on that day. Students who have missed more than fifteen (15) cumulative days shall be placed on a 30-days probationary period. If this conduct is not corrected, the student will be subject to termination. Students are allowed to appeal enrollment termination for unsatisfactory attendance due to extenuating circumstances. Exceptions to the normal absence policy may be made if, in the judgment of the School's Director, extreme mitigating circumstances warrant change.

### **Incomplete**

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the instructor's approval be granted a maximum extension of 14 days to complete the required class work, assignments and test. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments within die extension period, they will receive a failing grade of "F" or "Zero" for the segment or course. The "F" or "Zero" will be averaged in with the student's other grades to determine the cumulative GP A. If a student withdraws form a course prior to completing it, the course will be considered grade/credits attempted" even though the grade/credits were not earned.

### **Exit Interviews**

Students who desire to discontinue their training for any reason are required to schedule an exit interview with a school official. This meeting can help the School correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

### **Leaves Of Absence**

Under justified circumstances, a student may submit a formal written request for a leave of absence to the School's Director for a period not to exceed 60 days unless otherwise ordered in writing by medical reasons or operation of law. The request, properly dated, signed by the student, indicating the reason for the request, with proper documentation, must be submitted to the School director for approval. A leave of absence may be granted for family emergencies, military leave, pregnancy, and medical reasons with a maximum period of 120 days. If a student fails to return from a leave of absence his/her enrollment shall be automatically terminated.

Students are allowed one (1) Leave of Absence for the duration of their program. A Leave of Absence will not be counted in measuring the credits earned in each evaluation period nor will it be included in the Maximum time frame of the program. A student cannot be granted a Leave of Absence to avoid being dismissed because of lack of satisfactory progress or failure to fulfill the requirements of attendance policy. A student cannot request a leave of Absence until they have been in class for 60 calendar days, excepting in a qualified, bona fide emergency. Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the Maximum program completion time:

Students returning from a leave of absence are not guaranteed that the segments or courses required to maintain the normal progression in their training program will be available at the time of re-entry.

They must repeat the entire segment, course or quarter from which they elected to withdraw prior to receiving a final grade.

Students in program composed of segments may have to wait for the appropriate segment to be offered. Tuition costs may be affected.

### **Make Up Work**

**Excused absences such as court, medical, lawyer's appointment, justified transportation problems, school meetings, up to 10% of the total program enrolled in, may be counted as a completed clock hour (an absence that does not have to be made up).** The instructor may assign additional outside make up work to be completed for each tardiness or absence. Arrangements to take any tests missed because of an absence must be made promptly with the instructor and approved by the school administration. The maximum time frame cannot exceed one and one-half (1-1/2) times the planned program length.

### **Repeat Policy**

Students who fail a segment or course must retake that segment or course. The failing grade will be averaged into their GP A at the end of the segment or course and remain in effect until the segment or course is repeated and a new grade is earned. Students may repeat a failed segment or course only once. The length of any program cannot exceed one and one-half (1-1/2) times the planned program length. The schools do not permit students to make up absences that accrued on their attendance record during the classroom training.

### **Policy of Student Responsibility.**

All personal property is the sole responsibility of the student; the School does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

### **Dress Code**

Proper dress attire is required of all students. Students should look and act as if they were working in a professional environment. The School reserves the right to sent a student home to change attire if it is disruptive or unacceptable under general norms of conduct. Smoking, food or drinks are not permitted in the classroom or in common areas, except in designated areas. Except as particularly approved by the School, electronic equipment such as radios, recorders, headsets or other similar devices shall not be brought to School.

### **Student Conduct**

Students are expected to comply with professional and reasonable conduct at all times at School. Students are advised that conduct which is disruptive in the classroom, within the premises, disruptive to other students, classes, faculty or staff members, will no be accepted. A Student on any of the following grounds:

- 1) Non-conformity with the school's regulations
- 2) Plagiarism
- 3) Unsatisfactory academic progress
- 4) Cheating
- 5) Falsifying school records
- 6) Breech of school records.
- 7) Failure to pay charges when due.
- 8) Lying, stealing, profanity or conduct offensive to others shall not be accepted.
9. Excessive absences or tardiness
10. Destroying school's property

The school further advises all students that being under the influence of, possession of, sale of, use of, gifts of or otherwise distributing illegal drugs or alcoholic beverages at the School premises or at any event sponsored by the School shall not be permitted. This enumeration is not all-inclusive and include, likewise, firearms, explosives or other items generally considered weapons or harmful to the health and safety of the pllblic in general.

The above recitation is not all-inclusive and is merely a guideline for students. Any of the conduct or behavior above mentioned may result in the student receiving a probationary period, suspension or termination ..

### **Health / Medical Care**

Students must take proper care of their health so that they can do their best in school. This means, plenty of sleep, sufficient exercise and nutritional food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the School immediately. All medical and dental appointments should be made after school hours, The School will not be responsible for rendering any medical assistance but will refer students to the proper medical facility upon request.

### **Grievance Procedure**

Students may be terminated by the School for cause. Examples include, but are not limited to, the following:

- \* **Violation of the School's attendance policy.**
- \* **Failure to maintain satisfactory academic progress.**
- \* **Violation of personal conduct standards**
- \* **Inability to meet financial obligations to the School.**

Students to be terminated are notified in writing and may appeal to the School Director.

### **Students Appeal Process**

Students whose training programs are terminated by the School have the right to appeal that decision and to seek re-admission in the same program after a waiting period of 30 days. Students must initiate the process by submitting a written request for re-admittance. Mitigating circumstances must be well documented to the School Director. In such instances, the Director may determine that the student is making satisfactory academic progress towards a certificate or diploma, despite the failure to conform to the standards of satisfactory academic progress. A student who has their appeal accepted will continue on probation for a period of 30 days. Students will not be entitled to appeal if they are terminated for the following reasons:

- Exceeding the maximum program completion time.
- Violating the attendance policy without successfully completing at least 66 % of the program of study, and adherence to the make-up schedules provided by Administration.

### **Withdrawal And Reinstatement**

A Student not maintaining Satisfactory Academic Progress, during the first 25% of the stated course period, will be placed on academic probation for the next 25 % of the course. If, at the end of the probationary period, the student has not corrected the progress deficiencies, the student shall be dropped and will be considered for re-entry at a later date.

### **Re-Enrollment and Transfer Policy**

Any Student who re-enrolls or transfer in must sign a new enrollment agreement at current tuition rates. The Student re-enrolling will be credited for any tuition, books and/or supplies previously received by the School. If an updated textbook is required, the student will incur the new textbook cost. A credit memo must be completed and documented In the new student file. Any student, who re-starts from their last date of attendance, or transfers in, must pass an evaluation with a minimum score of "C" or 70% of the subjects previously covered. Re-enrolling Students will only be charged for any increases in tuition that may have occurred in the interim. Any increase in the books and/or supplies will be included on the new enrollment agreement. Students will only be allowed to re-enroll or transfer one (1) time. Transfer in students must provide a transcript of their studies.

### **Policy And Program Changes**

The School Catalog is current as of the time of printing. The School reserves the right to make change in organizational structure, policy and procedures as circumstances dictate. The School further reserves the right to make changes in equipment and materials and modify curriculum, as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this School Catalog.

**Force Majeure** In the event of natural disasters such as earthquakes, floods, fire, labor disputes, etc., the School deserves the right to suspend - classes at the premises for a period not to exceed 180 days or to relocate to an acceptable substitute location.

**Disabled Student:** Disabled students should make arrangements to meet with the School Director prior to the start of class to review facilities and required accommodations.

**Non-Discrimination Clause**

The School's policy is founded in accordance to federal and state rules and regulations as non-discrimination. No applicant or employee shall be denied admission or denied any privileges and rights due to race, religion, national origin, sex or physical disabilities.

**Students Services**

Students who feel the need for instructional advice shall receive same, individually, under the supervision of the Director. Tutoring will be provided as the need arises by methods selected by the school. A prerequisite for tutorial assistance is the student's regular class attendance. Students who have advanced beyond the average of the class or program shall receive additional educational incentives and materials. The school, from time to time, will make arrangements for students to visit garment industry operations, at various levels, in order to assist students in their areas of expertise and goals.

**Students Resource Center / Library**

The school does not presently have a library or Bookstore at this facility. The school is working on creating a designated area for a library within the school grounds. Notwithstanding, the school subscribes to numerous publications, which have current information, and subject materials that are relative to the courses or programs being offered and which are available to all students for the edification. Likewise, the school is continually generating its own publications and workbooks, which are also made available to all students. Each instructor has his/her own reference material, which is made available to each and every student. Instructors and the Administration direct students to local resource centers and provide supplemental, remedial and/or enrichment materials as and when needed and requested by the students.

**Copyright and Software Licensing**

The institution adheres strictly to the standard norms on protecting all copyrights, software license agreements, inclusive of all of the institution's instructional materials.

**Students Activities**

The school provides its students with the opportunity, support, and guidance for personal growth and social interaction through a variety of planned activities. Students are encouraged to participate in these activities.

**Student rights**

A student may cancel his/her contract with the school, without any penalty or obligation, on the fifth (5) business day after his/her first class session as indicated in the notice of cancellation from that will be given students on their first day of class.

**Student Privacy Rights**

The school is bound by the Family Education Rights and Privacy Act of 1974 (P.L.93-438); otherwise known as the Buckley amendment. Said Act prohibits and institution from releasing the school records or any other information about a student to any third party without the written consent of the student, parents of minor students, and guardians of "tax dependent" students, information which is guaranteed as available for inspection and challenge by students, parents of minor students and guardians of "tax dependent" students. The school complies with the Title XI of the 1972 Education Amendments, Equal opportunity Act of 1972 (title VII of Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993. Student information is not available to anyone without (a) written request/release from the student, (b) a court order, or (c) government agency requirement.

### **Controlled Substance, Alcohol and Drug Abuse Policy**

All students are informed that the unlawful manufacture, distribution, dispersion, possession or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Students violating this rule will be subject to immediate termination. Drug free awareness and pamphlets are available regarding information on:

- . The dangers of drug and alcohol abuse:
- . Assistance with drug and alcohol abuse counseling
- . Penalties for the abuse of alcohol or drugs; and rehabilitation programs.

The school has established a relationship for its student's body with the National Council on Alcoholism and Drug Dependency located at 500 South New Hampshire Street, Los Angeles, California. Their telephone number is (213) 384-0403.

### **Other Drug Information HOT LINES are:**

- . National Institute on Drugs Abuse (800) 662-HELP (800) 662-4971
- . National Clearinghouse for Drug information (800) 729-6686
- . U.S. Department of Education SW. Regional Office (213) 598-7661
- . U.S. Department of Education, Task Force (202) 708-9069

Students or individuals distributing drugs to the students will be referred to the authorities and the School will press charges of drug distribution. For the first time convictions of the use of a controlled substance or alcohol abuse, many will be referred to a rehabilitation/education programs. However, state and/or federal law provide penalty guidelines for drug **trafficking** or selling/providing alcohol to anyone under 21 years of age, as follows:

### **Substance Crime and Penalties**

Chemically treated / manufactured drugs Felony, up to 10 years in prison and \$4 million Marijuana Felony, up to 20 years in prison and \$10 million Selling/ providing Alcohol to minors Felony or Misdemeanor, discretion of the Judge. All schools are required to have a program or plan of drug prevention in effect. This program must be available to students as well as to staff members. A school may approach one or more organizations that assist the general public (hospitals for example) with drug problems. That organization may give them the name of an official that can be contacted, the school would then be considered to be in compliance with the drug prevention requirement. In some cases many agencies are supported by the State and the cost to the user may be little or nonexistent.

### **Retention Of Educational Records**

Educational Records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies and as referenced herein under "student Privacy Rights". Students have the right to inspect their student files by requesting such inspection from the Administration. Students are not entitled to inspect the financial records of their parents. A school official must be in the office at all times during the examination of the student files. Student records are retained by this institution for a period of not less than five years from the date the students graduates, withdraws or otherwise ceases to be enrolled. Permanent transcripts of the student's progress are maintained by the school and are available upon written request by the student. There is \$10.00 charge for education transcripts. A fee of \$30.00 will be charged if the last day of attendance was more than five years from the date of the request, in addition to the cost charge the school for retrieving archives and returning files to archives.

### **Graduated Services**

The school encourages students to maintain satisfactory attendance, conduct and academic progress as they may be viewed favorably by prospective employers. While the school cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. All graduating students participate in the following job preparation activities:

- . Preparation of resumes and letters of introduction. An important step in a well-planned job search.
- . interviewing techniques. Students practice proper conduct and procedures for interviews.

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges.

### **Honor Graduate Incentive**

Students are eligible for nomination Honor Graduate Students. This award recognizes students who had excel academically, during his/her training. To apply for the program a candidate must:

- . Have earned C+ (or better)
- . Have been recommended by his/her Instructor/s
- . Not have been in probation for any reason
- . participate actively in placement after graduation
- . Graduates will receive that recognition on special certificate indicating the award obtained

**This Honor Graduate's Incentive** does not increase any program's fee. Our purpose is to increase the students of maximize their study's efforts and avoid voluntary or involuntary deletion on placement after completion of training.

**Parking** public parking is readily available in the immediate proximity of the school. Among the parking lots available are, Wilshire and Normandie and Wilshire & Irolo street. The average parking fee we are informed is approximately \$85 per month or \$3.50 per day. All students are required to make their own arrangements and to cover their own parking fees. Rehabilitation students and their insurance companies must arrangements directly with the parking structure selected at the exclusion of the school in this regard.

**Out Of School Account** Students are responsible for their tuition payments. Students owing money to the School must make arrangements with the Financial Department (1) to make direct in full or in accepted monthly installments; or (2) students failing to make payments/financial arrangements with the School, shall be advised in writing of the School's options to forward the debts to a collection agency for handling.

**Tuition Policy** Registration, tuition and other fees are payable in accordance with the term of the contract for services, and/or by acknowledged Letter of Authorization of Services, and/or through other arrangements which may be reached with the Administration **Prior** to commencement of classes.

**Cancellation.** When students enroll in a program of study, they have the right to cancel the Enrollment Agreement and installment Contract (the contract), any equipment or other services, until midnight of the 5<sup>th</sup>. Business day after the first class attended. Business day means day on which student was scheduled to attend a class. Cancellation occurs when student gives written notice of cancellation at school address shown on the front page of the Contract. Cancellation may be done by mail, in person, by fax by e-mail or telegram. Notice of cancellation, if mailed, is effective when deposited in mail, properly addressed with postage prepaid. If you cancel your agreement, school will refund any money that you paid within 30 days after your notice is received. If school has given you any equipment, you shall return it to school within 30 days following the date of your notice of cancellation. If you fail to return his equipment as stated, school may retain that portion of the payment pay by you, and deduct the cost from any refund that may due you. Once you pay for the equipment, it is yours to keep.

**Withdrawal and Refund Policy.** Students have the right to withdraw from school at any time. If student withdraws from the course or program of instruction after the cancellation period as indicated above Under Cancellations school will remit a refund, when as if applicable, less the registration fee, \$75, within 30 days following student's withdrawal. Student is obligated to pay only for training/ educational services rendered and unreturned equipment. Refund shall be the amount paid by student for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which student has not received but for which student has paid. The denominator of which is the total number of hours of instruction for which student has paid. If student obtains equipment, as specified on the contract and returns same in good condition Within 30 days following the date of the withdrawal, school shall refund the amount paid by student for equipment. If student fails to return equipment in good condition, within 30 days, school may retain the documented cost of the listed equipment. Student is liable for the amount, if any, by which the pro rate or documented cost for equipment exceeds the refund amount. If the amount student has paid is more than the amount owed, then a refund will be made within 30 days of withdrawal. If the amount owed by student is more than the amount paid by student, then student will have to make arrangements to pay that difference. For purposes of determining the amount owed by student, student shall be deemed to have withdrawn from the course and/or program when any of the following occurs (a) Student notifies school of his/her withdrawal; (b) school terminates enrollment; (c) student fails to attend class for 10 consecutive days without excuse or notification. In this case, date of withdrawal shall be deemed to be the last date of recorded absence.

If any portion of student's tuition was paid from loan proceed, refund will be sent to lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial obligation from which student receives benefits, to the extent of benefits received. Any remainder is paid to the student.

**Students obtains a loan:**

if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

**Hypothetical Refund Example:**

Refunds are based on the total number of clock hours in the student's program of study. Therefore, refunds will be calculated as follows:

- 1) Total amount paid for program registration and applications fees (not to exceed \$75)=amount paid for instruction

Hours of instructions paid for,  
But not yet received

- 2) Amount paid for instruction\*-----= amount to be refund  
Total number of hours for  
Which student has paid

For example, assume that the student enrolls in a program with 400 clock hours. The total course tuition is \$2,000.00 which the student has paid, along with a \$75.00 registration fee (non refundable amount) and \$150.00 for tools (equipment). The student withdraw after completing 100 hours of regular instruction. The refund would be:

Total amount paid for registration minus program fee Non refundable Students paid for 400 clock hours but only received 10 hours of instruction Amount refundable ( \$2,075 - \$75.00)

$$400-100 \times \text{-----} = 400 \$1,500.00$$

If the equipment is returned to the schools in good condition within 30 days after withdrawal, then an additional refund sum of \$150.00 is due to the student, for a total refund of \$1,650.00 if there any complaints, questions or problems which the student cannot work out with the school, or if the school were to close before the student graduates, the student may write or call the Bureau For Private Post Secondary and Vocational Education. Please refer to page 19 of this catalog.

**"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"**

"The transferability of credits you earn at **Hollywood Cultural Center** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the ( diploma, or certificate) you earn in any of ours courses is also at the complete discretion of the institution to which you may seek to transfer. If the credits , diploma, or certificate that you earn at this institution 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 (name of institution) to determine if your credits, diploma or certificate will transfer."

**State Of California Student Tuition Recovery Fund**

California law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition (Educational Code, Section 94343). These fees. Support the Student Tuition recovery Fund ( SERF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Students may be reimbursed by SERF only for prepaid but unused tuition monies. Institutional participation is mandatory.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid; and records which will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF, which, to be considered, must be filed within 60 days following school closure. For further information or instruction, contact:

**Language other than English**

Classes are imparted in Spanish, therefore all documentation requires a language proficiency level Of intermediate to advance.

**Description for Student Services:**

Our facilities provide three studios for the students to have their practices. All three studios are equipped with radio consoles, computers, microphones, Cds and cassettes in order for the students to have the experience of working in radio stations. The studios are also equipped for the students in the Digital Production class to practice and work on projects and assignments.

We have a small-range broadcasting radio station fully equipped for the students that are ready to run a real radio show where they have the experience of being on the air.

We have two fully furnished classrooms for lessons. Each classroom has microphones and a sound system.

Our facilities also have an area for the students to take a break, relax, drink coffee and interact with each other and the faculty.

Our Main Office, fully furnished with fax and copy machines which are available to our faculty and students, provides enrollment, financial, and transcripts services.

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