

California Arts University
School of Music
Academic Catalog
2014-2016



4100 W. Commonwealth Ave., #101

Fullerton, CA 92833

Tel: 714-222-1110 (English)

213-700-7575(Korean)

Fax: 714-995-1910

<http://www.cau-edu.us>

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I. School of Contemporary Music

This catalog contains current information regarding the admission, degree requirements, fees, policies, procedures, and course offerings. The policy of California Arts University is to give advanced notice of change, whenever possible, to permit adjustment. However, the board and the faculty reserve the right to modify, revoke, or add policies or procedures at any time. If a student drops out of the university, or becomes inactive, and later returns, he/she is under the jurisdiction of the policies and procedures of the catalog in effect at the time of of his/her return.

California Arts University does not discriminate on the basis of race, color, religion, ethnicity, national origin, gender, age, marital status, or physical handicap in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Approvals: This institution's application for approval to operate has been approved by the Bureau for Private Post-secondary Education. CA School Code:#66695760

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Mission & Objectives

The School of Contemporary Music functions as a professional school offering courses leading to the Master of Arts in Contemporary Music Performance. California Arts University's School of Music provides students with the full knowledge and expertise of leading professional artists and prepares students to obtain the desired occupations with acquired music skills in various expertises through elected majors (vocal, various musical instruments, music technical recordings, music businesses, etc.) to lead to the paid occupation in one's own skills and trainings. Some may start as voluntary positions which will lead into paid positions in the music related jobs.

- 1) An understanding of theory, history, and performance of musical practice.
- 2) The ability to play selected musical pieces.
- 3) A professional level of technical and artistic achievement in performance and composition occupations.
- 4) Other music business skills – including (paid or volunteer) praise leadership at religious meetings, etc.

Location and Facility

The School of Music is located in Fullerton, California, near the Fullerton airport on Orangethorpe Ave. and Magnolia Ave. It is 30 minutes from downtown Los Angeles, and easily located off Freeways 5 and 91 and has ample parking facilities. The educational facility contains administration offices, a library, classrooms and rooms available for private lessons, recording and solo/group performances.

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Non-Discrimination Policy

It is the policy of California Arts University that applicants for admission as well as all staff and Employee of CAU shall not be discriminated against on the basis of race, color, ethnicity, religion, national origin, gender, age, or disability. The admission policy is in compliance with the following federal statutes prohibiting such discrimination:

Title IV of the Civil Rights Act of 1964 (as amended);

Title IX of the Education Amendments of 1972;

Section 504 of the Rehabilitation Act of 1973;

Age Discrimination Act of 1975.

II. Student Life

Student Responsibilities

Each student is individually responsible for compliance with the regulations printed in this catalog and in the official announcements of the university posted on the official bulletin boards. This includes meeting all the scholastic requirements as well as administrative deadlines for graduation. It is also the responsibility of each student to be informed of the Student Rights of the university (see below) and the Student's Code of Conduct (see below). This code to conduct must be observed during enrollment.

Standards of Academic Honesty

All students at California Arts University are expected to adhere to the highest standards of academic honesty in the performance of all academic work. Students will be subject to disciplinary action for committing any form of academic dishonesty, including cheating, plagiarism, and the use of materials prepared by another, such as commercially prepared term or research papers. Plagiarism is regarded as a flagrant violation of the university's academic regulations and violators will be subject to severe disciplinary action. The use of commercially prepared term or research papers will be considered the most serious offense.

The California State Legislature has enacted a law providing criminal penalty for the sale or distribution of such materials.

Student Code of Conduct

- 1) No practice of cheating or plagiarism in connection with an academic or internship program.
- 2) No sale or possession of dangerous drugs, restricted drugs or narcotics, except when lawfully prescribed.
- 3) No unauthorized use or misuse of University property.
- 4) No destruction of campus property or property belonging to the University's administrative personnel, faculty or students.
- 5) No theft of University property or property owned by a member of the administration, faculty, staff or student.
- 6) No obstruction or disruption, on or off campus, of the educational aims and processes of the University.
- 7) No entrance to campus in intoxicated or drugged states.
- 8) No possession or use of explosives, dangerous chemicals or deadly weapons on campus property without prior authorization of the President of the University.
- 9) No physically abusive or disrespectful behavior toward a member of the University's administrative personnel, faculty, staff, or students.
- 10) No engaging in lewd, indecent or obscene behavior on campus.

Depending on the severity and circumstance in which infractions occur, violators will be subject to disciplinary actions of official warning, reprimand, award of failing grade, property restitution, probation, suspension or dismissal.

Disciplinary Policies

Students are expected to observe the university's Student Code of Conduct and demonstrate a cooperative and respectful attitude towards all. Students should strive to develop a strong ethical and upright character, professional competence, and compassion.

A student who violates the university's policies and Student Code of Conduct will be subject to disciplinary action which can result in one of the following seven levels of disciplinary action:

- 1) Official warning;
- 2) reprimand;
- 3) property restitution;
- 4) assignment of failing grade;
- 5) probation;
- 6) Suspension;
- 7) dismissal.

California Arts University's rules of student conduct are based on The California Administrative Code, Title 5, Section 41301.

III. Grievance Resolution and Appeals Procedures

All members of the University's administration, faculty, and staff are dedicated to providing its students the highest quality graduate educational programs. They strive to guide and assist students in completing their graduation requirement as expeditiously and successfully as possible. However, if problems may arise, necessitating disciplinary action will be taken.

Students who are disciplined as a result of a serious violation of the Student Code of Conduct shall have the right to appeal to the Grievance Committee which is composed of administrators, faculty and academic counselors. It is the aim of this committee to resolve all complaints, grade disputes, and other problems in a manner that is most fair and just to all parties involved. When submitting a formal appeal to the Grievance Committee, students are advised to assemble and present the following list:

- 1) The nature of the problem or dispute;
- 2) The date of the alleged problem or dispute occurred;
- 3) The name of the individuals involved in the dispute;
- 4) A brief statement concerning the ruling sought from the Grievance Committee and copies of all relevant supportive documents.

Students have the right to appeal to the state regulatory agency in the event the complaint or dispute cannot be resolved to the satisfaction of the complaint.

As clearly stated in the "Notice of Student Right"

Students have the right to call or write:

Bureau for Private Post-secondary Education

Physical Address; 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818 W. Sacramento, CA 95798-0818

Phone Number: (916) 431-6959; Toll Free: (888) 370-7589; Fax No. (916) 263-1897

<http://www.bppe.ca.gov/>

Notice of Student Rights

Students at California Arts University are entitled to and have the following rights:

- 1) The right to receive quality educational programs instructed by competent and qualified faculty;
- 2) The right to receive professional, prompt and friendly services from the university's administrative personnel and faculty concerning academic, financial, personal or any other matters that may require consultation by the students
- 3) The right to receive informed factual and prompt responses to all questions as they are related to the university and its educational programs;
- 4) The right to cancel enrollment /registration and receive 100 percent of the amount paid for instructional charges, (less non-refundable application fee if applicable and not exceeding \$100), if notice of cancellation has been delivered or mailed to the Registrar's Office prior to or on the fifth day of instruction;
- 5) The right to inspect and review his or her records during normal business hours and seek correction of errors in records through the established administrative procedures;
- 6) The right to participate in all the student activities, school sponsored meetings and seminars, and other co-curricular activities;
- 7) The right to call for a hearing in accordance with the procedures established for this purpose if student is subject to the university's disciplinary action; and
- 8) The right to contact or write to federal or state regulatory agencies to register complaints and seek remedial action.

IV. Student Resources & Support Services

Facilities and Equipments

For most of our music classes offered, we have a variety of musical instruments available for the students to use, as well as recording and sound systems. Every classroom is equipped with white boards and desks for the students and instructors to use for lessons.

Library

California Arts University's library is available to students at all times during school hours and weekends. We have a collection of books that range from musical resources to theological and literary readings. Media resources, such as CDs and DVDs, are also available to help the students with their research and studies. Computers are also available and equipped with high-speed internet and necessary programs to help students with their studies.

CAU students also have access to the university on-line library system, Small Library Solutions, which can be accessed anywhere and at anytime by students with their laptop computers. Small Library Solutions provides CAU students with library services similar to large on-campus libraries.

Library Hours

Monday - Friday	9:00 AM - 10:00 PM
Saturday	10:00 AM - 6:00 PM
Sunday	2:00 PM - 6:00 PM

Library Rules

-Excessive noises or disruptive behaviors against other persons will not be permitted.

- Consumption of food or drinking beverages, sleeping and playing of loud musics will not be allowed in the library.
- The library materials that have been on exhibition at the shelves should not be rent.
- Fixed periodicals should be returned to their own places, not be rent.
- Fixed periodicals should be returned to their own places
- Due to duties involved in closing the library, the books that have been rent should be checked in and returned 10 min before the closing.
- Anyone who is not associated with CAU should first seek permission of the director prior to using the library.
- The persons who are not complying with rules and policies of the library may be asked to leave the library.
- It is possible for any persons to request the copies of any documentation of materials (\$0.25 per page)

Public Libraries in Fullerton Area, California

- | | | |
|----|---|-------|
| 1. | Fullerton Public Library, 353 W Commonwealth Ave., Fullerton, CA
www.fullertonlibrary.org / (714) 738-6333 | 92832 |
| 2. | City of Orange Library, 300 E. Chapman Ave., Orange, CA 92866 | |
| 3. | UCI Libraries, Irvine, CA (University of California Libraries system) | |
| 4. | USC, UCLA, CAL State Fullerton Libraries are in short distance from CAU. | |

Student Housing

California Arts University does not provide housing for students. It is the responsibility of students to find appropriate housing. However, CAU will assist the students in locating housing and other problems that attend a student in settling down in order to focus on studying. Questions concerning any of the services below may be addressed to the Dean of Students.

Academic and Personal Counseling

It is the desire of the faculty, administrators and staff at California Arts University to provide students with continual individualized academic and personal counseling as the needs occur. Staff members of the Academic and Administrative Divisions are instructed to make themselves accessible to the students for their counseling needs, such as class selection, scheduling, personal problems, and other matters that are deemed important to the students and counseling sought.

Career and Job placement Counseling

Upon graduation, California Art University will make sure that its graduates will have job opportunities in the United States. All of the Professors, Staff, Faculty and Administration will use their resources and network available to help students find positions at Churches and commercial musical fields where they can utilize the skills learned at our university. No guarantee of job is offered. School will do their best in assisting our students.

Student Health and Safety

First aid service is provided for minor injuries that occur on campus. The Student Code Conduct outlines the safety rules and regulations of the institution.

Scholarships

Beginning in the fall of 2014, scholarship totaling \$6000.00 is being planned to students based on needs and academic achievements. These scholarships are hoped to be available each semester through the help of generous donors. These scholarships are renewable every semester and cover the full or partial tuition.

Student Organization

California Arts University provides assistance to student leaders to form their own student government and clubs so as to participate in extracurricular activities. The Dean of Students serves as the advisor to the student government.

Orientation

During the first week of instruction, entering students will attend an orientation covering academic policies, scholastic regulations, student rights, library usage and guidelines, code of conduct, and the student support services available to them.

Assimilation Counseling

California Arts University's one of target populations is newly immigrated persons with limited English proficiency. Students will be encountering not only linguistic barriers but cultural barriers. One of the services provided is assistance in the main-streaming process, including American customs and etiquette. This type of student support service is popular because immigrants have had little opportunity to learn systematically about American customs and etiquettes so that may be well received by their American friends.

V. Admission

Application Procedure

To apply for admission to California Arts University:

❓ **To request** an application by mail, send request to:

California Arts University

4100 W. Commonwealth Ave, #101-104, Fullerton, CA 92833

Tel: (714) 222-1110, 213-700-7575, Fax: (714)995-1910
(English) (Korean)

❓ **By E-mail:** lovecsk@gmail.com

❓ **Return the completed application form with the non-refundable application fee** of: \$100 for US residents to CAU office of Admissions and Records.

❓ **Arrange to have official transcripts of high school and college coursework** previously undertaken sent directly from the institution attended to CAU Office of Admission and Records.



CALIFORNIA ARTS UNIVERSITY

4100 W. Commonwealth Avenue, #101-104, Fullerton, CA, 92833

Phone: 714-222-1110, Fax: 714-995-1910 lovecsk@gmail.com

APPLICATION FOR ADMISSION

INSTRUCTIONS

Please provide the information requested. The back page of this folder provides additional information regarding things you will need to do to be admitted to a degree program. You may submit this application in person, by mail, or by fax.

Name: Last First Middle

Address

City State Zip Code

Overseas Address (if any)

City County

E-Mail Address:

Phone: Cell Phone: Home Phone:

Your County of Citizenship

Birthplace: Birth Date (Month/Day/Year):

Sex: ☐ Male ☐ Female Age:

Check university degree you have received: ☐ Bachelor ☐ Masters

Admission Status:

☐ Entering as a Graduate ☐ Other

APPLICATION for ADMISSION

Please List College and Universities you have attended, including professional school:			
Name of School	From (Date) To (Date)	Major	Degree

SPECIAL AWARDS OR HONORS YOU HAVE RECEIVED (Optional)

STATEMENT OF PURPOSE (Optional)

Please write a brief statement explaining your reason or reasons for pursuing university study at this institution. Include, in your comments, any information regarding your preparation or work experience that is relevant to the program you would like to complete. Attach an additional page if needed. You may also attach a resume or letters of reference if you wish.

APPLICANTS CERTIFICATION

I certify that the information provided in this application is accurate. Further certify that all official documents submitted in support of this application are authentic and unaltered records that pertains to me. I authorize the university to release any information submitted by me in connection with this application, to any person, firm, corporation, association or government agency, but only to verify or explain the information, obtain pertinent records, or in connection with legal proceedings. I authorize this college to verify my credentials for admission. I understand that any misrepresentation or omission of facts in this application may lead to the denial, cancellation, or rescission of admission or

Enrollment Date Signed Applicant's Signature



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AGREEMENT OF FINANCIAL SUPPORT

I. STUDENT INFORMATION

Student Name: Last First Middle

Address:

E-mail:

Phone: Home: Cell:

Date of Birth:

Student's Signature: _____ Date: _____

II. GUARANTOR'S LEGAL NAME

Name: Last First Middle

Relationship to Applicant:

Address:

Company Name: Position:

Home Phone: Cell Phone:

Date of Birth:

By signing this AGREEMENT OF FINANCIAL SUPPORT, I agree to be financially responsible for the applicant stated above in the way of tuition, fees and relevant educational

Guarantor's Name

Guarantor's Signature

Date



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INSURANCE POLICY

All California Arts University students should carry their own insurance. If you do not have insurance and want to obtain a policy, the University can assist you. Otherwise, if sickness or accidents befall you, California Arts University will not be held responsible.

☐ I do carry my own insurance.

☐ I do not carry my own insurance and I understand that if any sickness or accidents befalls me on the California Arts University campus or grounds, the University is not responsible.

Student Name: _____

Student Signature: _____ Date: _____



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DECLARATION FORM

Here in I, _____ Student No.: _____

Guarantee that I will provide all needed official transcripts, foreign evaluations (if required), one (1) recommendations, official exams scores (if required) and sign all required admissions documentation for California Arts University during my educational tenure at California Arts University.

I understand that failure to do so may result in withholding of my degree.

Student Name: _____

Student Signature: _____ Date: _____



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RECOMMENDATION FORM

This portion to be completed by the applicant.

This form must accompany the letter of recommendation. After filing out the top portion, please give this form to a professor, professional associate, and employer. If you are unable to obtain a faculty recommendation, obtain the recommendation from a teacher or other scholarly person who is acquainted with you and can evaluate first-hand your academic and intellectual performance.

Applicant's first name Middle Last

Street address Phone No.:

City

State

Zip code

This recommendation is from a (check one):

☐ Teacher/Professor

☐ Professional acquaintance

☐ Employer

☐ Other _____

Under the Family Education Rights and privacy Act of 2005 (Buckley Amendment), which gives Students the right to inspect and review their education records, students may waive their right to see specific confidential statements and letters of recommendation. In the belief that applicants and the persons from whom they request evaluation may wish to preserve the confidentiality of those evaluations, we are giving you an opportunity to sign one of the following statements.

I waive my right to examine this form.

Applicant's signature: _____

Date: _____

This portion to be completed by the recommender.

The individual named above is applying for admission to California Arts University. Please note the provisions of the Family Education rights and Privacy Act of 2005 as indicated above which give the applicant the right to review the contents of this recommendation unless the right to do so has been waived by signing the waiver above.

Recommender's First Name

Last Name

Middle

Signature: _____

Address: _____

Phone No.: _____

* English proficiency guides: 1) Students may submit English grade obtained at previously attended schools (High School Transcript, English Language Academy or SLEP score (Secondary Level of English Proficiency). 2) If further necessary, SLEP test can be taken at CAU.

* Educational program of CAU is not designed for any licensure.

VI. Master of Music in Contemporary Music Performance

Admission Requirements

The process of admission to the Master of Music program requires:

- A bachelor's degree or its equivalent
- An official transcript from the current or previous college or university for a transfer or graduate admission
- A California Art University Application
- Two professional letters of recommendation
- A personal audition or a recent video recording if necessary
- Graduate diagnostic examinations for new graduate students

Audition

A personal audition may be required of all graduate applicants. A video recording may be submitted in lieu of an audition for applicants who do not live in Southern California. Auditions are administered on the School of Music campus. Audition appointments will be scheduled by the School of Music after Supplementary Applications has been processed. Exception considered for unusual case.

Program Requirements

Course Information / Syllabus

The following syllabus gives what and how each course will be conducted. Each professor may supplement one's own expertise on top of this syllabus as needed

for each courses such as Mus 501, Mus 511 and Mus 650 courses in Master of Music degree in Contemporary Music Performance.

- ☐ The instructor's grading policy
- ☐ Required texts and other materials
- ☐ A general outline of subject material to be covered in the course
- ☐ The availability of the instructor outside of class
- ☐ Prerequisite(s) and or co-requisite(s) for the course
- ☐ Course goals, objectives and requirements
- ☐ Attendance requirements
- ☐ Policy on due dates and make-up work, and schedule of examinations.

Instructional Language:

Korean will be primary instructional language, since most or all of the applicants are Korean. However, we will also use English for some lectures, textbooks, musical terms and instrumental names, etc.

Students receive **the Master of Arts degree in Contemporary Music Performance** when they fulfill the following **program requirements**: 48 units in 2 years, Spring and Fall semesters / year, 12 units per semester.

Music Requirements	48 Units
MUS 501 Individual Instruction I	3
MUS 502 Individual Instruction II	3
MUS 601 Individual Instruction III	3
MUS 602 Individual Instruction IV	3
MUS 511 Jazz Ensemble I	3
MUS 512 Jazz Ensemble II	3
MUS 611 Jazz Ensemble III	3
MUS 612 Jazz Ensemble IV	3
MUS 521 Advanced Jazz Harmony I	3
MUS 522 Advanced Jazz Harmony II	3

MUS 621	Songwriting I	3
MUS 622	Songwriting II	3
MUS 531	Advanced Sight Singing	3
MUS 532	Advanced Ear Training	3
MUS 631	Advanced Sound Design Techniques	3
MUS 632	Studio Recording	3
MUS 650	Graduation Recital	P

VII. Course Descriptions

MUS 501, 502, 601, 602 Individual Instruction I ~ IV

Principal instrument study.

Level I ~ IV

MUS 511, 512, 611, 612 Jazz Ensemble I ~ IV

Study for repertoire and performing practice for ensemble other instruments or voice.

Level I ~ IV

MUS 521 Advanced Jazz Harmony I

Analysis and application of major and minor key harmony; continued elaboration of subdominant minor and modal interchange; chord scale theory. Review of melodic construction and melody/harmony relationship; individual note analysis of melodies. Substitute dominant and related IIIm7 chords; diminished chord patterns; modulation.

MUS 522 Advanced Jazz Harmony II

Continuation of principles of modern chord progression: deceptive resolutions of secondary dominants; dominant seventh chords without dominant function; contiguous dominant motion. Review of melodic construction, form, and melody/harmony relationship; modal interchange; pedal point and ostinato; modal harmony and modal composition; compound chords; constant structures.

MUS 621 Songwriting I

Songwriting techniques. Students will develop a strong sense of form, melody, harmony, bass line development, and rhythm. Introduction to lyric considerations. Projects, in lead sheet format, will cover a variety of styles.

MUS 622 Songwriting II

Proper integration of lyrics and melody. Expansion of tonal materials used in songwriting including modulation and modality. Further study of form including the transitional bridge and the primary bridge. Student projects include setting lyrics in various styles and forms.

MUS 531 Advanced Sight Singing

Singing and aurally identifying intervals in tonal and non-tonal situations. Intended to bridge the gap between relative pitch and hearing by interval alone. Preparation for singing atonal music.

MUS 532 Advanced Ear Training

Development of ear training skills through performance and dictation. Study of melodies, intervals, harmony, and solfege in Lydian, Mixo-Lydian, Dorian, and Phrygian modes, mixed modes, and harmonic and melodic minor. Continued study of rhythms, meters, conducting patterns, and notation.

MUS 631 Advanced Sound Design Techniques

Concentrated ear training and patch dictation helps students to identify and create unusual and dynamic instrumental sounds and sound effects, and their applications in live performance, film, electronic music production.

MUS 632 Studio Recording

A study of recording and editing techniques using Digidesign Pro Tools with primary focus on applications to arranging and composing. Topics include handling of tracks, importing audio, recording of play lists, equalization, and effects as well as virtual instruments, midi recording, sequencing, trimming, fading, tempo, meter maps, time stretching, and plug-in automation, culminating in the mixing of a fully arranged song applying all of the studied techniques

MUS 650 Graduation Recital

Students register for this course to have a recital for fulfillment the degree requirement.

VIII. Graduate Diagnostic Exams

Some graduate students may be exempt from taking the Graduate Diagnostic Examinations in music theory and music history at the beginning of their first semester of study.

Graduate Recital

All graduate students must present a recital in partial fulfillment of the degree requirements. Composition students are required to compose a significant original piece of music and performance of the work.

IX. Financial Information

Schedule of Tuition, Fees, and Other Expenses

Tuition

Graduate Program - \$350.00 per credit unit.

ESTIMATED TOTAL COST OF Master of Music in Contemporary Music
Performance PROGRAM: 48 semester units (2 years), 12 units / semester

Master Degree	TOTAL COST FOR MASTER OF MUSIC
Cost estimate/ 48 units	(48 Units x \$350 = \$16,800)

Total Charge of Current Semester	
Current semester cost	12Units x\$350 =\$4,200 NON-REFUNDABLES: REGISTRATION FEE: \$ 100 BOOKS/SUPPLIES: \$ 300 Music Concert Trip: \$ 50 TOTAL COST: \$4,650

TUITION PAYMENT POLICY

Tuition and fees are due and payable at the beginning of each semester. However, CAU provides a personalized deferred payment plan for students unable to pay the total amount at time of registration. A student must fill out a Tuition Payment Plan form with the Registrar before a semester/session begins. The basic standard deferred payment plan is as follows:

- . The total amount due for the given semester is divided into four equal payments, (25%each) with the first payment due at registration. The balance, which is divided equally into three payments, is due over the following three months.
- . There is a service charge of \$5 for each payment.
- . A late payment charge of \$10.00 will be assessed for payments more than 7 days late.
- . The following are payment due dates: 1st payment, registration date; 2nd, Sept. 30 (Fall Semester) or Feb. 28 (Spring Semester); 3rd, Oct.31 (Fall) or Mar. 31 (Spring); 4th &final payment, Nov. 30 (Fall) or Apr.30 (spring).
- . Failure to make payments within 30 days may be grounds for suspension.
- . For winter and summer sessions, full tuition and fee payments are due at the time of registration.

Additional information concerning the tuition payment plan can be obtained at Registrar's office.

X. STUDENT'S RIGHT TO CANCEL: REFUND POLICIES

In order to ensure that students are fully informed of their rights and the procedures for obtaining tuition refunds, a copy of the university's Cancellation/Withdrawal, and refund policies is given to students when they register. In compliance with the California Education Code, the university's cancellation, withdrawal, and refund policies are disclosed on the reverse side of the enrollment agreement.

1. Full Refund

The STUDENTS have the RIGHT TO CANCEL and obtain a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, WHICHEVER IS LATER. (except the non-refundable fees, if applicable). If the scheduled classes are canceled by the university, students will receive a full refund.

2. CAU Federal and State Student Financial Aids Refund Policy.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Federal and State Student Financial Aids program and services are NOT ESTABLISHED currently and not available.

If the student defaults on a federal or state loan, both the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund and
- (2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

3. Withdrawals and Refunds

(1) A pro rata refund pursuant to section 94919 (c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

(2) To withdraw from the school during a semester, a student must deliver the completed Notice of Cancellation/Withdrawal with the required approvals to the Registrar's Office. Refunds are allowed as follow:

**XI. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS
EARNED AT CALIFORNIA ARTS UNIVERSITY.**

The transferability of credits you earn at California Arts University (CAU) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of your Master of Music in Contemporary Music Performance as also at the complete discretion of the institution to which you may seek to transfer. If the MM diploma that you earn at CAU is not accepted at that 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 CAU will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CAU to determine if your MM diploma will transfer.

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

Initial _____

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833,

<http://www.bppe.ca.gov/>, Toll Free (888)370-7589, P (916) 431-6959

Fax Number: (916) 263-1897.

Initial _____

XII. CCR 76215. Student Tuition Recovery Fund Disclosures.

(STRF is a nonrefundable charge)

(a) A qualifying institution shall include the following statement on both its enrollment agreement and its current schedule of student charges:

"You must pay the state-imposed assessment for the Student Tuition

Recovery Fund (STRF) if all of the following applies to you":

1. You are a student, who is a California resident and prepays all or

part of your tuition either by cash, guaranteed student loans, or

personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

"You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies":

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and "you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery

Fund (STRF)" to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a

student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.”

NOTE: Authority cited: Sections 94803, 94877 and 94923, Education Code.
Reference: Section 94923, Education Code.

* CAU does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy.

XIII. Academic Policies

Student Conduct

Student conduct is under the supervision of the Dean of Students. The university reserves the right to dismiss any student who engages in inappropriate behavior or whose conduct is found to be unsatisfactory on the basis of the moral, spiritual and ethical principles after a proper hearing and due process according to the procedures described in the Student Handbook. Additional rules, procedures, and regulations governing life at the university are contained in the Student Handbook.

Transfer Credit from Other Institutions

Applicants who have attended other post-secondary institutions may be given credit for comparable courses offered by California Arts University provided the grades received are 2.0 (on a 4.0 scale) or "C" average or higher. The total number of transfer credits allowed is subject to the residence requirements at time of enrollment. The current minimum residence requirements at the School of Music are 30 semester units.

Grading Policies

California Arts University uses the generally accepted letter grade system (A, B, C, D and F) to evaluate its students. Students will be graded according to his or her performance in the given class based on the instructor's syllabi and grading rubric. Grades will be accumulated and scored based on the credit hours earned by the student. Plus-minus system for grades will be at the discretion of the instructor. Below is the basic outline of California Arts University Grading System:

* Passing grade is "C" and above.

<i>Letter Grade</i>	<i>Grade Range</i>	<i>Quality Points</i>
<i>A+</i>	<i>(94 ~ 100)</i>	<i>4.00</i>
<i>A</i>	<i>(90 ~ 93)</i>	<i>3.66</i>
<i>B+</i>	<i>(87 ~ 89)</i>	<i>3.33</i>
<i>B</i>	<i>(84 ~ 86)</i>	<i>3.00</i>
<i>B-</i>	<i>(80 ~ 83)</i>	<i>2.66</i>
<i>C+</i>	<i>(77 ~ 79)</i>	<i>2.33</i>
<i>C</i>	<i>(74 ~ 76)</i>	<i>2.00</i>
<i>C-</i>	<i>(70 ~ 73)</i>	<i>1.66</i>
<i>D+</i>	<i>(67 ~ 69)</i>	<i>1.33</i>
<i>D</i>	<i>(64 ~ 66)</i>	<i>1.00</i>
<i>D-</i>	<i>(60 ~ 63)</i>	<i>0.66</i>
<i>F</i>	<i>(0 ~ 59)</i>	<i>0.00</i>

Incomplete Grades

A grade of "I", indicating incomplete work, is assigned to a student who has attended class but who, due to unforeseen circumstances, has failed to complete all assigned work for the course. The "I" grade is given only to students whose work, at the time the "I" grade is assigned, is at least passing and allows the student to make up the missing work. Incomplete grades are awarded only for compelling reasons, as determined by the instructor and as approved by the Academic Dean. Students must, prior to the end of the semester make an official request to the instructor for an "I" grade. Students receiving an "I" must contact the course instructor or Academic Dean and make up the necessary requirements within six months following the end of the course for which the "I" was given. Failure to do so will result in an automatic change from an "I" to "F" grade.

Late Registration and Adding or Dropping Courses

Late registration is permitted through the second week of the fall and spring semesters. A late registration fee of \$40.00 is charged. Courses may be dropped without academic penalty if done so by the drop date listed in the academic calendar. No courses may be added after the two-week add deadline, and no courses may be dropped after the five-week drop deadline. Students wishing to add or drop a course after registration must obtain a "Request for Program Change" form from the Registrar and secure the signature of the course instructor. Changes must be made by the deadline for program change posted in the academic calendar. Courses dropped before the deadline will not be recorded on the student's permanent record. The difference in tuition resulting from a reduction in the number of credits registered will be refunded to the student in accordance with the posted refund schedule. Conversely, the student will pay the difference in tuition if the number of course credits is increased. After the deadline for program changes, students may drop a course only with the permission of the course instructor and the Academic Dean. Upon their approval, the student will receive a "W" grade. All requests for dropping courses must be in writing and approved by the Academic Dean to receive a "W" grade. Students who do not officially drop a registered course, and do not attend, are subject to a failing "WF" grade.

Repetition of Courses

Students may repeat only those courses in which a grade of C, C-, D+, D, D-, F, or WF was given in order to raise their grade point average. Students who repeat a course more than once must obtain the prior approval of the Academic Dean. Whenever a course is repeated for credit, the highest grade earned will be the official grade; therefore, in computing the grade point average, only the highest grade and grade points each course that was repeated will be used. The grade point average of the lower grade will be removed from the student's record.

Class Attendance

Students are expected to attend class sessions. No student should absent himself or herself from classes in order to fulfill requirements or responsibilities of other classes. Those with absences may be penalized by the school rules. If students miss class three absences without prior permit from the school throughout the regular semester, they may be dismissed for academic reasons. Certain exceptional cases, such as extended illness or family crisis, in which it is impossible for students to complete a semester's work, they may present a written request for permission to withdraw from all courses.

Leave-of-Absence Policies

Leave-of-absence will be granted for negotiable period of time (a semester to one year max, stopped or withdrawal permitted) provided that student presents that a written request due to financial, health or events beyond one's control.

Withdrawal, Dismissal, and Readmission

A student planning to withdraw from the university at any time should report that fact in writing to the Registrar so that his/her academic records may be finalized and transcripts released. Unless the proper withdrawal forms are completed,

transcripts will not be released. If a student returns after being out for more than one year, he/she must reapply, pay the application fee, and submit the additional information that may be requested by the Director of Admissions. A student whose GPA falls below C (2.0) after completing 18 hours of course work is permitted to continue studies for one semester. If the average remains below 2.0, the student is dismissed. After a period of one year, those dismissed for academic reasons may apply for readmission. The counseling curriculum includes clinical and ethical requirements. If the program directors judge that personal or ethical issues impair a student's ability to function as a therapist, the student may be required to participate in psychological assessment or remedial therapy and/or may be dismissed from the program.

Retention of Students Records

Student records are to be kept for a period of 5 years. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, directory information (name, address, telephone number, dates of attendance, major field of study, awards, and honors (includes Dean's List), degree(s) conferred) may not be released without a written consent of the student. Currently enrolled students may request that this information be withheld by completing a Request to Prevent Disclosure of Directory Information form, obtainable in the Registrar's office. (Exception: University officials who have a legitimate educational interest in a student's records and certain government official's action in their legitimate functions may have access to a student's file. Student educational records are subject to lawfully issued subpoenas. Under FERPA, students have the right to inspect, review, and seek to amend their educational records, subject to conditions specified by the Act.)

Record keeping: Custodian of Records

Student transcripts are to be kept permanently in a secure cabinet that only administrative staff can access. The types of documents in each student file will be general student profile, admission papers and documentation of past and current academic grades. The records will be stored and updated as regularly as possible and financial records will be put together with the student file. In order to keep the student records safe and secure, only approved administrative staff will have access to the files and must first speak to the Dean in order to obtain them.

Transcripts

Transcripts are released only upon written request of the student. Upon graduation, the student receives a copy of his/her final transcript free of charge provided all accounts at the university and in community have been settled. Additional copies are available at the rate of \$10.00 each. Copies of transcripts require three to five working days to process.

XIV. Personnel Information

Administration and Staff:

Dr. Sae Kwang Chung, D.C.M

President, Chief Executive Officer

D.C.M Enoch University in Theology and Contemporary Music Performance

M. Div Chong Shin University

B.C.M Chong Shin University

Dr. Samuel Kim, PhD

School Counselor

PhD Occidental University in Organic Chemistry

M.S St. Bonaventure University in Chemistry

B.A Whittier College in Biology and Chemistry

Dr. Susan Seungwan Suh, D.M.A

Chief Academic Officer

D.M.A University of Southern California

M.M University of Southern California

B.M University of Southern California

Joel Chung

Chief Operating Officer

B.A. University of California, Riverside

in Accounting

Faculty:

President / Professor: Dr. Sae Kwang Chung D.C.M / Th.D

Chongshin University USA: M Div

Columbia Theological Seminary CANADA: Th.M

Enoch University USA: D.C.M

Faith Theological Seminary and Christian College USA: Th.D

Dean / Professor: Dr. Susan Seungwan Suh Doctor of Musical Arts

University of Southern California: Doctor of Musical Arts

University of Southern California: Master of Music

University of Southern California: Bachelor of Music

Professor: Dr. Hojun Lee Ph.D in Composition

University of California Los Angeles: Ph.D in Composition

University of California Los Angeles: Master of Music

Western Michigan University: Master of Music in Composition

Kemyung University: Bachelor of Music

Professor: Dr. Seoung Yon Kwak(Lois) Doctor of Musical Arts

University of California Los Angeles: Doctor of Musical Arts

Texas Tech University: Master of Music

Westminster Choir College of Rider University: Master of Music

Ewha Womans University: Bachelor of Music

Professor: Dr. Sungyun Choi (Christine Choi)

Ewha Woman's University: Bachelor of Music

Ewha Woman's University: Master of Music Therapy, Music Education

New York University: Nordoff-Robins Center for Music Therapy

Exchange Professor: Dr. Dawa Chung

Lordland University: Doctor of Christian Music in Composition

Sangmyung University: Master of Music

Dong-Ah Institute of Media and Arts: Bachelor of Music

Exchange Professor: Inho Kim

KyungHee University: Master of Business Administration / Culture and Art Management

Dae Gu Arts University: B.A in Applied Music

Exchange Professor: Changwhan Lee

Kyung Hee University: Master in Arts & Fusion Design

Joong Bu University: B.A in Applied Music

Exchange Professor: Jongmin Koh

Joong Bu University: Master in Jazz & Contemporary Music

Dae Gu Arts University: B.M Jazz & Commercial Music

Exchange Professor: Eunjin Jeon

Kyung Hee University: Master in Arts & Fusion Design

Kyung Hee University: Bachelor of Music Post Modern Music

Exchange Professor: Dr. Sun Young Cho DCM

London International Music College England: Diploma in Vocal

Music Conservatory F. Torrefranca Italy: Diploma in Vocal

Yeshua University: Doctor of Christian Music

Board of Trustees;

Dr. Sae Kwang Chung
213-700-7575
lovecsk@gmail.com

Dr. Anna K. Lee

1020 S. Arlington Ave. Los Angeles, CA 90019

323-735-7062

ccmpilgrim@naver.com

MS. Gina Yang Kang
6400 Lincoln Ave. 5204, Buena Park, CA 90620
310-525-0402
Geene76@gmail.com

Ms. Betty Kim
714-614-6848
bettymyunghae@yahoo.com

Dr. Samuel Kim
267-251-5511
sinhosamuel@yahoo.com



CALIFORNIA ARTS UNIVERSITY
4100 W. Commonwealth Avenue, #101, Fullerton, CA, 92833
Phone: 714-222-1110 (Korean), 267-251-5511 (English)
Fax: 714-995-1910, ccmusa@ymail.com

Enrollment Agreement

Name: _____
ADDRESS: _____
PHONE: _____ E-MAIL: _____
EMERGENCY CONTACT: _____
RELATIONSHIP: _____ PHONE: _____

PROGRAM INFORMATION:

DATE OF ADMISSION: _____ PROGRAM/COURSE: _____
PROGRAM START DATE: _____ ANTICIPATED END DATE: _____
FULL-TIME:PART-TIME: DAY:EVENING: _____
DAYS/EVENINGS CLASS MEETS:(circle) M T W Th F Sat
TIME OF DAY/EVENING CLASS BEGINS: _____
TIME OF DAY/EVENING CLASS ENDS: _____
NUMBER OF WEEKS: TOTAL CREDIT UNITS: _____

TUITION: ESTIMATED TOTAL COST OF THE PROGRAM:

TOTAL COSTTOTAL COST FOR MASTER OF MUSIC	
2 years (48Units x \$350 = \$16,800)	

Current Semester	Total Charge
Charge	(12 units x \$350) = \$4200 No-Refundable: Registration Fee: \$10 Books/Supplies: \$300 Music Concert trip: \$50 Total Cost: \$4650

NAME OF STUDENT: _____

AGREED (Signature of Student): _____

DATE: _____

TUITION PAYMENT POLICY

Tuition and fees are due and payable at the beginning of each semester. However, CAU provides a personalized deferred payment plan for students unable to pay the total amount at time of registration. A student must fill out a Tuition Payment Plan form with the Registrar before a semester/session begins. The basic standard deferred payment plan is as follows:

.The total amount due for the given semester is divided into four equal payments, (25%each) with the first payment due at registration. The balance, which is divided equally into three payments, is due over the following three months.

- . There is a service charge of \$5 for each payment.
- . A late payment charge of \$10.00 will be assessed for payments more than 7 days late.
- . The following are payment due dates: 1st payment, registration date; 2nd, Sept. 30 (Fall Semester) or Feb. 28 (Spring Semester); 3rd, Oct.31 (Fall) or Mar. 31 (Spring); 4th final payment,
Nov. 30 (Fall) or Apr.30 (spring).
- . Failure to make payments within 30 days may be grounds for suspension.
- . For winter and summer sessions, full tuition and fee payments are due at the time of registration.

Additional information concerning the tuition payment plan can be obtained at Registrar's office.

STUDENT'S RIGHT TO CANCEL: REFUND POLICIES

In order to ensure that students are fully informed of their rights and the procedures for obtaining tuition refunds, a copy of the university's Cancellation/Withdrawal, and refund polices is given to students when they register. In compliance with the California Education Code, the university's cancellation, withdrawal, and refund polices are disclosed on the reverse side of the enrollment agreement.

1. Full Refund

The STUDENTS have the RIGHT TO CANCEL and obtain a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, WHICHEVER IS LATER. (except the non-refundable fees, if applicable). If the scheduled classes are canceled by the university, students will receive a full refund.

2. CAU Federal and State Student Financial Aids Refund Policy.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Federal and State Student Financial Aids program and services are NOT ESTABLISHED currently and not available.

If the student defaults on a federal or state loan, both the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund and
- (2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

3. Withdrawals and Refunds

(1) A pro rata refund pursuant to section 94919 (c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

(2) To withdraw from the school during a semester, a student must deliver the completed Notice of Cancellation/Withdrawal with the required approvals to the Registrar's Office. Refunds are allowed as follow:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CALIFORNIA ARTS UNIVERSITY.

The transferability of credits you earn at California Arts University CAU) is at the complete

discretion of an institution to which you may seek to transfer. Acceptance of the BA, MA, diploma, or certificate you earn in Music in Contemporary Music Performance as also at the complete discretion of the institution to which you may seek to transfer. If the BA, MA, diploma, or certificate that you earn at CAU is not accepted at that 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 CAU will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CAU to determine if your BA, MA, diploma, or certificate will transfer.

STUDENT ACKNOWLEDGMENT:

1. Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

Initial _____

2. I certify that I have received the catalog School Performance Fact Sheet. and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact Sheet. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog. Initial _____

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded.

Initial _____

4. I understand that the school does not guarantee job placement or the transferability of credits to a college, university or institution to graduates upon program completion or upon graduation. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

Initial _____

5. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form,

which can be obtained on the bureau's internet web site www.bppe.ca.gov?

Initial _____

6. Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833,

<http://www.bppe.ca.gov/>, Toll Free (888)370-7589, P (916) 431-6959

Fax Number: (916) 263-1897.

Initial _____

CCR 76215. Student Tuition Recovery Fund Disclosures.

(STRF is a nonrefundable charge)

(a) A qualifying institution shall include the following statement on both its enrollment agreement and its current schedule of student charges:

""You must pay the state-imposed assessment for the Student Tuition

Recovery Fund (STRF) if all of the following applies to you":

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

(b) In addition to the statement described under subdivision (a) of this section,

a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF)" to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to payer reimburse proceeds received by the school prior to closure in excess of tuition and other cost.

4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.

5. An inability to collect on a judgment against the institution for a violation of the Act. NOTE: Authority cited: Sections 94803, 94877 and 94923 , Education Code. Reference: Section 94923, Education Code.

CONTRACT ACCEPTANCE

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. This enrollment agreement is legally binding when signed by the student and accepted by California Arts University.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

NAME OF STUDENT:

AGREED: _____ DATE: _____

(Signature of Student)

NAME OF CAU OFFICIAL:

AGREED: _____ DATE _____

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

"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."

Instruction Language: Korean and English

Complaint language: English