



**The**  
**“HANDS-ON”**  
**Approach**

1953 Ricardo Avenue • Fort Myers, FL 33901  
239-332-4246

# Table of Contents

<i>Welcome</i> .....	1
<i>Introduction To Unity Gain</i> .....	2
<i>Ownership/Facility</i> .....	2
<i>Administration</i> .....	2
<i>Program#1 and Program #2</i> .....	3-4
<i>Graduation Information</i> .....	5
<i>Tuition</i> .....	5
<i>Payment Schedule</i> .....	5
<i>Equipment/Facilities</i> .....	6
<i>Rules and Regulations</i> .....	7
<i>Hours of Operation</i> .....	8
<i>Graduation Requirements</i> .....	9
<i>Grading</i> .....	9
<i>Refund Policy</i> .....	9
<i>Student Services</i> .....	10

Unity Gain Recording Institute was established in 1989.  
It is licensed by the Commission for Independent Education  
Florida Department of Education  
325 West Gaines St - Suite 1414  
Tallahassee, Fl 32399-0400 (850) 245-3200

**VOLUME 12 \*2nd EDITION \* PUBLISHED 2016**

Additional information regarding this institution may be obtained by contacting the Commission at the address above or by calling toll free 888-224-6684. Certain information in this catalog is subject to change. If necessary these changes can be found on an attachment after page 12.

# WELCOME!

*Thank you for your interest in Unity Gain Recording Institute, SW Florida's premier audio learning center. Both audio recording programs will prepare you for an exciting career in this challenging and creative field. The institute's multitrack recording facility houses vintage and modern audio equipment to teach students the "grass roots" approach to learning audio. Other schools make the mistake of teaching only on modern equipment in a shorter period of time, promising unrealistic results. Our program design is the result of over 30 years of refinement in a careful balance between theory and learning "hands-on" using the audio equipment in real recording sessions. This is the key to quality education in audio. In addition, no equipment purchase is necessary as each student is assigned their own in-house computer to use during and after class in our facility. To break into this dynamic field, you must understand the tools of the trade and be able to adapt to other audio equipment. Unity Gain Recording Institute provides audio training experience to any individual, regardless of prior knowledge or age, in two, one-year programs. Whether your desire is to become an audio engineer, studio manager/owner, producer, or simply a more educated audio enthusiast, Unity Gain Recording Institute offers two four level programs and software certification courses designed to prepare you to excel in audio. Visit our school and see how our audio programs can take you a step closer to this exciting and rewarding career!*

*Sincerely,*

*Anthony Iannucci  
Program Director*



**Instructors:**

*Anthony Iannucci - Degree - B.A. Music - Adelphi University, NY*

*Thomas Fanelli - Degree - B.A. Music - Edison State College*

*Degree - 2 Year Diploma - Unity Gain Recording Institute*

*All 'Hands-On' classes are limited to six students which provides a semi-private instructional environment. A small teacher to student ratio allows each student to "fine tune" techniques learned.*

# Introduction to Unity Gain

The recording industry is made up of creative blends of technology and business including live performance, motion pictures, radio, television, and music. Most colleges offer little to fill the needs of the people who show interest in this field. Unity Gain Recording Institute was developed to fill that gap. The “Hands-On” approach, that is, using one’s hands to learn the operation of the equipment once theory is taught, is implemented by this Institute to provide each student with a clear understanding of all subjects taught. Classes in all eight levels are limited to six students, providing a semi-private atmosphere with a small student to teacher ratio. Recording talent in real recording sessions, students will experience over 20 musical acts using their foundation in audio recording theory, to create an impressive audio resume.

## **Ownership / Facility**

*Unity Gain Recording Studio, d/b/a Unity Gain Recording Institute, is a Corporation formed under the laws of the state of Florida. The Institute is managed, owned and directed by Anthony Iannucci. Mr. Iannucci, has a strong background in audio engineering, music, and education. He created Unity Gain Recording Institute to train interested people the art of audio multitrack recording. In April of 1989, Mr. Iannucci established Unity Gain Recording Institute in Fort Myers Florida, and today continues to teach and engineer commercial audio recordings and productions. This unique teaching approach coupled with over 30 years of recording and production experience in both analog and digital multitrack recording makes Unity Gain the only audio recording school in SW Florida with the qualification and experience this staff has.*

## **Administration**

*The School Director, Anthony Iannucci, controls all academic decisions made within the school’s policies. His goal is to maintain high academic standards within the program, which in turn produces high quality graduates. Daily software and hardware upgrades, consistent with industry standards, provide students with the latest technology in the recording industry. Our administrative assistant, Bart Iannucci, is the person who greets you both at the door and on the phone. His responsibilities include student and studio record keeping, student assistance, course and session scheduling, and any personal appointments with staff.*

## **THE AUDIO RECORDING COMPREHENSIVE PROGRAM**

*This Program is designed to teach any interested person the concepts of professional audio recording. No prior experience in audio is necessary as the program objective is to teach the multitrack audio recording process from fundamental concepts in sound to developing the ability to record and experience 15 live acts in the recording studio.*

### **Introduction to Audio Engineering - TARCP 001 - 36 Clock Hrs**

*This level of the school's curriculum is designed to expose the student to the concept and duties of the audio engineer. Topics covered include sound, microphones, recording/mixing console analysis, patch-bay networks, and the analog and digital multitrack recorder. Each student will take part in an audio recording session to exercise concepts learned in this level of the program.*

### **Advanced Techniques in Audio Engineering - TARCP 002 - 36 Clock Hrs**

*Upon completion of the introductory level, students will enter the advanced level to develop a higher understanding of equipment operation. New topics, which include studio construction, mic placement, equalization technique, special effects practice and digital recording systems will be practiced extensively. Students will conduct a more advanced recording session based upon their new understanding of audio and techniques learned to conclude this level.*

### **Midi: Theory and Application - TARCP 003 - 36 Clock Hours**

*Understanding computers and how they play a major role in the audio industry with digital data and audio waveform recording and editing is essential in today's professional multitrack recording studio. Each student in the MIDI Level is assigned an I-Mac computer in the school's workstation center to complete a series of sequencer song preparation exercises. Students learn on the latest software versions of Digital Performer, Logic Pro, and Pro-Tools practicing with MIDI and audio data. In the tenth week of this level, all students together record an electronic session, utilizing workstation data and audio recording and editing techniques learned.*

### **Audio Recording Workshop - TARCP 004 - 36 Clock Hours**

*Students implement all concepts learned in the previous three levels in this fourth and final level of the program. The final three months of this program allows students to experience diversity with 12 additional recording sessions. Each week, students alternate responsibilities while recording a wide variety of musical styles. It's this level that students develop the confidence to take command of each recording session while interacting with clients in preparation for employment in the field.*

*Letters and Numbers identify each level per program:*

*TARCP 001-36= The Audio Recording Comprehensive Program*

*TARCP 001-36 = Program Level 1 thru 4*

*TARCP 001-36 = Clock Hours per level*

***\*Total Clock Hours 144***

***\*A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction***

# Program#2

## **\*ADVANCED TECHNIQUES IN AUDIO RECORDING**

*This Program is designed to create advanced recording session and software editing experience. The program objective is for students through practical application to develop an advanced understanding of techniques used in complex audio recording sessions to further prepare them for employment in the audio recording field.*

### **Introduction to Critical Listening - ATAR 001-36 Clock Hours**

*Each student receives a “critical listening” CD for active ear development. A three hour workshop featuring the proper technique used in audio cable repair with solder irons prepares students for emergency repairs during a recording session. Coincident microphone practice, equalizer technique and signal controller/processor use is refined. The class participates in a twelve hour recording session utilizing the latest advanced microphone and eq procedures learned.*

### **Advanced Techniques in Critical Listening - ATAR 002-36 Clock Hours**

*Students take a more detailed approach in recording musical acts. Basic track recordings and overdub sessions are critically analyzed per song to produce the best possible recording. Advanced software editing tools are used to time and pitch align the performance in preparation for the mix down stage.*

### **Digital Audio Workstation Application - ATAR 003-36 Clock Hours**

*Digital Performer and Logic Pro function as host MIDI and Direct to Disk recording and editing programs for Pitch and Flex editing incorporating RX and other plug in utilities. Students work closely with the song producer, deep editing the project. Multiple versions of the mix are created in preparation for Mastering.*

### **Mastering - ATAR 004-36 Clock Hours**

*The concepts of Mastering a project for commercial release are taught. Instructional DVDs are given to each student for analysis in preparation to master all songs recorded as an audio compilation. Students create a storyboard to showcase all final songs recorded, mixed and mastered to create a final CD master to use as an audio resume.*

<sup>†</sup>**Total Clock Hours 144**

**\*Graduates of the Audio Recording Comprehensive Program are eligible to enroll or any person who can test out on all ARCP tests with a minimum of 80% also qualifies**

<sup>†</sup>**A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction**

*Letters and Numbers identify each level per program:*

*ATAR 001-36= Advanced Techniques in Audio Recording*

*ATAR 001-36 = Program Level 1 thru 4      ATAR 001-36 = Clock Hours per level*

# GRADUATION INFORMATION

Students receive a diploma from Unity Gain Recording Institute only upon satisfying any monetary obligations and completion of all required classes for each level of the program. All graduates have the privilege to practice in the studio facility to gain more experience and polish their audio technique until employment opportunities become available.

## TUITION PROGRAM #1

REGISTRATION FEE.....	\$20.00
TEXTBOOK COST*.....	\$52.95 (incl 6% Tax)
PROGRAM TUITION.....	\$4080.00

<i>INTRODUCTION TO AUDIO ENGINEERING</i>	<i>TARCP 001</i>
<i>ADVANCED TECHNIQUES IN AUDIO ENGINEERING</i>	<i>TARCP 002</i>
<i>MIDI: THEORY AND APPLICATION</i>	<i>TARCP 003</i>
<i>AUDIO RECORDING WORKSHOP</i>	<i>TARCP 004</i>

**TOTAL TUITION..... \$4152.95**

## TUITION PROGRAM #2

REGISTRATION FEE.....	\$20.00
TEXTBOOK COST*.....	\$37.05 (incl 6%Tax)
PROGRAM TUITION.....	\$4,080.00

<i>INTRODUCTION TO CRITICAL LISTENING</i>	<i>ATAR 001</i>
<i>ADVANCED TECHNIQUES IN CRITICAL LISTENING</i>	<i>ATAR 002</i>
<i>DIGITALAUDIO WORKSTATION APPLICATIONS</i>	<i>ATAR 003</i>
<i>ADVANCED AUDIO RECORDING WORKSHOP</i>	<i>ATAR 004</i>

**TOTAL TUITION.....\$4137.05**

*\*Books for both programs are supplied by school and are included with tax within the tuition cost.*

## PAYMENT SCHEDULE

*A \$1000.00 deposit is required to reserve a seat for each program.  
The remaining balance is due two weeks prior to each program start date:*

*Program #1 - \$3,152.95*

*Program #2 - \$3,137.05*

# THE EQUIPMENT

Unity Gain Recording Institute has two professional recording studios equipped with vintage and modern analog and digital audio recording gear. Students apply skills learned on the school's pro-audio equipment in preparation to adapt and operate other studio and live pro-recording equipment efficiently.

## MIX CONSOLES

SOUNDTRACS  
2 - PC MIDI SERIES CONSOLES  
24X24X2 - 56X2

## MULTITRACK RECORDERS

TASCAM MSR-16, 3 - DA-88s,  
DA-30, 32-2TR  
2 - MK2-122 CASSETTE DECKS,  
4 - MOTU 2408 MKIIs  
DIGIDESIGN - DIRECT TO DISK

## MONITORS / AMPLIFIERS

UREI 809-A TIME ALIGN  
2Pr - YAMAHA NS 10M  
CROWN 1200 MICRO TECH, D-75

## MICROPHONES

2 - NEUMANN KM185, KM184,  
BCM 705  
2 - AKG C414, 2 - 451 EB,  
460, D12-E  
SENNHEISER 421 MD  
AT 4033  
EV / PL 20 & CROWN PZM

## OUTBOARD GEAR & EQUIPMENT

LEXICON PCM-70,  
PCM-42, LXP-1,  
YAMAHA DRV-3000,  
DIGITECH 33B HARMONIZER.  
EVENTIDE H-910 HARMONIZER,  
KORG A-3 FX PROCESSOR  
6 - B&B APHEX CX-1 COMP/ GATES  
2 - DBX 166X, 2 - DBX 166XL, DBX 260  
DRAWMER DE-ESSERS

## COMPUTERS

APPLE MACINTOSH PRO G5 INTEL 8 CORE w/ 31" CINEMA DISPLAY  
6 - I-MAC INTEL CLASSROOM WORKSTATIONS

## SOFTWARE

MOTU DIGITAL PERFORMER  
APPLE LOGIC PRO, PRO-TOOLS  
WAVES MERCURY BUNDLE COMPLETE  
MELODYNE EDITOR  
ANTARES AUTOTUNE  
BIAS PEAK PRO XT & MASTER SUITE  
IZOTOPE - COMPLETE BUNDLE - RX ADV RESTORATION & OZONE ADV  
IK MULTIMEDIA PHILHARMONIC AND AMPLITUDE - ADOBE MASTER SUITE  
- HARRISON MIXBUSS - SOUNDSOAP PRO - FINAL CUT PRO  
SOUNDTRACK PRO

## AVAILABLE SPACE / FACILITIES

Unity Gain Recording Institute is situated under 3750 square feet with 2 recording studios, a classroom, office and reception area.. The east side of the building contains The classroom with six - I-Mac workstations and a 12foot projection system, a Mastering suite, Control Room B & Record Room B. The west side of the building contains the school office, reception area, Record Room A and Control Room A

# SCHOOL POLICY

*Unity Gain Recording Institute does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, genetic information, physical or mental ability, veteran status, military obligations and marital status. We encourage everyone to take part in our program to learn about the audio recording field.*

## **RULES AND REGULATIONS**

### **ENTRANCE REQUIREMENTS**

*All Unity Gain Recording Institute students must be at least 18 years of age and possess a high school diploma or GED. Any students under the age of 18 years must have written consent from a parent or legal guardian. Those who do not have a high school diploma or GED must show their ability to excel by successfully completing a basic competency test called The Wonderlic test (Minimum score: 21).*

### **CLASS ATTENDANCE**

*Attendance plays a vital role in understanding content and successful completion of the program by design. As the program progresses, subjects covered in each class rely on topics discussed in previous classes. All students are expected to prepare for each new class by reading assigned text chapters and completing hand outs. All students must complete every class before receiving a diploma for the program. All student records are held both hard copy and digital and are available to students and for agency audit*

### **ABSENCES**

*Early departures, class cuts, tardies, etc. for any portion of a class period will be counted as one absence. Any unexcused absence from the program will constitute a warning by the instructor. Each student must submit to the instructor in writing, the date of absence and the reason for the absence. Excused absences will be granted for extenuating circumstances only. Three (3) unexcused absences in any level of the program curriculum will result in a meeting with the school director, who reminds the student that any classes missed must be retaken. Four unexcused absences within 12 months can result in termination of the program. (VA students will be terminated from VA benefits - please see addendum P.14)*

### **INTERRUPTIONS FOR UNSATISFACTORY ATTENDANCE**

*Any student not fulfilling the attendance requirements can be prevented from advancing to the next level of the program. Absence from class more than four times in any one level will result in interruption of the program and necessitate a retake of that level at no additional cost.*

### **CREDIT FOR PREVIOUS TRAINING**

*Students claiming previous training in the audio field can advance to the proper level if proof of previous education (diploma) is submitted. The amount of credit hours accepted is measured by success in a series of written and hands on exams starting with level one. A maximum of 60% credit can be applied. The student must receive the remaining 40% credit at Unity Gain Recording Institute in order to obtain a diploma.*

### **TRANSFER OF CREDIT**

*The transferability of credit to other institutions is at the discretion of the accepting institution. It's solely the responsibility of the student confirm whether or not credits will be accepted by another institution of the students choice.*

### **LATENESS**

*Any unexcused lateness will be recorded on the student's record. Any student late three times unexcused will be notified by the instructor. The fourth lateness results in a meeting with the director which may lead to dismissal from the program.*

# SCHOOL POLICY

## **MAKEUP WORK**

*Classes missed during any level must be made up before a diploma can be issued. Class levels start quarterly to suit the needs of most student's schedules. Live recordings for students are carefully booked throughout the program year. Students who miss a live session are encouraged to makeup a class recording that is stylistically the same as the one missed*

## **PROBATION**

*Students who do not comply with school regulations will meet with the instructor and be on academic probation for 30 days. The instructor will notify the director of any non-compliance during this 30 day period. If a student continues on the path of non-compliance, the director decides the student's status in the program and has the right to terminate enrollment*

## **LEAVE OF ABSENCE**

*Unity Gain Recording Institute discourages students from interrupting the program of study by leave of absence. However, if necessary a student may request in writing a leave of absence in a letter to the director of the school. The letter must include the reason, date of leave, and date of anticipated return. An absence that exceeds sixty (60) days requires the student retake the enrolled program from start at no additional charge to original agreement.*

## **CONDUCT**

*All students shall conduct themselves in a professional manner, including being respectful and courteous to others when on school grounds. Disruptive behavior or any destruction of school property can result in termination of enrollment contract as determined by the school director*

## **COMPLAINTS**

*Any student who chooses to file a complaint with the school must first request a private meeting with the instructor in hopes of resolving the issue. If still not resolved, the student will meet with the school director to explain his or her grievance. After careful consideration, the director will make a final decision on resolving the complaint in question. Lastly, any unresolved complaints can be addressed directly to The Commission for Independent Education, who can be contacted at (888) 224-6684.*

## **TERMINATION**

*At the discretion of the school director, the school reserves the right to terminate any student's enrollment rights due to improper conduct or failure to meet academic, attendance, or financial requirements.*

## **RE-ENTRY**

*Any student seeking re-entry into the school can do so by appointment with the director. The director will review the student record to determine why the student is no longer enrolled, verify school rules can be upheld, and will make the final decision for re-entry.*

## **HOURS OF OPERATION**

*Class schedules vary year round. Any interested persons can visit the school, telephone, fax, or e-mail the school for specific class start information. Each program level is held once a week for three hours, Monday through Saturday, 5:30 Pm - 8:30 Pm. Classes start quarterly scheduled at the beginning of the year. Unity Gain Recording Institute's hours of operation are Monday through Saturday from 11:30 a.m. until 11:30 p.m. Classes can be conducted at any time at the discretion of the director if enough interested people request a program be held outside typical school hours. Unity Gain is also available for professional recording sessions and at times can operate 24 hours on any day.*

## **CANCELLATION**

*If for any reason a program is cancelled, the student will receive a refund of any monies paid for the program. Refunds will be calculated pro-rata starting with the class following the actual last class date held at the school and will be paid to the student within 30 days.*

## **HOLIDAYS**

*Classes that fall on the following holidays will be postponed and rescheduled for the following class meeting day and time: Christmas Eve/Day, New Years Eve/Day, Easter, Independence Day, Labor Day, and Thanksgiving Day.*

## **GRADUATION REQUIREMENTS**

*To graduate, each student must maintain an 80% average in each program based on 8 written tests, 4 hands-on tests, and 4 instructor evaluations on student performance. Any classes missed must be attended and all monetary obligations must be fulfilled for any student to graduate and receive a diploma. There is no extra cost or limit to how much extra help any student may need. Students not able to maintain an 80% average have the ability to increase their score by taking makeup exams available for each test taken. Students still not able to maintain an 80% average must retake the program at their expense to receive a diploma.*

## **GRADING**

*A numerical grade between 96% and 100% represents excellent.  
A numerical grade between 81% and 95% represents above average.  
A numerical grade of 80% represents average.  
A numerical grade between 66% and 79% represents fair.  
A numerical grade between 60% and 65% represents poor.  
A numerical grade between 0% and 59% represents failure.*

*This grading system is used on all written and hands-on exams as well as teacher evaluations on conduct, attitude, and overall ability to operate the equipment.  
All records are retained permanently*

## **REFUND POLICY**

*Should a student be terminated or cancel for any reason, all refunds will be made according to the following schedule: (VA students will be pro-rated as per addendum P.14)*

- 1) - Cancellation must be made in person or by certified mail.*
- 2) - All monies will be refunded if the applicant is not accepted by the school or the student cancels within three (3) business days after signing an enrollment agreement and making initial payment.*
- 3) - Cancellation after the third (3) business day will result in a refund of all monies paid with the exception of the registration fee.*
- 4) - Cancellation after attendance has begun, but prior to 40% completion of the program will result in a prorated refund computed on the number of class hours completed to the total amount of program hours.*
- 5) - Cancellation after completing 40% of the program will result in no refund.*
- 6) - The termination date for refund computation is the last date of the actual class held unless earlier written notice is received.*
- 7) - Refunds will be made within 30 days of termination or after written notice of cancellation.*

# STUDENT SERVICES

*The programs offered at Unity Gain Recording Institute were developed with the intent to modify content each and every time a class is delivered to the students. The audio industry evolves constantly as new hardware and software is introduced monthly. Classroom discussions create a foundation for students to refine their unique artistic approach through experience acquired through the program's hands-on learning approach. Graduates meet with the director to develop a resume, and refine interview techniques to best prepare for employment opportunities. All graduates have the option to exercise their perpetual right to participate as a student in any class within a program indefinitely after all academic and monetary obligations have been fulfilled. This privilege enables the graduate to keep informed of the latest technologies even after graduation simply by attending classes. If requested, school administration shall provide each student with an electronic or hard copy record of all recording equipment utilized as well as a complete transcript of all program grades and evaluations related to the student's tenure while attending the school.*

*The Institute will make reasonable efforts to assist all graduates who desire to be employed, but makes no promise or guarantee of job placement. As a graduate of the institute, each student has the privilege to utilize the recording studio at a special student rate to bring potential clients in to create a positive experience trail that will continually sharpen their skills and add to an already impressive audio resume.*



# STUDENT TESTIMONIALS

*I looked around for recording schools and was fortunate to find Unity Gain Recording Institute. Unity Gain's classroom and hands-on approach to learning helped prepare me for the real world of recording and acoustical construction. Unity Gain gave me the skills I needed to succeed in achieving my dream of building and opening my own recording studio.*

**B.G. Simpson, Owner – Sidetrack Studio - Florida, USA**

*When I traveled from Brazil to the United States for a recording school I wasn't quite sure what I was getting into. I was a bit nervous about making it in the states, but once I got to Unity Gain I realized I made the right choice. The staff was friendly and helpful; I made many good friends and professional contacts while at Unity Gain. The school's flexible schedule allowed me to work while I was going to school and their job placement program helped get a job before I even graduated.*

**Marco Vidor - Freelance Engineer - Illinois, USA**

*Its been many years since I graduated from Unity Gain and I came to the school with years of experience in sound engineering. I decided to pursue a formal education to brush up on the things I knew and learn about new technologies becoming a major part the audio industry. The skills I learned at Unity Gain and the contacts I made has made me an even more skilled engineer. I have never stopped learning from my colleagues at Unity Gain Recording Institute.*

**Hamp Walker - EarFood Sound - Florida, USA**

*My time at Unity Gain was truly life changing. The skills I learned have produced a real world change in my life. Upon graduating I had the skills necessary to open my own live sound company. The best part is that with Unity Gains lifetime class enrollment, I can go back to class anytime I want and brush up on new technology and techniques in the field.*

**Johnny Marquez - Diamond Productions - Florida, USA**

## UNITY GAIN RECORDING INSTITUTE

### **Veteran's Attendance Policy**

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as **one** absence.

Students exceeding **12% total** absences in a calendar month (**one class**) will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

\*\*\*\*\*

### **Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of **80%** each 6 week period- 2x per Quarter.

A VA student whose CGPA falls below **80%** at the end of **any 6 week period** will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below **80%** at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be re certified after attaining a CGPA of **80%**.

\*\*\*\*\*

### **Veteran's Refund Policy**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course and must be pro rata to the very end.

\*\*\*\*\*

### **Veteran's Credit for Previous Education or Training**

Students must report all previous post-secondary education and training. The school must maintain a written record that clearly indicates official transcripts have been obtained from all post-secondary institutions that the student has attended, those transcripts have been reviewed and evaluated, and appropriate credit has been granted toward the student's current program, with training time shortened and tuition reduced proportionately, and the veteran so notified.

**This Addendum becomes a part of the Catalog for all intents and purposes.**





**UNITY  
GAIN**  
Recording Studio



**[www.UnityGain.com](http://www.UnityGain.com)**

**239-332-4246**



**1953 Ricardo Avenue • Fort Myers, FL 33901**