2024 CATALOG

SAE INSTITUTE

NEW YORK

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USA.SAE.EDU

A Message from our General Manager & Chief Operating Officer

Hello & Welcome!

I want to thank you for choosing SAE Institute, a global leader in creative media education. We are thrilled to welcome you to our community. This is an exciting time in your life as you take an important step toward acquiring the knowledge and skills that will support you in achieving career growth and success. Here, we operate under a strong vision, with a purpose to support our students, while upholding an important set of values. All three of these tenants are designed to provide you with a positive educational experience.

Our Vision: To be one of the most trusted learning organizations in the world.

Our Purpose: Support student outcomes and student experience.

Our Values:
- We have conviction in our purpose and potential.
- We demonstrate drive by achieving and advancing together.
- We are adventurous in mind and spirit.
- We exhibit rigor in enhancing our professional reputation and credibility.
- We are genuine in the way we behave and deliver.
- We show respect by celebrating, valuing, and caring for people and the environment.

Our mission and values will never change. Each member of our community is committed to upholding these each day. We care deeply about your future and are here to help you achieve personal, educational, and professional success.

There are many things that make SAE Institute different from other colleges. One of the largest differences is the way we deliver the curriculum. Student-centered Active Education (S.A.E.) explains the way that SAE Institute prepares students for employment in their chosen fields. Students are actively involved in their learning and are taught the course information by applying it through practical, real-world assignments. Through these experiences, you'll develop and acquire practical experience that you can apply immediately upon graduation.

S.A.E. is just one of the many advantages that set SAE Institute apart—you'll discover even more as you continue your education. I wish you the best of luck with your studies and look forward to seeing you on campus.

Sincerely,

Jake Elsen
General Manager & Chief Operating Officer

ABOUT SAE INSTITUTE OF TECHNOLOGY

Mission Statement

Our mission is to help aspiring professionals prepare for entry-level positions in the creative media and entertainment industries. SAE Institute provides educational programs built on industry-standard best practices taught in real-world environments, with experienced faculty supporting our students through a dynamic curriculum delivered in an engaging, diverse, and creative environment.

Learning Objectives

In support of our mission, SAE Institute seeks to:

- Maintain curricula that reflect industry-standard best practices to prepare students for entry level employment in the creative media and entertainment industries
- Employ qualified, experienced, professional faculty who facilitate learning
- Deliver curriculum through practice-based activities, guided discussions, and real-world assessments, providing students opportunity to apply what they are learning toward professional preparation and development
- Foster lifelong and self-directed learning through student reflection and peer critique
- Support professional growth of graduates through lifetime career services
- Create a student-centered, collaborative classroom environment in which students are active participants in the learning process
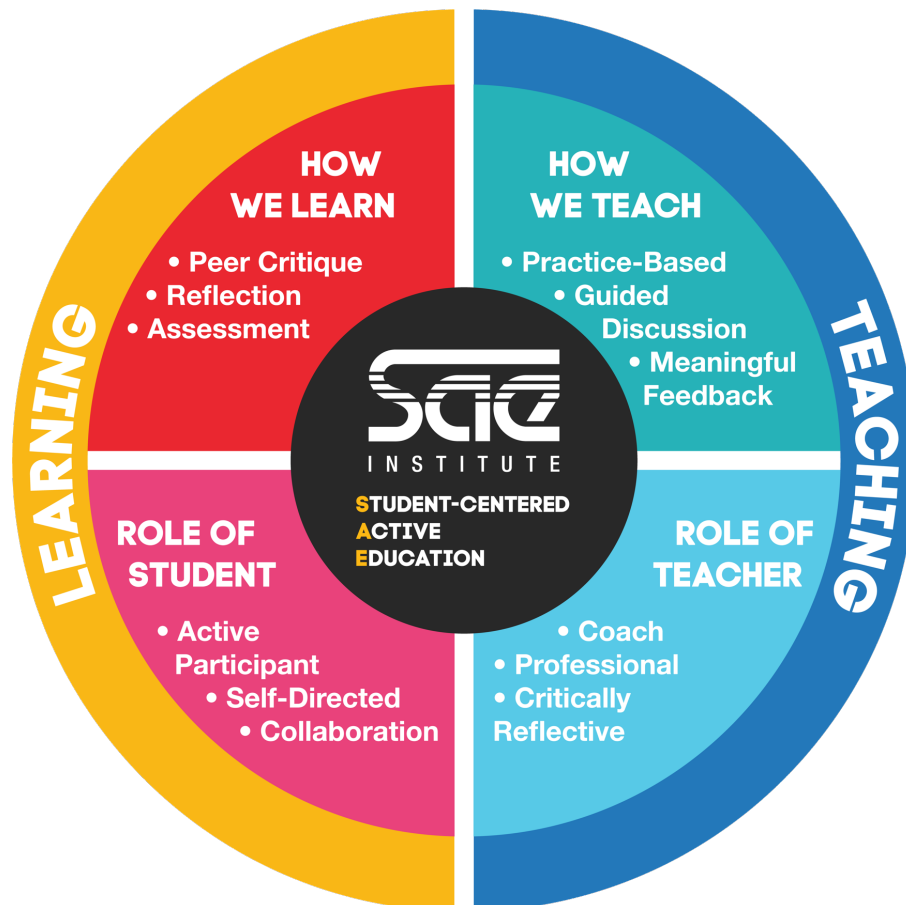
SAE Institute teaches using a Student-centered Active Education design that promotes learning through practical experiences that replicate common professional competencies.

History of SAE Institute of Technology

SAE Institute was founded in 1976 in Sydney, Australia, as a school specializing in audio engineering instruction that emphasized a balanced curriculum featuring a theoretical and practical approach. After opening its first non-English speaking school in Munich, Germany, in 1986, SAE Institute continued to expand its network of institutes and now offers educational opportunities in locations such as Vienna, Amsterdam, Berlin, Paris, Kuala Lumpur, Stockholm, Milan, Athens, and Singapore.

In 1999, SAE Institute expanded its campuses to the United States, opening the first two U.S. SAE Institute of Technology locations in New York and Nashville, Tennessee. Since then, three more locations have opened in Miami (2002), Atlanta (2007), and Chicago (2013). In July 2014, SAE Institutes acquired Ex'pression Colleges with a campus in Emeryville that offers a variety of media arts programs through the Bachelor's Degree level. For a more detailed description of the history of SAE Institute, please visit the SAE Institute web site at www.sae.edu.

SAE Institute of Technology began educating students in New York City in 1999. Since that time, the campus has expanded and relocated twice. In 2013, SAE Institute of Technology moved to a brand new, larger facility in Manhattan's Chelsea neighborhood.

Authorization and Approvals

SAE Institute of Technology is licensed by the New York State Education Department. For additional information, please contact:

New York State Education Department
Bureau of Proprietary School Supervision
89 Washington Ave., EBA 560
Albany, NY 12234
Phone: 518-474-3969
Fax: 518-474-6543
Email: bpss@nysed.gov
Web: www.acces.nysed.gov/bpss/

SAE Institute of Technology New York is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute of Technology Nashville in Nashville, TN:

SAE Institute of Technology Nashville
7 Music Circle North
Nashville, TN 37203
Phone: 615-244-5848
Fax: 615-244-3192
Email: nashville@sae.edu

The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education. For more information regarding ACCSC accreditation, please contact:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
Phone: 703-247-4212
Fax: 703-247-4533
Web: www.accsc.org

Disclosure Statement

All prospective and enrolled students may consult this catalog for factual information regarding SAE Institute of Technology. All content is subject to change without notice.

Ownership and Control

SAE Institute Group, Inc., is owned and managed by Navitas, Ltd, a leading global education provider headquartered in Perth and Sydney, Australia. On July 5, 2019, Navitas was purchased by Marron Co-investment Trust. Marron is an independent firm, owned and managed by its founding partners. Marron partners with entrepreneurs and management teams in Australia and New Zealand to help them build strong, sustainable, market-leading
businesses.

All SAE Institutes in North America, including campuses in Atlanta, Chicago, Miami, Nashville, Emeryville, and New York are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

Marron's Board of Directors are:
Benjamin Gray
Rodney Jones
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Haroula Morfis
Rajeev Ruparelia

Campus Facilities

SAE Institute of Technology is located at:

218 West 18th Street, 4th Floor
New York, NY 10011
Phone: 212-944-9121
Fax: 212-944-9123
Email: newyork@sae.edu

Centrally located in the tech neighborhood of Chelsea, SAE Institute of Technology is surrounded by famous studios and record labels.

The campus is a modern, 27,000 square foot, air-conditioned facility that includes classrooms, a Learning Resource Center, four (4) production suites, 24 workstations, and five (5) studios fully equipped with industry standard hardware and software from AKG, Apple, Audient, Avid Pro Tools, Focusrite, Genelec, Lexicon, Native Instruments, Neve, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Universal Audio, Waves, and others.

The school reserves the right to upgrade its facilities, equipment, software, and other materials at any time to provide students with current industry standard practical experience.

All instruction at SAE Institute of Technology is in English and onsite at 218 West 18th Street, New York, NY.

Supplements and Attachments to Catalog

Any revisions to the SAE Institute of Technology Catalog will be attached.

ADMISSIONS

Admission to SAE Institute of Technology is open to any individual who is seriously interested in creative media industries and meets all necessary entrance requirements. No previous experience is required.

Requirements for Admission

To be enrolled into the program at SAE Institute of Technology, a prospective student must meet all of the following requirements by the third day of classes in the first module;

- Successfully pass the Entrance Evaluation by scoring 14 or higher on the Wonderlic Scholastic Level Exam (Wonderlic SLE-Q).
- Provide Proof of Graduation in the form of a standard high school diploma, GED completion certificate, state high school equivalency, high school transcript or postsecondary degree transcript (see Proof of Graduation Policy)
- Provide Government-issued photo identification
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- Have a fully executed Enrollment Agreement
- International Students are required to make payment for the first two modules of the program and must include a statement from a guarantor that he/she is willing to provide applicant with financial support for a minimum of one year along with: a personal bank statement of the guarantor converted to U.S. dollars, the amount of financial support the guarantor is willing to provide for four modules, the guarantor's name, address, signature, email address, and relationship with the student.

Students will not be considered enrolled until they meet all of the following requirements:
- Have a fully executed Enrollment Agreement
- Attend a new student orientation
- Attend class by the third day of the first module

Prospective students from out-of-area are encouraged to contact the campus by phone or through www.usa.sae.edu to enquire about available openings and start dates, and to begin the transmission of items required for admission.

*Please see the Refund Policy section of this catalog for a detailed description of refunds in the event of cancellation of the enrollment agreement.

Entrance Evaluation

SAE Institute of Technology requires all prospective students to successfully complete an entrance evaluation to be accepted into a program. An applicant taking the Wonderlic SLE-Q who does not meet the minimum score of 14 on the first attempt may retake the exam one hour after the first attempt.

If the second attempt does not result in the minimum score of 14 or higher, a third attempt may be made one week after the second. If the third attempt does not result in a minimum score of 14 or higher, a fourth attempt may be made three months after the third.

International students may attempt the Wonderlic SLE-Q. They have two attempts to meet the minimum score of 14. The SLE-Q results would then be sent to the Admissions Office at SAE New York as part of their application.

Proof of Graduation Policy

SAE Institute of Technology requires a standard high school diploma or GED/TASC or successful completion of a postsecondary degree program (Associate's, Bachelor's or Master's) from an institution accredited by an agency recognized by the United States Department of Education in order to enroll in a program. Students

applying to SAE Institute of Technology must provide documentation of Proof of Graduation (POG) prior to acceptance. Copies of physical POG documentation must be submitted via Conext. POG documentation must be received, approved, and be placed in the student's file before the enrollment agreement can be signed by a school official and before the start of the program.

Acceptable forms of documentation are:
- Copy of High School Transcript
- Copy of GED/TASC certificate of completion
- Copy of High School Diploma
- Copy of College Transcript
- Copy of email from the institute that issued the academic credential

SAE Institute will also accept a copy of an official transcript from a postsecondary school whose accreditation is recognized by the U.S. Department of Education demonstrating completion of an Associate's, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency with a United States high school diploma. Proof of graduation in languages other than English must be translated into English.

New York home schooled students are required to submit proof of successful passing of the TASC or a letter from the superintendent of schools or comparable chief school administrator (on official school letterhead) of the applicant's school district of residence at the time such program was completed, certifying that the applicant completed the equivalent of a four-year high school diploma program.

For students who were home schooled outside of New York: proof of graduation will be evaluated by the Chief Academic and Compliance Officer to determine compliance with SAE Institute policy. The Chief Academic and Compliance Officer may require additional information or documentation as needed.

English Language Proficiency Policy

SAE Institute campuses in the U.S.A. require all students to be proficient in English, both spoken & written. Applicants to SAE Institute that have completed secondary school in the following English-speaking foreign countries do not need to demonstrate English language proficiency:

Australia	Bahamas	Barbados	Belgium
Belize	Botswana	Canada	Cameroon
Denmark	Fiji	Finland	Ghana
Guyana	Ireland	Jamaica	Kenya
Lesotho	Liberia	Nigeria	Netherlands
New Zealand	Norway	Papua New Guinea	Singapore
Solomon Islands	South Africa	St. Lucia	Sweden
Tonga	Trinidad & Tobago	United Kingdom	Virgin Islands
Zambia	Zimbabwe		

Applicants from all other countries not listed above must demonstrate English language proficiency by taking one of the below exams and achieving the minimum score.

Exam	Minimum Required Score
International English Language Testing System (IELTS)	6.0
TOEFL Internet Based Test (iBT)	61
Pearson Test of English Academics (PTE)	44
Pearson Versant	56
Duolingo	95

Enrollment Agreement

Each prospective student must sign an Enrollment Agreement prior to attending class. The Enrollment Agreement is a legally binding instrument when signed by a student and accepted by the school. The fully executed Enrollment Agreement is intended to protect the student and provide specific disclosure information, such as the total cost of the program, refund information (in the event of withdrawal from the school), and total length of the program of study. The student should retain a copy of the signed Enrollment Agreement for personal use. In the event that a student withdraws then re-enrolls or changes status, a new Enrollment Agreement must be signed. Students will not be allowed to sit in class without a completed Enrollment Agreement.

Technical Standards

Diploma in Audio Technology
Audio: Candidates must possess adequate sensory ability to apply fundamental audio production methods and techniques, including but not limited to such things as the perception and adjustment of pitch, tone, frequency, and amplitude. Candidates must possess the sensory and hearing ability to make necessary adjustments to audio instantaneously.

Communication: Candidates must be able to collaborate with others to effectively plan and execute a range of responses to complex problems.

New Student Orientation

Students entering SAE Institute are required to participate in a new student orientation before they can attend class. If the student is unable to attend the scheduled group orientation, they must notify the Student Advisor and schedule a make-up orientation.

Re-Enter Policy

A former student who wishes to be considered for readmission should contact the Academic Department to discuss their eligibility to return. Returning student applications are reviewed and approved by the Academic and Student Finance department. Decisions will be made based upon prior academic progress, behavioral conduct and changes in circumstance since dismissal/withdrawal.

If approved for re-entry, the Director of Education will determine which course hours previously earned will be counted toward program completion and the courses which need to be repeated. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established and approved by Student Finance.

A re-admitted student is required to sign a new enrollment agreement. The enrollment agreement must be fully executed by the 3rd day of the returning module.

A student who withdraws and then re-enters within 180 days is considered to remain in the same period where he/she returns and is eligible to receive federal financial aid funds for which he/she was eligible prior to withdrawal, including funds that were returned. All tuition adjustments will be put back on the students account and a repeat fee of $500 will be added. For students who withdraw and then re-enter in the same program after 180 days, the student will be charged the current tuition rate based on the catalog and new FSA funds will be requested.

Transfers between SAE Institute of Technology Campuses

Transfers are only possible between SAE Institute campuses if a student is in good standing. An SAE Institute student desiring a transfer to an SAE Institute campus in a different location must contact the SAE Institute Campus Director of the current campus for assistance in coordinating the desired transfer. All transfers between campuses are allowed at the discretion of the Campus Director of the receiving campus and are dependent on program and space availability. Requested transfers may not always be feasible. If a transfer is granted, SAP

and any remaining financial liability of the transferring student will be calculated at the time of transfer. All courses that apply to the new program at the new campus will be transferred along with all earned grades. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE Institute will be refunded. Students transferring to other SAE Institute campuses must abide by local rules and regulations.

SAE Institute is a worldwide training institute, providing educational opportunities at SAE Institute campuses abroad. SAE Institute graduates planning to work, travel, or study outside of the United States should check the SAE Institute web site at www.sae.edu for information on additional training and degree opportunities.

Transfer of Hours and Credentials to Other Institutions

SAE Institute of Technology does not make any representation or guarantee that coursework completed and/or hours earned at SAE Institute of Technology will transfer to another institution. It is the sole responsibility of the student to determine in advance of enrollment whether a receiving institution will recognize coursework completed and/or hours earned at SAE Institute of Technology.

FINANCIAL INFORMATION

Tuition

Diploma in Audio Technology

Tuition	$23,072.00
Audio Package (optional)	$1,000.00
Technology Fee	$900.00
Administrative Fee	$100.00
Total	$25,072.00

The administrative fee is a fee applied to the first semester at $100 after a student has attended classes beyond the 7th calendar day. This is a non-refundable fee which covers initial registration and administrative fees associated with starting school. Program Transfers and Re-Entries are subject to the administrative fee with the signing of a new enrollment agreement.

The technology fee is divided between two pay periods: at the start of Mod 1 (Term 1) and Mod 3 (Term 2), $450.00 is charged.

Fees

Repeated Course Fee (charged per repeated course within 180 days of Last Date of Attendance)	$500.00
Retake Course Fee (charged per retaken course after 181 days of Last Date of Attendance)	$5768.00
Returned Check Fee (per occurrence)	$25.00
Student I.D. or Access Card Replacement Fee (per card)	$5.00
Damaged/Unreturned Library Items	Price of Item
Damaged Equipment Fee	Cost to fix or replace equipment
Unreturned Equipment Fee	Replacement cost of equipment

Audio Package

All courses at SAE Institute require the use of a tablet, headphones, an external hard drive, and required electronic book subscriptions. These materials are required for successful program completion. The cost of the audio package is not included in the cost of tuition, and students may elect to purchase the equipment from vendors other than SAE Institute. The entire bundle must be purchased as a whole from the school, or a student may use his or her own equipment as long as it meets the system requirements (the technical specifications and can be found on the campus website). If a student elects not to purchase the technology package from SAE Institute, the student is responsible for ensuring they have the required equipment and books to successfully complete the program. All financial documents must be completed before the audio package is issued to the student.

Technology Fee

All Enrolled Students will be charged a $450.00 Tech Fee for the Audio Technology program. The Audio Technology program length at SAE Institute is approximately 48 weeks. The program is comprised of four modules. Each module is12 weeks in length. This fee is designed to cover the cost of maintaining the campus network, upkeep of computers, audio consoles, access to subscriptions to learning resource materials and the currency of instructional equipment.

Additional Costs

The tuition rate for students will not be affected by tuition increases provided a student is continuously enrolled in his/her respective program. SAE Institute of Technology students bear few additional costs beyond those

listed above. Typically, additional items personally supplied by students may include paper, writing utensils, and similar scholastic materials. When planning expenses, students should also consider housing and living expenses.

Tuition Assistance

SAE Institute of Technology students who qualify may apply for several different forms of financial assistance to help pay for tuition, books and materials, and/or living expenses. Students should meet with Financial Services for complete information, requirements, applications, and filing deadlines.

Applying for Financial Aid

Students who wish to apply for financial aid are encouraged to begin the application process as soon as possible. Most sources of student financial aid, including Title IV Federal Student Aid programs, require students to complete and file a Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov.

Current information on Federal Student Aid programs can be found online at:
U.S. Department of Education – www.ed.gov
Federal Student Aid Programs – www.studentaid.ed.gov
Free Application for Federal Student Aid – www.fafsa.ed.gov
Private student lending and payment institutions may also be available to assist qualified students in achieving their goals when not covered by federal or state programs.

All loans and grants awarded to students must be verified, approved, and pending disbursement before materials, books, and audio packages are issued to the student.

Students who are funding a remaining balance not met by Federal Student Aid must pay the entire fee for books and the audio package prior to the start date of the program.

Should a loan or grant not be approved for any reason, the student must make other payment arrangements or withdraw from the program.

Title IV Federal Student Aid

Title IV Federal Student Aid programs are available to students who qualify. To receive Title IV Federal Student Aid, a student must:
- Be admitted into an approved program of study
- Demonstrate financial need (Pell Grants and Subsidized Stafford Loans only)
- Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
- Possess a valid Social Security Number
- Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy
- Certify that the student has never defaulted on a Federal Student Loan
- Certify that the student does not owe money on a Federal Student Grant
- Certify that Federal Student Aid will be used for educational purposes only

The Federal Student Aid Award Year is the 12-month period that begins on July 1 of one year and ends on June 30 of the following year. Students may submit a FAFSA for the next award year beginning on January 1. Students receiving a second disbursement after July 1 must submit an updated FAFSA. Students should be aware that this may change their financial aid eligibility.

Types of Title IV Federal Student Aid available to SAE Institute of Technology students who qualify are:

Federal Pell Grant

The Federal Pell Grant Program provides federal financial assistance to low-income students. Students who have earned a bachelor's or graduate degree are ineligible for Pell Grants. Pell Grants do not have to be repaid and are awarded based upon eligibility and financial need as determined by the student's FAFSA.

Subsidized Federal Stafford Loan

The Subsidized Federal Stafford Loan is available to students with financial need. Subsidized Stafford Loans are among the least expensive loan options for students because the federal government pays the interest while the student is attending college on at least a half-time basis and during other periods of authorized deferment.

This interest subsidy effectively gives the loan a zero percent interest rate while the student is in school at least half time, for the first six months after graduation, and during a period of deferment. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Unsubsidized Federal Stafford Loan

The Unsubsidized Federal Stafford Loan is not based on financial need. Interest accrues from the time the loan is disbursed by the school and is not paid by the federal government. The student borrower is responsible for the interest from the time the loan is disbursed until it is paid in full. If the student borrower does not pay the interest as it accrues, it is capitalized (added to the loan balance). There are no repayment requirements for an Unsubsidized Stafford Loan while a student is in school at least half-time or during grace or deferment periods. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Federal Parent Loan for Undergraduate Students (Parent PLUS Loan)

The Federal Parent PLUS Loan is available for credit-worthy parents with dependent students to help pay for their educational costs. Parents can borrow up to the cost of attendance minus any other financial aid the dependent student is receiving. Parent PLUS Loan borrowers are responsible for all interest accrued and have the option of deferring payments until six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a grant award made by the college to students with exceptional financial need. Due to limited funding from the Department of Education, priority awarding of FSEOG funds will first go to students who apply and demonstrate the highest need (zero EFC). Funds will be awarded to students on a first-come first-serve basis. Because of limited funds, SAE Institute has set its own limits dependent upon availability of funds; currently students can be awarded up to $500 per award year. FSEOG does not have to be repaid unless, for example, the student was awarded funds incorrectly.

The FSEOG program requires that the institution must first select students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year. All students with zero EFC and receiving Pell for the award year are awarded $500 in FSEOG per award year. Once all Pell eligible students with a zero EFC have received an award, non-Pell eligible and less-than half-time students, with a zero EFC will be awarded. If funds still remain, the student selection group will expand to students with EFC 1-100. If funds still remain, the selection group will expand by 100 until all FSEOG funds are awarded.

Federal Work Study (FWS) Program

The Federal Work Study (FWS) Program provides part-time job opportunities for eligible students. The salary is generally the current minimum wage, based on the campus location, and students are paid by the hour. The number of hours a student may work is based on a calculated financial need and the availability of funds at the institution. A limited number of jobs are available on campus. Students are responsible for applying to qualifying work study employment. For more information, contact the Financial Services Office.

Students wishing to participate in the Federal Work Study Program must be awarded financial aid and have FWS eligibility as a part of their award package. Students must file a Free Application for Federal Student Aid (FAFSA) to apply for financial aid and have their program eligibility determined. Separate applications for

financial aid are required for each academic year that a student wishes to be considered for employment under FWS. Once a student has earned his/her award maximum the student will be terminated from the work-study program. Upon termination, students may contact the Financial Services Office to determine if they have any remaining work-study eligibility. The Financial Services Office will conduct an evaluation of eligibility. If eligible, the student may request additional work study funding through the Financial Services Office. For more information, contact the Financial Services Office.

FWS awards are not credited to a student's account. A paycheck is issued to the student for the time worked.

Verification

Student recipients of Federal Student Aid may be selected to receive a Notice of Selection and a Verification Worksheet requesting supporting documentation before aid can be awarded & released. Students who are selected for verification must submit the completed Verification Worksheet and all supporting documentation to Financial Services before the start date of the program AND no later than thirty (30) days from the date of the Notice of Selection. Students who are scheduled to graduate before the thirty (30) day deadline must complete verification before taking final exams. If a student who is selected for verification fails to submit verification documents before the start date of the program and within thirty (30) days from the date of the Notice of Selection, the student must make other payment arrangements or withdraw from the program.

Return of Title IV Funds Policy

Title IV Federal Student Aid funds are awarded to students under the assumption that recipients will attend school for the entire period for which assistance is awarded. Students who fail to complete the program for any reason may no longer be eligible for the full amount of Title IV Financial Student Aid funds they were scheduled to receive.

If a student recipient of Federal Student Aid begins but does not complete an eligible program of study, SAE Institute is required by law to use a statutory schedule to recalculate the amount of Title IV funds that have been earned by the student based on the number of clock hours scheduled to the last date of attendance. Up through the 60% point in each payment period a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. However, SAE Institute must still complete a Return of Title IV Funds calculation in order to determine whether the student is eligible for a post-withdrawal disbursement. Disbursements will be made within forty-five (45) days of the date of determination.

Title IV funds are returned in the following order:
1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)
4. Federal Pell Grants

In some cases, the Return of Title IV Funds calculation will result in the student owing tuition and fees to SAE Institute of Technology that would otherwise have been paid with Federal Student Aid funds. Students who have received funds for living expenses may also owe a refund of unearned Federal Student Aid.

For more information about the return of Title IV funds or examples of Title IV calculations, please contact Financial Services.

Tuition Reimbursement Fund

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while a student is in attendance, prior to the completion of his/her educational program, then the student may be eligible for a refund of all tuition expenses paid. If the student drops out of school prior to completion and files a complaint against the school with the State Education Department, the student may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that the student's complaint is valid and to determine that there was a violation of

Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, a student must first file a complaint with the State Education Department at the following address:

New York State Education Department
116 West 32nd Street, 5th Floor
New York, NY 10001
Attn: Bureau of Proprietary School Supervision
Phone: 212-643-4760
The staff of the State Education Department will assist students in the preparation of a tuition reimbursement form.

Tuition Options

Tuition Options Students enrolled at SAE Institute are eligible to participate in an Institutional Loan program offered by Tuition Options as a third-party provider. Tuition Options offers third party loans that are designed to cover the cost of tuition, technology packages, and fees in excess of available federal aid. Interest rates on loans facilitated by Tuition Options vary between 3% and 7% based on several factors. Interest accrues from the date of the loan's origination. Loans provided by Tuition Options require recurring payment during enrollment and a full pay-off between two and seven years of loan origination, based on loan amount. Failure to make regular and timely payments may result in late fees added to the loan balance and can restrict a student from attending class until the account is current.

Delinquent Payments to SAE Institute

Students who reach a payment delinquency of 90 days of non-payment, will be required to meet with the Campus Director. The student may be locked out of all SAE technology, including Canvas, until the meeting is held. If no payment is made and no updated payment plan arrangement is approved by the Campus Director, the student may be dismissed due to delinquent payment. Failure to meet with the Campus Director will also result in a dismissal.

Students with VA Funding

Veteran students who are considered to be a covered individual by the U.S. Department of Veteran's Affairs will not be subject to any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities due to delayed disbursement of funding from the VA. Additionally, a VA student will not be required to borrow additional funds to cover educational costs due to delayed disbursement.

Refund Policy

SAE Institute of Technology's refund policies have been established in accordance with the United States Department of Education (USDOE) Title IV refund policy enacted by the 1992 Amendments to the Higher Education Act and all applicable accrediting standards.

Upon request, SAE Institute of Technology will provide written verification in the form of a final refund calculation that these refund policies are more favorable to students, offering them less tuition liability than the provisions of subdivision 3 of section 5002 of the NYSED Education Law.

SAE Institute of Technology uniformly applies these refund policies to all students enrolled in all academic programs and reserves the right to modify these policies in order to remain in compliance with any changes in applicable laws and regulations.

Student's Right to Cancel

All new students and applicants, including re-admitted students, have the right to cancel an enrollment agreement at any time prior to the start of classes by contacting the admissions office in person, by electronic mail, or by standard mail. Cancellation can be initiated by the student or SAE Institute.

Cancellation occurs in two scenarios:
- A student requests cancellation before the start of classes **or**
- A student does not attend classes beyond the 7th calendar day after the start of the program.

In the event of a cancellation, all monies paid will be refunded in full.

Withdrawals

Students who choose to withdraw or are terminated after attendance has begun and prior to completing 60% of the payment period are entitled to a pro rata refund of tuition based on the number of clock hours scheduled to the last date of attendance. Tuition is considered fully earned when a student has completed 60% or more of the payment period.

If the student is a recipient of Federal Student Aid, Title IV funds will be returned based on the Return of Title IV Funds calculation within 45 days of the date of determination. (Please see the Return of Title IV Funds Policy above for more information.)

Any balances remaining on account following cancellation, withdrawal, or dismissal must be paid in a timely manner or will be subject to collection. Any payment arrangement made to pay such balances may be subject to additional fees and/or interest.

Weekly Tuition Liability Chart			
ATP 12-MONTH PROGRAM MODULE 1			
Date of Withdrawal	% Student Refund	% Earned by SAE Institute	Student Liability
Week 1	100.00%	0.00%	$0.00
Week 2	90.91%	9.09%	$524.31
Week 3	81.62%	18.38%	$1,060.16
Week 4	72.53%	27.47%	$1,584.47
Week 5	63.31%	36.69%	$2,116.28
Week 6	54.12%	45.88%	$2,646.36
Week 7	44.93%	55.07%	$3,176.44
Week 8	35.74%	64.26%	$3,706.52
Week 9	26.55%	73.45%	$4,236.60
Week 10	17.36%	82.64%	$4,766.68
Week 11	8.17%	91.83%	$5,296.75
Week 12	0.00%	100.00%	$5,768.00

Weekly Tuition Liability Chart			
ATP 12-MONTH PROGRAM MODULE 2			
Date of Withdrawal	% Student Refund	% Earned by SAE Institute	Student Liability
Week 1	75.00%	25.00%	$1,442.00
Week 2	50.00%	50.00%	$2,884.00
Week 3	25.00%	75.00%	$4,326.00
Week 4	0.00%	100.00%	$5,768.00
Week 5	0.00%	100.00%	$5,768.00
Week 6	0.00%	100.00%	$5,768.00

Week 7	0.00%	100.00%	$5,768.00
Week 8	0.00%	100.00%	$5,768.00
Week 9	0.00%	100.00%	$5,768.00
Week 10	0.00%	100.00%	$5,768.00
Week 11	0.00%	100.00%	$5,768.00
Week 12	0.00%	100.00%	$5,768.00

Weekly Tuition Liability Chart			
ATP 12-MONTH PROGRAM MODULE 3			
Date of Withdrawal	% Student Refund	% Earned by SAE Institute	Student Liability
Week 1	100.00%	0.00%	$0.00
Week 2	90.91%	9.09%	$524.31
Week 3	81.62%	18.38%	$1,060.16
Week 4	72.53%	27.47%	$1,584.47
Week 5	63.31%	36.69%	$2,116.28
Week 6	54.12%	45.88%	$2,646.36
Week 7	44.93%	55.07%	$3,176.44
Week 8	35.74%	64.26%	$3,706.52
Week 9	26.55%	73.45%	$4,236.60
Week 10	17.36%	82.64%	$4,766.68
Week 11	8.17%	91.83%	$5,296.75
Week 12	0.00%	100.00%	$5,768.00

Weekly Tuition Liability Chart			
ATP 12-MONTH PROGRAM MODULE 4			
Date of Withdrawal	% Student Refund	% Earned by SAE Institute	Student Liability
Week 1	75.00%	25.00%	$1,442.00
Week 2	50.00%	50.00%	$2,884.00
Week 3	25.00%	75.00%	$4,326.00
Week 4	0.00%	100.00%	$5,768.00
Week 5	0.00%	100.00%	$5,768.00
Week 6	0.00%	100.00%	$5,768.00
Week 7	0.00%	100.00%	$5,768.00
Week 8	0.00%	100.00%	$5,768.00
Week 9	0.00%	100.00%	$5,768.00
Week 10	0.00%	100.00%	$5,768.00
Week 11	0.00%	100.00%	$5,768.00
Week 12	0.00%	100.00%	$5,768.00

Refund on Third Party Fees

Banking fees such as, but not limited to, returned check fees or wire transfer fees are added to the applicant or student liability in all cases.

Refund on Textbooks and Audio Packages

Once the Audio and/or Textbook Package have been accepted by the student and taken from the school premises, they may not be returned for a refund.

Refund Disbursement

Non-Title IV refunds will be made within forty-five (45) days after date of determination. Failure to notify the Student Advisor in writing of the intent to cancel or withdraw may delay a refund to an applicant or student.

Refunds will be issued to the enrolled student with the exception of any loan or agency payments, in which case the refund will be issued to the loan company or agency.

Return of Non-Title IV Funds

Non-Title IV student aid is awarded under the assumption that recipients will attend school for the entire period for which assistance is awarded.

If a student recipient of non-Title IV funds begins but does not complete an eligible program of study, SAE Institute of Technology will recalculate the amount of funds that have been earned by based on the student's last date of physical attendance, and all unearned funds will be returned to the funding source.

Entrance Loan Counseling

The U.S. Department of Education requires all first-time student borrowers receiving subsidized and/or unsubsidized federal loans to complete entrance counseling. Students are counseled on the federal loan process, managing education expenses, repayment options, and the student's rights and responsibilities as a borrower.

Exit Loan Counseling

Exit counseling is required for all future graduates, withdrawn students, and below half-time enrolled students. Exit counseling is focused on helping students comprehend their financial obligations, debt, and repayment options.

Scholarships

Returning Student Completion Grant

SAE Institute 's Returning Student Completion Grant provides financial assistance to students who re-apply to return to a program at SAE Institute within one to four years from the last date of attendance. A Returning Student Completion Grant will pay the balance owed to SAE at the time of re-entry up to a maximum of $5,000. The Returning Student Completion Grant will be paid once the student successfully graduates from the program.

To apply, students must meet the following criteria:
· Have previously attended an SAE Institute program with a last date of attendance within one to four years from re-starting the program
· A U.S. citizen, eligible non-citizen, or International Student
· Accepted to return to SAE Institute to complete their program

The grant application is complete once the completed Returning Student Completion Grant Application is received by the Financial Services Office no later than 5 business days before the start of the module.

Payment of the grant is made as a cash credit against the total balance on the student's ledger at the time of enrollment and applied at the successful completion of the program. The grant has no cash equivalency.

2022-2023 SCHEDULE
Program Start Dates

SAE Institute of Technology reserves the right to cancel any scheduled class start for reasons of insufficient enrollment, in which case all prepaid charges will be refunded.

Program Start Date	Projected Graduation Date
August 8, 2022	August 4, 2023
November 7, 2022	November 23, 2023
February 13, 2023	February 16, 2024
May 15, 2023	May 10, 2024
August 14, 2023	August 9, 2024
November 13, 2023	November 8, 2024
February 20, 2024	February 14, 2025
May 20, 2024	May 16, 2025

Holiday Schedule

SAE Institute of Technology is closed for all U.S. national holidays. If a class is scheduled on a holiday, a make-up day will be required.

Holiday	2024	2025
New Year's Day	Wednesday, January 1, 2025	Thursday, January 1, 2026
Martin Luther King, Jr. Day	Monday, January 15	Monday, January 20
Presidents' Day	Monday, February 19	Monday, February 17
Memorial Day	Monday, May 27	Monday, May 26
Juneteenth	Wednesday, June 19	Thursday, June 19
Independence Day	Thursday, July 4	Friday, July 4
Labor Day	Monday, September 2	Monday, September 1
Columbus Day/Indigenous People's Day	Monday, October 14	Monday, October 13
Veterans' Day	Monday, November 11	Tuesday, November 11
Thanksgiving	Thursday & Friday, November 23 & 24	Thursday & Friday, November 27 & 28
Christmas Eve	Tuesday, December 24	Wednesday, December 24
Christmas Day	Wednesday, December 25	Thursday, December 25
New Year's Eve	Tuesday December 31	Wednesday, December 31

2023-2024 Academic Calendar

The following calendar applies to the 12-month program

Module	Start	End
November 2023 Module A	November 13, 2023	February 16, 2024
November 2023 Module B	November 13, 2023	February 9, 2024
Holiday Break Module A (No Classes)	December 16, 2023	December 31, 2023
Holiday Break Module B (No Classes)	December 23, 2023	December 31, 2023
February 2024 Module	February 20, 2024	May 10, 2024
Module Break (No Classes)	May 11, 2024	May 19, 2024
May 2024 Module	May 20, 2024	August 9, 2024

Students who begin classes prior to the May 2023 Module will be scheduled for November 2023 in Module A. Students who begin classes in the May 2023 Module or after will be scheduled for November 2023 in Module B.

Schedule of Classes

Twelve-month program classes are typically scheduled Monday through Thursday, between 9:00 a.m. and 11:15 p.m., and classes may be scheduled on Saturday as needed. The following class sessions are assigned during enrollment. *

12 – Month Program Schedule						
	Days	Begins	Ends	Days	Begins	Ends
Morning	Mondays	9:00 am	1:42 pm	Tuesday – Thursday	9:00 am	1:41 pm
Afternoon	Mondays	1:45 pm	6:27 pm	Tuesday – Thursday	1:45 pm	6:26 pm
Evening	Mondays	6:30 pm	11:12 pm	Tuesday – Thursday	6:30 pm	11:11 pm

Tutoring sessions may be scheduled to give students the opportunity for help or to make-up missed class time. Students should allot additional time to study for exams, complete projects, and devote effort to difficult or complex topics.

*Not all sessions run every module. Check with the Admissions Office for preferred class session availability.

Inclement Weather Policy

The decision to close the school due to inclement weather will be made by the Campus Director or designee. All reasonable attempts will be made to notify students in advance if the campus is closed due to inclement weather.

Hours of Operation

SAE Institute of Technology maintains normal hours of operation for studios and labs Monday through Thursdays from 9:00 a.m. to 11:30 p.m. and Fridays 9:30 a.m. to 8:00 p.m. Any additional or changed lab hours will be discussed at orientation and posted on the student bulletin boards.

Administrative offices are open Mondays through Thursdays from 9:00 a.m. to 7:00 p.m and Fridays from 9:00 a.m. to 6:00 p.m. Students wishing to meet with the administrative staff are encouraged to schedule an appointment. Students who wish to meet with an administrator after business hours are required to schedule an appointment.

ACADEMIC POLICIES

Program Length

The Audio Technology program at SAE Institute of Technology is 48 weeks in length. The program is comprised of four modules. Each module is 12 weeks in length. Each academic year is comprised of two terms. Each term is made up of two modules. The total program length is 900 clock hours.

Grading

Each twelve-week course includes a number of assessments including, but not limited to, quizzes, exams, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the student's final grade. The number, type, and weight of assessments vary by course and are included in the course syllabus.

Letter grades are awarded for each course completed. Grades are issued and posted within 48 hours after the completion of each course.

The chart below describes the impact of each grade on Satisfactory Academic Progress (SAP). For the purpose of calculating incremental completion rate (ICR), grades of "F" (failure) and "W" (withdrawn) are counted as clock hours attempted but are not counted as clock hours successfully completed. Students must repeat any required courses in which a grade of "F" or "W" is received. A student who receives an "F" or "W" grade in a course may attempt to successfully complete the same course up to two times. A student desiring a 3rd attempt to successfully complete the same course may petition the Campus Director for approval. The third attempt, if approved, is the final attempt. After the 3rd attempt, if the student fails to successfully complete the course, the student will be withdrawn from the school. If the request to attempt the course for the 3rd time is not approved by the Campus Director, the student will be withdrawn from school.

When a course is repeated, the higher of the grades earned during each attempt are calculated into the Cumulative Grade Point Average (CGPA). Both the original and repeated clock hours will be counted as attempted clock hours in the ICR calculation and both attempts will remain on the student's transcript. Transfer hours are awarded with a grade of "TC" (see Transfer of Hours and Credential policy) and test out hours are awarded with a "TO" (see Test Out Hours policy). TC or TO grades are not calculated as attempts in the ICR calculation.

Grade Appeals

Any student who disagrees with a grade may contact the instructor of record to request a grade change. If a satisfactory resolution is not achieved with the instructor, the student may submit a written request for a grade change, including the reasons for the grade dispute, to the Director of Education no later than five (5) school days following the end of the course. Within five (5) days of receiving the written request, the Director of Education will investigate and issue a letter to the student either approving or denying the grade change request.

Incomplete Grades

If illness or other circumstances out of the student's control prevent a student from completing all required coursework within the scheduled module dates, the student may request an incomplete ("I") grade. The incomplete grade is a temporary grade, providing the student an additional week to complete any missing assignments. The incomplete grade will be converted to the earned grade within one week after the end of the module. The decision to issue an incomplete grade is at the discretion of the instructor. A grade of incomplete is calculated into the student's ICR.

Late Work Policy

Submitting work on time is important to exercise professionalism, enable timely feedback, and stay aligned with the course's progress. However, because outside challenges may occasionally make it difficult to complete some assignments on time, the campus will schedule three "Get It Done Day" makeup sessions during the module in weeks 3, 7, and 11. Please note the following policies regarding submission of late work on Get It Done Day:

- Students must attend, sign in, and participate in the Get It Done Day event on campus for late work to be accepted.
- All assignments must be submitted to the specific assignment area in Canvas, SAE Institute's Learning Management System, and late work must be accompanied by an assignment submission comment to notify the instructor.
- Only work due since the most recent Get It Done Day will be accepted; if an assignment is overdue and not completed by the immediately following makeup session, it can no longer be accepted for credit.
- No late work will be accepted after week 11 unless accompanied by approval of an incomplete grade, which must be requested of and granted by the instructor.

Grading Scale

Grade			Grade Included In:			
Letter Grade	Description	Quality Points	Hours Completed	Hours Attempted	Cumulative Grade Point Average (CGPA)	Incremental Completion Rate (ICR)
A	100-90% = Excellent	4.0	Yes	Yes	Yes	Yes
B+	89-85% = Very Good	3.5	Yes	Yes	Yes	Yes
B	84-80% = Good	3.0	Yes	Yes	Yes	Yes
C+	79%-75% = Above Average	2.5	Yes	Yes	Yes	Yes
C	74-70% = Average	2.0	Yes	Yes	Yes	Yes
D+	69%-65% = Below Average	1.5	Yes	Yes	Yes	Yes
D	64%-60% = Poor	1.0	Yes	Yes	Yes	Yes
F	59% or Below = Failing	0.0	Yes	Yes	Yes	Yes
W	Withdrawal	N/A	No	Yes	No	Yes
I	Incomplete	N/A	No	Yes	No	Yes
TC	Transfer	N/A	Yes	Yes	No	Yes
TO	Test Out	N/A	Yes	Yes	No	Yes

Grades are rounded to the nearest whole number, i.e. 79.9% would be awarded the grade of B.

Satisfactory Academic Progress

Satisfactory Academic Progress is the measurement of the student's academic performance within the educational goals. SAE Institute of Technology requires that all students demonstrate that they are making orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE Institute of Technology and be eligible for Title IV funding.

Satisfactory Academic Progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's cumulative Incremental Completion Rate (ICR) toward completion of the program's coursework. Whereas the CGPA is the standard qualitative component for measuring SAP, the ICR is the quantitative component used by SAE Institute of Technology. In addition, students must complete all coursework within the required 150% maximum timeframe. SAE Institute of Technology monitors academic progress for academic purposes at the end of each module and for financial aid purposes at the end of the payment period.

Successful Course Completion

In order to complete a course, a student must complete all 225 required clock hours, including 135 Theory Hours and 90 Practical Hours. If a student does not complete at least 135 Theory hours and 90 Practical hours for a

total of 225 clock hours by the end of the course and earn a grade of a "D" or higher, the student will fail the course and need to retake the course. Please see the Attendance Policy section of this catalog for more information about make-up hours. In addition, the student will need to meet minimum Satisfactory Academic Progress (SAP) requirements or face Academic/Financial Aid Warning or dismissal and may no longer be eligible for Title IV Federal Student Aid.

Incremental Completion Rate (ICR)
Incremental Completion Rate (ICR) measures the number of clock hours successfully completed by the student divided by the total number of clock hours attempted. Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum ICR expectations for each program order to maintain SAP.

Cumulative Grade Point Average (CGPA)
Cumulative Grade Point Average (CGPA) is the average of all grades earned based on the 4.0 grading scale (please see Grading Policy). Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum CGPA expectations for each program order to maintain SAP.

Maximum Timeframe
A student cannot exceed 150% of the published normal completion rate of the program. If at any time it becomes mathematically impossible for a student to complete the program within the maximum timeframe, the student will be dismissed from the school. For example, the published normal completion rate for a Diploma program is 36 weeks and 900 clock hours in length. Therefore, 150% of that normal completion rate is 54 weeks and 1,350 attempted clock hours. A student who reaches 54 weeks or 1,350 attempted clock hours without completing the program will be not be allowed to continue and will be dismissed from the school.

Satisfactory Academic Progress (SAP) Criteria
SAE Institute of Technology has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each module. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each module:

SAP Criteria for Diploma Programs			
Clock Hours Attempted	Minimum Cumulative Grade Point Average (CPGA)	Minimum Incremental Completion Rate (ICR)	Result if Minimum is Not Met
225	2.0	70%	Dismissal
450*	2.0	70%	Dismissal
675	2.0	70%	Dismissal
900	2.0	70%	Dismissal

*Title IV Federal Student Aid Payment Period

Written Notice of Warning
If a student has not met the minimum CGPA or ICR requirements at the midpoint of each module, the student will be given a written notice of warning via email. Students receiving the written notice of warning will have until the end of the module to meet minimum CGPA and ICR requirements or they will be dismissed. Students who have received written notice of warning will meet with their instructor to discuss progress towards improvement.

Evaluation Periods
If, at the end of any module, a student has not met the minimum SAP requirements, the student will be dismissed from SAE Institute of Technology.

SAP Appeal and Reinstatement

A student who feels Satisfactory Academic Progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the Campus Director, or another as designated by the Chief Academic and Compliance Officer, by the first day of the following module. An extraordinary mitigating circumstance is a situation beyond a student's control (i.e. illness, accident, trauma, etc.) The student must include documentation of the extenuating circumstance as well as provide an explanation as to why SAP was not met and what has changed to allow success upon reinstatement. The Campus Director will forward the appeal to the Chief Academic and Compliance Officer of SAE Institute North America or her designee for determination of acceptance or denial of the appeal. The Campus Director will notify the student in writing of the appeal decision within three (3) business days of the receipt of the letter. During this time, the student will be able to continue attending classes. The decision of the Chief Academic and Compliance Officer of SAE Institute North America or her designee is final and cannot be appealed.

Academic/Financial Aid Probation

If the appeal for reinstatement is approved, the student will be placed on Academic/Financial Aid Probation, at which time the student will regain eligibility for Title IV funding.

The student will have one module to meet the minimum SAP requirements at the appropriate evaluation point. During the Academic/Financial Aid Probation module, the student must meet with an assigned advisor to create an Academic Plan. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. If the student is unable to meet the minimum SAP requirements after one module on Academic/Financial Aid Probation, the student will be dismissed from SAE Institute of Technology without the opportunity to appeal.

If, at any time, the assigned advisor determines it is academically impossible for the student to meet the minimum SAP requirements by the end of the Academic/Financial Aid Probation module, the student will be dismissed from SAE Institute of Technology with no opportunity for appeal. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

Repeating Courses

All required courses in a program must be successfully completed with a passing grade and all required clock hours completed. If a student does not successfully complete a required course, the course must be repeated. The student will be charged a Repeat Course Fee in the amount of $500 per occurrence. **This fee cannot be paid with Title IV Federal Student Aid, and must be settled prior to the start of the subsequent module.**

The highest grade earned will be calculated in a student's CGPA, but the original grade will remain on the student's official transcript. The clock hours attempted and earned from both the original course and the repeated course will remain in the ICR and the calculation of the maximum timeframe. Please refer to the Grading Policy for additional information regarding repeating courses.

Transfer of Hours and Test Out Implications to SAP

When a student transfers hours from another institution of higher learning (see Transfer of Hours policy), the student will receive a grade of "TC" which will not be impacted in the CGPA calculation but will be counted as both attempted and earned clock hours in the ICR and maximum timeframe. When a student tests out of a course (see Test Out policy), the student will receive a grade of "TO" which will not be impacted in the CGPA calculation. Test out clock hours will count as attempted and earned clock hours in the ICR and maximum timeframe.

Withdrawn and Incomplete Grades Implications to SAP

While a "W" or "Withdrawn" grade does not impact a student's CGPA, it does impact the student's ICR and maximum timeframe calculation. An "I" or "Incomplete" grade counts as a failed grade in the student's CGPA and unsuccessful attempted clock hours in the student's ICR and maximum timeframe.

Graduation Requirements

To graduate from SAE Institute of Technology and receive a diploma, students must meet the following requirements:

- successfully complete all required courses with a passing grade
- earn a Cumulative Grade Point Average (CGPA) of 2.0 (C) or higher
- achieve an Incremental Completion Rate (ICR) of 70% or higher
- complete 100% of the required clock hours

Student Distinctions

SAE Institute presents awards and honors to students in recognition of individual academic achievement and perfect attendance. These accomplishments are presented at the end of each semester and during graduation.

Attendance Awards

The Graduate Perfect Attendance Award is presented to graduated students who have earned 100% attendance for all courses in their program of study. To be eligible for this award, a student must attend all classes as scheduled for the duration of their program.

The Module Perfect Attendance Award is presented to current students who have earned 100% attendance for all courses scheduled for the most recent module. To be eligible for this award, a student must attend all classes as scheduled for the duration of that module.

Academic Awards

Graduate Honor Awards are presented to graduated students who have achieved academic excellence in their program. To be eligible for these awards, students must achieve the following cumulative grade point average (CGPA):

    Highest Honors: 4.0 CGPA
    High Honors: 3.75 to 3.99 CGPA
    Honors: 3.5 to 3.74 CGPA

Academic Excellence Awards and Honor Roll are presented to current students who have achieved academic excellent in their most recent module. To be eligible for this award, a student must achieve the following module grade point average:

    Academic Excellence: 4.0 Semester GPA
    Honor Roll: 3.5 to 3.99 Semester GPA

Transcripts

To receive Transcripts for completed coursework, students and graduates must meet the following requirements:

- complete a mandatory financial aid exit interview
- return all borrowed equipment, books, media, or other materials
- complete a career services exit interview
- submit a resume to the Career Services office

Students who have borrowed equipment, books, media, or other materials and have not returned them by the last day of regular class will be charged for the missing items.

Students who have met all the listed graduation requirements will be awarded a diploma in their program of study.

Reasonable Accommodations for Individuals with Disabilities

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee disabled students access to educational opportunities. SAE Institute of Technology does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with disabilities unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by SAE Institute of Technology.

A student who seeks accommodations for a disability at SAE Institute of Technology must provide documentation of the disability from an appropriate licensed professional or provide educational information from a document such as an Individual Education Plan, 504 Plan, or Summary of Progress (SOP). This information should include the diagnosed condition, the treatment being provided (if any) and any disability related recommendations. The documentation cannot be more than three years old. The documentation shall be submitted to the 504 Coordinator who will create an Accommodation Plan. The student will be responsible for sharing the approved Accommodation Plan with instructors.

Accommodations are not retroactive. Therefore, it is the student's responsibility to submit all required documentation at least two weeks in advance in order to ensure that accommodations can be arranged before the start date of the program or course. Entry may be delayed for students with severe disabilities in order for the school to make appropriate accommodations.

Service Animal Policy

Policy Statement

It is the policy of SAE Institute that Service Animals assisting Individuals with Disabilities are generally permitted in all facilities and programs on any SAE Institute campus except as described below.

Definitions

An "Assistance Animal" is an animal that provides emotional support, well-being, or companionship that alleviates or mitigates symptoms of a disability, but is not individually trained to perform work or tasks. These animals are generally not permitted in SAE Institute facilities absent written permission from the Campus Director.

An "Individual with a Disability" is a person who 1) has a physical or mental impairment that limits one or more of a person's major life activities; or 2) has a record of having, or being perceived as having, a physical or mental impairment.

A "Partner" is an individual with a disability who is accompanied by a service animal. A "Handler" is an individual who is responsible for handling the service animal. A partner may be the service animal's handler, or there may be a partner and handler team.

A "Service Animal" is as a dog that is individually trained to do work or perform tasks for people with disabilities. In accordance with state law, miniature horses may also be classified as service animals. The work or task the service animal has been trained to provide must be directly related to the person's disability.

Service Animals in Training

In accordance with state and local law, a service animal being trained generally has the same rights as a fully trained service animal when accompanied by a trainer and identified as such in any place of public accommodation. However, Handlers of service animals in training must also adhere to all of the requirements for service animals above and are subject to the removal policies as outlined in this policy.

Requirements For Service Animals and Partners/Handlers

Requirements for Service Animals and Partners/Handlers include the following:

Vaccination**:** The Service Animal must be immunized against diseases common to that type of animal. Dogs must have had the general maintenance vaccine series, which includes vaccinations against rabies, distemper, and parvovirus and must receive booster vaccinations annually or as required. All vaccinations must be current and the Service Animal must be wearing current vaccination tags.

Licensing**:** The Service Animal must be licensed according to state law and county ordinance.

Health: The Service Animal must be in good health.

Leash**:** Service Animals must be on a leash or in a harness at all times, unless impracticable or unfeasible due to Partner's disability.

Under Control of Partner/Handler**:** The Partner/Handler of a Service Animal must be in full control of the animal at all times. The care and supervision of a Service Animal is solely the responsibility of the Partner/Handler.

Responsibility and Liability**:** The Partner/Handler is personally responsible for the Service/Animal at all times. The Partner/Handler will be required to pay for any damages or injuries caused by the Service Animal.

When an animal is excluded from the SAE Institute campus for failure to meet a requirement in this section, SAE Institute will work with the Partner to provide the Partner with the opportunity to benefit from the education program or activity while the Service Animal is not on the premises.

Areas Where Service Animals May Not Be Allowed to Enter

In most cases, an individual with a Service Animal may bring their Service Animal into all areas of campus that are open to the public or the SAE Institute community. However, for safety reasons, certain areas are generally off-limits to Service Animals and all other animals, including the following:

Mechanical Rooms/Custodial Closets: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.

Areas Where There is a Danger to the Service Animal: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g., molten metal or glass); where there is a high level of dust; or where there is moving machinery is off-limits to service animals.

An instructor in a classroom with moving equipment may allow a Service Animal in a classroom or teaching laboratory with moving machinery. Admission for each Service Animal will be granted or denied on a case-by-case basis. The final decision shall be made based on the nature of machinery and the best interest of the animal. Example: The machinery in a classroom may have moving parts at a height such that the tail of a large dog could easily be caught in it; this is a valid reason for keeping large dogs out. However, a very small hearing dog may be shorter than any moving part and, therefore, considered for admission to the classroom.

Access to designated off-limits areas may be granted on a case-by-case basis. A Partner/Handler who wants her or his Service Animal to be granted admission to an off-limits area should contact the Campus Director.

When A Service Animal May Be Asked to Leave

A Service Animal may be asked to leave an SAE Institute facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others. For example, a Service Animal that displays vicious behavior toward people may be excluded. Service Animals that are not housebroken can also be asked to leave SAE Institute facilities and programs. In addition, animals not covered under the Americans with Disabilities

Act (ADA) Service Animal definition can be asked to leave an SAE Institute facility or program. Questions related to the use of service animals on campus should be directed to the Campus Director.

Conflicting Issues

Individuals with conditions affected by the presence of a Service Animal or an Assistance Animal should contact the Campus Director. They will work with the individual to determine whether there is a need for an accommodation.

Course Numbering System

SAE Institute of Technology uses a course numbering system that consists of a two letter prefix followed by three numbers, indicating both the area of study and the general level of the course.

Transfer of Hours

Students who formerly attended a post-secondary institution accredited by an agency recognized by the U.S. Department of Education may be granted transfer credit for equivalent courses taken at the previous institution. Students must arrange for official transcripts from all previous institutions forwarded directly to SAE Institute.

The official transcript(s) must be received by the end of the first module of the program, so the student can receive a correct schedule. Students that attempted a course may not submit for transfer hours of that course.

The decision to award transfer hours is at the sole discretion of SAE Institute. SAE Institute will determine if courses completed at previous institutions are sufficiently equivalent to courses in the student's program of intended enrollment. Only courses with passing grades of "C" or better will be taken into consideration for transfer. Other factors used to determine transfer of hours include but are not limited to the number of hours earned, objectives and descriptions of previous courses, length of time passed since courses were completed, and the academic level of previous courses. Students may be required to provide a course catalog or syllabus from the previous institution in order for SAE Institute to make a fair assessment. Courses that are approved to be awarded transfer of credit will show on the student's transcript as "TC."

Students who receive transfer credit will have the tuition charge for the program prorated based upon the remaining number of credit hours the student must earn in order to graduate. Students must complete at least 40% of their core and general education course work at the awarding SAE Institute.

Test Out

SAE Institute of Technology provides opportunities for students to acquire hours for learning that has taken place through work experience. Students with the prerequisite knowledge to effectively test out of a class should contact the Director of Education on or before the end of the third class session of their first attempt of the course. Students that withdrew from a class or earned a failing grade may not request test out of that class on subsequent attempts.

The Director of Education will determine the necessary test out, which will include one or multiple assessments to determine acquired knowledge. A student must score 80% or higher on the assessment(s) in order to receive credit. A test out will be designated on the student's transcript as a "TO." The cost of any coursework where a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

Articulation Agreements

Please see the SAE Institute of Technology website (www.usa.sae.edu) for an updated list of articulation agreements with other institutions of higher learning.

Class Size
Class sizes vary depending on a number of factors. A Theory course may not have more than 30 students, and a Practical lab component may not have more than 20 students.

Add/Drop Policy
During the first five (5) business days of each module, students are allowed to add or drop courses without incurring any academic penalty. Classes added during this period will start the accrual of absences from the first day of the course. Students who withdraw from a course after the first five (5) business days but before the last week of class will receive a grade of "W" or "Withdrawn". The grade of "W" does not impact the student's CGPA but does impact the student's ICR (see Satisfactory Academic Progress Policy). Students who wish to add or drop courses must contact the Student Advisor.

Withdrawal from SAE Institute of Technology
Students wishing to withdraw from an SAE Institute of Technology program must submit notification of withdrawal to the Student Advisor. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as student's last day of physical attendance. Please see the Refund Policy section of this catalog for information on withdrawal refunds.

The student will be considered terminated from SAE Institute when any of the following occur:
- Fails to meet minimum satisfactory academic progress requirements (see Satisfactory Academic Progress policy)
- Violates the Student Code of Conduct
- Fails to maintain satisfactory attendance (see attendance policy)
- Fails to meet financial obligations
- Fails the same non-college level fundamentals course twice

Attendance Policy
Regular classroom attendance is an essential ingredient for academic achievement and a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. In order to receive a passing grade for a course, students must complete 100% of the required scheduled time for every class, which is minimum of 135 Theory hours and 90 Practical hours for a total of 225 clock hours per course. In addition, instructors may have additional expectations for attendance, all of which will be explained on the syllabus distributed on the first day of the course.

Students may arrange with the instructor to make up both Theory and Practical hours required for a course. However, if all required hours are not made up within the module, the student will fail the course. Only missed hours and course content may be made up.

Students who are absent from all courses at SAE Institute of Technology for more than 14 consecutive calendar days (excluding holidays, breaks, and emergency closures due to unforeseen circumstances such as inclement weather) will be dismissed from the school.

Excused Absence Policy
Students who cannot attend class due to illness, jury duty or death of a family member may petition the Director of Education for missed hours to be excused. If approved these hours would not need to be made up but cannot exceed more than 4 classes per module. Students seeking an excused absence must provide the appropriate documentation, listed below. All other hours must be made up. All excused absences must be approved prior to the end of the module.

Documentation required:
1. Illness: Documentation from a doctor or other healthcare provider.
2. Jury Duty: Documentation of the notification from the government office.

3. Death of a family member: Obituary or documentation of funeral

Students are responsible for informing faculty members of the reason for the absence and for arranging to make up missed assignments, tests, quizzes, and class work insofar as this is possible. The Director of Education will determine whether the absence is excused. The decision of the Director of Education is final. If the Director of Education denies the request for an excused absence, the student will need to make up the hours missed by the absence.

Family Education Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students who are 18 years or older and attending a postsecondary institution certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day SAE Institute of Technology receives a request for access. A student should submit a written request to the Student Advisor that identifies the record(s) the student wishes to inspect. The Student Advisor will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request an amendment to the student's record. A student who wishes to ask the school to amend a record should submit a written request to the Student Advisor clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Campus Director will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before SAE Institute of Technology discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by SAE Institute of Technology in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee.
A school official also may include a volunteer or contractor outside of SAE Institute of Technology who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SAE Institute of Technology.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE Institute of Technology to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from a student's education records without consent of the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

SAE Institute of Technology may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within SAE Institute of Technology whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.

These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- In connection with information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Transcript Request

Students may request an official transcript of grades from the Student Advisor. All requests for transcripts must be in writing and include name, social security number (if applicable), and signature. Official transcripts can be mailed directly to other institutions or businesses at the student's written request.

Statement of Student Record Retention Program

SAE Institute of Technology maintains student transcripts indefinitely. Student files including academic and financial information are kept for at least ten years.

STUDENT INFORMATION AND SERVICES

Nondiscrimination Policy

SAE Institute is a post-secondary educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, veteran status, pregnancy or disability and affords them all rights, privileges, programs, and other opportunities generally available to students at SAE Institute. SAE Institute does not discriminate on the basis of gender, age, race, color, national origin, sexual orientation, veteran status, pregnancy or disability in admissions, employment services, or access to its programs and activities.

Title IX of the Education Amendments

SAE Institute is committed to protecting the safety, health, and well-being of its students, employees, and all people who come into contact with the SAE Institute community. In support of this commitment, and as required by Title IX of the Education Amendments of 1972 ("Title IX") and other applicable federal and state laws, SAE Institute has created a comprehensive policy that prohibits Sexual Misconduct, as well as Retaliation against an individual for making a good faith report of Sexual Misconduct under this policy. The comprehensive policy can be found on the SAE Institute website at https://usa.sae.edu/about/campus-security/

Security and Crime Statistics

The SAE Institute Campus Director can discuss any safety concerns with students or parents. Students and employees must report any crime that takes place on campus directly to the Campus Director. The Campus Director or his/her designee will contact law enforcement as needed to address any criminal activity on campus. Victims and witnesses can report criminal activity on a voluntary, confidential basis directly to the Campus Director. Students who are found guilty of criminal activity on campus or off campus during a school sponsored activity will face disciplinary action from the school up to and including expulsion as well as a response from local law enforcement.

Federal law requires that schools administering federal student loans through Title IV provide accurate campus crime statistics. SAE Institute keeps a record of such campus crime statistics, an updated copy of which can be found on the school website.

To prevent unauthorized entry onto the campus, employees and students must wear their school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. A security guard may be on campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or security guard immediately. In the case of an on campus emergency, students must follow instructions from SAE Institute employees. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus.

Harassment

Verbal or physical conduct by any employee, faculty member, or student that harasses, disrupts, or interferes with another's performance or that creates an intimidating, offensive, or hostile environment will not be tolerated. The definition of harassment is not limited to the supervisor-employee or instructor-student relationship; peer harassment should also be reported. Any employee, instructor, or student has a responsibility to maintain a workplace and classroom environment free of any form of harassment and has a responsibility to report any behavior of a supervisor, employee, instructor, or fellow student that he or she believes constitutes harassment.

Smoking Policy

SAE Institute of Technology is a SMOKE FREE facility. Smoking, including the use of e-cigarettes and vape pens, is not allowed anywhere in the building at any time. Students who smoke must do so outside in designated areas and are required to completely extinguish all cigarettes before placing them in the ashtrays provided.

Copyright Policy

SAE Institute is committed to full compliance with federal and state copyright laws. Accordingly, all students, faculty, and staff of SAE Institute are required to respect the rights of copyright owners and to use the intellectual property of others responsibly and appropriately.

Prior to reproduction or use of any works, all students, faculty, and staff should determine if the work is protected by copyright, available under a license agreement, or qualifies as fair use as defined in section 107 of the Federal Copyright Act of 1978. If the work is protected by copyright and its intended use does not qualify as fair use, it may not be used or reproduced without written permission from the copyright owner.

Violations of copyright law will be subject to disciplinary action by SAE Institute up to and including termination of student or employee status and are subject to legal action to the full extent of the law.

Student Conduct

Students are expected to conduct themselves courteously and professionally at all times and are expected to maintain high standards of conduct and honesty. Conduct considered harmful to or interfering with the rights of others or the reputation of SAE Institute of Technology, will not be tolerated and may be subject to disciplinary action.

COVID-19 Policy

In order to ensure the safety and security of all students, staff, and employees SAE Institute has implemented a COVID-19 policy. Any violation of the COVID-19 policy could result in temporary removal from campus, suspension, or permanent dismissal.

First and foremost, do not come to campus if you are sick or if you have any signs of symptoms of illness, including fever, cough, or shortness of breath. Report any confirmed case of Covid-19 to the Campus Director immediately.

SAE Institute expects all students, staff and faculty to follow CDC guidelines of frequent hand washing, using soap and water for at least 20 seconds or hand sanitizer containing at least 60% alcohol when hand washing is not feasible. Avoid touching your eyes, nose, and mouth. SAE Institute will supply face masks for anyone who requests to wear one on campus. All guests will be required to enter the main entrance and sign-in, agreeing to follow all SAE policies.

Disciplinary Offenses

SAE Institute reserves the right to dismiss, suspend, or place on probation any student whose behavior is in violation of the school's code of conduct or harassment policies.

Reasons for such action include but are not limited to:
- Conduct dangerous to others
- An act of hazing in any form
- Disorderly conduct
- Obstruction of or interference with SAE Institute activities or facilities
- An unauthorized occupancy of SAE Institute facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE Institute event or facility
- The obstruction or delay of any SAE Institute official in the performance of his/her duty
- Failure to cooperate with SAE Institute staff or faculty
- Misuse of or damage to SAE Institute property
- Any theft, misappropriation, or unauthorized sale of SAE Institute property
- Alteration or unauthorized use of SAE Institute documents, forms, records, or identification badges
- Violation of any signed waiver or agreement with SAE Institute

- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Any use and/or possession of alcoholic beverages on SAE Institute property
- Any unlawful possession or use of any drug or controlled substance on any SAE Institute campus or SAE Institute event
- Any sale or distribution of any such drug or controlled substance on any SAE Institute campus or SAE Institute event
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE Institute
- Plagiarism, cheating, and other forms of academic dishonesty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, or other inappropriate depictions or suggestions
- Violations of state and/or federal laws
- Any documented offense or series of offenses deemed by the Campus Director to threaten to disrupt the education of other students or SAE Institute business
- Aiding and abetting others in any of the foregoing offenses
- Possession, copying, or distribution of illegal or unlicensed software

The Campus Director reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students, faculty, and staff.

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on SAE Institute owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE Institute activity or the missions, processes, and functions of SAE Institute. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the SAE Institute community. SAE Institute will impose disciplinary sanctions on students and employees consistent with SAE Institute policy and local, state, and federal laws.

Academic and Classroom Misconduct

The instructor has the primary responsibility for control over behavior and maintenance of academic integrity in the classroom and studio. The instructor can order the temporary removal or exclusion from the classroom of any student engaged in disruptive behavior or conduct in violation of the general rules and regulations of SAE Institute of Technology. Extended exclusion (such as through probation or suspension) or permanent exclusion (such as dismissal) from the classroom or school can be affected only through appropriate SAE Institute of Technology procedures.

In the case of plagiarism, cheating, and other forms of academic dishonesty or misconduct, the instructor has the discretional authority to assign a zero (0) for the exercise or examination. If the student believes that he/she has been erroneously accused of academic misconduct, and if his/her final grade has been lowered as a result, the student may appeal the case to the Campus Director.

Student Disciplinary Action

Dismissal is the immediate and involuntary loss of the right to attend classes or be present on school premises. Dismissed students will be withdrawn effective the date of action, and the permanent file will reflect the dismissal from the institution. Suspension is the temporary loss of the right to attend classes or be present on school premises. Suspension shall not exceed 5 class days. Students that are suspended will be expected to make up all course work and projects upon return to the school. Disciplinary probation is a formal warning to the student to correct behavior. The Campus Director will determine the length of a suspension or probationary period or if dismissal is warranted.

Dismissals and suspensions may be appealed in writing to the General Manager/Chief Operating Officer. The General Manager/Chief Operating Officer or his designee will conduct a thorough investigation prior to rendering a decision to reverse, alter or uphold the disciplinary action. The decision of the General Manager/Chief Operating Officer is final.

Student Complaints and Grievances

Situations may arise in which a student believes that he/she has not received fair treatment at SAE Institute of Technology. Below is the process a student should follow when he/she has a course grievance:

1. If the grievance is with a faculty member, the student must bring the concern to the faculty member.
2. If after addressing the issue with the faculty member the student's concern has not been resolved, the student should then take the concern to the Program Chair.
3. If after addressing the issue with the Program Chair the student's concern has not been resolved, the student should then take the concern to the Director of Education.
4. If after addressing the issue with the Director of Education the student's concern has not been resolved, the student should then write to the Campus Director to address the concern.

For grievances outside of a course, below is the process a student should follow when he/she has a grievance:

1. For all other grievances, the student should take the concern to the Manager of that Department.
2. If after addressing the issue with the Department Manager the student's concern has not been resolved, the student should then write to the Campus Director to address the concern.

The Campus Director will make appropriate inquiries and recommend a resolution as soon as possible and within fifteen (15) days of receiving the complaint. The Campus Director will arrange a meeting with the student to discuss the complaint in person. The resulting resolution will be considered binding unless the student files a formal grievance according to the grievance procedures outlined below.

For grievances regarding the Campus Director, the student should take the concern to the Vice-President of Finance and Corporate Operations.

Appealing Grievance Decision

Students and staff have the right to appeal the decision(s) made by the Campus Director by submitting a request for appeal in writing. Appeals must be received within 5 business days of receipt of the Campus Director's decision. The matter will be investigated by the General Manager/Chief Operating Officer or his designee. The General Manager/Chief Operating Officer will notify the student directly of his decision. The decision of the General Manager/Chief Operating Officer is final.

If not satisfied at the institution level, complaints may be directed to:

New York State Education Department
116 West 32nd Street, 5th Floor
New York, NY 10001
Attn: Bureau of Proprietary School Supervision
Phone: 212-643-4760
Fax: 212-643-4765
Email: bpss@nysed.gov
A complaint form may be found at:
http://www.acces.nysed.gov/common/acces/files/bpss/complaintform.pdf

Please refer to the NYSED disclosure pamphlet located on page 43 of this catalog for additional information.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302

Arlington, VA 22201
Phone: 703-247-4212

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting ACCSC or online at www.accsc.org. Complaint forms are to be sent to complaints@accsc.org.

Appropriate Attire

SAE Institute of Technology students are expected to be neat, clean, and to appropriately attired while on campus or at school functions due to safety and state health standards. Students may be asked change attire. Please remember that potential employers and guests visit the school, and clothing gives an impression. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

Learning Resource Center

The Learning Resource Center (LRC) functions as the campus library. Students will be oriented to the materials and procedures of the LRC during their first module and then have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE Institute. The LRC Manager coordinates and hosts on-campus educational events. Hours of the LRC are posted throughout the building. Students can access the LRC during school hours, and online resources can be accessed via the web 24/7. Students should see the LRC staff to learn how to access online resources. Additional resources are available on a sign-out basis.

Access to Student Gmail and Canvas

Upon enrolling in school, each student is provided an SAE Institute Gmail account. Once a student graduates, they will continue to have access to their Gmail account for one year after graduation. After one year, the account will be deactivated.

For students who are dismissed or withdraw prior to graduating, their Gmail account will be deactivated within 60 days of last date of attendance.

Only currently enrolled students who are up to date with their financial obligations will have access to the Learning Management System (Canvas). Please see "Delinquent Payments to SAE Institute" policy for further details.

SAE Institute Alcohol and Drug Policy

SAE Institute forbids the use, possession, distribution, or sale of illegal drugs or alcohol by students, faculty, or staff anywhere within the school facilities or on campus grounds. Anyone in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both school disciplinary action and criminal prosecution, up to and including school expulsion for students or termination of employment for employees

Alcohol and Drug Abuse Prevention Information

Alcohol and illegal drug consumption causes a number of changes in behavior and physiology, posing a significant threat to the health and welfare of our nation's citizens. Even minor usage can impair judgment, coordination, and abstract mental functioning.

Statistics show that the vast majority of violent behaviors (including acquaintance rape, vandalism and assaults) involve alcohol and/or drug use. Additionally, continued use stresses social relationships and may lead to dependency, which often causes permanent damage to vital organs and is counterproductive to a healthy lifestyle. There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest or liver deterioration. Below is a chart taken from the National Substance Abuse website which shows the stages of how a body responds to the consumption of alcohol, including the finality of death:

Blood Alcohol Content	Stage	Clinical Symptoms
0.01 – 0.05%	Subclinical	Behavior almost normal by routine observation
0.03 – 0.12%	Euphoria	Increased self-confidence; reduced inhibitions Increased sociability, talkativeness, slight euphoria Decreased attention, judgment and control Onset of sensory-motor impairment Reduced efficiency in finer performance tasks
0.09 – 0.25%	Excitement	Impaired perception, memory and comprehension Emotional instability, lack of critical judgment Decreased sensory response; Increased reaction time Reduced focus and peripheral vision Impaired sensory-motor coordination and balance Drowsiness
0.18 – 0.30 %	Confusion	Emotional highs and lows Confusion, disorientation, and dizziness Distorted vision Reduced sensitivity to pain Reduced muscle control; difficulty walking and balancing; slurred speech Listlessness, sluggishness
0.25 – 0.40 %	Stupor	Decreased responsiveness to stimuli Lack of motor function; low energy Inability to stand or walk; poor muscle coordination Loss of bladder and bowel control; vomiting Partial unconsciousness; apathy
0.35 – 0.50%	Coma	Total unconsciousness Diminished autonomic responses Body temperature dangerously low Incontinence Sluggish circulation and respiration Potential Death
0.45 +	Death	Respiratory arrest and death

Preventing Drug and Alcohol Abuse

Drug abuse costs US taxpayers billions of dollars in preventable health care, law enforcement, crime and other costs, not to mention the emotional costs to the abusers and their families. But, as the sentence states, it is preventable. Addiction is a developmental disease, usually starting during adolescence, when the brain is still going through critical developmental phases. Studies have shown that prevention and early intervention work best. Early intervention programs such as D.A.R.E. (Drug Abuse Resistance Education) and The Courage to Speak Foundation, which is "saving lives by empowering youth to be drug free and encouraging parents to communicate effectively with their children about the dangers of drugs" are best at preventing future alcohol and drug abuse.

Sanctions for Violation of Local, State, and Federal Laws

The use of alcohol beverages must be in compliance with state law and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Federal and State Law prohibit the solicitation, procurement, sale, or manufacture of narcotics or controlled substances except as expressly permitted by law. Applicable legal sanctions under local, state, and federal law for the unlawful distribution of alcohol and drugs range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in state prison. A police officer can take the license from any driver suspected of driving under the influence of alcohol and drugs who refuses to take a blood alcohol test.

Please see the following links for details of the laws regarding drug and alcohol use on both a State and Federal Level:
Alcohol Policies: https://www.responsibility.org/alcohol-statistics/state-map/
Drug Policies: https://statelaws.findlaw.com/criminal-laws/drug-possession.html

Alcohol and Drug Abuse Resources

The results of alcohol and drug abuse can be devastating, but students and employees can find help. Please see the links below, which provide resources to assist those that have alcohol and drug abuse problems:

Alcoholics Anonymous - a national organization that helps those that are struggling with alcohol abuse

In addition to Alcoholics Anonymous, here is a link to other local resources available help students:
http://drughelpline.org/resources/

Studio and Lab Policies

No food or drink is allowed in any classroom or studio. If any food or drink is found in a studio during a session, the session will be immediately terminated.   There will be no exceptions to this policy.

Students are responsible for the condition of the labs and studios that they use. When a student has completed a session, the studio must be 'broken down' and cleaned. This includes normalizing the console, removing all patch cords, disposing of all trash, putting away manuals, etc. Students must allow at least 15 minutes for breakdown and cleanup at the conclusion of each session to allow for the prompt start of the next session.

The Campus Director has the authority to limit access to studios for projects outside of school assignments.

Commercial use of SAE Institute studios is not permitted unless approved in advance by the Campus Director.

Guest Musicians

The number of guest musicians allowed into the school at one time is limited to two, unless prior permission is given by the Campus Director to allow more guests. All guests must be at least 18 years of age, must sign in upon entry to SAE Institute and show valid government issued ID. Acceptable government issued IDs include Driver's Licenses, State IDs, Passports. A Social Security Card may be accepted along with another picture ID. No other types of IDs will be accepted. If a guest does not possess the proper identification, the guest will not be allowed entry to SAE Institute facilities.

All guests are required to wear a guest badge at all times when on SAE Institute premises. The guest will also be asked to sign-in. Only musicians being recorded for student projects are permitted to be signed into the school. Guests are not allowed to attend mixing, editing, or recording sessions that do not require a live recording of a musician.

Musicians and guests accompanying students to practical sessions must comply with all rules and regulations of SAE Institute. The student is responsible for making all guests aware of SAE Institute policies and is responsible for all equipment and fixtures used during these sessions. In all cases, only SAE Institute students are allowed to operate SAE Institute equipment.

The student is responsible for the actions of any guests that may result in theft and/or damage to equipment. The student who brings the guests will be held accountable for any irresponsible actions by the guests and will face the consequences determined by SAE Institute. SAE Institute is not liable for the theft of or damage to any student's or guest musician's personal equipment.

Career Services

SAE Institute of Technology does not guarantee employment or salaries. However, SAE Institute of Technology does offer career-planning assistance to students and graduates.

SAE Institute of Technology offers students a wide range of support services to assist them in obtaining employment opportunities in their field of study after graduation. Career assistance not only involves informing students of available opportunities, but also working to prepare them for their job search before graduation. The Career Services staff is dedicated to assisting students in developing a career plan and to supporting them in the process of obtaining employment in their field of study after graduation. Services provided by the Career Services staff include:

- Individual career guidance
- Interview technique training
- Résumé preparation
- Employer search
- Classroom and employer presentations
- Job search assistance

SAE Institute of Technology sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guests, and other activities that bring students into direct contact with employers and work sites.

SAE Institute of Technology does not provide career services for international students who are attending the program on a student visa.

Graduate Re-Training

SAE Institute of Technology graduates may return to the same campus and retake any classes previously taken in the program without being charged additional tuition.
Classroom space priority will be given to currently enrolled students. Graduates who are interested in auditing a course should see the Student Advisor.

Student Advising

SAE Institute of Technology does not provide personal counseling. The Student Advisor and all SAE Institute of Technology faculty and staff are available to assist the students. Instructors are available to assist with academic questions and concerns and for assistance with equipment or technical procedures. The school administration is available to assist students with issues regarding school policies or requirements. Any student not in Good Standing (see SAP Policy) will be required to meet with the appropriate member of the administrative staff. This session may be a result of disciplinary issues, failure to maintain satisfactory academic progress, excessive tardiness or absences, or failure to keep up with financial obligations to the school.

Tutoring

Tutoring is available for students who need extra help. Please see the Student Advisor for tutoring opportunities.

Housing

There is no student housing available at SAE Institute of Technology. Rental housing may be available throughout the city and in the neighboring communities. SAE Institute of Technology students typically pay between $700 and $1800 per month per person for housing, and many share housing arrangements with at least one other roommate.

Internships

SAE Institute of Technology does not require an internship as part of its programs. Participating in an internship while enrolled at SAE Institute of Technology does not change the student's obligation to maintain good standing with the school.

Books and Materials

A complete and current list of books and materials required for each course and program of study can be found online at www.usa.sae.edu.

PROGRAM AND COURSE DESCRIPTIONS
Audio Technology Program (ATP)
Program Description
The Audio Technology Program (ATP) is an intensive practical and theoretical course of study that provides students with a solid foundation in the key aspects of audio production and the skills necessary to become successful in today's commercial sound recording industry. Students attending this program learn both the technical and creative components of audio recording as well as the essential business principles of the entertainment industry including contracts, budgeting, copyrights, self-employment, and revenue management.

Program Outcomes
The Audio Technology Program (ATP) prepares students for entry-level positions in the audio and creative media industries in the areas of music production, audio postproduction for film, television, and video games, and live sound. The program also prepares students as entrepreneurs and freelancers in the entertainment and creative media industries.

Students in the Audio Technology Program should learn to:
1. Develop, plan, and complete an audio production within a specified timeframe adopting professional work practices
2. Identify sound system components, functions, and applications as they relate to audio production.
3. Describe business principles as they relate to the music and entertainment industry.
4. Analyze a sound recording using identified perceptual attributes and recommend appropriate signal processing to achieve optimal results.
5. Apply fundamental acoustic principles to estimate the acoustic properties of a variety of spaces.
6. Demonstrate an applied knowledge of production principles and methods integrated within a selection of audio post-production workflows, equipment, software, and processes.

Career Prospects
Graduates of the Audio Technology Program can expect to learn skills to be prepared for entry level positions in such audio technology careers as:

ADR Recordist	Boom Operator
Archivist Technician	Broadcast & Sound Engineering Tech
Assistant Audio Engineer	Dialogue Editor
Assistant Editor	Film Sound Engineer
Assistant Music Editor	Front of House Engineer
Assistant Sound Designer	Live Sound Technician
Assistant Studio Manager	Media Manager
Audio Engineer	Monitor Engineer
Audio Programmer	Music Director
Audio/Visual Technician	Production Assistant
Board Operator	Sound Cutter
Professional Audio Sales Representative	Sound Designer
Public Address Technician	Sound Editor
Recordist	Sound Engineer
Remote Broadcast Engineer	Sound Technician
Sound Assistant	Studio Technician

Program Schedule
Each module is a course comprised of two required components: Theory and Practical.

Theory hours are scheduled, didactic instruction sessions.
Practical hours are scheduled, supervised labs.

Requirements Per Course	
Course Component	Clock Hours
Theory	135
Practical	90
Total	225

Assessments are provided for both Theory and Practical components. Each practical lab assignment or skills test has its own unique grade weight in determining the overall grade of the Practical component. Theory and Practical grades have equal weight and are averaged together to determine the student's overall grade for the course.

Course List
The following courses are required to complete the Audio Technology Diploma Program.

Number	Course	Clock Hours
AT101	Introduction to Audio Technology and Studio Equipment	225
AT102	Digital Audio Software and Advanced Studio Equipment	225
AT103	Advanced Engineering and Digital Applications	225
AT104	Advanced Recording Engineering and Production	225
Total Clock Hours		900

Course Descriptions
AT101 Introduction to Audio Technology and Studio Equipment
225 Clock Hours
Prerequisite: None
This course introduces the student to the recording process, audio terminology, the fundamental nature of sound, the human ear and hearing process, as well as the basic principles of electronics and music theory as they apply to audio engineering and procedures. This course also includes an introduction to basic audio equipment and operating procedures, tape machines and editing, signal flow, computer fundamentals, and MIDI sequencing. Classes cover intensive theory and practice of recording consoles, including techniques for mixing, using equalizers and signal processors, as well as microphone theory and techniques.

AT102 Digital Audio Software and Advanced Studio Equipment
225 Clock Hours
Prerequisite: AT101
This course emphasizes the role of the computer in audio engineering, including advanced instruction in digital audio workstations, sequencing, MIDI theory, and the operation of analog vs. digital consoles. An introduction to intermediate signal flow will be covered on both analog and digital consoles, and students will begin to work collectively in the recording studio environment. Session procedures will be emphasized and common documentation practices reviewed. An introduction to Pro Tools will also be implemented as intermediate signal flow concepts within the DAW environment are explored.

AT103 Advanced Engineering and Digital Applications
225 Clock Hours
Prerequisite: AT102
This course covers the theory and practice of planning, setting up, and operating a recording session, including session planning, synchronization of equipment, audio console operation, and advanced signal flow in music and postproduction environments. Advanced Pro Tools applications and integrated consoles and control surfaces for multiple digital multi-track platforms are explored.

AT104 Advanced Recording Engineering and Production
225 Clock Hours
Prerequisite: AT103
This course starts with a focus on recording, editing, and mixing sound for picture. It also exposes the student to multi-channel engineering and audio procedures for radio and TV production. A music production lab hones the student's skills. This course includes a Sound Reinforcement Lab to give the student actual experience in producing a live event. Course work explores the role of audio industry professionals, record companies, advertising and marketing, studio personnel, service contracts, principles of copyright, and client expectations. Engineering concepts as they relate to multimedia and the emerging video game/interactive entertainment industry are also explored.

NEW YORK STATE DISCLOSURES
Student Rights

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment

agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.

2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State

Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the

preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be
licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement.

Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about "grants and guaranteed student loans"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).
Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours-- the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.

SAE INSTITUTE OF TECHNOLOGY TEAM

SAE Institute Executive Management Team

Jake Elsen	General Manager & Chief Operating Officer
Dr. Michele Ernst	Chief Academic and Compliance Officer
Gary Williams	Vice President of Finance and Corporate Operations
Sarah Sizemore	Vice President of Admissions
Andy Nelson	Vice President of Marketing
David Andris	American Disabilities Act 504 Coordinator
Kyle Goldman	Title IX Coordinator
Joel Sanders	Deputy Title IX Coordinator/National Librarian

Staff and Faculty

Campus Administration

Heyward Howell	Campus Director
Michael Cox	Director of Education
Isaac Foster	Director of Financial Services
Denise Gift	Financial Aid Advisor
Josette Barnett	Financial Aid Advisor
Victor Mateo	Financial Aid Advisor
Oneika Morgan	Student Accounts Specialist
Rose Land	Director of Admissions
Dennis Davis	Admissions Agent
Robert Wright	Admissions Agent
John McCoy	Admissions Agent
Desmond Morrison	Admissions Agent
Jeffrey Neal	Admissions Agent
Tracy Haynes	Director of Career Services
Davian Williams	Career Services Advisor
Michael Guerrerio	Student Success Manager
Franklin Mercedes	Student Advisor
Maisha Holloway	Administrative Assistant
Anton Marek	Technology Supervisor

Full-Time Faculty

Joe Totino — Full-time Instructor/Program Chair
BA, Music and Sound Recording, University of New Haven, West Haven, CT
MA, Sound Design for Visual Media, Academy of Art, San Francisco, CA

Sam Ventura — Full-time Instructor
BS, Music Technology, Kent State University, Kent, OH
MFA, Recording Arts and Technologies, Middle Tennessee State University, Murfreesboro, TN

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