



ADVANCED DIPLOMA IN MUSIC PRODUCTION AND SOUND ENGINEERING

APPLICATION FORM AND PAYMENT DETAILS



Abbey Road Institute is an education initiative from the world famous Abbey Road Studios. Synonymous with excellence in recorded music for more than 80 years, Abbey Road's continued success is largely due to its staff and their knowledge.

We are able to share our expertise in a course that covers the full spectrum of everything you need to master, to become a music producer/engineer. We are dedicated to training a new generation of audio professionals, ready for today's evolving industry. If you share our passion for audio technology and music production, then Abbey Road Institute could be for you.

For further detailed information on course content please contact us or visit our website at abbeyroadinstitute.com.

PROGRAMME NAME

Advanced Diploma in Music Production & Sound Engineering

PROGRAMME DURATION AND TYPE

Fulltime (FT) 12 months (48 weeks Ø 36 hours/week)

Teilzeit (PT) 24 months (96 weeks Ø 18 hours/week)

PROGRAMME LOCATION AND LANGUAGE

We offer our courses in two locations in Germany, in Berlin and Frankfurt. **Only our courses in Berlin are held in English** (no German knowledge is required). In Frankfurt most classes are taught in German with some lectures held in English.

PROGRAMME ENTRY REQUIREMENTS

- Successful completion of the registration agreement and interview;
- Minimum age of 18;
- For German students: Mittlerer Bildungsabschluss;
- For students of other nationalities: senior high school diploma/ GCE or equivalent;
- Music education or sufficient knowledge of Music Theory;
- Demonstrated competence in English (at least B2-level).

HOW TO APPLY

To apply for a programme you need to contact us make an appointment for an informal first meeting.

If you decide to apply for a spot in the course you need to hand in these documents:

- Complete and sign the front of the application form
- Read and sign the back of the application form
- Include copies of any previous qualifications and experience(s)
- Include your CV/resumé
- Attach one passport size photograph
- Include proof of payment of the registration fee
- Send or personally deliver all documents to Abbey Road Institute

Once we have received your application it will be assessed. We may get back to you if further information is required and will contact you to make an appointment for a personal formal application interview. Only after successful completion of this interview will you be offered a place on our programme.

COMMENCEMENT DATES 2017 (Germany)

Course 04/17 PT starts **April 3, 2017**

Course 09/17 FT starts **September 4, 2017**

Course 10/17 PT starts **October 10, 2017**

PROGRAMME FEES (Germany)

Payment plan A (full course fee paid up-front for FT or PT)

| | |
|------------------|-----------------|
| Registration fee | € 450 |
| Course fee | € 11.200 |
| Total fee | € 11.650 |

Zahlungsplan B (monthly instalments **fulltime**)

| | |
|------------------|-----------------|
| Registration fee | € 450 |
| Course fee (x12) | € 995 |
| Total fee | € 12.390 |

Zahlungsplan B (monthly instalments **part time**)

| | |
|------------------|-----------------|
| Registration fee | € 450 |
| Course fee (x24) | € 497,50 |
| Total fee | € 12.390 |



APPLICATION FORM FOR THE ADVANCED DIPLOMA IN MUSIC PRODUCTION AND SOUND ENGINEERING.

PERSONAL DETAILS OF APPLICANT

Lastname

First name

Name on diploma

Gender

male

 female

Address

Postal code

City

Phone mobile

Country

Nationality

Email

Emergency contact

Date of birth

LOCATION**BERLIN****FRANKFURT****COMMENCEMENT DATE**

dd/mm/yyyy

PAYMENT METHOD FULLTIME

Select payment plan

PLAN A PLAN B

Registration fee

€ 450

Plan A (course fee)

€ 11.200 (due before commencement)

Total fee (Plan A)

€ 11.650

Registration fee

€ 450

Plan B (course fee)

€ 995 (x 12 monthly instalments)

Total fee (Plan B)

€ 12.390

PAYMENT METHOD PARTTIME

Select payment plan

PLAN A PLAN B

Registration fee

€ 450

Plan A (course fee)

€ 11.200 (due before commencement)

Total fee (Plan A)

€ 11.650

Registration fee

€ 450

Plan B (course fee)

€ 497,50 (x 24 monthly instalments)

Total fee (Plan B)

€ 12.390

The applicant can pay their/his/her fees into the account of Abbey Road Institute GmbH at Volksbank Raiffeisen Rosenheim-Chiemsee, IBAN: DE21 7116 0000 0004 8007 88, SWIFT: GENODEF1VRR.

I have read and understood all the terms and conditions of enrolment set out on the reverse side of this form in the current ARI brochures and I agree to abide by these terms and conditions.

Signature of applicant

Date

City

Preamble

Abbey Road Institute is an educational initiative of Abbey Road Studios London. Within the scope of a twelve-month or twenty-four-month course participants will be provided with fundamental theoretical and practical knowledge of music production and sound engineering; the focus here is placed on 'Music Theory and Production', 'Sound Engineering and Acoustics' and 'Management and Business'. Following successful participation participants shall be issued the Advanced Diploma in Music Production and Sound Engineering. Against this backdrop the contracting parties shall conclude the following course agreement:

§ 1 Subject Matter of the Agreement see overleaf

§ 2 Rights and Obligations of Abbey Road Institute

- (1) Within the scope of theoretical and practical instruction Abbey Road Institute shall provide the participant knowledge in the areas of acoustics, copyright and legal questions, digital audio, electro-technology and similar equipment, sound theory, the music business and marketing, management skills, mastering, microphone technology, mixing and critical listening, music theory and production, production, recording, studio equipment and signal processing, studio label and musical professionalism.
- (2) For the duration of the course Abbey Road Institute shall grant the participant access to the classrooms, computers and studios at the course location.
- (3) At the end of a term Abbey Road Institute carries out theoretical and practical examinations of the knowledge obtained in the preceding term (intermediate tests). At the end of the course the participant shall take a final examination. If the course participant passes the intermediate and final examinations, then the participant shall receive the "Advanced Diploma in Music Production and Sound Engineering" certificate.
- (4) Abbey Road Institute shall be entitled to deny the participant participation in theoretical and practical instruction, access to the classrooms, computers and studios as well as participation in the intermediate final examinations should the participant be in arrears with payment of the course fee.
- (5) Abbey Road Institute shall not assume any warranty that the participant will pass intermediate or final examinations and does not provide any guarantee for success or career expectations on the part of the participant following completion of a course.
- (6) Abbey Road Institute shall assign the participant to a class. Abbey Road Institute shall take the participant's interests into consideration in class assignment; however, the participant shall not have a claim to assignment to a particular class. Abbey Road Institute shall be entitled to cancel individual classes for organizational reasons and to assign the respective participants to another class in which the participants have the same level of knowledge in accordance with the course plan.
- (7) Abbey Road Institute shall be entitled to adapt course contents and details at its own discretion at any time.

§ 3 Rights and Obligations of the Participant

- (1) The participant shall be obliged to actively participate in the course, to conscientiously observe the course plan and to obey the instructions issued by instructors.
- (2) The participant shall be obliged to immediately report functional defects or damage to studio equipment or computers to Abbey Road Institute (head of school/head coach). Participants shall be prohibited from carrying out repairs on or making changes to studio equipment or computers. The participant shall be prohibited from installing, copying or modifying any software of any kind whatsoever on the studio computers.
- (3) The participant shall be liable for any damage to operating and, in particular, studio equipment, computers and peripheral devices and/or software for which the participant may be held responsible. Copying and/or modification of software made available by Abbey Road Institute shall be prohibited.
- (4) In the event of cash payment in advance the participant shall be obliged to pay the course fee in accordance with Section I prior to commencement of the first day of instruction and the installment in the case of monthly payment by the first day of a respective calendar month through cashless payment to the account of Abbey Road Institute GmbH at Volksbank Raiffeisen Rosenheim-Chiemsee, IBAN: DE 21 7116 0000 0004 8007 88. If a participant has opted for cash payment in advance, but has not paid the amount for the course prior to the first day of instruction in accordance with Section I, then the participant may switch to monthly payment through written declaration by the end of the first week of instruction. A change between the modes of payment (cash in advance/ payment by installments) is also possible at a later period by way of arrangement with Abbey Road Institute; however, participants shall not have a claim in this regard.
- (5) If the participant does not participate in the course either in part or as a whole, then the participant shall nevertheless be obliged to pay the fee for the course.

§ 4 Liability

- (1) Claims on the part of the participant to payment of damages shall be excluded. However, claims for damages due to the injury of life, limb, health or violation of fundamental contractual obligations as well as liability for other damage based on intentional or grossly negligent breach of duty on the part of Abbey Road Institute, its legal representatives or vicarious agents shall not be excluded. Fundamental contractual obligations shall only be those required in order to achieve the aim of the agreement.
- (2) In the event of violation of fundamental contractual obligations Abbey Road Institute shall only be liable for typical, foreseeable damage if such has been caused through simple negligence unless claims for damages on the part of the participant involve injury to life, limb

or health. This shall also apply if the participant is entitled to the payment of damages instead of performance.

- (3) Abbey Road Institute shall not be liable for loss, theft, damage or destruction of items (music instruments, valuables, money) belonging to the participant.

§ 5 Cancellation of the Agreement

- (1) Abbey Road Institute shall be entitled to cancel the agreement with the participant without indicating the reasons up to the end of the first week of instruction. If Abbey Road Institute cancels the agreement with the participant, then the registration fee less a processing fee in the amount of EUR 100 as well as any course fees already paid shall be refunded to the participant.
- (2) The participant shall be entitled to cancel the agreement up to the end of the first week of instruction without indicating the reasons. In this case any course fees already paid in full or pro rata shall be refunded; however, not the registration fee. The participant shall be entitled to cancel the agreement with a six weeks' period of notice effective as of the end of a respective quarter (March 31, June 30, September 30 and December 31). In this case the course fee is to be paid up to the respective contract end date.
- (3) The right of both contracting parties to cancellation without notice for good cause shall remain unaffected. Good cause shall in particular be given if the participant is in arrears for more than one month with payment of a course fee or, following written reminder, is culpable of repeated late payment of the course fee or fails to pay at all. Furthermore, good cause shall be given if the participant fails to attend theoretical and practical instruction for a longer period of time.
- (4) Any cancellation shall be made in writing.

§ 6 End of Contract and Contract Extension

- (1) The course agreement shall end either at the time of completion designated in Section I or approval of the final examination by Abbey Road Institute. If the final examination takes place prior to the time specified in Section I, then this time shall be the time of completion that is relevant for the present agreement.
- (2) A contract extension, for example in order to repeat individual sections of the course, may be agreed in individual cases. However, no claim shall obtain in this regard.

§ 7 Notes on Data Protection and Data Processing

- (1) In processing the agreement Abbey Road Institute collects data from the participant. In doing so Abbey Road Institute takes the regulations of the German Federal Data Protection Law into consideration in particular. Abbey Road Institute shall only collect, process or use the participant's data without the participant's consent to the extent required for processing the contractual relationship and accounting.
- (2) Abbey Road Institute data shall not use the participant's data for the purposes of advertising, marketing or polling public opinion without the participant's consent.

§ 8 Place of Jurisdiction, Applicable Law, Written Form

- (1) The place of performance for any and all claims arising out of the present agreement shall be the location of the course in accordance with Section I of the present agreement.
- (2) The agreement shall be subject to the law of the Federal Republic of Germany.
- (3) Any modifications, amendments and abolition of the present agreement shall be made in writing in order to become effective. No verbal ancillary agreements have been reached.

§ 9 Severability

- (1) Should individual provisions of the present agreement be or become invalid either in part or as a whole, then the validity of the remaining provisions shall remain unaffected.
- (2) In the case of an invalid provision the contracting parties shall be obliged to negotiate a valid and reasonable substitute regulation which most closely approximates the commercial purpose pursued by the contracting parties with the invalid provision.

I (participant) hereby consent under the right of revocation to having

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|---|
| <input type="checkbox"/> my data specified under Section I collected, stored, processed and used by Abbey Road Institute GmbH and for advertising purposes about news, course offers, Abbey Road Institute GmbH events as well as benefits and special offers that Abbey Road Institute GmbH is able to offer via its cooperation partners. |
| <input type="checkbox"/> my data specified under Section I and collected by Abbey Road Institute GmbH used for advertising purposes about news, course offers, Abbey Road Institute GmbH events as well as benefits and special offers that Abbey Road Institute GmbH is able to offer the participant via its cooperation partners via e-mail (e.g. newsletter). |

Place, date

Place, date

Applicant and/or legal representative

Abbey Road Institute GmbH