SAE UK
COURSE DETAILS AND REGISTRATION FORM

Version 5.2 International Version

STUDY IN: OXFORD · LONDON · LIVERPOOL · GLASGOW

CONTENT

Please check with your local SAE to see which programmes they have available.

THE 13" APPLE MACBOOK PLUS SOFTWARE IS PART OF YOUR COURSE!

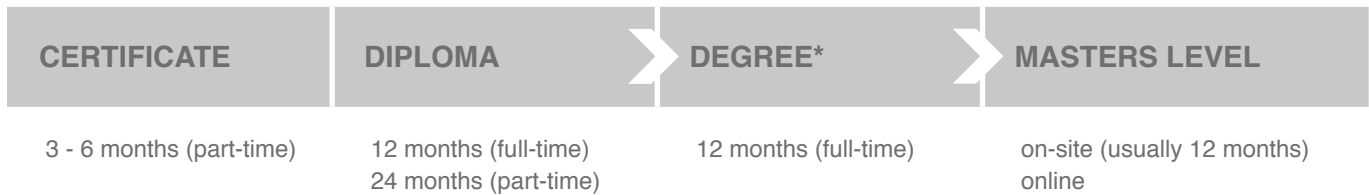## And the best part of it is:
It is yours to keep!

All SAE students attending the diploma programmes receive a 13" Apple MacBook as part of a special arrangement SAE has made with Apple computers!

The computer is included in the DIPLOMA course fees and will be handed out during the first few weeks of the course. Students attending the 2nd Year/Progression DEGREE course only must have their own laptop computer already. Included is Apple Logic Express (for audio and music business students) or Apple Final Cut Express (for film students), as well as a host of other tools, applications and utilities compiled by SAE specifically for your course.

SAE Students use individual laptop computers for taking lecture notes, surfing and researching on the web, communicating with their classmates and the world, editing and sequencing audio, designing graphics and websites and editing video. The College provides a wireless network for our students and classrooms specifically designed for the use of laptop computers in class. See: www.apple.com

SAE COURSE PROGRESSION

CERTIFICATE	DIPLOMA	DEGREE*	MASTERS LEVEL
3 - 6 months (part-time)	12 months (full-time) 24 months (part-time)	12 months (full-time)	on-site (usually 12 months) online

* All course availability may differ depending on campus location. Degree level qualifications are validated through Middlesex University – London, UK.

THE SAE EDUCATION CONCEPT

SAE's training system is characterised by a modern structure and a high amount of flexibility. SAE does not follow traditional university semesters, so we are therefore able to deliver all programmes more efficiently allowing our students to complete a Bachelors (Hons) degree within two years. All our courses are a combination of practical training with solid theoretical lectures. Our teachers have extensive industry experience and great emphasis is placed upon individual hands-on tuition in all our main fields of instruction.

DIPLOMA LEVEL

These courses are highly practical in nature and culminate in an SAE Diploma qualification. These qualifications are designed to enable graduates to start working in their chosen industry upon successful course completion. The SAE Diploma is equivalent to 50% of the Bachelors Degree (validated by Middlesex University).

BACHELORS - DEGREE LEVEL

Middlesex University has validated the following degrees;
BA / BSc (Hons) Audio Production and BA / BSc (Hons) Digital Film Making. SAE has been enabled to deliver these qualifications as a global partner on an exclusive basis. The first year of the degree programme is the SAE Diploma; the second year explores subjects at a more academic level and introduces students to scientific research methods and further practical experience. The Bachelors Degree qualification opens up a wider range of career options to graduates including management, teaching and advanced production work.

MASTERS - DEGREE LEVEL

Middlesex University has validated the MA in Creative Media Practice programme. The programme is designed to further enhance the qualifications of film, audio and music business students and introduce them to the academic postgraduate world.
The SAE Tonmeister Masters Level Programme is available at SAE Oxford - see page 10 for more information.

THE SAE ADVANTAGE

Decisions about one's education are amongst the most important in life. Choosing the right school will determine your success in the future. First and foremost this choice should be guided by passion and interest in your chosen field. We believe that passion and enthusiasm are the best guarantees for success.

Here are some SAE advantages:
- Established training provider since 1976
- SAE was the first practical audio college in the world and has since expanded into various other media fields
- An impressive track record with highly successful graduates
- An active international Alumni Association for lifelong learning and networking
- The most modern and professional equipment
- Facilities for the exclusive use of students
- Individual practical and studio time guaranteed
- Individual computer workstation time is guaranteed
- Exclusive 'Global' partner of Middlesex University in audio, film, multimedia, games and animation
- Laptop computer included with diploma courses
- Personal and individual care by staff
- Intensive courses; get your degree faster
- Industry experienced professional lecturers
- Extensive access to practical facilities
- Students create their own global contact networks
- Industry guest lectures
- Students are able to study at various SAEs
- The SAE qualification has international acceptance and industry approvals
- Largest college worldwide for creative media education
- The single most important advantage of SAE training is:

'Our graduates work'

DIPLOMA

The Audio Engineering Diploma Programme offers students the opportunity to study all aspects of audio engineering. It is designed to train future professionals for the audio and media industries. Practical classes and hands-on studio time are supported by theoretical classes, giving students thorough knowledge of a broad range of audio related issues. Successful completion of the diploma level gives graduates the possibility to continue their studies towards a BA / BSc (Hons) Audio Production Degree.

Tom Misner (founder of SAE) invented the 'practical audio education' concept over 30 years ago. SAE has since grown to over 50 schools.

CONCEPT

The Programme is designed to prepare graduates for work in audio production for music, TV, film, multimedia, web streaming, broadcast audio and live events. This requires a broad knowledge of audio technology and a wide variety of skills in recording, editing, mixing and mastering audio. Studio setups found in the industry range from small home studios to a variety of large format consoles in commercial recording studios. This course provides the required diversity and professionalism in equipment, skills and theory topics. Students acquire essential theory and practical experience in order to be well prepared for work in the industry.

AIMS

Graduates of the SAE Audio Engineering Diploma are able to operate a wide range of professional industry-standard equipment including; studio effects processors, operate analogue and digital consoles and hard disc recording systems. Graduates will also learn mixdown techniques, studio procedures, production techniques, basic studio acoustics and music business. Graduates who gain this qualification will have recorded and mixed several music productions, completed a comprehensive post production project, programmed MIDI arrangements and worked extensively with ProTools and other digital editing systems.

WHO IS THIS COURSE FOR?

This course is suitable for applicants without prior specific audio or studio knowledge. However, an understanding of maths and physics is required and musical hearing is a great advantage. The programme is conceived for those interested in gaining a professional qualification in order to pursue an occupation in the field of professional audio. The course is equally useful for artists who wish to record and produce their own projects.

SUBJECT OVERVIEW:

Acoustics: This includes the behaviour of sound in enclosed spaces, studio design and construction, reverberation and modal characteristics, various acoustic treatments, room analysis and evaluation.

Advanced MIDI & Electronic Production: This utilises industry-standard programming software, synthesizers and samplers, and has students working on MIDI based projects and gaining skills in synchronisation, using MIDI in the studio, working with live musicians and MIDI theory.

Audio Post Production: This examines the creation and use of sound in motion picture and video production. Audio post-production equipment and work flow are studied as well as sound design concepts and audio mixing techniques for picture. Topics include: Synchronisation, dialogue recording, foley recording, the use of sound effects in picture, the creation and use of music in picture, surround sound concepts, location recording and the history of sound in film production.

Advanced Studio Studies: This focuses on studio recording techniques and concepts. It covers the operation of more advanced studio equipment and aims to prepare students for the workplace. Topics include: Advanced production techniques, mix analysis, advanced mixing and recording techniques, studio workflow, advanced microphone techniques, digital audio software operation, mixing for surround sound and working with a producer.

Sound Theory: This explores the physical properties and characteristics of sound and human auditory perception. Topics include: the anatomy of the ear, principles of sound propagation, psychoacoustics, perception of loudness, stereo imaging, perception of space, understanding the decibel (dB) and basic acosutic principles.

Basic Electronics: This covers the basic concepts of electronics and electricity as they relate to audio technology. Topics include: Basic electrical theory, power, voltage, resistance and current, Ohm's Law, electrical circuits, electrical decibel scales, standard operating levels, audio connectors and cabling and studio fault finding.

Digital Audio: In this section, students are introduced to digital audio theory. Topics include: A/D conversion, digital processing, digital audio formats, digital storage media and future digital developments, DAW principles, recording audio in the digital domain and digital compression.

Introduction to Studios & Recording: This covers the equipment and processes used in small recording studios. It looks at the recording process from beginning to completion. Topics include: mixing console operation, gain structure, recording session procedures, multi-track recorders, reading schematic diagrams and basic recording techniques.

Live Sound Engineering: This covers the live sound engineering principles for club, concert hall, stadium or live theatre shows. Topics include: Understanding the components of the PA system, the monitoring systems and live sound signal flow, live consoles, crossovers, FOH, power amplifiers and loudspeakers, live recording, working in a team, cabling for a 'live' show, power requirements, fault finding methods and working with broadcasters.

Mastering & Media Preparation: This looks at the role and process of mastering in producing a final product. It focuses on the preparation of various media formats and examines the history of audio media formats. Topics include: Mastering techniques and equipment, CD/DVD production and duplication and analog and digital audio formats.

Mixing Consoles and Signal Flow: This covers the use and design concepts of various studio mixing consoles. Topics include: Console design and different types of consoles, analog and digital consoles, control surfaces, sound studio signal flow, broadcast and TV sound signal flow and equipment features and specifications.

Microphones and Loudspeakers: This focuses on microphone and loudspeaker design. Topics include: Transducer principles, microphone and loudspeaker design, speaker placements, choosing the right microphone, working with multiple microphones, using microphones in the studio and in live recording situations, different types of studio monitors, various stereo microphone techniques, location microphones and techniques.

Music Production: This looks at the link between creative and technical elements of professional music production. Topics include: Planning and pre-production, studio team work, working with musicians, post production and mastering, understanding music styles, the role of a producer/engineer and various mixing rules and examples.

Signal Processing: This explores the design principles and operation of studio effect units. Topics include: Description of different types of effects processors, dynamics processing, time based processing, equalisers and filters, explanation of plug-in type signal processing, when to use effects and understanding parameters of effects.

Synchronisation: This looks at the concept, hardware and software used to synchronise music. Topics include: Synchronising using ProTools, music to film, synchronising tape machines, sequencer, hard disc systems and other hardware synchronisation using SMPTE and MIDI time code and other proprietary systems including those that facilitate mixing console automation.

DETAILS

QUALIFICATION

* SAE Diploma (Equal to 180 University credit points)

DIPLOMA ENTRY REQUIREMENTS
• Minimum age 17; *and*

• completion of a minimum of two grade C GCSEs (including Maths) or equivalent (contact SAE to check on International Equivalents to GCSEs); *or*
• mature age students over 21 years (please provide full CV) - on receipt of suitable evidence, SAE shall seek to admit all prospective students (via special entry) who are considered to have a reasonable chance of success in the programme; *and*

• Proficiency in English Language (TOEFL)

DIPLOMA DURATION

* 12 months full time or 24 months part time

DEGREE PATHWAY
• After successful completion of the SAE Diploma Programme students are eligible to continue their studies to the degree level. The degree is issued in partnership with Middlesex University and is a BA / BSc (Hons) Audio Production degree.

ASSESSMENT METHOD AND AWARD

Practical:
* Students submit a number of prescribed practical exercises throughout the course; *and*
* students undertake a substantial recording project with musicians of their choice, within the guidelines set by the College; *and*
* students sit a final practical "in-studio" practical examination.

Theoretical:
* Students sit theoretical progress examinations at regular intervals over the duration of the programme; *and*
* students prepare and submit a written diploma assignment on a subject of the student's choice. (Subjects must be approved by SAE Academic Staff); *and*
* students sit a final written theory examination.

Award:
* In order to qualify for the SAE Diploma, candidates need to reach an overall assessed mark of 75%.
* Graduates who have successfully completed the SAE diploma programme have obtained 50% of the credit points (180) towards the BA / BSc (Hons) Audio Production degree programme.

AUDIO PRODUCTION DEGREE (BA/BSC)

The degree consolidates knowledge gained during the audio engineering diploma programme and further develops academic skills. The degree broadens the learning experience beyond purely vocational training by creating a wider knowledge base and providing a research-based educational experience.

The Audio Production BA / BSc can only be taken at the various approved SAE Degree Centres.

UNIVERSITY QUALIFICATION

The BA / BSc (Honours) Audio Production Degree is comprised of the audio engineering diploma plus a second year of degree level studies. This degree is taught and administered by SAE and validated by Middlesex University, London. The degree is normally taken over a period of two years as an intensive programme (including the SAE Diploma Level). The BA / BSc (Honours) degree is a direct path to higher post graduate degrees e.g. MA/MSc or the SAE Tonmeister.

WHO IS THIS COURSE FOR?

This course is ideal for candidates wishing to expand their knowledge within the wider field of the recording industry. Individuals with previous industry experience wishing to expand their employment opportunities and formalise their years of experience. Candidates wishing to pursue academic/research-based careers and attain postgraduate qualifications to doctorate level.

MODULE OVERVIEW:

SAE2000 – Creative Media Practice

This module aims to position the discipline, specific knowledge and skills acquired during the diploma phase within a wider industry, business and cultural context. The structure and operations of the culture industries are examined together with the meanings produced in the interplay between culture, cultural products and the consumer. The resulting implications for the pitching of creative media ideas and the marketing of creative media products are also considered, as are the legal and ethical aspects of creative media activity.

Students take their existing skills and adapt them to a range of markets, cultures and platforms, requiring students to enhance their understanding of other cultures and assimilate other disciplines into their practice. Subjects include; Research, Industry Issues, Cultural Issues, Business Studies, Marketing and Legal Issues.

SAE3110 – Advanced Audio Practice

This module aims to develop discipline, specific knowledge and skills to more sophisticated conceptual and technical levels through the realisation and evaluation of advanced audio applications. Legal, contractual and ethical factors introduced in SAE2000 are considered significant, with the expectation that the student's creative practice shows a mature understanding of these issues.

Finally, students are offered the opportunity to reflect on their career options, engage in professional practice and consider strategies for continuing professional development.

SAE3200 – Major Project (BA) / SAE3300 – Major Project (BSc)

N.B. Students not completing stage 4 (Honours Project) can only be considered for an Ordinary BA, not BSc.

The major project is self-generated and may take one of many forms. There is an expectation however that the final product will be of a calibre that will help the student progress into employment or postgraduate work.

The project is intended to demonstrate a range of advanced skills in accordance with the requirements of a substantial Level-3 Final Project. Through successful completion the student will also exhibit their capacity to conduct independent research and manage a large-scale venture.

Central to the module is an exploration of research methodologies and their successful application. Students will develop a project proposal and submit this for approval. They will project manage all aspects involved in preliminary and planning phases through to realisation.

In addition, for SAE3300 – Major Project (BSc)

Since the SAE3300 project is central to the BSc award, the level and appropriateness of its technical or scientific focus will be a criterion in the approval process.

DETAILS

QUALIFICATION

* BA / BSc (Hons) Audio Production

DEGREE ENTRY REQUIREMENTS

• Minimum age 18; *and*

• successful completion of the SAE Diploma; *and*
• completion of a minimum of two A-Levels, (CC or 160+ UCAS Tariff Points) (or equivalent) at sufficient grades (contact SAE to check on International Equivalents to A Levels); *or*
• mature age students over 21 years (please provide full CV) - on receipt of suitable evidence, SAE shall seek to admit all prospective students (via special entry) who are considered to have a reasonable chance of success in the programme; *and*

• Proficiency in English Language (TOEFL).

DEGREE DURATION

* 24 months full time (12 months Diploma + 12 months Degree)

ASSESSMENT METHOD AND AWARD

Practical:
* Will involve progressive assessment and the submission of studio logs; and studies in acoustics.

Theoretical:
* All BA / BSc (Hons) students must undertake a specialist written research project; *and*
* pass and complete all individual degree modules.

Award:
* In order to qualify for the Bachelor degree with Honours, students must acquire 360 Middlesex University credit points.

SECOND YEAR DIRECT ENTRY

• Graduates who have successfully completed the SAE Audio Engineering Diploma from other SAEs can continue with the degree. Graduates with similar qualifications from other Institutions can apply for advanced standing in the degree programme.

CREDIT POINT NOTES

• The BA/ BSc (Hons) degree programme is equivalent to 360 Middlesex University credit points which is equal to: 180 ECTS (European Credit Transfer System) credit points.
• USA eqivalent: Our Bachelor degree is equal to a full 4 year US bachelor degree programme. Our bachelor degree is instructed in an accelerated delivery format over a 2 year period.

SAE TONMEISTER
(MASTERS LEVEL PROGRAMME)

A post-graduate Masters level programme, created specially for those who are already graduates from BA/BSc Programmes and/or Industry Professionals with a desire to achieve career excellence and continuous professional development.

The SAE Tonmeister is a unique programme that takes audio education to the next level. Graduates are equipped with the knowledge and highest academic qualification required for a successful career in the music and audio industries.

The SAE Tonmeister is a 48 study week programme focusing on theoretical and practical lectures, workshops, seminars and related assignments, with one-to-one tutorials given throughout the programme. The Final Project is a crucial major piece of work, with the accompanying heavy credit weighting.

Students will earn 180 Credit Points in total with 60 Credit Points from the Technical Skills component, 60 Credit Points from the Supporting Knowledge component and the remaining 60 Credit Points from the Final Project.

WHO IS THIS COURSE FOR?

The course is ideal for candidates wishing to expand their knowledge within the wider field of the sound industry; individuals with extensive previous industry experience wishing to expand their employment opportunities and formalise their years of experience; and individuals wishing to attain high post graduate level degrees and who want to work with all styles of music from pop to classical.

Job opportunities include: Television and radio engineering and production, lecturing, pop and classical music production, audio equipment design, audio systems maintenance, professional audio equipment support, acoustics, freelance performance, research field, software engineering, management and administration, journalism and marketing and working with architects on acoustic design projects.

OVERVIEW:

TECHNICAL SKILLS:

- **Advanced Production Techniques:** Introduces the highest level of recording with a focus on acoustic instruments, whilst exploring an in-depth mastery of advanced mixing techniques from industry specialists.
- **Applied Acoustics:** Includes advanced room design and analysis of acoustics in musical instruments.
- **Mastering:** From Mix to Master – the whole process explained in-depth, backed up with extensive hands-on experience.
- **Current Trends & Innovation:** Builds on existing technical skills to create a solid foundation for studying new technological developments within the industry.

SUPPORTING KNOWLEDGE:

- **Global Business Perspectives:** An in-depth investigation into the workings of a global business, focusing on geo-political and economic issues affecting the industry at the highest level.
- **Current Trends in Popular Music:** The key to advanced level activity in any industry is the need for solid research into current trends. The SAE Tonmeister places particular emphasis on an acute understanding of the cultural environment within which students intend to work.
- **Entrepreneurial Skills, Creativity and Experimentation:** In order to be successful, professionals in the audio industry must have a set of skills that go beyond pure knowledge. They must be proactive, creative and think outside of the box. By focusing on case studies, this module gives students the insights needed to leverage their own career.
- **Ear Training:** A dedicated yet flexible programme that is designed to develop the most useful of skills for a well rounded producer / engineer.
- **Arranging & Score Studies:** A specialist module focusing on the traditional foundation skills of scoring. This is designed to enable students to obtain a greater understanding of different types and sizes of arrangements.

FINAL PROJECT:

- This final and extensive body of work demonstrates a high level of research into the student's chosen specialist subject, combining detailed analytical thought with 'real-world' application.

DETAILS

QUALIFICATION

* SAE Tonmeister (masters level qualification)

MASTERS LEVEL ENTRY REQUIREMENTS

• Minimum age 18; and
• completion of a Bachelor (Hons) Degree with at least 2nd Class Honours (contact SAE to check on International Equivalents to 2nd Class Honours); *and*
• some music theory knowledge and proficiency in at least one instrument; *or*
• mature age students with a minimum of 8 years industry experience and a proven track record. Please send CD or DVD your work and include complete CV.
• N.B. SAE Diploma Graduates with extensive professional experience will have their applications considered for special entry.
• Proficiency in English Language (TOEFL).

DIRECT ENTRY

If you are a graduate of SAE/Middlesex University BA (Hons) Recording Arts Degree Programme (2.2 Honours Degree minimum entry requirement) or an industry professional with a proven track record you are eligible. Graduates from non SAE Degree Programmes who have studied Music Technology or Audio Production will also be considered.

HOW ARE APPLICATIONS ASSESSED?

There will be a vigorous selection process, with interviews for all candidates who pass the initial academic entry requirement (or industrial references/CV requirement). For overseas students unable to attend in person, there will be a telephone/video conference interview with SAE Academic Staff.

MASTER LEVEL DURATION

* 12 months full time

ASSESSMENT METHOD AND AWARD

Practical:
* Students undergo progressive assessment and submit studio logs; *and*
* students undertake a substantial recording project within the guidelines set by the College; *and*
* students undertake a major music arrangement project.

Theoretical:
* Students must complete one specialist written research project and one complete musical project; *and*
* students must pass and complete all individual modules and complete a final examination.

Award:
* In order to qualify for the SAE Tonmeister, student need to complete all required assignments and achieve at least a Pass (higher awards are Merit and Distinction)
* award is the 'SAE Tonmeister Master' degree.

DIPLOMA

The Digital Film Making Diploma Programme covers all necessary aspects of computer-based video production techniques and camera techniques. It presents students with a complete and extensive education. The course content and structure encourages students to learn the theoretical background to the topics covered and to apply it, creatively, to the production process. Individual practical time and experimentation is an essential component of the course. Successful completion of the diploma level gives graduates the possibility to continue their studies towards a BA / BSc (Hons) Digital Film.

CONCEPT

Digital Film Making has revolutionised the film industry. The power and availability of digital cameras and computer editing gives everyone the means to produce their own movie, music video or documentary. This programme is designed to give students a full experience of all aspects of digital film making, from concept to final production. Topics range from scripting and storyboarding, through to all aspects of shooting, including; camera operation, framing, digital photography, editing, color correction, broadcast standards, compositing, camera tracking, chroma keying (green screen studio), VFX developing, and authoring and delivery formats.

The Film Making courses follow the SAE concept - combining technical skills with creativity - and provide training for the film industry. Students are encouraged to work on their own projects to develop skills as directors, editors and special FX compositors in order to become proficient film makers and creatives.

AIMS

Students will have a broad yet focused understanding and skillset in all of the main areas related to film production and post production. The course ensures that students will have the necessary skills to continue developing and adapting to the changes in this fast-paced industry. Essential skills and techniques are taught in a creative atmosphere with a strong emphasis on practical application of design and theoretical concepts.

WHO IS THIS COURSE FOR?

The Digital Film Making Programme is for anyone who wants to professionally realise their creative vision and expression using the medium of digital film. This course offers practical training using professional equipment and technology supported by relevant theoretical background knowledge.

SUBJECT OVERVIEW:

Project Planning And Management:

This section teaches students how to plan a complex digital film project. Students learn how to develop scripts, present and sell their ideas, create detailed storyboards, budget projects both logistically and financially and maximise efficiency on location. Students learn the concept of film directing, working with actors, supervising crewmembers and overseeing a project to completion.

Digital Video Basics:

This section covers the basic use of DV/HD camera and other professional camera equipment, equipment maintenance, professional video signal flow and digital video terminology. Students learn about the different video formats and various digital storage systems.

Camera Operation:

Students learn how to operate professional digital video cameras, lighting systems, camera stabilising equipment and location audio recording equipment. Students will learn framing techniques, how to capture the 'mood' of the shot, the theory behind visual expression, weight, variety and importance of camera angles and object positioning in relation to focused subject matter. Great emphasis is placed upon the creative side of camera usage.

Lighting:

This section of the course focuses on teaching the basics of lighting for digital cinematography as well as health and safety regulations. Students will learn how to create a basic three-point lighting for interviews, subjects and objects as well as basic indoor environmental lighting. Theory classes offer students insight into the use of lighting to help enhance the style of their digital film projects and create the right "visual mood".

Advanced Lighting:

Students learn advanced lighting techniques such as soft/hard lighting, lighting styles (Industry Analysis) and advanced indoor/outdoor environment lighting. Students will also learn lighting for Visual Effects including reproduction of outdoor lighting in the green screen studio, creative lighting to reproduce visual effects on the subject and calibrating lights for green screen shooting.

Editing Techniques:

This section covers rudimentary theory and the practical application of common non-linear editors such as Final Cut Pro. Students learn how to capture footage from analogue and digital sources, perform basic editing techniques, optimise captured footage and format it for use with different types of file compression and delivery formats.

Advanced Editing:

In this section students are trained to work with video on high-end editing workstations such as Avid and Final Cut Pro. Emphasis is placed on complex editing techniques, editing styles and creativity. Students will learn color correction theory and software tools such as Apple Color to be able to creatively stylise their movies, keep colour continuity between shots and increase the quality of their final delivery.

Location Audio Recording and Audio Mixing:

This section covers professional audio recording equipment. Students learn how to properly set-up microphones and digital recorders on film sets, how to capture and edit audio for post production and the use of sound FX. Students learn how to create compelling soundtracks for their visual productions.

Special FX, Compositing and 3D:
This section of the course focuses on the process of combining live action footage with computer generated content to form a seamless blend of exciting and professional visual expression. Students learn various techniques using industry standard software such as Adobe After Effect and Apple Shake. Students will also learn to composite 3D content into live action footage with emphasis placed on camera tracking, motion stabilising and match moving.

DVD Authoring and Delivery Formats:
In this module students learn how to create both interactive DVDs for project delivery and as well as exciting menu systems. Students will also learn how to deliver finished projects in professional tape formats and to optimise files for broadband Internet delivery or broadcasting.

Industry Issues:
Students attend lectures by industry professionals who will discuss relevant issues in the television and film industries. This section covers issues pertaining to copyright laws, showreel preparation, CV preparation and job interviewing techniques.

DETAILS

QUALIFICATION

* SAE Diploma (Equal to 180 University credit points)

DIPLOMA ENTRY REQUIREMENTS

• Minimum age 17; *and*

• completion of a minimum of two grade C GCSEs or equivalent (contact SAE to check on International Equivalents to GCSEs); *or*
• mature age students over 21 years (please provide full CV) - on receipt of suitable evidence, SAE shall seek to admit all prospective students (via special entry) who are considered to have a reasonable chance of success in the programme; *and*

• Proficiency in English Language (TOEFL)

DIPLOMA DURATION

* 12 months full time or 24 months part time

DEGREE PATHWAY

• After successful completion of the SAE Diploma Programme students are able to continue their studies to the degree level. The degree is issued in partnership with Middlesex University and is a BA / BSc (Hons) Digital Film Making degree

ASSESSMENT METHOD AND AWARD

Practical:
* Students submit a number of prescribed practical exercises throughout the course; *and*
* students undertake a substantial film project, within the guidelines set by the College; and
* students submit a final practical "show reel" presentation.

Theoretical:
* Students sit theoretical progress examinations that are held at regular intervals over the duration of the programme; *and*
* students prepare and submit a written diploma assignment on a subject of their choice. (Subjects must be approved by the SAE Academic Staff); *and*
* students sit a final written theory examination.

Award:
* In order to qualify for the SAE Diploma, candidates need to reach an overall assessed mark of 75%.
* Graduates who have successfully completed the Diploma programme qualify for up to half (180 credit points) credit towards the BA / BSc (Hons) Digital Film Degree Programme.

DIGITAL FILM MAKING DEGREE (BA/BSC)

The degree consolidates knowledge gained during the film making diploma and expands academic skills. The degree broadens the learning experience beyond the purely vocational type training by developing a wider knowledge base and providing a research-based educational experience.

The Digital Film Making BA / BSc can only be taken at the various approved SAE Degree Centres.

UNIVERSITY QUALIFICATION

The BA / BSc (Honours) Digital Film Making Degree is comprised of the digital film making diploma plus a second year of degree level studies. This degree is taught and administered by SAE and validated by Middlesex University, London. The degree is normally taken over a period of two years as an intensive programme (including the SAE Diploma Level). The BA / BSc (Honours) degree is a direct path to higher post graduate degrees e.g. MA/MSc.

WHO IS THIS COURSE FOR?

This course is ideal for candidates wishing to expand their knowledge within the wider field of the film industry; individuals with previous industry experience wishing to expand their employment opportunities and formalise their years of experience; candidates wishing to pursue academic/research-based careers and attain postgraduate qualifications to doctorate level.

MODULE OVERVIEW:

SAE2000 – Creative Media Practice

This module aims to position the discipline, specific knowledge and skills acquired during the diploma phase within a wider industry, business and cultural context. The structure and operations of the culture industries are examined together with the meanings produced in the interplay between culture, cultural products and the consumer. The resulting implications for the pitching of creative media ideas and the marketing of creative media products are also considered, as are the legal and ethical aspects of creative media activity.

Students take their existing skills and adapt them to a range of markets, cultures and platforms, requiring students to enhance their understanding of other cultures and assimilate other disciplines into their practice. Subjects include; Research, Industry Issues, Cultural Issues, Business Studies, Marketing and Legal Issues.

SAE3120 – Advanced Digital Film Practice

This module aims to develop discipline, specific knowledge and skills to more sophisticated conceptual and technical levels through the realisation and evaluation of advanced audio applications. Legal, contractual and ethical factors introduced in SAE2000 are considered significant, with the expectation that the student's creative practice shows a mature understanding of these issues.

Finally, students are offered the opportunity to reflect on their career options, engage in professional practice and consider strategies for continuing professional development.

SAE3200 – Major Project (BA) / SAE3300 – Major Project (BSc)

N.B. Students not completing stage 4 (Honours Project) can only be considered for an Ordinary BA, not BSc.

The major project is self-generated and may take one of many forms. There is an expectation however that the final product will be of a calibre that will help the student progress into employment or postgraduate work.

The project is intended to demonstrate a range of advanced skills in accordance with the requirements of a substantial Level-3 project. Through successful completion the student will also exhibit their capacity to conduct independent research and manage a large-scale venture.

Central to the module is an exploration of research methodologies and their successful application. Students will develop a project proposal and submit this for approval. They will project-manage all aspects involved in preliminary and planning phases through to realisation.

In addition, for SAE3300 – Major Project (BSc)

Since the SAE3300 project is central to the BSc award, the level and appropriateness of its technical or scientific focus will be a criterion in the approval process.

JOB OPPORTUNITIES:

Whilst its primary focus is on the film making arts and associated disciplines, those attaining this qualification will have the potential to succeed in a wide range of occupations:

Documentary film maker, corporate video producer, director of photography, film director, editor using Final Cut pro or Avid, DVD author, lighting assistant, special effects designer, compositor, visual effects designer, independant producer, motion graphic designer and many other jobs in the film industry.

DETAILS

QUALIFICATION

* BA / BSc (Honours) Digital Film Making

DEGREE ENTRY REQUIREMENTS

- Minimum age 18; *and*

- successful completion of the SAE Diploma; *and*
- completion of a minimum of two A-Levels, (CC or 160+ UCAS Tariff Points) (or equivalent) at sufficient grades (contact SAE to check on International Equivalents to A Levels); *or*
- mature age students over 21 years (please provide full CV) - on receipt of suitable evidence, SAE shall seek to admit all prospective students (via special entry) who are considered to have a reasonable chance of success in the programme; *and*

- Proficiency in English Language (TOEFL).

DEGREE DURATION

* 12 months full time

ASSESSMENT METHOD AND AWARD

Practical:
* Will involve progressive assessment of practical assignments.

Theoretical:
* All BA/ BSc (Hons) students must undertake a specialist written research project; *and*
* pass and complete all individual degree modules.

Award:
* In order to qualify for the BA/ BSc Degree with Honours, students must acquire 360 Middlesex University credit points.

SECOND YEAR DIRECT ENTRY

- Graduates who have successfully completed the SAE Film Making Diploma at other SAEs can continue with the degree in the United Kingdom. Graduates with similar qualifications can apply for advanced standing in the degree programme.

CREDIT POINT NOTES

- The BA/ BSc (Hons) Degree programme is equivalent to 360 Middlesex University credit points which is equal to: 180 ECTS (European Credit Transfer System) credit points.
- USA eqivalent: Our Bachelor degree is equal to a full 4 year US bachelor degree programme. Our bachelor degree is instructed in an accelerated delivery format over a 2 year period.

DIPLOMA

Designed for those who are passionate about the entertainment industry but not necessarily as a performer, the SAE Music Business Diploma Programme is a unique educational package with a strong focus on real-life business scenarios, up-to-the-minute curricula and industry experienced lecturers. This course provides the music industry with its future leaders, managers and promoters. Students learn the skills necessary to manage an artist's career including marketing, promotion, distribution, publishing, studio session planning, live events and all the steps to the top of their career.

CONCEPT

The programme is designed to prepare graduates for work in the music and entertainment industries and give them an in-depth knowledge of business principles, basic sound studio and music video techniques and a wide variety of skills necessary to be successful in business.

Students acquire essential theory and practical experience in order to be well prepared for work in the industry, learn the history of the music industry, mistakes made in the past and the basic business structure of the music business. Students will examine the current challenges faced by all members of the music business as well as how current and future trends and technology are changing the face of this industry.

Students are encouraged to work with audio and film students on various projects, for example music video production, album/ EP production.

AIMS

The Music Business Diploma is a training programme providing the essential ingredients for employment and self-employment in the music industry. It provides a broad base of general music industry skills and places primary emphasis on the skills and attributes necessary to function in the business, financial and management sectors of the industry.

SUBJECT OVERVIEW

Industry Issues: This module covers the structure, composition and interaction of the various elements of the music industry. Students gain an understanding of the key players and relationships that drive the industry. Topics include artist management, industry key players, career opportunities and career advice.

Business and Legal Issues: This module covers the legal aspects of the music business. Copyrights, contracts and accounting procedures, intellectual property, legal representation and associated issues are analysed to ensure graduates are able to protect themselves, their careers and clients.
Topics include record labels, sponsorship, marketing, merchandising, basic accounting, basic contract and copyright law, distribution, publishing and others.

Audio Production: In this module students are given an overview of the record studio and various production techniques. Budget considerations for the production of an album are also discussed in this module.

Music Video Production: This module covers the history of music video and the most recent development. Topics include production planning (budgeting and scheduling), scripting and music video production techniques.

Graphic and Web Design: In this module students explore how to create promotional material (flyers, poster, etc.) and develop an understanding of CSS.

JOB OPPORTUNITIES:

Those attaining this qualification will have the potential to succeed in a wide range of careers; recording executive, promoter, entertainment manager, tour manager, A&R consultant, marketing executive, broadcast executive, general manager, studio manager, digital media entrepreneur, record label owner, publisher and many others.

DETAILS

QUALIFICATION

  * SAE Diploma

DIPLOMA ENTRY REQUIREMENTS
• Minimum age 17; *and*

• completion of a minimum of two grade C GCSEs (including Maths) or equivalent (contact SAE to check on International Equivalents to GCSEs); *or*
• mature age students over 21 years (please provide full CV) - on receipt of suitable evidence, SAE shall seek to admit all prospective students (via special entry) who are considered to have a reasonable chance of success in the programme; *and*

• Proficiency in English Language (TOEFL)

DIPLOMA DURATION

  * 12 months full time

ASSESSMENT METHOD AND AWARD

Practical:
* Students submit a number of prescribed practical projects throughout the course; *and*
* students are to develop and give a final presentation to give an overview of their artist's career and achievements made during the course.

Theoretical:
* Students submit a number of prescribed written assignments, within the guidelines set by the college; *and*
* Students sit theoretical progress examinations that are held a regular intervals over the duration of the programme); *and*
* Students submit a final written assignment describing and evaluating their work and pregress in relation to working with their artist.

Award:
* In order to qualify for the SAE Diploma, candidates need to reach an overall assessed mark of 75%.

ELECTRONIC MUSIC PRODUCTION CERTIFICATE

CERTIFICATE

The Electronic Music Production course provides an opportunity for music enthusiasts to unleash their passion using the latest production technology. The programme encourages individualism and combines the fundamentals of electronic music production with practical experimentation and personal creativity. Students will graduate from the six-month programme with the skills and knowledge to produce the music they love and they will have gained a strong foundation for future learning.

SUBJECT OVERVIEW

Basic Audio Theory: Students begin with an introduction to audio theory, covering the basic techniques and concepts needed later in the course.

Studio Equipment: Students cover rudimentary theory and the practical application of common studio equipment are covered, including effects, dynamic range processors, microphones, and loudspeakers.

MIDI, Samplers, Synths and Audio editing: This is the core focus of the Electronic Music Production Certificate. Students explore the major tools of the trade. Students will explore MIDI and the tools that allow them to program and sequence their ideas. They will manipulate and create instruments and drum sounds using samplers as well as design killer bass sounds and soundscapes using synthesizers. Students will also learn to record vocals and to digitally manipulate recordings to a creative end.

Although students have access to other packages, such as Reason and Cubase, the majority of sequencing work is carried out using Apple Logic. Electronic music performance is also covered through Ableton Live.

Arrangement/Production: Students learn arrangement techniques for a wide range of electronic music styles. Emphasis is on beat programming, structure/composition, vocal comping and editing, and sound design together with creative use of FX.

COURSE AIMS

The course is designed to focus students' learning experience on the practical use of computer sequencing, MIDI programming and hard disc recording. Whilst the course contains a theoretical component, the aim is also to give students enough theoretical grounding to develop a basic understanding of equipment operation and in particular the terminology used. This programme can be used as a stepping stone towards meeting the entry requirements of the Audio Engineering Diploma and BA / BSc (Hons) Audio Production.

WHO IS THIS COURSE FOR?

Individuals who wish to pursue careers in music production, whatever the genre or style of music. The course is also ideal for those who want to brush up or explore further their MIDI and production knowledge.

TYPICAL JOB OPTIONS

The Electronic Music Production Certificate can be the start to various careers, such as; artist/electronic music composer/producer, programmer, remixer, post-production related positions including music for games, multimedia and film/tv, lecturing, A&R and record label owner.

DETAILS

CERTIFICATE ENTRY REQUIREMENTS

· Age: Minimum 16 years.
· Education: Basic numeracy; spoken and written English.
· Other: It is advantageous to have some musical knowledge.

CERTIFICATE DURATION

* 6 months part time

AWARD

* SAE Electronic Music Production Certificate

PRACTICAL BOOKING

Practical facilities at SAE are booked by students outside of, and in addition to, their normal class times. These bookings are normally made via an online booking system. One to one practical assistance is available while students are working on their projects.

ASSESSMENT METHOD AND AWARD

* In order to qualify for the Electronic Music Production Certificate, candidates must demonstrate a good quality of practical submissions. No theory assessments take place on the Electronic Music Production Course.

SCHOOL COMPARISONS:

SAE ANSWERS:

How long has SAE been established?	Since 1976
Will I get most of my practical time individually?	Most definitely. We believe that providing group studio time does not reflect the real world. You can only learn by making your own mistakes.
What kind of formal university links do you have?	As well as Middlesex University (see next answer), SAE has formal links with Southern Cross University. SAE is also a formal government approved degree granting institution in Australia.
Can I get a full University Degree with your College?	Yes, SAE UK offer BA/BSc Degrees that are fully validated by Middlesex University. All our degrees have international standing.
Is the whole degree programme delivered by your school?	Yes, the degrees are taught and administered by SAE and validated or accredited by the partner universities.
Is your degree equivalent to a US Bachelor's Degree?	Yes, the degree is equivalent to a 4 year US Bachelor degree. Our degrees have a EU (European Union) norm.
How many intakes do you have per year?	All SAE colleges have multiple intakes during the year, typically every three months.
What formal Industry links do you have?	SAE owns and operates Studios 301 (www.studios301.com), the world's largest commercial recording studio group. We are also the owners of AMS-Neve, a leading console manufacturer and Qantm College, the leading games development college. In addition, SAE has many special partnerships with various industry bodies and associations.
Can I pay the tuition fees by instalments?	Yes, if you are a UK/EU resident.
Can I change classes during the programme?	Yes, you can.
Do your teachers have industry experience?	All our teachers have industry experience. Some of our lecturers travel between SAEs giving special topic lectures, and we have many guest lecturers.
Can I transfer between colleges during my study?	Yes, only SAE has a full network of international colleges.
Can I record my own music?	Yes, once you have completed the various practical projects.
Can I prepare my own show reel?	Yes, you can and we encourage you to do so.
Can I have more practical time than what is necessary for my studies?	Yes, students can have additional practical time to complete their own projects
Can I defer my studies?	Students may defer their studies for a period of up to 2 years. They may recommence their studies at any SAE worldwide running the same programme.
Do you help students with gaining employment after the completion of the programme?	Yes. We have been very successful in providing many jobs to our graduates via our Alumni Association and online communities. (www.sae-alumni.org) (www.mysae.org)
What is a Skillset Academy in the UK?	SAE, Middlesex University and Top TV Academy in partnership have been awarded Skillset Media Academy status in recognition of national excellence in Media provision by the UK Government. This is a stamp of approval and quality for only the very best of media educators in the UK.

OTHER SCHOOLS ANSWER:

OTHER SCHOOLS ANSWER:

OTHER SCHOOLS ANSWER:

OTHER SCHOOLS ANSWER:

APPLICATION CHECK LIST

IN ORDER TO APPLY FOR A PROGRAMME AT SAE, PLEASE FOLLOW THIS CHECKLIST:

* Complete and sign the front of the Registration Form
* Read and sign the back of the Registration Form
* Include copies of your qualifications
* Include your CV/Resumé
* Attach two passport-style photographs
* Include a cheque or other proof of payment for the Registration Fee
* Send or personally deliver all documents to SAE
* Note: You can lodge your application at any SAE
* Additional information may be required if you are applying for the 2-year BA/BSc Degree Programme
* English language skills test, approved tests are listed below*
* References

Your application will then be assessed. We may get back to you if further information is required. When a decision has been made we will contact you in writing (usually email).

You will only be fully enrolled once:

1) A place on the requested programme is available.
2) You have been accepted by the College.
3) You have paid the registration fee.

Should your contact details change please inform us. If you have any questions please contact us.

* ENGLISH LANGUAGE SKILLS APPROVED TEST (required if your first language is not English)

PREFERRED (If you need to take a English language test for your SAE application)
TOEFL test with an overall grade of 550 or above (paper-based),
TOEFL test with an overall grade of 213 or above (computer-based) or,
TOEFL test with an overall grade of 79 or above (Internet-based)

ACCEPTABLE (If you already have a valid test transcript or certificate)
IELTS Academic test (band 5 or above); *or*
Cambridge ESOL (Certificate in Proficiency in English); *or*
Edexel International GCE O Level English Language Grade C or better; *or*
Edexel IGCSE English Language Grade C or better

Please contact your chosen SAE Campus with any queries on English Language Proficiency.

REGISTRATION FORM AND AGREEMENT

Version 5.1 INT

Registration form for the following courses:
- **AUDIO ENGINEERING DIPLOMA**
- **BA / BSC AUDIO PRODUCTION**
- **SAE TONMEISTER**
- **FILM MAKING DIPLOMA**
- **BA / BSC DIGITAL FILM MAKING**
- **MUSIC BUSINESS DIPLOMA**
- **ELECTRONIC MUSIC PRODUCTION CERTIFICATE**
- **HOME STUDIO CERTIFICATE**

Affix photographs here

PERSONAL DETAILS OF APPLICANT (to be fully completed)

Surname	Given Names
Name as will appear on certificate	Gender Male ☐ Female ☐
Address	
Postcode/ZIP	Country
Telephone / Home	Telephone / Work
Telephone / Mobile	Email
Nationality	Date of Birth
Contact in Emergency	Emergency Telephone

COURSE INFORMATION (to be fully completed)

Course Name	
Course Code	TAKE FROM FEE SCHEDULE
Commencement Date	MONTH/ YEAR
Preferred Class Time	MORNING OR AFTERNOON OR EVENING (if choice available)
Course Type	FULL-TIME / PART-TIME

Oxford ☐ London ☐ Liverpool ☐ Glasgow ☐ (please tick)

PAYMENT METHOD (to be fully completed)

Registration Fee	SEE FEE SCHEDULE FOR DETAILS
Course Fee	SEE FEE SCHEDULE FOR DETAILS
Total Fee	REGISTRATION FEE PLUS COURSE FEE
Payment Method	FULL FEE UP FRONT OR BY INSTALMENTS

DISCOUNTS APPLY FOR FULL FEE UP FRONT PAYMENT. SEE FEE SCHEDULE.
NOTE: PAYMENT BY INSTALMENTS IS ONLY AVAILABLE FOR UK/EU CITIZENS.

Payment Information: Payments can be made by cheque, direct transfer or by credit card at SAE. All cheques should be made payable to SAE Education Ltd. and should be in GBP (British Pounds). If you wish to pay by direct transfer, please contact the Administration Department, who will supply you with bank transfer information. Transfer charges have to be paid by the sender.

OTHER IMPORTANT INFORMATION (to be fully completed)

Will you require a study visa?	Yes ☐ No ☐
Have you transferred money into the SAE bank account? If yes please provide details?	
If someone is sponsoring your course, please give the name of the person/organisation.	
Do you have a disability ? If yes, please provide details (on separate sheet if necessary).	
If you have applied via UCAS, give your UCAS Application Number here. (Only for UCAS Applicants).	

DECLARATION BY THE APPLICANT (to be fully completed)

I have read and understood all the terms and conditions of enrolment set out on the reverse side of this form, under 'General Information', in the current SAE brochures and handbooks and I agree to abide by these terms and conditions. The applicant herewith grants the College the right to use his/ her name, picture and course work for promotional materials for the purpose of promoting SAE and its programmes.

Signature of Applicant (Parent or Guardian if applicant is younger than 18 years. In that case please print name as well)   Date   Place

For Office Use Only

Amount	Date received	Receipt Nr	Course start date	Course end date	SAE signature

REGISTRATION AGREEMENT - SAE Education Ltd. -
Registered in England 06647488- Registered office: Brook Point, 1412 High Road, London N20 9BH

1	Definition of Terms
1.1	The following terms are used in this agreement:

(a) "Administration charge" - means the cost incurred by the College in processing the Student's enrolment and the handling of course fees.
(b) "Date of commencement" - means the first day on which the course commences.
(c) "Course" or "Programme" - means the series of classes for which the Student is enrolled.
(d) "Registration fee" - means the sum of money paid by the student to reserve a place on one of the College's advertised courses.
(e) "Security deposit" - means any monies, excluding Registration and Course Fees, paid by the Student and retained by the College in the event of the non-payment of fees. Security deposits are held by the College for the duration of the course and returned to the student at the end of their course.
(f) "College" - means SAE College and/or its appointed agents.
(g) "SAE" - means SAE College and/or SAE Education Ltd.
(h) "Student" - means the signatory of these terms and conditions.
(i) "Studio" - means the studios and/or practical work-stations/computers located within the College premises.

2 Registration Fees, Security Deposits and Course Fees and Administration Fees

2.1 SAE reserves the right, prior to the commencement of a course and by giving due written warning, to alter quoted fees in line with inflation and rising costs on the part of the College. In this event, alterations will be kept to a minimum.

2.2 The Student agrees to pay the first instalment or the full course fees and, where applicable, security deposit or administration fee at least.

2.3 Registration fees are due at the time of applying for a course.

2.4 Initial course payments are due at least four weeks prior to course commencement. Students failing to pay in advance may lose their enrolment option and their position is liable to be offered to another applicant. This applies whether payments are made in full or by instalments. If paying by instalments, the initial payment is made up of the first instalment in addition to the security deposit.

2.5 If the Student advises the College, in writing, of their intention not to commence the course WITHIN 14 DAYS of the date of the enrolment confirmation letter, the PAID registration fee and deposit (where applicable) will be refunded by the College less an administration charge.
No refunds of registration fees or deposits are given after the course commencement date. No refunds of registration fees are given within one month of course commencement.

2.6 The paid registration fee and administration fee can be transferred to the next available SAE course provided the College has received written notice of the applicant's intention to defer studies at least one month prior to the commencement of the initially-booked course.

2.7 The Student accepts that the College has the right to refuse any enrolment. Decisions are at the discretion of the College Management.

3 Course Content

3.1 The Student acknowledges that the College is entitled to change the content of the course on which the Student is enrolled, at any time, allowing for new topics to be introduced and inappropriate topics to be deleted.

4 Studio Use and Fee Payment

4.1 The Student acknowledges that, during his or her use of the studios/workstations, he or she is responsible for ensuring that no equipment is damaged or stolen.

4.2 In the event of equipment in the studio or at the workstation not functioning during the Student's use of the facility, the Student agrees to notify a relevant member of the College staff immediately, giving full details regarding the malfunction.

4.3 In the event of College equipment being damaged or stolen during the Student's use of the facility and as a result of failure on his or her part to exercise reasonable care, the Student agrees to pay, within twenty one (21) days, all costs relevant to replacing or repairing such equipment.

4.4 The late payment of fees will result in the cancellation of all studio time and possible cancellation of lectures. The College reserves the right to charge reasonable reminder charges for the late payment of fees.

4.5 The College reserves the right to cancel the Student's booked studio time due to maintenance or scheduling needs. All attempts will be made to notify the Student of such cancellations. Time lost due to such cancellations will be re-booked in favour of the Student.

5 Cancellation / Deferment

5.1 Notification of a Student's intention to defer or cancel a course must be given IN WRITING and should be forwarded to the College, for the attention of SAE Management, via registered mail.

5.2 In all cases, the cancellation notice is taken from the date it is received by the College. The Student is further liable for any tuition fees outstanding at the time of cancellation.

5.3 A cancellation / deferment fee of GBP 600 must be paid at the time of giving such notice in addition to any outstanding course fees due at the time of deferment/cancellation.

5.4 Deferment fees are credited to the Student's SAE account and held for two (2) years following the date of payment. They are refunded towards final fee instalments once the Student recommences study.

5.5 Non-attendance of classes DOES NOT constitute a course cancellation or deferment.

6 Termination by the College

6.1 If a Student's conduct is deemed to be unsuitable to attend the College, the Management of the College reserves the right to expel the Student. All tuition fees are due at the time of expulsion.

6.2 The College reserves the right to terminate a student's enrolment if course fees are significantly in arrears. In such case a cancellation fee as per 5.3 will be charged.

6.3 The College reserves the right to cancel a course, prior to its commencement, should enrolment numbers not have exceeded an acceptable minimum. In this event, applicants will be given advance written notice. Monies received by the College in lieu of fees towards the cancelled Programme can be held against a future enrolment or will, at the request of the applicant, be refunded in full, provided such a request is made within one (1) month of the original commencement date.

7 Course Literature

7.1 The Student further agrees to have read and understood all College policies described in the attached brochure, on-line, relevant handbook(s) and additional publicity material.

8 Value Added Tax

8.1 VAT is not applicable on courses conducted by the SAE Education Ltd.

9 Recordings

9.1 SAE's facilities are for educational use only. Any recordings made by students during their course at SAE facilities must not be published or used commercially without written permission by SAE management which will not be unreasonably withheld.

9.2 All works created by students on SAE facilities or as a part of their course should be correctly credited and watermarked, as per the SAE Guidelines, if published outside of the SAE building.

10 Administration

10.1 Upon course commencement students must provide a UK postal address for correspondence and a valid email contact. During the course students must keep contact details (including email, mobile and postal) up-to-date.

11 Course materials

11.1 Certain courses, as described in the course details, include a computer. This computer is an integral feature, necessary for studying the course, and is not optional. The computer, and software packages included with it, will be provided and become the student's property when the first course fee instalment has been paid in cleared funds. SAE is not responsible for its maintenance. Students must arrange any necessary maintenance through the Apple Care contract included with the computer.

12 Parents / Guardians (for Applicants under 18)

12.1 The person signing on behalf of the Student accepts full liability for all fees and related expenses arising under this Agreement.

13 Governing Law

13.1 This agreement shall be governed by and construed in accordance with the Laws of The United Kingdom, whose courts shall have exclusive jurisdiction for the settlement of any disputes arising hereunder.

APPLICANT'S SIGNATURE (Parent or Guardian if under 18) ....

REGISTRATION FORM AND AGREEMENT (COPY) Version 5.1 INT

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- **HOME STUDIO CERTIFICATE**

Affix photographs here

PERSONAL DETAILS OF APPLICANT

Surname	Given Names
Name as will appear on certificate	Gender Male ☐ Female ☐
Address	
Postcode/ZIP	Country
Telephone / Home	Telephone / Work
Telephone / Mobile	Email
Nationality	Date of Birth
Contact in Emergency	Emergency Telephone

COURSE INFORMATION

Course	
Course Code	TAKE FROM FEE SCHEDULE
Commencement Date	MONTH/ YEAR
Preferred Class Time	MORNING OR AFTERNOON OR EVENING
Course Type	FULL TIME

Oxford ☐   London ☐   Liverpool ☐   Glasgow ☐

PAYMENT METHOD

Registration Fee	SEE FEE SCHEDULE FOR DETAILS
Course Fee	SEE FEE SCHEDULE FOR DETAILS
Total Fee	REGISTRATION FEE PLUS COURSE FEE
Payment Method	FULL FEE UP FRONT OR BY INSTALMENTS

DISCOUNTS APPLY FOR FULL FEE UP FRONT PAYMENT. SEE FEE SCHEDULE.
NOTE: PAYMENT BY INSTALMENTS IS ONLY AVAILABLE FOR UK/EU CITIZENS.

Retain this copy for your records!

Payment Information: Payments can be made by cheque, direct transfer or by credit card at SAE. All cheques should be made payable to SAE Education Ltd. and should be in GBP (British Pounds). If you wish to pay by direct transfer, please contact the Administration Department, who will supply you with bank transfer information. Transfer charges have to be paid by the sender.

OTHER IMPORTANT INFORMATION (to be fully completed)

Will you require a study visa?	Yes ☐ No ☐
Have you transferred money into the SAE bank account? If yes please provide details?	
If someone is sponsoring your course, please give the name of the person/organisation.	
Do you have a disability ? If yes, please provide details (on separate sheet if necessary).	
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        (c)   "Course" or "Programme" - means the series of classes for which the Student is enrolled.
        (d)   "Registration fee" - means the sum of money paid by the student to reserve a place on one of the College's advertised courses.
        (e)   "Security deposit" - means any monies, excluding Registration and Course Fees, paid by the Student and retained by the College in the event of
                the non-payment of fees. Security deposits are held by the College for the duration of the course and returned to the student at the end of their course.
        (f)   "College" - means SAE College and/or its appointed agents.
        (g)   "SAE" - means SAE College and/or SAE Education Ltd.
        (h)   "Student" - means the signatory of these terms and conditions.
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        liable to be offered to another applicant. This applies whether payments are made in full or by instalments. If paying by instalments, the initial payment is made up of the
        first instalment in addition to the security deposit.
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        registration fee and deposit (where applicable) will be refunded by the College less an administration charge.
        No refunds of registration fees or deposits are given after the course commencement date. No refunds of registration fees are given within one month of
        course commencement.
2.6   The paid registration fee and administration fee can be transferred to the next available SAE course provided the College has received written notice
        of the applicant's intention to defer studies at least one month prior to the commencement of the initially-booked course.
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        College staff immediately, giving full details regarding the malfunction.
4.3   In the event of College equipment being damaged or stolen during the Student's use of the facility and as a result of failure on his or her part to exercise reasonable care,
        the Student agrees to pay, within twenty one (21) days, all costs relevant to replacing or repairing such equipment.
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        charges for the late payment of fees.
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        cancellations. Time lost due to such cancellations will be re-booked in favour of the Student.

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5.1   Notification of a Student's intention to defer or cancel a course must be given IN WRITING and should be forwarded to the College, for the attention of SAE Management,
        via registered mail.
5.2   In all cases, the cancellation notice is taken from the date it is received by the College. The Student is further liable for any tuition fees outstanding at the time of
        cancellation.
5.3   A cancellation / deferment fee of GBP 600 must be paid at the time of giving such notice in addition to any outstanding course fees due at the time of
        deferment/cancellation.
5.4   Deferment fees are credited to the Student's SAE account and held for two (2) years following the date of payment. They are refunded towards final fee instalments once
        the Student recommences study.
5.5   Non-attendance of classes DOES NOT constitute a course cancellation or deferment.

6   Termination by the College
6.1   If a Student's conduct is deemed to be unsuitable to attend the College, the Management of the College reserves the right to expel the Student.
        All tuition fees are due at the time of expulsion.
6.2   The College reserves the right to terminate a student's enrolment if course fees are significantly in arrears. In such case a cancellation fee as per 5.3 will be charged.
6.3   The College reserves the right to cancel a course, prior to its commencement, should enrolment numbers not have exceeded an acceptable minimum. In this event,
        applicants will be given advance written notice. Monies received by the College in lieu of fees towards the cancelled Programme can be held against a future enrolment or
        will, at the request of the applicant, be refunded in full, provided such a request is made within one (1) month of the original commencement date.

7   Course Literature
7.1   The Student further agrees to have read and understood all College policies described in the attached brochure, on-line, relevant handbook(s) and additional publicity
        material.

8   Value Added Tax
8.1   VAT is not applicable on courses conducted by the SAE Education Ltd.

9   Recordings
9.1   SAE's facilities are for educational use only. Any recordings made by students during their course at SAE facilities must not be published or used commercially without
        written permission by SAE management which will not be unreasonably withheld.
9.2   All works created by students on SAE facilities or as a part of their course should be correctly credited and watermarked, as per the SAE Guidelines, if published outside of
        the SAE building.

10   Administration
10.1   Upon course commencement students must provide a UK postal address for correspondence and a valid email contact. During the course students must keep contact
        details (including email, mobile and postal) up-to-date.

11   Course materials
11.1   Certain courses, as described in the course details, include a computer. This computer is an integral feature, necessary for studying the course, and is not optional. The
        computer, and software packages included with it, will be provided and become the student's property when the first course fee instalment has been paid in cleared funds.
        SAE is not responsible for its maintenance. Students must arrange any necessary maintenance through the Apple Care contract included with the computer.

12   Parents / Guardians (for Applicants under 18)
12.1   The person signing on behalf of the Student accepts full liability for all fees and related expenses arising under this Agreement.

13   Governing Law
13.1   This agreement shall be governed by and construed in accordance with the Laws of The United Kingdom, whose courts shall have exclusive jurisdiction for
        the settlement of any disputes arising hereunder.

        APPLICANT'S SIGNATURE (Parent or Guardian if under 18) ....

FUNDING

Local Education Authority (LEA):
Degree students can take out a Tuition Loan to cover the cost of part of their fees, which the Student Loans Company (SLC) will pay directly to the University, and a Student Loan for their general use, which is paid directly to the student. Students will commence repayment of their student loans only after they have completed their course and are earning more than £15,000 per annum (as the system stands now. The amount of Tuition Fee Loan does not affect the total tuition fee at private colleges such as SAE, which are as shown in the SAE Fee Schedule. For further information go to: www.studentfinancedirect.co.uk.
Partial funding from SAAS (Student Awards Agency for Scotland) at the rate of £1,205 per annum is available as a grant to qualifying Scottish students.

Grant-Giving Trusts:
There are numerous Grant-Giving Trusts throughout the UK and some of our students have been lucky enough to receive money from them. To find out more about these you need to visit your local library reference section and ask for any information available.

Professional and Career Development Loans:
Career Development Loans (CDLs) have been replaced by Professional and Career Development Loans. Available from participating high street banks, such as: Barclays, Co-Operative Bank and Royal Bank of Scotland (RBS). The nature of a Professional and Career Development Loan is that one can apply to borrow up to 80% of course fees plus the full cost of books, materials and other related expenses. Monies are not due for repayment until 1 month after course completion and are borrowed at a low rate of interest. In addition, if you have been out of work for three months or longer, you may be able to apply for 100% of course fees. You may also be able to apply for living expenses if your course is full-time. Normally Degree Students in receipt of Student Loans cannot also take out PCDLs but Degree Students at private institutions with higher Tuition Fees can take out both if they wish. Anyone wishing to find out more should visit: www.direct.gov.uk/PCDL.

FREQUENTLY ASKED QUESTIONS

Are there any registration deadlines?
No. If you have decided on a course at SAE, we recommend applying as soon as possible. Normally a lead time of six months prior to commencement of a course should be sufficient. Courses are 'open' until all places have been filled.

Are there any further fees apart from those specified in the registration supplement?
No. However, we recommend acquiring additional specialist literature for the respective course. We do give recommendations about suitable publications. We provide all necessary equipment, studios and workstations for completion of practical work, except for storage media.

Is it possible to work whilst studying at SAE?
It is possible to work part-time whilst attending the course. However, due to the intensive nature of the full-time courses, we do not recommend that students on these programmes work outside the college - although we understand many students need to.

Can I get individual studio and practical time?
Yes. The SAE Educational Concept was designed from the very beginning to guarantee you individual practical studio time. All our studios and facilities are owned by the College and are for the exclusive use of our students. We encourage you to have as much practical time as possible. Students can also work in small groups should they prefer to do so.

What makes SAE better?
SAE has been established for over 30 years. We were the very first audio school on the planet. During this time we have trained 1000s of students who now enjoy successful careers. Our qualifications are the only ones which enjoy total recognition in all parts of the globe. SAE has an active Alumni Association which promotes and helps students into jobs.

How large are the theory classes?
Our theory classes are kept small, usually less than 28 students per class.

Do you assist graduates with finding jobs?
Yes, as mentioned, this is done through the SAE Alumni Association. Graduates have the opportunity to join the association upon successful completion of the course. The SAE Alumni Association provides a networking platform for ex-students. SAE Alumni members are regularly forwarded job offers. There are also opportunities to meet industry professionals at SAE Alumni events, such as regular meetings, lectures, workshops and field trips etc.

Do you offer tours of the College?
Yes. We encourage everybody to visit the school prior to enrolling. Tours are offered on a daily basis. If possible, please ring ahead for an appointment to ensure.

Can I transfer to another SAE college?
Yes. Due to its unique international network, SAE is able to offer students the opportunity to study at different locations around the world. It usually makes most sense to study one level (for instance, the diploma) in one location and the final degree year in another location, as there are some international timing/curriculum differences.

How can I get a visa for studying in the UK?
This depends on your country of residence and personal situation. Please check with the Immigration Department as to the requirements to obtain a Study Visa for the UK. SAE UK (SAE Education Ltd.) will have a Tier 4 Study Visa Licence in place shortly (early Autumn 2009) for taking overseas students, as the UK's Immigration System has recently changed.

my SAE

SAE's online community

UK COLLEGES:

SAE OXFORD
Littlemore Park
Armstrong Road
Oxford OX4 4FY
phone: +44 (0) 1865 787 150
fax: +44 (0) 1865 775 553
email: infooxford@sae.edu

SAE LONDON
(includes **Qantm College London** for Web, Animation and Games Courses)
297 Kingsland Road
London E8 4DD
phone: +44 (0)20 7923 9159
fax: +44 (0)20 7691 7653
email: saelondon@sae.edu

SAE LIVERPOOL
Ground Floor, Wellington Buildings
The Strand, Liverpool, L2 0PP
phone: +44 (0)151 255 1313
fax: +44 (0)151 255 1414
email: saeliverpool@sae.edu

SAE GLASGOW
85-87 Portman Street,
Kinning Park,
Glasgow G41 1EJ
phone: +44 (0)141 429 1551
fax: +44 (0)141 429 1771
email: saeglasgow@sae.edu

SAE currently operates over 50 Colleges around the world!

www.sae.edu
www.sae-alumni.org
www.mysae.org

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