



**Addendum to Catalog July 15, 2024 – December 31, 2025, Volume II, Date of Publication November 1, 2024**

Recording Radio Film Connection & CASA Schools reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog information presented in this addendum is meant to supersede language presented in the catalog.

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**ACADEMIC CALENDAR**

Recording, Radio, Film Connection & CASA Schools offers open program enrollment for an applicant meeting the admissions requirements. A student may begin the selected program of study only after being accepted by the mentor and determining the official start date. All programs are scheduled for regular program completion at the end of six to nine months of the start date depending upon the selected program and total program clock hours.

**MILITARY VETERANS** will receive earliest **Priority Date** based on their official course registration date and class availability.

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**Updated Address of the PENNSYLVANIA DEPARTMENT OF EDUCATION found on page 60 of the catalog.**

**EXTERNAL GRIEVANCE PROCEDURE**

**PENNSYLVANIA**

A student aggrieved by the action of the school should attempt to resolve these problems with the appropriate school Faculty/Academic Facilitator or mentor or designee. Students shall contact the Institutional Director, Tommy Lee Kirby, at the following number 800-295-4433 or email [tkirby@rrfedu.com](mailto:tkirby@rrfedu.com) or his designee.

This school is registered by the Board and that questions or concerns that are not satisfactorily resolved by the person designated above may be brought to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, South Drive, Floor 3E, Harrisburg, PA 17130.

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**New publication titled as the RRFC PENNSYLVANIA SEXUAL HARASSMENT & MISCONDUCT POLICY adopted November 1, 2024.**

The entire publication of the RRFC Pennsylvania Sexual Harassment & Misconduct Policy may be reviewed and downloaded from the student portal. In addition, this document is available from the website under Student Consumer Information – Pennsylvania.

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