

THE **EDIT** CENTER

SCHOOL CATALOG

Published January 2020

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Introduction to The Edit Center

Learn the art of film editing while working on a real film.

The Edit Center is a film editing school in Brooklyn, New York. At the heart of The Edit Center curriculum is our six-week The Art of Editing course, an innovative program that brings together independent filmmakers who need their movies edited and aspiring editors looking for a way to develop their skills.

After an intensive introduction to non-linear editing software, each student begins working on his or her own scenes from a feature-length narrative or documentary film. With daily feedback and guidance from our experienced teachers, students spend six weeks immersed in the creative challenge of editing a real film and helping the film's director achieve his or her vision.

Past class projects include *Winter's Bone* (Oscar Nominee, Best Picture 2011), *Listen Up Philip* (Sundance 2014), *Appropriate Behavior* (Sundance 2014), *Hot Coffee* (Sundance 2011, HBO), *Frozen River* (Oscar Nominee, Best Original Screenplay 2009), and many more.

Edit Center graduates have gone on to edit *The Skeleton Twins* (starring Bill Hader and Kristen Wiig), *Una Noche* (Best Editing Nominee, 2014 Independent Spirit Awards), *How to Survive a Plague* (Oscar Nominee 2013), *If a Tree Falls* (Oscar Nominee 2012), and *No End In Sight* (Oscar Nominee 2008), to name a few. Many more have worked as editors and assistant editors on projects for HBO, MTV, PBS, BBC, The New York Times, Comedy Central, Oxygen Media and Lions Gate Films.

The Edit Center also offers courses in assistant editing and documentary film production. All classes are taught by working editors and industry professionals.

The Edit Center was founded and incorporated in the State of New York in 2002 by Alan Oxman, a two-time Emmy Award-winning editor and film professor (Princeton University), with over twenty years of experience in film and television.

Administrative Staff

Licensed Director	Adam Bolt
Director of Education	Stella Quinn
Licensed Agent	Amanda Rodriguez

The Edit Center is licensed by the New York State Department of Education

Teaching Staff

Jeanne Applegate

Jeanne has a wide variety of experience editing feature films, as well as working on short experimental films and music videos. She relocated to Brooklyn from San Francisco, where she was an assistant editor on Pixar's *Up* and *Brave*. Jeanne has worked with director Maxim Pozdorovkin on the HBO short *Clínica de Migrantes*, which premiered at the 2016 Full Frame Documentary Film Festival, and the Pussy Riot music video "I Can't Breathe." Jeanne was an additional editor on Debra Granik's documentary *Stray Dog* and Sebastián Silva's feature *Nasty Baby*, starring Kristen Wiig and Tunde Adebimpe. Jeanne co-edited Silva's short film *Dolfun*, which screened at Sundance 2016. Jeanne also edited Tim Sutton's feature *Dark Night*, which premiered in the NEXT program at Sundance 2016.

Adam Bolt

Adam is an award-winning documentary filmmaker and editor. He edited and co-wrote the Oscar-winning documentary *Inside Job*, for which he received the Writer's Guild Award for Best Documentary Screenplay and was nominated for an American Cinema Editors award for Best Edited Documentary in 2011. He won an Emmy for his work on the Showtime documentary series "Years of Living Dangerously," where he served as editor, writer, and senior producer. His other credits include director Alex Gibney's

Park Avenue: Money, Power & The American Dream, which premiered on PBS's Independent Lens and went on to win a Peabody Award in 2013; *Page One: Inside the New York Times*, which was nominated for two Emmys (including Best Editing) in 2012; and the HBO documentary *The Recruiter*, which won a Columbia duPont award for excellence in broadcast journalism in 2010.

Betsy Kagen

Betsy is an editor working in narrative and documentary film. Her most recent credits include *My Art* (directed by Laurie Simmons), which premiered at the 2016 Venice Film Festival; *From Nowhere*, which received the Audience Award at SXSW; and *All This Panic*, a documentary which premiered at Tribeca earlier this year. Betsy also served as associate editor on Alex Ross Perry's *Listen Up Philip* (starring Jason Schwartzman, Elisabeth Moss, and Krysten Ritter).

Todd Holmes

An award winning film and video editor based in New York City. He's edited narrative and documentary feature films that have played festivals around the world, including Cannes Critics Week, Sundance, SXSW, Rotterdam and Tribeca. He's also edited television and short form video projects for companies like VICE Media, Viacom and the Wall Street Journal. In addition to his editing work, he occasionally writes his own projects, including "*Preeti Girl*" which won the Grand Prize in the 2005 Slamdance Screenplay competition.

Janah Cox

Edit Center alum served as first assistant editor on *Mr. SOUL!* (2018 Tribeca world premiere), directed by Sam Pollard and *The King* (2018 Sundance Film Festival), directed by Eugene Jarecki. She most recently served as co-editor on Charles Ferguson's *Watergate*, which is currently in post-production.

Stella Quinn

Edit Center alum and editor has been working in the film and television industry for almost ten years. She is currently completing work on the documentary film *Good Ol' Girl*, a film about women cattle ranchers in Texas, for director/producer Sarah Brennan Kolb. Stella also served as associate editor on *Who We Are Now*, starring Julianne Nicholson, Emma Roberts, and Zachary Quinto, which premiered at the 2017 Toronto Film Festival. In 2016, she worked as the assistant editor on Alex Shebanow's *Fail State*, which premiered at DOCNYC and is currently available on Starz. Prior to entering the world of post production she worked in the art department on various network television shows including "*Law & Order: SVU*".

Regina Sobel

Regina is a Brooklyn-based film editor. She served as editor and co-writer on *Fail State*, a feature documentary about inequality in higher education. She worked as editor and co-producer on a series of science documentary shorts which are being distributed by Vice. She was the associate editor on Alex Ross Perry's *Queen of Earth*, which stars Elisabeth Moss and was released by IFC Films. Previously, she produced and directed graphics for film and TV, including PBS's *Park Avenue: Money, Power & the American Dream*, Showtime's "Years of Living Dangerously," and HBO's "Game of Thrones."

Brian Young

Brian served as an assistant editor on *Queen of Earth* (starring Mad Men's Elisabeth Moss, directed by Alex Ross Perry) and *Little Men* from Ira Sachs (director of the Independent Spirit Award-nominated film *Love Is Strange*). Brian was an additional editor on *Our Life Will Be Ours* (Dominic Fumusa, Julie Sokolowski, Kerry Condon) and editor on *Maybe There's a Tree*, a mockumentary about the New York theater scene starring The Office's Creed Bratton. Brian also has a background in motion graphics and has been a visual effects artist and animator on a variety of films and commercials.

The Art of Editing

Course Description

At the heart of our class offerings is The Art of Editing, a six-week hands-on immersion in the world of independent film editing. Editing is one of the most esoteric aspects of filmmaking, and we believe it is almost impossible to learn from seminars or books. Editing a real film, with the support of experienced editors and with the guidance of the film’s director, is the best way to learn.

After an initial phase of intensive training in non-linear editing software, each student begins editing his or her own scene from a feature-length narrative or documentary film. Once the editing begins, each student works for five hours a day on his or her own editing system. There are always instructors on hand to advise on technical and artistic questions, and each student receives individual feedback from the director. Throughout the course, there are also regular screenings and guest speakers.

Who Should Attend?

The class is ideal for aspiring editors, directors who plan to edit their own films, and anyone who wants to gain in-depth insight into the creative process of post-production. Each student in the class leaves with an editor’s reel of the scenes they have cut, as well as a credit on the completed feature film.

Tuition and Fees	
Registration Fee (non-refundable)	\$100.00
Textbook and Coursepack*	\$100.00
Tuition	\$5,300.00
TOTAL CHARGES	\$5,500
*Coursepack contains additional reading material and useful handouts	

Schedule

The Art of Editing meets Monday through Friday for six consecutive weeks. The first week of the course is devoted to learning the non-linear editing software, and the class meets from 10am to 5pm each day.

Throughout the next five weeks, the class edits a feature-length film. Each student works on his or her own editing system for five hours a day during one of two shifts: 9am-2pm or 2pm-7pm. Students select their shift at the time of enrollment and most often keep the same shift through the length of the course. The entire course is 155 hours in length.

Prerequisites

Basic knowledge of Mac OSX

Course Dates

January 13 – February 21, 2020

March 16 – April 24, 2020

June 1 – July 10, 2020

July 27 – September 4, 2020

October 5 – November 20, 2020

Assistant Editing Crash Course

Course Description

If you want to take your Avid knowledge to the next level and quickly pick up the essential skills required for assistant editing in film and television, this 2-day crash course is for you.

Transcoding, multigroupings, reels, turnovers... We'll walk you through the entire assistant editing process, from setting up a project for your editor to exporting final sound and picture for the online (What's an online, you ask? We'll explain!). We'll cover the basics of transcoding with DaVinci Resolve, get into the nitty gritty of media management in Avid, and show you some essential troubleshooting steps for when things go wrong. You'll work with sample footage from real film projects shot on today's most common digital formats.

The days are divided between demonstration and hands-on practice.

Tuition and Fees	
Registration Fee (non-refundable)	\$70.00
Coursepack*	\$30.00
Tuition	\$700.00
TOTAL CHARGES	\$800.00
*Coursepack contains reading material and useful handouts	

Who Should Attend?

This class is perfect for students who are familiar with Avid and want a more thorough understanding of the processes and skills required to be an effective assistant editor.

Prerequisite

This class requires knowledge of Mac OS X and basic computer navigation. Prior editing experience (with Avid, Final Cut Pro, or Premiere) is recommended, but not required. Tech savvy individuals will likely be able to keep up.

Class Dates

February 29 – March 1, 2020

May 2-3, 2020

July 18-19, 2020

September 12-13, 2020

December 5-6, 2020

Schedule

Classes are taught Sa-Su over one weekend, 10:30 am to 5:30 pm.
The entire course is 12 hours in length.

Premiere Pro Crash Course

Course Description

This 2-day course is designed for students who have basic editing experience (with Avid Media Composer or Final Cut Pro) and want to quickly get up to speed on Adobe Premiere Pro.

Students are guided through the entire editing process, from project creation to export and integration with other applications, gaining exposure to the core skills, workflows, and concepts involved in professional nonlinear editing in Premiere. The days are divided between demonstration and hands-on practice, with a focus on moving to Premiere from other editing platforms, like Avid or FCP.

All our teachers are working editors who know how Premiere is used on real-world projects—not just what it says in the manual.

Tuition and Fees	
Registration Fee (non-refundable)	\$70.00
Coursepack*	\$30.00
Tuition	\$700.00
TOTAL CHARGES	\$800.00
*Coursepack contains reading material and useful handouts	

Who Should Attend?

This class is perfect for students who are familiar with other editing software (like Avid or Final Cut Pro) and want to add Premiere to their tool belts. Common attendees include producers, editors, assistant editors, and video journalists.

Prerequisites

This class requires knowledge of Mac OS X and basic computer navigation. Prior editing experience (with Avid, Final Cut Pro, or Premiere) is highly recommended, but not required. Tech savvy individuals will likely be able to keep up.

Class Dates

February 8-9, 2020
March 28-29, 2020
May 16-17, 2020
July 25-26, 2020
September 19-20, 2020
October 24-25, 2020
December 12-13, 2020

Schedule

Classes are taught Sa-Su, 10:30 am to 5:30 pm. The entire course is 12 hours in length.

The Art of VR

Course Description

Virtual Reality offers a brand new storytelling medium, rooted in classic elements but with its own unique language. This two weekend workshop will not only teach you how to shoot, process, edit, and distribute VR content—it will also teach you how to plan projects that maximize the creative potential of this new form.

Your teacher is Tim Chaffee, one of the VR gurus behind *The New York Times's* Daily 360 series. Tim has helped create and distribute hundreds of VR experiences that have been viewed by millions of people and he'll share his hard-earned experience, showing you how VR is changing the filmmaking landscape, discussing its many potential applications and challenges, and walking you through advanced post-production workflows.

VR is an art form in its infancy. Creators and early adopters now have an unparalleled opportunity to discover and shape the way this new language is spoken for generations to come.

Tuition and Fees	
Registration Fee (non-refundable)	\$70.00
Coursepack*	\$30.00
Tuition	\$1900.00
TOTAL CHARGES	\$2000.00
*Coursepack contains reading material and useful handouts	

Who Should Attend?

This class is perfect for students who are familiar with other editing software (like Avid or Final Cut Pro) and have a desire to create 360-degree videos.

Prerequisites

This class requires knowledge of Mac OS X and basic computer navigation. Prior editing experience (with Avid, Final Cut Pro, or Premiere) is recommended, but not required. Tech savvy individuals will likely be able to keep up.

Class Dates

Schedule

Classes are taught Sa-Su, 10:30 am to 5:30 pm over two weekends. The entire course is 24 hours in length.

Documentary Filmmaking Intensive

Course Description

This unique hands-on workshop will teach you the practical skills you need to tell great nonfiction stories. If you've always wanted to make a documentary and didn't know where to start, or if you've made a documentary and want to take your craft to the next level, this class is for you.

This interactive class focuses on three core skills for making great documentaries: how to film compelling interviews, how to capture dynamic real-life scenes, and how to shoot effective b-roll footage while making the most of your budget. You'll master these skills through daily exercises, teaming up with your classmates to interview one another and shooting vérité scenes in Brooklyn's lively Gowanus neighborhood which your teachers will review every day.

Other classes demonstrate everything on high-end gear you may never see again, but we emphasize shooting techniques that will get you great shots with even the most basic camera. And most importantly, we show you how to get the footage you'll actually need in the edit room.

We'll also cover other key topics, like recognizing which story ideas are worth pursuing (and which are likely to lead to a dead end), licensing archival footage and music, and finding an outlet for your work. Documentary Filmmaking Intensive isn't just a camera workshop. Our goal is to teach you to be a top-notch storyteller.

Tuition and Fees	
Registration Fee (non-refundable)	\$70.00
Coursepack*	\$30.00
Tuition	\$1,900.00
TOTAL CHARGES	\$2000.00
*Coursepack contains reading material and useful handouts	

Who Should Attend?

This class is perfect for everyone from beginners and first-time filmmakers looking to get started, to experienced producers, directors, and video journalists who want to take their skills to the next level by picking up tips from award-winning documentarians.

Prerequisites

All equipment and materials are provided. No experience is necessary.

Class Dates

March 2-6, 2020
July 13-17, 2020
December 14-18, 2020

Schedule

Classes are taught M-F, 10:00 am to 5:00 pm. The entire course is 30 hours in length.

Getting to The Edit Center

The Edit Center is located in Gowanus, Brooklyn at 168 7th Street, Suite 314. It's easily accessible by the following public transportation:

- **F/G** train to 4th Av/9th St. stop
- **R** train to 4th Av/9th St. stop
- **B61 bus** to 9th Street and 3rd Avenue stop
- **B37** to 3rd Avenue and 6th Street stop
- **B103** to 3rd Avenue and 8th Street stop

Policies and Procedures

Enrollment

A complete application will consist of the following:

- A completed and signed Enrollment Agreement
- Tuition payment in full

Tuition payment is accepted in the following forms:

- Credit Card (Visa, MasterCard, American Express)
- Personal or corporate check
- Cashier's check or money order
- Cash

No other forms of payment will be accepted. All tuition and fees must be paid in US dollars. If paying by check, funds must be drawn from a US bank. Payment in full is required at time of enrollment. The Edit Center does not accept deposits or deferred payments and does not offer financial assistance in any form.

Both application submission and admission are rolling. When a class has reached capacity, no additional students will be accepted. Admission will not be granted to additional students after a class has commenced.

Confirmation of enrollment is verified by Edit Center staff after registration information and payment have been received and class availability has been determined. Mailed submission of materials does not constitute enrollment. After your registration materials have been received, you can expect an email confirmation of enrollment in 1-2 business days. If you have any question as to whether your application has been accepted, please contact The Edit Center at 212-691-2370.

Entrance Requirements

All prospective students must verify that they are in receipt of a high school diploma, GED, TASC (Test Assessing Secondary Completion), or its international equivalent. For course-specific requirements, please refer to the Prerequisites listing on the applicable course page. The Edit Center reserves the right to accept or reject any applicant. Due to the specialized nature of the training, The Edit Center is not able to grant credit for previous training or work experience.

Class Size

The Art of Editing is capped at sixteen students. Enrollment in all other classes is restricted to eight students, and each student works on his or her own computer workstation.

Facilities

The Edit Center makes every effort to provide an effective and student-friendly learning environment. Classes are held in spacious, air-conditioned modern classrooms in a handicap accessible building. Each class is outfitted with professional editing stations. To match the training experience as closely as possible to actual on-the-job requirements, a full range of industry-standard equipment is provided for student orientation, training, and practice.

Attendance

The Edit Center does not offer distance or correspondence learning, and students are required to attend mandatory classes. Regular attendance is required for all classes and is recorded by instructional hour. Students must attend a minimum of 85% of all scheduled course hours

Makeup Policy

To students making satisfactory academic progress who have attended less than 85% but more than 70% of scheduled course hours, The Edit Center will provide the opportunity for makeup work to remedy deficient hours. Makeup work is assigned by the instructor and must be completed within ten days of the date of assignment. There is no additional charge for makeup work.

Late Policy

Coming late to class or leaving early is disruptive to classmates and instructors, and excessive absences or tardiness can adversely affect the student's academic performance. Any student arriving up to ten minutes after class has begun or leaving up to ten minutes before it has concluded shall be marked late. Three late marks are equivalent to one absence. Students arriving more than ten minutes after the class has begun or leaving more than ten minutes early will be marked absent for the entire hour.

Any student who does not attend 85% of classes (after makeup) will receive a failing grade in that course regardless of academic performance. Non-attendance does not release a student from tuition payment obligations. Attendance will not be taken at optional screenings or lectures.

Certificates

Students who satisfactorily complete the course in which they were enrolled will receive an Edit Center Certificate of Completion at the end of the course.

Progress Standards

All Edit Center students are evaluated on their ability to demonstrate practical application of the theory and skill set presented in their training. Students enrolled in courses of thirty hours or less will be evaluated upon course completion on a pass/fail basis. Students enrolled in any course of more than thirty hours will be evaluated at course midpoint and course completion as follows:

Letter Grade	Significance	GPA
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Below Average	1.0
F	Fail	0.0
Other grades: W=Withdrew, INC=Incomplete, P=Pass (for pass/fail courses), T=terminated		

A grade of Incomplete is given, at the discretion of the instructor, in cases of a documented emergency. It is a temporary grade, and a student who has received a grade of Incomplete must remedy the deficiency within ten days or else receive a failing grade in the course.

A student is considered to be making satisfactory progress if he/she meets the following conditions: a) satisfactory attendance, and b) satisfactory

academic standing. Failure by a student to meet these requirements may result in dismissal from the school. Any student at risk of failure will be notified and placed on probation, during which time the student must remedy the original deficiency by redoing appropriate exams and/or assignments, at no additional charge, or, at the school's discretion, by retaking the entire course, in which case additional tuition charges may apply. If the student does not satisfy probation requirements, his or her enrollment will be terminated. Probation will be granted only once during any program.

School Certifications

The Edit Center is recognized by Avid as an Avid Learning Partner and is licensed by the New York State Education Department.

School Holidays

The Edit Center office will be closed, and there will be no classes held, on the following holidays:

- Memorial Day
- Labor Day
- Thanksgiving Holiday
- Christmas/New Year's

Leave of Absence

For courses of thirty hours or less, the school does not provide the option for a leave of absence.

At the Director's discretion, a leave of absence may be granted to students enrolled in The Art of Editing for up to two weeks for personal reasons and up to three months for documented reasons of health. A request for leave of absence must be made in writing and submitted on the Leave of Absence Request Form, which may be obtained from The Edit Center Office. A leave of absence is granted with the expressed written approval of the Director only. Any student returning from a leave of absence may resume training if he or she can prove satisfactory retention of the material in a counseling session with the instructor. If the student is not able to do this, he or she may be required to retake the entire course, in which case additional tuition may be charged.

Notice of Withdrawal

The failure of a student to notify the Director in writing of withdrawal may delay refund of tuition pursuant to Section 5002 of the Education Law.

Conduct and Dismissal

Professional attitude is essential to a successful career. Students are expected to conduct themselves in a professional manner at all times. This includes abiding by school rules and regulations, operating equipment with care and respect, being courteous and cooperative to faculty, staff and colleagues, dressing in a suitable manner, and performing assignments carefully and promptly.

Conduct that is harmful to others, inappropriate behavior, cheating, stealing, or the use of illegal drugs or alcohol will not be tolerated. Participation in any of the aforementioned is grounds for immediate dismissal.

Grievance Procedure

All students are encouraged to discuss concerns, academic issues, or complaints with the School staff and faculty. Problems involving classroom or academic matters should first be discussed with an appropriate member of the administration. Unresolved concerns should be referred in writing to the Director. The Director will make appropriate inquiries and recommend a resolution within 15 days of receiving the grievance.

Cancellation and Refund Policy

An enrolled student may cancel his enrollment at any time, in which case the following terms will apply:

- A. If a student requests cancellation within seven days after signing the Enrollment Agreement, the student will be refunded all money paid to the school, with the exception of the non-refundable registration fee, as long as the student has not entered into instruction.
- B. Thereafter, in the event of cancellation, withdrawal, or termination by the school, the school shall retain the registration fee plus the cost of any textbooks or supplies accepted, plus the following tuition liability as of the student's last date of physical attendance:

MINI PROGRAM (1-6 weeks)		
if withdrawal / termination occurs	School may keep	Student refund
0 - 15% of total course hours	0%	100%
16 - 30% of total course hours	25%	75%
31 - 45% of total course hours	50%	50%
46 - 60% of total course hours	75%	25%
thereafter	100%	0%

STUDENT TUITION LIABILITY		
The Art of Editing		
if withdrawal / termination occurs	Refund %	Refund Amount
0 - 15% of total course hours	100%	\$5900
16 - 30% of total course hours	75%	\$4125
31 - 45% of total course hours	50%	\$2750
46 - 60% of total course hours	25%	\$1375
thereafter	0%	\$0
Assistant Editing Crash Course		
0 - 15% of total course hours	100%	\$730
16 - 30% of total course hours	75%	\$600
31 - 45% of total course hours	50%	\$400
46 - 60% of total course hours	25%	\$200
thereafter	0%	\$0
Premiere Pro Crash Course		
0 - 15% of total course hours	100%	\$730
16 - 30% of total course hours	75%	\$600
31 - 45% of total course hours	50%	\$400
46 - 60% of total course hours	25%	\$200
thereafter	0%	\$0
Documentary Filmmaking Intensive		
0 - 15% of total course hours	100%	\$1900
16 - 30% of total course hours	75%	\$1425
31 - 45% of total course hours	50%	\$950
46 - 60% of total course hours	25%	\$475
thereafter	0%	\$0
The Art of VR		
0 - 15% of total course hours	100%	\$730
16 - 30% of total course hours	75%	\$600
31 - 45% of total course hours	50%	\$400
46 - 60% of total course hours	25%	\$200
thereafter	0%	\$0

Notice of cancellation or withdrawal must be made in writing. If the student is a minor, such notice must be made by a parent or legal guardian.

Refunds will be issued within thirty days of receipt of notice of cancellation.

The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

Course	Schedule	Hours of Instruction	Length of Course	Registration Fee	Instructional Materials Fee	Tuition	Total
Premiere Pro Crash Course	SA-SU 10am-5pm	6 hours/day for 2 days	12 hours	\$70	\$30	\$700	\$800
Assistant Editing Crash Course	SA-SU 10:30am – 5:30pm	6 hours/day for 2 days	12 hours	\$70	\$30	\$700	\$800
The Art of VR	SA-SU 10am-5pm	6 hours/day for 4 days	24 hours	\$70	\$30	\$700	\$800
Documentary Filmmaking Intensive	M-F 10am-5pm	6 hours/day for 5 days	30 hours	\$70	\$30	\$1,900	\$2,000
The Art of Editing	Week 1: M-F 10am-5pm	6 hours/day for 5 days	155 hours	\$100	\$100	\$5,300	\$5,500
	Weeks 2- 6: M-F 9am-2pm or 2pm-7pm	5 hours/day 5 days/week for 5 weeks					

Key: M=Monday, TU=Tuesday, W=Wednesday, TH=Thursday, F=Friday, SA=Saturday, SU=Sunday

Financial Assistance

The Edit Center does not provide federal or state financial aid. Methods of acceptable payment include credit card, check, and cash. If you have any questions regarding tuition payment, feel free to contact Amanda Rodriguez at 212-691-2370.

College Credit – Disclaimer Statement

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

Disclosure Statement

Information in this catalog is subject to change. It is recommended that students considering enrollment contact the School's Director to inquire about possible amendments. The catalog also contains information about the School's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. For this reason, it is possible that courses/curricula listed in the School's catalog may not be approved at the time that a student enrolls in the school, or that the teaching personnel listed in the catalog may have changed. It is again recommended that students contact the School's Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

School Policy

The Edit Center reserves the right to make changes in its policies and procedures. The institution further reserves the right to limit student enrollment for classes, to discontinue classes for lack of enrollment (with full tuition refunds to enrolled students), to revise tuition rates, and to change class times and teacher assignments.

School Performance Data

Occupational Education Data Survey

The Art of Editing	7/1/2015 – 6/30/2016
A. PROGRAM ENROLLMENT	
Full-Time	59
Part-Time	0
Still Enrolled / Continuing from previous year	13
Total Enrollment	72
B. PROGRAM COMPLETION RATE	
Enrolled	72
Graduates	62
Non Completers	1
Continuing Students	9
Completion Rate	98%
C. PLACEMENT OF PROGRAM COMPLETERS	
Number of Graduates	62
Percentage of graduates who are:	
Employed related field	23%
Employed slightly related field	5%
Employed unrelated filed	3%
In military	0%
Seeking employment	6%
Pursuing additional education	3%
Other, Unavailable for Employment	2%
Status unknown	58%

School Performance Data

Occupational Education Data Survey

The Art of Editing	7/1/2017 – 6/30/2018
A. PROGRAM ENROLLMENT	
Full-Time	60
Part-Time	0
Still Enrolled / Continuing from previous year	14
Total Enrollment	74
B. PROGRAM COMPLETION RATE	
Enrolled	74
Graduates	62
Non Completers	1
Continuing Students	11
Completion Rate	98%
C. PLACEMENT OF PROGRAM COMPLETERS	
Number of Graduates	62
Percentage of graduates who are:	
Employed related field	26%
Employed slightly related field	6%
Employed unrelated filed	5%
In military	0%
Seeking employment	6%
Pursuing additional education	3%
Other, Unavailable for Employment	0%
Status unknown	50%

Information for Students - Student Rights

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

What is the purpose of this pamphlet?

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

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

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

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

Who can file a complaint?

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

What can a student or employee complain about?

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

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

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

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

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

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

What is the tuition refund and cancellation policy?

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

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

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

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

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours-- the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

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

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

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

Contact the New York State Education Department at:

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

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