



SUMMARY OF FULL-TIME BENEFITS

Calendar Year 2007

Updated June 2007

MEDICAL INSURANCE

Employees may select from options available through our plan administrator, Blue Cross Blue Shield. Domestic partnership coverage is available.

DENTAL INSURANCE

Administered by Metlife, this dental care program, allows an employee to choose any in or out-of-network dentist along with the option of orthodontia. Domestic partnership coverage is available.

VISION INSURANCE

Employees may choose insurance coverage through Vision Benefits of America. Domestic partnership coverage is available.

BASIC LIFE AND AD&D INSURANCE

Basic life insurance of two times annual salary is provided at no cost. In addition, employees may purchase 1-3 times additional life insurance on an "after-tax" basis and purchase spouse and dependent life/accidental death and dismemberment (AD&D) insurance.

SHORT TERM DISABILITY

An employee may receive payment of cash benefits as income replacement for a short period in the event an eligible employee is disabled as a result of illness or injury. Short-term disability benefits last as long as you remain disabled, but not more than a fixed, maximum number of days, based upon length of service.

LONG TERM DISABILITY

Employees may buy group long-term disability insurance. The full premium is paid with "after-tax" dollars but, under current tax law, any benefits that you would receive in the event of long-term disability would be free from federal income tax.

FLEXIBLE SPENDING ACCOUNTS

Employees may participate in this tax-free reimbursement for health care expenses that are not covered by the health insurance feature of the plan and/or tax-free reimbursement for dependent care expenses. Annual amount for health insurance cannot exceed \$3,000. For the dependent care account, the total annual amount cannot exceed \$5,000 (\$2,500 if you are married and file a separate federal income tax return).

QUALIFIED TRANSPORTATION PROGRAM

Allows an employee to use pre-tax dollars to pay for eligible transportation expenses. Eligible expenses include parking, transit passes and the cost of vanpooling when commuting to work.

VACATION

The vacation year runs from July 1st to June 30th, as does our fiscal year. Employees are to use the vacation in the year earned. Vacation benefits accrue at .83 days per month until the fifth anniversary date.

SICK LEAVE

Employees earn one half-sick day for each month worked.

PERSONAL DAYS

Employees earn two personal days each fiscal year.

HOLIDAYS

12 paid holidays are observed each year. The observed holidays vary and are announced at the beginning of each fiscal year. Holidays that fall within faculty vacation breaks are considered part of faculty vacation time.

401(k) PROFIT SHARING PLAN

This plan affords an employee the opportunity to make pre-tax contributions and receive a matching contribution. Employees can make 401(k) deferrals beginning the first of the month following 30 days of employment. After 900 hours of service, an employee is eligible to receive a Company match the next January 1 or July 1.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program is being provided through The Wellness Corporation to assist employees on personal problems, which interfere with job performance such as alcohol or drug abuse, marital, family, financial, and emotional problems.

TUITION GRANTS

Employees may apply for tuition grants for themselves and for members of their families to take courses offered by the Company's schools, on a space available basis, after one year of service.

TUITION REIMBURSEMENT POLICY

Employees are eligible to apply for assistance after one year of service.

ADOPTION REIMBURSEMENT POLICY

Employees with two years of service are eligible for reimbursement of adoption expenses of up to \$2,000 for each adopted dependent child. Reimbursement under this program is subject to tax laws.

WELLNESS DISCOUNT PROGRAM

The program, which is available to all Highmark members, includes over 35,000 practitioners and facilities nationwide, offering discounts up to 30% on products and services such as Acupuncture, Yoga, Tai Chi, Massage and Body Work, Pilates, etc.

VOLUNTARY BENEFITS

Voluntary benefits are over and above any core employee benefits and include: Interest-Sensitive Whole Life Insurance, Long Term Care Insurance, Auto and Home Insurance, Pet Insurance, Identity Theft, Legal Services, Accident Insurance and Critical Illness Insurance.

For additional information contact:

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Human Resources
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(703) 358-9550

Note that these benefits are in effect at the time of this writing. Benefits are subject to change at any time throughout the year.