



# Application for Admission & Enrollment Agreement

October 2010

## Welcome!

You are about to begin an exciting new chapter of your life – a college education. To get started, follow the steps below. We look forward to welcoming you to the campus and talking about your future with you!

## Steps to Getting Started

1. Meet with an assistant director of admissions.
2. Complete an application for admission.
3. Sign the Admissions Deadline Agreement for enrollment process deadlines.
4. Meet with an admissions coordinator to review and submit financial aid forms and establish a date for financial planning.  
Provide academic record(s) for review and placement.
5. Complete an application for college-sponsored housing (if applicable).
6. Once accepted, register for classes.
7. Attend Enrolled Student Day/Pre-orientation. Attend Orientation.
8. Start classes.

## Application Requirements

A complete application for admission includes:

- Application for admission form, including essay
- Notice Regarding Transferability for Credit Earned form, signed
- High school transcripts with verification of graduation or General Educational Development (GED) test scores (*not required for students with a bachelor's or higher college degree*)
- Official report of SAT, ACT, ASSET, or COMPASS scores (not required for students with applicable transfer credit)
- Official college transcripts (not required for first-time college students)
- \$150 enrollment fees\* (\$50 application fee, \$100 tuition deposit)

*\*not required for re-entering students who have attended The Art Institute of Atlanta-Decatur within the last 12 months.*

## Academic Calendar

### Fall Quarter 2010

|                      |                |
|----------------------|----------------|
| First Day of classes | October 4      |
| Mid-Quarter Start    | November 11    |
| Thanksgiving Holiday | November 24-27 |
| Final Examinations   | December 7-15  |
| Portfolio Show       | December 17    |
| Graduation           | December 17    |
| Fall Quarter Ends    | December 18    |

### Spring Quarter 2011

|                      |           |
|----------------------|-----------|
| First Day of Classes | April 4   |
| Spring Holiday       | April 22  |
| Mid-Quarter Start    | May 12    |
| Memorial Day Holiday | May 30    |
| Final Examinations   | June 7-14 |
| Portfolio Show       | June 17   |
| Graduation           | June 17   |
| Spring Quarter Ends  | June 18   |

### Winter Quarter 2011

|                                |             |
|--------------------------------|-------------|
| First Day of Classes           | January 10  |
| Martin Luther King Jr. Holiday | January 17  |
| Presidents' Day Holiday        | February 11 |
| Mid-Quarter Start              | February 17 |
| Final Examinations             | March 15-22 |
| Portfolio Show                 | March 25    |
| Winter Quarter Ends            | March 26    |

### Summer Quarter 2011

|                      |                 |
|----------------------|-----------------|
| First Day of Classes | July 11         |
| Mid-Quarter Start    | August 18       |
| Labor Day Holiday    | September 5     |
| Final Examinations   | September 13-20 |
| Portfolio Show       | September 23    |
| Summer Quarter Ends  | September 24    |

## The Art Institute of Atlanta-Decatur at a Glance

A short drive or MARTA ride from downtown Atlanta, in Decatur, you'll find a traditional small-town atmosphere – and the sophistication and excitement of a college town – along with all the benefits of being right in the center of a major metropolis. Everybody walks in Decatur and if you take a stroll around town, you'll find tree-lined streets, parks and playing fields, a wonderful library, a community recreation center, and a great city pool. There are also unique shops, theatres, galleries, and restaurants that range from neighborhood pubs to gourmet dining. With more than 200 shops, restaurants, galleries, salons, and services, and the most destinations within walking distance, why go anywhere else?

Founded in 1823, Decatur is proud of its history, much of which can be discovered at the Decatur Historical Society, located in the Old Courthouse on the Square, as well as the old Decatur Cemetery, the Decatur Railroad Depot, recently saved and renovated by the Decatur Preservation Alliance, and beautiful old homes dating as far back as 1820. The schedule of festivals, concerts, and special events fill the calendar each year. The Decatur Arts Festival is an annual Memorial Day Weekend event, and the Decatur Book Festival, featuring major authors, takes place over the Labor Day Weekend. In August, you'll enjoy the BBQ, Blues, and Bluegrass Festival, and in May and September, just steps away from the Decatur Campus, you'll enjoy music of every kind during the Wednesday noon Blue Sky Concerts and the Saturday evening Concerts on the Square. Decatur is just minutes west of Stone Mountain, and the Decatur MARTA station is directly behind the campus. Welcome to a lovely small town – right in the middle of Atlanta!

As a satellite location of The Art Institute of Atlanta, which is located in the city of Sandy Springs on the north side of the greater Atlanta area, the Decatur location offers the advantages of the main campus in a small town atmosphere, as well as a convenient location on the eastern edge of the exciting metro area.

Students at The Art Institute of Atlanta-Decatur have three options to complete their programs of study: take all classes at the Decatur Campus, take some classes at the main campus and some in Decatur, or combine online classes with either of the first two options. The year-round average class size for The Art Institute of Atlanta-Decatur is estimated to be 22 or fewer students. Class size, however, will not exceed 35 students in lab sessions and 40 students in lecture sessions. Equipment provided at The Art Institute of Atlanta-Decatur is specific to each program of study. This includes, but is not limited to, PC and Macintosh computers, printers and art studios. The college also offers a gallery open to the public for display of student and faculty work, as well as other exhibits relating to the programs of study offered at the college.

We look forward to welcoming you to The Art Institute of Atlanta-Decatur!

### Facts & Figures

*Founded:* 2008

*Programs of Study:* 10 degree programs  
4 diploma programs

*Degrees offered:* BFA, BA, AA

*Enrollment:* 430 (as of fall 2009)  
51% men, 49% women

*Geography:* 54% from Georgia  
46% from 11 states

*Location:* Downtown Decatur on West Ponce de Leon Avenue

*More information:* [www.artinstitutes.edu/decatur](http://www.artinstitutes.edu/decatur)

## Request for High School or GED Transcript Release

Please forward a copy, including GPA and grading scale, of my high school transcript (including verification of graduation) to:

Admissions Office  
The Art Institute of Atlanta-Decatur  
One West Court Square  
Suite 110  
Decatur, GA 30030-2538



Name of high school \_\_\_\_\_

Last name \_\_\_\_\_

First name \_\_\_\_\_ Middle/maiden \_\_\_\_\_

Name while attending if different from above:

Last name \_\_\_\_\_

First name \_\_\_\_\_ Middle/maiden \_\_\_\_\_

Social security number \_\_\_\_\_

Date of birth \_\_\_\_\_ Dates of attendance or graduation date \_\_\_\_\_ We accept transcripts faxed directly from high schools with a cover sheet to FAX: 404-942-1818. Thank you for your immediate response.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Fee enclosed \$ \_\_\_\_\_ (if applicable)

Please mail completed form and fee (if applicable) to your high school.

*(Photocopy this document if additional copies are needed. Cut on the dotted lines to detach.)*

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## Request for College Transcript Release

Please forward a copy, including GPA and grading scale, of my college transcript to:

Admissions Office  
The Art Institute of Atlanta-Decatur  
One West Court Square  
Suite 110  
Decatur, GA 30030-2538



Name of college \_\_\_\_\_

Last name \_\_\_\_\_

First name \_\_\_\_\_ Middle/maiden \_\_\_\_\_

Name while attending if different from above:

Last name \_\_\_\_\_

First name \_\_\_\_\_ Middle/maiden \_\_\_\_\_

Social security number \_\_\_\_\_

Date of birth \_\_\_\_\_ Dates of attendance or graduation date \_\_\_\_\_ We accept transcripts faxed directly from colleges with a cover sheet to FAX: 404-942-1818. Thank you for your immediate response.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Fee enclosed \$ \_\_\_\_\_ (if applicable)

Please mail completed form and fee (if applicable) to your college.

*(Photocopy this document if additional copies are needed. Cut on the dotted lines to detach.)*

## Application Form

Please detach this application form (pages 4, 5-8) from the booklet and mail with your \$50 application fee in the envelope provided. A copy of your application form, with an official college signature, will be returned to you. The application fee is not required for re-entering students who have attended The Art Institute of Atlanta-Decatur (hereafter "The Art Institute") within the last 12 months. Enrollment fees total \$150 (\$50 application fee and a \$100 tuition deposit). See pages 11-12 for refund policies.

### 1. Personal Information

Please fill out completely. Print clearly in blue or black ink.

Full name \_\_\_\_\_

Last

First

Middle

If any of your records are under a name other than the one given above (for example, your maiden name), please list the name(s) below.

\_\_\_\_\_

\_\_\_\_\_

Last

First

Middle

Last

First

Middle

Social security number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_ Male

\_\_\_ Female

Permanent mailing address \_\_\_\_\_

Number and Street

City

State/Country

Zip/Postal Code

Current address (if different) \_\_\_\_\_

Number and Street

City

State/Country

Zip/Postal Code

Home telephone number ( ) \_\_\_\_\_ Work telephone number ( ) \_\_\_\_\_

Fax number ( ) \_\_\_\_\_

Georgia resident  Yes, since \_\_\_\_\_  No

Month/Year

Email address \_\_\_\_\_

Father (or guardian) \_\_\_\_\_

Name

Number and Street

City

State/Country

Zip/Postal Code

Home telephone number ( ) \_\_\_\_\_ Work telephone number ( ) \_\_\_\_\_

Mother (or guardian) \_\_\_\_\_

Name

Number and Street

City

State/Country

Zip/Postal Code

Home telephone number ( ) \_\_\_\_\_ Work telephone number ( ) \_\_\_\_\_

- Will you require nonimmigrant status to enroll in school?  Yes  No
- Do you plan to apply for federal financial assistance?  Yes  No
- How do you intend to take your classes?  at the college only  online only  a combination of both
- What are your plans for housing?  College-sponsored housing  Independent housing  Commute from home
- Have you ever been convicted of or pled guilty to a crime other than a summary traffic offense?  Yes  No  
(If yes, please describe in full on a separate sheet and submit with this application.)

### 2. Starting Quarter

Check the quarter for which you are applying:

- Mid-Fall 2010 (begins November 11)
- Winter 2011 (begins January 10)
- Mid-Winter 2011 (begins February 17)
- Spring 2011 (begins April 4)
- Mid-Spring 2011 (begins May 12)
- Summer 2011 (begins July 11)
- Mid-Summer 2011 (begins August 18)
- Fall 2011 (begins October 3)
- Mid-Fall 2011 (begins November 10)

### 3. Program of Study

**Check only one box for the program of study for which you are applying.**

*All programs are day only unless other options are given.*

#### **BACHELOR'S DEGREE PROGRAMS**

*All bachelor's programs are 12 quarters and 192 credit hours.*

- Advertising (BA)
- Fashion & Retail Management (BA)
- Game Art & Design (BFA)
- Graphic Design (BFA) \_\_\_ Day or \_\_\_ Evening/Weekend
- Interior Design (BFA) \_\_\_ Day or \_\_\_ Evening/Weekend
- Media Arts & Animation (BFA)
- Photographic Imaging (BFA)
- Web Design & Interactive Media (BFA) \_\_\_ Day or \_\_\_ Evening/Weekend

*BA–Bachelor of Arts BFA–Bachelor of Fine Arts BS–Bachelor of Science*

#### **ASSOCIATE DEGREE PROGRAMS**

*All associate degrees are associate in arts and are 6 quarters and 96 credit hours unless otherwise noted.*

- Graphic Design \_\_\_ Day or \_\_\_ Evening/Weekend
- Web Design & Interactive Media \_\_\_ Day or \_\_\_ Evening/Weekend

#### **DIPLOMA PROGRAMS**

*Diploma programs do not include general education classes. Diploma programs are intended for students who have graduated from high school at least two years before the date of application to The Art Institute of Atlanta-Decatur.*

- Advertising Design (5 quarters, 40 credits)
- Digital Design (5 quarters, 40 credits) \_\_\_ Day or \_\_\_ Evening/Weekend
- Residential Interiors (6 quarters, 48 credits)
- Web Design (6 quarters, 48 credits) \_\_\_ Day or \_\_\_ Evening/Weekend

#### **Re-entry Students Only**

If you are a re-entering student and your program of study is not listed, please fill in the following:

Program \_\_\_\_\_

Degree \_\_\_\_\_

DC Approval \_\_\_\_\_



## 7. Enrollment Agreement and Signature

### *Tuition Policy*

I understand that I, the student, am responsible for tuition and fees pertaining to the program's required course of study. The tuition and fees contained in this Application and Enrollment Agreement are subject to change. The per credit hour rate is subject to change at least once per calendar year, which will increase the total amount for the program. The adjustment to the per credit hour rate may occur before I begin classes and my program will be calculated using the new rate. Any changes to tuition and fees will be published to students.

### *Cancellation and Refund Policies*

I understand that I, the student, may cancel my enrollment without any penalty or obligation at any time prior to midnight of the fifth business day after signing the application for admission. I may also cancel my enrollment if, upon a doctor's order, I cannot physically receive the services, or I may cancel my enrollment if the services cease to be offered. If I cancel my enrollment for either of these reasons, The Art Institute of Atlanta-Decatur may keep only a portion of the tuition or other charges (see pages 10 -11 of this booklet).

I understand that the \$50 application fee is refundable up to the 5th day of business after signing this application or if I am not accepted to The Art Institute of Atlanta-Decatur. I understand that a tuition deposit of \$100 is fully applied toward tuition and is required within 10 days of application, and is refundable as stated in the current refund policy (see page 10-11, Refund Policy Prior to Matriculation).

I accept that, to the extent permitted by law, I am responsible for all reasonable collection agency and attorney fees incurred in attempting to collect my unpaid debt to The Art Institute of Atlanta-Decatur.

### *Arbitration Policy*

I and The Art Institute of Atlanta-Decatur ("The Art Institute") agree that any dispute or claim between myself and The Art Institute (or any company affiliated with The Art Institute, or any of its officers, directors, trustees, employees or agents) arising out of or relating to this enrollment agreement or, absent such agreement, my enrollment or attendance at The Art Institute, whether such dispute arises before, during, or after my attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at my or The Art Institute's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. The full arbitration policy is found on pages 12 and is part of this agreement.

### *Transferability of Credit*

The Art Institute of Atlanta-Decatur is licensed by the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084. The Art Institute of Atlanta-Decatur is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The Art Institute of Atlanta-Decatur.

However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution, taking into account such factors as course content, grades, accreditation and licensing. The Art Institute does not imply, promise, or guarantee transferability of its credits to any other institution. The full transferability of credit policy is found on page 12 and is part of this agreement.

### *Other Regulations and Policies*

If I am accepted for admission by The Art Institute, I agree to abide by the regulations and policies as set forth in the catalog, together with all other Art Institute policies, procedures, and student conduct codes, and the schedule of tuition, fees, and expenses, and as stated in this agreement.

I certify that the information that I have provided in this application is true and complete to the best of my knowledge. I fully realize that omission or falsification of information will be sufficient reason for rejection of this application or for dismissal.

I authorize The Art Institute to receive a copy of all my high school and college transcripts, including GED certificate and scores, if applicable. I understand that I am responsible for requesting that my transcripts be sent.

I understand that The Art Institute reserves the right to change start dates, curriculum (course contents, course titles, and the sequencing of classes), graduation requirements, tuition, or fees at any time it deems necessary, subject to any applicable regulatory approvals.

I understand that information on graduation/completion rates for first-time, full-time students is available through the admissions office.

I have read and received a copy of The Art Institute's current catalog, the provisions of which I accept. I have read and understand all provisions of this Agreement including the policies on pages 10-13 of this Application and Enrollment Agreement Booklet, and I have a copy of it for my records. (Parents must also sign if applicant is under 18 years of age.) I understand that my enrollment and The Art Institute's obligations under this Agreement (except the cancellation and refund provisions) may be terminated by The Art Institute if I fail to comply with The Art Institute's attendance, conduct, academic, and/or financial requirements. I understand that The Art Institute also reserves the right to cancel my enrollment if The Art Institute determines (1) that I have not demonstrated sufficient potential for success as determined by the Admissions Committee and/or (2) that I do not meet all financial obligations related to enrollment and continuing enrollment. I understand that my financial obligations to The Art Institute must be paid in full before a diploma or degree may be awarded and before transcripts will be issued.

The application for admission and the catalog, together with other published Art Institute policies, procedures, student conduct codes including the student handbook and separate student housing agreement, if any, shall constitute the entire agreement between the student and The Art Institute. I understand and agree that they supersede any prior or contemporaneous oral or written agreements or statements and may not be modified without the written agreement of the president of The Art Institute. I also understand that this agreement constitutes a binding contract upon acceptance by The Art Institute. **This contract or note is for future consumer services and puts all assignees on notice of the consumer's right to cancel under Georgia's fair trade practices rule.**

By this application you: (a) certify that your information on this application is true and complete; (b) agree that we may request a consumer credit report about you from one or more credit reporting agencies; (c) agree that we may ask third parties, governmental agencies and credit reporting agencies to verify information about you; and (d) agree that we may share information with lenders. We will upon your request inform you if we requested a consumer report about you and provide you with the name and address of the consumer reporting agency that furnished the report. You understand that you are providing "written instruction" to us under the Fair Credit Reporting Act authorizing us to obtain information from your personal credit file.

### *Questions or Concerns*

Questions or concerns regarding The Art Institute's compliance with the terms of this agreement may be directed to the senior director of admissions at The Art Institute. Questions or concerns that are not satisfactorily resolved by Art Institute officials may be brought to the attention of the Nonpublic Postsecondary Education Commission, 2189 Northlake Parkway, Bldg. 10, Suite 100, Tucker, GA 30084. Phone: 770.414.3300 Fax: 770.414.3309.

|   |                       |      |
|---|-----------------------|------|
| Print applicant's name  | Applicant's signature | Date |
| Parent or guardian signature (if applicant is under 18 years old) |                       | Date |
| Signature of Official of The Art Institute                        |                       | Date |

## Education Costs

### To get started

|                         |        |
|-------------------------|--------|
| Initial Enrollment Fee* | \$150  |
| (Application fee)       | \$ 50) |
| (Tuition deposit)       | \$100) |

\*Not required for re-entering students who have attended The Art Institute of Atlanta-Decatur within the last twelve months.

### Estimated other expenses (per month)

|                        |               |
|------------------------|---------------|
| Books/supplies         | \$ 70 - \$250 |
| Parking/transportation | _____         |

### Fees

Some programs require a lab fee. Photographic imaging charges \$75 per quarter for some courses. Interior design students pay \$30 per quarter every quarter. The Student Activities Fee is \$50 for the first quarter only.

### Average monthly cost of consumable supplies/textbooks by program:

The average monthly cost of consumable supplies and textbooks by program is as follows:

|   |       |
|---|-------|
| Advertising/Advertising Design                | \$120 |
| Fashion & Retail Management                   | \$120 |
| Game Art & Design                             | \$120 |
| Graphic Design/Digital Design                 | \$120 |
| Interior Design/Residential Interiors         | \$125 |
| Media Arts & Animation                        | \$120 |
| Photographic Imaging                          | \$250 |
| Web Design & Interactive Media/<br>Web Design | \$120 |

Please note that the actual costs often occur at the start of a quarter, and are not evenly spread throughout the quarter.

### Starting kit prices (first quarter only):

The starting kit is optional and consists of basic equipment, first-quarter textbooks and materials required for beginning each program. A list of the components of the starting kit is provided to each enrolled student. These materials may be purchased at The Art Institute or at most supply stores. Up to \$150 credit (depending on program) is also provided at the supply store for consumable supplies. Kit prices are subject to change.

|   |         |
|---|---------|
| Advertising/Advertising Design            | \$ 660  |
| Alternative kit w/additional equipment    | \$ 940  |
| Fashion & Retail Management               | \$ 630  |
| Game Art & Design                         | \$ 450  |
| Graphic Design/Digital Design             | \$ 660  |
| Alternative kit w/additional equipment    | \$ 940  |
| Interior Design/Residential Interiors     | \$ 560  |
| Media Arts & Animation                    | \$ 450  |
| Photographic Imaging                      | \$1940  |
| Alternative kit w/additional equipment    | \$ 6215 |
| Web Design & Interactive Media/Web Design | \$ 450  |

## Tuition & Fees

First-quarter tuition and fees for new students become due sixty (60) days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due upon registration, two (2) weeks prior to the end of each academic quarter. A student may not register for any academic quarter of study unless all tuition and fees that are due have been paid, or unless the student has made arrangements for an approved alternative payment plan. Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending.

## Tuition

Current tuition rate per credit hour \$486

|   | Quarter | Academic Year (3 quarters) |
|---|---------|----------------------------|
| Full-time tuition–day (16 credit hours) | \$7,776 | \$23,328                   |
| Full-time tuition–eve (12 credit)       | \$5,832 | \$17,496                   |
| Housing cost                            | \$2,800 | \$8,400                    |
| Housing deposit \$250                   |         |                            |

\* The total costs are based on the current credit hour rate. The Art Institute will increase the tuition rate at least once per year, which will increase the total amount for the program. See page 10. Tuition costs of up to \$3,888 (at the current rate of \$486 per credit hour) beyond the usual total for a degree may occur if the student is required to take transitional studies classes for developmental purposes; students take a maximum of two classes. In addition, all new and returning students must take, in their first quarter, a 1-credit course about being a successful college student. The cost of this course is \$486 at the current tuition rate.

The student is on a continuing quarter-by-quarter enrollment basis and agrees to comply with all published Art Institute policies and procedures. The Art Institute reserves the right to add, delete, or modify its policies and procedures, with or without notice. Cancellation of a scheduled class start date for any program shall entitle the enrollee to elect either: (1) a guaranteed reservation in the next scheduled class for that program, or (2) cancellation of enrollment with a full refund of all monies paid.

College-sponsored housing costs are in addition to tuition and a separate agreement is entered into for that purpose. See the office of residence life and housing for details. Special U.S. and overseas trips are voluntary and are not included in regular tuition and fees.

The Art Institute of Atlanta-Decatur reserves the right to change tuition and fees as it deems necessary. Additional costs for all students to purchase consumable supplies and textbooks, as well as for additional specialized equipment, are estimated above and on page 10.

## Financial resources

Information on financial planning and applying for federal aid is in "Getting Started: A quick view of financial aid," which you received in your admissions packet. Georgia resident students who qualify can use the Georgia Tuition Equalization Grant (GTEG) and the HOPE scholarship at The Art Institute of Atlanta-Decatur.

## Important information about your enrollment

Be sure that you read and understand the following information before signing your application form. Keep this information for your files.

### Student's right to cancel

*You, the student, may cancel your enrollment without any penalty or obligation at any time prior to midnight of the fifth business day after signing the application for admission. You may also cancel your enrollment if, upon a doctor's order, you cannot physically receive the services, or you may cancel your enrollment if the services cease to be offered. If you cancel your enrollment for either of these reasons, The Art Institute may keep only a portion of the tuition or other charges.*

Please do not sign the application for admission including the provisions on pages 18 and 0-13 before you read it in its entirety. Please also note that the provisions of any attached rider(s) signed by you are also a part of the application for admission.

### Tuition, Fees, and Expenses

First-quarter tuition and fees for new students become due sixty (60) days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due upon registration, two (2) weeks prior to the end of each academic quarter. A student may not register for any academic quarter of study unless all tuition and fees that are due have been paid, or unless the student has made arrangements for an approved alternative payment plan. Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending.

### Tuition

Current tuition rate per credit hour is \$486.

|   | Quarter | Academic Year<br>(3 quarters) |
|---|---------|-------------------------------|
| Full-time tuition–day (16 credit hours) | \$7,776 | \$23,328                      |
| Full-time tuition–eve (12 credit hours) | \$5,832 | \$17,496                      |
| Housing cost                            | \$2,800 | \$ 8,400                      |
| Housing deposit \$250                   |         |                               |

Total tuition costs to complete each program are:

|                                      |          |
|--------------------------------------|----------|
| 12-quarter bachelor of fine arts     | \$93,798 |
| 12-quarter bachelor of arts          | \$93,798 |
| 12-quarter bachelor of science       | \$93,798 |
| 8-quarter associate in arts          | \$62,694 |
| 7-quarter associate in arts          | \$54,918 |
| 6-quarter associate in arts          | \$47,242 |
| 4- or 6-quarter diploma (48 credits) | \$23,814 |
| 5-quarter diploma (40 credits)       | \$19,926 |
| 3-quarter diploma (36 credits)       | \$17,982 |

*\* The total costs are based on the current credit hour rate. The Art Institute will increase the tuition rate at least once per year, which will increase the total amount for the program. See page 8. Tuition costs of up to \$3,888 (at the current rate of \$486 per credit hour) beyond the usual total for a degree may occur if the student is required to take transitional studies classes for developmental purposes; students take a maximum of two classes. In addition, all new and returning students must take, in their first quarter, a 1-credit course about being a successful college student. The cost of this course is \$486 at the current tuition rate. This charge is included in the total tuition costs per program above.*

The student is on a continuing quarter-by-quarter enrollment basis and agrees to comply with all published Art Institute policies and procedures. The Art Institute reserves the right to add, delete, or modify its policies and procedures, with or without notice. Cancellation of a scheduled class start date for any program shall entitle the enrollee to elect either: (1) a guaranteed reservation in the next scheduled class for that program, or (2) cancellation of enrollment with a full refund of all monies paid.

College-sponsored housing costs are in addition to tuition and a separate agreement is entered into for that purpose. See the office of residence life and

housing for details. Special U.S. and overseas trips are voluntary and are not included in regular tuition and fees.

### Starting Kits and Additional Required Equipment

The starting kit is optional and consists of basic equipment, first-quarter textbooks and materials required for beginning each program. A list of the components of the starting kit is provided to each enrolled student. These materials may be purchased at The Art Institute or at most supply stores. Up to \$150 credit (depending on program) is also provided at the supply store for consumable supplies. Kit prices are subject to change.

|   |         |
|---|---------|
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| Alternative kit w/additional equipment    | \$940   |
| Interior Design/Residential Interiors     | \$ 560  |
| Media Arts & Animation                    | \$ 450  |
| Photographic Imaging                      | \$1940  |
| Alternative kit w/additional equipment    | \$ 6215 |
| Web Design & Interactive Media/Web Design | \$ 450  |

### Supplies and Textbooks

The average monthly cost of consumable supplies and textbooks by program is as follows:

|  |       |
|--|-------|
| Advertising/Advertising Design             | \$120 |
| Fashion & Retail Management                | \$120 |
| Game Art & Design                          | \$120 |
| Graphic Design/Digital Design              | \$120 |
| Interior Design/Residential Interiors      | \$125 |
| Media Arts & Animation                     | \$120 |
| Photographic Imaging                       | \$250 |
| Web Design & Interactive Media/ Web Design | \$120 |

*Please note that the actual costs often occur at the start of a quarter, and are not evenly spread throughout the quarter.*

### Fees

Some programs require a lab fee. Photographic imaging charges \$75 per quarter for some courses. Interior design students pay \$30 per quarter every quarter. The Student Activities Fee is \$50 for the first quarter only.

## Refund Policies

### Refund Policy Prior to Matriculation, All Students

Applicants may cancel their enrollment in person or in writing before the beginning of classes. An applicant not requesting cancellation before the scheduled starting date indicated on the application for admission will be considered a student. All monies paid by applicants will be refunded if they are not accepted for admission. All monies paid by the applicant will be refunded if requested by the applicant within five (5) business days after signing the application for admission and making an initial payment. Applicants requesting cancellation more than five (5) business days after signing the application for admission and more than ninety (90) days prior to their original class start date, will receive a refund of all monies paid, less the \$50 application fee. Applicants requesting cancellation more than five (5) business days after signing the application for admission, but less than ninety (90) days prior to their original class start date, will receive a refund of all monies paid, less the \$50 application fee and \$100 tuition deposit.

The application fee is valid for four consecutive quarters, including the original start date quarter. Students wishing to reapply after four quarters will be required to submit a new application fee.

### Refund Policy After Matriculation, All Students

In the event of withdrawal by the student or termination by The Art Institute during any quarter of study:

1. Prepaid tuition for any period beyond the current quarter will be refunded in full.
2. The Art Institute shall terminate the student when the student has missed seven (7) (consecutive) class days (or within twenty (20) calendar days from the student's last day of attendance, whichever is less) and The Art Institute shall pay the refund within thirty (30) days of that written termination date. The refund shall be paid to the student unless payment to a lender or other entity is required by the terms of a student financial aid program in which The Art Institute participates.
3. The student may voluntarily withdraw from The Art Institute by notifying the office of the registrar in person or in writing. For a student who attended a previous quarter of study and did not indicate that he/she was not returning, refunds will be made within thirty (30) days of the first scheduled day of class in the quarter in which the student was expected to return.
4. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, The Art Institute may modify the tuition refund policy as deemed appropriate to the circumstances. After the student's first period of enrollment, if the student withdraws in a subsequent period due to mitigating circumstances, he/she will receive a refund, except for room and board, as provided under "Adjustment of Charges." Mitigating circumstances are those that directly prohibit the student from pursuing his/her program and are beyond his/her control. These include the student's serious illness, death in the student's immediate family, or active duty military service, including active duty for training.
5. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by The Art Institute.
6. The Art Institute reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.
7. Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter.
8. In the event The Art Institute cancels or changes a course or program of study in such a way that a student who had started a program or course is unable to complete it, The Art Institute will refund all monies paid by the student for the course or program within thirty (30) days.

### Refund Policy for Online Course Withdrawal

Students who withdraw from a Session I or Session II online course after the drop/add period are treated the same way as if they withdrew from an on-ground class. Session II classes begin the day after Session I classes end and run five weeks. The ending date of Session II classes may not coincide with the ending date of on-ground

## Return of Federal Title IV Aid

In compliance with federal regulations, the school will determine how much federal student financial assistance the student has earned or not earned when a student withdraws from school.

The school will calculate the percentage and amount of awarded federal student financial assistance that the student has earned if the student withdraws up through the 60 percent point of the term. If the student has completed more than 60 percent of the term, the student earns 100 percent of the federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term.

If the student received more than the amount of federal student financial assistance earned, the difference will be returned to the federal student financial assistance programs from which funds were received in the following order: Unsubsidized Stafford Loan, Unsubsidized Direct Loan, Subsidized Stafford Loan, Subsidized Direct Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG, SMART, SEOG. Funds will be returned to the aid source within 45 days of the date that the school determines that the student has withdrawn.

If more federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the federal financial assistance funds to be received.

If federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned federal student financial assistance funds; or
- The entire amount of unearned funds.

If there are remaining unearned federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned include grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

### Adjustment of charges:

In accordance with Georgia policy, the school will earn tuition and fees and other charges, as follows, based on the week in which the student withdraws:

#### Quarter start

Weeks 1–2 — 25%  
Week 3–50% of quarter — 50%  
50% of quarter–Week 6 — 75%  
After Week 6 — 100%

#### Mid-quarter start

Days 1–2 — 5%  
Day 3–Week 1 — 10%  
Week 2 — 25%  
Week 3 — 50%  
After Week 3 — 100%

If kits, components of the kit, books, or supplies, are returned to the supply store in re-salable condition within 21 days of withdrawal, a credit will be given. All refunds and return of funds will be made within 30 days of the date that the student notifies The Art Institute of the withdrawal.

Examples of the calculations for this policy are available in the student accounting office.

### **Non-Payment of Charges**

Non-payment of tuition, housing, fees and/or other charges due to The Art Institute of Atlanta-Decatur will result in the student's obligation for additional costs, which may include collection agency costs and legal costs. In addition, The Art Institute of Atlanta-Decatur reserves the right to report the student's failure to pay amounts owed to one or more national credit bureau organizations, and the student's academic transcript will not be released until all the student's debts to the college are paid in full.

### **Interest on Outstanding Balances**

The student understands and agrees that he/she will be liable for interest charges that will be assessed on his/her account balance until the balance is paid in full. Interest will be charged at 12% per annum on the student's adjusted outstanding balance at the end of each month. The adjusted outstanding balance is defined as all charges incurred by the student for attendance at the college at the end of the prior month, including but not limited to tuition, fees, housing charges, late registration fees, fines, damages, etc., less the total amount paid to the student's account at the end of the current month, including financial aid that the student has been awarded but has not been paid for the quarter, provided that the student and/or the student's parent(s) have completed all of the requirements for the award. The student understands and agrees that his/her adjusted outstanding balance is different from his/her payment plan and that the student's financial aid award may be reduced or eliminated if the student does not complete all of the requirements for financial aid.

### **Arbitration Policy**

You and The Art Institute agree that any dispute or claim between you and The Art Institute (or any company affiliated with The Art Institute or any of its officers, directors, trustees, employees or agents) arising out of or relating to this enrollment agreement or absent such agreement, your enrollment or attendance at The Art Institute, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at your or The Art Institute's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein.

If you decide to initiate arbitration, you may select either JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure. If The Art Institute intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with the college, and you will have 20 days from the date of the letter to select one of these organizations as the administrator. If you fail to select an administrator within that 20-day period, The Art Institute will select one. The Art Institute agrees that it will not elect to arbitrate any individual claim of less than \$5,000 that you bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if your claim exceeds \$5,000, The Art Institute reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

If either you or The Art Institute chooses arbitration, neither party will have the right to a jury trial, to engage in discovery, except as provided in the applicable arbitration rules, or otherwise to litigate the dispute or claim in any court (other than in small claims or similar court, as set forth in the preceding paragraph, or in an action to enforce the arbitrator's award). Further, you will not have the right to participate as a representative or member of any class of claimants pertaining to any claim subject to arbitration. The arbitrator's decision will be final and binding.

Other rights that you or The Art Institute would have in court also may not be available in arbitration. The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which you reside. Upon your written request, The Art Institute will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts, and witnesses, regardless of which party prevails, unless applicable law or this Agreement

gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert, and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with The Art Institute. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, [www.jamsadr.com](http://www.jamsadr.com), 1.800.352.5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, [www.arb-forum.com](http://www.arb-forum.com), 1.800.474.2371. The above supersedes any inconsistent arbitration provision published in any other document.

### **Transferability of Credit**

#### *Credit Transfers to Other Schools*

The Art Institute of Atlanta-Decatur is authorized by the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084, 770.414.3300.

The Art Institute of Atlanta-Decatur is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of The Art Institute of Atlanta-Decatur.

However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the United States higher education system, transferability of credit is always determined by the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another school. The goal of The Art Institute is to help students prepare for entry-level employment in their chosen field of study. The value of degree programs like those offered by The Art Institute is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, it is unlikely that the academic credits earned at The Art Institute will transfer to another school. Programs offered by one school within The Art Institutes system may be similar but not identical to similar programs at another school within the system due to differences imposed by state laws, use of different instructional models, and local employer needs. Therefore, if students decide to transfer to another school within The Art Institutes system, not all of the credits earned at The Art Institute may be transferable to that school's program

### **Information on Graduation/Completion Rates**

According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/completion rates for first-time, full-time students who entered school and graduated/completed within 150% of the normal time to complete the program must be made available to current and prospective students. You may obtain this information in the admissions office.

### **Questions or Concerns**

Questions or concerns regarding The Art Institute's compliance with the terms of this agreement may be directed to the director of admissions at The Art Institute. Questions or concerns that are not satisfactorily resolved by Art Institute officials may be brought to the attention of the Nonpublic Postsecondary Education Commission, 2082 East Exchange Pl., Suite 220, Tucker, GA 30084-5305. Phone: 770.414.3300 Fax: 770.414.3309.

### **Other Information**

Please see the college catalog, also available online at <http://www.artinstitutes.edu/atlanta/admissions/brochures-and-catalogs.aspx> for important information on employment assistance, credit transfer policy, and use of instructional equipment. Other policies are presented in the Student Handbook, which is available by request or online at [www.artinstitutes.edu/atlanta/studentLife\\_studentHandbook.asp](http://www.artinstitutes.edu/atlanta/studentLife_studentHandbook.asp)