

The college for creative minds.



Ai **The Art Institute of Atlanta®**
Application for Admission
& Enrollment Agreement

Steps to Getting Started



STEP ONE

Meet with an assistant director of admissions.

STEP TWO

Complete an application for admission.
Sign the Admissions Deadline Agreement for enrollment process deadlines.

STEP THREE

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.

STEP FOUR

Complete an application for college-sponsored housing (if applicable).

STEP FIVE

Once accepted, register for classes.

STEP SIX

Attend Enrolled Student Day/Pre-orientation. Attend Orientation.

STEP SEVEN

Start classes.

CALENDAR

	<i>Fall 2009</i>	<i>Winter 2010</i>	<i>Spring 2010</i>	<i>Summer 2010</i>
<i>Quarter Begins</i>	October 5	January 11	April 5	July 12
<i>Mid-quarter Start</i>	November 12	February 18	May 13	August 19
<i>Portfolio Show</i>	December 18	March 27	June 18	September 17
<i>Graduation</i>	December 18		June 19	
<i>End of Quarter</i>	December 19	March 26	June 20	September 18
<i>Vacation Break</i>	December 20 - January 10	March 26 - April 4	June 20 - July 11	September 18 - October 3

The Art Institute of Atlanta



Mission

The Art Institute of Atlanta is a private multi-campus college of creative professional studies.

We prepare students for careers in design, media arts, culinary arts, and management in creative fields by providing an educational environment consistent with evolving technologies and the global marketplace.

Our success is measured by our ability to:

- provide a comprehensive curriculum that integrates conceptual, analytical, and technical skills;
- offer education by qualified professionals; and
- assist and prepare students for career entry, placement, and growth in their respective fields.

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 within the last 12 months.

See pages 9-10 for refund policies. For more information on admission requirements for first-time college students, transfer students, students who have a college degree, and international students, please see the college catalog, also available online at http://www.artinstitutes.edu/atlanta/admissions_catalog.asp.

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
6600 Peachtree Dunwoody Road NE
100 Embassy Row
Atlanta, GA 30328-1635



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 _____

Dates of attendance or graduation date _____ We accept transcripts faxed directly from high schools with a cover sheet to FAX: 770.394.0008. 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.)

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
6600 Peachtree Dunwoody Road NE
100 Embassy Row
Atlanta, GA 30328-1635



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 _____

Dates of attendance or graduation date _____ We accept transcripts faxed directly from colleges with a cover sheet to FAX: 770.394.0008. 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 for Admission

Please detach this application form (pages 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 within the last 12 months. Enrollment fees total \$150 (\$50 application fee and a \$100 tuition deposit). See pages 9 and 10 for refund policies.

OFFICE USE ONLY

DO NOT WRITE IN THIS AREA

Rec'd _____ ADA # _____

Start date _____

Major / program _____

Amount _____

Number _____

Office _____ Mail _____

OGONLY___ OLOONLY___ OG&OL___

1. Personal Information

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

Full name _____

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.

Social security number _____ - _____ - _____

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 Phone _____ Work Phone _____

Mother (or guardian) _____

(_____) Name _____ Number and Street _____ City _____ State/Country _____ Zip/Postal Code _____
Home Phone _____ Work Phone _____

Will you require nonimmigrant status to enroll in school? Yes No

How do you intend to take your classes? at the college only online only a combination of both

Do you plan to apply for federal financial assistance? Yes No

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 2009 (begins November 12)
- Winter 2010 (begins January 11)
- Mid-Winter 2010 (begins February 18)
- Spring 2010 (begins April 5)
- Mid-Spring 2010 (begins May 13)
- Summer 2010 (begins July 12)
- Mid-Summer 2010 (begins August 19)
- Fall 2010 (begins October 4)



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)
 - Audio Production (BA)
 - Culinary Arts Management (BS) Day Evening/Weekend
 - Digital Filmmaking & Video Production (BFA)
 - Fashion & Retail Management (BA)
 - Food & Beverage Management (BS)*
 - Game Art & Design (BFA)
 - Graphic Design (BFA) Day Evening/Weekend
 - Illustration (BFA)
 - Interior Design (BFA) Day Evening/Weekend
 - Media Arts & Animation (BFA)
 - Photographic Imaging (BFA)
 - Web Design & Interactive Media (BFA) Day Evening/Weekend
 - Visual Effects & Motion Graphics (BFA)
 - Visual & Game Programming (BA)
- 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.

- Culinary Arts (7 quarters, 112 credits) Day Evening/Weekend
- Culinary Arts: Concentration in Baking & Pastry (8 quarters, 128 credits)
- Graphic Design Day Evening/Weekend
- Photographic Imaging
- Web Design & Interactive Media Day Evening/Weekend
- Video Production
- Wine, Spirits & Beverage Management* (7 quarters, 112 credits)

DIPLOMA PROGRAMS

Diploma programs offer those who are already working in business, foodservice, or agencies an opportunity to broaden and deepen their skills or to learn the basic skills needed to change careers. These 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.

- Advertising Design (5 quarters, 40 credits)
- Commercial Photography (5 quarters, 40 credits) Day Evening/Weekend
- Culinary Arts: Skills (3 quarters, 36 credits) Day Evening/Weekend
- Culinary Arts: Baking & Pastry (4 quarters, 48 credits)
- Digital Design (5 quarters, 40 credits) Day Evening/Weekend
- Residential Interiors (6 quarters, 48 credits)
- Video Skills (5 quarters, 40 credits)
- Web Design (6 quarters, 48 credits) Day Evening/Weekend

* Students in this program must be age 21 at the time of matriculation.

Re-entering 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 _____

4. High School Transcripts, GED Scores, College Transcripts

You are responsible for providing The Art Institute with a copy of your high school transcript (academic record) or GED scores. Applicants still attending high school/secondary school should request both a current transcript and a completed transcript upon graduation to be sent to the admissions office. High school transcripts or GED scores are not required for students with a college degree.

High school _____
Name Address City/state Zip

Month/Year of high school graduation _____ GED (if applicable) _____
Year received State where taken

List in chronological order all colleges or post-secondary schools you have attended including other Art Institutes. *Please attach another sheet if you need more space.* Transfer applicants are responsible for requesting that official copies of their college transcripts be forwarded from previous and current institutions. If you are presently in school, the admissions office will also need a copy reflecting completion of the current quarter/term.

Institution (full name)	City, State, Country	Dates attended	Field of study	Degree earned if any	Reasons for Leaving*

* If you did not complete the program at this school, please explain.

Have you been involved in any disciplinary matters at any Art Institute or other post-secondary school? Yes No
 If yes, please describe in full on a separate sheet and submit with this application.

5. Test Scores

Please check any that apply. (Have official reports sent to code number 5429. The SAT or ACT is not required for admissions consideration.)

- I have taken the SAT. I have taken the ACT.
- I plan to take the SAT on (date) _____.
- I plan to take the ACT on (date) _____.

6. Essay. Be sure to complete the essay form on page 8.

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 may keep only a portion of the tuition or other charges (see pages 9 and 10 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. 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 9, Refund Policy Prior to Matriculation, #4).

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.

Arbitration Policy

I and The Art Institute of Atlanta ("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 of Atlanta, 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 page 10 and is part of this agreement.

Transferability of Credit

The Art Institute of Atlanta is licensed by the State of Georgia to confer the associate in arts, the bachelor of arts, the bachelor of fine arts, and the bachelor of science degrees, and accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, an accrediting agency recognized by the United States Department of Education. 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 of Atlanta does not imply, promise, or guarantee transferability of its credits to any other institution. The full transferability of credit policy is found on page 10 and is part of this agreement.

Other Regulations and Policies

If I am accepted for admission by The Art Institute of Atlanta, 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 of Atlanta 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 of Atlanta 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 9-11 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.**

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, 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 of Atlanta

Date

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 of Atlanta may keep only a portion of the tuition or other charges.

Please do not sign the application for admission including the provisions on pages 7, 9, and 10 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	\$472	
	Per Quarter	Per Academic Year
Full-time tuition—day (16 credit hours)	\$7,552	\$22,656
Full-time tuition—eve (12 credit hours)	\$5,664	\$16,992
Housing cost	\$3,328–\$4,577	\$9,984–\$13,731
Housing deposit	\$250	

*Total tuition costs to complete each program are:

12-quarter bachelor of fine arts	\$90,624
12-quarter bachelor of arts	\$90,624
12-quarter bachelor of science	\$90,624
8-quarter associate in arts	\$60,416
7-quarter associate in arts	\$52,864
6-quarter associate in arts	\$45,312
4- or 6-quarter diploma (48 credits)	\$22,656
5-quarter diploma (40 credits)	\$18,880
3-quarter diploma (36 credits)	\$16,992

*The total costs are based on the current credit hour rate. The Art Institute of Atlanta will increase the tuition rate at least once per year, which will increase the total amount for the program. See page 7. Tuition costs of up to \$3,776 (at the current rate of \$472 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.

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.

Advertising/Advertising Design**	\$910
Audio Production	\$1795
Culinary Arts (diploma programs)	\$1125
Culinary Arts (associate programs)	\$1435
Culinary Arts Management*	\$1435
Digital Filmmaking & Video Production****	\$1735
Fashion & Retail Management	\$705
Food and Beverage Management*	\$1435
Game Art & Design	\$705
Graphic Design/Digital Design**	\$910
Illustration	\$705
Interior Design/Residential Interiors	\$705
Media Arts & Animation	\$705
Photographic Imaging/Commercial Photography***	\$2515
Visual Effects & Motion Graphics	\$705
Visual & Game Programming	\$705
Web Design & Interactive Media/Web Design	\$705
Wine, Spirits, and Beverage Management	\$800

*Additional kit in the 8th quarter of culinary arts management is \$300.

**Alternative kit available with a camera and tripod for \$1,210.

***Alternative kit available with a camera and accessories for \$6,915.

****Alternative kit available with a camcorder for \$3,875.

In addition to the starting kit, students will need to make purchases of specialized equipment at some point in some programs. The approximate cost of that equipment is: Photographic Imaging \$950

In addition, students should anticipate an additional \$500 for other equipment for the program.

Supplies and Textbooks

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

Advertising/Advertising Design	\$120
Audio Production	\$120
Culinary Arts (all degrees/diplomas)	\$70
Digital Filmmaking & Video Production/Video Skills	\$125
Fashion & Retail Management	\$120
Food and Beverage Management	\$70
Game Art & Design	\$120
Graphic Design/Digital Design	\$120
Illustration	\$120
Interior Design/Residential Interiors	\$125
Media Arts & Animation	\$120
Photographic Imaging/Commercial Photography	\$250
Visual Effects & Motion Graphics	\$120
Visual & Game Programming	\$120
Web Design & Interactive Media/ Web Design	\$120
Wine, Spirits, and Beverage Management	\$70

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. Culinary arts charges \$285 per quarter for some courses. Photographic imaging charges \$75 per quarter for some courses. Interior design students pay \$30 per quarter every quarter. 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.

1. All monies paid by applicants will be refunded if they are not accepted for admission.

2. 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.

3. 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.

4. 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.

5. 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. Refund 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 Institute participates.

3. The student may voluntarily withdraw from training 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 Institute may modify the tuition refund policy as deemed appropriate to the circumstances.

5. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by the Institute. 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.

6. Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter.

7. 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 classes.

Refund Policy, All Students Return of Federal Title IV Aid:

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60% of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The Art Institute will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG Grant, SMART Grant, SEOG.

If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60% of the quarter/semester, the student may need to return some of those funds. If the student needs to return funds, The Art Institute will notify the student regarding how much is owed, and how it is to be returned.

Adjustment of charges:

In accordance with Georgia policy, the school will earn tuition and fees and other charges, as follows:

Quarter start	Mid-quarter start
Weeks 1 and 2 – 25%	Days 1 to 2 – 5%
Week 3–50% of quarter – 50%	Day 3 to Week 1 – 10%
50% of quarter– Week 6 – 75%	Week 2 – 25%
After Week 6 – 100%	Week 3 – 50%
	After Week 3 – 100%

The Art Institute will first calculate how much needs to be returned under the federal return of Title IV Aid Policy. The amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The Art Institute will then calculate how much of the charges can be retained based on the school policy. The amount that can be retained will be subtracted from the adjusted amount paid.

If there is additional money to be refunded from federal funds after calculating the Return of Title IV formula and the refund policy, the refund will be made to the student, or, with the student's authorization, to the federal loan program(s) in the following order, up to the amount received, for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance made up of non-Title IV funds, it will be refunded in the following order, up to the amount received for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), and student.

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 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 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 of Atlanta (The Art Institute or the college) 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 of Atlanta, 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 of Atlanta 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 of Atlanta 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 of Atlanta 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 of Atlanta 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 of Atlanta 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 of Atlanta. 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, 1.800.352.5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arb-forum.com, 1.800.474.2371.

The above supersedes any inconsistent arbitration provision published in any other document.

Transferability of Credit

The Art Institute of Atlanta is licensed by the State of Georgia to confer the associate in arts, the bachelor of arts, the bachelor of fine arts, and the bachelor of science degrees, and accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, an accrediting agency recognized by the United States Department of Education. 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 mission of The Art Institute of Atlanta is to help you to prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by The Art Institute of Atlanta 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 you earn at The Art Institute of Atlanta will transfer to another school.

Programs offered by one school within The Art Institutes system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within The Art Institutes system, not all of the credits you earn at The Art Institute of Atlanta may be transferable into that school's program.

If you are considering transferring to either another Art Institute or an unaffiliated school, it is your responsibility to determine whether that school will accept your Art Institute credits. We encourage you to make this determination as early as possible.

The Art Institute of Atlanta does not imply, promise, or guarantee transferability of its credits to any other institution.

Student's Right to Know

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 college 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 or you may contact The Commission on Colleges of the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, GA 30033-4097 phone: 404.679.4501.

Other Information

Please see the college catalog 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.

Education Costs

To get started Initial Enrollment Fee* \$150 <i>[Application fee \$50]</i> <i>[Tuition deposit \$100]</i> <i>*Not required for re-entering students who have attended The Art Institute of Atlanta within the last twelve months.</i>		Average monthly cost of consumable supplies/textbooks by program: Advertising \$120 Advertising Design \$120 Audio Production \$120 Commercial Photography \$250 Culinary Arts (all degrees/diplomas) \$70 Digital Design \$120 Digital Filmmaking & Video Production \$125 Fashion & Retail Management \$120 Food & Beverage Management \$70 Game Art & Design \$120 Graphic Design \$120 Illustration \$120 Interior Design \$125 Media Arts & Animation \$120 Photographic Imaging \$250 Residential Interiors \$125 Video Skills \$125 Visual Effects & Motion Graphics \$120 Visual & Game Programming \$120 Web Design \$120 Web Design & Interactive Media \$120 Wine, Spirits, & Beverage Management \$70		Starting kit prices (first quarter only) Advertising/Advertising Design** \$910 Audio Production \$1795 Culinary Arts (<i>diploma programs</i>) \$1125 Culinary Arts (<i>associate programs</i>) \$1435 Culinary Arts Management* \$1435 Digital Filmmaking & Video Production**** \$1735 Fashion & Retail Management \$705 Food & Beverage Management \$1435 Game Art & Design \$705 Graphic Design/Digital Design** \$910 Illustration \$705 Interior Design/Residential Interiors \$705 Media Arts & Animation \$705 Photographic Imaging/Commercial Photography*** \$2515 Visual Effects & Motion Graphics \$705 Visual & Game Programming \$705 Web Design & Interactive Media/Web Design \$705 Wine, Spirits, & Beverage Management \$800 <i>*Additional kit in the 8th quarter of culinary arts management is \$300.</i> <i>**Alternative kit available with a camera and accessories for \$1,210.</i> <i>***Alternative kit available with a camera and accessories for \$6,915.</i> <i>****Alternative kit available with a camcorder for \$3,875.</i> <i>Kit prices subject to change.</i>	
Estimated other expenses (per month) Books/supplies \$70-\$250 Parking/transportation _____					
Fees Culinary Arts Lab Fee \$285 ¹ Interior Design Lab Fee \$30 ² Photographic Imaging Lab Fee \$75 ² Student Activities Fee \$50 ³ <i>¹selected courses ²per quarter</i> <i>³First quarter only</i>					

Tuition & Fees

Tuition is charged per credit hour. As of October 1, 2009, the current rate is \$472 per credit hour. Students can expect an increase in the per-credit-hour-rate at least once per year, which will increase the total amount for the program. Any changes to tuition and fees will be published to students as they are made.

*The current schedule of charges is:

	Quarter	Academic Year (3 quarters)
Full-load tuition—day students (16 credit hours)	\$7,552	\$22,656
Full-load tuition—evening students (12 credit hours)	\$5,664	\$16,992
Housing costs**	\$3,328–\$4,577	\$9,984–\$13,731
Housing Deposit	\$250	

*Based on current credit hour rate. Total cost will increase with each per-credit-hour-tuition increase.

** Limited married student housing is available at \$4,577 per quarter or \$13,731 per academic year. Single rooms require a supplement of \$400 per quarter in some locations.

The Art Institute of Atlanta reserves the right to change tuition and fees as it deems necessary. Tuition costs of up to \$3,776 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. Additional costs for all students to purchase consumable supplies and textbooks, as well as for additional specialized equipment, are estimated above and on page 9.*

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.

The Art Institute of Atlanta at a Glance



The college for creative minds.

Founded in 1949, The Art Institute of Atlanta prepares students for careers in design, media arts, fashion, and culinary arts by providing a challenging and stimulating educational environment. The college offers students a five-story, 115,000-square-foot facility, completed in 1999 and featuring Mac and PC computer labs, camera studios, a digital photo lab, a video production studio, a digital video editing suite, digital audio labs and recording studios, one with an SSL board, a cell animation studio, animation lab, art labs, drawing studios, drafting labs, teaching kitchens and a dining lab, as well as classrooms, a gallery, a library for study and research, and a deli and café. In fall 2003, the college expanded to a neighboring building with additional classrooms, computer labs, interior design resource room, student lounge and office space. Beautifully landscaped, the college is located about 20 minutes north of city center, easily accessible by both car and public transportation.

Nearly three-quarters of the college's more than 3,400 students (as of fall 2008) come from Georgia, with the remaining students representing 43 states and 30 countries. About two-thirds of Art Institute students are under 29. Although many students are of traditional college age, many others are adult students returning to college to complete a degree or earn a second degree. The Art Institute is committed to a diverse

student body and to an educational program that includes art foundation and general education courses, as well as technical courses in each field. From the moment students are accepted, they become part of an environment that supports their efforts to reach their educational and career goals.

At The Art Institute of Atlanta, students enjoy small classes, hands-on learning, and close relationships with faculty and staff. Newly 200 full-time and part-time faculty bring solid academic credentials, as well as a wealth of experience in their fields, to the task of assisting students in developing the competencies required for each course. With a student-faculty ratio of approximately seventeen to one, students are assured of personal attention.

Each year the college oversees the administration of more than \$62 million in financial aid for those who qualify, including federal and state loans and grants (HOPE and GTEG) and institutional scholarships, both need-based and merit-based. Those who wish to spread their financial commitment out over time may wish to take advantage of the college's customized payment plan. For more information, please consult the college catalog or visit www.artinstitutes.edu/atlanta. We look forward to welcoming you to The Art Institute of Atlanta!