

THE ILLINOIS INSTITUTE OF ART® CHICAGO ENROLLMENT AGREEMENT

MART CENTER CAMPUS
350 North Orleans Street
Chicago, IL 60654-1593
312.280.3500 • 800.351.3450

LOOP CAMPUS
180 North Wabash Avenue
Chicago, IL 60601-3608
312.280.3500 • 800.351.3450

(The 180 North Wabash facility is a satellite location of The Illinois Institute of Art—Chicago.)

Check quarter starting date:

q	October 3, 2011
q	April 4, 2011
q	May 12, 2011
q	July 11, 2011
q	August 18, 2011
q	November 10, 2011
q	January 9, 2012
q	February 16, 2012
q	April 2, 2012

Name of Student _____

Last Name First Name Middle

Present Address _____

Street or P.O. Box

City State Zip/Postal Country

Telephone Home () _____

Cell () _____

Business () _____

E-mail Address _____

Diploma program for which you are applying (check one):

- q Baking and Pastry Diploma
Four 11-week quarters (55 credits)
- q Culinary Arts Diploma
Four 11-week quarters (53 credits)
- q Digital Image Management Diploma
Four 11-week quarters (48 credits)
- q Fashion Retailing Diploma
Four 11-week quarters (48 credits)
- q Web Design & Development Diploma
Four 11-week quarters (52 credits)
- q Web Design & Interactive Communications Diploma
Four 11-week quarters (48 credits)

FINANCIAL INFORMATION Current Schedule of Charges*

The current tuition and fees applicable to The Illinois Institute of Art—Chicago programs are as follows:

Tuition is charged at \$483 per credit effective October 4, 2010.

	Baking and Pastry Diploma (4 Quarters) (55 Quarter Credits)	Culinary Arts Diploma (4 Quarters) (53 Quarter Credits)	Web Design & Development Diploma (4 Quarters) (52 Quarter Credits)
Tuition per Quarter (Avg. 16 credits per quarter)	7,728	7,728	7,728
Application Fee*	50	50	50
Administrative Fee*	100	100	100
Starting Kit **	787	787	0
Digital Resource Fee ***	975	975	975
Total Tuition for Program NOT including starting kit or fees ****	26,565	25,599	25,116

	Digital Image Management Diploma (4 Quarters) (48 Quarter Credits)	Fashion Retailing Diploma (4 Quarters) (48 Quarter Credits)	Web Design & Interactive Communications Diploma (4 Quarters) (48 Quarter Credits)
Tuition per Quarter (Avg. 12 credits per quarter)	5,796	5,796	5,796
Application Fee*	50	50	50
Administrative Fee*	100	100	100
Starting Kit **	0	0	0
Digital Resource Fee ***	900	900	900
Total Tuition for Program NOT including starting kit or fees ****	23,184	23,184	23,184

+ Not including credit hour tuition increases that may occur throughout the duration of the program.

* The application and administrative fees are paid by new and transfer students only. Transitional Studies may be required where students show deficiencies in basic math and English skills. Therefore, students may be required to take additional coursework to raise their subject knowledge to the required entrance level. Tuition for this coursework is charged at the usual per credit rate and is in addition to the total cost of the program.

** Starting Kit (optional) and fees may change without notice.

*** The digital resource fee includes the cost of the digital textbook as well as other digital resources which are integrated into the course and vary by program. The fee includes all applicable taxes. This estimated fee assumes all courses require a digital resource; however currently not all courses use digital resources. Courses that include a digital resource will be noted in the registration material and the fee will be charged automatically in addition to tuition. If a course does not use digital resources, the student remains responsible for purchasing the required text and materials. The digital resource fee is \$50 per course.

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

BUYER'S RIGHT TO CANCEL

You, the student, may cancel your enrollment without any penalty or obligation at any time prior to midnight of the sixth business day after acceptance of this Enrollment Agreement. 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 any of these reasons, The Illinois Institute of Art—Chicago may keep only a portion of the tuition or other charges. If you are not given notice of this right to cancel, then you may cancel this Agreement at any time and receive a refund of all monies paid within 10 days of cancellation. See refund policies on reverse side of this Agreement.

STUDENT ACKNOWLEDGMENT

I have received and read a copy of The Illinois Institute of Art—Chicago's current catalog, the provisions of which I accept. I have read and understand all provisions of this Agreement, and I have been given a copy of it for my records.

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 any unpaid debt to The Illinois Institute of Art—Chicago.

If I elect a financial aid plan, the plan will be in compliance with the Federal Truth in Lending retail installment requirements and the plan becomes a part of this Enrollment Agreement.

(Parents or Guardian must also sign if you are under 18 years of age.) I understand that my enrollment and The Illinois Institute of Art—Chicago's obligations under this Enrollment Agreement (except

the cancellation and refund provisions) may be terminated by The Illinois Institute of Art—Chicago if I fail to comply with the attendance, conduct, academic, and/or financial requirements. I understand that The Illinois Institute of Art—Chicago also reserves the right to cancel my enrollment if The Illinois Institute of Art—Chicago determines (i) that I have demonstrated poor academic potential as determined through entrance testing, evaluation of transcript records, or any other academic evaluations deemed appropriate for the program selected, and/or (ii) that I do not meet all financial obligations related to enrollment and continuing enrollment. I understand that my financial obligations to The Illinois Institute of Art—Chicago must be paid in full before a degree may be awarded and before transcripts will be issued.

The Enrollment Agreement and catalog, together with other published The Illinois Institute of Art—Chicago policies, procedures, student conduct codes, and separate student housing agreement, if any, shall constitute the entire agreement between the student and The Illinois Institute of Art—Chicago. 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 Illinois Institute of Art—Chicago.

Any holder of this consumer credit contract is subject to all claims and defenses that the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amount paid by the debtor. My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

ANY CHANGES IN THE STUDENT FINANCIAL PLAN MUST BE UPDATED EACH QUARTER.

FINANCIAL INFORMATION

The student is responsible for tuition and fees pertaining to the program's required course of study. The tuition and fees contained in this Enrollment Agreement are subject to change. The per credit hour rate is subject to an increase 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 the student begins classes and the student's program will be calculated using the new rate. Any changes to tuition and fees will be published to students.

Reentering students will be subject to the current per credit tuition charge at the time of re-enrollment.

Each academic quarter is typically eleven (11) weeks. An application fee of \$50.00 is to be submitted with the application for admission. An administrative fee of \$100.00 is due within 10 days after this Enrollment Agreement is signed.

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

The student understands and agrees that s/he 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 Illinois Institute of Art—Chicago 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 student 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.

NOTICE TO BUYER

This is a legal instrument. Both sides of the contract are binding. Read both sides before signing. Do not sign this agreement before you have read it or if it contains any blank spaces. You are entitled to receive one copy of the agreement you sign and any information disclosure pages presented by the school. Under law you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge.

The student is accepted and the agreement binding only when accepted, signed, and dated by an authorized representative of The Illinois Institute of Art—Chicago or the admissions officer at the school's principal place of business. Any changes in the agreement shall not be binding on either the student or The Illinois Institute of Art—Chicago unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian if the student is a minor. Terms and conditions of the agreement are NOT subject to amendment or modification by oral agreement.

Every assignee of this agreement is subject to all claims and defenses of the buyer or his/her successors in interest arising under this agreement. It is the policy of The Illinois Institute of Art—Chicago not to assign this agreement or any interest therein.

STUDENT'S AGREEMENT

I understand that this agreement becomes a legally binding document after I sign it and it is accepted by the school. I understand the total amount for the course of instruction for _____ is \$ _____. My signature below certifies that I have received a copy of The Illinois Institute of Art—Chicago's current catalog and any supplements or addenda thereto. I have read, understood, and agreed to my rights and responsibilities, and the school's cancellation and refund policies have been clearly explained to me and I have received a copy of this agreement. I agree that I am responsible for this amount. If I obtain a student loan, I am responsible for repaying the loan amount plus any interest.

I understand that my acceptance by The Illinois Institute of Art—Chicago is subject to my completion of an essay, submission of my secondary school transcript documenting graduation or evidence of my completion of a secondary school equivalency exam, submission of results of a nationally based exam (if required), a personal interview and other factors to be considered by The Illinois Institute of Art—Chicago. It is my responsibility to provide necessary documentation and other information to The Illinois Institute of Art—Chicago in connection with the admissions process. The Illinois Institute of Art—Chicago will notify me of acceptance if I successfully complete the admissions process and am accepted to the school.

Student's Signature _____ Date _____

Parent's Signature (if Student is under 18 years of age) _____ Date _____

Signature of School Official _____ Date _____

Title of School Official _____

A Student Financial Plan including a retail installment agreement will be attached to this agreement and is incorporated by reference.

OFFICE USE ONLY: I hereby certify that I have complied with all Illinois statutes and rules during the enrollment of this student.

Signature of School Official

Date

Evening and Weekend Option

The Illinois Institute of Art–Chicago offers degree program options in Visual Communications, Graphic Design, Interior Design, Culinary Management, and Culinary Arts in an evening and weekend, online and on-ground format.

These delivery options are designed to allow students the opportunity to complete their education in either two or three years for an associate’s degree and three or four years for a bachelor’s degree, depending on the structure they choose. Students may take up to four classes each quarter. Courses are offered on campus along with online class options each quarter.

Students attend courses on campus one or two evenings a week and on Saturday, depending on schedule, online options and class availability. The optional online courses will be offered across the quarter, one class in the first 5 ½ weeks of the quarter and one class in the last 5 ½ weeks of the quarter. At the time of registration, students will be advised of the classes that will be offered online in their program. The same is true of the classes that the student will take on campus. Students will have the option of taking any online courses on campus, if offered. Students will be able to take a minimum of two on-campus courses each quarter.

Nonimmigrant alien students attending school in the United States (at The Illinois Institute of Art–Chicago) through the use of a nonimmigrant alien student visa are severely limited by Federal law regarding their ability to take online courses and should discuss online study with the International Student Advisor at The Illinois Institute of Art–Chicago before taking any action concerning online enrollment.

The Starting Kit

The starting kit consists of basic equipment, texts, and materials needed for beginning each program. A list of the components of the starting kit is provided to each enrolled student. If a student wishes to purchase the required materials elsewhere, the kit is optional. In addition to the starting kit, the average costs of consumable supplies, textbooks, and equipment by program are as follows:

Fashion Retailing
Supplies: \$50.00/Mo.

Digital Image Management
Supplies: \$75.00/Mo.

Culinary Arts / Baking & Pastry
Supplies: \$100.00/Qt.
Lab Fees \$375.00/Per Lab Class

THE APPLICATION PROCESS

As part of the application process, applicants are required to independently conceive and write an essay stating how their education at The Illinois Institute of Art–Chicago will help them to attain their career goals. Applicants must also present a record of accomplishment and core academic courses as evidenced through transcript grade point average or upon evaluation of GED scores. Admission into The Illinois Institute of Art–Chicago is dependent on the level of accomplishment exhibited in the essay, all grade point averages, evaluation of GED scores, a review of the results of any nationally–based exams (submission of which is preferred but not required) such as the SAT or ACT, a personal interview with an admissions representative, and meeting all other requirements stated in this Agreement.

Applicants who do not submit a transcript or GED scores will be required to take additional testing, the results of which will be reviewed by the Admissions Committee. The Committee may then grant acceptance, but applicants still will be required to submit an official high school transcript or GED scores (or college transcript if the student has graduated from college) by a date established by the Director of Admissions.

English is the language of instruction at The Illinois Institute of Art–Chicago. Accordingly, all applicants for admission must demonstrate English language proficiency.

First-quarter tuition and fees for new students become due 60 days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due upon registration, approximately four weeks prior to the end of each academic quarter. Students may not register for any academic quarter of study unless all tuition and fees that are due have been paid, or unless students have made arrangements for an approved alternative payment plan.

If an alternative payment plan is requested by the student, it is part of this Enrollment Agreement.

Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending.

HOUSING

The Illinois Institute of Art–Chicago school-sponsored housing costs are in addition to tuition and a separate agreement is entered into for that purpose. See the Housing Office for details.

REFUND POLICY PRIOR TO MATRICULATION

An applicant may cancel his/her enrollment in person or in writing before the beginning of classes. An applicant not requesting cancellation before the scheduled starting date indicated on this Enrollment Agreement will be considered a student.

- The Illinois Institute of Art–Chicago will notify the student, in writing, of his/her acceptance or rejection. In the event that a student is not accepted by The Illinois Institute of Art–Chicago, all tuition, fees, and other charges shall be refunded.
- The applicant may cancel this contract and receive a full refund of all monies paid to date if cancellation is made in writing to the Director of Admissions and mailed or delivered to The Illinois Institute of Art–Chicago at the address stated herein within six (6) business days after this Enrollment Agreement is accepted.
- An applicant requesting cancellation more than six (6) days after the Enrollment Agreement is accepted prior to the beginning of class will receive a refund of all monies paid, less the \$50.00 application fee and \$100.00 administrative fee for a total of \$150.00.
- All tuition and fee monies paid by an applicant will be refunded if requested within three (3) business days after his/her first tour of The Illinois Institute of Art–Chicago and inspection of equipment or if requested within three (3) business days of his/her attendance at the regularly scheduled orientation program for his/her starting quarter, whichever is sooner.
- Refunds will be made within thirty (30) calendar days after the applicant’s/student’s request or within thirty (30) calendar days after his/her first scheduled class day.
- Applicants who postpone starting at The Illinois Institute of Art–Chicago after the original start date noted on the Enrollment Agreement are required to reapply and will be subject to the tuition, fees and other conditions on the revised Enrollment Agreement.

REFUND POLICY AFTER MATRICULATION, ALL QUARTERS

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

- Prepaid tuition and fees for any period beyond the current quarter will be refunded in full.
- A student may voluntarily withdraw from training by notifying the Office of the Registrar in person or in writing. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in cases where the notice is hand carried, it shall occur on the date that the notice is delivered to The Illinois Institute

of Art–Chicago. The Illinois Institute of Art–Chicago shall pay the refund within thirty (30) calendar days of that date. Refunds shall be paid directly to the student unless payment to the lender or other entity is required by the terms of the student’s financial plan in which The Illinois Institute of Art–Chicago participates. The termination date will be the date of notice indicated above. If the student has given no written notice, The Illinois Institute of Art–Chicago shall determine the date of withdrawal from within fifteen (15) school days after the last date of attendance and shall pay the refund within thirty (30) calendar days of making that determination.

- In the event of a fully documented extreme illness or a personal emergency that makes it impractical for a student to complete the program, The Illinois Institute of Art–Chicago may modify the tuition refund policy as deemed appropriate to the circumstances.
- A separate lease agreement and refund policy exist for a student who leases housing accommodations arranged by The Illinois Institute of Art–Chicago. The Illinois Institute of Art–Chicago reserves the right to apply any student payment or any refund due to a student to any student financial account that is in arrears.
- Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a day’s attendance is considered a full day of attendance for refund purposes.
- Refunds are subject to state and federal guidelines and may be adjusted accordingly at any time. When changes are made, students will be notified.
- 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 and run five weeks. The ending date of the second session may not coincide with the ending date of the on-ground classes.

Mid-Quarter Sessions

1. Refund Policy After Matriculation, All Quarters
This academic quarter is approximately 5 weeks in duration.

2. Adjustment of the Tuition and Fee Charges
Institutional Policy
In accordance with school policy, the school will charge tuition and fees for the mid-quarter as follows:
Week One 25%
Week Two 50%
Week Three 75%
After Week Three 100%

3. Kit Return Policy
Students who leave The Illinois Institute of Art–Chicago during the first three weeks of the mid-quarter session may return the starting kit and/or individual components of the starting kit within 10 days of your last date of attendance of the mid-quarter.

4. Information in the Catalog or Student Handbook
Will Apply Except for the Following Changes:
Add/Drop period is two days from the start of the mid-quarter session. If you drop or add one or more classes, your financial aid eligibility may change. Please see your Financial Aid Officer before you drop or add a class.

5. Return of the Title IV Funds
The return of Title IV Funds as described in the Enrollment Agreements for the mid-quarter session will apply using the mid-quarter start and end dates.

GENERAL REFUND POLICY

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.

A student who withdraws from a course starting the second day of week two through week nine of the quarter receives a ‘W’ and pays for the entire course. Students who withdraw completely from The Illinois Institute of Art–Chicago receive a ‘W’ for each class and are charged for their course based on their last day of attendance. The ‘W’ code is not used in calculation of the student’s grade point average, but counts as attempted credits.

The student who withdraws from a course or from the program after the ninth week of the quarter is assigned a ‘W/F’ code for each course. The ‘W/F’ is used in computing the student’s grade point average.

Adjustment of charges

In accordance with The Illinois Institute of Art–Chicago policy, The Illinois Institute of Art–Chicago will earn tuition and fees as follows based on the week in which the student withdraws: Day 1 – \$50
Day 2 and 3 – \$300
Day 4 through Week Four – 20%
Weeks Five and Six – 70%
After Week Six – 100%

NON-PAYMENT OF CHARGES

Non-payment of tuition, housing, fees and/or other charges due to The Illinois Institute of Art–Chicago will obligate you to additional collection costs, collection agency costs, and legal costs.

In addition, we reserve the right to report your failure to pay amounts owed to one or more national credit bureau organizations and not release your academic transcript until all debts to The Illinois Institute of Art–Chicago are paid in full.

GENERAL INFORMATION AND UNDERSTANDINGS

Complaints against this school may be registered with the Board of Higher Education - State of Illinois and/or the Illinois State Board of Education.

If a student feels that a concern or a complaint has not been adequately resolved using the Student Complaint Procedure described in The Illinois Institute of Art–Chicago’s catalog, the student may direct complaints or concerns in writing to the Board of Higher Education - State of Illinois, 431 East Adams, Second Floor, Springfield, IL 62701, telephone (217) 782-2551, (www.ibhe.state.il.us/default.htm), or the Illinois State Board of Education, Private Business and Vocational Schools Unit, at either 100 West Randolph, Suite 14-300, Chicago, Illinois 60601, telephone (312) 814-3517, or 100 North First Street, E-438, Springfield, Illinois 62777, telephone (217) 782-0736.

A copy of the Commission’s complaint form is available at The Illinois Institute of Art–Chicago, and may be obtained by contacting the President’s office.

Arbitration

Every student and The Illinois Institute of Art–Chicago agrees that any dispute or claim between the student and The Illinois Institute of Art–Chicago (or any company affiliated with The Illinois Institute of Art–Chicago, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student’s enrollment or attendance at The Illinois Institute of Art–Chicago whether such dispute arises before, during, or after the student’s attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student’s or The Illinois Institute of Art–Chicago’s election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student’s right, if any, to file a grievance with any state educational licensing agency.

If a student decides to initiate arbitration, the student may select either, JAMS or the National Arbitration Forum (“NAF”) to serve as the arbitration administrator pursuant to its rules of procedure. If The Illinois Institute of Art–Chicago intends to initiate arbitration, it will notify the student in writing by regular mail at the student’s latest address on file with The Illinois Institute of Art–Chicago, and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails to select an administrator within that 20day period, The Illinois Institute of Art–Chicago will select one.

The Illinois Institute of Art–Chicago agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may 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 a student’s claim exceeds than the relevant jurisdictional threshold The Illinois Institute of Art–Chicago reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR THE ILLINOISE INSTITUTE OF ART-CHICAGO 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, A STUDENT 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 A STUDENT OR [SCHOOL NAME] 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 a student 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 the student resides. Upon a student’s written request, The Illinois Institute of Art–Chicago 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 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 a student’s relationship with The Illinois Institute of Art–Chicago. If a student has a question about the arbitration administrator mentioned above, the student can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, HYPERLINK “http://www.jamsadr.com” www.jamsadr.com, 8003525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371.

Transferability of Credits

The Illinois Institute of Art–Chicago is authorized by the Illinois Board of Higher Education (431 East Adams, Second Floor, Springfield, IL 62701, 1.217.782.2551, www.ibhe.state.il.us/default.htm).

The Illinois Institute of Art–Chicago is accredited by the Higher Learning Commission and is a member of the North Central Association (NCA) 2 (30 North LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413, telephone 800.621.7440, www.ncahlc.org).

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 goal of The Illinois Institute of Art–Chicago 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 Illinois Institute of Art–Chicago 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 Illinois Institute of Art–Chicago 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 Illinois Institute of Art–Chicago may be transferable into that school’s program.

If you are considering transferring to either another school within The Art Institutes system or an unaffiliated school, it is your responsibility to determine whether that school will accept

your credits from The Illinois Institute of Art–Chicago. We encourage you to make this determination as early as possible. The Illinois Institute of Art–Chicago does not imply, promise, or guarantee transferability of its credits to any other institution.

Student Right-to-Know Act

According to regulations published by the Department of Education based on the Student Right-to-Know Act, the diversity and retention rates for first-time, full-time students who entered The Illinois Institute of Art–Chicago can be obtained in the Admissions department, Academic Affairs department, and the Student Affairs department.

Requirements for Graduation

To be qualified to graduate, a student must: receive a passing grade or credit for all required course work; earn the minimum required credits for the program; achieve a minimum CGPA of 2.0; meet portfolio or other requirements, if applicable, as outlined in the student handbook; and satisfy all financial obligations to The Illinois Institute of Art–Chicago.

Employment Assistance

The Illinois Institute of Art–Chicago does not guarantee employment or any particular level of compensation following graduation. The Illinois Institute of Art–Chicago does, however, offer assistance in locating and pursuing employment to all eligible graduates at no additional charge. Graduates who confine employment considerations to the Chicago metropolitan area may limit the particular employment opportunities available to them.

Policies and Procedures

Each student is on a continuing quarter-by-quarter enrollment basis and agrees to comply with all published The Illinois Institute of Art–Chicago policies and procedures. The Illinois Institute of Art–Chicago reserves the right to add, delete, or modify its policies and procedures at any time.

Student Withdrawal

A student may voluntarily withdraw from The Illinois Institute of Art–Chicago by notifying the Office of the Registrar in writing or in person. The refund policies outlined above shall apply in the event that a student withdraws, is suspended, or is terminated from The Illinois Institute of Art–Chicago.

Class Sessions

Classes are in session six (6) days a week, Monday through Saturday. Each student is scheduled by The Illinois Institute of Art–Chicago to meet his/her total weekly hour requirement through a combination of morning, afternoon, and evening classes. The weekly hour requirement is scheduled to be completed in a minimum of three (3) days and a maximum of six (6) days during each week. Classes are assigned and generally announced to students in advance of each quarterly start date. The student may choose or be required to take a combination of day and evening courses to fulfill his/her program requirements.

Class Sessions and Total Weekly Hours by Program

Day Session Hours	Average Total Weekly Attendance
7:30 am - 5:30 pm	20 hrs/wk
Evening Session Hours	
5:00 pm - 10:00 pm	18hrs/wk–20hrs/wk
Saturday Session Hours	
9:00 am - 5:30 pm	

The Illinois Institute of Art–Chicago reserves the right to change a student’s session schedule or a class session schedule from time to time, according to classroom, studio, shop, and/or lab availability and academic and student distribution circumstances. From time to time, instructional activities may occur at an off-campus location appropriate for the particular activity.

Instructional Equipment

Use of instructional equipment will be made available according to the program curriculum. Such equipment must be shared by students. Accordingly, The Illinois Institute of Art–Chicago cannot guarantee students hands-on usage of such equipment beyond that called for in the curriculum. To complete the requirements of the program, students may find it necessary to schedule use of the equipment outside normal classroom hours.

Homework

In addition to regular attendance at scheduled classes, each student will be required to devote additional time each week outside the classroom to study and work on assigned projects.

Curriculum

The Illinois Institute of Art–Chicago reserves the right to revise course contents, course titles, and the sequence of classes, subject to applicable regulatory approval.

Cancellation of Start Date

Cancellation of a scheduled class start date for any program shall entitle a student 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.

Nondiscrimination

The Illinois Institute of Art–Chicago does not discriminate on the basis of race, color, creed, genetic marker, religion, national origin, ancestry, sex, age, sexual orientation, disability or any other characteristic protected by state, local or federal laws in the administration of educational programs or activities or with respect to admission or employment. For information on The Illinois Institute of Art–Chicago’s equal opportunity policy and grievance procedure, contact the Dean of Academic Affairs, The Illinois Institute of Art–Chicago, Mart Center, 350 N. Orleans St., Chicago, Illinois 60654, (312) 280-3500.

Sale, Discount, or Transfer of Agreement

The student consents to the sale, discount, or other transfer of this Agreement with the understanding that in such event, the cancellation and refund policies would continue to apply.

CANCEL NOTICE REQUIREMENTS

Notification of cancellation or withdrawal should be mailed to the Registrar of The Illinois Institute of Art–Chicago, Mart Center, 350 N. Orleans St., Chicago, Illinois 60654. Notice also can be given in person at the school.