

**The Art Institute of Ohio—Cincinnati**  
**Branch of The Illinois Institute of Art- Chicago**

**ENROLLMENT AGREEMENT**

8845 Governor's Hill Drive  
 Cincinnati, Ohio 45249  
 (513) 833-2400\* (866) 613-5184

Check quarter starting date		
<input type="checkbox"/> November 12, 2009 – Fall II	<input type="checkbox"/> April 5, 2010 – Spring I	<input type="checkbox"/> October 4, 2010 – Fall I
<input type="checkbox"/> January 11, 2010 – Winter I	<input type="checkbox"/> May 13, 2010 – Spring II	<input type="checkbox"/> November 11, 2010 – Fall II
<input type="checkbox"/> February 18, 2010 – Winter II	<input type="checkbox"/> July 12, 2010 – Summer I	<input type="checkbox"/> January 10, 2011 – Winter I
	<input type="checkbox"/> August 19, 2010 – Summer II	<input type="checkbox"/> February 17, 2011 – Winter II

Name of Student \_\_\_\_\_  
 (Last Name) (First Name) (Middle)

Present Address \_\_\_\_\_  
 (Street or PO Box)

(City) (State) (Zip)

Telephone: Home \_\_\_\_\_  
 Cell \_\_\_\_\_  
 Business \_\_\_\_\_

Email Address \_\_\_\_\_

- Program for which you are applying (check one):
- Advertising (B.A.)**  
Twelve 11-week quarters (132 weeks) (180 credits)
  - Culinary Management (B.A.S.)**  
Twelve 11-week quarters (132 weeks) (180 credits)
  - Digital Filmmaking & Video Production (B.F.A.)**  
Twelve 11-week quarters (132 weeks) (180 credits)
  - Fashion Marketing & Management (B.A.)**  
Twelve 11-week quarters (132 weeks) (180 credits)
  - Interior Design (B.F.A.)**  
Twelve 11-week quarters (132 weeks) (180 credits)
  - Media Arts & Animation (B.F.A.)**  
Twelve 11-week quarters (132 weeks) (180 credits)
  - Visual Communications (B.F.A.)**  
Twelve 11-week quarters (132 weeks) (180 credits)
  - Web Design & Interactive Media (B.F.A.)**  
Twelve 11-week quarters (132 weeks) (180 credits)
  - Fashion Merchandising (A.A.S.)**  
Six 11-week quarters (66 weeks) (96 credits)
  - Interior Design (A.A.S.)**  
Six 11-week quarters (66 weeks) (96 credits)
  - Graphic Design (A.A.S.)**  
Six 11-week quarters (66 weeks) (96 credits)
  - Web Design & Interactive Media (A.A.S.)**  
Six 11-week quarters (66 weeks) (96 credits)
  - Video Production (A.A.S.)**  
Six 11-week quarters (66 weeks) (96 credits)
  - Culinary Arts (A.A.S.)**  
Six 11-week quarters (66 weeks) (96 credits)
  - Professional Baking & Pastry (Diploma)**  
Four 11-week quarters (44 weeks) (36 credits)

**Degree Legend:**  
 B.F.A. - Bachelor of Fine Arts  
 B.A.S. - Bachelor of Applied Science  
 B.A. - Bachelor of Arts  
 A.A.S. - Associate of Applied Science

**FINANCIAL INFORMATION - Current Schedule of Charges\***

Tuition and fees applicable to The Art Institute of Ohio – Cincinnati programs are as follows:  
 Tuition is charged at \$467.00 per quarter credit. Effective October 1, 2009.

Bachelor Programs:	Advertising	Culinary Management	Digital Filmmaking and Video Production	Fashion Marketing and Management	Interior Design	Media Arts and Animation	Visual Communications	Web Design and Interactive Media
Length in quarters:	<b>12 Quarters</b>	<b>12 Quarters</b>	<b>12 Quarters</b>	<b>12 Quarters</b>	<b>12 Quarters</b>	<b>12 Quarters</b>	<b>12 Quarters</b>	<b>12 Quarters</b>
Required credits:	<b>180 Quarter Credits</b>	<b>180 Quarter Credits</b>	<b>180 Quarter Credits</b>	<b>180 Quarter Credits</b>	<b>180 Quarter Credits</b>	<b>180 Quarter Credits</b>	<b>180 Quarter Credits</b>	<b>180 Quarter Credits</b>
Contact hours:	<b>2,618</b>	<b>2,656</b>	<b>2,618</b>	<b>2,332</b>	<b>2,684</b>	<b>2,618</b>	<b>2,662</b>	<b>2,618</b>
Tuition per Qtr (Avg. 16 credits per qtr)	\$7,472	\$7,472	\$7,472	\$7,472	\$7,472	\$7,472	\$7,472	\$7,472
Application Fee**	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Administrative Fee**	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75
Graduation Fee***	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Starting Kit **** (estimate)	\$460	\$1,280	\$850	\$560	\$620	\$460	\$460	\$460
Student Activity Fee (one time fee)	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Total Tuition Fees for Program not including starting kit *****	\$84,060	\$84,060	\$84,060	\$84,060	\$84,060	\$84,060	\$84,060	\$84,060
Associate and Diploma Programs:	Culinary Arts	Fashion Merchandising	Graphic Design	Interior Design	Video Production	Web Design and Interactive Media	Professional Baking and Pastry	
Length in quarters:	<b>6 Quarters</b>	<b>6 Quarters</b>	<b>6 Quarters</b>	<b>6 Quarters</b>	<b>6 Quarters</b>	<b>6 Quarters</b>	<b>4 Quarters</b>	
Required credits:	<b>96 Quarter Credits</b>	<b>96 Quarter Credits</b>	<b>96 Quarter Credits</b>	<b>96 Quarter Credits</b>	<b>96 Quarter Credits</b>	<b>96 Quarter Credits</b>	<b>36 Quarter Credits</b>	
Contact hours:	<b>1,578</b>	<b>1,232</b>	<b>1,430</b>	<b>1,452</b>	<b>1,452</b>	<b>1,452</b>	<b>671</b>	
Tuition per Quarter (Avg. 16 credits per quarter)	\$7,472	\$7,472	\$7,472	\$7,472	\$7,472	\$7,472	\$4,203 (avg. 9 credits per quarter)	
Application Fee**	\$50	\$50	\$50	\$50	\$50	\$50	\$50	
Administrative Fee**	\$75	\$75	\$75	\$75	\$75	\$75	\$75	
Graduation Fee***	\$100	\$100	\$100	\$100	\$100	\$100	\$100	
Starting Kit **** (estimate)	\$1,280	\$560	\$460	\$620	\$850	\$460	\$910	
Student Activity Fee (one time fee)	\$50	\$50	\$50	\$50	\$50	\$50	\$50	
Total Tuition Fees for Program not including starting kit *****	\$44,832	\$44,832	\$44,832	\$44,832	\$44,832	\$44,832	\$16,812	

\* Not including credit hour tuition increase that may occur throughout the duration of the program  
 \*\*The application and administrative fees are paid by new and transfer students only.  
 \*\*\* Paid by graduating students only.  
 \*\*\*\* Starting Kit and fees are subject to change without notice.  
 \*\*\*\*\* Based on current credit hour rate. The total cost will increase with each per credit hour tuition increase.  
 Transitional Studies may be required where students show deficiencies in basic Math, English and Computer skills. Therefore, students may be required to take additional coursework to raise their subject knowledge to the required level.  
 Tuition for this coursework is charged at the usual per credit rate and is in addition to the total cost of the program.

**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 either of these reasons, The Art Institute of Ohio – Cincinnati ("The Art Institute") may keep only a portion of the tuition or other charges. If you are not given 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 Art Institute of Ohio - Cincinnati'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 Art Institute of Ohio - Cincinnati.

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 Art Institute's obligations under this Enrollment 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 (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 Art Institute 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 Art Institute policies, procedures, student conduct codes, and separate college-sponsored 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. Any holder of this consumer credit contract is subject to all claims and defenses that

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**

I understand that I am 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 I begin classes and my program will be calculated using the new rate. Any changes to tuition and fees will be published to students.

Re-entering 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 \$75.00 is due within 10 days after this Enrollment Agreement is signed.

The tuition charge shown above is subject to adjustment as explained in the above bold paragraph under "Financial Information".

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 Art Institute 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 legally binding agreement. Please do not sign this Enrollment Agreement before you read it in its entirety; both sides constitute the entire Enrollment Agreement. You will be given an exact copy of the Agreement you sign. Please note that the provisions of any attached rider(s) signed by you are also part of the Enrollment Agreement, which includes your signed financial plan. NOW, THEREFORE, HAVING READ AND RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND INTENDING TO BE LEGALLY BOUND BY IT, THE PARTIES HAVE SIGNED THIS ENROLLMENT AGREEMENT ON THE DATE WRITTEN BELOW.

Student's Signature (student acknowledges that he/she has read and received a copy of this agreement) \_\_\_\_\_ Date \_\_\_\_\_  
 Parent's (or Guardian's) Signature (if Applicant is under 18 years of age) \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Accepting Art Institute of Ohio—Cincinnati Official \_\_\_\_\_ Date \_\_\_\_\_  
 Parent's (or Guardian's) Address \_\_\_\_\_  
 Title of Accepting Official \_\_\_\_\_

OFFICE USE ONLY  
 I hereby certify that I have complied with all Ohio statutes and rules during the enrollment of this student  
 School Official \_\_\_\_\_ Date \_\_\_\_\_

## 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 Art Institute 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 Art Institute 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.

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 two 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 Art Institute college-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 Art Institute will notify the student, in writing, of his/her acceptance or rejection. In the event that a student is not accepted by The Art Institute, 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 Senior Director of Admissions and mailed or delivered to The Art Institute 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 \$75.00 administrative fee for a total of \$125.00.
- 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 Art Institute 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.
- Applicants who postpone starting school 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 Art Institute during any quarter of study:

- Prepaid tuition and fees for any period beyond the current quarter will be refunded in full.
- The Art Institute 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 Art Institute participates. If a student ceases attending The Art Institute but does not officially notify the school of their withdrawal, The Art Institute will treat the student as withdrawn within sixty days of the student's last date of attendance.
- For a student on a written leave of absence who fails to arrive for class following conclusion of his/her leave, refunds will be made within thirty (30) days from his/her first scheduled class day.
- In the event of a fully documented extreme illness or personal emergency that makes it impractical for a student to complete the program, The Art Institute of Ohio-Cincinnati 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 Art 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.
- 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.

- 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 the program or course is unable to complete it, The Art Institute will refund all monies paid for the course or program within thirty (30) days.
- 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 Schedule Adjustment period are treated the same way as if they withdrew from a residential class. Session II classes begin the day after the Session I classes end 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

- Refund Policy After Matriculation, All Quarters**  
This academic quarter is approximately 5 weeks in duration.
- Information in the Catalog or Student Handbook Will Apply Except for the Following Changes:**  
*Schedule Adjustment* 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.
- Return of Title IV Funds**  
The return of Title IV Calculation as described in the Enrollment Agreement for the mid-quarter session will apply using the mid-quarter start and end dates.

## TUITION REFUND POLICY FOR ALL STARTS

- A student who attends class and withdraws during the first full calendar week of the quarter shall be obligated for twenty-five per cent of the tuition and refundable fees for that academic quarter.
- A student who withdraws during the second full calendar week of the academic quarter shall be obligated for fifty per cent of the tuition and refundable fees for that academic quarter.
- A student who withdraws during the third full calendar week of the academic quarter shall be obligated for seventy-five per cent of the tuition and refundable fees for that academic quarter.
- A student who withdraws beginning with the fourth full calendar week of the academic quarter will not be entitled to a refund of any portion of the tuition and fees for that academic quarter.

## 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, PLUS Loan, Pell 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, the student may need to return some of those funds. If the student needs to return funds, the school will notify the student regarding how much is owed, and how it is to be returned.

## Adjustment of charges

In accordance with school policy, The Art Institute will earn tuition and fees as follows:

Week One	25%
Week Two	50%
Week Three	75%
After Week Three	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 adjustment 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 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.

## Kit Return Policy

In the event that a student withdraws or is dismissed from The Art Institute, all efforts will be made to return pre-paid amounts for Starting Kit except for items that were special ordered and cannot be used or sold to another student; items that are returned in a condition that prevents them from being used or sold to new students; and individually documented non-refundable fees for goods and services provided by third party vendors.

## NON-PAYMENT OF CHARGES

Non-payment of tuition, housing, fees and/or other charges due to The Art Institute of Ohio - Cincinnati will result in you being obligated for 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 are paid in full.

## GENERAL INFORMATION AND UNDERSTANDINGS

Complaints against this school may be registered with the State of Ohio - The State Board of Career Colleges and Schools.

If a student feels that a concern or a complaint has not been adequately resolved using the Student Complaint Procedure described in The Art Institutes' catalog, the student may direct his/her complaint or concern in writing to the Executive Director, State Board of Career Colleges and Schools, 35 E. Gay Street, Columbus, Ohio 43266-0591. (614) 466-2752 or 1 (877) 275-4219.

The Art Institute of Ohio - Cincinnati is a branch of The Illinois Institute of Art-Chicago. The Illinois Institute of Art - Chicago is accredited by The Higher Learning Commission and is a member of the North Central Association. The Higher Learning Commission may be contacted at 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602, 1.312.263.0456, [www.ncaahc.org](http://www.ncaahc.org).

## Arbitration

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 of Ohio - Cincinnati intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with The Art Institute, 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 of Ohio - Cincinnati will select one.

The Art Institute of Ohio - Cincinnati 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 of Ohio - Cincinnati 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 OF OHIO - CINCINNATI 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 Ohio - Cincinnati 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), 800-352-5267; National Arbitration Forum, P.O. Box 30191, Minneapolis, MN, 55405, [www.arbforum.com](http://www.arbforum.com), 800-474-2371. The above supercedes any inconsistent arbitration provision published in any other document.

## Transferability of Credits

The Art Institute of Ohio - Cincinnati hold a provisional Certificate of Authorization for its academic programs by The Ohio Board of Regents, 30 East Broad Street, Columbus, OH 43215, 614.466.6000. The provisional authorization expires on December 31, 2012. The Art Institute of Ohio - Cincinnati is licensed by the Ohio State Board of Career Colleges and Schools, 35 E. Gay Street, Columbus, OH 43266-0591 (614-466-2752). The Art Institute of Ohio - Cincinnati is regulated by the Indiana Commission on Proprietary Education, 302W Washington St., Room E201, Indianapolis, IN 46204-2767; telephone 1.317.252.1320 in-state, TOLL FREE 1.800.227.5695. The Art Institute of Ohio - Cincinnati is a branch of The Illinois Institute of Art - Chicago. The Illinois Institute of Art - Chicago is accredited by the Higher Learning Commission and a member of the North Central Association (30 N. LaSalle Street, Suite 2400, Chicago, IL 60602; [www.ncaahc.org](http://www.ncaahc.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 mission of The Art Institute 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 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 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 Institute's system, not all of the credits you earn at The Art Institute 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 credits from The Art Institute. We encourage you to make this determination as early as possible. The Art Institute does not imply, promise, or guarantee transferability of its credits to any other institution.

## Student Right to Know

You have been shown the placement and graduation rates for the program that you are enrolling in. Please do not sign this enrollment agreement if you have not been presented the placement and graduation rates, by program, for each of the preceding three years.

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 AiOHC in 2005 and who graduated/completed within 150% of the normal time to complete the program is 57%.

The graduation/completion rates for first-time, full time students who entered the four Illinois Institute of Art campuses in 2002 and who graduated/completed within 150% of the normal time to complete the program is 44%.

## 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 college catalog/student handbook; and satisfy all financial obligations to The Art Institute.

## Employment Assistance

The Art Institute does not guarantee employment or any particular level of compensation following graduation.

The Art Institute does, however, offer assistance in finding employment to all eligible graduates at no additional charge. Graduates who confine employment considerations to the Cincinnati vicinity 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 Art Institute policies and procedures. The Art Institute reserves the right to add, delete, or modify its policies and procedures at any time.

## Student Withdrawal

A student ceases attending The Art Institute but does not officially notify the school of their withdrawal. The Art Institute will treat the student as withdrawn within sixty days of the student's last date of attendance.

## Class Sessions

Classes are in session six (6) days a week, Monday through Saturday. Each student is scheduled by The Art Institute 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

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

The Art Institute 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 Art Institute cannot guarantee students hands-on use 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 Art Institute 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 Art Institute does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, disability, genetic marker 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 Art Institutes equal opportunity policy and grievance procedure, contact the Dean of Student Affairs, The Art Institute, 8845 Governors Hill Drive, Cincinnati, Ohio 45249, (513) 833-2400.

## 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.

## NOTICE TO BUYER

This is a legally binding agreement. Do not sign before you have read both sides or if it has any blank spaces. One copy of this agreement will be returned to you. The student is accepted and the agreement binding when signed by an authorized representative of The Art Institute. Any changes in the agreement will be binding on the student and The Art Institute only if such changes have been agreed to in writing (not orally) by an authorized The Art Institute official and by the student. This agreement and The Art Institute catalog constitute the agreement between the student and The Art Institute. 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 Art Institute not to assign this agreement or any interest therein.

## CANCEL NOTICE REQUIREMENTS

Notification of cancellation or withdrawal should be mailed to the Registrar of The Art Institute, 8845 Governors Hill Drive, Cincinnati, Ohio 45249. Notice also can be given in person at The Art Institute.