

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 10, 2011 – Fall II	<input type="checkbox"/> May 10, 2012 – Spring II	<input type="checkbox"/> January 7, 2013 – Winter I
<input type="checkbox"/> January 9, 2012 – Winter I	<input type="checkbox"/> July 9, 2012 – Summer I	<input type="checkbox"/> February 14, 2013 – Winter II
<input type="checkbox"/> February 16, 2012 – Winter II	<input type="checkbox"/> August 16, 2012 – Summer II	<input type="checkbox"/> April 1, 2013 – Spring I
<input type="checkbox"/> April 2, 2012 – Spring I	<input type="checkbox"/> October 1, 2012 – Fall I	<input type="checkbox"/> May 9, 2013 – Spring II
	<input type="checkbox"/> November 8, 2012 – Fall 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)
- Graphic Design (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) (90 credits)
- Interior Design (A.A.S.)
Six 11-week quarters (66 weeks) (90 credits)
- Graphic Design (A.A.S.)
Six 11-week quarters (66 weeks) (90 credits)
- Web Design & Interactive Media (A.A.S.)
Six 11-week quarters (66 weeks) (90 credits)
- Video Production (A.A.S.)
Six 11-week quarters (66 weeks) (90 credits)
- Culinary Arts (A.A.S.)
Six 11-week quarters (66 weeks) (90 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 \$481.00 per quarter credit. Effective October 1, 2010.

Bachelor's Programs:	Advertising	Culinary Management	Digital Filmmaking & Video Production	Fashion Marketing & Management	Interior Design	Media Arts & Animation	Graphic Design	Web Design & Interactive Media
Length in quarters:	12 Quarters	12 Quarters	12 Quarters	12 Quarters	12 Quarters	12 Quarters	12 Quarters	12 Quarters
Required credits:	180 Quarter Credits	180 Quarter Credits	180 Quarter Credits	180 Quarter Credits	180 Quarter Credits	180 Quarter Credits	180 Quarter Credits	180 Quarter Credits
Contact hours:	2,618	2,656	2,618	2,332	2,684	2,618	2,662	2,618
Tuition per Qtr (Avg. 16 credits per qtr)	\$7,696	\$7,696	\$7,696	\$7,696	\$7,696	\$7,696	\$7,696	\$7,696
Application Fee**	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Administrative Fee**	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75
Starting Kit *** (estimate)	\$346	\$636	\$904	\$639	\$717	\$534	\$679	\$679
Culinary Lab Fee (per lab/per quarter)		\$375						
Digital Resource Fee****	\$2,250	\$2,400	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250
Total Tuition Fees for Program not including starting kit or digital resource fee *****	\$86,580	\$86,580	\$86,580	\$86,580	\$86,580	\$86,580	\$86,580	\$86,580
Associate Programs:	Culinary Arts	Fashion Merchandising	Graphic Design	Interior Design	Video Production	Web Design & Interactive Media	For Diploma Programs see Addendum	
Length in quarters:	6 Quarters	6 Quarters	6 Quarters	6 Quarters	6 Quarters	6 Quarters		
Required credits:	90 Quarter Credits	90 Quarter Credits	90 Quarter Credits	90 Quarter Credits	90 Quarter Credits	90 Quarter Credits		
Contact hours:	1,457	1,188	1,364	1,364	1,364	1,364		
Tuition per Qtr (Avg. 16 credits per qtr)	\$7,696	\$7,696	\$7,696	\$7,696	\$7,696	\$7,696		
Application Fee**	\$50	\$50	\$50	\$50	\$50	\$50		
Administrative Fee**	\$75	\$75	\$75	\$75	\$75	\$75		
Starting Kit *** (estimate)	\$636	\$639	\$679	\$717	\$904	\$679		
Culinary Lab Fee (per lab/per quarter)		\$375						
Digital Resource Fee****	\$1,350	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200		
Total Tuition Fees for Program not including starting kit or digital resource fee *****	\$43,290	\$43,290	\$43,290	\$43,290	\$43,290	\$43,290		

* 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.
 *** Starting kit and fees are subject to change without notice. The starting kit consists of basic equipment and material needed 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 most supply stores.
 **** 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 digital resources 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/\$75 per course.
 ***** 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 ten 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'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.

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.

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 _____
 Signature of Accepting Art Institute Official _____ Date _____
 Title of Accepting Official _____

(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.

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.

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 day.
- 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.
- 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 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 the school 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

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.

To officially withdraw, the student will need to notify the Registrar's Office. The registrar will assist the student to complete the withdrawal process and will determine the last date of attendance and the date of determination. The date of determination would be the earlier of the date the student begins the school's withdrawal process or the date the student provides notice. For students who unofficially withdraw, the Registrar will determine the last date of attendance using attendance records.

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%

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 to 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 East Gay Street, Suite 405, Columbus, Ohio 43215-3138. (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, (312) 263.0456, www.ncaahlc.org.

Arbitration

Every student and The Art Institute agrees that any dispute or claim between the student 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 a student's enrollment or attendance at The Art Institute 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 Art Institute'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 Art Institute intends to initiate arbitration, it will notify the student in writing by regular mail the student's latest address on file with The Art Institute, 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 Art Institute will select one.

The Art Institute agrees that it will not elect to arbitrate any undivisible 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 Art Institute 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.

EITHER A STUDENT 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, 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 THE ART INSTITUTE COULD 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 Art Institute will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law 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, arbitrator's 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 Art Institute. 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, www.jamsadr.com, 8003525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371.

TRANSFERABILITY OF CREDITS

The Art Institute of Ohio - Cincinnati holds a Provisional Certificate of Authorization for its academic programs. 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, 30 East Broad Street, 24th Floor, Suite 2481, Columbus, Ohio 43215-3138. (614) 466-2752 or 1 (877) 275-4219.

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 1.317.232.1320 in-state, TOLL FREE 1.800.227.5695.

The Art Institute of Ohio - Cincinnati, as a branch of the Illinois Institute of Art, is accredited by the Higher Learning Commission and a member of the North Central Association (230 S. LaSalle Street, Suite 7-500 Chicago, IL 60604-1413, 1.800.621.7440; www.ncaahlc.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 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. The differences are those 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 may be transferable into that school's program.

If you are considering transferring to either another Art Institutes school 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

According to regulations published by the Department of Education the retention rate of certificate or degree seeking first time, undergraduate students must be made available to all enrolled students and prospective students. You may obtain this information in the Admission

Office.

The retention rate of certificate or degree seeking first time, full time undergraduate students from the main school campus and all other branch campuses is 52%. The retention rate for first-time, full-time students at this location is 71%.

The retention rate is calculated based on the number of first time, full time students, who entered school in Fall 2009 and were still enrolled as of Fall 2010.

STUDENT BODY DIVERSITY

According to regulations published by the Department of Education each institution must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories: Male; Female; Self-identified members of a major racial or ethnic group; and Federal Pell Grant recipients. This information is updated annually and may be obtained from Admissions Office.

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
5:00 am - 5:30 pm	20 hrs/wk
Evening Session Hours	
5:00 pm - 12:30 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 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 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 of Ohio - Cincinnati does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. When a complaint is reported under the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment that discrimination or harassment is believed to have occurred, The Art Institute of Ohio - Cincinnati will promptly and equitably investigate the claim or complaint. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the Non-Discrimination Policy: 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 verbally) by both the student and 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.

See programs.info for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.