

## Enrollment Agreement - Bachelor of Fine Arts Degree Programs

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

**Present Address** \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State/Zip)

**Telephone:** Home (\_\_\_\_) \_\_\_\_\_ Business (\_\_\_\_) \_\_\_\_\_  
Cell (\_\_\_\_) \_\_\_\_\_ Pager (\_\_\_\_) \_\_\_\_\_  
Email \_\_\_\_\_

**Check quarter starting date:**

October 6, 2008     November 13, 2008     January 12, 2009     February 19, 2009  
 April 6, 2009     May 14, 2009     July 13, 2009     August 20, 2009

### Program of study in which enrolling (please check one):

- Advertising Design, BFA  
Twelve 11-week quarters  
(132 weeks) (180 credit hours) (2398 clock hours)
- Digital Filmmaking & Video Production, BFA  
Twelve 11-week quarters  
(132 weeks) (180 credit hours) (2123 clock hours)
- Graphic Design, BFA  
Twelve 11-week quarters  
(132 weeks) (180 credit hours) (2409 clock hours)  
 Evening and Weekend Scheduling Option
- Web Design & Interactive Media, BFA  
Twelve 11-week quarters  
(132 weeks) (180 credit hours) (2387 clock hours)
- Interior Design, BFA  
Twelve 11-week quarters  
(132 weeks) (180 credit hours) (2640 clock hours)  
 Evening and Weekend Scheduling Option
- Media Arts & Animation, BFA  
Twelve 11-week quarters  
(132 weeks) (180 credit hours) (2277 clock hours)
- Fashion Design, BFA  
Twelve 11-week quarters  
(132 weeks) (190 credit hours) (2475 clock hours)  
 Evening and Weekend Scheduling Option
- Fashion & Retail Management, BFA  
Twelve 11-week quarters  
(132 weeks) (188 credit hours) (2123 clock hours)
- Culinary Management, BS  
Twelve 11-week quarters  
(132 weeks) (182 credit hours) (2706 clock hours)

Those students who fulfill all requirements for degree programs earn a Bachelor of Fine Arts degree (BFA) or a Bachelor of Science degree (BS).

### FINANCIAL INFORMATION The current tuition and fees applicable to The Art Institute of Dallas programs are as follows:

	Advertising Design	Digital Filmmaking & Video Production	Graphic Design	Web Design & Interactive Media	Interior Design	Media Arts & Animation	Fashion Design	Fashion & Retail Management	Culinary Management
Number of Quarters	12	12	12	12	12	12	12	12	12
Number of Credit Hours	180	180	180	180	180	180	190	188	182
Tuition/Credit Hour	455	455	455	455	455	455	455	455	455
College Preparatory (12 credit hrs.)	455	455	455	455	455	455	455	455	455
Application Fee*	50	50	50	50	50	50	50	50	50
Tuition Deposit**	100	100	100	100	100	100	100	100	100
Starting Kit (Optional)***	670	860	670	650	815	670	675	555	1,160
Books (Approximate)	2,088	2,376	1,800	2,232	1,872	2,520	1,800	1,800	2,376
Supply Costs (Approximate)	3,960	4,141	3,960	3,780	2,340	4,680	2,700	2,700	720
Culinary Lab Fee****	0	0	0	0	0	0	0	0	3,600
Graduation Fee	125	125	125	125	125	125	125	125	125
Student Activity Fee	150	150	150	150	150	150	150	150	150
<b>Total Tuition &amp; Fees</b> (Minimum w/o College Prep)	\$88,943	\$89,602	\$88,655	\$88,887	\$87,252	\$90,095	\$91,950	\$90,920	\$90,991
<b>Total Tuition &amp; Fees for Program</b> (with 12hrs of College Prep)*****	\$94,403	\$95,062	\$94,115	\$94,347	\$92,712	\$95,555	\$97,410	\$96,380	\$92,840

\*The application fee is paid by new and transfer students only. \*\*Tuition Deposit is not added into the total. \*\*\* Kit costs are estimated and revised each year and actual costs could exceed this estimate. \*\*\*\*Culinary Lab Fee \$300.00 per quarter. \*\*\*\*\*Based on current credit hour rate. Total cost will increase with each per credit hour tuition increase. **HOUSING**-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.

Each school quarter is eleven (11) weeks. An application fee of \$50.00 is to be submitted with your Application for Admission. A tuition deposit of \$100 is due once you have made application. The student activity fee is used to fund the administration and function of extracurricular student activities. It is a one-time financeable non-refundable fee paid upon enrollment.

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

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

<b>Advertising Design</b> Monthly Supplies: \$110 Monthly Books: \$58	<b>Digital Filmmaking &amp; Video Production</b> Monthly Supplies: \$115 Monthly Books: \$66	<b>Graphic Design</b> Monthly Supplies: \$110 Monthly Books: \$50	<b>Fashion &amp; Retail Management</b> Monthly Supplies: \$82 Monthly Books: \$63	<b>Culinary Management</b> Monthly Supplies: \$20 Monthly Books: \$66
<b>Web Design &amp; Interactive Media</b> Monthly Supplies: \$105 Monthly Books: \$62	<b>Interior Design</b> Monthly Supplies: \$65 Monthly Books: \$52	<b>Media Arts &amp; Animation</b> Monthly Supplies: \$130 Monthly Books: \$70	<b>Fashion Design</b> Monthly Supplies: \$75 Monthly Books: \$50	

First-quarter tuition and fees for new students become due sixty (60) days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due the first day of each academic quarter. A student may not attend any classes for any academic quarter of study unless all tuition and fees that are due have been paid, or unless the student has made arrangements for an approved alternative payment plan.

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

Students are responsible for tuition and fees pertaining to the program's required course of study. 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 begin classes and the student's program will be calculated using the new rate. Any changes to tuition and fees will be published to students.

The Art Institute of Dallas will provide a full refund if the enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representation made by the owner or representative of the school.

Information on graduation / completion rates for first-time full-time students is available through the Admissions Office. These rates are calculated according to guidelines in the "Student-Right-To-Know" Act.

### STUDENT'S RIGHT TO CANCEL

YOU, THE STUDENT, MAY CANCEL YOUR ENROLLMENT WITHOUT ANY PENALTY OR OBLIGATION AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER SIGNING 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 DALLAS MAY KEEP ONLY A PORTION OF THE TUITION OR OTHER CHARGES.

**Please do not sign this Enrollment Agreement before you read it in its entirety.** You will be given an exact copy of the Agreement you sign. Please also note that the provisions of any attached riders(s) signed by

you are also part of the Enrollment Agreement. If the student elects a financial aid plan, the plan will be in compliance with the Federal Truth in Lending retail installment requirements (Regulation Z) and the plan becomes a part of this Enrollment Agreement.

### STUDENT ACKNOWLEDGMENTS

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.

(Parents 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 diploma or degree may be awarded and before transcripts will be issued.

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

Art Institute of Dallas.

The Enrollment Agreement and catalog, together with other published Art Institute of Dallas policies, procedures, student conduct codes and separate student housing agreement, if any, shall constitute the entire agreement between the student and The Art Institute. I understand and agree that they supersede any prior or contemporaneous oral or written agreements or statements and may not be modified without the written agreement of the President of the school.

I also understand that this Agreement constitutes a binding contract upon acceptance by The Art Institute. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL.

NOW, THEREFORE, having read and received a copy of the Enrollment Agreement and intending to be legally bound by it, the parties have signed this Enrollment Agreement on the dates below written. This enrollment agreement is not binding until signed by the student and accepted in writing by the school official.

_____ Student's Signature	_____ Date	_____ Parent's (or Guardian's) Signature (If Applicant is under 18 years of age)	_____ Date
_____ Signature of Accepting Official from School	_____ Date	_____ Parent's (or Guardian's) Address	
_____ Title of Accepting Official			

**PLEASE DO NOT SIGN THIS AGREEMENT UNTIL YOU HAVE READ AND UNDERSTAND BOTH THE FRONT AND BACK SIDES**  
**Both sides of this agreement constitute the entire Enrollment Agreement.**

### Student's Right to Cancel

You, the student (buyer), may cancel this transaction by signing below and returning this form to The Art Institute of Dallas at any time prior to midnight of the fifth (5th) day after the enrollment agreement is signed.

Date of this transaction \_\_\_\_\_ Last Date to Cancel this transaction \_\_\_\_\_  
Signature \_\_\_\_\_ Signature \_\_\_\_\_

I wish to cancel this transaction with The Art Institute of Dallas. \_\_\_\_\_  
Signature \_\_\_\_\_

## REFUND POLICIES

The effective date of termination for refund purposes will be the last day of attendance.

### REFUND POLICY PRIOR TO MATRICULATION

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

1. All monies paid by applicants will be refunded if they are not accepted for admission.
2. All monies paid by the applicant will be refunded if request to cancel the application is made by the applicant within five business days after signing the Enrollment Agreement and making an initial payment.
3. Applicants requesting cancellation more than five business days after signing this Enrollment Agreement (and making an initial payment) but prior to the beginning of classes will receive a refund of all monies paid, less the \$50 application fee.
4. All tuition and fee monies paid by applicants will be refunded if requested within five business days after their first tour of the school and inspection of equipment or if requested within five business days of the student's attendance at the regularly scheduled orientation program for their starting quarter, whichever is sooner.
5. Refunds will be made within 30 calendar days after the applicant/student's request to cancel application or within 30 calendar days after his/her first scheduled class day.

### REFUND POLICY AFTER MATRICULATION, ALL QUARTERS

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

1. Prepaid tuition and fees for any period beyond the current quarter will be refunded in full.
2. The school shall determine the date of withdrawal within thirty (30) calendar days after the last day of attendance and shall pay the refund within thirty (30) days of making that determination. The refund shall be paid to the student, unless payment to a lender or other entity is required by the terms of a student financial aid program in which the school participates.
3. The student may voluntarily withdraw from training by notifying the Office of Registrar in person or in writing. The termination date will be the student's last date of attendance. For a student who attended a previous quarter of study and did not indicate that he/she was not returning, refunds will be made within thirty (30) days of the first scheduled day of class in the quarter in which the student was expected to return.
4. For students on a written leave of absence (ten [10] days or less) who fail to return to class following conclusion of their leave, refunds will be made within thirty (30) days from their last date of attendance or notification date, whichever is later. For students on extended leaves of absence (beyond ten [10] class days), the refund policy below will be applied.
5. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, The Art Institute may modify the tuition refund policy as deemed appropriate to the circumstances.
6. A separate lease agreement and refund policy exists for students who lease 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.
7. Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a week of attendance is considered a full week of attendance for refund purposes.
8. In the event The Art Institute cancels or changes a course or program of study in such a way that a student who had started the program or course is unable to complete it, The Art Institute will refund all monies paid by the student for the course or program within thirty (30) days.

Academic quarters are eleven weeks and the mid-quarter is approximately 5 weeks in duration.

### REFUND CALCULATIONS, ALL STUDENTS (including VA students)

In the event of withdrawal by the student or termination by The Art Institute:

1. The one-time application fee and tuition deposit are retainable in full by the Institute. There is no refund for equipment, text, or supplies. (Refer to the following Kits, Components of the Kits, Books, or Supplies Return Policy.)
2. In the event of withdrawal or termination in the quarter of study, The Art Institute will retain earned tuition and fees for quarter and mid-quarter as follows:

Week 1	25%	of the quarter's tuition and fees,
Week 2	50%	of the quarter's tuition and fees,
Week 3	75%	of the quarter's tuition and fees,
Week 4 & after	100%	of the quarter's tuition and fees.

#### 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 school will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, Federal ACG Grant, Federal SMART Grant, Federal 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.

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

then calculate how much of the charges can be retained based on the school policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from Federal funds after calculating the Return of Title IV formula and the refund policy, the refund will be made to the student, or, with the student's authorization, to the Federal loan program(s) in the following order up to the amount received, for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance made up of non-federal 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.

The Return of Title IV Calculation as described above will apply for the mid-quarter session using the mid-quarter start and end dates.

All refunds and return of funds will be made within 30 days of the date that the student notifies the school of the withdrawal.

### REFUND POLICY FOR OKLAHOMA STUDENTS

1. For first quarter students who terminate within the first week of training, the school will retain no more than 10% of the contract price of the course plus a \$100 administrative fee, but no more than a total of \$350.
2. For a student terminating training after completing the first quarter but within the first 25% of the program, the tuition and fees retained by the school shall not exceed 25% of the contract price of the program plus \$150.
3. For a student terminating training after completing over 25% up through 50% of the program, the tuition and fees retained by the school shall not exceed 50% of the contract price of the program plus \$150.
4. A student completing more than 50% of the program is not entitled to a refund of any tuition.
5. In case of a student's prolonged illness or accident, death in the family, or any other circumstances that make it impractical to complete the course, that school shall make settlement, which is reasonable and fair to both.
6. In all other respects and circumstances, the refund policy set forth above applies to Oklahoma students.

### KITS, COMPONENTS OF THE KITS, BOOKS, OR SUPPLIES RETURN POLICY

If kits, components of the kit, books, or supplies, are returned to the bookstore in resalable condition within 21 days of withdrawal, a credit will be given.

Students who leave school 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 the last date of attendance in the mid-quarter.

#### THE HOLDER IN DUE COURSE RULE

Any holder of the consumer credit contract is subject to all claims and defenses which 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 amounts paid by the debtor hereunder.

#### INTEREST ON OUTSTANDING BALANCES

The student understands and agrees that he/she will be liable for interest charges that will be assessed on his/her account balance until the balance is paid in full. Interest will be charged at 12% per annum on the student's adjusted outstanding balance at the end of each month. The adjusted outstanding balance is defined as all charges incurred by the student for attendance at the school 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 that the student's parent(s) have completed all of the requirements for the award. The student understands and agrees that his/her adjusted outstanding balance is different from his/her payment plan and that the student's financial aid award may be reduced or eliminated if the student does not complete all of the requirements for financial aid.

#### STUDENT FINANCIAL PLAN CONDITIONS

If you withdraw/graduate from school, and have made all agreed upon monthly plan payments, you may still owe a balance (funds) to the school since credit may have been extended to you. The school reserves the right to withhold the release of your transcript and/or diploma at any time during the repayment period that you are not in compliance with all terms of the student financial plan.

#### NON-PAYMENT OF CHARGES

Non-payment of tuition, housing, fees and/or other charges due to The Art Institute of Dallas 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 of your debts to us are paid in full.

#### GENERAL INFORMATION AND UNDERSTANDINGS

##### Handling of Student Complaints

Questions or concerns regarding The Art Institute's compliance with the terms of this Enrollment Agreement may be directed to the Office of the President at The Art Institute. The Art Institute of Dallas is accredited by the Commissions on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; 404-679-4501) to award applied associate and bachelor of fine arts degrees. Questions or concerns that are not satisfactorily resolved by Art Institute officials may be brought to the attention of SACS at the above address.

##### Arbitration

You and The Art Institute of Dallas agree that any

dispute or claim between you and the Art Institute of Dallas (or any company affiliated with The Art Institute of Dallas, or any of its officers, directors, trustees, employees or agents) arising out of or relating to this enrollment agreement or, absent such agreement, your enrollment or attendance at The Art Institute of Dallas, 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 of Dallas' 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 Dallas intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with The Art Institute of Dallas, 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 Dallas will select one.

The Art Institute of Dallas 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 Dallas reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER YOU OR THE ART INSTITUTE OF DALLAS 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 PROCEEDING 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 AID 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 Dallas 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 that other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with The Art Institute of Dallas. 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, 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arb-forum.com, 800-474-2371.

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

##### Transferability of Credits

The Art Institute of Dallas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (COC-SACS) 1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501 to award applied associate and bachelor of fine arts degrees. COC-SACS is a regional accrediting agency recognized by the United States Department of Education. However, the fact that a school is accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

The mission of The Art Institute of Dallas is to help you prepare for career entry into your chosen field of study. The value of degree programs like those offered by The Art Institute of Dallas is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at The Art Institute of Dallas will transfer to another school.

Programs offered by one school within The Art Institute 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 system, not all of the credits you earned at The Art Institute of Dallas may be transferable into that school's program.

If you are considering transferring to either another Art Institute or an unaffiliated school, it is your responsibility to determine whether that school will accept your Art Institute credits. We encourage you to make this determination as early as possible. The Art Institute of Dallas does not imply, promise, or guarantee transferability of its credits to any other institution.

##### 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 eligible graduates at no additional charge. Graduates who confine employment considerations to the metropolitan area served by The Art Institute may limit the particular employment opportunities available to them.

##### Policies and Procedures

The student is on a continuing quarter-by-quarter enrollment basis and agrees to comply with all published college policies and procedures. The Art Institute reserves the right to add, delete, or modify its policies and procedures with or without notice.

##### Student Withdrawal

The student may voluntarily withdraw from the school 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 school.

##### Class Sessions

For all programs, classes are offered at various times Monday through Saturday from 6:00 a.m. to 11:00 p.m. Although The Art Institute offers courses throughout the day, some courses may require you attend classes other than your preferred time, including Saturday. Students who transfer credit from other colleges may have difficulty maintaining a full-time load during some quarters. The Art Institute also has the right not to offer every class every quarter as long as students' progress through the program is not impeded. Individual times and days of attendance vary by department and quarter level and are assigned and generally announced to students in advance of each quarter start date.

##### Evening and Weekend Option

Graphic Design (BFA, AAA), Interior Design (BFA), Fashion Design (BFA), Culinary Arts (AAS) Evening and weekend/ online and on-ground delivery options are designed 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 16 credit hours each quarter. Courses are offered on campus along with online class options. Students attend courses on campus two to four 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 1 1/2 weeks of the quarter and one class in the last 5 1/2 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. Internships are required in each program and evening and weekend internships cannot be guaranteed; students may need to adjust their schedule. Weekday hours may be required for field trips/industry research in some courses.

##### Graduation Requirements

To be qualified to graduate, a student must pay the graduation fee and: 1) receive a passing grade or credit for all required course work; 2) achieve a minimum cumulative grade point average (CGPA) of 2.0 and complete the program in no more than 150% of total program credits; 3) satisfy all financial obligations with The Art Institute in order to participate in the graduation ceremony and to receive a certificate and/or transcript from The Art Institute.

##### Instructional Equipment

Use of instructional equipment will be made available according to the program curriculum to enable the student to acquire an understanding of those fundamental principles of such equipment which the student would be expected to encounter in a career-entry position. 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 his/her program, the student may have to schedule use of the equipment outside normal class hours.

##### Homework

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

##### Curriculum

The Art Institute reserves the right to revise course contents, course titles and the sequencing of classes, subject to the placement of students in developmental courses and any applicable regulatory approvals. If a student needs college preparatory courses, the total program credit hours could increase up to twelve (12) credit hours, which could increase program length and tuition accordingly.

##### Cancellation of Start Date

Cancellation of a scheduled class start date for any program shall entitle the enrollee to elect either: 1) a guaranteed reservation in the next scheduled class for that program, or 2) cancellation of enrollment with a full refund of all monies paid.

##### Nondiscrimination

The Art Institute does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, disability or any other characteristic protected by state, local or federal law in the administration of any of its educational programs or activities, or with respect to admission or employment. For information on The Art Institute's equal opportunity policy and grievance procedure, please contact Director of Human Resources, The Art Institute of Dallas, 8080 Park Lane, Dallas, TX 75231, 800-275-4243.

##### 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 will continue to apply.