

The Art Institute of Atlanta-Decatur at a Glance



The college for creative minds.

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

A short drive or MARTA ride from downtown Atlanta, in Decatur, you'll find a traditional small-town atmosphere – and the sophistication and excitement of a college town – along with all the benefits of being right in the center of a major metropolis. Everybody walks in Decatur and if you take a stroll around town, you'll find tree-lined streets, parks and playing fields, a wonderful library, a community recreation center, and a great city pool. There also are unique shops, theatres, galleries, and restaurants that range from neighborhood pubs to gourmet dining. With more than 200 shops, restaurants, galleries, salons, and services, and most destinations within walking distance, why go anywhere else?

Founded in 1823, Decatur is proud of its history, much of which can be discovered at the Decatur Historical Society, located in the Old Courthouse on the Square, as well as the old Decatur Cemetery, the Decatur Railroad Depot, recently saved and renovated by the Decatur Preservation Alliance, and beautiful old homes dating as far back as 1820. The schedule of festivals, concerts, and special events fills the calendar each year. The Decatur Arts Festival is an annual Memorial Day Weekend event, and the Decatur Book Festival, featuring major authors, takes place over the Labor Day Weekend. In August, you'll enjoy the BBQ, Blues & Bluegrass Festival, and in May and September, just

steps away from the Decatur campus, you'll enjoy music of every kind during the Wednesday noon Blue Sky Concerts and the Saturday evening Concerts on the Square. Decatur is just minutes east of downtown Atlanta, minutes west of Stone Mountain, and the Decatur MARTA station is directly behind the campus. Welcome to a lovely small town – right in the middle of Atlanta!

As a satellite location of The Art Institute of Atlanta, which is located in the city of Sandy Springs on the north side of the greater Atlanta area, the Decatur location offers the advantages of the main campus in a small town atmosphere, as well as a convenient location on the eastern edge of the exciting metro area.

Students at The Art Institute of Atlanta-Decatur have three options to complete their programs of study: take all classes at the Decatur campus, take some classes at the main campus and some in Decatur, or combine online classes with either of the first two options. The year-round average class size for The Art Institute of Atlanta-Decatur is estimated to be 22 or fewer students. Class size, however, will not exceed 35 students in lab sessions and 40 students in lecture sessions. Equipment provided at The Art Institute of Atlanta – Decatur is specific to each program of study. This includes, but is not limited to, PC and Macintosh computers, printers, and art studios. The college also offers a gallery open to the public for display of student and faculty work, as well as other exhibits relating to the programs of study offered at the college.

Steps to Getting Started



STEP ONE

Meet with an assistant director of admissions.

STEP TWO

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

STEP THREE

Meet with an admissions coordinator to review and submit financial aid forms and establish a date for financial planning. Provide academic record(s) for review and placement.

STEP FOUR

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

STEP FIVE

Once accepted, register for classes.

STEP SIX

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

STEP SEVEN

Start classes.

CALENDAR

	Winter 2009	Spring 2009	Summer 2009	Fall 2009
Quarter Begins	January 12	April 6	July 13	October 5
Mid-quarter Start	February 19	May 14	August 20	November 12
Portfolio Show	March 27	June 19	September 18	December 18
Graduation		June 20		December 18
End of Quarter	March 28	June 21	September 19	December 19
Vacation Break	March 29 - April 5	June 21 - July 12	September 27 - October 4	December 20 - January 10

Education Costs

To get started

Initial Enrollment Fee*	\$150
[Application fee]	\$50
[Tuition deposit]	\$100

**Not required for re-entering students who have attended The Art Institute of Atlanta within the last twelve months.*

Estimated other expenses (per month)

Books/supplies	\$70-\$250
Parking/transportation	_____

Lab fees

Interior Design	\$30*
<i>*per quarter</i>	

Average monthly cost of consumable supplies/textbooks by program:

Advertising	\$120
Advertising Design	\$120
Digital Design	\$120
Fashion & Retail Management	\$120
Game Art & Design	\$120
Graphic Design	\$120
Interior Design	\$125
Media Arts & Animation	\$120
Residential Interiors	\$125
Web Design	\$120
Web Design & Interactive Media	\$120

Starting kit prices (first quarter only)

Advertising/Advertising Design**	\$630
Fashion & Retail Management	\$535
Game Art & Design	\$450
Graphic Design/Digital Design**	\$630
Interior Design/Residential Interiors	\$450
Media Arts & Animation	\$450
Web Design & Interactive Media/Web Design	\$450

***Alternative kit available with a camera and tripod for \$1,180.*

Kit prices subject to change.

Tuition & Fees

Tuition is charged per credit hour. The current rate is \$453 per credit hour. Students can expect an increase in the per-credit-hour-rate at least once per year, which will increase the total amount for the program. Any changes to tuition and fees will be published to students as they are made.

*The current schedule of charges is:

	Quarter	Academic Year (3 quarters)
Full-load tuition—day students (16 credit hours)	\$7,248	\$21,744
Full-load tuition—evening students (12 credit hours)	\$5,436	\$16,308
Housing costs**	\$3,328–\$4,577	\$9,984–\$13,731
Housing Deposit	\$250	

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

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

The Art Institute of Atlanta-Decatur reserves the right to change tuition and fees as it deems necessary. Tuition costs of up to \$3,624* beyond the usual total for a degree may occur if the student is required to take transitional studies classes for developmental purposes; students take a maximum of two classes. Additional costs for all students to purchase consumable supplies and textbooks, as well as for additional specialized equipment, are estimated above and on page 9.

Financial resources

Information on financial planning and applying for federal aid is in “Getting Started: A quick view of financial aid,” which you received in your admissions packet. Georgia resident students who qualify can use the Georgia Tuition Equalization Grant (GTEG) and the HOPE scholarship at The Art Institute of Atlanta-Decatur.

balance made up of non-Title IV funds, it will be refunded in the following order, up to the amount received for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), and student.

If kits, components of the kit, books, or supplies, are returned to the supply store in re-salable condition within 21 days of withdrawal, a credit will be given.

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

Examples of the calculations for this policy are available in the student accounting office.

Non-Payment of Charges

Non-payment of tuition, housing, fees and/or other charges due to The Art Institute of Atlanta-Decatur will result in the student's obligation for additional costs, which may include collection agency costs and legal costs. In addition, The Art Institute of Atlanta-Decatur reserves the right to report the student's failure to pay amounts owed to one or more national credit bureau organizations, and the student's academic transcript will not be released until all the student's debts to the college are paid in full.

Interest on Outstanding Balances

The student understands and agrees that he/she will be liable for interest charges that will be assessed on his/her account balance until the balance is paid in full. Interest will be charged at 12% per annum on the student's adjusted outstanding balance at the end of each month. The adjusted outstanding balance is defined as all charges incurred by the student for attendance at the college at the end of the prior month, including but not limited to tuition, fees, housing charges, late registration fees, fines, damages, etc., less the total amount paid to the student's account at the end of the current month, including financial aid that the student has been awarded but has not been paid for the quarter, provided that the student and/or the student's parent(s) have completed all of the requirements for the award. The student understands and agrees that his/her adjusted outstanding balance is different from his/her payment plan and that the student's financial aid award may be reduced or eliminated if the student does not complete all of the requirements for financial aid.

Arbitration Policy

You and The Art Institute of Atlanta-Decatur (The Art Institute or the college) agree that any dispute or claim between you and The Art Institute (or any company affiliated with The Art Institute, or any of its officers, directors, trustees, employees or agents) arising out of or relating to this enrollment agreement or, absent such agreement, your enrollment or attendance at The Art Institute of Atlanta-Decatur, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at your or The Art Institute's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein.

If you decide to initiate arbitration, you may select either JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure. If The Art Institute of Atlanta-Decatur intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with the college, and you will have 20 days from the date of the letter to select one of these organizations as the administrator. If you fail to select an administrator within that 20-day period, The Art Institute will select one.

The Art Institute of Atlanta-Decatur agrees that it will not elect to arbitrate any individual claim of less than \$5,000 that you bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if your

claim exceeds \$5,000, The Art Institute reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

If either you or The Art Institute of Atlanta-Decatur chooses arbitration, neither party will have the right to a jury trial, to engage in discovery, except as provided in the applicable arbitration rules, or otherwise to litigate the dispute or claim in any court (other than in small claims or similar court, as set forth in the preceding paragraph, or in an action to enforce the arbitrator's award). Further, you will not have the right to participate as a representative or member of any class of claimants pertaining to any claim subject to arbitration. The arbitrator's decision will be final and binding.

Other rights that you or The Art Institute of Atlanta-Decatur would have in court also may not be available in arbitration.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which you reside. Upon your written request, The Art Institute of Atlanta-Decatur will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law or this Agreement gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with The Art Institute of Atlanta-Decatur. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 1.800.352.5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arb-forum.com, 1.800.474.2371.

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

Transferability of Credit

The Art Institute of Atlanta-Decatur is licensed by the State of Georgia to confer the associate in arts, the bachelor of arts, the bachelor of fine arts, and the bachelor of science degrees, and accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, an accrediting agency recognized by the United States Department of Education. However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution, taking into account such factors as course content, grades, accreditation and licensing.

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

Programs offered by one school within The Art Institutes system may be similar to but not identical to programs offered at another school within the system. This is due to differences

imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within The Art Institutes system, not all of the credits you earn at The Art Institute of Atlanta-Decatur may be transferable into that school's program.

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

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

Student's Right to Know

According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/completion rates for first-time, full-time students who entered college and graduated/completed within 150% of the normal time to complete the program must be made available to current and prospective students. You may obtain this information in the admissions office.

Questions or Concerns

Questions or concerns regarding The Art Institute's compliance with the terms of this agreement may be directed to the director of admissions at The Art Institute. Questions or concerns that are not satisfactorily resolved by Art Institute officials may be brought to the attention of the Nonpublic Postsecondary Education Commission, 2082 East Exchange Pl., Suite 220, Tucker, GA 30084-5305. Phone: 770.414.3300 Fax: 770.414.3309 or you may contact The Commission on Colleges of the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, GA 30033-4097 phone: 404.679.4501.

Other Information

Please see the college catalog for important information on employment assistance, credit transfer policy, and use of instructional equipment. Other policies are presented in the Student Handbook, which is available by request or online at www.artinstitutes.edu/atlanta/studentLife_studentHandbook.asp.

The Art Institute of Atlanta



Mission

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

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

Our success is measured by our ability to:

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

The Art Institute of Atlanta-Decatur shares this mission with the main campus.

The Art Institute of Atlanta-Decatur is a satellite campus of The Art Institute of Atlanta. The Art Institute of Atlanta is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of The Art Institute of Atlanta.

Application Requirements

A complete application for admission includes:

- Application for admission form, including essay
- Notice Regarding Transferability for Credit Earned form, signed
- High school transcripts with verification of graduation or General Educational Development (GED) test scores (not required for students with a bachelor's or higher college degree)
- Official report of SAT, ACT, ASSET, or COMPASS scores (not required for students with applicable transfer credit)
- Official college transcripts (not required for first-time college students)
- \$150 enrollment fees* (\$50 application fee, \$100 tuition deposit)

*not required for re-entering students who have attended The Art Institute of Atlanta-Decatur within the last 12 months.

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

Request for High School or GED Transcript Release

Please forward a copy, including GPA and grading scale, of my high school transcript (including verification of graduation) to:

Admissions Office
The Art Institute of Atlanta-Decatur
One West Court Square
Suite 110
Decatur, GA 30030-2538

Name of high school _____

Last name _____

First name _____ Middle/maiden _____

Name while attending if different from above:
Last name _____

First name _____ Middle/maiden _____

Social security number _____

Date of birth _____ Dates of attendance or graduation date _____ We accept transcripts faxed directly from high schools with a cover sheet to FAX: 404-942-1818. Thank you for your immediate response.

Signature _____ Date _____

Fee enclosed \$ _____ (if applicable)

Please mail completed form and fee (if applicable) to your high school.
(*Photocopy this document if additional copies are needed. Cut on the dotted lines to detach.*)

Request for College Transcript Release

Please forward a copy, including GPA and grading scale, of my college transcript to:

Admissions Office
The Art Institute of Atlanta-Decatur
One West Court Square
Suite 110
Decatur, GA 30030-2538

Name of college _____

Last name _____

First name _____ Middle/maiden _____

Name while attending if different from above:
Last name _____

First name _____ Middle/maiden _____

Social security number _____

Date of birth _____ Dates of attendance or graduation date _____ We accept transcripts faxed directly from colleges with a cover sheet to FAX: 404-942-1818. Thank you for your immediate response.

Signature _____ Date _____

Fee enclosed \$ _____ (if applicable)

Please mail completed form and fee (if applicable) to your college.
(*Photocopy this document if additional copies are needed. Cut on the dotted lines to detach.*)



Important information about your enrollment

Be sure that you read and understand the following information before signing your application form. Keep this information for your files.

Student's right to cancel

You, the student, may cancel your enrollment without any penalty or obligation at any time prior to midnight of the fifth business day after signing the application for admission. You may also cancel your enrollment if, upon a doctor's order, you cannot physically receive the services, or you may cancel your enrollment if the services cease to be offered. If you cancel your enrollment for either of these reasons, The Art Institute of Atlanta may keep only a portion of the tuition or other charges.

Please do not sign the application for admission including the provisions on pages 7, 9, and 10 before you read it in its entirety. Please also note that the provisions of any attached rider(s) signed by you are also a part of the application for admission.

Tuition, Fees, and Expenses

First-quarter tuition and fees for new students become due sixty (60) days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due upon registration, two (2) weeks prior to the end of each academic quarter. A student may not register for any academic quarter of study unless all tuition and fees that are due have been paid, or unless the student has made arrangements for an approved alternative payment plan. Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending.

Tuition		
Current tuition rate per credit hour		\$453
	Per Quarter	Per Academic Year
Full-time tuition—day (16 credit hours)	\$7,248	\$21,744
Full-time tuition—eve (12 credit hours)	\$5,436	\$16,308
Housing cost	\$3,328–\$4,577	\$9,984–\$13,731
Housing deposit	\$250	

*Total tuition costs to complete each program are:

12-quarter bachelor of fine arts	\$86,976
12-quarter bachelor of arts	\$86,976
12-quarter bachelor of science	\$86,976
8-quarter associate in arts	\$57,984
7-quarter associate in arts	\$50,736
6-quarter associate in arts	\$43,488
4- or 6-quarter diploma (48 credits)	\$21,744
5-quarter diploma (40 credits)	\$18,120
3-quarter diploma (36 credits)	\$16,308

**The total costs are based on the current credit hour rate. The Art Institute of Atlanta will increase the tuition rate at least once per year, which will increase the total amount for the program. See page 7. Tuition costs of up to \$3,480 (at the current rate of \$453 per credit hour) beyond the usual total for a degree may occur if the student is required to take transitional studies classes for developmental purposes; students take a maximum of two classes.*

The student is on a continuing quarter-by-quarter enrollment basis and agrees to comply with all published Art Institute policies and procedures. The Art Institute reserves the right to add, delete, or modify its policies and procedures, with or without notice. Cancellation of a scheduled class start date for any program shall entitle the enrollee to elect either: (1) a guaranteed reservation in the next scheduled class for that program, or (2) cancellation of enrollment with a full refund of all monies paid.

College-sponsored housing costs are in addition to tuition and a separate agreement is entered into for that purpose. See the office of residence life and housing for details.

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

Starting Kits and Additional Required Equipment

The starting kit is optional and consists of basic equipment, first-quarter textbooks and materials required for beginning each program. A list of the components of the starting kit is provided to each enrolled student. These materials may be purchased at The Art Institute or at most supply stores. Up to \$150 credit (depending on program) is also provided at the supply store for consumable supplies. Kit prices are subject to change.

Advertising/Advertising Design**	\$630
Fashion & Retail Management	\$535
Game Art & Design	\$450
Graphic Design/Digital Design**	\$630
Interior Design/Residential Interiors	\$450
Media Arts & Animation	\$450
Web Design & Interactive Media/Web Design	\$450

***Alternative kit available with a camera and tripod for \$1,180*

Supplies and Textbooks

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

Advertising/Advertising Design	\$120
Fashion & Retail Management	\$120
Game Art & Design	\$120
Graphic Design/Digital Design	\$120
Interior Design/Residential Interiors	\$125
Media Arts & Animation	\$120
Web Design & Interactive Media/ Web Design	\$120

Please note that the actual costs often occur at the start of a quarter, and are not evenly spread throughout the quarter.

Lab Fees

Some programs require a lab fee. Interior design students pay \$30 per quarter every quarter.

Refund Policies Refund Policy Prior to Matriculation, All Students

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

- All monies paid by applicants will be refunded if they are not accepted for admission.
- All monies paid by the applicant will be refunded if requested by the applicant within five (5) business days after signing the application for admission and making an initial payment.
- Applicants requesting cancellation more than five (5) business days after signing the application for admission and more than ninety (90) days prior to their original class start date, will receive a refund of all monies paid, less the \$50 application fee.
- Applicants requesting cancellation more than five (5) business days after signing the application for admission, but less than ninety (90) days prior to their original class start date, will receive a refund of all monies paid, less the \$50 application fee and \$100 tuition deposit.
- The application fee is valid for four consecutive quarters, including the original start date quarter. Students wishing to reapply after four quarters will be required to submit a new application fee.

Refund Policy After Matriculation, All Students

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

- Prepaid tuition for any period beyond the current quarter will be refunded in full.
- The Art Institute shall terminate the student when the student has missed seven (7) (consecutive) class days (or within twenty (20) calendar days from the student's last day of attendance, whichever is less) and The Art Institute shall pay the refund within thirty (30) days of that written termination date. The refund shall be paid to the student unless payment to a lender or other entity is required by the terms of a student financial aid program in which the Institute participates.
- The student may voluntarily withdraw from training by notifying the office of the registrar in person or in writing. For

a student who attended a previous quarter of study and did not indicate that he/she was not returning, refunds will be made within thirty (30) days of the first scheduled day of class in the quarter in which the student was expected to return.

- In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, the Institute may modify the tuition refund policy as deemed appropriate to the circumstances.
- A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by the Institute. The Art Institute reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.
- Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter.
- In the event The Art Institute cancels or changes a course or program of study in such a way that a student who had started a program or course is unable to complete it, The Art Institute will refund all monies paid by the student for the course or program within thirty (30) days.

Refund Policy for Online Course Withdrawal

Students who withdraw from a Session I or Session II online course after the drop/add period are treated the same way as if they withdrew from an on-ground class. Session II classes begin the day after Session I classes end and run five weeks. The ending date of Session II classes may not coincide with the ending date of on-ground classes.

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

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

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

Adjustment of charges:

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

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

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

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

