

# THE ART INSTITUTE OF COLORADO

The International Culinary School at The Art Institute of Colorado • 675 South Broadway, Denver, CO 80209 • 303-837-0825 • 800-275-2420 • www.artinstitutes.edu/denver/

## Culinary Programs – Enrollment Agreement

### Please Print

Name of Student

(Last Name)

(First Name)

(Middle)

Current Address

(Street, PO Box)

(City)

(State)

(Zip/Postal Code)

Country

Telephone #

( )

( )

(Home)

(Business)

Quarter starting date

### FOR SCHOOL USE ONLY. PLEASE DO NOT WRITE IN THIS AREA

Student ID#:

ADA:

### 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. ("THE ART INSTITUTE") MAY KEEP ONLY A PORTION OF THE TUITION OR OTHER CHARGES FOR THIS REASON. IF THE ART INSTITUTE CEASES TO OFFER AN INDIVIDUAL PROGRAM AND THIS PROGRAM IS NOT "TAUGHT OUT," A FULL REFUND WILL BE GIVEN.

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. If there is an approved payment plan, then this plan, when signed by the student, and accepted by The Art Institute, becomes an official rider to this Enrollment Agreement.

### STUDENT RIGHT-TO-KNOW ACT

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 school and graduated/completed within 150% of the normal time to complete the program, as published in the catalog, must be made available to current and prospective students. You may obtain this information in the Admissions Office.

### STUDENT ACKNOWLEDGEMENTS

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 the 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.

### 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 at 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 undividable claim of less than the relevant jurisdictional threshold that a student may bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if a student's claim exceeds than the relevant jurisdictional threshold THE 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.

IF 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 ARBITRA-

TION 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 WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against a student may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which the student resides. Upon a student's written request, THE 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, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act (FAA), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of a student's relationship with THE 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, HYPERLINK "http://www.jamsadr.com" www.jamsadr.com, 8003525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371.

I understand that The Art Institute also reserves the right to cancel my enrollment if The Art Institute determines (1) that I have demonstrated poor academic potential (as determined through testing, evaluation of transcript records or any other academic evaluations deemed appropriate for the program selected), and/or (2) 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.

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.

The Enrollment Agreement and catalog, together with other published Art Institute 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 Art Institute.

This Agreement shall not be binding until it is signed by the student and accepted by The Art Institute.

### NON-PAYMENT OF CHARGES

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

THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER COLORADO'S CONSUMER TRADE ACT.

### Diploma Programs Program in which enrolling (please check one)

- Culinary Arts**  
Four 11-week quarters (4 quarters) (55 quarter credit hours)
- Baking & Pastry**  
Four 11-week quarters (4 quarters) (55 quarter credit hours)

Those students who fulfill all requirements for the program earn a Diploma degree.

### Associate of Applied Science Programs Program in which enrolling (please check one)

- Baking & Pastry**  
Seven 11-week quarters (77 weeks) (90 quarter credit hours)
- Culinary Arts\***  
Seven 11-week quarters (77 weeks) (90 quarter credit hours)

Those students who fulfill all requirements for the program earn an Associate of Applied Science degree.

\*Evening/Saturday schedule available

### Bachelor of Arts Programs Program in which enrolling (please check one)

- Culinary Management**  
Thirteen 11-week quarters (143 weeks) (180 quarter credit hours)
- Food & Beverage Management**  
Thirteen 11-week quarters (143 weeks) (180 quarter credit hours)
- Hospitality Management**  
Thirteen 11-week quarters (143 weeks) (180 quarter credit hours)

Those students who fulfill all requirements for the program earn a Bachelor of Arts degree.

### Diploma Programs\*

Current tuition and fees applicable to The Art Institute's programs are as follows:	Culinary Arts 55 quarter credit hours 4 quarters	Baking & Pastry 55 quarter credit hours 4 quarters
Tuition Per Credit Hour	\$487	\$487
Application Fee	50	50
Enrollment Fee	100	100
Digital Resource Fee	650	600
Student Activity Fee	50	50
Lab Fee <sup>1</sup>	125	125
Starting Kit (Estimate)	869	869
<b>TOTAL Tuition &amp; Fees</b>	<b>\$30,129</b>	<b>\$30,204</b>

### Associate of Applied Science Degree Programs\*

Current tuition and fees applicable to The Art Institute's programs are as follows:	Baking & Pastry 90 quarter credit hours 7 quarters	Culinary Arts 90 quarter credit hours 7 quarters
Tuition Per Credit Hour	\$487	\$487
Application Fee	50	50
Enrollment Fee	100	100
Digital Resource Fee	1,050	1,100
Student Activity Fee	50	50
Lab Fee <sup>1</sup>	125	125
Starting Kit (Estimate)	869	869
<b>TOTAL Tuition &amp; Fees</b>	<b>\$48,449</b>	<b>\$48,499</b>

### Bachelor of Arts Degree Programs\*

Current tuition and fees applicable to The Art Institute's programs are as follows:	Culinary Management 180 quarter credit hours 13 quarters	Food & Beverage Management 180 quarter credit hours 13 quarters	Hospitality Management 180 quarter credit hours 13 quarters
Tuition Per Credit Hour	\$487	\$487	\$487
Application Fee	50	50	50
Enrollment Fee	100	100	100
Digital Resource Fee	2,500	2,550	2,650
Student Activity Fee	50	50	50
Lab Fee <sup>1</sup>	125	125	125
Starting Kit (Estimate)	869	869	869
<b>TOTAL Tuition &amp; Fees</b>	<b>\$93,979</b>	<b>\$93,904</b>	<b>\$92,629</b>

### CURRENT SCHEDULE OF CHARGES

<sup>1</sup>Some Transitional Studies courses may be required and are in addition to the normal program of study. The cost will range from \$0 to \$4,383 for up to 9 credits. Tuition is charged at \$487 per credit hour. Total cost is based on current credit hour rate. Total cost will increase with each credit hour tuition increase.

### \*DIGITAL RESOURCE FEE

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 an 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 per course.

**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 dates below written.**

Student's Signature

Date

Guardian's Signature (if student is under 18 years of age)

Date

Signature of Accepting Official from School

Date

Guardian's Address

Title of Accepting Official

**Both sides of this agreement and the Financial Plan, if elected, constitute the entire Enrollment Agreement**

White - Admissions

Yellow - Student Financial Services

Pink - Student

## PROGRAM PRICING

The student is responsible for tuition and fees pertaining to the program's required course of study. The tuition and fees contained in this Enrollment Agreement are subject to change. The per credit hour rate is subject to an increase at least once per calendar year which will increase the total amount for the program. The adjustment to the per credit hour rate may occur before the student begins classes and the student's program will be calculated using the new rate. Any changes to tuition and fees will be published to students.

Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending. Each academic quarter is 11 weeks with the exception of mid-quarter starts which are 5½ weeks. The quarterly tuition and fees charge shown on page one are subject to adjustment annually. Students are given a notice of 90 days in the event of an adjustment.

Activities enriching the student's education such as lectures, workshops, career days, gallery shows by prominent artists, student awards and Portfolio Review promotions are included in the quarterly tuition charge. Special U.S. and overseas trips are voluntary and are not included in regular tuition and fees. The lab fee covers the cost of certain consumable supplies provided by The Art Institute.

The starting kit is optional and consists of basic equipment, first-quarter textbooks and materials 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 at most art supply stores. Included in the price of each starting kit is an \$80 to \$200 credit at The Art Institute Supply Store, which may be used for the purchase of textbooks and/or supplies.

The average monthly costs of consumable and general supplies by program are as follows:

Culinary Programs.....\$ 75

Supply estimates include the cost of textbooks, which are purchased on a quarterly basis. Supply costs in the final quarter of a program for which an art, design, or photography portfolio is required, will exceed the average.

The Interior Design BA, Fashion Retail Management BA, and Photography AAS degree programs are offered in an evening and weekend, online and on-ground format. Students may complete these degrees through a combination of evening, weekend and online course offerings. A typical student schedule might include several weekday evening courses, courses on Saturday and one or two online courses. Individual schedules are subject to class availability.

A prospective student seeking admission to The Art Institute must be a high school graduate or hold a General Educational Development (GED) certificate. As part of the application process, applicants are required to independently conceive and write an essay of approximately 150 words stating how their education at The Art Institute will help them attain their career goals.

All Art Institute applicants are evaluated on the basis of their previous education, their essay and their demonstrated interest in one of the career programs offered at The Art Institute. English is the language of instruction at The Art Institute. Accordingly, all applicants for admission must demonstrate English language proficiency. Nonimmigrant alien students seeking to enroll at The Art Institute, in valid student nonimmigrant status, will be required to complete additional application procedures to comply with US Department of Homeland Security regulations. Applicants who have taken SAT or ACT tests are encouraged to submit scores for evaluation. Applicants will be interviewed either in person or by telephone by an Assistant Director of Admissions.

Applicants who have not submitted a transcript or GED scores two weeks prior to their quarter start date will be required to take additional testing. The results of this testing will be reviewed by the Admissions Committee. The Committee may then grant conditional acceptance, but applicants still will be required to submit the transcript or GED scores 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 three 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. There is a \$25 charge imposed on continuing students for late registration.

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

## INTEREST ON OUTSTANDING BALANCES

For any student enrolling, re-enrolling or changing their academic program, the student understands and agrees that he/she will be liable for interest charges. Interest charges 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 (including any transfer balances or prior balances from the student's previous education) 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.

## INSTALLMENT NOTE AND DISCLOSURE STATEMENTIF

If a student elects a financial payment plan, The Art Institute's Student Financial Plan will be in compliance with the Federal Truth in Lending (Regulation Z) and State of Colorado Retail Installment requirements. The Financial Plan will become part of this Enrollment Agreement.

## TRANSITIONAL STUDIES

Applicants must take the ASSET placement test (unless otherwise exempt), which is designed to indicate basic skills and proficiency levels. Applicants who score less than 40 on the math, reading and/or writing section are required to pass up to nine credit hours of Transitional Studies courses which will be charged at the current per credit hour tuition. The Art Institute reserves the right to modify ASSET cut-off scores and/or utilize other valid assessment instruments for placement purposes.

## HOUSINGS

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.

## STANDARD PROGRAM LENGTH

Standard program length is defined as the number of quarters required to complete a program by students taking the suggested full-load academic schedule. In order to maintain the fixed per-credit-hour rate as indicated on this Enrollment Agreement, students must complete all program requirements within 150% of the standard program length or 54 consecutive months (18 con-

secutive quarters), whichever first occurs, which are as follows:

Standard Program Length	150% of Program Length
7 Quarter Program	11 Quarters
12 Quarter Program	18 Quarters
13 Quarter Program	18 Quarters

## REFUND POLICY PRIOR TO MATRICULATION

Applicants may cancel their enrollment by notifying The Art Institute prior to the beginning of classes.

1) The Art Institute will notify the student, in writing, of his/her acceptance or rejection. In the event that an applicant is rejected by The Art Institute, all tuition, fees, and other charges shall be refunded.

2) All monies paid by the applicant will be refunded if requested by the applicant by midnight on the fifth business day after submitting an application to The Art Institute.

3) All tuition and fee monies paid by the applicant will be refunded if requested within five business days after their first tour of the school.

4) Applicants requesting cancellation more than five business days after submitting an application to The Art Institute will receive a refund of all monies paid to The Art Institute, less a cancellation fee of \$50.00.

5) The \$50 application fee is applicable for the planned original start date noted on the Application/Enrollment Agreement. Applicants who postpone their start beyond one year from the original planned start date will have to reapply and pay another application fee.

6) Refunds will be made within 30 calendar days after the applicant's/student's request or within 30 calendar days after the school has determined that the student is not intending to begin his/her program.

## REFUND POLICY AFTER MATRICULATION, ALL QUARTERS INCLUDING MID-SESSION STARTS

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 student's current quarter will be refunded in full.

2) The school shall terminate the student when the student has missed 10 consecutive class days, and the school shall pay the refund within 30 days of when it was determined the student was terminated. 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 school 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 returning and fails to show up for class, refunds will be made within 30 days following the 10th consecutive missed class day in the quarter in which the student was expected to return.

4) In the event of a fully documented debilitating 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.

5) A separate lease agreement and refund policy exists for students who leave 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 owed.

6) Each academic quarter is 5 ½ or 11 weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a week's attendance is considered a full week of attendance for adjustment to tuition and fee charges only.

7) 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 30 days, except that this provision shall not apply in the event the school ceases operation.

## REFUND POLICY FOR ONLINE COURSE WITHDRAWAL

Session I begins on the same day as the on-ground classes meet and ends 5½ weeks later.

Students may withdraw from Session I or Session II online courses during the regularly scheduled drop/add week, without penalty. Students may opt to move into an equivalent on-ground offering of the course or not take the course at all. In both instances, The Art Institute will refund the online lab fee associated with the online course. Students transferring to the on-ground course will continue to be charged the tuition according to their specific rate and course credits.

Students who withdraw from a Session I or Session II online course after the drop/add period will forfeit the online lab fee and tuition if they remain in school for other coursework. Session II classes begin the day after the Session I classes end and run 5 weeks. The ending date of the second session may not coincide with the ending date of the on-ground class.

Students who withdraw from school during the period of time they are in attendance in an online course will be subject to the refund policy of The Art Institute (see Refund Policy section).

## 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 re-

turned, 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.

Example: 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 TUITION AND FEE CHARGES – INSTITUTIONAL POLICY

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

Week One	25%
Week Two	50%
Week Three	75%
After Week Three	100%

Examples of the calculations for this policy are available upon request.

## KIT RETURN POLICY

Students who leave school during the first four weeks of the first quarter of attendance, may return the starting kit and/or individual components of the starting kit within 20 days of the student's last day of class attendance. A refund or a credit will be given if the item returned is in good condition and is resalable. Unused equipment purchased from the Supply Store may also be returned directly to the Supply Store provided the item is in good condition, is resalable, and is accompanied by a receipt.

## GENERAL INFORMATION AND UNDERSTANDINGS

Questions or concerns regarding The Art Institute's compliance with the terms of this Enrollment Agreement may be directed to the Senior Director of Admissions at The Art Institute.

The Art Institute of Colorado is accredited by The Higher Learning Commission and a member of The North Central Association, (NCA) (230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, 1.800.621.7440, www.ncahlc.org).

The Art Institute of Colorado is authorized to award diplomas, Associate of Applied Science degrees and Bachelor of Arts degrees by the Colorado Department of Higher Education, Commission on Higher Education, 1380 Lawrence Street, Suite 1200, Denver, CO 80202.

Questions or concerns that are not satisfactorily resolved by Art Institute officials may be brought to the attention of Director, Colorado Commission on Higher Education, 11380 Lawrence Street #1200, Denver, CO 80204 (303) 866-2723, or to The Higher Learning Commission and The North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL, 60602, 1 800-621-7440. www.ncahlc.org.

## TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS

The Art Institute of Colorado is accredited by the Higher Learning Commission and a member of the North Central Association (NCA) (230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, 1.800.621.7440, www.ncahlc.org).

The Art Institute of Colorado is authorized to award diplomas, Associate of Applied Science degrees and Bachelor of Arts degrees by the Colorado Department of Higher Education, Commission on Higher Education, 1380 Lawrence Street, Suite 1200, Denver, CO 80202. 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 United States 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. 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 may be transferable into that school's program.

If you are considering transferring to either another Art Institute school 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 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. Employment for graduates who are nonimmigrant aliens (neither US citizens nor legal permanent residents of the United States) is severely limited by US Department of Homeland Security regulations.

## POLICIES AND PROCEDURES

Students are on a continuing quarter-to-quarter enrollment basis and agree to comply with all published Art Institute policies and procedures. The Art Institute reserves the right to add to or delete policies and procedures as deemed necessary.

## STUDENT WITHDRAWAL

The student may voluntarily withdraw from school by notifying the Office of the Registrar in writing or in person. The refund policies outlined in this Enrollment Agreement shall also apply in the event that a student withdraws, is suspended or is terminated from school.

## CLASS SCHEDULE

Classes are in session six days a week, Monday through Saturday. Students' schedules are created to meet their total weekly hour requirement through a combination of morning, afternoon and evening classes. The weekly hour requirement is scheduled to be completed in accordance with the class schedule issued by the Registrar. Individual times and days of attendance vary by department and quarter level, and are assigned and generally announced to students in advance of each quarterly start date.

The average length of instruction is 20 hours per week for a student taking a full load (16 credits). Students in the AAS/BA Culinary degree programs may average 16-23 hours per week depending on lab classes.

The Art Institute reserves the right to modify the school calendar, curriculum and class schedules as it deems necessary to ensure that students' educational goals are met. When size and curriculum permit, classes may be combined to contribute to the level of interaction among students. Therefore, certain class schedules may vary. From time to time, instructional activities may occur at an off-campus location appropriate for the particular activity.

### Class Session

- A. 7:30am to 10:00pm week nights  
8:00am to 5:00pm Saturday
- B. 6:00pm to 10:00pm week nights\*  
8:00am to 5:00pm Saturday

## 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 equipment of the type the student would be likely to encounter in an entry-level position in the field. 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 or her program, the student may have to schedule use of the equipment outside normal class hours. For detailed information concerning student policies and technical services please contact the Technology Department.

## 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 sequencing of classes, subject to applicable regulatory approval.

## REQUIREMENTS FOR GRADUATION

The Art Institute awards diplomas, Associate of Applied Science and Bachelor of Art degrees. Programs, credit hours and program lengths are listed on page one of this document. To graduate, students must have a cumulative grade point average of not less than 2.0. Graduates are also required to complete the credit requirements for their program of study. No more than 75% of the total required credits for graduation may be transferred from another institution. Transfer credits are not used to determine grade point averages.

### To be qualified to graduate, the student must:

- 1) Receive a passing grade or credit for all required coursework.
- 2) Earn the minimum required credits for the program.
- 3) Achieve a minimum CGPA of 2.0.
- 4) Meet portfolio and other requirements as outlined by the student's program.
- 5) Satisfy all financial obligations to The Art Institute.
- 6) Earn at least 25% of the required credits at The Art Institute.

## CANCELLATION OF START DATE

Cancellation of a scheduled class start date by The Art Institute 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.

## STUDENT RIGHT TO KNOW

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.

## NONDISCRIMINATION

The Art Institute does not discriminate on the basis of race, color, creed, religion national origin, ancestry, sex, age, sexual orientation, genetic marker, 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 the Dean of Academic Affairs, The Art Institute of Colorado, 1200 Lincoln Street, Denver, CO 80203, 303 837-0825 (including Title IX and 504 coordinator).

## 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.



THE INTERNATIONAL  
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at The Art Institute of Colorado

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