

CREATE TOMORROW

# BACHELOR OF ARTS DEGREE 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 # ( ) ( ) Mo/Yr Start Date \_\_\_\_\_  
 (Home) (Business)

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

Student ID#: \_\_\_\_\_

ADA: \_\_\_\_\_

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

- Audio Production**  
Twelve 11-week quarters (156 weeks) (180 quarter credit hours)
- Culinary Management**  
Twelve 11-week quarters (143 weeks) (180 quarter credit hours)
- Design & Technical Graphics**  
Twelve 11-week quarters (132 weeks) (180 quarter credit hours)
- Design Management**  
Twelve 11-week quarters (132 weeks) (180 quarter credit hours)
- Digital Filmmaking & Video Production**  
Twelve 11-week quarters (132 weeks) (180 quarter credit hours)
- Fashion Design**  
Twelve 11-week quarters (132 weeks) (180 quarter credit hours)
- Fashion Retail Management\***  
Twelve 11-week quarters (132 weeks) (180 quarter credit hours)
- Food & Beverage Management**  
Twelve 11-week quarters (143 weeks) (180 quarter credit hours)
- Game Art & Design**  
Twelve 11-week quarters (132 weeks) (180 quarter credit hours)
- Graphic Design**  
Twelve 11-week quarters (132 weeks) (180 quarter credit hours)
- Hospitality Management**  
Twelve 11-week quarters (143 weeks) (180 quarter credit hours)
- Interior Design\***  
Twelve 11-week quarters (132 weeks) (180 quarter credit hours)
- Media Arts & Animation**  
Twelve 11-week quarters (132 weeks) (180 quarter credit hours)
- Photography**  
Twelve 11-week quarters (132 weeks) (180 quarter credit hours)
- Visual Effects & Motion Graphics**  
Twelve 11-week quarters (132 weeks) (180 quarter credit hours)
- Web Design & Interactive Media**  
Twelve 11-week quarters (132 weeks) (180 quarter credit hours)

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

\*Evening/Saturday schedule available.

## Bachelor of Arts Degree Programs<sup>1</sup> The current tuition and fees applicable to The Art Institute of Colorado's programs are as follows:

	Audio Production	Culinary Management	Design & Technical Graphics	Design Management	Digital Filmmaking & Video Production	Fashion Design	Fashion Retail Management*	Food & Beverage Management	Game Art & Design	Graphic Design	Hospitality Management	Interior Design*	Media Arts & Animation	Photography Option A	Photography Option B	Visual Effects & Motion Graphics	Web Design & Interactive Media
Tuition Per Credit Hour	\$487	\$487	\$487	\$487	\$487	\$487	\$487	\$487	\$487	\$487	\$487	\$487	\$487	\$487	\$487	\$487	\$487
Application Fee	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50
Enrollment Fee	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Digital Resource Fee <sup>2</sup>	2,800	2,500	2,800	2,800	2,800	2,800	2,800	2,550	2,800	2,800	2,650	2,800	2,800	2,800	2,800	2,800	2,800
Starting Kit (Estimate)	580	862	1,010	630	1,155	690	575	862	518	632	862	805	580	2,825	1,265	604	518
Culinary Lab Fee <sup>3</sup>	—	125	—	—	—	—	—	125	—	—	125	—	—	—	—	—	—
<b>TOTAL Tuition &amp; Fees</b>	<b>\$ 91,190</b>	<b>\$93,922</b>	<b>\$91,620</b>	<b>\$91,240</b>	<b>\$91,765</b>	<b>\$91,300</b>	<b>\$91,185</b>	<b>\$93,847</b>	<b>\$91,128</b>	<b>\$91,242</b>	<b>\$92,572</b>	<b>\$91,415</b>	<b>\$91,190</b>	<b>\$94,435</b>	<b>\$91,875</b>	<b>\$91,214</b>	<b>\$91,128</b>

<sup>1</sup>**ONLINE COURSES**  
Certain courses are offered online. An additional \$100 fee is charged for each online course taken by students to cover administrative and technical support.

<sup>2</sup>**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 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.

<sup>3</sup>**CULINARY LAB FEE**  
\$125 lab fee for every 3-credit food course in the Culinary programs. The Culinary Lab fee will be treated as part of the tuition for refunding purposes.

**CURRENT SCHEDULE OF CHARGES**  
Some Transitional Studies courses may be required and are in addition to the normal program of study. The cost will range from \$0 to \$2,922 for up to 6 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. <sup>2</sup>Some electives may also require a lab fee.

### 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 OF COLORADO ("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, must be made available to current and prospective students.

You may obtain a hard copy of this information in the Admissions Office, from the Student Consumer Information link found on the home page of our website, or by following this link: <http://www.artinstitutes.edu/denver/student-consumer-information/student-success.aspx>

### 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. 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.

### ARBITRATION

Every student and The Art Institute of Colorado agrees that any dispute or claim between the student and The Art Institute of Colorado (or any company affiliated with The Art Institute of Colorado), 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 of Colorado 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 of Colorado'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.

Either party may elect to pursue arbitration upon written notice to the other party. Such notice must describe the nature of the controversy and the remedy sought. If a party elects to pursue arbitration, it should initiate such proceedings with JAMS, which will serve as the arbitration administrator pursuant to its rules of procedure. JAMS can be contacted as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 800-352-5267. This provision does not preclude the parties from mutually agreeing to an alternate arbitration forum or administrator in a particular circumstance. If either party wishes to propose such an alternate forum or administrator, it should do within twenty (20) days of its receipt of the other party's intent to arbitrate.

The Art Institute of Colorado agrees that it will not elect to arbitrate any unreviewable 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 of Colorado 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 OF COLORADO CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, A STUDENT WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT A STUDENT OR THE ART INSTITUTE OF COLORADO 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 of Colorado 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 of Colorado.



For detailed program and cost info  
AiPrograms.info

See [aiprograms.info](http://aiprograms.info) for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important information.

**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**

## 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.

Photography equipment requirements include a digital SLR camera with interchangeable lens, capable of recording files in raw format, on a compact flash memory card. Photography students have the option of purchasing a kit with a digital camera or purchasing the necessary digital equipment independently. Contact the Admissions Department for a current approved digital camera list. The average monthly costs of consumable and general supplies by program are as follows:

Culinary Programs.....	\$75
Design & Technical Graphics.....	\$225
Design Management.....	\$250
Digital Filmmaking & Video Production.....	\$250
Fashion Retail Management.....	\$250
Fashion Design.....	\$250
Game Art & Design.....	\$200
Graphic Design.....	\$200
Interior Design.....	\$175
Kitchen & Bath Design.....	\$175
Media Arts & Animation.....	\$200
Photography.....	\$200
Video Production.....	\$100
Visual Effects & Motion Graphics.....	\$200
Web Design & Interactive Media.....	\$200

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.

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.

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

## SCHEDULE OPTIONS

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.

## ADMISSIONS

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. Non-immigrant alien students seeking to enroll at The Art Institute, in valid student non-immigrant status, will be required to complete additional application procedures to comply with U.S. 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.

## INTEREST ON OUTSTANDING BALANCES

For any student enrolling, re-enrolling or changing their academic program, the student understands and agrees that he or she will be liable for interest charges. Interest charges will be assessed on his or her account balance until the balance is paid in full. Interest will be charged at 12% per annum on the student's adjusted outstanding balance at the end of each month. The adjusted outstanding balance is defined as all charges incurred by the student for attendance at The Art Institute (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 or her adjusted outstanding balance is different from his or 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 STATEMENT

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 six 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.

## 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.

## 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 consecutive quarters), whichever first occurs, which are as follows:

Standard Program Length	150% of Program Length
6 Quarter Program	11 Quarters
7 Quarter Program	11 Quarters
12 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 or 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 Art Institute.

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 Art Institute has determined that the student is not intending to begin his or 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 Art Institute shall terminate the student when the student has missed 15 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 Art Institute participates.

3) The student may voluntarily withdraw from The Art Institute 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 or she was returning and fails to show up for class, refunds will be made within 30 days following the 15th consecutive missed class day in the quarter in which the student was expected to return. The termination date will be the student's last date of attendance.

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 5½ 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) Information in the catalog or student handbook will apply except for the following changes specific to Session II classes:

- For students only scheduled to attend Session II, the Add/Drop period is two days from the start of Session II classes.
- Dropping or adding one or more classes may affect financial aid eligibility.
- Please see a Financial Aid Officer before dropping or adding a class.

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 30 days, except that this provision shall not apply in the event The Art Institute 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 five weeks. The ending date of the second session may not coincide with the ending date of the on-ground class.

Students who withdraw from The Art Institute 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 there is a scheduled break of five or more days, it will reduce the term length. If the scheduled break is before the student's last date of attendance (LDA), it will also reduce the calendar days completed.

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 Loan, Subsidized Loan, Perkins Loan, PLUS Loan, Pell Grant, SEOG. Funds will be returned to the aid source within 45 days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than

has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned include grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

The student may voluntarily withdraw from The Art Institute 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 The Art Institute.

## ADJUSTMENT OF TUITION AND FEE CHARGES – INSTITUTIONAL POLICY

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

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

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 60604-1411, 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, 1560 Broadway, Suite 1600, 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, 1560 Broadway, Suite 1600, Denver, CO 80202, 303.866.2723, or to The Higher Learning Commission and The North Central Association, (NCA) 230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, 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 is a member of the North Central Association (NCA) (230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, 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, 1560 Broadway, Suite 1600, 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 U. S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation, and licensing.

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

Programs offered by one school within The Art Institutes' system may be similar, 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 Institutes' 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 non-immigrant aliens (neither U.S. citizens nor legal permanent residents of the United States) is severely limited by U.S. 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 The Art Institute 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 The Art Institute.

## 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 (CGPA) 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.

## NON-DISCRIMINATION

The Art Institute of Colorado does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities.

When a complaint is reported under the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment that discrimination or harassment is believed to have occurred, The Art Institute of Colorado will promptly and equitably investigate the claim or complaint.

The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the Non-Discrimination Policy: Dean of Academic Affairs, The Art Institute of Colorado, 1200 Lincoln Street, Denver, CO 80203-2172, 303.837.0825.

## 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.

You can find important consumer information at [www.artinstitutes.edu/denver](http://www.artinstitutes.edu/denver).



THE INTERNATIONAL  
CULINARY SCHOOL<sup>SM</sup>

at The Art Institute of Colorado

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