

Enrollment Agreement—Diploma

Name of Student _____

Present Address _____

City _____ State _____ Zip _____

Telephone Home _____ Business _____

Cell _____ Pager _____

Email _____

Start Dates:

- SPRING I April 4, 2011 SUMMER II August 18, 2011 *
 SPRING II May 12, 2011 * FALL I October 3, 2011
 SUMMER I July 11, 2011

* The maximum number of credits available during this abbreviated quarter does not meet the definition of full course of study for applicants requiring student non-immigrant status. Applicants seeking student non-immigrant status therefore cannot start school in these quarters.

CULINARY ARTS, RESTAURANT & CATERING MANAGEMENT, CULINARY MANAGEMENT, BAKING & PASTRY AND FOOD & BEVERAGE MANAGEMENT LAB TIMES:

- A. 6:30–11:30 A.M.
B. 11:45 A.M.–4:45 P.M.
C. 5:30–10:30 P.M.

Program in which Enrolling (Please check one):

- Baking & Pastry, Diploma* Four 11 week quarters 44 weeks, 55 credit hours
 Culinary Arts, Diploma Four 11 week quarters 44 weeks, 55 credit hours
 Digital Image Management, Diploma Four 11 week quarters 44 weeks, 48 credit hours
 Fashion Retailing, Diploma Four 11 week quarters 44 weeks, 48 credit hours
 Web Design & Development, Diploma Four 11 week quarters 44 weeks, 48 credit hours
 Web Design & Interactive Communication, Diploma Four 11 week quarters 44 weeks, 48 credit hours

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

	<i>Baking & Pastry, D</i> 55 credits, 4 quarters	<i>Culinary Arts, D</i> 55 credits, 4 quarters	<i>Digital Image Management, D</i> 48 credits, 4 quarters	<i>Fashion Retailing, D</i> 48 credits, 4 quarters	<i>Web Design & Development, D</i> 48 credits, 4 quarters	<i>Web Design & Interactive Communication, D</i> 48 credits, 4 quarters
Application Fee	50	50	50	50	50	50
Tuition Deposit	100	100	100	100	100	100
Tuition Per Credit Hour*	488	488	488	488	488	488
Student Activity Fee**	50	50	50	50	50	50
Starting Kit***	1,065	1,065	—	—	—	—
Culinary Lab Fee†	1,400	1,200	—	—	—	—
Digital Resource Fee****	600	650	800	800	800	800
Total Tuition & Fees‡	28,940	28,940	24,324	24,324	24,324	24,324

- * Based on the current credit hour rate. Total cost will increase with each per credit hour tuition increase.
- ** The Student Activity Fee is used to fund the administration and function of extracurricular student activities. It is a one time fee paid upon enrollment.
- *** Kit prices are subject to change. Current published prices effective from July 1, 2010–June 30, 2011. Kits are optional.
- **** 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.
- ‡ The lab fees will be treated as part of tuition for refunding purposes. Lab fees are \$100.00 per every 3 credit hours of lab.
- § The above total tuition costs may increase if transitional study classes are needed. The total cost will also increase with each per credit hour tuition increase.
- Note: The Student Financial Plan Projection is an addendum to this Enrollment Agreement.

The Application Process

HOW TO APPLY

The Art Institute of Houston welcomes all applications for admission. We value intellectual ability, academic achievement, creative expression, and personal qualities that would contribute to career success in the design, visual, and culinary arts.

Prospective students will submit a completed and signed Application for Admission, an Enrollment Agreement, and the \$50.00 application fee. When applicable, a parent or guardian will also sign the documents. The college requires a tuition deposit of \$100 within ten days of submitting the Enrollment Agreement.

While it is not a condition for submitting application materials, we strongly encourage applicants to visit The Art Institute of Houston. Arrangements for an interview and tour of the campus may be made by telephone at 713-623-2040 or toll free at 1-800-275-4244, or write to:

Senior Director of Admissions

The Art Institute of Houston
1900 Yorktown Street
Houston, TX 77056

PROOF OF HIGH SCHOOL GRADUATION

Graduation from an accredited high school, a Graduate Equivalency Diploma (GED), or the foreign equivalent is required for admission. In Texas, recognized high schools are those public schools accredited by the Texas Education Agency (TEA) or private schools accredited by the Texas Private School Accreditation Commission (TEPSAC). Applicants must provide an official copy of their final high school transcript, GED scores, or foreign educational credentials. High school seniors may submit a partial transcript which indicates their expected graduation date at the time of application, and then provide a final official transcript within thirty days of matriculation. Applicants who have graduated from a regionally accredited postsecondary institution may submit their official college transcript in lieu of proof of high school graduation. Other proof of high school graduation or its equivalent may be considered under special circumstances and must be approved by the President of The Art Institute of Houston.

Official copies of all foreign education credentials must be prepared in English or include complete and official English translation. In addition, foreign transcripts must be evaluated for equivalency by a recognized credential evaluation service in the United States. For more information about acceptable credential evaluation services, contact the Admissions Department.

Digital Image Management. Students may demonstrate their preparation for the program by submitting a college transcript showing relevant courses, by submitting a portfolio, or by writing a brief essay (250 words) in response to the following prompt:

"Please identify an image in an advertisement found in a popular magazine that you think successfully advances the purpose of the advertisement. Please identify elements of the image and describe how these elements advance the purpose of the advertisement. Your essay should address line, shape, value, texture, and color."

Fashion Retailing. Students may demonstrate their preparation for the program by submitting a college transcript showing relevant courses, by submitting a portfolio, or by writing a brief essay (250 words) in response to the following prompt:

"Please identify the fashion retail store that you think has the most successful buying experience for its customers. Please identify the elements of the store that add to the experience in a positive manner and describe how those elements add to the buying experience. Your essay should address line, shape, value, texture, and color."

Web Design & Development. Students may demonstrate their preparation for the program by submitting a college transcript showing relevant courses, by submitting a portfolio, or by writing a brief essay (250 words) in response to the following prompt:

"Please identify a web site that you think provides an outstanding experience to the user. Please identify the elements of the site that add to the experience in a positive manner and describe how those elements add to the experience of the site. Your essay should address line, shape, value, texture, and color."

Web Design & Interactive Communications. Students will be asked to demonstrate that they have developed skills in Image Manipulation, Fundamentals of Web Scripting, and User-Centered Design. Students may demonstrate skills in these areas through previous courses, or work experience, or a portfolio.

Accreditation and Licensing

The Art Institute of Houston is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award diplomas, associate degrees 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 Houston.

The Art Institute of Houston holds a Certificate of Authorization acknowledging exemption from Texas Higher Education Coordinating Board regulations.

The Baking & Pastry Associate degree program, Culinary Arts Diploma and Associate degree programs and Culinary Management Bachelor program are accredited by the American Culinary Federation Foundation, Inc. Accrediting Commission.

Transitional Studies

The Art Institute of Houston tests incoming students as to their preparedness to undertake college-level coursework in English and/or mathematics. Students found to be deficient in English or math may be required to enroll in from one to four transitional study courses offered by the school. Such courses are either two or three quarter credits in length and are charged at the current per-credit charge.

Students enrolled in transitional study courses may be required to take from three to eleven credits in addition to their normal program of study requirements. Based on course availability, Transitional Study classes may fall outside of students' primary schedules. Transitional Study courses are not calculated in the credits needed for graduation total and may lengthen the time required to complete a course of study. They are, however, included when calculating the incremental completion rate and the maximum timeframe for graduation. Failure to complete a transitional studies course in three attempts will result in dismissal.

Portfolio Review/Practical Skills Exam

In the culinary arts programs, a practical must be successfully completed after every lab course to progress to the next lab. It is the student's responsibility to generate the required sample work and submit it for review at the appropriate time. A career planning and advising session will be held between the student and his/her Program Chairperson or Academic Director should the student fail to pass the review process.

The Career Portfolio

All students are required to produce a Career Portfolio in addition to their program portfolios or capstone projects in order to graduate. The initial Career Portfolio will be produced in the first quarter in either College 101 or the Career Portfolio Workshop. All students are required to pass a mid-program Career Portfolio review of their work in order to continue in their program. It is the student's responsibility to generate the required sample work and submit it for review at the appropriate time. A planning and advising session will be held between the student and his/her Program Chair and the Career Portfolio Coordinator should the student fail to pass the review process. All students will complete their final Career Portfolio in their Career Development class.

College Success Initiative

All applicants, unless otherwise exempt, will complete an examination in the areas of Reading, Mathematics, and Writing to determine readiness to enroll in freshman-level academic coursework. Those students whose initial scores do not meet the minimum standard established by the Texas Higher Education Coordinating Board (THECB) will receive advisement for enrollment in transitional level coursework. These students will be required to successfully complete the prescribed coursework and if initial test scores do not fall within a deviation established by the THECB, will be required to retest prior to graduation.

Student's Right to Cancel

You, the student, may cancel your enrollment without any penalty or obligation at any time prior to midnight of the fifth business day after signing this Enrollment Agreement. You may also cancel your enrollment if upon a doctor's order you cannot physically receive the services, or you may cancel your enrollment if the services cease to be offered. If you cancel your enrollment for either of these reasons, The Art Institute of Houston may keep only a portion of the tuition or other charges. Please do not sign this Enrollment Agreement before you read it in its entirety. You will be given an exact copy of the Agreement you sign. Please also note that the provisions of any attached rider(s) signed by you are also part of the Enrollment Agreement.

Student Acknowledgments

I have received and read a copy of The Art Institute of Houston'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 of Houston's obligations under this Enrollment Agreement (except the cancellation and refund provisions) may be terminated by The Art Institute of Houston if I fail to comply with The Art Institute of Houston's attendance, conduct, academic and/or financial requirements. I understand that The Art Institute of Houston also reserves the right to cancel my enrollment if The Art Institute of Houston determines (i) that I have demonstrated poor academic potential (as determined through entrance testing, evaluation of transcript records or any other academic evaluations deemed appropriate for the program selected), and/or (ii) that I do not meet all financial obligations related to enrollment and continuing enrollment. I understand that my financial obligations to The Art Institute of Houston must be paid in full before a diploma or degree may be awarded and before transcripts will be issued.

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

The Enrollment Agreement and catalog, together with other published Art Institute of Houston policies and procedures and separate student housing agreement, if any, shall constitute the entire agreement between the student and The Art Institute of Houston. 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 of Houston.

I also understand that this Agreement constitutes a binding contract upon acceptance by The Art Institute of Houston.

If I elect a financial aid plan, the plan will be in compliance with the Federal Truth in Lending retail installment requirements and the plan becomes a part of this Enrollment Agreement.

This contract or note is for future consumer services and puts all assignees on notice of the consumer's right to cancel under Texas' fair trade practices rule.

Evening and Weekend Option

Culinary Arts (AAS) and Culinary Management (BS) 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.

Tuition Policies

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.

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 Signature _____ Date _____ Parent's (or Guardian's) Signature (If Applicant is under 18 years of age) _____ Date _____

Signature of Accepting Official from School _____ Date _____ Parent's (or Guardian's) Address _____

Title of Accepting Official _____

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

Date of this transaction _____ Last Date to cancel this transaction _____

I wish to cancel this transaction with The Art Institute of Houston.

Signature _____ Date _____

