

# ENROLLMENT AGREEMENT—DESIGN & MEDIA ARTS

NAME OF STUDENT \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE HOME \_\_\_\_\_ BUSINESS \_\_\_\_\_

CELL \_\_\_\_\_ PAGER \_\_\_\_\_

EMAIL \_\_\_\_\_

**START DATES:**

- FALL I October 6, 2008  SPRING II May 14, 2009\*
- FALL II November 13, 2008\*  SUMMER I July 13, 2009
- WINTER I January 12, 2009  SUMMER II August 20, 2009\*
- WINTER II February 19, 2009\*  FALL I October 5, 2009
- SPRING I April 6, 2009  FALL II November 12, 2009\*

\* 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.

**PROGRAM IN WHICH ENROLLING (PLEASE CHECK ONE):**

- |  |   |   |   |  |
|--|---|---|---|--|
| <input type="checkbox"/> Audio Production, BS<br>Twelve 11-week quarters<br>(132 weeks) (180 credit hours)                       | <input type="checkbox"/> Fashion & Retail Management, BS<br>Twelve 11-week quarters<br>(132 weeks) (180 credit hours) | <input type="checkbox"/> Interior Design, BFA<br>Twelve 11-week quarters<br>(132 weeks) (180 credit hours)                          | <input type="checkbox"/> Media Arts & Animation, BFA<br>Twelve 11-week quarters<br>(132 weeks) (180 credit hours)       | <input type="checkbox"/> Web Design & Interactive Media, BFA<br>Twelve 11-week quarters<br>(132 weeks) (180 credit hours)                          |
| <input type="checkbox"/> Design & Technical Graphics, BS<br>Twelve 11-week quarters<br>(132 weeks) (180 credit hours)            | <input type="checkbox"/> Graphic Design, AAS<br>Seven 11-week quarters<br>(77 weeks) (105 credit hours)               | <input type="checkbox"/> Interior Design, BFA (Evening/Weekend Option)<br>Twelve 11-week quarters<br>(132 weeks) (180 credit hours) | <input type="checkbox"/> Photography, BFA<br>Twelve 11-week quarters<br>(132 weeks) (180 credit hours)                  | <input type="checkbox"/> Web Design & Interactive Media, BFA (Evening/Weekend Option)<br>Twelve 11-week quarters<br>(132 weeks) (180 credit hours) |
| <input type="checkbox"/> Digital Filmmaking & Video Production, BFA<br>Twelve 11-week quarters<br>(132 weeks) (180 credit hours) | <input type="checkbox"/> Graphic Design, BFA<br>Twelve 11-week quarters<br>(132 weeks) (180 credit hours)             | <input type="checkbox"/> Kitchen & Bath Design, AAA<br>Seven 11-week quarters<br>(77 weeks) (108 credit hours)                      | <input type="checkbox"/> Web Design & Interactive Media, AAS<br>Seven 11-week quarters<br>(77 weeks) (105 credit hours) |  |

AAA=Associate of Applied Arts, AAS=Associate of Applied Science, BS=Bachelor of Science, BFA=Bachelor of Fine Arts

**FINANCIAL INFORMATION: THE CURRENT TUITION AND FEES APPLICABLE TO THE ART INSTITUTE OF HOUSTON PROGRAMS ARE AS FOLLOWS\*:**

	Audio Production, BS 180 credits, 12 quarters	Design & Technical Graphics, BS 180 credits, 12 quarters	Digital Filmmaking & Video Production, BFA 180 credits, 12 quarters	Fashion & Retail Management, BFA 180 credits, 12 quarters	Graphic Design, AAS 105 credits, 7 quarters	Graphic Design, BFA 180 credits, 12 quarters	Interior Design, BFA 180 credits, 12 quarters	Kitchen & Bath Design, AAA 108 credits, 7 quarters	Media Arts & Animation, BFA 180 credits, 12 quarters	Photography, BFA 180 credits, 12 quarters	Web Design & Interactive Media, AAS 105 credits, 7 quarters	Web Design & Interactive Media, BFA 180 credits, 12 quarters
Application Fee	50	50	50	50	50	50	50	50	50	50	50	50
Tuition Deposit	100	100	100	100	100	100	100	100	100	100	100	100
Tuition Per Credit Hour*	455	455	455	455	455	455	455	455	455	455	455	455
Student Activity Fee**	50	50	50	50	50	50	50	50	50	50	50	50
Computer Lab Fee per Qtr.	50	50	50	50	50	50	50	50	50	50	50	50
Starting Kit***	650	650	650	650	650	650	650	650	650	650	650	650
Total Tuition & Fees†	82,600	82,600	82,600	82,600	48,225	82,600	82,600	49,590	82,600	82,600	48,225	82,600

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

\*\*\* Kit prices are subject to change. Current published prices effective from July 1, 2008–June 30, 2009. Kits are optional.

† 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.

I understand that I am 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 I begin classes and my program will be calculated using the new rate. Any changes to tuition and fees will be published to students.

**THE APPLICATION PROCESS**

An application for Admission and Enrollment Agreement must be completed and signed by the applicant (and parent or guardian if applicable) and sent to The Art Institute of Houston with a \$50.00 application fee. The Art Institute of Houston requires a payment of \$100.00 tuition deposit within 10 days after the Enrollment Agreement has been submitted. Prospective students are encouraged to visit The Art Institute of Houston, although it is not a condition for submitting the Application for Admissions and the Enrollment Agreement.

Arrangements for an interview and tour of The Art Institute may be made by telephone, or write to: Director of Admissions, The Art Institute of Houston, 1900 Yorktown Street, Houston, Texas, 77056. Call (713) 623-2040 or toll free 1-800-275-4244.

**THE ACCEPTANCE PROCESS**

Applicants seeking admission must be a high school graduate, hold a General Education Diploma, (GED Scores) or foreign equivalent. In lieu of documenting high school graduation, applicants who have graduated with a bachelor's degree or higher degree from a recognized, accredited postsecondary educational institute or foreign equivalent, may provide official college transcripts showing a degree has been granted.

Applicants must provide a copy of their official final high school transcript, GED scores, or official college transcripts indicating achievement of a bachelor's degree or higher from a recognized, accredited postsecondary educational institute or foreign equivalent. Original or official copies of all foreign educational transcripts and diplomas must be prepared in English or include a complete and official English translation. In addition, foreign educational transcripts must be evaluated for US equivalency by a recognized credential evaluation service in the US. For more information about acceptable credential evaluation services contact the Admissions Department.

Other proof of high school graduation or its equivalency may be considered under special circumstances and must be approved by the President of the Art Institute of Houston. High school seniors who have not yet graduated should submit a partial transcript that indicates their expected graduation date.

All admissions to The Art Institute of Houston and a satisfactory program start are dependent on meeting required grade point averages or evaluation of GED scores, review of the results of any nationally-based exams (preferred but not required) such as SAT or ACT, a personal interview with an admissions representative, and meeting all other requirements stated in the Enrollment Agreement. Additionally, applicants must prove college readiness as required by the Texas Higher Education Coordinating Board (THECB) College Success Initiative. (See section under College Success Initiative). Prior to matriculation, all prospective students entering the Media Arts & Animation program at The Art Institute of Houston must submit a portfolio approved by a faculty committee from the Design Department. The specific contents of the portfolio may be obtained from an Assistant Director of Admissions.

Students enrolling in the Culinary Arts diploma program are required to have two years work experience in the food service industry and two letters of recommendation and approval from the Culinary Department Director and/or Chair in addition to the standard admissions requirements.

**ACCREDITATION AND LICENSING**

The Art Institute of Houston is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone number 404-679-4501) to award Associate of Applied Arts, Associate of Applied Science, Bachelor of Science and Bachelor of Fine Arts degrees. The Texas Higher Education Coordinating Board has granted a Certificate of Authority to The Art Institute of Houston to award the Associate of Applied Arts, Associate of Applied Science, Bachelor of Fine Arts and Bachelor of Science degrees with programs in Design & Technical Graphics, Graphic Design, Web Design & Interactive Media, Interior Design, Kitchen & Bath Design, Media Arts & Animation, Culinary Management, Fashion & Retail Management, Baking & Pastry, Culinary Arts, Culinary Management and Restaurant & Catering Management.

The Bachelor of Fine Arts degree in Interior Design is accredited by the Council for Interior Design Accreditation. The Culinary Arts degree programs are accredited by the American Culinary Federation (ACF).

**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 three transitional study courses offered by the school. Such courses are three (3) 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 nine 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. Students are allowed three attempts to complete each transitional study course.

**PORTFOLIO REVIEW/PRACTICAL SKILLS EXAM**

All students in design and media arts programs are required to pass a mid-program portfolio review of their work in order to continue in their program. 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 who enroll in the Winter Quarter 2008 and all future classes 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's current catalog, the provisions of which I accept. I have read and understand all provisions of this Agreement and I have been given a copy of it for my records. (Parents must also sign if you are under 18 years of age.) I understand that my enrollment and The Art Institute's obligations under this Enrollment Agreement (except the cancellation and refund provisions) may be terminated by The Art Institute if I fail to comply with The Art Institute's attendance, conduct, academic and/or financial requirements. I understand that The Art Institute also reserves the right to cancel my enrollment if The Art Institute determines (i) that I have demonstrated poor academic potential (as determined through entrance testing, evaluation of transcript records or any other academic evaluations deemed appropriate for the program selected), and/or (ii) that I do not meet all financial obligations related to enrollment and continuing enrollment. I understand that my financial obligations to The Art Institute must be paid in full before a diploma or degree may be awarded and before transcripts will be issued.

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

The Enrollment Agreement and catalog, together with other published Art Institute policies and procedures 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 of Houston.

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 OF CANCEL THIS TRANSACTION \_\_\_\_\_  
 I wish to cancel this transaction with The Art Institute of Houston.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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

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.*

#### ESTIMATED QUARTERLY SUPPLY AND TEXT COSTS

<b>Audio Production (BS)</b> Quarterly Supplies: \$350 Quarterly Texts: \$350	<b>Interior Design (BFA)</b> Quarterly Supplies: \$325 Quarterly Texts: \$250
<b>Design &amp; Technical Graphics (BS)</b> Quarterly Supplies: \$350 Quarterly Texts: \$350	<b>Kitchen &amp; Bath Design (AAA)</b> Quarterly Supplies: \$325 Quarterly Text: \$250
<b>Digital Filmmaking &amp; Video Production (BFA)</b> Quarterly Supplies: \$350 Quarterly Texts: \$350	<b>Media Arts &amp; Animation (BFA)</b> Quarterly Supplies: \$250 Quarterly Texts: \$250
<b>Fashion &amp; Retail Management (BS)</b> Quarterly Supplies: \$325 Quarterly Texts: \$250	<b>Photography (BFA)</b> Quarterly Supplies: \$350 Quarterly Texts: \$350
<b>Graphic Design (AAS, BFA)</b> Quarterly Supplies: \$250 Quarterly Texts: \$250	<b>Web Design &amp; Interactive Media (AAS, BFA)</b> Quarterly Supplies: \$150 Quarterly Texts: \$250

#### EVENING AND WEEKEND OPTION

Interior Design (BFA) and Web Design & Interactive Media (BFA) 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 weekend evening courses, courses on Saturday and one or two online courses. Individual schedules are subject to class availability.

#### FEES & SUPPLIES

An Application for Admission and Enrollment Agreement must be completed and signed by the applicant (and parent or guardian if applicable) and sent to The Art Institute of Houston with a \$50 application fee.

Starting kit prices are subject to change. The optional starting kit includes materials/textbook(s) necessary for most first quarter courses of study, although it does not contain textbooks required for General Education courses. General Education textbooks may be purchased separately. It also contains expendable supplies that will need to be replenished at the student's expense. The starting kit is optional and consists of basic equipment, first-quarter textbooks and materials required for beginning each program. A list of the components of the starting kit is provided to each enrolled student. These materials may be purchased at The Art Institute or at most supply stores. In subsequent quarters, students will need to purchase additional textbooks and materials. For students in the Culinary Arts, Restaurant & Catering Management and Baking & Pastry programs, lab uniforms are included in the starting kit price.

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. A student may not register for any academic quarter of study unless all tuition and fees due have been paid, or unless the student has made arrangements for an approved alternative payment plan.

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

The Art Institute may extend students credit during periods when financial aid application materials are in process and/or provide students with the convenience of paying their balance of costs through periodic payments. Should a student withdraw from the program for any reason prior to the disbursement of financial aid funds, the student is responsible for any account balance remaining. The Art Institute reserves the right to withdraw extension of credit for any reason of non-payment or default of such payments. Non-payment of account to The Art Institute may result in additional collection costs to the fullest extent permitted by applicable law.

#### INTEREST CHARGED ON ANY OUTSTANDING BALANCES

For any students 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 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.

#### REFUND POLICY

*In all cases, refunds will meet or exceed the requirements of TEC Section 132.061.*

As allowed under federal, state, and accreditation agency rules, the refund policy may be changed. Students will be notified 60 days in advance of any changes.

#### REFUND POLICY PRIOR TO MATRICULATION

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

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

#### RETURN OF FEDERAL TITLE IV AID

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

If Federal Title IV Aid funds have been disbursed to the student, and if the student withdraws during the first 60% of the quarter, the student may be required to return some of those funds. If this is the case, the school will notify the student regarding how much is owed, and how it is to be returned.

#### RETURN OF TITLE FUNDS

The Return of Title IV Calculation as described in the Enrollment Agreement for the Session II classes will apply using the Session II start and end dates.

#### REFUND POLICY AFTER MATRICULATION, ALL QUARTERS

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

- Prepaid tuition and fees for any period beyond the student's current quarter will be refunded in full.
- The school shall determine the date of withdrawal within thirty days after the last date of attendance and shall pay the refund within thirty days of making that determination. The refund shall be paid to the student, unless payment to a lender or other entity is required by the terms of a student financial aid program in which the school participates.
- The student may voluntarily withdraw from training by notifying the Office of the Registrar in person or in writing. The termination date will be the student's last date of attendance. For a student who attended a previous quarter of study and did not

indicate that he/she was not returning, refunds will be made within thirty days of the first scheduled day of class in the quarter in which the student was expected to return.

- For students on a written leave of absence who fail to show up for class following conclusion of their leave, refunds will be made within thirty days from their first scheduled class day.
- In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, The Art Institute may modify the tuition refund policy as deemed appropriate to the circumstances.
- A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by The Art Institute. The Art Institute reserves the right to apply any student payment, or any refund due a student, to any student financial liability.
- Each academic quarter is 11 weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter.
- Session II academic quarters are approximately five weeks in duration.

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

Add/Drop period is two days from the start of Session II classes. If you drop or add one or more classes your financial aid eligibility may change. Please see your Financial Aid Officer before you drop or add a class.

#### REFUND POLICY FOR ONLINE COURSE WITHDRAWAL

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

#### ADJUSTMENT OF CHARGES FOR SESSION I & II

In accordance with school policy, if a student withdraws from school, the school will earn tuition and fees as follows, based on the week in which the student withdraws:

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

The Art Institute will first calculate what amount needs to be returned under the federal return of Title IV Aid Policy. The amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The Art Institute will then calculate how much of the charges can be retained based on the school policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from Federal funds after calculating the Return of Title IV formula and the refund policy, the refund will be made to the student, or, with the student's authorization, to the Federal loan program(s) in the following order, up to the amount received, for the term of withdrawal: UUnsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, Federal ACG Grant, Federal SMART Grant, SEOG. If there is an additional credit balance made up of non-Title IV funds, it will be refunded in the following order, up to the amount received for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, Federal ACG Grant, Federal SMART Grant, SEOG.

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

Examples of the calculations for this policy are available in the Student Accounting Office.

*In the event enrollment was procured as a result of any misrepresentation in the school's advertising or promotional material of the school, or a representative of the school, The Art Institute will provide a full refund. The Art Institute may change the refund policy with 60 days notice.*

#### SUPPLY STORE RETURN POLICY FOR SESSION I & II

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

#### GENERAL INFORMATION AND UNDERSTANDINGS

##### 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."

##### HANDLING OF STUDENT COMPLAINTS

Questions or concerns regarding The Art Institute's compliance with the terms of this Enrollment Agreement may be directed to the Director of Admissions at The Art Institute. The Art Institute is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and is authorized by the Texas Higher Education Coordinating Board (THECB) to award degrees. Questions or concerns that are not satisfactorily resolved by The Art Institute officials may be brought to the attention of the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033-4097.

##### ARBITRATION

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

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

The Art Institute of Houston agrees that it will not elect to arbitrate any individual claim of less than \$5,000 that you bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if your claim exceeds \$5,000, The Art Institute of Houston reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER YOU OR The Art Institute of Houston CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, YOU WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT YOU OR The Art Institute of Houston WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

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

The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with The Art Institute of Houston. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28<sup>th</sup> Floor, New York, NY, 10006, www.jamsadr.com, 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arb-forum.com, 800-474-2371.

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

##### TRANSFERABILITY OF CREDITS

The Art Institute of Houston is authorized by the Texas Higher Education Coordinating Board to confer the Bachelor of Fine Arts, Bachelor of Science, Associate of Applied Arts and Associate of Applied Science degrees and accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, an accrediting agency recognized by the United States Department of Education. However, the fact that a school is authorized and accredited is not necessarily an indication that credits earned at that school will be accepted by another school.

In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

The mission of The Art Institute of Houston is to help you to prepare for entry-level employment in your chosen field of study.

The value of degree programs like those offered by The Art Institute of Houston is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at The Art

Institute of Houston will transfer to another school.

Programs offered by one school within The Art Institutes system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within The Art Institutes system, not all of the credits you earn at The Art Institute of Houston may be transferable into that school's program.

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

##### HOUSING

A housing deposit is due within 30 days of application in order to reserve a place in student housing. The deposit is \$200 for the 4 student/2 bedroom apartment, or \$400 for the 2 student/1 bedroom apartment. \$50 of the deposit is non-refundable. 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.

##### 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 all 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.

##### PARKING FEES

In order to use The Art Institute of Houston parking facility, students must pay a quarterly \$50 parking fee and visibly display the parking hang tag on the vehicle.

##### POLICIES AND PROCEDURES

The student is enrolled on a continuing quarter-by-quarter basis and agrees to comply with all published Art Institute policies and procedures. The Art Institute reserves the right to add, delete or modify its policies and procedures.

##### 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 above shall apply in the event that a student withdraws, is suspended or is terminated from school.

##### CLASS SESSIONS

Classes are in session six days a week, Monday through Saturday. Students are scheduled by The Art Institute 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 a minimum of 3 days and a maximum of 5 days during each week. 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 Art Institute reserves the right to change a student's class session schedule from time to time, according to classroom, studio, shop and/or lab availability, and academic and student distribution circumstances. From time to time, instructional activities may occur at an off-campus location appropriate for the particular activity.

##### INSTRUCTIONAL EQUIPMENT

Instructional equipment will be made available according to the program curriculum to enable the student to acquire an understanding of those fundamental principles of such equipment that the student would be expected to encounter in an entry-level position in the field. Such equipment must be shared by students; accordingly, The Art Institute cannot guarantee students hands-on usage of such equipment beyond that called for in the curriculum. To complete the requirements of his/her program, the student may have to schedule use of the equipment outside normal class hours.

##### HOMEWORK

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

##### CURRICULUM

The Art Institute reserves the right to revise course contents, course titles and the sequencing of classes, subject to applicable regulatory approval.

##### REQUIREMENTS FOR GRADUATION

To be qualified to graduate, a student must:

- Receive a passing grade or credit for all course work;
- Achieve a minimum CGPA of 2.0;
- Satisfy the required standards set by The Texas Higher Education Coordinating Board, for Texas Success Initiative or meet the criteria for exemptions prescribed by THECB;
- Satisfy all financial obligations to The Art Institute.

##### CANCELLATION OF START DATE

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

##### NONDISCRIMINATION

The Art Institute does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, disability or any other characteristic protected by state, local or federal law in the administration of any of its educational programs or activities, or with respect to admission or employment.

For information on The Art Institute's equal opportunity policy and grievance procedure, please contact the Dean of Academic Affairs, The Art Institute of Houston, 1900 Yorktown Street, Houston, Texas 77056, (713) 623-2040.

##### 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.

##### NON-PAYMENT OF CHARGES

Non-payment of tuition, housing, fees and/or other charges due to The Art Institute of Houston will result in the student 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 to us are paid in full.

For checks issued to The Art Institute of Houston that are returned insufficient, a \$25.00 processing fee may be charged. When a check is returned, the college reserves the right to require payment by cash or certified funds.

##### HOLDER IN DUE COURSE

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

##### OTHER INFORMATION

Student "Right to Know" information that outlines graduation and placement rates is available through the Registrar's Office.