

The Art Institute of Indianapolis

3500 Depauw Boulevard, Suite 1010, Indianapolis, IN 46268-6124

(317) 613-4800 Toll Free 1-866-441-9031

The Art Institute of Indianapolis is a branch of The Art Institute of Phoenix.

ENROLLMENT AGREEMENT

Name of Student _____

(Last Name)

(First Name)

(Middle Name)

Present Address: _____

(Street)

(City)

(State)

(Zip)

Telephone () _____

Student's Previous (Maiden) Name _____

Check Quarter Starting Date:

- October 3, 2011 April 2, 2012
 November 10, 2011 May 10, 2012
 January 9, 2012 July 9, 2012
 February 16, 2012 August 16, 2012

guardians must also sign this document if the student is under 18 years of age). You will be given an exact copy of the Agreement you sign. Please also note that the provision of any attached rider(s) signed by you are also part of this Agreement. This Agreement shall not be binding until it is accepted by The Art Institute.

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.

Administrative Fee of \$100.00 is assessed within 10 days of application. Applicants not accepted for admissions will receive a full refund of all fees paid.

First quarter tuition and fees for new students become due 30 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 the student has made arrangements for an approved alternative payment plan.

The Art Institute reserves the right to test 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 as many as three transitional studies courses. Such courses are three quarter credits in length and are charged at the student's current per-credit hour charge. Students enrolled in transitional studies courses may be required to complete from three (3) to nine (9) credits which are in addition to their normal program of study requirements. Transitional studies courses are not calculated in the total credits needed for graduation. They are, however, counted in the incremental completion rate and maximum time frame.

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

BOTH SIDES OF THIS ENROLLMENT AGREEMENT AND THE FINANCIAL PLAN (IF ELECTED) CONSTITUTE THE COMPLETE ENROLLMENT AGREEMENT.

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 this document for my records. I understand that my enrollment and The Art Institute's obligation under this 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 that I have demonstrated poor academic potential (as determined through entrance testing, evaluation of transcripts records, or any other academic evaluations deemed appropriate for the program selected), and/or 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 understand that this agreement becomes a legally binding document after I sign it and it is accepted by the school. I understand the total amount for the course of instruction for _____ is \$_____. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the school's cancellation and refund policies have been clearly explained to me and that I have received a copy of this agreement. I agree that I am responsible for this amount. If I obtain a student loan, I am responsible for repaying the loan amount plus any interest.

I understand that my acceptance by The Art Institute is subject to my completion of an essay, submission of my high school transcript documenting graduation or evidence of my completion of a high school equivalency exam, submission of results of a nationally based exam (if required), a personal interview and other factors to be considered by The Art Institute. It is my responsibility to provide necessary documentation and other information to The Art Institute in connection with the admissions process. The Art Institute will notify me of acceptance if I successfully complete the admissions process and am accepted to the school.

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

Each academic quarter is 11 weeks, with the exception of the "mid-quarter" which is a 5 1/2 week class. An application fee of \$50.00 is to be submitted with your application for admission. An

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, AND STUDENT CONDUCT CODES SHALL CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE STUDENT AND THE ART INSTITUTE. I UNDERSTAND AND

Please check your program of study.

- Associate of Science Degree in Baking & Pastry
- Associate of Science Degree in Culinary Arts
- Bachelor of Science Degree in Culinary Management
- Associate of Science Degree in Digital Photography
- Bachelor of Science Degree in Digital Photography
- Bachelor of Science Degree in Fashion Design
- Bachelor of Science Degree in Fashion & Retail Management
- Associate of Science Degree in Graphic Design
- Bachelor of Science Degree in Graphic Design
- Bachelor of Science Degree in Interior Design
- Bachelor of Science Degree in Media Arts & Animation
- Bachelor of Science Degree in Web Design & Interactive Media

Student's Right To Cancel:

You, the student, may cancel your enrollment without penalty or obligation at any time prior to midnight of the fifth business day after you sign 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. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation or following a tour of the school. Upon cancellation of your enrollment, for either of these reasons, The Art Institute of Indianapolis ("The Art Institute") will refund the appropriate portion of the tuition or other charges for which you did not receive services. Please do not sign this Enrollment Agreement before you read it in its entirety (parents or

Financial Information:

Tuition is charged at \$481 per credit hour. Tuition and fees applicable to The Art Institute's programs are as follows: There is an estimated monthly supply cost of \$100 for all non-culinary programs and a \$210 per quarter culinary lab fee for all Culinary Management, Culinary Arts and Baking & Pastry programs.

Current Schedule of Charges:

Programs	Web Design & Interactive Media Graphic Design Media Arts & Animation	Culinary Management	Digital Photography	Interior Design	Fashion & Retail Management	Fashion Design	Graphic Design	Digital Photography	Culinary Arts Baking & Pastry
Degree	Bachelor of Science 180 credits	Bachelor of Science 180 credits	Bachelor of Science 180 credits	Bachelor of Science 180 credits	Bachelor of Science 180 credits	Bachelor of Science 180 credits	Associate of Science 96 credits	Associate of Science 96 credits	Associate of Science 96 credits
Program Length	12 Quarters 132 Weeks	12 Quarters 132 Weeks	12 Quarters 132 Weeks	12 Quarters 132 Weeks	12 Quarters 132 Weeks	12 Quarters 132 Weeks	8 Quarters 88 Weeks	8 Quarters 88 Weeks	8 Quarters 88 Weeks
Tuition Per Quarter	\$7,215	\$7,215	\$7,215	\$7,215	\$7,215	\$7,215	\$5,772	\$5,772	\$5,772
Application Fee*	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Administrative Fee**	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Current to Enter	\$7,365	\$7,365	\$7,365	\$7,365	\$7,365	\$7,365	\$5,922	\$5,922	\$5,922
Current Program Tuition***	\$86,580	\$86,580	\$86,580	\$86,580	\$86,580	\$86,580	\$46,176	\$46,176	\$46,176
Supply Kit Price (optional) ****	\$550	\$764	\$550/\$1,300	\$850	\$570	\$790	\$550	\$550/\$1,300	\$764
Digital Resource Fee*****	\$2,800	\$2,500	\$2,800	\$2,800	\$2,800	\$2,800	\$1,500	\$1,500	\$1,150

Tuition per quarter is based on 15 credit hours per quarter for Bachelor's degree; 12 credit hours for Associate's degree; 13.75 credit hours for Culinary Arts and Baking & Pastry Certificate programs; 12 credit hours for Certificate programs in Digital Image Management, Fashion Retailing, Web Design & Development and Web Design & Interactive Communications; 9 credit hours for the Digital Design Certificate programs.

*Application Fee is paid by new and transfer students only and is non-refundable. **Administrative Fee is refundable as outlined in Refund Policy.

***The total cost is based on the current per credit hour rate; This DOES NOT include Supply Kit; The current cost will increase with each per credit hour tuition increase.

****The supply kit contains most tools and materials needed for beginning each program (purchase of this kit is optional). A list of the components of the supply kit is provided to each enrolled student.

***** 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 any 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 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. A student financial plan including a retail installment agreement will be attached to this agreement and is incorporated by reference.

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. I authorize The Art Institute to receive a copy of my high school and/or college transcript. I understand that I am responsible for tuition and fees pertaining to the program's required course of study.

Student's Signature: _____

Date: _____

Parent's (or guardian's) Signature (if applicant is under 18 years of age): _____

Date: _____

Parent's (or guardian's) Address: _____

Signature of accepting official from The Art Institute: _____

Date: _____

Title of accepting official: _____

SEE BACK AND INITIAL

REFUND POLICY

If a student withdraws from The Art Institute, the date of separation is the last date of recorded attendance. Charges are assessed by the quarter for all students. Charges are refunded per quarter throughout the academic year in cases of withdrawal.

Refunds will be issued to appropriate parties within 30 days of the date the student officially withdraws or is dismissed, or, in the case of unofficial withdrawal, within 30 days of the date The Art Institute determines that the student has unofficially withdrawn. The Art Institute follows the refund policy set forth by Indiana Commission of Proprietary Education:.

(1) A student is entitled to a full refund if one (1) or more of the following criteria are met:

- (A) The student cancels the Enrollment Agreement or enrollment application within six (6) business days after signing.
 - (B) The student does not meet The Art Institute's minimum admission requirements.
 - (C) The student's enrollment was procured as a result of a misrepresentation in written materials utilized by The Art Institute.
 - (D) If the student has not visited The Art Institute prior to enrollment and, upon touring The Art Institute or attending the regularly scheduled orientation/classes, the student withdraws from the program within three (3) days.
- (2) A student withdrawing from an instructional program, after starting the instructional program at The Art Institute and attending one (1) week or less, is entitled to refund of ninety percent (90%) of the cost of the financial obligation, less an administrative fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100), which includes the \$50 application fee paid at the time of enrollment.
- (3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an administrative fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100), which includes the \$50 application fee paid at the time of enrollment.
- (4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an administrative fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100), which includes the \$50 application fee paid at the time of enrollment.
- (5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an administrative fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100), which included the \$50 application fee paid at the time of enrollment.
- (6) A student withdrawing from an instructional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Return of Federal Title IV Aid

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the 60 percent point of the term. If the student has completed more than 60 percent of the term, the student earns 100 percent of the Federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Unsubsidized Stafford Loan, Unsubsidized Direct Loan, Subsidized Stafford Loan, Subsidized Direct Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG, SMART, SEOG. Funds will be returned to the aid source within 45 days of the date that the school determines that the student has withdrawn.

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

If Federal student financial assistance funds need to be 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.

To officially withdraw, the student will need to notify the Registrar's Office. The registrar will assist the student to complete the withdrawal process and will determine the last date of attendance and the date of determination. The date of determination would be the earlier of the date the student begins the school's withdrawal process or the date the student

provides notice. For students who unofficially withdraw, the Registrar will determine the last date of attendance using attendance records.

Adjustment of charges:

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; The Art Institute will first calculate how much needs to be returned under the Federal Return of Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the quarter of withdrawal to calculate the adjusted amount paid. The Art Institute will then calculate how much of the charges can be retained based on The Art Institute 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 Title IV funds, the refund will be made to the student, or with the students written authorization, to Federal Loans from which funds were received, in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance remaining after the Federal refund is made, under the Art Institute policy, refunds will be made in this order, to programs from which funds were received: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), student.

The admission of a student into The Art Institute affects seat assignments in classes, hiring of faculty, assignment of instructional equipment, and other provisions but the administration that must be contracted in advance. For this reason, there will be no refund of tuition or fees except as indicated above.

Refunds will be issued to appropriate parties within 30 days of the date the student officially withdraws, is dismissed, or, in the case of unofficial withdrawal, within 30 days of the date The Art Institute determines that the student has unofficially withdrawn. If kits, components of the kit, books, or supplies, are returned to the bookstore in re-saleable condition within 21 days of withdrawal, a credit will be given. Examples of the calculations for this policy are available in the Student Accounting office.

THE APPLICATION PROCESS

As part of the application process, applicants are required to independently conceive and write an essay stating how an education at The Art Institute will help them to attain their career goals. Applicant must be a high school graduate or hold a General Educational Development (GED) certificate as a prerequisite for admission. In lieu of documenting high school graduation, applicants who are graduated with Bachelor's degree or higher (or its equivalent, if earned at an institution located outside of the United States) earned at an accredited institution of postsecondary education can provide official college transcripts showing the degree granted. Individuals must present a record of accomplishments and core academic courses as evidenced through transcript grade point average or upon evaluation of General Educational Development (GED) scores. Successful admission into The Art Institute and a satisfactory program start is dependent on the level of accomplishment exhibited in the essay, all grade point averages, evaluation of GED scores, a review of the results of any nationally-based exams (preferred but not required) such as the SAT or ACT, a personal interview with an Admissions Representative (preferred but not required), and meeting all other requirements stated in the Agreement. Applicants who have not submitted their final official high school transcript or GED score are required to submit partial transcripts or scores, the results of which will be reviewed by the Admissions Committee. The Committee can then grant conditional acceptance, but applicants will still be required to submit their final official transcript or GED scores by a date established by the Director of Admissions.

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 of Indianapolis is accredited by the Accrediting Council for Independent Colleges and Schools. ACICS may be contacted at 750 First Street, NE, Suite 980, Washington, DC 20002-4223; (202)336-6780.

ARBITRATION

Every student and The Art Institute agrees that any dispute or claim between the student and The Art Institute (or any company affiliated with The Art Institute, or any of its officers, directors, trustees, employees or agents) arising out of, or relating to a student's enrollment or attendance at The Art Institute, whether such dispute arises before, during or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or The Art Institute's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student's right, if any, to file grievance with any state educational licensing agency.

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

The Art Institute agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if the student's claim less than the relevant jurisdictional threshold, The Art Institute reserves the right to elect arbitration, and if it does so, the student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section: IF EITHER THE STUDENT OR THE ART INSTITUTE CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE

APPLICABLE 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 WOULD HAVE IN COURT ALSO MAY NOT BE 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 the student's written request, The Art Institute will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law 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 the student's relationship with The Art Institute. If a student has a question about the arbitration administrators mentioned above, the student can contact them as followed: JAMS, 45 Broadway, 28th Floor, New York, NY 10006, www.jamsadr.com, 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371.

THE ABOVE SUPERSEDES ANY INCONSISTENT ARBITRATION PROVISION PUBLISHED IN ANY OTHER DOCUMENT.

TRANSFER OF CREDITS

The Art Institute of Indianapolis is accredited by the Accrediting Council for Independent Colleges and Schools. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002. Telephone: 1.202.336.6780.

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 always determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

The goal of The Art Institute of Indianapolis is to help you to prepare for entry-level employment in your chosen field of study. The value of 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 academic credits you earn at The Art Institute will transfer to another school.

Programs offered by one school within The Art Institutes system of schools 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 Institute system, not all of the credits you earn at The Art Institute may be transferable into that school's program.

If a student is considering transferring to either another school within The Art Institutes system or an un-affiliated school, it is the student's responsibility to determine whether that school will accept your Art Institute credits. Students are encouraged to make this determination as early as possible.

CAREER SERVICES

The Art Institute does not guarantee employment or any particular level of compensation following graduation. The Art Institute does, however, offer individualized job search assistance 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.

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 Agreement shall apply in the event that a student withdraws, is suspended, or is terminated from The Art Institute.

CLASS SESSIONS

Classes are in session six days per week, Monday through Saturday. Students are scheduled by The Art Institute to meet their total weekly credit hour requirements through a combination of morning, afternoon and evening classes. The weekly credit hour requirement is scheduled to be completed in a minimum, of 2 days and maximum of 6 days per 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.

Class Sessions & Total Weekly Hours

Class Session Hours:
A. 8:00 a.m.-11:50 p.m.
B. 1:00 p.m.-4:50 p.m.
C. 6:00 p.m.-9:50 p.m.

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 circumstance. From time to time, instructional activities may occur at the off-campus location appropriate for the particular activity.

MID-SESSION STARTS

In order to qualify for most types of financial aid, students beginning mid-session must register for and maintain enrollment in a minimum of 6 credits during the first session of study. Students starting

their first course of study at the mid-session start date will follow the same refund policy as stated above, to include the Return of Federal Title IV Aid and adjustment of charges except that it is based on the beginning and ending date of the mid-session. In accordance with The Art Institute policy, The Art Institute will earn tuition and fees as follows:

Week One - 50%

Weeks Two and beyond - 100%

Students starting their first course of study at the mid-session start date will be given a one week drop/add period during which they can drop or change a class without penalty as long as they do not drop out of The Art Institute entirely. If they withdraw from The Art Institute, the standard refund policy will apply. This applies only to the mid-session starting student.

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 such equipment which 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 what is 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, the student will be required to devote additional time each week outside the classroom studying and working on assigned projects.

REQUIREMENTS FOR GRADUATION/DEGREE

To graduate, students must: receive a passing grade or credit for all required coursework; earn the minimum credits for the program; achieve a minimum CGPA of 2.0; meet portfolio or other requirements, if applicable, and as outlined in the student handbook/catalog; satisfy all financial obligations to The Art Institute. It is the practice of The Art Institute to round to the nearest tenth percent, GPA and CGPA calculations for the purpose of determining academic progress. 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 average.

CURRICULUM

The Art Institute reserves the right to change or modify the program contents, sequence of courses, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances, industry trends and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional tuition charges.

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, gender, religion, national origin, sex, age, sexual orientation, genetic marker, disability or any other characteristic protected by state, local or federal laws in our educational programs or 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 Institute 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: Director of Student Affairs, The Art Institute of Indianapolis, 3500 Depauw Boulevard, Indianapolis, IN 46268, or call 1-866-441-9031.

SALES, 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.

BOTH SIDES OF THIS ENROLLMENT AGREEMENT AND THE FINANCIAL PLAN (IF ELECTED) CONSTITUTE THE COMPLETE ENROLLMENT AGREEMENT.

STUDENT RIGHT-TO-KNOW

According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/completion rates for first-time, full-time students who entered school and graduated/completed within 150% of the normal time to complete the program, as published on the Institution's Student Consumer Information page, must be made available to current and prospective students. You may obtain a hard copy of this information in the Admissions Office.

Please Initial Here _____

The Art Institute of Indianapolis is regulated by the Indiana Commission on Proprietary Education, 302 W. Washington St., Rm E201, Indianapolis, IN 46204
Toll Free Number 1-800-227-5695
Or (317) 232-1320