

ENROLLMENT AGREEMENT



2350 CORPORATE CIRCLE, HENDERSON, NV 89074  
1-702-369-9944

Class Start Date:

\_\_\_\_\_

Program For Which You Are Applying (Check one):

- Audio Production (Bachelor of Science)**  
Twelve 11-week quarters (132 academic weeks/192 quarter credit hours)
- Digital Filmmaking & Video Production (Bachelor of Science)**  
Twelve 11-week quarters (132 academic weeks/192 quarter credit hours)
- Digital Photography (Bachelor of Science)**  
Twelve 11-week quarters (132 academic weeks/192 quarter credit hours)
- Drafting Technology & Design (Associate of Science)**  
Seven 11-week quarters (77 academic weeks/112 quarter credit hours)
- Fashion & Retail Management (Bachelor of Science)**  
Twelve 11-week quarters (132 academic weeks/192 quarter credit hours)
- Game Art & Design (Bachelor of Science)**  
Twelve 11-week quarters (132 academic weeks/192 quarter credit hours)
- Graphic Design (Bachelor of Science)**  
Twelve 11-week quarters (132 academic weeks/192 quarter credit hours)
- Interior Design (Bachelor of Arts)**  
Twelve 11-week quarters (132 academic weeks/192 quarter credit hours)
- Media Arts & Animation (Bachelor of Science)**  
Twelve 11-week quarters (132 academic weeks/192 quarter credit hours)
- Visual Effects & Motion Graphics (Bachelor of Science)**  
Twelve 11-week quarters (132 academic weeks/192 quarter credit hours)
- Web Design & Interactive Media (Bachelor of Science)**  
Twelve 11-week quarters (132 academic weeks/192 quarter credit hours)

Student Name \_\_\_\_\_  
(Last Name) (First Name) (Middle)

Address \_\_\_\_\_  
(Street or P.O. Box)

\_\_\_\_\_  
(City) (State) (Country) (Zip/Postal Code)

Telephone \_\_\_\_\_ Program \_\_\_\_\_

Assistant Director of Admissions \_\_\_\_\_

STUDENT'S AGREEMENT

I understand that this Agreement becomes a legally binding document after I sign it and it is accepted by The Art Institute of Las Vegas ("The Art Institute"). I understand the total amount for the course of instruction for \_\_\_\_\_ (program title) is \$ \_\_\_\_\_ (as presented in the Financial Information Section) at the per credit rate shown below. However, I understand that the per credit hour rate will increase at least once per year, which will increase the total amount for the program. **My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, that the school's cancellation and refund policies have been clearly explained to me and that I received a copy of this Agreement. I agree that I am responsible for this amount. If I get a student loan, I am responsible for repaying the loan amount plus any interest.** The catalog volume and date for this enrollment is \_\_\_\_\_.

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 documents 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 Art Institute.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date (MM/DD/YY)

\_\_\_\_\_  
Parent's Signature (If applicant is under 18 years of age)

\_\_\_\_\_  
Date (MM/DD/YY)

\_\_\_\_\_  
School Official's Signature

\_\_\_\_\_  
Date (MM/DD/YY)

**You will receive a Student Financial Plan including a retail installment. This Agreement is incorporated by reference.**

FINANCIAL INFORMATION

Current Schedule of Charges<sup>1</sup>

Tuition is charged at \$449 per credit (with an average of 16 credits per quarter for degree programs). The current tuition and fees applicable to The Art Institute's programs are as follows:

	AUDIO PRODUCTION - BS (12 Quarters)	DIGITAL FILMMAKING & VIDEO PRODUCTION - BS (12 Quarters)	DIGITAL PHOTOGRAPHY - BS (12 Quarters)	DRAFTING TECHNOLOGY & DESIGN - AS (7 Quarters)	FASHION & RETAIL MANAGEMENT - BS (12 Quarters)	GAME ART & DESIGN - BS (12 Quarters)
Tuition per Quarter	\$7,184	\$7,184	\$7,184	\$7,184	\$7,184	\$7,184
Administrative Fee <sup>2</sup>	\$150	\$150	\$150	\$150	\$150	\$150
Supplies Fee per Quarter <sup>3</sup>	\$300	\$300	\$300	\$300	\$300	\$300
Activity Fee	\$250	\$250	\$250	\$200	\$250	\$250
<b>Current Tuition/Fees for Program<sup>4</sup></b>	<b>\$90,208</b>	<b>\$90,208</b>	<b>\$90,208</b>	<b>\$52,738</b>	<b>\$90,208</b>	<b>\$90,208</b>
Starting Kit (estimated)	\$1,020	\$1,760	\$3,000	\$1,270	\$1,135	\$1,590
Online Lab Fee <sup>5</sup>	\$100	\$100	\$100	\$100	\$100	\$100

  

	GRAPHIC DESIGN - BS (12 Quarters)	INTERIOR DESIGN - BA (12 Quarters)	MEDIA ARTS & ANIMATION - BS (12 Quarters)	VISUAL EFFECTS & MOTION GRAPHICS - BS (12 Quarters)	WEB DESIGN & INTERACTIVE MEDIA - BS (12 Quarters)
Tuition per Quarter	\$7,184	\$7,184	\$7,184	\$7,184	\$7,184
Administrative Fee <sup>2</sup>	\$150	\$150	\$150	\$150	\$150
Supplies Fee per Quarter <sup>3</sup>	\$300	\$300	\$300	\$300	\$300
Activity Fee	\$250	\$250	\$250	\$250	\$250
<b>Current Tuition/Fees for Program<sup>4</sup></b>	<b>\$90,208</b>	<b>\$90,208</b>	<b>\$90,208</b>	<b>\$90,208</b>	<b>\$90,208</b>
Starting Kit (estimated)	\$1,770	\$1,270	\$1,590	\$1,760	\$1,590
Online Lab Fee <sup>5</sup>	\$100	\$100	\$100	\$100	\$100

1 A separate financial plan exists, which complies with the Truth in Lending Regulation Z, and is part of the student's enrollment agreement. Costs quoted do not include additional transitional or prerequisite courses that may be required. The schedule of charges does not include per credit hour tuition increases that may occur throughout the duration of the program.  
 2 The administrative fee, of which \$50 is non-refundable is paid by new and transfer (non-Art Institute) students only.  
 3 The books/supplies fee is credited to the student's Supply Store account every term the student is enrolled. There are no refunds of this fee as long as the student remains enrolled. Books for online courses may not be available in the Supply Store.  
 4 NOT including Starting Kit and NOT including per credit hour tuition increases that may occur throughout the duration of the program. The total cost of the program will increase with each per credit hour tuition increase.  
 5 Students taking online courses will be charged at the same tuition rate they are currently paying for on ground courses plus an additional Online Lab Fee of \$100 per course. Books for online courses may not be available in the Supply Store.

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.

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 (1) that I have demonstrated poor academic potential (as determined by evaluation of transcript records, or any other academic evaluations deemed appropriate for the program selected), and/or (2) that I do not meet all financial obligations related to enrollment and continuing enrollment. I understand that my financial obligations to The Art Institute must be paid in full before a degree may be awarded and before transcripts will be issued. **Both sides of the Enrollment Agreement and financial plan, together with the catalog and other published Art Institute policies, procedures, provisions of any attached**

**rider(s) signed by me, student conduct codes, and separate student housing agreement, if any, shall constitute the entire agreement between the student and The Art Institute. I understand and agree that they supersede any prior or contemporaneous oral or written agreements or statements and may not be modified without the written agreement of The Art Institute President.**

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.

I also understand that this Agreement constitutes a binding contract upon acceptance by The Art Institute. Any holder of this consumer credit contract is subject to all claims and defenses that the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor. My signature above signifies that I have read and understand all aspects of this Agreement and do recognize my legal responsibilities in regard to this contract.

FINANCIAL INFORMATION

Each school quarter is ten to eleven weeks. The Administrative Fee of \$150 (of which \$50 is non-

refundable) is to be submitted with the Application for Admission.

Special domestic or international trips are voluntary and are not included in regular tuition and fees. The starting kit consists of the basic equipment and materials required for beginning each program. A list of the components of the starting kit is provided to each enrolled student. In addition to the starting kit, the average costs of consumable supplies, textbooks, and equipment is \$300 per quarter.

THE ADMISSIONS PROCESS

As part of the admissions process, applicants must independently conceive and write an essay of approximately 150 words stating how their education at The Art Institute will help them to attain their career goals. Applicants must also present a record of accomplishment and core academic courses as evidenced through high school transcript grade point average or upon evaluation of GED scores or by possessing a bachelor's degree or higher from an acceptable postsecondary institution. 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, and meeting all other requirements stated in this Agreement.

All applicants whose first language is not English must demonstrate a competence in the English language. Demonstration that English is an applicant's "first" language can be satisfied if the applicant submits a diploma from secondary school (or above) in a system in which English is the official language of instruction. If English is not the applicant's "first" language, the applicant will need to meet the minimum English Language Proficiency standard through submission of an official minimum score on the written Test of English as a Foreign Language (TOEFL) or its TOEFL computer-based equivalent. The minimum written TOEFL score required is for all associate and bachelor's level degree programs.

Applicants should contact the Admissions Office to determine other examinations for which scores, equivalent to TOEFL, are acceptable as an alternative to TOEFL.

Applicants who have not submitted a transcript or GED scores two weeks prior to their quarter start date will be required to complete the Conditional Class Start Agreement.

First-quarter tuition and fees for new students become due 60 days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due upon registration, approximately two weeks prior to the end of each academic quarter. Students may not be able to register for any academic quarter of study unless all tuition and fees that are due have been paid, or unless students have made arrangements for an approved alternative payment plan. There is a \$25 fee imposed on continuing students for late registration. Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending.

#### **TRANSFER CREDIT**

As part of the admissions process, The Art Institute accepts transfer credits from other institutions. However, credit must be from a college that is accredited by an accrediting association that is recognized by the U.S. Department of Education. If a degree student wants to transfer credit from another postsecondary school to The Art Institute, an official transcript stating the course(s) and grade(s) must be submitted to the Director of Admissions prior to matriculation. The maximum amount of transfer credit from another approved or accredited institution shall be 50 percent of the total quarter credits required unless the other institution is part of the EDMC family, in which case the maximum is 75 percent. Student's tuition will be reduced by the total number of credits transferred.

#### **REFUND POLICIES**

##### **Applicant Rejected**

The Institute will notify an applicant in writing of his/her acceptance/rejection. If an applicant is rejected all monies paid by the student, minus the \$50 non-refundable fee, will be refunded.

##### **Students' Right to Cancel Prior to Matriculation**

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 produces or following a tour of the school facilities and inspection of equipment where training and services are provided.

Applicants may cancel their enrollment in writing before the beginning of classes. All monies, minus the \$50 non-refundable fee, will be refunded. However, students who submit a written request to be withdrawn within three days of signing the enrollment agreement will receive a refund of all monies. An applicant not requesting cancellation in writing before the starting date indicated on the Enrollment Agreement will be considered a student. Refunds will be made within 15 calendar days after the applicant's/student's request or within 15 calendar days after his/her first scheduled class day.

##### **Refund Policy After Matriculation**

In accordance with school policy and the State of Nevada policy, the school will earn tuition and fees per quarter plus 10% of the tuition agreed upon in the Enrollment Agreement or \$100, whichever is less. Refunds will be based on the students recorded attendance calculated on a pro-rata basis up to 60% at which time The Art Institute will earn 100%.

##### **Return of Federal Title IV Aid**

A percentage of Federal Title IV Aid will be returned if a student withdraws during the first 60% of the quarter. The amount the school may retain is calculated by dividing the number of calendar days completed by the total number of calendar days in the quarter. If the calculated percentage is less than or equal to 60%, then the school may only retain the same percentage of Federal Title IV Aid and the remaining portion will be returned to the program from which the funds were received in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Pell Grant, Smart Grant, ACG and SEOG Grant.

If Federal Title IV Aid funds have been paid directly to the student and the student withdraws during the first 60% of the quarter, the student may be required to return a portion of these funds. In these instances, the school will notify the student how much he/she is required to repay.

##### **Adjustment of Charges**

The Art Institute will first calculate how much 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: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. 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, other loans, other aid (if required), and the student.

All refunds and return of funds will be made within 15 days of the date of determination passed on the student's last day of attendance. Examples of the calculations for these refund/return of funds policies are available in the Student Accounting office.

##### **Interest on Outstanding Balances**

The student understands and agrees that he/she will be liable for interest charges that 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 bal-

ance at the end of each month. The adjusted outstanding balance is defined as all charges incurred by the student for attendance at the school at the end of the prior month, including but not limited to tuition, fees, registration fees, fines, damages, etc., less the total amount paid to the student's account at the end of the current month including financial aid that the student has been awarded but has not been paid for the quarter provided that the student and/or the student's parent(s) have completed all of the requirements for the award. The student understands and agrees that his/her adjusted outstanding balance is different from his/her 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.

##### **NON-PAYMENT OF CHARGES**

Non-payment of tuition, housing, fees and/or other charges due to The Art Institute of Las Vegas will result in the student being obligated for additional collection costs, collection agency costs and legal costs.

In addition, The Art Institute reserves the right to report the student's failure to pay amounts owed to one or more national credit bureau organizations and not release an academic transcript until all debts are paid in full.

##### **WITHDRAWAL DEFINITIONS**

For the purpose of determining a refund, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. The student notifies The Art Institute of withdrawal or of the date of withdrawal.
2. The Art Institute terminates the student's enrollment as provided in this Enrollment Agreement.
3. The student exceeds the number of absences allowed and must be withdrawn from the last class remaining on his/her program of study. The date of withdrawal shall be deemed the last date of recorded attendance.
4. Refunds will be made within 15 calendar days of the date of the determination based on the student's last day of attendance.

##### **GENERAL INFORMATION AND UNDERSTANDING**

###### **Handling of Student Complaints**

If a student feels that a concern or a complaint has not been adequately resolved using the Student Complaint Procedure described in The Art Institute catalog, the student may direct his/her complaint or concern in writing to the Nevada Commission on Postsecondary Education at 1820 E. Sahara Avenue, Suite 111, Las Vegas, NV 89104.

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, phone: 1-(703) 247-4212.

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Dean of Student Affairs.

##### **ARBITRATION**

The student and The Art Institute agree 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 this Enrollment Agreement or, absent such Agreement, the 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.

If the 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 individual claim of less than \$5,000 that the student brings 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 exceeds \$5,000, 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 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, THE 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 THE STUDENT OR THE ART INSTITUTE WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against the 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 written request of the student, 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 the student has a question about the arbitration administrators mentioned above, the student can contact them as follows: 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.arb-forum.com, 800-474-2371.

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

##### **TRANSFERABILITY OF CREDIT**

The Art Institute of Las Vegas is licensed by the Nevada Commission of Postsecondary Education and accredited by the Accrediting Commission of Career Schools and Colleges of Technology, an accrediting agency recognized by the United States Department of Education. However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

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

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

If the student is considering transferring to either another school within the Art Institutes system or an unaffiliated school, it is the student's responsibility to determine whether that school will accept the student's Art Institute credits. The Art Institute encourages the student to make this determination as early as possible. The Art Institute does not imply, promise, or guarantee transferability of its credits to any other institution.

##### **Employment Assistance**

**The Art Institute does not guarantee employment or any particular level of compensation following graduation. The Art Institute does, however, offer assistance in finding employment to qualified graduates at no additional charge.** Graduates who confine employment considerations within the metropolitan area served by The Art Institute may limit the particular employment opportunities available to them.

##### **Policies and Procedures**

Each student is on a continuing quarter-by-quarter enrollment basis and agrees to comply with all published Institute policies and procedures. The Art Institute reserves the right to add, delete, or modify its policies and procedures at any time, with or without notice.

##### **Student Withdrawal**

A student may voluntarily withdraw from The Art Institute 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 (6) days a week, Monday through Saturday. Each student is sched-

uled by The Art Institute to meet his/her 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 three (3) days and a maximum of six (6) days during each week. Classes are assigned and generally announced to students in advance of each quarterly start date. Student attendance may vary according to the program of study and may change from quarter to quarter. Some classes may be scheduled on Saturdays. Average attendance is 20 hours a week. Hours: 7:00 a.m. - 11:00 p.m.

The Art Institute reserves the right to change a 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-site location appropriate for the particular activity.

##### **Instructional Equipment**

Use of instructional equipment will be made available according to the program curriculum. Each student will be able to acquire an understanding of the fundamental principles of such equipment that he/she would 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 the program, each student may find it necessary to schedule use of the equipment outside normal classroom hours.

##### **Homework**

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

##### **Requirements for Graduation**

To be qualified to graduate, a student must:

- Receive a passing grade or credit for all required coursework;
- Earn the minimum required credits for the program;
- Achieve a minimum CGPA of 2.0;
- Meet portfolio or other requirements, as outlined in the catalog;
- Satisfy all financial obligations with The Art Institute.

##### **Curriculum**

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

##### **Cancellation of Start Date**

Cancellation by The Art Institute of a scheduled class start date for any program shall entitle a student to a cancellation of the Enrollment Agreement with a full refund of all monies paid, including Administrative Fees. However, the student can elect to accept instead a guaranteed reservation in the next scheduled class for that program.

##### **Course Completion and Placement Information**

To help prospective students make sound decisions about whether to sign up for one of The Art Institute's degree programs, The Art Institute wants prospective students to know that some of our programs are newly established at this institution. Some have not been offered long enough for reliable completion and placement data to be available for students.

##### **Non-Discrimination**

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 Student Affairs or the Director of Human Resources.

##### **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.

##### **TEST OUT FEE**

Any student wishing to take an examination in an effort to test out of a course may do so by paying a non-refundable \$100 examination fee. If the score on the examination is sufficiently high, the student will receive proficiency credit for the course. At present, the only course for which such an exam exists is FS100 Computer Literacy. The examination may not be taken after the student has already taken the course.

##### **ACTIVITY FEE**

During their first quarter of enrollment, students pay a one-time activity fee. Students in associate programs pay \$200; students in bachelor's programs pay \$250. Students who change to a higher level program will pay the difference between what they have already paid and the charge for the new program. Students who graduate and return for another degree will pay based on the program in which they are then enrolling.

##### **ADD-DROP PERIOD**

The ADD-DROP period for students who start at the beginning of the quarter ends on the first day of classes in week two. The ADD-DROP period for students who start at mid-quarter ends the second day after the mid-quarter session begins.

##### **HOUSING**

The Art Institute offers assisted and school-sponsored housing to all enrolled students. See Student Affairs for details.

##### **STUDENT RIGHT TO KNOW**

Information on graduation/completion rates, for first-time, full-time, freshman is available through the Admissions Office.