

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

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

(City) (State) (Zip)

Telephone: Home (\_\_\_\_) \_\_\_\_\_  
 Business (\_\_\_\_) \_\_\_\_\_

Student ID Number \_\_\_\_\_

**Program For Which You Are Applying (Check one):**

**Bachelor of Science Degree Programs:**

- Audio Production  
Twelve 11-week quarters  
(132 academic weeks, 192 credits, 2585-2607 hours)
- Culinary Management  
Twelve 11-week quarters  
(132 academic weeks, 192 credits, 2585-2607 hours)
- Digital Filmmaking & video Production  
Twelve 11-week quarters  
(132 academic weeks, 192 credits, 2629-2739 hours)
- Fashion Marketing & Management  
Twelve 11-week quarters  
(132 academic weeks, 192 credits, 2585-2750 hours)
- Game Art & Design  
Twelve 11-week quarters  
(132 academic weeks, 192 credits, 2629-2739 hours)
- Game Programming  
Twelve 11-week quarters  
(132 academic weeks, 192 credits, 2629-2739 hours)
- Graphic Design \_\_\_\_\_ Evening\*  
Twelve 11-week quarters  
(132 academic weeks, 192 credits, 2618-2728 hours)
- Interior Design \_\_\_\_\_ Evening\*  
Twelve 11-week quarters  
(132 academic weeks, 192 credits, 2629-2739 hours)
- Media Arts & Animation  
Twelve 11-week quarters  
(132 academic weeks, 192 credits, 2618-2728 hours)
- Visual Effects & Motion Graphics  
Twelve 11-week quarters  
(132 academic weeks, 192 credits, 2629-2739 hours)
- Web Design & Interactive Media  
Twelve 11-week quarters  
(132 academic weeks, 192 credits, 2629-2739 hours)

**Bachelor of Fine Arts Degree Programs:**

- Fashion Design  
Twelve 11-week quarters  
(132 academic weeks, 192 credits, 2629 hours)

\* Students who fulfill all requirements for the above programs earn a Bachelor of Science degree or a Bachelor of Fine Arts degree upon graduation. Participation in internships or externships will increase program contact hours but will not increase the number of credits in the course.

**Check quarter starting date:**

- WI I: January 11, 2010    WI II: February 18, 2010    SP I: April 5, 2010    SP II: May 13, 2010    SU I: July 12, 2010    SU II: August 19, 2010    FA I: October 4, 2010    FA II November 11, 2010

**FINANCIAL INFORMATION<sup>1</sup>**

**Current Schedule of Charges**

Tuition is charged at \$503 per credit (with an average of 16 credits per quarter). Tuition and fees applicable to The Art Institute's programs are as follows:

	Audio Production (12 quarters)	Culinary Management (12 quarters)	Digital Filmmaking & Video Production (12 quarters)	Fashion Design (12 quarters)	Fashion Marketing & Management (12 quarters)	Game Art & Design (12 quarters)	Game Programming (12 quarters)	Graphic Design (12 quarters)	Interior Design (12 quarters)	Media Arts & Animation (12 quarters)	Visual Effects & Motion Graphics (12 quarters)	Web Design & Interactive Media (12 quarters)
Tuition per Quarter (16 credits)	\$8,048	\$8,048	\$8,048	\$8,048	\$8,048	\$8,048	\$8,048	\$8,048	\$8,048	\$8,048	\$8,048	\$8,048
Application Fee <sup>2</sup>	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Enrollment Fee <sup>2</sup>	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Lab Fee <sup>3</sup>		\$315 (per quarter)	\$300									
Current Tuition/Fees for Program <sup>4</sup>	\$96,726	\$98,931	\$97,026	\$96,726	\$96,726	\$96,726	\$96,726	\$96,726	\$96,726	\$96,726	\$96,726	\$96,726
Starting Kit <sup>5</sup>	\$945	\$1,355	\$925	\$540	\$375	\$830	\$415	\$605	\$780	\$830	\$735	\$615
Transitional Studies Charges <sup>6</sup>	\$1,509	\$1,509	\$1,509	\$1,509	\$1,509	\$1,509	\$1,509	\$1,509	\$1,509	\$1,509	\$1,509	\$1,509
Student Activity Fee <sup>7</sup>	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100

<sup>1</sup> A separate financial plan exists, which complies with the Truth in Lending Regulation Z, and is part of this agreement.

<sup>2</sup> Application and Enrollment Fees are paid by new and transfer students only.

<sup>3</sup> Culinary Arts & Culinary Management Programs: Monthly consumable supplies included with the \$315 per quarter lab fee. For refund purposes, the Culinary lab fee will be treated as part of the tuition. (The Lab fee for Culinary Management Program applies only to the first 7 quarters of the program.) Video Production Program: a one time lab fee of \$300 is applied to total tuition cost.

<sup>4</sup> NOT including Starting Kit or Transitional Studies charges. The tuition cost is based on 112 quarter credits for associate degree program and 192 quarter credits for bachelor degree program.

<sup>5</sup> The Starting Kit is optional and consists of basic equipment, first quarter text books, and materials needed for the suggested first quarter classes. The materials in the supply kit may be purchased at art and/or industry supply stores. Textbooks may be purchased at the school or from textbook suppliers.

<sup>6</sup> Transitional Studies courses are in addition to the normal program of study. Transitional Studies charges are based on the current per-credit-hour rate at 3 quarter credits per course.

<sup>7</sup> Student Activity Fee: a one time fee of \$100 is in addition to the total tuition cost to support student related activities effective May 15, 2009.

**Program Pricing**

Each student at the Art Institute of California – Los Angeles (“The Art Institute”) 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.

The student may assert against the holder of the promissory note s/he signed in order to finance the cost of instruction all of the claims and defenses that the student could assert against this school up to the amount the student have already paid under the promissory note.

**Interest on outstanding balances:**

For any student enrolling on or after August 5, 2002, the student understands and agrees that he/she will be liable for interest charges that will be assessed on his/her account until the balance is paid in full. Interest will be charged at 12% per annum on the student’s adjusted outstanding balance at the end of each month. The adjusted outstanding balance is defined as all charges incurred by the student for attendance at The Art Institute at the end of each month, including but not limited to tuition, fees, housing charges, late registration fees, fines, damages, etc., less the total amount paid to the student’s account at the end of the current month including financial aid that the student has been awarded but has not been paid for the quarter provided that the student and/or the student’s parent(s) have completed all of the requirements for the award. The student understands and agrees that his/her adjusted 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.

**STUDENT ACKNOWLEDGMENTS**

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to orally communicate to you the information included in the School performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries and wages, prior to signing this agreement.

\_\_\_\_\_(student’s initials) I certify that I have received the catalog, School Performance Fact Sheet, and oral disclosure or completion rates, placement rates, and salary or wage information included in the School performance Fact Sheet.

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 deny my enrollment if it is determined (i) that I have demonstrated poor academic potential as determined through 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.

**Both sides of the Enrollment Agreement and the 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 understand that if I obtain a loan to pay for an educational program, I will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. I further understand that if I am eligible for a loan guaranteed by the federal of state government and I default on the loan, one or both of the following may occur: 1.) The federal or state government or a loan guarantee agency may take action against me, which includes applying any income tax refund to which the person is entitled to reduce the balance owed on the loan, 2.) I may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

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

I understand the **TOTAL ESTIMATED CHARGES FOR THE ENTIRE** \_\_\_\_\_ PROGRAM are \$ \_\_\_\_\_ at the per credit rate shown on page one. However, I also understand that the per credit hour rate will increase at least once per year which will increase the total amount for the program. I further understand that the **TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE ARE** \$ \_\_\_\_\_ and that the **TOTAL CHARGES I MUST PAY UPON ENROLLMENT ARE** \$ \_\_\_\_\_. 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. I agree that I am responsible for this amount.

\_\_\_\_\_  
Student’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s (or Guardian’s signature)  
[If applicant is under 18 years of age]

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of accepting College official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s (or Guardian’s) address  
[If applicant is under 18 years of age]

\_\_\_\_\_  
Title of accepting College official

**A Student Financial Plan including a retail installment agreement will be attached to this Agreement and is incorporated by reference.**

## THE APPLICATION PROCESS

As a part of the application 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 evidence through high school transcript grade point average or upon evaluation of 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 such as the SAT or ACT, (preferred, but not required), a personal interview with an admission representative, and meeting all other requirements stated in this Agreement.

Applicants who have not submitted a transcript or GED scores no later than 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 the end of each academic quarter. Students may not register for any academic quarter of study unless all tuition and fees that are due have been paid, or unless students have made arrangements for an approved alternative payment plan. 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.

## STUDENT'S RIGHT TO CANCEL

You the student have the right to cancel this Agreement, including any equipment or other goods, and services included in the Agreement, and receive a full refund less a cancellation fee of \$100 (includes the non-refundable \$50 application fee and \$50 of the administrative fee) until midnight of the *first day of instruction*. Your cancellation takes effect when you give written Notice of Cancellation to The Art Institute at the address above. Please direct the Notice to the attention of the Registrar. Any written expression that you wish not to be bound to this Agreement will serve as a Notice of Cancellation of this Agreement if provided to The Art Institute by midnight of the first day of instruction. If you mail your Notice of Cancellation to The Art Institute, it becomes effective as of the postmark, if properly addressed with proper postage. You are due a complete refund within 30 days after The Art Institute receives a valid Notice of Cancellation. However, if you have received any equipment or a Starting Kit, you must return it to The Art Institute within 20 days of the date of the Notice of Cancellation. If you do not return it, The Art Institute may deduct the documented cost of the equipment from the amount of your refund.

## FINANCIAL INFORMATION

Each school quarter is 11 weeks. The following **Bachelor of Science** degree programs are 12 quarters: Audio Production, Culinary Management, Digital Filmmaking & Video Production, Game Art & Design, Game programming, Visual Effects & Motion Graphics, Graphic Design, Interior Design, Media Arts & Animation, Motion Graphics and Web Design & Interactive Media. The non-refundable Application Fee of \$50 is to be submitted with the Application for Admission. The Enrollment Fee of \$100 is due within 10 days after this Enrollment Agreement is signed.

Special U.S. and overseas trips are voluntary and are not included in regular tuition and fees. The Starting Kit consists of the basic equipment, texts, 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 by program are:

**Audio Production**  
Supplies: \$300/quarter  
Text: \$90/quarter

**Culinary Management**  
Supplies: \$300/quarter  
Text: \$90/quarter

**Digital Filmmaking & Video Production**  
Supplies: \$300/quarter  
Text: \$90/quarter

**Fashion Design**  
Supplies: \$300/quarter  
Text: \$90/quarter

**Fashion Marketing & Management**  
Supplies: \$300/quarter  
Text: \$90/quarter

**Game Programming**  
Supplies: \$750/quarter  
Text: \$90/quarter

**Graphic Design**  
Supplies: \$750/quarter  
Text: \$90/quarter

**Interior Design**  
Supplies: \$750/quarter  
Text: \$90/quarter

**Media Arts and Animation**  
Supplies: \$750/quarter  
Text: \$90/quarter

**Visual Effects & Motion Graphics**  
Supplies: \$300/quarter  
Text: \$90/quarter

**Web Design & Interactive Media†**  
Supplies: \$750/quarter  
Text: \$90/quarter

†Students in the Digital Filmmaking & Video Production must have access to a video camera. Students in the Graphic Design, Digital Filmmaking & Video Production, and Web Design & Interactive Media programs must have access to a 35mm camera. Estimated monthly supply cost for these programs includes fees for film and processing.

**Parking: \$90/quarter** - Parking is provided for students in a patrolled parking structure next to The Art Institute. Parking fee is payable at the beginning of each quarter.

**Shuttle Service: \$300/quarter** - Direct shuttle service from school-sponsored housing locations to the school is available on a quarterly basis. The shuttle service currently operates Monday-Friday from approximately 6 am – 11 pm. Participation in the shuttle service program is open to all students on a quarterly basis. The shuttle stop sites are only available at school-sponsored housing locations. Most students can include the quarterly shuttle charge to their student account. See the Residential Life and Housing Office for details

## Due Dates for Tuition and Fees

First-quarter tuition and fees for new students are due prior to the first day of enrollment. 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 register for any academic quarter of study unless all tuition and fees that are due have been paid, or unless students have made arrangements for an approved alternative payment plan. Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending.

## REFUND POLICY

### Refund Policy Prior to Matriculation

Applicants may cancel their enrollment in person or in writing and be entitled to a refund of money paid, as described further in this section, before the beginning of classes. An applicant not requesting cancellation before the starting date indicated on this Enrollment Agreement will be considered a student.

- The Art Institute will notify the applicant, in writing, of his/her acceptance/rejection. All monies paid by the applicant will be refunded if he/she is not accepted for admission.
- All monies, less the non-refundable \$50 application fee, paid by the applicant will be refunded if requested by the applicant within five business days after signing the Enrollment Agreement.
- Applicants who postpone starting school after the original start date noted on the Enrollment Agreement may be required to reapply and will be subject to the tuition, fees, and other conditions on the revised Enrollment Agreement.
- Applicants requesting cancellation more than five business days after signing this Enrollment Agreement (and making an initial tuition payment), but prior to the first day of classes, will receive a refund of all monies paid, less a cancellation fee of \$100 (includes the non-refundable \$50 application fee and \$50 of the administration fee).
- All tuition and fee monies paid by an applicant, less the non-refundable application fee, will be refunded if requested within three business days after his/her 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 date, 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.

### California Refund Policy All Students

In accordance with California state policy, The Art Institute will earn tuition and fees on a proportional basis, up to the 60 percent point of each quarter. After the 60 percent point of each quarter, the school will earn 100 percent of those charges for that quarter.

If a student withdraws from the program after the first day of instruction, The Art Institute may retain earned tuition and fees up to the 60 percent point in the quarter. This calculation is as follows: tuition and fees for the quarter divided by the number of hours in the quarter equals the cost per hour.

Number of hours that the student was scheduled to attend to the last date of attendance multiplied by the cost per hour equals the amount of tuition and fees that The Art Institute can retain.

### California Policy – Withdrawal Refund Example

A student enrolls in a 112-quarter credit program. The quarter in which the student withdraws has a total of 220 hours of study. The tuition and fees charged for that quarter's hours of study are \$7,424 (not including equipment). Therefore, the tuition and fees applicable to the refund policy = \$7,424 (tuition). There are 220 hours of study (clock hours) in the quarter of enrollment (charge period) and the cost per hour is calculated by dividing the total tuition charge by the hours in the quarter of enrollment (charge period) = \$7,424/220 = \$33.75 per hour. From the date the student last attended or that the institution determines to be the student's date of withdrawal according to its policy, the refund would be calculated as follows: 100 hours (number of class hours as of withdrawal date) x \$33.75 - \$3,375.00 (amount The Art Institute can retain). The refund would be calculated as follows: \$7,424 (amount student paid) - \$3,375.00 (amount The Art Institute retains) = \$4,049.00 (refund). This refund assumes that the student did not use Financial Aid and paid in full.

### RETURN OF TITLE IV FUNDS POLICY

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 Academic Competitive Grant (ACG), National Science and Mathematics Access to Retain Talent Grants (SMART), SEOG. If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60% of the quarter/semester, the student may need to return some of those funds. If the student needs to return funds, the school will notify the student regarding how much is owed, and how it is to be returned.

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 get the adjusted amount paid. The Art Institute will then calculate how much of the charges can be retained based on the adjusted amount paid. The amount that can be retained will be subtracted from the adjusted amount paid.

The school 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 Title IV funds, the refund will be made to the student, or with the student's 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 school 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.

If kits, components of the kit, books, or supplies, are returned to the bookstore in re-salable condition within 21 days of withdrawal, a credit will be given.

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 new policy are available in the Student Accounting office.

### Non-payment of charges

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

In addition, we reserve the right to report your failure to pay amounts owed to one or more national credit bureau organizations and not release your academic transcript until all your debts to us are paid in full.

### MID QUARTER SESSION

#### I. Refund Policy after Matriculation, All Quarters

This academic quarter is approximately 5 weeks in duration.

#### II. Adjustments of the Tuition and Fee Charges

If a student withdraws from the program after the first day of instruction, The Art Institute may retain earned tuition and fees up to the 60 percent point in the term. This calculation is as follows:

Tuition and fees for the term divided by the number of classroom hours in the term equals the cost per hour. Number of hours that the student was scheduled to attend the last date of attendance multiplied by the cost per hour equals the amount of tuition and fees that The Art Institute can retain.

#### III. Kit Return Policy

Students who leave The Art Institute during the first three weeks of the mid quarter session may return the starting kit and/or individual components of the starting kit within 10 days of your last date of attendance of the mid quarter.

#### IV. Information in the Catalog or Student Handbook will Apply Except for the Following Changes:

ADD/Drop period is two days from the start of the mid quarter session. If you drop or add one or more class, your financial aid eligibility may change. Please see your Financial Aid Officer before you drop or add a class.

#### V. Return of Title IV Funds

The Return of Title IV Calculation as described in the Enrollment Agreement for the mid quarter session will apply using the mid quarter start and end dates.

### Withdrawal Definitions

A student may voluntarily withdraw from The Art Institute by notifying the Office of the Registrar in writing. The refund policies outlined above shall apply in the event that a student withdraws, is suspended, or is terminated from the school. In the calculation of refunds, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

- Student officially notifies The Art Institute that he/she is withdrawing at that time. The notification date is the date of withdrawal.
- Student officially notifies The Art Institute that he/she is withdrawing at a later date. The later date is the last date of attendance and the date of withdrawal.
- Student does not notify The Art Institute that he/she is withdrawing but stops attending. The date that The Art Institute determines that the student is not attending the current term or is not returning for the next term is the date of withdrawal.
- The Art Institute terminates the student's enrollment in accordance with institutional policies. The termination date is the date of withdrawal. Refund is made within 30 calendar days from the date of withdrawal described above.

### Refund Policy for Online Course Withdrawal

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

### POLICIES AND DISCLOSURES

Each student is on a continuing quarter-by-quarter enrollment 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

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.

### Cancellation of a 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.

### Course Completion and Graduate Employment Information

To help you make a sound decision about whether to sign up for one of The Art Institute's Associate and Bachelor of Science degree programs, The Art Institute maintains annual completion and placement information in the Career Services Office.

### Attendance

20 hours per week, except Culinary Arts which attends on average 23 hours per week. The Art Institute reserves the right to modify curriculum and class schedules as it deems necessary. When size and curriculum permit, classes may be combined to contribute to the level of interaction among students. Days of attendance will vary for students according to their program of study and may change from quarter to quarter.

### Class Sessions

Classes are in session six (6) days a week, Monday through Saturday. Each student is scheduled 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. The Art Institute will not require an evening student to attend during the day. Days of attendance will vary for students according to their program of study and may change from quarter to quarter. Some classes may be scheduled on Saturdays. Average attendance is 20 hours a week except Culinary Arts, which meets 22 hours a week.

### Class Session Hours:

Classes are scheduled from 7:00 a.m. - 11:00 p.m., Monday through Saturday.

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-campus location appropriate for the particular activity.

### 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. <school name> 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 sequence of classes, subject to applicable regulatory approval.

### Transferability of Credits

The Art Institute of California – Los Angeles is licensed by the Bureau for Private Post-Secondary and Vocational Education to confer Bachelor's and Associate's degrees. The Art Institute of California – Los Angeles is accredited by the Accrediting Council for Independent Colleges and Schools to award associate's degrees and bachelor's degrees. 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 all credits earned at this 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. It is your responsibility to confirm whether or not credits will be accepted by another school.

Credits you earn in your program of study, in most cases, will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future, even though you earned unites here at our school. In addition, if you earn a degree in your program of study, in most cases, it will probably not serve as a basis for obtaining a higher level degree at another college or university. *This statement is in accordance with California Private Post-secondary and Vocational Education Reform Act §4817(b), January 1, 1998.*

The goal of The Art Institute is to help you to prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by The Art Institute is their deliberate focus on marketable skills. The credits earned are not intended as a stepping-stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at The Art Institute will transfer to another school. Programs offered by an affiliate school 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 employers. If you are considering transferring to either an affiliate or an unaffiliated school, it is your responsibility to determine whether that school will accept your credits earned at The Art Institute. We encourage you to make this determination as early as possible.

The Art Institute does not imply, promise, or guarantee transferability of its credits to any other institution.

### Employment Assistance

**The Art Institute does not guarantee employment or any particular level of compensation prior to or following graduation. The Art Institute, however, offers 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.

### Graduation Requirements

To be qualified to graduate and become eligible to participate in the Portfolio Review, for those programs requiring a portfolio, a student must fulfill the following requirements:

- Receive a passing grade or credit for all required course work.
- Achieve a minimum CGPA of 2.00.
- Maintaining satisfactory academic progress standards as outlined in the academic catalog.
- Satisfy all financial obligations with The Art Institute.
- Meet portfolio or other requirements, as outlined in the student handbook.

### Non-Discrimination Policy

The Art Institute does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, disability, genetic marker 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.

### HANDLING OF STUDENT COMPLAINTS

If you have a complaint or problem you are encouraged to follow the Student Complaint Procedure.

- You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.
- If you feel that the complaint has not been fully addressed, a written account should be submitted to the Dean of Student Affairs if related to non-academic issues or to the Dean of Academic Affairs for academic issues. The written account should indicate your name, phone number, and ID# and discuss the steps you have taken to remedy the situation.
- The appropriate The Art Institute of California - Hollywood staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs and/or the Dean of Academic Affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue.
- If you are not satisfied with the results, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.
- If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to the Bureau for Private Postsecondary and Vocational Education (address below).

Or you may contact:

Accrediting Counsel for Independent Colleges and Schools  
750 First Street, NE, Suite 980  
Washington, DC. 20002-4223  
Telephone (202)336-6780

Please refer to the school's Arbitration Policy for additional information regarding disputes or claims.

Any questions or complaints a student may have regarding this Enrollment Agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Postsecondary Education at 1625 North Market Boulevard, Suite S-308, Sacramento, CA 95834. Tel. 1.916.574.8200. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1.916.574.8200 or by completing a complaint form which can be obtained on the Bureau's Internet Web site.

### ARBITRATION OF DISPUTES

**You and The Art Institute agree that any dispute or claim between you 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, your enrollment or attendance at The Art Institute, 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'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 intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with The Art Institute, 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 will select one.

The Art Institute 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 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 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 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 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. If you have a question about the arbitration administrators mentioned above, you 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, Tel. 800-474-2371. The above supersedes any inconsistent arbitration provision published in any other document.

### MILITARY SERVICES

The Art Institute offers a special military tuition of 20 percent less than our current rate for U.S. Military personnel who are on active duty, in the reserves, or starting classes within one year of a discharge under honorable conditions. Special military tuition offered provided the student remains enrolled (maintain a minimum of 12 credits per quarter) and completes his or her program of study without interruption (including voluntary withdrawal, suspension, or termination) within 150% of the standard program length or 54 consecutive months (18 consecutive quarters) whichever first occurs.

### 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.

### 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 are entered in school and graduated/completed within 150% of the normal time to complete the program must be made available to current and prospective students. You may obtain this information in the admissions office.

### TRANSITIONAL STUDIES

The Art Institute is committed to student success. We recognize that students come with many strengths and skill sets, and to help us determine academic preparation especially in the areas of mathematics and English, we have selected to ACUPLACER test.

Exception to taking the ACUPLACER test will be granted to:

- Those with transferable college credits in 100-level and above mathematics and/or English courses (grades of "C" or higher).
- Those with scores of 450 or higher in the verbal portion of the SAT and/or 400 or above in the mathematics portion.
- Those with a composite score of 17 or higher on the ACT.
- Those with the Advanced Placement (AP) scores of 3 or higher in English and/or mathematics.
- Those with an associate's or bachelor's degree from an accredited educational institution.
- Those with a CLEP score of 50 or greater on the math or English composite exam.

To ensure proper placement in English and mathematics courses, entering students are required to take this diagnostic test. Based on the results of the academic placement test, students may be required to take transitional studies courses. The courses included in this program are designed to help build and strengthen the basic foundation skills. To receive the benefits of such a program, students must enroll in the courses in their first quarter.

Students enrolled in transitional studies classes may be required to take from three to six credits in addition to their normal program of study credit requirements. Students must successfully complete such courses with a grade of "C" or better in order to progress in their program. These credits will increase the total number of credits students must take and they will not count toward graduation, nor do they count in the CGPA; however, they will be included in determining the maximum time frame and the incremental completion rate. These credits will be charged at the current per-credit-hour rate. Transitional studies courses may be individually attempted no more than three (3) times. Failure to do so will result in termination.

The Art Institute also recognizes that the students may have had professional work experience that might be comparable to the competencies of certain courses. For these students who are without documentation of such competencies, proficiency testing is available for a fee (currently \$100.00). Proficiency tests are available for the following courses: College Algebra, Computer Applications.

The Art Institute also accepts The College level Examination Program (CLEP Test Scores). Please see an Assistant Director of Admissions for details on examining subjects and score levels.

### STUDENT TUITION RECOVERY FUND

California law requires that, upon enrollment, a fee be assessed by the institution in relation to the cost of tuition (New California Education Code §94945). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California legislature to reimburse students who might otherwise experience a financial loss as a result of (a) the closure of the institution; (b) the institution's breach of or anticipatory breach of the agreement for the program of instruction; or (c) a decline in the quality or value of the program or instruction within the 30 day period before the institution's closure. The STRF fund protects only California students and The Art Institute's participation is mandatory.

Please note that (a) if the student is a recipient of third-party payer tuition and course cost, the student is not eligible for protection under the STRF, and (b) the student is responsible for paying the state assessment amount for the STRF. A third party payer means any employer, government program, or other payer that pays a student's total charges directly to the institution when no separate agreement for the repayment of the payment exists between the third party and the student.

Effective January 1, 2003, the assessment that the institution must collect from each newly enrolled student as a STRF fee is \$2.50 per thousand dollars of tuition charged, regardless of the portion that is prepaid.

As a participant in the STRF, The Art Institute is also obligated by California law to collect the name of the source of each loan, if you have one or more governmentally guaranteed or insured loans for tuition purposes outstanding.

Loan No. 1: \_\_\_\_\_

Loan No. 2: \_\_\_\_\_