

**Enrollment Agreement**

# THE ART INSTITUTES INTERNATIONAL MINNESOTA

**15 SOUTH NINTH STREET, MINNEAPOLIS, MINNESOTA 55402-3137  
1-612-332-3361 Toll Free 1-800-777-3643**

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

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

\_\_\_\_\_  
(City) (State) (Postal Code)

**Telephone:** Home (\_\_\_\_\_) \_\_\_\_\_

Business (\_\_\_\_\_) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Student Start Date** \_\_\_\_\_  
Month Day Year

**FINANCIAL INFORMATION**

*Tuition is currently charged at \$481.00 per credit (with an average of 16 credits per quarter). The \$100 Enrollment Fee is refundable upon cancellation. Tuition and fees applicable to The Art Institutes International Minnesota's programs are as follows*

**Current Schedule of Charges**

	Advertising	Audio Production	Design Management	Digital Film & Video Production	Graphic Design	Fashion & Retail Management	Interior Planning with AutoCAD	Interior Design	Media Arts & Animation	Photography	Visual Effects & Motion Graphics	Web Design & Interactive Media	
<b>Degree</b>	Bachelor's	Bachelor's	Bachelor's	Bachelor's	Associate's	Bachelor's	Associate's	Associate's	Bachelor's	Bachelor's	Bachelor's	Associate's	Bachelor's
<b># of Credits</b>	180	180	180	180	92	180	96	96	180	180	180	92	180
<b>Enrollment Fee*</b>	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
<b>Application Fee*</b>	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
<b>Digital Resource Fee **</b>	\$2,300	\$2,300	\$2,300	\$2,300	\$1,200	\$2,300	\$2,300	\$1,250	\$2,300	\$2,300	\$2,300	\$1,200	\$2,300
<b>Tuition/Quarter</b>	\$7,696	\$7,696	\$7,696	\$7,696	\$7,696	\$7,696	\$7,696	\$7,696	\$7,696	\$7,696	\$7,696	\$7,696	\$7,696
<b>Starting Kit (estimated)</b>	\$600	\$700	\$600	\$460	\$600	\$600	\$370	\$1,050	\$1,050	\$835	\$1,100	\$600	\$600
<b>Program Totals***:</b>	<b>\$86,765</b>	<b>\$86,765</b>	<b>\$86,765</b>	<b>\$86,765</b>	<b>\$44,437</b>	<b>\$86,765</b>	<b>\$86,765</b>	<b>\$46,361</b>	<b>\$86,765</b>	<b>\$86,765</b>	<b>\$86,765</b>	<b>\$44,437</b>	<b>\$86,765</b>

\* The application and enrollment fees are paid by new and transfer students only.

\*\* 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 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.

\*\*\* Not including starting kit. The Program Totals are based on the current credit hour rate. Cost will increase with each per credit hour tuition increase. You only are charged for the credit hours you take each quarter.

See **aioprograms.info** for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.

**STUDENT ACKNOWLEDGMENTS**

I have received and read a copy of The Art Institutes International Minnesota'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 Institutes International Minnesota's obligations under this Enrollment Agreement (except the cancellation and refund provisions) may be terminated by The Art Institutes International Minnesota if I fail to comply with The Art Institutes International Minnesota's attendance, conduct, academic, and/or financial requirements.

I understand that The Art Institutes International Minnesota also reserves the right to cancel my enrollment if The Art Institutes International Minnesota determines (i) that I have demonstrated poor academic potential (as determined through entrance testing, evaluation of transcript records, or any other academic evaluations deemed appropriate for the program selected), and/or (ii) that I do not meet all financial obligations related to enrollment and continuing enrollment.

I understand that my financial obligations to The Art Institutes International Minnesota must be paid in full before a degree may be awarded and before official transcripts will be issued.

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

**I understand that this Agreement constitutes a binding contract upon written acceptance by The Art Institutes International Minnesota unless**

**cancelled pursuant to the Return of Federal Title IV Aid, Adjustment of Charges, and Non Federal Refund Policies located on the reverse side of this Enrollment Agreement.** 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 hereunder 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.

**PROGRAM PRICING**

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.

Reentering students will be subject to the current per-credit-hour tuition charge at the time of re-enrollment.

Each academic quarter is 11 weeks in duration. An application fee of \$50.00 is to be submitted with the Application for Admission. The enrollment fee of \$100.00 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 optional starting kit consists of the basic equipment, texts, and materials needed for beginning each program. A list of the components of the starting kit is provided to each enrolled student. Other equipment and supplies may be required or desirable to have.

In addition to the starting kit, the estimated cost of consumable supplies, textbooks, and equipment by program are as follows:

**Program For Which You Are Applying:**

**Advertising**  
 Bachelor of Science Degree  
Twelve 11-week quarters (132 weeks) (180 credits)

**Audio Production**  
 Bachelor of Science Degree  
Twelve 11-week quarters (132 weeks) (180 credits)

**Design Management**  
 Bachelor of Science Degree  
Twelve 11-week quarters (132 weeks) (180 credits)

**Digital Film & Video Production**  
 Bachelor of Science Degree  
Twelve 11-week quarters (132 weeks) (180 credits)

**Graphic Design**  
 Associate in Applied Science Degree  
Seven 11-week quarters (77 weeks) (92 credits)  
 Bachelor of Science Degree  
Twelve 11-week quarters (132 weeks) (180 credits)

**Fashion & Retail Management**  
 Bachelor of Science Degree  
Twelve 11-week quarters (132 weeks) (180 credits)

**Interior Design**  
 Associate in Applied Science Degree  
Eight 11-week quarters (88 weeks) (96 credits)  
 Bachelor of Science Degree  
Twelve 11-week quarters (132 weeks) (180 credits)

**Interior Planning with AutoCAD**  
 Associate in Applied Science Degree  
Eight 11-week quarters (88 weeks) (96 credits)

**Media Arts & Animation**  
 Bachelor of Science Degree  
Twelve 11-week quarters (132 weeks) (180 credits)

**Photography**  
 Bachelor of Fine Arts Degree  
Twelve 11-week quarters (132 weeks) (180 credits)

**Visual Effects & Motion Graphics**  
 Bachelor of Science Degree  
Twelve 11-week quarters (132 weeks) (180 credits)

**Web Design & Interactive Media**  
 Associate in Applied Science Degree  
Seven 11-week quarters (77 weeks) (92 credits)  
 Bachelor of Science Degree  
Twelve 11-week quarters (132 weeks) (180 credits)

**Advertising**  
Supplies/Texts: \$125.00/Mo.

**Audio Production**  
Supplies/Texts: \$125.00/Mo.

**Design Management**  
Supplies/Texts: \$125.00/Mo.

**Digital Film & Video Production**  
Supplies/Texts: \$125.00/Mo.

**Graphic Design**  
Supplies/Texts: \$125.00/Mo.

**Fashion & Retail Management**  
Supplies/Texts: \$125.00/Mo.

**Interior Design**  
Supplies/Texts: \$125.00/Mo.

**Interior Planning with AutoCAD**  
Supplies/Texts: \$125.00/Mo.

**Media Arts & Animation**  
Supplies/Texts: \$125.00/Mo.

**Photography**  
Supplies/Texts: \$125.00/Mo.

**Visual Effects & Motion Graphics**  
Supplies/Texts: \$125.00/Mo.

**Web Design & Interactive Media**  
Supplies/Texts: \$125.00/Mo.

Certain programs may have optional items not included in the lab kits that may prove beneficial to the student's education at The Art Institutes International Minnesota. Please contact the program's Academic Director for details.

**THE APPLICATION PROCESS**

Applicants must show proof of successful completion of High School as evidenced by official transcripts or adequate official GED scores.

As part of the application process, applicants are required to independently conceive and write an essay of approximately 150 words stating how their education at The Art Institutes International Minnesota will help them to attain their career goals.

Successful admission into The Art Institutes International Minnesota 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.

Nonimmigrant alien students seeking to enroll at The Art Institutes International Minnesota, in valid student nonimmigrant status, will be required to complete additional application procedures to comply with US Department of Homeland Security regulations.

Applicants who do not submit an official transcript or GED scores will be required to take additional testing, the results of which will be reviewed by the Admissions Committee.

The Committee may then grant conditional acceptance, but applicants still will be required to submit an official transcript or GED scores by a date established by the Director of Admissions.

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 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.

**HOUSING**

Housing costs are in addition to tuition. See The Art Institutes International Minnesota's Student Affairs Department for details about housing assistance.

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**The Enrollment Agreement and catalog, together with other published Art Institutes International Minnesota policies, procedures, student conduct codes, and separate student housing agreement, if any, shall constitute the entire agreement between the student and The Art Institutes International Minnesota.**

**I understand and agree that they supercede 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 Institutes International Minnesota.**

NOW, THEREFORE, having read this Enrollment Agreement and intending to be legally bound by it, the parties have signed this Enrollment Agreement on the dates below written.

\_\_\_\_\_  
Student's Signature (Student acknowledges that he/she has read and received a copy of this agreement.) Date

\_\_\_\_\_  
Parent's or Guardian's Signature (if applicant is under 18 years of age) Date

\_\_\_\_\_  
Signature of Accepting School Official Date

\_\_\_\_\_  
Parent's or Guardian's Address

\_\_\_\_\_  
Title of Accepting Official

\_\_\_\_\_  
Effective Date of Contract

## 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.

Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded.

Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the contract on the day of which the student is accepted, then a complete refund is given regardless of whether the program has started.

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:

If a student gives a written notice of cancellation after five business days of the execution of the contract on the day of which the student is accepted, but before the start of the program by the school, then all tuition, fees and other charges, except 15 percent of the total cost of the program (15 percent not to exceed \$50.00) shall be refunded to the student.

If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, then student is assessed a pro rata portion of tuition, fees and all other charges based on the number of days in the term plus 25 percent of the total program cost (25 percent not to exceed \$100.00.)

Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice.

This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course.

Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to the date of delivery of the notice of acceptance; and if delivered by mail, the postmark date of the letter of acceptance.

Examples of the calculations are available in the Student Accounting office. The Art Institutes International Minnesota may change the policy when federal, state, or other policies change. Students will be given 60 days notice of any change.

## Non Federal Refund Policy:

Refunds for state aid programs and non-state aid programs are calculated on a proportional basis using the state mandated or institutional refund policy.

Charges are adjusted proportionately up to the 75% point in the quarter. After the 75% point, The Art Institutes International Minnesota will retain 100% of the charges.

To calculate the minimum refund due to the Minnesota State Grant program, the SELF Loan Program, and other Aid Programs, with the exception of the State Work Study Program, the Minnesota Office of Higher Education Refund Calculation Worksheet, Appendix 14, of the Minnesota State Grant manual is used.

## Kit Return Policy:

During the first 6 days of the student's attendance, the supply kit and individual components of the kit may be returned for a refund only if the item being returned is in good condition and able to be resold.

## Non-payment of Charges:

Non-payment of tuition, housing, fees and/or other charges due to The Art Institutes International Minnesota 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.

## PROGRAM DESCRIPTIONS

**Each of the following Associate in Applied Science degree programs consisting between 92-96 quarter credits and lasting two academic years.**

### Graphic Design

The Associate in Applied Science in Graphic Design degree program has the objective of helping students attain a fundamental grounding in Graphic Design, including an introduction to the theory and practice of print production, electronic publishing techniques, illustration media for advertising, promotion campaigns and presentation authoring.

### Interior Design

The objective of the Associate in Applied Science in Interior Design degree program is to help students attain a fundamental grounding in Interior Design, including the basics of drawing, drafting, color and design, and the fundamentals of space planning and perspective.

### Interior Planning with AutoCAD

The objective of the Associate in Applied Science in Interior Planning with AutoCAD degree program is to help students attain a fundamental grounding in Interior Planning, including the basics of drawing, drafting, color, and design, and the fundamentals of space planning and perspective, all with respect to AutoCAD.

### Web Design & Interactive Media

The Associate in Applied Science in Web Design & Interactive Media degree program has the objective of helping students attain a fundamental grounding in Interactive Media Design, including an introduction to the theory and practice of information design, audio and video, image manipulation, interactive telecommunications, and typography for digital media.

**Each of the following bachelor's degree programs are consisting of 180 quarter credits and lasting three or four academic years.**

### Advertising

The Bachelor of Science in Advertising degree program has the objective of helping students attain a fundamental grounding in Advertising with a foundation in design, copy writing, advertising campaign, marketing, business, and life skills needed to develop and sustain a career in advertising and related fields.

### Audio Production

The Bachelor of Science in Audio Production degree program prepares students to work with a variety of mediums such as live venue sound production, the Web, film, and video. Our program provides Audio Production training through courses that address both foundational and advanced aspects of the industry.

### Design Management

The Bachelor of Science in Design Management degree program has the objective of helping students attain a fundamental grounding in managing designers. Students will take classes in business, project management and technology as well as substantial courses in studio design.

### Digital Film & Video Production

The Bachelor of Science in Digital Film & Video Production degree program has the objective of helping students attain a fundamental grounding in video production. Students will take classes in digital film, audio, and video production.

### Graphic Design

The Bachelor of Science in Graphic Design degree program has the objective of helping students expand on theory, practice and process, developing skills in creative problem solving. Their education first establishes a strong foundation in the traditional design and computer skills, then builds advanced competence in the application of those skills. Students have the opportunity to learn to couple their creativity with sound business skills necessary for entry-level employment They learn to initiate, manage, produce, and deliver effective design concepts.

### Fashion & Retail Management

The Bachelor of Science in Fashion & Retail Management degree program will offer experience across disciplines in business, fashion, and retail management. The content of the curriculum includes fashion and retail industry trends and manufacturing, general business, management, operations and compliance, retailing, marketing, and advertising.

### Interior Design

The Bachelor of Science in Interior Design degree program has the objective of helping students attain a fundamental grounding in Interior Design. Students are introduced to computer-aided drafting (CAD) and sample the real world of interior design in the studio, the showroom, and the business planning office.

### Media Arts & Animation

The objective of the Bachelor of Science in Media Arts & Animation degree program is to help students attain a fundamental grounding in Media Arts & Animation, including an introduction to the theory and practice of characterization, script writing and story boarding, animation, and three-dimensional modeling.

### Photography

The Bachelor of Fine Arts in Photography degree program has the objective of helping students attain a fundamental grounding in photography. The program is meant for those with creativity, imagination, an eye for color, attention to detail, and a degree of selective critical judgment.

### Visual Effects & Motion Graphics

The Bachelor of Science in Visual Effects & Motion Graphics degree program prepares students to use digital compositing to create layered and textural landscapes that engage both the mind and the emotions. Students will have the opportunity to learn how to build a seamless presentation that is both visually arresting and commercially effective, through the integration of live action footage, programming clips, graphic elements and sound.

### Web Design & Interactive Media

The Bachelor of Science degree in Web Design & Interactive Media has the objective of helping students expand on theory and practice of information design, audio and video, image manipulation, interactive telecommunications, and typography for digital media.

## GENERAL INFORMATION AND UNDERSTANDINGS

### 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 Institutes International Minnesota catalog, the student may direct his/her complaint or concern in writing to the Manager, Private Career School Licensure Program, Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108, 651-642-0533, or the Accrediting Council for Independent Colleges and Schools, 750 First Street N.E., Suite 980, Washington, D.C.20002-4241, 1-202-336-6780.

### Arbitration

Every student and The Art Institutes International (Ai Minnesota) agrees that any dispute or claim between the student and Ai Minnesota (or any company affiliated with Ai Minnesota, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student's enrollment or attendance at Ai Minnesota 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 Ai Minnesota'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 a 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 Ai Minnesota intends to initiate arbitration, it will notify the student in writing by regular mail at the student's latest address on file with Ai Minnesota, 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 20day period, Ai Minnesota will select one.

Ai Minnesota 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 a student's claim exceeds than the relevant jurisdictional threshold Ai Minnesota reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR AI MINNESOTA 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 AI MINNESOTA 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 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 a student's written request, Ai Minnesota 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 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 a student's relationship with Ai Minnesota. If a student has a question about the arbitration administrator mentioned above, the student can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 8003525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371.

### Transfer of Credits

The Art Institutes International Minnesota is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, 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.

The Art Institute International Minnesota is registered as a private institution with the Minnesota Office of Higher Education (1450 Energy Park Drive, Suite 350, St. Paul, MN 55108, 1.651.642.0567, www.ohe.state.mn.us) pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

However, the fact that a school is licensed and accredited is not necessarily an indication 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 goal of The Art Institutes International Minnesota 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 Institutes International Minnesota 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 Institutes International Minnesota will transfer to another school.**

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

credit you earn at The Art Institutes International Minnesota may be transferable into that school's program.

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

### Employment Assistance

The Art Institutes International Minnesota does not guarantee employment or any particular level of compensation following graduation. The Art Institutes International Minnesota does, however, offer assistance in finding employment to eligible graduates at no additional charge.

Graduates who confine employment considerations for the metropolitan area served by The Art Institutes International Minnesota may limit the particular employment opportunities available to them.

Employment for graduates who are nonimmigrant aliens (neither US citizens nor legal permanent residents of the United States) is severely limited by US Department of Homeland Security regulations.

## POLICIES AND PROCEDURES

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

### Student Withdrawal

A student may voluntarily withdraw from school by notifying the Office of the Registrar in writing or in person. The refund policies outlined above shall apply in the event that a student withdraws, is suspended, or is terminated from school.

### Refund Policy for Online Course Withdrawal

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

### Class Sessions

Classes or lab times are in session seven (7) days a week, Monday through Sunday. Average weekly attendance is 22 hours a week.

Each student is scheduled by The Art Institutes International Minnesota to meet his or her total weekly hour requirement through a combination of morning, afternoon, and evening classes. Classes are assigned and generally announced to students in advance of each quarterly start date.

The Art Institutes International Minnesota 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. 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 Institutes International Minnesota 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 will likely 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.

### Curriculum

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

### Cancellation of Start Date

Cancellation of a scheduled class start date for any program shall entitle a student 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 Institutes International Minnesota does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and 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 Art Institutes International Minnesota 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: the Dean of Academic Affairs, The Art Institutes International Minnesota, 15 South Ninth Street, Minneapolis, Minnesota 55402, (612) 656-6861.

### 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

Information on graduation/completion rates for first-time, full-time students is available through the Registrar's Office. These rates are calculated according to the guidelines in the "Student-Right-To-Know" Act.

See [aiprograms.info](#) for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.

### Student Initial \_\_\_\_\_

(Please Initial All Copies)