



Have you ever been convicted of or pled guilty to a crime other than a summary traffic offense?  Yes  No *If yes, please describe in full on a separate sheet and submit with this application.*

How would you describe yourself?  
*(Responding to this question is optional. Information received in response to this question will not be used in a discriminatory manner.)*

- |  |   |
|--|---|
| <input type="checkbox"/> American Indian or Alaskan native                         | <input type="checkbox"/> Middle Eastern                         |
| <input type="checkbox"/> Asian or Pacific Islander (including Indian subcontinent) | <input type="checkbox"/> White, Anglo, Caucasian (non-Hispanic) |
| <input type="checkbox"/> Black (non-Hispanic)                                      | <input type="checkbox"/> Other ( <i>specify</i> ) _____         |
| <input type="checkbox"/> Hispanic (including Puerto Rican)                         |   |

## 2. Quarter and Program of Study

Check the quarter for which you are applying:

- Mid-Summer 2008 (begins August 21, 2008)
- Fall 2008 (begins October 6, 2008)
- Mid-Fall 2008 (begins November 13, 2008)
- Winter 2009 (begins January 12, 2009)
- Mid-Winter 2009 (February 19, 2009)
- Spring 2009 (begins April 6, 2009)
- Mid-Spring 2009 (begins May 14, 2009)
- Summer 2009 (begins July 13, 2009)
- Mid-Summer 2009 (begins August 20, 2009)
- Fall 2009 (begins October 5, 2009)
- Mid-Fall 2009 (begins November 12, 2009)
- Winter 2010 (begins January 11, 2010)

**Re-entering students only**  
 If you are a re-entering student and your program of study is not lived, please fill in the following:

Program: \_\_\_\_\_

Degree: \_\_\_\_\_

DC Approval: \_\_\_\_\_

Check the program of study for which you are applying. Please check just one box.

- |   |   |
|---|---|
| <input type="checkbox"/> Digital Filmmaking and Video Production, BFA Degree, 12 quarters | <input type="checkbox"/> Graphic Design, AA Degree, 6 quarters                                |
| <input type="checkbox"/> Audio Production, BA Degree, 12 quarters                         | <input type="checkbox"/> Graphic Design, BFA Degree, 12 quarters                              |
| <input type="checkbox"/> Culinary Arts, AA Degree, 7 quarters                             | <input type="checkbox"/> Web Design and Interactive Media Production, AA Degree, 6 quarters   |
| <input type="checkbox"/> Culinary Arts with Baking and Pastry, AA Degree, 8 quarters      | <input type="checkbox"/> Web Design and Interactive Media Production, BFA Degree, 12 quarters |
| <input type="checkbox"/> Culinary Management, BS Degree, 12 quarters                      | <input type="checkbox"/> Interior Design, BFA Degree, 12 quarters                             |
| <input type="checkbox"/> Culinary Skills, Diploma, 3 quarters                             | <input type="checkbox"/> Photographic Imaging, BFA Degree, 12 quarters                        |
| <input type="checkbox"/> Fashion Retail Management, BA Degree, 12 quarters                |   |

## 3. High School Transcripts, GED Scores, College Transcripts

You are responsible for providing The Art Institute with a copy of your high school transcript (academic record) or GED scores. Applicants still attending high school/secondary school should request both a current transcript and a completed transcript upon graduation to be sent to the admissions office. High school transcripts or GED scores are not required for students with a college degree.

High school \_\_\_\_\_  
Name Address City/State Zip

Month/Year of high school graduation \_\_\_\_\_  GED (if applicable) \_\_\_\_\_  
Year received State where taken

List in chronological order all colleges or post-secondary schools you have attended including other Art Institutes. *Please attach another sheet if you need more space.* Transfer applicants are responsible for requesting that official copies of their college transcripts be forwarded from previous and current institutions. If you are presently in school, the admissions office will also need a copy reflecting completion of the current quarter/term.

Institution (full name)	City, State, Country	Dates attended	Field of study	Degree earned if any	Reasons for Leaving*	Currently Attending (yes or no)

\*If you did not complete the program at this school, please explain.

Have you been involved in any disciplinary matters at any Art Institute or other post-secondary school?  Yes  No  
 If yes, please describe in full on a separate sheet and submit with this application.

## 4. Test Scores

Please check any that apply. (The SAT or ACT is not required for admissions consideration.)

- |  |  |
|--|--|
| <input type="checkbox"/> I have taken the SAT.                   | <input type="checkbox"/> I have taken the ACT.                   |
| <input type="checkbox"/> I plan to take the SAT on (date) _____. | <input type="checkbox"/> I plan to take the ACT on (date) _____. |

## 5. Essay. Be sure to complete the essay form on page 8.

## 6. Enrollment Agreement and Signature

***I understand that I am responsible for tuition and fees pertaining to the program's required course of study. I can expect an increase in the per credit hour rate at least once a year, which will increase the total amount for the program. The tuition and fees contained in this Enrollment Agreement are subject to change. Any changes to tuition and fees will be published to students as they are changed.***

### Cancellation and Refund Policies Cancellation and Refund Policies

*I understand that I, the student, may cancel my enrollment without any penalty or obligation at any time prior to midnight of the fifth business day after signing the application for admission. I may also cancel my enrollment if, upon a doctor's order, I cannot physically receive the services, or I may cancel my enrollment if the services cease to be offered. If I cancel my enrollment for either of these reasons, The Art Institute of Tennessee--Nashville may keep only a portion of the tuition or other charges (see pages 4 and 5).*

I understand that the \$50 application fee is refundable up to the 5th day of business after signing this application or if I am not accepted to The Art Institute. I understand that a tuition deposit of \$100 is fully applied toward tuition and is required within 10 days of application, and is refundable as stated in the current refund policy. I accept that, to the extent permitted by law, I am responsible for all reasonable collection agency and attorney fees incurred in attempting to collect my unpaid debt to The Art Institute of Tennessee—Nashville.

### ***Other Regulations and Policies***

If I am accepted for admission by The Art Institute of Tennessee—Nashville, I agree to abide by the regulations and policies as set forth in the catalog, together with all other Art Institute policies, procedures, and student conduct codes, and the schedule of tuition, fees, and expenses, and as stated in this agreement.

I certify that the information that I have provided in this application is true and complete to the best of my knowledge. I fully realize that omission or falsification of information will be sufficient reason for rejection of this application or for dismissal.

I authorize The Art Institute of Tennessee--Nashville to receive a copy of all my high school and college transcripts, including GED certificate and scores, if applicable. I understand that I am responsible for requesting that my transcripts be sent.

I understand that The Art Institute of Tennessee--Nashville reserves the right to change start dates, curriculum, graduation requirements, tuition, or fees with or without notice at any time it deems necessary.

I have read and received 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 a copy of it for my records. *(Parents must also sign if applicant is under 18 years of age.)* I understand that my enrollment and The Art Institute's obligations under this Agreement (except the cancellation and refund provisions) may be terminated by The Art Institute if I fail to comply with The Art Institute's attendance, conduct, academic, and/or financial requirements. I understand that The Art Institute also reserves the right to cancel my enrollment if The Art Institute determines (1) that I have not demonstrated sufficient potential for success as determined by the Admissions Committee 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 diploma or degree may be awarded and before transcripts will be issued. The application for admission and the catalog, together with other published Art Institute policies, procedures, student conduct codes including the student handbook 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 also understand that this Agreement constitutes a binding contract upon acceptance by The Art Institute. This contract or note is for future consumer services and puts all assignees on notice of the consumer's right to cancel under Tennessee's fair trade practices rule.

### ***Arbitration Policy***

**You and The Art Institute of Tennessee--Nashville ("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 of Tennessee--Nashville, 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 of Tennessee - Nashville 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 of Tennessee--Nashville 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 of Tennessee--Nashville chooses arbitration, neither party will have the right to a jury trial, to engage in discovery, except as provided in the applicable arbitration rules, or otherwise to litigate the dispute or claim in any court (other than in small claims or similar court, as set forth in the preceding paragraph, or in an action to enforce the arbitrator's award). Further, you will not have the right to participate as a representative or member of any class of claimants pertaining to any claim subject to arbitration. The arbitrator's decision will be final and binding.

Other rights that you or The Art Institute of Tennessee--Nashville would have in court also may not be available in arbitration.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which you reside. Upon your written request, The Art Institute of Tennessee--Nashville will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law or this Agreement gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and

expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with The Art Institute of Tennessee - Nashville. 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](http://www.jamsadr.com), 1.800.352.5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, [www.arb-forum.com](http://www.arb-forum.com), 1.800.474.2371.

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

***Transferability of Credit***

The Art Institute of Tennessee--Nashville is licensed by the State of Tennessee to confer the associate in arts, the Bachelor of Arts, the Bachelor of Fine Arts, and the Bachelor of Science degrees, and accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, an accrediting agency recognized by the United States Department of Education. However, the fact that a school is 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 of Tennessee--Nashville is to help you to prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by The Art Institute of Tennessee--Nashville is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at The Art Institute of Tennessee--Nashville will transfer to another school.

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

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

***Student's Right to Know***

For the program entitled Bachelor of Arts-Audio Production, I have been informed that the current withdrawal rate is 55%, or in the past 12 months 11 students enrolled in this program and 0 completed this program.

For the program entitled Bachelor of Arts-Audio Production, I have been informed that for the students who graduated, the job placement rate is 0%, or in the past 12 months 0 students were placed in their field of study out of 0 students who graduated from this program.

For the program entitled Associate in Arts-Culinary Arts Baking and Pastry, I have been informed that the current withdrawal rate is 3%, or in the past 12 months 21 students enrolled in this program and 0 completed this program.

For the program entitled Associates in Arts-Culinary Arts Baking and Pastry, I have been informed that for the students who graduated, the job placement rate is 0%, or in the past 12 months 0 were placed in their field of study out of 0 students that graduated from this program.

For the program entitled Diploma-Culinary Skills, I have been informed that the current withdrawal rate is 60%, or in the past 12 months 56 students enrolled in this program and 0 completed this program.

For the program entitled Diploma-Culinary Skills, I have been informed that for the students who graduated, the job placement rate is 100%, or in the past 12 months students were placed in their field of study out of 11 students who graduated from this program.

For the program entitled Bachelor of Arts-Fashion Retail Management, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 0 students enrolled in this program and 0 completed this program.

For the program entitled Bachelor of Fine Arts-Fashion Retail Management, I have been informed that for the students who graduated, the job placement rate is 0%, or in the past 12 months 0 students were placed in their field of study out of 0 students who graduated from this program.

For the program entitled Bachelor of Arts-Interior Design, I have been informed that the current withdrawal rate is 100%, or in the past 12 months 4 students enrolled in this program and 0 completed this program.

For the program entitled Bachelor of Fine Arts-Interior Design, I have been informed that for the students who graduated, the job placement rate is 0%, or in the past 12 months 0 students were placed in their field of study out of 0 students who graduated from this program.

For the program entitled Associate in Arts-Video Production, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 0 students enrolled in this program and 0 completed this program.

For the program entitled Associate in Arts-Video Production, I have been informed that for the students who graduated, the job placement rate is 0%, or in the past 12 months 0 students were placed in their field of study out of 0 students who graduated from this program.

For the program entitled Bachelor of Fine Arts-Web Design and Interactive Media, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 2 students enrolled in this program and 0 completed this program.

For the program entitled Bachelor of Fine Arts-Web Design and Interactive Media, I have been informed that for the students who graduated, the job placement rate is 0%, or in the past 12 months 0 students were placed in their field of study out of 0 students who graduated from this program.

For the program entitled Associate in Arts-Graphic Design, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 4 students enrolled in this program and 0 completed this program.

For the program entitled Associate in Arts-Graphic Design, I have been informed that for the students who graduated, the job placement rate is 0%, or in the past 12 months 0 students were placed in their field of study out of 0 students who graduated from this program.

For the program entitled Associate in Arts-Culinary Arts, I have been informed that the current withdrawal rate is 38%, or in the past 12 months 21 students enrolled in this program and 0 completed this program.

For the program entitled Associate in Arts-Culinary Arts, I have been informed that for the students who graduated, the job placement rate is 0%, or in the past 12 months 0 students were placed in their field of study out of 0 students who graduated from this program.

For the program entitled Bachelor of Science-Culinary Arts Management, I have been informed that the current withdrawal rate is 7%, or in the past 12 months 14 students enrolled in this program and 0 completed this program.

For the program entitled Bachelor of Science-Culinary Arts Management, I have been informed that for the students who graduated, the job placement rate is 0%, or in the past 12 months 0 students were placed in their field of study out of 0 students who graduated from this program.

For the program entitled Bachelors of Arts-Digital Film & Video Production, I have been informed that the current withdrawal rate is 28%, or in the past 12 months 26 students enrolled in this program and 0 completed this program.

For the program entitled Bachelors of Arts-Digital Film & Video Production, I have been informed that for the students who graduated, the job placement rate is 0%, or in the past 12 months 0 students were placed in their field of study out of 0 students who graduated from this program.

For the program entitled Bachelor of Fine Arts-Graphic Design, I have been informed that the current withdrawal rate is 20%, or in the past 12 months 10 students enrolled in this program and 0 completed this program.

For the program entitled Bachelor of Fine Arts-Graphic Design, I have been informed that for the students who graduated, the job placement rate is 0%, or in the past 12 months 0 students were placed in their field of study out of 0 students who graduated from this program.

For the program entitled Bachelor of Fine Arts-Photographic Imaging, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 0 students enrolled in this program and 0 completed this program.

For the program entitled Bachelor of Fine Arts-Photographic Imaging, I have been informed that for the students who graduated, the job placement rate is 0%, or in the past 12 months 0 students were placed in their field of study out of 0 students who graduated from this program.

For the program entitled Associate in Arts-Web Design and Interactive Media, I have been informed that the current withdrawal rate is 25%, or in the past 12 months 4 students enrolled in this program and 0 completed this program.

For the program entitled Associate in Arts-Web Design and Interactive Media, I have been informed that for the students who graduated, the job placement rate is 0%, or in the past 12 months 0 students were placed in their field of study out of 0 students who graduated from this program.

#### **Questions or Concerns**

Questions or concerns regarding The Art Institute's compliance with the terms of this agreement may be directed to the director of admissions at The Art Institute. Questions or concerns that are not satisfactorily resolved by Art Institute officials may be brought to the attention of the Tennessee Higher Education Commission, (404 James Robertson Parkway, Suite 1900, Nashville, Tennessee 37243, 615.741.3605) or you may contact The Commission on Colleges of the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, GA 30033-4097 phone: 404.679.4501.

#### **Tuition, Fees, and Expenses**

First-quarter tuition and fees for new students become due sixty (60) days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due upon registration, approximately two (2) weeks prior to the end of each academic quarter. A student may not register for any academic quarter of study unless all tuition and fees that are due have been paid, or unless the student has made arrangements for an approved alternative payment plan. Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending.

Total tuition costs to complete each program:

12-quarter Bachelor of Fine Arts	\$86,976
12-quarter Bachelor of Arts	\$86,976
12-quarter Bachelor of Science	\$86,976
8-quarter Associate in Arts	\$57,984
7-quarter Associate in Arts	\$50,736
6-quarter Associate in Arts	\$43,488
3-quarter Diploma (36 credits)	\$16,308

*and are based on the current credit hour rate. The credit hour rate will increase at least annually. The total cost will increase with each credit hour tuition increase. The Art Institute of Tennessee--Nashville reserves the right to change, with or without notice, tuition and fees as it deems necessary. Tuition costs of up to \$3,624 beyond the usual total for a degree may occur if the student is required to take transitional studies classes for developmental purposes; students take a maximum of two classes. A tuition deposit of \$100 must be paid within ten days of acceptance or thirty days of application. This fee is waived for re-entering students and Art Institute graduates.*

The 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 with or without notice. 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.

Special U.S. and overseas trips are voluntary and are not included in regular tuition and fees.

#### **Starting Kits and Additional Required Equipment**

The starting kit is optional and consists of basic equipment, first-quarter textbooks and materials required for beginning each program. A list of the components of the starting kit is provided to each enrolled student. These materials may be purchased at The Art Institute or at most supply stores. Up to \$150 credit (depending on program) is also provided at the supply store for consumable supplies. Kit prices are subject to change.

Audio Production	\$ 965
Culinary Arts	\$ 1,125
Culinary Arts Management*	\$ 135
Digital Film & Video Production	\$ 1,010
Graphic Design	\$ 1,495
Web Design & Interactive Media	\$ 575
Interior Design	\$ 600
Fashion Retail Management	\$ 500
Photographic Imaging	\$ 2,280

*\*Additional kit required in the 8th quarter of culinary arts management. Supplies and Textbooks*

The average monthly cost of consumable supplies and textbooks by program is as follows:

Audio Production	\$120
Culinary Arts	\$ 70
Culinary Arts Management	\$ 70
Digital Media Production	\$125
Interactive Media Design	\$120
Interior Design	\$125

*Please note that the actual costs often occur at the start of a quarter, and are not evenly spread throughout the quarter.*

**Lab Fees**

Some programs require a lab fee. Culinary arts charges \$285 per quarter for some courses. Interior design students pay \$30 per quarter every quarter.

**Student Complaint Procedures**

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

1. 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.
2. 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.
3. The appropriate Art Institute 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.
4. 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.
5. If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to:

Tennessee Higher Education Commission  
404 James Robertson Parkway, Suite 1900  
Nashville, TN 37243  
Phone: 615.741.3605  
Fax: 770.414.3309

or you may contact:

The Commission on Colleges  
Southern Association of Colleges & Schools  
1866 Southern Lane  
Decatur, Georgia 30033-4097  
Phone: 404-679-4501

**Refund Policies**

*Refund Policy Prior to Matriculation, All Students*

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

1. All monies paid by applicants will be refunded if they are not accepted for admission.
2. All monies paid by the applicant will be refunded if requested by the applicant within five (5) business days after signing the application for admission and making an initial payment.
3. Applicants requesting cancellation more than five (5) business days after signing the application for admission and more than ninety (90) days prior to their original class start date, will receive a refund of all monies paid, less the \$50 application fee.
4. Applicants requesting cancellation more than five (5) business days after signing the application for admission, but less than ninety (90) days prior to their original class start date, will receive a refund of all monies paid, less the \$50 application fee and \$100 tuition deposit.
5. The application fee is valid for four consecutive quarters, including the original start date quarter. Students wishing to reapply after four quarters will be required to submit a new application fee.

*Refund Policy After Matriculation, All Students*

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

1. Prepaid tuition for any period beyond the current quarter will be refunded in full.
2. The Art Institute shall terminate the student when the student has missed seven (7) (consecutive) class days (or within twenty (20) calendar days from the student's last day of attendance, whichever is less) and The Art Institute shall pay the refund within thirty (30) days of that written termination date. The refund shall be paid to the student unless payment to a lender or other entity is required by the terms of a student financial aid program in which The Art Institute participates.
3. The student may voluntarily withdraw from training by notifying the Office of the Registrar in person or in writing. For a student who attended a previous quarter of study and did not indicate that he/she was not returning, refunds will be made within thirty (30) days of the first scheduled day of class in the quarter in which the student was expected to return.
4. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, The Art Institute may modify the tuition refund policy as deemed appropriate to the circumstances.
5. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by The Art Institute. The Art Institute reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.
6. Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter.
7. In the event The Art Institute cancels or changes a course or program of study in such a way that a student who had started a program or course is unable to complete it, The Art Institute will refund all monies paid by the student for the course or program within thirty (30) days.

*Refund Policy, All Students*  
*Return of Federal Title IV Aid:*

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60% of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The Art Institute 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, 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 college will notify the student regarding how much is owed, and how it is to be returned.

*Adjustment of charges:*

In accordance with Tennessee policy, the school will earn tuition and fees and other charges, as follows:

1. If a student withdraws from The Art Institute on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of one hundred dollars (\$100.00);
  2. If after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the charge shall equal twenty-five percent (25%) of all the tuition and fees paid or to be paid by or on behalf of the student for the period, plus administrative fee of one hundred dollars (\$100.00);
  3. If after expiration of the of ten percent (10%) of the period of enrollment for which he or she was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the charge shall equal seventy-five percent (75%) of all the tuition and fees paid or to be paid by or on behalf of the student for the period, plus administrative fee of one hundred dollars (\$100.00);
- If after expiration of twenty-five (25%) of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred (100%) of the tuition, fees and other charges assessed by The Art Institute. 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 Art Institute policy. The amount that can be retained will be subtracted from the adjusted amount paid.

If there is additional money to be refunded from federal 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 student.

If kits, components of the kit, books, or supplies, are returned to the supply store 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 Art Institute of the withdrawal.

Examples of the calculations for this 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 of Tennessee-Nashville will result in the student's obligation for additional collection costs, collection agency costs, and legal costs. In addition, The Art Institute of Tennessee - Nashville reserves the right to report the student's failure to pay amounts owed to one or more national credit bureau organizations, the student's academic transcript will not be released until all the student's debts to the college are paid in full.

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

***Other Information***

Please see the college catalog for important information on employment assistance, credit transfer policy, and use of instructional equipment. Other policies are presented in the Student Handbook, which available by request or online at [http://www.artinstitutes.edu/nashville/pdf/ATTN\\_Student\\_Handbook.pdf](http://www.artinstitutes.edu/nashville/pdf/ATTN_Student_Handbook.pdf)

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Print applicant's name

Applicant's signature

Date

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Parent or guardian signature (if applicant is under 18 years old)

Date

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Signature of official of The Art Institute

Date

