



*A branch of The Art Institute of Atlanta*

CREATE TOMORROW

# Application for Admission & Enrollment Agreement

March 2011

## Request for High School or GED Transcript Release

Please forward a copy, including GPA and grading scale, of my high school transcript (including verification of graduation) to:



Admissions Office  
The Art Institute of Tennessee - Nashville  
A branch of The Art Institute of Atlanta  
100 Centerview Dr  
Suite 250  
Nashville, TN 37214

Name of high school \_\_\_\_\_

Last name \_\_\_\_\_

First name \_\_\_\_\_ Middle/maiden \_\_\_\_\_

Name while attending if different from above:

Last name \_\_\_\_\_

First name \_\_\_\_\_ Middle/maiden \_\_\_\_\_

Social security number \_\_\_\_\_

Dates of attendance or graduation date \_\_\_\_\_

*We accept transcripts faxed directly from high schools with a cover sheet to 615.874.3530. Thank you for your immediate response.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Fee enclosed \$ \_\_\_\_\_ (if applicable)

Please mail completed form and fee (if applicable) to your high school.

*(Photocopy this document if additional copies are needed. Cut on the dotted lines to detach.)*

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## Request for College Transcript Release

Please forward a copy, including GPA and grading scale, of my college transcript to:



Admissions Office  
The Art Institute of Tennessee - Nashville  
A branch of The Art Institute of Atlanta  
100 Centerview Dr  
Suite 250  
Nashville, TN 37214

Name of college \_\_\_\_\_

Last name \_\_\_\_\_

First name \_\_\_\_\_ Middle/maiden \_\_\_\_\_

Name while attending if different from above:

Last name \_\_\_\_\_

First name \_\_\_\_\_ Middle/maiden \_\_\_\_\_

Social security number \_\_\_\_\_

Dates of attendance or graduation date \_\_\_\_\_

*We accept transcripts faxed directly from colleges with a cover sheet to 615.874.3530. Thank you for your immediate response.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Fee enclosed \$ \_\_\_\_\_ (if applicable)

Please mail completed form and fee (if applicable) to your college.

(Photocopy this document if additional copies are needed. Cut on the dotted lines to detach.)



## Welcome!

You are about to begin an exciting new chapter of your life – a college education. To get started, follow the steps below. We look forward to welcoming you to the campus and talking about your future with you!

## Steps to Getting Started

1. Meet with an assistant director of admissions.
2. Complete an application for admission.
3. Sign the Admissions Deadline Agreement for enrollment process deadlines.
4. Meet with an admissions coordinator to review and submit financial aid forms and establish a date for financial planning.
5. Provide academic record(s) for review and placement.
6. Complete an application for college-sponsored housing (if applicable).
7. Once accepted, register for classes.
8. Attend Enrolled Student Day/Pre-orientation. Attend Orientation.
9. Start classes.

## Application Requirements

A complete application for admission includes:

- Application for admission form, including essay
- Notice Regarding Transferability for Credit Earned form, signed
- High school transcripts with verification of graduation or General Educational Development (GED) test scores (*not required for students with a bachelor's or higher college degree*)
- Official report of SAT, ACT, ASSET, or COMPASS scores (not required for students with applicable transfer credit)
- Official college transcripts (not required for first-time college students)
- \$150 enrollment costs\* (\$50 application fee, \$100 tuition deposit)

\*not required for re-entering students who have attended The Art Institute of Tennessee - Nashville within the last 12 months.

## Academic Calendar

### Winter Quarter 2011

First Day of Classes	January 10
Martin Luther King Jr. Holiday	January 17
Presidents' Day Holiday	February 11
Mid-Quarter Start	February 17
Final Examinations	March 15-22
Portfolio Show	March 24
Winter Quarter Ends	March 26

### Spring Quarter 2011

First Day of Classes	April 4
Spring Holiday	April 22
Mid-Quarter Start	May 12
Memorial Day Holiday	May 30
Final Examinations	June 7-14
Portfolio Show	June 16
Graduation	June 17
Spring Quarter Ends	June 18

### Summer Quarter 2011

First Day of Classes	July 11
Mid-Quarter Start	August 18
Labor Day Holiday	September 5
Final Examinations	September 13-20
Portfolio Show	September 22
Summer Quarter Ends	September 24

### Fall Quarter 2011

First Day of Classes	October 3
Mid-Quarter Start	November 10
Thanksgiving Holiday	November 23-27
Final Examinations	December 6-13
Portfolio Show	December 15
Graduation	December 16
Fall Quarter Ends	December 17

**The academic calendar is subject to change.**

## Education Costs

### To get started

Initial Enrollment Costs*	\$150
(Application fee	\$ 50)
(Tuition deposit	\$100)

*\*Not required for re-entering students who have attended The Art Institute of Tennessee - Nashville within the last twelve months.*

### Estimated other expenses (per month)

Books/supplies	\$ 70 - \$250
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### Fees

Some programs require a lab fee. The Culinary Arts program charges \$285 per quarter for some courses. Interior Design program students pay \$30 per quarter every quarter. The Student Activities Fee is \$50 for the first quarter only. The Digital Resource Fee is \$50 per course.\*\*

### Starting kit prices (first quarter only):

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 of Tennessee-Nashville, a branch of The Art Institute of Atlanta or at most supply stores. Kit prices are subject to change.

Audio Production	\$2200.00
Culinary Arts Management	\$842.00
Culinary Arts	\$842.00
Digital Filmmaking & Video Production	\$1480.00
Fashion & Retail Management	\$530.00
Graphic Design	\$315.00
Interior Design	\$315.00
Media Arts & Animation	\$315.00
Photographic Imaging with camera	\$3120.00
Web Design & Interactive Media	\$315.00
Advertising	\$315.00

## Tuition & Fees

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, 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.

### Tuition

The current tuition rate is \$486 per credit hour.

	Quarter	Academic Year (3 quarters)
Full-time tuition–day (16 credit hours)	\$7,776*	\$23,328 *
Full-time tuition–eve (12 credit hours)	\$5,832*	\$17,496 *

### Housing Fees

Housing cost – Avalon Apartments	\$2,175	\$6,525
Housing cost – Creekstone Apartments	\$1,995	\$5,985
Housing deposit - \$250		

### Digital Resource Fees\*\*

Culinary Arts Management bachelor's degree program – \$2,200
Culinary Arts associate's degree program - \$1,100
Culinary Arts-Baking & Pastry associate's degree program - \$1,250
Culinary Arts-Skills diploma program - \$650
Culinary Arts- Baking & Pastry diploma program - \$650
Graphic Design bachelor's degree program - \$2,200
Graphic Design associate's degree program - \$1,100
Photographic Imaging bachelor's degree program - \$2,200
Interior Design bachelor's degree program - \$2,250
Web Design & Interactive Media bachelor's degree program - \$2,200
Web Design & Interactive Media associate's degree program - \$1,100
Digital Filmmaking & Video Production bachelor's degree program - \$2,200
Video Production associate's degree program - \$1,100
Audio Production bachelor's degree program - \$2,250
Fashion & Retail Management bachelor's degree program - \$2,250
Advertising bachelor's degree program - \$2,250
Media Arts & Animation bachelor's degree program - \$2,200

\*Costs are based on the current credit hour rate. The Art Institute will increase the tuition rate at least once per year, which will increase the total amount for the program. Tuition costs of up to \$3,888 (at the current rate of \$486 per credit hour) 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. In addition, all new and returning students must take, in their first quarter, a 1-credit course about being a successful college student. The cost of this course is \$486 at the current tuition rate.

\*\*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.

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.

College-sponsored housing costs are in addition to tuition and a separate agreement is entered into for that purpose. See the office of residence life and housing for details. Special U.S. and overseas trips are voluntary and are not included in regular tuition and fees.

**The Art Institute of Tennessee - Nashville reserves the right to change tuition and fees as it deems necessary. Additional costs for all students to purchase consumable supplies and textbooks, as well as for additional specialized equipment, are estimated above and on page 10.**

## Financial resources

Information on financial planning and applying for federal aid is in "Getting Started: A quick view of financial aid," which you received in your admissions packet.



### 3. Program of Study

Check only one box for the program of study for which you are applying.

All programs are day only unless other options are given.

#### BACHELOR'S DEGREE PROGRAMS

All bachelors' programs are 11-12 quarters and 180 credit hours.

- Audio Production (BA)
  - Culinary Arts Management (BS)
  - Digital Filmmaking & Video Production (BFA)
  - Fashion & Retail Management (BA)
  - Graphic Design (BFA)
  - Interior Design (BFA)
  - Media Arts & Animation (BFA)
  - Photographic Imaging (BFA)
  - Advertising (BA)
  - Web Design & Interactive Media (BFA)
- BA–Bachelor of Arts BFA–Bachelor of Fine Arts BS–Bachelor of Science

#### ASSOCIATE'S DEGREE PROGRAMS

All associate's degrees are Associate in Arts and are 6 quarters and 90 credit hours unless otherwise noted.

- Baking & Pastry
- Culinary Arts
- Graphic Design
- Web Design & Interactive Media
- Video Production

#### DIPLOMA PROGRAMS

Diploma programs do not include general education classes. Diploma programs are intended for students who have graduated from high school at least two years before the date of application to The Art Institute.

- Culinary Arts–Skills (3 quarters, 36 credits) \_\_\_ Day or \_\_\_ Evening/Weekend
- Culinary Arts–Baking & Pastry (4 quarters, 48 credits) \_\_\_ Day or \_\_\_ Evening/Weekend

\* Students in this program must be age 21 at the time of matriculation.

#### Re-entry Students Only

If you are a re-entering student and your program of study is not listed, please fill in the following:

Program \_\_\_\_\_

Degree \_\_\_\_\_

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

### 4. 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. See page 4 for the forms to use to request your transcripts.

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 schools. *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*

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

## 5. Test Scores

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

- I have taken the SAT.  I plan to take the SAT on (date) \_\_\_\_\_.
- I have taken the ACT.  I plan to take the ACT on (date) \_\_\_\_\_.

## 6. Essay

Write a well organized paragraph with a minimum of 150 words in the space below. You may attach an additional sheet if needed. Or you may type your essay and submit with this application. Explain why you should be admitted to the program to which you are applying. Be sure to support each reason with logical arguments and appropriate examples. Re-entering students must write the essay *only* if changing from an associate's degree program to a bachelor's degree program.

*(Because we are interested in your ideas and your ability to express yourself, you are not permitted to receive any assistance from others in writing this essay. Failure to follow this instruction may be grounds for rejection of your application or, if you are accepted, grounds for dismissal from the program.)*

## 7. Enrollment Agreement and Signature

### Tuition Policy

I understand that I, the student, am responsible for tuition and fees pertaining to the program's required course of study. The tuition and fees contained in this Application and Enrollment Agreement are subject to change. The per credit hour rate is subject to change at least once per calendar year, which will increase the total amount for the program. The adjustment to the per credit hour rate may occur before I begin classes and my program will be calculated using the new rate. Any changes to tuition and fees will be published to students.

### 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 may keep only a portion of the tuition or other charges (see pages 10 -11 of this booklet).*

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 (see page 10-11, Refund Policy Prior to Matriculation).

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.

### Arbitration Policy

I and The Art Institute agree that any dispute or claim between myself 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, my enrollment or attendance at The Art Institute, whether such dispute arises before, during, or after my attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at my or The Art Institute's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. The full arbitration policy is found on pages 12 and is part of this agreement.

### Transferability of Credit

The Art Institute of Tennessee-Nashville is a branch campus of The Art Institute of Atlanta. The Art Institute of Atlanta is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of The Art Institute of Atlanta.

The Art Institute of Tennessee-Nashville is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission.

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 Art Institute does not imply, promise, or guarantee transferability of its credits to any other institution. The full transferability of credit policy is found on page 12 and is part of this agreement.

### Other Regulations and Policies

If I am accepted for admission by The Art Institute, 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 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 reserves the right to change start dates, curriculum (course contents, course titles, and the sequencing of classes), graduation requirements, tuition, or fees at any time it deems necessary, subject to any applicable regulatory approvals.

I understand that information on graduation/completion rates for first-time, full-time students is available through the admissions office.

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 including the policies on pages 10-13 of this Application and Enrollment Agreement Booklet, 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 president of The Art Institute. 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.**

By this application you: (a) certify that your information on this application is true and complete; (b) agree that we may request a consumer credit report about you from one or more credit reporting agencies; (c) agree that we may ask third parties, governmental agencies and credit reporting agencies to verify information about you; and (d) agree that we may share information with lenders. We will upon your request inform you if we requested a consumer report about you and provide you with the name and address of the consumer reporting agency that furnished the report. You understand that you are providing "written instruction" to us under the Fair Credit Reporting Act authorizing us to obtain information from your personal credit file.

### 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: 404.679.4500.

Print applicant's name	Applicant's signature	Date
Parent or guardian signature (if applicant is under 18 years old)		Date
Signature of Official of The Art Institute		Date

### Important information about your enrollment

Be sure that you read and understand the following information before signing your application form. Keep this information for your files.

#### Student's right to cancel

*You, the student, may cancel your enrollment without any penalty or obligation at any time prior to midnight of the fifth business day after signing the application for admission. You may also cancel your enrollment if, upon a doctor's order, you cannot physically receive the services, or you may cancel your enrollment if the services cease to be offered. If you cancel your enrollment for either of these reasons, The Art Institute may keep only a portion of the tuition or other charges.*

Please do not sign the application for admission before you read it in its entirety, including the provisions on pages 10-13. Please also note that the provisions of any attached rider(s) signed by you are also a part of the application for admission.

#### 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, 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.

#### Tuition

Current tuition rate per credit hour is \$486. Actual tuition costs per quarter or academic year depend on the credit hours taken.

	Quarter	Academic Year (3 quarters)
Full-time tuition (17 credit hours)	\$8,262	\$24,786
Full-time tuition (16 credit hours)	\$7,776	\$23,328
Full-time tuition (15 credit hours)	\$7,290	\$21,870
Full-time tuition (14 credit hours)	\$6,790	\$20,370
Full-time tuition (13 credit hours)	\$6,318	\$18,954
Full-time tuition (12 credit hours)	\$5,832	\$17,496

#### Housing Fees

Housing cost – Avalon Apartments	\$2,175	\$6,525
Housing cost – Creekstone Apartments	\$1,995	\$5,985
Housing deposit \$250		

#### Digital Resource Fees

Culinary Arts Management bachelor's degree program – \$2,200
Culinary Arts associate's degree program - \$1,100
Culinary Arts-Baking & Pastry associate's degree program - \$1,250
Culinary Arts-Skills diploma program - \$650
Culinary Arts- Baking & Pastry diploma program - \$650
Graphic Design bachelor's degree program - \$2,200
Graphic Design associate's degree program - \$1,100
Photographic Imaging bachelor's degree program - \$2,200
Interior Design bachelor's degree program - \$2,250
Web Design & Interactive Media bachelor's degree program - \$2,200
Web Design & Interactive Media associate's degree program - \$1,100
Digital Filmmaking & Video Production bachelor's degree program - \$2,200
Video Production associate's degree program - \$1,100

Audio Production bachelor's degree program - \$2,250  
Fashion & Retail Management bachelor's degree program - \$2,250  
Advertising bachelor's degree program - \$2,250  
Media Arts & Animation bachelor's degree program - \$2,200

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.

College-sponsored housing costs are in addition to tuition and a separate agreement is entered into for that purpose. See the office of residence life and housing for details. 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 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. Kit prices are subject to change.

#### **Supplies and Textbooks**

The average monthly cost of consumable supplies and textbooks varies by program and averages \$70 - \$250. *Please note that the actual costs often occur at the start of a quarter, and are not evenly spread throughout the quarter.*

#### **Fees**

Some programs require a lab fee. The Culinary Arts program charges \$285 per lab course. The Interior Design program charges \$30 per quarter every quarter. The Student Activities Fee is \$50 for the first quarter only. The digital resource fee is \$50 per course. The digital resource fee includes the cost of the digital textbook as well as other digital resources that are integrated into the course and vary by program. The fee includes all applicable taxes. 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.

#### **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. All monies paid by applicants will be refunded if they are not accepted for admission. 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. 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.

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.

The application fee is valid for one year from the original date of application. Students wishing to apply after one year will be required to submit a new application fee. Students who cancel within 5 days after signing the application and wish to reapply 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 The Art Institute 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.
6. 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.
7. Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter.
8. 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**

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 includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

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

#### **Non-Payment of Charges**

Non-payment of tuition, housing, fees and/or other charges due to The Art Institute will result in the student's obligation for additional costs, which may include collection agency costs and legal costs. In addition, The Art Institute reserves the right to report the student's failure to pay amounts owed to one or more national credit bureau organizations, and 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.

### **Arbitration Policy**

Every student and The Art Institute agrees that any dispute or claim between the student and The Art Institute (or any company affiliated with The Art Institute, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student's enrollment or attendance at The Art Institute whether such dispute arises before, during, or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or The Art Institute's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student's right, if any, to file 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 The Art Institute intends to initiate arbitration, it will notify the student in writing by regular mail at the student's latest address on file with The Art Institute, and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails to select an administrator within that 20day period, The Art Institute will select one.

The Art Institute agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if a student's claim exceeds than the relevant jurisdictional threshold The Art Institute 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 The Art Institute CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, A STUDENT WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT A STUDENT OR The Art Institute WOULD HAVE IN COURT ALSO MAY NOT BE 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, 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 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 The Art Institute. 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](http://www.jamsadr.com), 8003525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, [www.arbforum.com](http://www.arbforum.com), 800-474-2371.

### **Transferability of Credit**

#### *Credit Transfers to Other Schools*

The Art Institute of Tennessee-Nashville is a branch campus of The Art Institute of Atlanta. The Art Institute of Atlanta is accredited by the Commission on Colleges of the Southern Association of Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of The Art Institute of Atlanta.

The Art Institute of Tennessee-Nashville is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission.

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 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 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 may be transferable into that school's program.

If you are considering transferring to either another Art Institutes school 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 does not imply, promise, or guarantee transferability of its credits to any other institution.

### **Information on Graduation/Completion Rates**

According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/completion rates for first-time, full-time students who entered school and graduated/completed within 150% of the normal time to complete the program must be made available to current and prospective students. You may obtain this information in the admissions office. According to regulations published by the Department of Education the retention rate of certificate or degree seeking first time, undergraduate students must be made available to all enrolled students and prospective students. Each institution must also make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories: Male; Female; Self-identified members of a major racial or ethnic group; and Federal Pell Grant recipients. This information is updated annually and may be obtained from the admissions office. Enrollment in the institution or completion of a program does not guarantee employment.

## 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: 404.679.4500.

## 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 [www.aitn.artinstitute.edu/studentLife\\_studentHandbook.asp](http://www.aitn.artinstitute.edu/studentLife_studentHandbook.asp)

## Student's Right to Know

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

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 of 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 of 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 Associate of Arts-Baking and Pastry, offered at 90 credit hours, 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 Associates of 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 of 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 of 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 of 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 of 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 of 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 of 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 of 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 of 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.