

ADMISSIONS DEADLINE AGREEMENT

School Code 017163

Student Name _____ Student ID#: _____ Application Date: _____ Start Date: _____	Your Art Institute enrollment team: Asst. Director of Admissions _____ Ext. _____ Admissions Coordinator _____ Ext. _____ Financial Aid Officer _____ Ext. _____
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Congratulations on taking the first steps to becoming a student at the Art Institute of New York City: In order for you to successfully complete your Admissions process, you will need to take the following steps and provide us with the following documentation by fax, express mail or upon your return visit (s):

<p style="text-align: center;"><u>Within (5) business days:</u></p> <ul style="list-style-type: none"> ▪ Complete FAFSA online, obtain PIN # ▪ Submit Admissions Essay ▪ Schedule Placement Test ▪ Schedule Financial Aid Appointment ▪ Complete all Admissions paperwork ▪ Request official transcripts from High School and College (if applicable) 	<p style="text-align: center;"><u>Within (10) business days:</u></p> <ul style="list-style-type: none"> ▪ Submit Enrollment fee of \$100 ▪ Submit all required Financial paperwork ▪ Complete Placement Test – or – verified: ▪ SAT/ACT Score _____ College English/Math _____ ▪ Conduct meeting with Financial Aid Planner 	<p style="text-align: center;"><u>Within (21) business days:</u></p> <ul style="list-style-type: none"> • Submit the legally required proof of immunizations (<i>or waiver for meningitis</i>) • Agree to and sign a financial plan to pay for school
Due Date: _____	Due Date: _____	Due Date: _____

<p>Required attendance for applicants:</p> Financial Aid: _____ Entrance Exam: _____	<p style="text-align: center;">Some of the things you need to be aware of as an applicant:</p> <ul style="list-style-type: none"> • It is your responsibility to supply these documents to the Admissions Department by the above deadlines: • You must meet with your Assistant Director of Admissions (ADA) before you speak with Financial Aid. • You are expected to make The Art Institute of New York City aware of the status of the above items by phone and /or e-mail. • When finished with your entrance exam you need to provide your scores to your admissions coordinator or assistant director by returning the Accuplacer assessment form to your Assistant Director of Admissions (ADA). • Please remember to meet with your ADA 10 minutes prior to your scheduled appointment with your financial aid planner. • Please note you will be contacted frequently by a variety of Art Institute team members to keep you informed of your admissions progress.
<p>Required attendance for accepted students:</p> Pre Registration : _____ Jump start event: _____ Orientation: _____	

I understand it is my responsibility to supply these documents to the Admissions Department by the above deadlines.

Failure to do so may result in the cancellation of my application.

Student Signature _____ Date: _____

AC Signature _____ Date: _____

ADA Signature _____ Date: _____

1. Student
2. ADA
3. AC
4. File

ARBITRATION

You and The Art Institute of New York City agree that any dispute or claim between you and The Art Institute of New York City (or any company affiliated with The Art Institute of New York City, 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 New York City, 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 of New York City'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 New York City intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with The Art Institute of New York City, 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 of New York City will select one.

The Art Institute of New York City 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 of New York City 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 NEW YORK CITY 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 NEW YORK CITY 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 New York City 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 New York City. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arb-forum.com, 800-474-2371.

The above supersedes any inconsistent arbitration provision published in any other document such as your catalog or, where applicable, your enrollment agreement.

Student Signature

Date

Parent Signature (If student is under 18)

Date

Assistant Director of Admissions

Date

Enrollment Agreement

Name of Student: _____
 (Last Name) (First Name) (Middle Name)

Student's Previous (Maiden) Name: _____

Present Address: _____
 (Street) (City) (State) (Zip)

Home Telephone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____

Please list any school(s) you attended (if any) after your high school/secondary school graduation or receipt of high school equivalency (GED) certificate: _____

School/College: _____ City/State: _____ Dates Attended (mo/yr-mo/yr): _____ Degree Earned (if any): _____

Check Quarter Starting Date:

- | | |
|---|--|
| Session 1 | Session 2 |
| <input type="checkbox"/> October 6, 2008 | <input type="checkbox"/> August 21, 2008 |
| <input type="checkbox"/> January 12, 2009 | <input type="checkbox"/> November 13, 2008 |
| <input type="checkbox"/> April 6, 2009 | <input type="checkbox"/> February 19, 2009 |
| <input type="checkbox"/> July 13, 2009 | <input type="checkbox"/> May 14, 2009 |
| <input type="checkbox"/> October 5, 2009 | <input type="checkbox"/> August 20, 2009 |
| <input type="checkbox"/> January 11, 2010 | <input type="checkbox"/> November 12, 2009 |
| | <input type="checkbox"/> February 18, 2010 |

Indicate the program in which you are enrolling:

- Graphic Design (AOS)
 Interior Design (AOS)
 Fashion Design (AOS)
 Web Design & Interactive Media (AOS)
 Video Production (AOS)

BUYER'S RIGHT TO CANCEL

YOU, THE STUDENT, MAY CANCEL YOUR ENROLLMENT WITHOUT ANY PENALTY OR OBLIGATION AT ANY TIME PRIOR TO MIDNIGHT OF THE SIXTH (6th) BUSINESS DAY AFTER ACCEPTANCE OF THIS ENROLLMENT AGREEMENT. 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 ANY OF THESE REASONS, THE ART INSTITUTE OF NEW YORK CITY MAY KEEP ONLY A PORTION OF THE TUITION OR OTHER CHARGES. SEE REFUND POLICIES ON REVERSE SIDE OF THIS AGREEMENT.

STUDENT ACKNOWLEDGEMENTS

I have received and read a copy of The Art Institute of New York City's current catalog, the provisions of which I accept. I have read and understand all provisions of this Agreement, and I have been given a copy of it for my records. (Parents must also sign if you are under 18 years of age.) I understand that The Art Institute of New York City may terminate my enrollment and The Art Institute of New York City's obligations under this Agreement (except the cancellation and refund provisions) if I fail to comply with The Art Institute of New York City's attendance, conduct, and academic and/or financial requirements.

The per credit hour rate is subject to an increase at least once per calendar year which will increase the total amount of the program. The adjustment to the 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. I understand that The Art Institute of New York City also reserves the right to cancel my enrollment if

The Art Institute of New York City determines (i) that I have demonstrated poor academic potential (as determined through evaluation of transcript records or any other academic evaluations deemed appropriate for the program selected), and/or (ii) that I do not meet all financial obligations related to enrollment and continuing enrollment.

I understand that my financial obligations to The Art Institute of New York City must be paid in full before a degree/certificate may be awarded and before transcripts will be issued.

I accept that, to the extent permitted by law, I am responsible for all reasonable collection agency and attorney fees incurred in attempting to collect my unpaid debt to The Art Institute of New York City.

The Enrollment Agreement and catalog, in conjunction with other published Art Institute of New York City policies, procedures and student conduct codes, shall constitute the entire agreement between the student and The Art Institute of New York City. 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 of New York City.

I also understand that this Agreement constitutes a binding contract upon acceptance by The Art Institute of New York City. Any holder of this consumer credit contract is subject to all claims and defenses that the

debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor. My signature below signifies that I have read and understand all aspects of this Agreement and do recognize my legal responsibilities in regard to this contract.

Provisions for methods of payment: If I elect a financial plan, it will be in compliance with the Federal Truth in Lending retail installment requirements (Regulation Z). The Financial Plan will become part of this Enrollment Agreement.

Within this document, the course catalog and other materials given to me I have read and understand: the description of the courses offered, program objectives and the length of the program, tuition payments, fees and all other charges and expenses necessary for completion of the program, the tuition refund and contract cancellation policies, the faculty and other instructional personnel and their qualifications, the names of associates, agencies or governmental bodies which accredit, approve or license the school, any special facilities and services available to students with disabilities, career services data regarding employment rates of our graduates and information concerning student financial assistance, including a description of the procedures and forms, student eligibility requirements and the rights and responsibilities of students receiving financial aid.

(Student Initials) _____

APPLICATION PROCESS

An application fee of \$50.00 is to be submitted with the Application for Admission. An enrollment fee of \$100.00 is due within ten (10) days after you have signed this Enrollment Agreement. In order to qualify for admission toward a degree or certificate, applicants must possess a high school diploma or its equivalent (G.E.D) To apply for admission, prospective students must have a personal interview with an admissions representative and complete a writing assessment.

Tuition for the first charge period for new students is due prior to entry. Thereafter, tuition for each succeeding charge period is due approximately two (2) weeks prior to the end of each academic charge period (unless students have made arrangements for an approved alternative payments plan).

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 per 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 made.

Financial Information

Tuition and Fees Through September 30, 2008												TABLE LEGEND
	Academic Objective	Cost per Credit	Program Length - Quarters	Program Length - Credits	Tuition per Quarter *	Application Fee	Enrollment fee	Quarterly Lab Fee	Starting Supply Kit (Estimated Price)	Total to Enter	Total Tuition and Fees	
Graphic Design	AOS	\$489	7	105	\$7,335	\$50	\$100	\$50	\$996	\$8,531	\$52,841	DEGREE: (A.O.S): Associate of Occupational Studies COST PER CREDIT: Current cost per credit including books. Not including credit hour tuition increases that may occur PROGRAM LENGTH: Assumes 15 credit hours per quarter for full time programs. TUITION PER QUARTER: Tuition and fees effective as stated. Not including credit hour tuition increases that may occur APPLICATION FEE: Refundable within six days and valid for one year ENROLLMENT FEE: One time fee that is refundable if the conditions in the <u>Admissions Deadline Agreement</u> are met. LAB FEE: Quarterly charge for additional printing and computer requirements of certain programs. REQUIRED STARTING KIT ESTIMATED PRICE: The supply kit consists of the basic equipment, texts and materials required for commencement of each program. A list of the components of the supply kit is provided to each enrolled student. In addition to the supply kit and lab fees, the monthly estimated average cost of consumable supplies and equipment by program are as follows: • Fashion Design and Interior Design - \$200 • Video Production, Graphic Design and Web Design & Interactive Media - \$150 TOTAL TO ENTER: Sum of all 1st quarter fees and tuition. Excludes housing costs. TOTAL TUITION & FEES: Tuition/fees are charged, per credit, by the charge period only. The student is never obligated for any charges beyond the charge period the student is attending. Does not include college preparatory classes if required (\$1467 per course to September 30, 2008 and \$1527 per course after October 1, 2008; 0-3 courses may be required, based upon placement scores, SAT scores, or previous college credit.) Excludes housing costs.
Web Design & Interactive Media Design	AOS	\$489	7	105	\$7,335	\$50	\$100	\$25	\$1,020	\$8,530	\$52,690	
Video Production	AOS	\$489	7	105	\$7,335	\$50	\$100	\$0	\$531	\$8,016	\$52,026	
Fashion Design	AOS	\$489	7	105	\$7,335	\$50	\$100	\$0	\$820	\$8,305	\$52,315	
Interior Design	AOS	\$489	7	105	\$7,335	\$50	\$100	\$0	\$828	\$8,313	\$52,323	
*Assumes student enrolls for 15 Credits per term												
Tuition and Fees Effective October 1, 2008												
	Academic Objective	Cost per Credit	Program Length - Quarters	Program Length - Credits	Tuition per Quarter *	Application Fee	Enrollment fee	Quarterly Lab Fee	Starting Supply Kit (Estimated Price)	Total to Enter	Total Tuition and Fees	
Graphic Design	AOS	\$509	7	105	\$7,635	\$50	\$100	\$50	\$996	\$8,831	\$54,941	
Web Design & Interactive Media Design	AOS	\$509	7	105	\$7,635	\$50	\$100	\$25	\$1,020	\$8,830	\$54,790	
Video Production	AOS	\$509	7	105	\$7,635	\$50	\$100	\$0	\$531	\$8,316	\$54,126	
Fashion Design	AOS	\$509	7	105	\$7,635	\$50	\$100	\$0	\$820	\$8,605	\$54,415	
Interior Design	AOS	\$509	7	105	\$7,635	\$50	\$100	\$0	\$828	\$8,613	\$54,423	
*Assumes student enrolls for 15 Credits per term												
NOTICE TO BUYER: This is a legally binding agreement. Please do not sign this <u>Enrollment Agreement</u> before you read it in its entirety; both sides of this document constitute the entire <u>Enrollment Agreement</u> . You will be given an exact copy of the Agreement you sign. Please also note that the provisions of any attached rider(s) signed by you are also part of the <u>Enrollment Agreement</u> . Returned checks are subject to a service charge of \$30.00.												

NOW, THEREFORE, HAVING READ AND RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND INTENDING TO BE LEGALLY BOUND BY IT, THE PARTIES HAVE SIGNED THIS ENROLLMENT AGREEMENT ON THE DATES WRITTEN BELOW.

Student's Signature: _____ Date: _____ Parent's (or Guardian's) Signature (if applicant is under 18 years of age): _____ Date: _____ Parent's (or Guardian's) Address: _____	Office Use Only: Student ID#: _____ Signature of Accepting Official from The Art Institute of New York City: _____ Title of Accepting Official: _____ I hereby certify that I have complied with all state and accreditation statues and rules, during the enrollment of this student. Admissions Officer: _____ Date: _____
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General Information and Understandings

REFUND POLICY PRIOR TO MATRICULATION

An applicant may cancel his/her enrollment in person or in writing before the beginning of classes. An applicant not requesting cancellation before the scheduled starting date indicated on this [Enrollment Agreement](#) will be considered a student.

1. The Art Institute of New York City will notify the student, in writing, of his/her acceptance or rejection. In the event that a student is not accepted by The Art Institute of New York City, all tuition, fees, and other charges shall be refunded.

2. The applicant may cancel this contract and receive a full refund of all monies paid to date if cancellation is made in writing to the Sr. Director of Admissions and mailed or delivered to The Art Institute of New York City at the address stated herein within six (6) business days after this [Enrollment Agreement](#) is accepted.

3. All tuition and fee monies paid by an applicant will be refunded if requested within six (6) business days after his/her first tour at The Art Institute of New York City upon inspection of equipment, or if requested within six (6) business days of his/her attendance at the regularly scheduled orientation program for his/her starting quarter, whichever is sooner.

4. Refunds will be made within thirty (30) calendar days after the applicant/student's request, or within thirty (30) calendar days after his/her first scheduled class day, whichever is the earlier date.

REFUND POLICY AFTER MATRICULATION

When a student withdraws from The Art Institute of New York City on or after the first day of class, a refund and repayment is calculated based on the last recorded (actual) date of attendance as determined by The Art Institute of New York City, or if the student officially withdraws, the date set forth by the student. Refunds will be made within thirty (30) calendar days of the date of notification that the student is no longer enrolled.

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 of New York City 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, the student may need to return some of those funds. If the student needs to return funds, The Art Institute of New York City will notify the student regarding how much is owed, and how it is to be returned. Adjustment of Charges in accordance with New York State policy, the school will earn tuition and fees as follows:

First Term:	
Week One	- 0%
Week Two	- 25%
Week Three	- 50%
Week Four	- 75%
After Week Four	- 100%

Second and Subsequent Terms:

Week One	- 25%
Week Two	- 50%
Week Three	- 75%
After Week Three	- 100%

The Art Institute of New York City will first calculate how much needs to be returned under the Federal Return of Title IV Aid Policy. That amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The Art Institute of New York City will then calculate how much of the charges can be retained based on the school policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from Federal funds after calculating the Return of Title IV formula and the refund policy, the refund will be made to the student, or, with the student's authorization, to the Federal loan program(s) in the following order, up to the amount received, for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance made up of non-Title IV funds, it will be refunded in the following order, up to the amount received, for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), and student.

If kits, components of the kit, or supplies are returned to the bookstore in resalable condition within ten (10) days of withdrawal from current quarter, a credit will be given (excludes textbooks).

All refunds and return of funds will be made within thirty (30) calendar days of the date that the student notifies The Art Institute of New York City of 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 New York City will result in your being obligated for additional collection costs, collection agency costs and legal costs.

In addition, we reserve the right to report your failure to

pay amounts owed to one or more national credit bureau organizations and not release your academic transcript until all your debts to us are paid in full.

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 school 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. This includes 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.

Mid-Session Starts

In order to qualify for most types of financial aid, students beginning mid-session must register for and maintain enrollment in a minimum of six (6) credits during the first session of study.

In accordance with school policy, the school will earn tuition and fees for the mid-quarter as follows:

Week One	- 25%
Weeks Two and Three	- 50%
Week Four	- 75%
After Week Four	- 100%

The Return of Title IV Calculation as described in this [Enrollment Agreement](#) for the mid-quarter session will apply using the mid-quarter start and end dates. This academic quarter is approximately 5 weeks in duration. The add/drop period is four days from the start of the mid-quarter session. If you drop or add one or more classes, your financial aid eligibility may change. Please see your Financial Aid Officer before you drop or add a class. Students who leave school during the first three weeks of the mid-quarter session may return the starting kit and/or individual components of the starting kit within 10 days of your last date of attendance of the mid-quarter.

DISPUTE RESOLUTION

Student Complaint/Grievance Procedure

If a student feels that a concern or complaint has not been resolved adequately using the Student Complaint Procedure described in the catalog, the student may direct complaints or concerns in writing to the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, (202) 336-7680.

Arbitration

You and The Art Institute of New York City agree that any dispute or claim between you and The Art Institute of New York City (or any company affiliated with The Art Institute of New York City, 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 New York City, whether such dispute is based on contract, tort, statute, or otherwise, shall be, at your or The Art Institute of New York City'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 New York City intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with The Art Institute of New York City, and you will have twenty (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 of New York City will select one.

The Art Institute of New York City 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 similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, if your claim exceeds \$5,000, The Art Institute of New York City 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.

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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 New York City 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.

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GENERAL INFORMATION AND UNDERSTANDINGS Policies and Procedures

Each student is on a continuing charge-period-by-charge-period enrollment basis, and agrees to comply with all published Art Institute policies and procedures. The Art Institute of New York City reserves the right to add, delete or modify its policies and procedures.

Clock Hour to Credit Hour Conversion

The Art Institute of New York City uses the following ratios for credit hours to clock hour conversion: One hour of lecture is equal to one credit hour. Two hours of lab is equal to one credit hour. Three hours of externship/internship is equal to one credit.

Class Sessions

Classes are in session six (6) days a week, Monday through Saturday. Classes are typically two, and run between the hours of 7:30 a.m. and 11:00 p.m. Each student is scheduled by The Art Institute of New York City to meet his/her total weekly hour requirement through a combination of morning, afternoon and evening classes. Days of attendance will vary for students according to their program of study and may change from quarter to quarter. Average attendance is twenty (20) hours per week.

Homework

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

Curriculum

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

Approved Cooperative Practical Experience

Students and educational sites must meet the schools conditions for approval of cooperative practical experience outside the school premises.

Transferability of Credits

The Art Institute of New York City is licensed by the State of New York to confer the Associate of Occupational Studies Degree, and is accredited by the Accrediting Council for Independent 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 systems, 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 New York City 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 New York City 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 New York City will transfer to another school.

Programs offered by one school within The Art Institute's 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 Institute's system, not all of the credits you earn at The Art Institute of New York City may be transferable into that school's program.

If you are considering transferring either to another school within The Art Institute's system or to 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 New York City does not imply, promise, or guarantee transferability of its credits to any other institution.

Employment Assistance

The Art Institute of New York City does not guarantee employment or any particular level of compensation

following graduation. The Art Institute of New York City does, however, offer assistance in finding employment to all eligible graduates at no additional charge. Graduates who confine employment considerations to the metropolitan area served by The Art Institute of New York City may limit the particular employment opportunities available to them.

Opportunities for the employment of nonimmigrant aliens in the United States are severely limited by the federal regulations imposed by the Department of Homeland Security-United States Citizenship and Immigration Services. Nonimmigrant aliens are urged to consult with independent legal counsel regarding eligibility for employment authorization following graduation.

Graduation Requirements

In order to graduate, students must fulfill all program requirements and have a cumulative grade point average (CPGA) of at least 2.0 and fulfill all financial obligations to The Art Institute of New York City.

Student Right to Know

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

Cancellation of Start Date

Cancellation of a scheduled class start date for any program shall entitle a student to elect either (1) a guaranteed reservation in the next scheduled class for the program, or (2) cancellation of enrollment with a full refund of all monies paid.

Cancellation Notice Requirements

Notification of cancellation or withdrawal should be mailed to the Sr. Director of Admissions, The Art Institute of New York City, 75 Varick Street, 16th Floor, New York, New York 10013, (212) 226-5500.

Student Withdrawal

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

Nondiscrimination

The Art Institute of New York City does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, disability, or any other characteristic protected by state, local or federal laws, in the administration of any of its educational programs or activities or with respect to admission or employment. For information on The Art Institute of New York City's equal opportunity policy and grievance procedure, please contact the Human Resources Department, The Art Institute of New York City, 75 Varick Street, New York, New York 10013, (212) 226-5500.

Sale, Discount, or Transfer of Agreement

The student consents to the sale, discount, or other transfer of this Agreement with the understanding that in such an event, the cancellation and refund policies would continue to apply.

NOTICE TO BUYER

This is a legally binding document. Do not sign before you have read both sides or if the document has any blank spaces. A copy of the Agreement you will sign will be returned to you. The student is accepted and the Agreement is binding once signed by a director of The Art Institute of New York City. Any changes in the Agreement will be binding on the student and The Art Institute of New York City only if such changes have been agreed to in writing (not orally) by an authorized official of The Art Institute of New York City and by the student. The Agreement and The Art Institute of New York City catalog constitute the Agreement between the student and the school. Every assignee of this Agreement is subject to all claims and defenses of the buyer or his/her successors in interest arising under this Agreement. It is the policy of The Art Institute of New York City not to assign this Agreement or any interest therein.



Date: _____

Dear Registrar, Records, Personnel or Transcript Department:

The student listed below has applied to our school. Please submit a copy of his or her official transcript, (Transcript, should include date of graduation, a signature and the school seal), as well as immunization records. If there are any delays in processing this request, please contact me directly at (212) 226-5500 ext. _____

Sincerely,

Admissions Coordinator

I _____ (_____), a
(Name) Maiden Name
_____ graduate of _____ High School /College
(Graduation year)

Request that your Records Office release a copy of my transcript, to The Art Institute of New York City.

Signature of Student Student Date of Birth Students Social Security

Address of High School City State Zip

Telephone Number of High School/College: _____

Fax Number of High School/College: _____

ADA _____ Class: _____

Fee: _____

REVISED 12/19/08RH

11-17 Beach Street NY, NY 10013-1917
Phone: 212-226-5500 Fax: 212-965-3753
www.ainyc.ait.edu

THE ART INSTITUTE OF NEW YORK CITY

**NOTICE CONCERNING TRANSFER OF CREDITS EARNED
FROM OTHER COLLEGES TO OUR SCHOOL**

The Art Institute of New York City is licensed by The New York State Education Department to confer the Associate of Occupational Studies and accredited by the Accrediting Council for Independent Colleges and Schools, an accrediting agency recognized by the United States Department of Education. However, the fact that the school is licensed and accredited is not necessarily an indication that credits earned at another school will be accepted by The Art Institute of New York City. In the United States higher education system, transferability of credit is determined by the receiving institution.

It is your responsibility to confirm whether or not any credits you have earned at another school will be accepted by The Art Institute of New York City. This is done by requesting that an official transcript from your previous school, along with a copy of that school's catalog, be sent to the education department at The Art Institute of New York City for review and evaluation. Any cost incurred to accomplish this is the sole responsibility of the student. The request for credit of courses taken at another institution by The Art Institute of New York City must be completed prior to the start of any classes taken at this school.

Do you plan to have previous credits earned evaluated by our education department?

YES _____ NO _____

I have read, had an opportunity to ask questions about and understand the above limitations on the transfer of any previous academic credits earned at another institution to The Art Institute of New York City.

Student Name (please print)

Social Security Number

Student Signature

Date

Signature of parent or guardian
(if student is under 18)

Date

Representative of The Art Institute of New York City

Date

*This form must accompany the Enrollment Agreement. Original – Student; Copy – ADM file
Revised 2/14/07*

THE ART INSTITUTE OF NEW YORK CITY

NOTICE AND CATALOG ADDENDUM CONCERNING TRANSFERABILITY OF CREDITS

The Art Institute of New York City is licensed by The New York State Education Department to confer the Associate of Occupational Studies and accredited by the Accrediting Council of Independent 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 by evaluating factors such as course content, grades, accreditation and licensing.

The mission of the Art Institute of New York City is to prepare students for entry-level employment in their chosen field of study. The value of degree programs, like those offered by The Art Institute of New York City, is the deliberate focus on marketable skills. The credits earned are not intended to transfer to another institution. For this reason, it is unlikely that the academic credits you earn at The Art Institute of New York City will transfer to another school.

In addition, programs offered by a school within The Art Institutes system may be similar, but not identical, to programs offered at another school within the system. This difference is due, in part, to state law, use of varying instructional models and the needs of local employers. 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 New York City may be transferable to another program.

If you are considering transferring to either another school within The Art Institute system, 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 New York City does not imply, promise, or guarantee transferability of its credits to any other institution.

I have read, had an opportunity to ask questions about and understand the above limitations regarding the transferability of my credits earned at The Art Institute of New York City to any other institution.

Student Name (please print)

Social Security Number

Student Signature

Date

Signature of parent or guardian (if student is under 18)

Date

Representative of The Art Institute of New York City

Date