

**Enrollment Agreement**

|   |              |  |
|---|--------------|--|
| Name of Student: _____                  |              |  |
| (Last Name)                             | (First Name) | (Middle Name)                                  |
| Student's Previous (Maiden) Name: _____ |              |  |
| Present Address: _____                  |              |  |
| (Street)                                | (City)       | (State) (Postal Code) (Country)                |
| Home Telephone: (_____) _____ - _____   |              | Cell Phone: (_____) _____ - _____ email: _____ |

**Check Quarter Start/Re-Enter Date:**

- |   |  |
|---|--|
| <b>Session 1</b>                          | <b>Session 2</b>                           |
| <input type="checkbox"/> July 13, 2009    | <input type="checkbox"/> August 20, 2009   |
| <input type="checkbox"/> October 5, 2009  | <input type="checkbox"/> November 12, 2009 |
| <input type="checkbox"/> January 11, 2010 | <input type="checkbox"/> February 18, 2010 |
| <input type="checkbox"/> April 5, 2010    | <input type="checkbox"/> May 13, 2010      |
| <input type="checkbox"/> July 12, 2010    | <input type="checkbox"/> August 19, 2010   |
| <input type="checkbox"/> Oct 4, 2010      | <input type="checkbox"/> November 11, 2010 |

**Indicate the program in which you are enrolling:**

- Graphic Design (AOS) July 2009 ONLY
- Graphic Design (AAS)
- Interior Design (AOS)
- Fashion Design (AOS) before Oct. 5 ONLY
- Fashion Design (AAS) after Oct. 5 ONLY
- 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 VERIFIED 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 AND FEES OR

OTHER CHARGES. SEE REFUND POLICIES ON REVERSE SIDE OF THIS AGREEMENT.

**STUDENT ACKNOWLEDGEMENTS**

I acknowledge I have received, read, and accept the provisions of The Art Institute of New York City's current catalog, which I understand is also available at [www.artinstitutes.edu/newyork/pdf/catalog.pdf](http://www.artinstitutes.edu/newyork/pdf/catalog.pdf). I have read and understand all provisions of this Agreement, and have been given a copy 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, and fees or program length may also increase periodically. Such changes will increase the total cost of the program and may occur before I begin classes. In the event of a change in per credit hour rate, fees, and/or program length, my program cost will be recalculated. Any changes to tuition, fees, or program length will be communicated 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 that (i) 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) 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 may be awarded and/or 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, catalog, associated addendum and student handbook, 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 Enrollment 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.

I have read and understand the course catalog and other materials given to me and referenced in this document including: 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 (and/or fees) 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, and an enrollment fee of \$100.00 is due within ten (10) days after you have signed this Enrollment Agreement. Fees are non-fundable except as noted in the refund policy section of this Enrollment Agreement. In order to qualify for admission toward a degree, applicants must possess a high school diploma or its equivalent (G.E.D., i.e. General Educational Development certificate.) To apply for admission, prospective students must have a personal interview with an admissions representative and complete a writing assessment.

Tuition (and fees) for the first charge period for new students is due prior to entry, and tuition (and fees) 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 payment 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 that occur will be made available to the students at the time of the change.

**Financial Information**

| Students Starting/Re-Entering July 1 <sup>st</sup> through July 31 <sup>st</sup> , 2009 (Graphic Design AOS offered in July 2009 Only) |                    |                 |                           |                          |                             |                      |                 |                |                   |                                  |                |                        |
|--|--------------------|-----------------|---------------------------|--------------------------|-----------------------------|----------------------|-----------------|----------------|-------------------|----------------------------------|----------------|------------------------|
|  | Academic Objective | Cost per Credit | Program Length - Quarters | Program Length - Credits | Current Tuition per Quarter |                      | Application Fee | Enrollment Fee | Quarterly Lab Fee | Starting Supply Kit (Est. Price) | Total to Enter | Total Tuition and Fees |
| Graphic Design   | AOS                | \$509           | 7                         | 105                      | \$7,635                     |                      | \$50            | \$100          | \$50              | \$740                            | \$8,575        | \$54,685               |
| Web Design & Interactive Media   | AOS                | \$509           | 7                         | 105                      | \$7,635                     |                      | \$50            | \$100          | \$25              | \$570                            | \$8,380        | \$54,340               |
| Video Production   | AOS                | \$509           | 7                         | 105                      | \$7,635                     |                      | \$50            | \$100          | -                 | \$925                            | \$8,710        | \$54,520               |
| Fashion Design   | AOS                | \$509           | 7                         | 105                      | \$7,635                     |                      | \$50            | \$100          | -                 | \$890                            | \$8,675        | \$54,485               |
| Interior Design  | AOS                | \$509           | 7                         | 105                      | \$7,635                     |                      | \$50            | \$100          | -                 | \$890                            | \$8,675        | \$54,485               |
| Students Starting/Re-Entering August 1 <sup>st</sup> through September 30 <sup>th</sup> , 2009   |                    |                 |                           |                          |                             |                      |                 |                |                   |                                  |                |                        |
|  | Academic Objective | Cost per Credit | Program Length - Quarters | Program Length - Credits | Current Tuition per Quarter |                      | Application Fee | Enrollment Fee | Quarterly Lab Fee | Starting Supply Kit (Est. Price) | Total to Enter | Total Tuition and Fees |
| Graphic Design   | AAS                | \$509           | 7                         | 108                      | \$7,853                     |                      | \$50            | \$100          | \$50              | \$1,605                          | \$9,658        | \$57,077               |
| Web Design & Interactive Media   | AOS                | \$509           | 7                         | 105                      | \$7,635                     |                      | \$50            | \$100          | \$25              | \$570                            | \$8,380        | \$54,340               |
| Video Production   | AOS                | \$509           | 7                         | 105                      | \$7,635                     |                      | \$50            | \$100          | -                 | \$925                            | \$8,710        | \$54,520               |
| Fashion Design   | AOS                | \$509           | 7                         | 105                      | \$7,635                     |                      | \$50            | \$100          | -                 | \$890                            | \$8,675        | \$54,485               |
| Interior Design  | AOS                | \$509           | 7                         | 105                      | \$7,635                     |                      | \$50            | \$100          | -                 | \$890                            | \$8,675        | \$54,485               |
| Students Starting/Re-Entering After October 5 <sup>th</sup> , 2009   |                    |                 |                           |                          |                             |                      |                 |                |                   |                                  |                |                        |
|  | Academic Objective | Cost per Credit | Program Length - Quarters | Program Length - Credits | Current Tuition per Quarter | 1- Time Activity Fee | Application Fee | Enrollment Fee | Quarterly Lab Fee | Starting Supply Kit (Est. Price) | Total to Enter | Total Tuition and Fees |
| Graphic Design   | AAS                | \$530           | 7                         | 108                      | \$8,177                     | \$35                 | \$50            | \$100          | \$50              | \$1,605                          | \$10,017       | \$59,380               |
| Web Design & Interactive Media   | AOS                | \$530           | 7                         | 105                      | \$7,950                     | \$35                 | \$50            | \$100          | \$25              | \$570                            | \$8,730        | \$56,580               |
| Video Production   | AOS                | \$530           | 7                         | 105                      | \$7,950                     | \$35                 | \$50            | \$100          | \$25              | \$925                            | \$9,085        | \$56,935               |
| Fashion Design   | AAS                | \$530           | 7                         | 108                      | \$8,177                     | \$35                 | \$50            | \$100          | \$25              | \$890                            | \$9,277        | \$58,490               |
| Interior Design  | AOS                | \$530           | 7                         | 105                      | \$7,950                     | \$35                 | \$50            | \$100          | -                 | \$890                            | \$9,025        | \$56,725               |

**TABLE LEGEND**  
 DEGREE: (A.O.S.): Associate of Occupational Studies  
 (A.A.S.): Associate of Applied Science  
 COST PER CREDIT: Current cost per credit including books, but not including any future credit hour tuition increases.  
 PROGRAM LENGTH: Assumes 15 (to 18) credit hours per quarter for full time programs.  
 TUITION (and FEES) PER QUARTER: Tuition and fees effective, but not including future credit hour per term (15 to 18 assumed) tuition increases, fee changes, or program length changes.  
 APPLICATION FEE: Refundable only within six days of payment. If not refunded and prospective student does not enroll within six days, the fee is valid for up to one year.  
 ENROLLMENT FEE: One time and non-refundable unless conditions of the Admissions Deadline Agreement are met and the student withdraws under specific conditions defined in the agreement.  
 LAB FEE: Quarterly charge for additional printing, technology program requirements, and general lab use.  
 ACTIVITY FEE: One time fee to cover the cost of student activities throughout the course of enrollment.  
 EST. PRICE FOR REQUIRED STARTING KIT: The starting kit consists of the basic equipment and materials needed for commencement of each program. A starting kit component list is provided to each enrolled student. Kit prices are calculated to include current tax rate at the time of this printing and are subject to change. Additional 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 tuition, fees, and kits, excluding housing costs.  
 TOTAL TUITION AND FEES: Tuition and fees are charged, per credit, by the charge period only. The student is not obligated for charges beyond the charge period the student is attending. Does not include college preparatory classes if required (\$1,527 per course to September 30, 2008 and \$1,590 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.

**NOTICE TO BUYER:** This is a legally binding agreement. Please do not sign this Enrollment Agreement before you read it in its entirety. Both sides of this document constitute the entire Enrollment Agreement. 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 Enrollment Agreement. Returned checks are subject to a service charge of \$30.00. Tuition and fees are subject to changes or additions at the sole discretion of the institution.

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

## 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 start/re-entry 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 only 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 only 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 only if requested within six (6) business days of his/her attendance at the regularly scheduled orientation program for his/her starting/re-entry 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.

After the last day of the drop/add period for each quarter (formally reflected on the official student schedule for the quarter) no refunds or adjustments will be made to students dropping individual classes but otherwise enrolled at The Art Institute of New York City.

### 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, ACG, SMART, SEOG. If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60% of the quarter, 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 the amount to be returned under the Federal Return of Title IV Aid Policy, and that amount will then be subtracted from the amount that was paid for the quarter of withdrawal to determine 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.

If kits, components of the kit, or supplies are returned to the bookstore in resalable, i.e. new 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, fees, housing, 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 and/or Re-Entries

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:

During Week One, 25%  
During Weeks Two and Three, 50%  
During 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 (or re-entry) 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 be eligible to return the starting kit and/or individual components of the starting kit (only if in new condition) 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, Judicial Arbitration & Mediation Services (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.

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](http://www.jamsadr.com), 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN 55405, [www.arb-forum.com](http://www.arb-forum.com). The above supersedes any inconsistent arbitration provision published in any other document.

### 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 hour.

### Class Sessions

Classes are in session six (6) days a week, Monday through Saturday. Classes typically 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, assuming 5 (4 hour) classes 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 has received permission to operate from the State of New York Board of Regents State Education Department, 89 Washington Avenue, 5 North Mezzanine, Albany, NY, 12234, (518) 474-2593. The Art Institute of New York City is accredited by the Accrediting Council of Independent Colleges and Schools. 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 Art Institute of New York City strives 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 Institutes system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within The Art Institutes system, not all of the credits you earn at The Art Institute of New York City may be transferable into that school's program. If you are considering transferring either to another school within The Art Institutes system or to an unaffiliated school, it is your responsibility to determine whether that school will accept your Art Institute of New York City 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 (CGPA) of at least 2.0 and fulfill all financial obligations to The Art Institute of New York City.

### Student Right to Know

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

### Cancellation of Start/Re-Entry Date

Cancellation of a scheduled class start/re-entry 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 with all applicable terms and conditions for refunds as expressed in this document in effect.

### Cancellation Notice Requirements

Notification of cancellation or withdrawal should be mailed to the Sr. Director of Admissions, The Art Institute of New York City, 11-17 Beach Street, New York, NY 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 in this document shall apply in the event that a student withdraws, is suspended, or is terminated from The Art Institute of New York City. As stated previously, after the last day of the drop/add period for each quarter (formally reflected on the official student schedule for the quarter) no refunds or adjustments will be made to students dropping individual classes but otherwise enrolled at 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, genetic marker 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, 11-17 Beach Street, New York, NY 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 (along with any associated addendum) 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.