

ENROLLMENT AGREEMENT

Associate of Science Degree/Bachelor of Science Degree/Diploma Programs – CULINARY ARTS

Name _____
Last Name First Name Middle

Present Address _____
Street or P.O. Box Apt.# (if any) City State Zip Code

Telephone: Home (_____) _____ Business (_____) _____ E-mail _____

Permanent Address (if different) _____
Street or P.O. Box Apt.# (if any) City State Zip Code

* If any of your records are under a name other than the one given above (for example, your maiden name), please list the name(s) below:

Check if applicable

- I am eligible for VA benefits.
 I have other sponsor sources.
 I will be sponsored by Division of Vocational Rehabilitation.

DVR Counselor _____

Telephone _____

✓ Check Quarter Start Date:

- July 13, 2009 January 11, 2010 July 12, 2010
 October 5, 2009 April 5, 2010 October 4, 2010

—OR—

✓ Check Mid-Quarter Start Date:

- August 20, 2009 February 18, 2010 August 19, 2010
 November 12, 2009 May 13, 2010 November 11, 2010

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 THIS ENROLLMENT AGREEMENT. YOU MAY ALSO CANCEL YOUR ENROLLMENT 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 OF PHILADELPHIA MAY KEEP ONLY A PORTION OF THE TUITION OR OTHER CHARGES.

Please do not sign this Enrollment Agreement before you read it in its entirety. 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 this Enrollment Agreement.

STUDENT ACKNOWLEDGEMENTS

I have received and read a copy of The Art Institute of Philadelphia's ("The Art Institute") current catalog, the provisions of which I accept. I have read and understand all provisions of this Agreement, and I have been given a copy of it for my records. (Parents must also sign if you are under 18 years of age.) I understand that my enrollment and The Art 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 (i) that I have demonstrated poor academic potential (as determined through entrance testing, evaluation of transcript records or any other academic evaluations deemed appropriate for the program selected), and/or (ii) that I do not meet all financial obligations related to enrollment and continuing en-

rollment. 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 Enrollment Agreement and catalog, together with other published Art Institute policies, procedures, student conduct codes 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 PENNSYLVANIA'S FAIR TRADE PRACTICES RULE.

FINANCIAL INFORMATION

The current schedule of charges† applicable to The Art Institute's programs are as follows:

(AS) = Associate of Science Degree program
(BS) = Bachelor of Science Degree program
(DP) = Diploma program

Program in which you are enrolling (please check one):

(Standard Program Length) (Number of Credits)	<input type="checkbox"/> Culinary Arts (AS)	<input type="checkbox"/> Culinary Arts (AS) — Evening —	<input type="checkbox"/> Culinary Management (BS)
	(6 Quarters) (90 credits)	(10 Quarters) (90 credits)	(12 Quarters) (180 credits)
Approximate Tuition per Quarter ¹	\$ 7,200	\$ 4,320	\$ 7,200
Application Fee ²	50	50	50
Enrollment Fee ²	100	100	100
Supply Kit ³	1,325	1,325	1,325
Lab Fee ⁴	250	250	250
Student Activity Fee ⁵	35	35	50
First Quarter Tuition and Fees	8,960	6,080	8,975
Total Tuition⁶ for Program	\$43,200	\$43,200	\$86,400

(Standard Program Length) (Number of Credits)	<input type="checkbox"/> Baking & Pastry (DP)	<input type="checkbox"/> Culinary Arts (DP)
	(4 Quarters) (36 credits)	(6 Quarters) (36 credits)
Approximate Tuition per Quarter ¹	\$ 4,320	\$ 2,880
Application Fee ²	50	50
Enrollment Fee ²	100	100
Supply Kit ³	1,125	1,130
Lab Fee ⁴	250	250
Student Activity Fee ⁵	35	35
First Quarter Tuition and Fees	5,880	4,445
Total Tuition⁶ for Program	\$17,280	\$17,280

†Based on current credit hour rate. Total cost will increase with each per credit hour tuition increase.

¹Tuition and fees effective October 1, 2009, based on 15 credits per quarter for day and 12 credits per quarter for evening at a rate of \$480.00 per credit hour.
²The application and enrollment fees are paid by new and transfer students only.

³Kit prices are subject to change.
⁴Lab fees are paid on a quarterly basis.

⁵The student activity fee is used to fund the administration and function of extracurricular student activities. It is a one-time fee paid upon enrollment.
⁶The total cost will increase with each per credit hour tuition increase.

Each school quarter is eleven (11) weeks. 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. The student is responsible for tuition and fees pertaining to the program's required course of study. The student 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.

The supply kit, which is optional, consists of the basic equipment, texts and materials required for beginning each program. A list of the components of the supply kit is provided to each enrolled student.

In addition to the supply kit, the average, estimated monthly costs of consumable supplies, textbooks, and equipment by program are as follows:

Program	Monthly Supplies
Baking & Pastry	\$ 50.00
Culinary Arts	\$ 50.00
Culinary Management	\$ 50.00

First quarter tuition and fees for new students become due sixty (60) days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due upon registration, approximately three (3) 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 payment plan. There is a \$25.00 fee imposed on continuing students for late registration.

Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending.

HOUSING

School-sponsored housing costs are in addition to tuition and a separate agreement is entered into for that purpose. See the Housing Office for details.

NOW, THEREFORE, HAVING READ THIS ENROLLMENT AGREEMENT AND INTENDING TO BE LEGALLY BOUND BY IT, THE PARTIES HAVE SIGNED THIS ENROLLMENT AGREEMENT ON THE DATES BELOW WRITTEN. I, THE ENROLLEE, AUTHORIZE THE ART INSTITUTE OF PHILADELPHIA TO RECEIVE A COPY OF MY HIGH SCHOOL AND/OR COLLEGE TRANSCRIPT(S).

Student's Signature _____ Date _____

Parent's (or Guardian's) Signature (if Applicant is under 18 years of age) _____ Date _____

Signature of Accepting Official from School _____ Date _____

Parent's (or Guardian's) Address _____

Title of Accepting Official _____

REFUND POLICY PRIOR TO MATRICULATION

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 this Enrollment Agreement 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 this Enrollment Agreement and making an initial payment.
- Applicants requesting cancellation no later than ninety (90) days before the first scheduled class date will receive a refund of all monies paid, less the \$50.00 application fee. Applicants who give less than ninety (90) days' cancellation notice will be entitled to a refund of all monies paid to The Art Institute of Philadelphia ("The Art Institute"), less a cancellation fee of \$150.00 (includes application fee).
- All tuition and fee monies paid by applicants will be refunded if requested within three (3) business days after their first tour of the school and inspection of equipment or if requested within three (3) business days of the student's attendance at the regularly scheduled orientation program for their starting quarter, whichever is sooner.
- Refunds will be made within thirty (30) calendar days after the applicant's/student's request or within thirty (30) calendar days after his/her first scheduled class day.

REFUND POLICY AFTER MATRICULATION, ALL QUARTERS

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

- Prepaid tuition and fees for any period beyond the student's current quarter will be refunded in full.
- The school shall determine the date of withdrawal from within fifteen (15) days after the last date of attendance and shall pay the refund within thirty (30) days of making that determination. 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 school participates.
- The student may voluntarily withdraw from training by notifying the Office of the Registrar in person or in writing. The termination date will be the student's last date of attendance. 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.
- For students on a written leave of absence who fail to return to class following conclusion of their leave, refunds will be made within thirty (30) days of their first scheduled class day.
- 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.
- A separate lease agreement and refund policy exist for students who lease housing accommodations arranged by The Art Institute. The Art Institute reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.
- Each academic quarter is eleven (11) weeks in duration. (Summer may be ten (10) weeks.) The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a week's attendance is considered a full week of attendance for refund purposes.
- 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 the 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: 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 school will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, SEOG.

If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60% of the quarter/semester, the student may need to return some of those funds. If the student needs to return funds, the school will notify the student regarding how much is owed, and how it is to be returned.

ADJUSTMENT OF CHARGES

In accordance with school policy, if a student withdraws from school, the school will earn tuition and fees as follows, based on the week in which the student withdraws:

Week One	—	25%
Week Two	—	50%

Week Three	—	75%
After Week Three	—	100%

The Art Institute of Philadelphia will first calculate how much needs to be returned under the Federal Return of Title IV Aid Policy. The amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The Art Institute will then calculate how much of the charges can be retained based on the 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 the withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance made up of non-Tide IV funds, it will be refunded in the following order, up to the amount received for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), and student.

If kits, components of the kit, books, or supplies, are returned to the bookstore in re-salable condition within twenty-one (21) days of withdrawal, a credit will be given.

All refunds and return of funds will be made within thirty (30) days of the date that the student notifies the school of withdrawal. Examples of the calculations for this policy are available in the Student Accounting office.

GENERAL INFORMATION

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 of 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 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.

Handling of student complaints

Questions or concerns regarding The Art Institute's compliance with the terms of this Enrollment Agreement may be directed to the Director of Admissions at The Art Institute. The Art Institute is accredited by the Accrediting Council for Independent Colleges and Schools ("ACICS") to award the Associate of Science and the Bachelor of Science degrees. ACICS can be reached by writing to 750 First Street, NE, Suite 980, Washington, DC 20002-4241 or by telephone at 1-202-336-6780. The Art Institute is authorized by the Commonwealth of Pennsylvania Department of Education to confer the Associate of Science and Bachelor of Science degrees. The Department of Education can be reached by writing to Commonwealth of Pennsylvania, Department of Education Office of Post-Secondary and Higher Education, 333 Market Street, Harrisburg, PA 17126 or by telephone at 1-717-783-6788.

Arbitration

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

AIPH 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, AIPH 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 AIPH 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 AIPH WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

TATIVE 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 AIPH 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, AIPH 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 AIPH. 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, 10036, 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.

Transferability of credits

The Art Institute of Philadelphia is authorized by the Commonwealth of Pennsylvania Department of Education to confer the Associate of Science and Bachelor of Science degrees and is accredited by the Accrediting Council for Independent Colleges and Schools ("ACICS"), an accrediting agency recognized by the United States Department of Education. However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

The mission of The Art Institute of Philadelphia 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 Philadelphia 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 Philadelphia will transfer to another school.

Programs offered by one school within The Art Institutes system may be similar 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 Philadelphia may be transferable into that school's program.

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

Employment assistance

The Art Institute does not guarantee employment or any particular level of compensation following graduation.

The Art Institute 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 Philadelphia may limit the particular employment opportunities available to them.

Policies and procedures

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.

Student withdrawal

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

Class sessions and total weekly hours

Classes are in session six (6) days a week, Saturday through Friday. Students are scheduled by The Art Institute to meet their total weekly hour requirement through a combination of morning, afternoon and evening classes. The weekly hour requirement is scheduled to be completed in a minimum of three (3) days and a maximum of five (5) days during each week. Individual times and days of attendance vary by department and quarter level and are assigned and generally announced to students in advance of each quarterly start date.

Class Session Hours	Total Weekly Attendance
8:00 a.m. — 12:00 noon	20 hrs./week
12:30 p.m. — 4:30 p.m.	[Culinary/Baking & Pastry spend more than 20 hours per week in classroom]
6:00 p.m. — 10:00 p.m.	

Summer session hours may vary.

The Art Institute reserves the right to change a student's class session schedule from time to time, according to classroom, studio, shop and/or lab availability, and academic and student distribution circumstances. From time to time, instructional activities may occur at an off-campus location appropriate for the particular activity.

Instructional equipment

Use of instructional equipment will be made available according to the program curriculum to enable the student to acquire an understanding of those fundamental principles of such equipment which the student would be expected to encounter in an entry-level position in the field. Such equipment must be shared by students; accordingly, The Art Institute cannot guarantee students hands-on usage of such equipment beyond that called for in the curriculum. To complete the requirements of his/her program, the student may have to schedule use of the equipment outside normal class hours.

Homework

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

The student agrees that all information, ideas or documents disclosed or submitted by the student as part of his/her educational program at The Art Institute of Philadelphia are disclosed or submitted upon the understanding that the only obligation that the recipient has with respect to such information, ideas or documents and any use of the same, is limited solely to claims for infringement of valid patents or failure to comply with copyright laws.

Curriculum

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

Skills Enhancement

The Art Institute of Philadelphia tests incoming students to determine their preparedness for college level coursework in English and mathematics. Students who demonstrate a need for additional support may be required to enroll in Skills Enhancement courses offered by The Art Institute. Such courses are charged at the current per-course rate, and are in addition to normal program requirements. Skills Enhancement courses are not calculated in the total credits needed for graduation.

Cancellation of start date

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.

Nondiscrimination

The Art Institute does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, or disability in the administration of any of its educational programs or activities, or with respect to admission or employment.

For information on The Art Institute's equal opportunity policy and grievance procedure, please contact the Human Resources Department, The Art Institute of Philadelphia, 1622 Chestnut Street, Philadelphia, PA 19103-5198, telephone 215-567-7080.

Sale, discount or transfer of Agreement

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

Financial plan

A separate Financial Plan exists which complies with Truth In Lending regulation Z and is not part of this Agreement.

Housing

School-sponsored housing costs are in addition to tuition and a separate agreement is entered into for that purpose. See the Housing Office for details.

Other information

Student "Right to Know" information that outlines graduation and placement rates is available through the Admissions Office.

ADMISSIONS REQUIREMENTS

A student seeking admission to The Art Institute of Philadelphia must be a high school graduate, possess a recognized high school equivalency (GED) certificate or have an associate's degree that fully transfers to a bachelor's or higher degree from a recognized accredited institution as a prerequisite for admission. Each individual who seeks admission to The Art Institute will be interviewed either in person or by telephone by an Assistant Director of Admissions.

Application Procedure —

All applicants of The Art Institute of Philadelphia must submit the following in order to begin the enrollment process.

- An Application for Admission;
- An Enrollment Agreement; and
- \$50.00 application fee.

Once the materials above are received in the Admissions Office, the applicant will receive an acknowledgement letter.

In addition, all applicants must provide the following before being eligible to start classes (may be submitted with application):

- \$100.00 enrollment fee, due within ten (10) days of application;
- Written essay of approximately 150 words;
- High school transcript or GED scores and diploma; and
- Official transcripts from all colleges and universities attended.

Special Exceptions —

By exception, applicants who have not yet submitted all transcripts may be allowed to begin class on a conditional acceptance basis, but must provide a copy of their official high school diploma (POG) before starting and all required official transcripts by a date established by the Director of Admissions. If it is not received by this date, applicants are subject to termination. Further, their financial aid will not be credited to their account. Therefore, applicants will be responsible for any balance due on tuition and/or dormitory charges.

Recommended —

Although a visit is not a condition for submitting the Application for Admission and Enrollment Agreement, prospective students are encouraged to visit The Art Institute. Arrangements for a visit and tour of the school can be made by contacting the Admissions Office.