

## 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:

—OR—

#### ✓ Check Mid-Quarter Start Date:

- January 10, 2011     July 11, 2011     January 9, 2012     November 11, 2010     May 12, 2011     November 10, 2011  
 April 4, 2011     October 3, 2011     April 2, 2012     February 17, 2011     August 18, 2011     February 16, 2012

#### 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 IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL YOUR ENROLLMENT IF THE SERVICES CEASE TO BE OFFERED. IF YOU CANCEL YOUR ENROLLMENT FOR EITHER OF THESE REASONS, THE ART INSTITUTE 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 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 of Philadelphia's obligations under this Agreement (except the cancellation and refund provisions) may be terminated by The Art Institute of Philadelphia if I fail to comply with The Art Institute of Philadelphia's attendance, conduct, academic, and/or financial requirements. I understand that The Art Institute of Philadelphia also reserves the right to cancel my enrollment if The Art Institute of Philadelphia 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 enrollment. I understand that my financial obligations to The Art Institute of Philadelphia must be paid in full before a diploma or degree 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 Philadelphia.

The Enrollment Agreement and catalog, together with other published Art Institute of Philadelphia policies, procedures, student conduct codes and separate student housing agreement, if any, shall constitute the entire agreement between the student and The Art Institute of Philadelphia. 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 Philadelphia.

I also understand that this Agreement constitutes a binding contract upon acceptance by The Art Institute of Philadelphia. 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 <sup>1</sup> .....	\$ 7,425	\$ 4,455	\$ 7,425
Application Fee <sup>2</sup> .....	50	50	50
Enrollment Fee <sup>2</sup> .....	100	100	100
Supply Kit <sup>3</sup> .....	934	934	934
Digital Resource Fee <sup>4</sup> .....	250	150	250
Lab Fee <sup>5</sup> .....	250	250	250
Student Activity Fee <sup>6</sup> .....	35	35	50
<b>First Quarter Tuition and Fees</b> .....	<b>9,044</b>	<b>5,974</b>	<b>9,059</b>
<b>Total Tuition<sup>7</sup> for Program</b> .....	<b>\$44,550</b>	<b>\$44,550</b>	<b>\$89,100</b>

  

(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 <sup>1</sup> .....	\$ 4,455	\$ 2,970
Application Fee <sup>2</sup> .....	50	50
Enrollment Fee <sup>2</sup> .....	100	100
Supply Kit <sup>3</sup> .....	860	824
Digital Resource Fee <sup>4</sup> .....	150	100
Lab Fee <sup>5</sup> .....	250	250
Student Activity Fee <sup>6</sup> .....	35	35
<b>First Quarter Tuition and Fees</b> .....	<b>5,900</b>	<b>4,329</b>
<b>Total Tuition<sup>7</sup> for Program</b> .....	<b>\$17,820</b>	<b>\$17,820</b>

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

<sup>1</sup>Tuition and fees effective October 1, 2010, based on 15 credits per quarter for day and 12 credits per quarter for evening at a rate of \$495.00 per credit hour.  
<sup>2</sup>The application and enrollment fees are paid by new and transfer students only.  
<sup>3</sup>Kit prices are subject to change.  
<sup>4</sup>The digital resource fee includes the cost of the digital textbook as well as other digital resources which are integrated into the course and vary by program. The digital resource fee is \$50 per course and includes all applicable taxes. This estimated fee assumes all courses require a digital resource; however, currently not

all courses use digital resources. Courses that include a digital resource will be noted in the registration material and the fee will be charged automatically in addition to tuition. If a course does not currently use digital resources, the student remains responsible for purchasing the required text(s) and materials.  
<sup>5</sup>Lab fees are paid on a quarterly basis.  
<sup>6</sup>The student activity fee is used to fund the administration and function of extracurricular student activities. It is a one-time fee paid upon enrollment.  
<sup>7</sup>The 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 tuition and fees contained in this Enrollment Agreement are subject to change. The per credit hour rate is subject to an increase at least once per calendar year which will increase the total amount for the program. The adjustment to the per credit hour rate may occur before the student begins classes and the student's program will be calculated using the new rate. Any changes to tuition and fees will be published to students.

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.**

**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.**

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 \_\_\_\_\_

(continued from front side)

## 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 will be considered a student.

- All monies paid by applicants will be refunded if they are not accepted for admission.
- All monies paid by the applicant will be refunded if requested by the applicant within five (5) business days after signing the 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, 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 college 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, whichever is sooner.

## REFUND POLICY AFTER MATRICULATION, ALL QUARTERS

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

- Prepaid tuition and fees for any period beyond the student's current quarter will be refunded in full.
- The Art Institute of Philadelphia shall determine the date of withdrawal 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 college 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, but does not return to class, the college will terminate that student when he/she has missed ten (10) consecutive class days, and the college will make the applicable refund within thirty (30) days of that date.
- 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 of Philadelphia 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 of Philadelphia. The Art Institute of Philadelphia 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 except summer which is 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 of Philadelphia 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 of Philadelphia will refund all monies paid by the student for the course or program within thirty (30) days.

## RETURN OF FEDERAL TITLE IV AID

In compliance with federal regulations, The Art Institute of Philadelphia will determine how much federal student financial assistance the student has earned or not earned when a student withdraws from college.

The school will calculate the percentage and amount of awarded federal student financial assistance that the student has earned if the student withdraws up through the 60 percent point of the term. If the student has completed more than 60 percent of the term, the student earns 100 percent of the federal student assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the college will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term.

If the student received more than the amount of federal student financial assistance earned, the difference will be returned to the federal student financial assistance programs from which funds were received in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG, SMART, SEOG. Funds will be returned to the aid source within forty-five (45) days of the date that the college determines that the student has withdrawn.

If more federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The Art Institute of Philadelphia will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the federal financial assistance funds to be received.

If federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned federal student financial assistance funds; or
- The entire amount of unearned funds.

If there are remaining unearned federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The Art Institute of Philadelphia will notify the student as to the amount owed and how and where it should be returned.

## ADJUSTMENT OF CHARGES

In accordance with Art Institute of Philadelphia policy, if a student withdraws from college, the college 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%

If a student withdraws after starting mid-term:

Week One	– 25%
Week Two	– 50%
After Week Two	– 100%

If kits, components of the kit, books, or supplies, are returned to the bookstore in re-saleable 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 Art Institute of Philadelphia 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 Art Institute of Philadelphia 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 of Philadelphia's compliance with the terms of this Enrollment Agreement may be directed to the Director of Admissions at The Art Institute of Philadelphia.

### Arbitration

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

The Art Institute of Philadelphia 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 Philadelphia 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 PHILADELPHIA 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 PHILADELPHIA WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

## Arbitration (cont.)

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 Philadelphia 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 Philadelphia. 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](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), 800-474-2371.

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

## Transferability of credits

The Art Institute of Philadelphia is authorized by the Pennsylvania Department of Education to confer Bachelor of Science and Associate of Science degrees and diplomas. The Department of Education can be reached by writing to the Commonwealth of Pennsylvania, Department of Education, Office of Postsecondary and Higher Education, 333 Market Street, Harrisburg, PA 17126 or by telephone at 1-717-783-6788.

The Art Institute of Philadelphia is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award bachelor's and associate's degrees and diplomas. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education. ACICS can be reached by writing to 750 First Street, NE, Suite 980, Washington, DC 20002-4241. Telephone: 1-202-336-6780.

However, the fact that a college is licensed and accredited is not necessarily an indication that credits earned at that college will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

The goal of The Art Institute of Philadelphia is to help you 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 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 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 of Philadelphia 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 of Philadelphia does not guarantee employment or any particular level of compensation following graduation.

The Art Institute of Philadelphia 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 of Philadelphia policies and procedures. The Art Institute of Philadelphia reserves the right to add, delete or modify its policies and procedures.

## Student withdrawal

The student may voluntarily withdraw from college 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 college.

## Class sessions and total weekly hours

Classes are in session six (6) days a week, Saturday through Friday. Culinary classes may also be offered on Sunday. Students are scheduled by The Art Institute of Philadelphia 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 of Philadelphia 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 of Philadelphia 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.

## Curriculum

The Art Institute of Philadelphia 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 of Philadelphia. 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 of Philadelphia does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, disability, genetic marker or any other characteristic protected by state, local or federal law 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 Philadelphia'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

College-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.