

## Re-Enrollment Agreement – All Programs

Name \_\_\_\_\_  
(Last Name) (First Name) (Middle)

Present Address \_\_\_\_\_  
(Street or P.O. Box)

\_\_\_\_\_  
(City) (State / Province) (ZIP / Postal Code)

Telephone Home ( \_\_\_\_\_ ) Business ( \_\_\_\_\_ )

E-mail \_\_\_\_\_

### Requested Start Date 2009-2010

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

### Check the Degree and Program for which you are applying:

#### Diploma Programs

- Baking & Pastry 4 quarters – 36 credits
- Culinary Arts 6 quarters – 36 credits

#### Associate of Science Degree Programs

- Culinary Arts 9 quarters – 90 credits
- Culinary Arts *Evening* 10 quarters – 90 credits
- Digital Filmmaking & Video Production 8 quarters – 120 credits
- Fashion Design 7 quarters – 105 credits
- Fashion Marketing 7 quarters – 105 credits
- Graphic Design 8 quarters – 120 credits
- Interior Design 8 quarters – 120 credits
- Photography 8 quarters – 120 credits
- Visual Merchandising 8 quarters – 120 credits
- Web Design & Interactive Media 8 quarters – 120 credits

#### Bachelor of Science Degree Programs

- Advertising 12 quarters – 180 credits
- Audio Production 12 quarters – 180 credits
- Culinary Management 12 quarters – 180 credits
- Digital Filmmaking & Video Production 12 quarters – 180 credits
- Fashion Design 12 quarters – 180 credits
- Fashion Marketing 12 quarters – 180 credits
- Graphic Design 12 quarters – 180 credits
- Industrial Design Technology 12 quarters – 180 credits
- Interior Design 12 quarters – 180 credits
- Media Arts & Animation 12 quarters – 180 credits
- Photography 12 quarters – 180 credits
- Visual Effects & Motion Graphics 12 quarters – 180 credits
- Web Design & Interactive Media 12 quarters – 180 credits

Please list any colleges you attended after your last date of attendance at The Art Institute:

College	City and State	Dates Attended (mo/yr–mo/yr)	Degree Earned (if any)

### Financial Information The current tuition and fees applicable to The Art Institute of Philadelphia degree programs are as follows:

	Advertising	Audio Production	Baking & Pastry	Culinary Arts	Culinary Arts	Culinary Management	Digital Filmmaking & Video Production	Fashion Design	Fashion Marketing	Graphic Design	Industrial Design Technology	Interior Design	Media Arts & Animation	Photography	Visual Effects & Motion Graphics	Visual Merchandising	Web Design & Interactive Media
Tuition per credit <sup>1</sup>	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480
Supply Kit <sup>2</sup>	1,005	1,130	1,125	1,130	1,325	1,325	865	1,300	895	975	1,180	1,065	1,080	2,370	1,130	900	1,190
Lab Fee <sup>3</sup>	0	0	250	250	250	250	0	0	0	0	200	0	0	30	0	0	0
Total Tuition for Diploma <sup>4</sup>	–	–	17,280	17,280	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Tuition for Associate <sup>4</sup>	–	–	–	–	43,200	–	57,600	50,400	50,400	57,600	–	57,600	–	57,600	–	47,520	57,600
Total Tuition for Bachelor's <sup>4</sup>	86,400	86,400	–	–	–	86,400	86,400	86,400	86,400	86,400	86,400	86,400	86,400	86,400	86,400	–	86,400

<sup>1</sup>Tuition 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.

<sup>2</sup>Kit prices are subject to change.  
<sup>3</sup>Lab fees are paid on a quarterly basis.

<sup>4</sup>Based on current credit hour rate. The total cost will increase with each per credit hour tuition increase.

Monthly Supplies and Texts cost an average of \$150 per month for consumable supplies, textbooks, and equipment for each program.

### 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 RE-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 ONE A PORTION OF THE TUITION OR OTHER CHARGES.

Please do not sign this Re-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 Re-Enrollment Agreement.

This is not a new contract but a continuation of your previous contract with The Art Institute of Philadelphia. Please read carefully these revisions and re-statements of that contract. If you wish to have a copy of your previous contract, please request this form from the Assistant Director of Admissions.

### Student Acknowledgments

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 enrollment. I understand that my financial obligations to The Art Institute must be paid in full before a diploma or degree may be awarded and before transcripts will be issued.

The Re-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.

By this Re-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. Photography students will require a digital camera, the cost of which is included in the supply kit fee. Digital Filmmaking & Video Production students must have access to a video camera. Audio Production, Digital Filmmaking & Video Production, Photography, and Visual Effects & Motion Graphics students will need to acquire, by the end of their first year of study, a portable storage medium such as a firewire drive. 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 for each program averages \$150.

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.

### Student's Agreement

I understand that the total amount for the course of instruction for \_\_\_\_\_ is \$ \_\_\_\_\_ (as presented in the Financial Information Section) at the per credit rate shown above. However, I understand that the per credit rate will increase at least once per year, which will increase the total amount for the program. My signature below certifies that I have read, understood and agreed to my rights and responsibilities; that I have read both sides of this Agreement; that The Art Institute's cancellation and refund policies have been clearly explained to me; and that I have received a copy of this Agreement. I agree that I am responsible for this amount. If I obtain a student loan, I am responsible for repaying the loan amount plus any interest.

NOW, THEREFORE, HAVING READ THIS RE-ENROLLMENT AGREEMENT AND INTENDING TO BE LEGALLY BOUND BY IT, THE PARTIES HAVE SIGNED THIS RE-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 _____			

Financial Information (The Art Institute Use Only)	Tuition per credit _____	Last date attended _____	Student ID# _____	New Kit needed _____	Credits remaining to complete the program _____
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**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 Re-Enrollment Agreement will be considered a student.

- 1. All monies paid by applicants will be refunded if they are not accepted for admission.
2. All monies paid by the applicant will be refunded if requested by the applicant within five (5) business days after signing this Re-Enrollment Agreement and making an initial payment.
3. 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.
4. 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...
5. 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:

- 1. Prepaid tuition and fees for any period beyond the student's current quarter will be refunded in full.
2. 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.
3. The student may voluntarily withdraw from training by notifying the Office of the Registrar in person or in writing.
4. 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.
5. In the event of a fully-documented extreme illness or personal emergency that makes it impractical for the student to complete the program...
6. A separate lease agreement and refund policy exist for students who lease housing accommodations arranged by The Art Institute.
7. Each academic quarter is eleven (11) weeks in duration.
8. In the event The Art Institute cancels or changes a course or program of study in such a way that a student who had started the program or course is unable to complete it...

**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 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.

**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:

Table with 2 columns: Week, Percentage. 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.

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.

**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.

**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 Re-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.

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.

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.

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.

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 five (5) days a week, Monday through Friday. Some departments hold classes on Saturdays as well. 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.

Table with 2 columns: Class Session Hours, Total Weekly Attendance. Rows include 8:00 a.m. - 12:00 noon (20 hrs./week), 12:30 p.m. - 4:30 p.m., and 6:00 p.m. - 10:00 p.m. (Culinary/Baking & Pastry spend more than 20 hours per week in classroom)

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.

**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.

**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.