

# Admissions Information

## Admissions Requirements

A prospective student seeking admission to any Bachelor of Science degree program (except Game Art & Design and Media Arts & Animation, see special enrollment requirements below) at The Art Institute of Pittsburgh must be a high school graduate with a minimum, cumulative, final high school CGPA of 2.0 or higher or hold a General Education Development certificate (GED) with the numeric score equivalent to at least a 2.0 GPA under previous GED equivalencies or, for the current GED test, an averaged score of 450 with no single test score below 410, or an Associate of Science degree as a prerequisite for admission. A prospective student seeking enrollment to any Associate of Science degree or diploma program at The Art Institute of Pittsburgh must be a high school graduate with a minimum high school GPA of 1.5, or hold a General Education Development certificate (GED) with the numeric score equivalent to at least a 1.5 GPA under previous GED equivalencies or, for the current GED test, an averaged score of 450 with no single test score below 410, or an Associate of Science degree as a prerequisite for admission. High school seniors who have not yet graduated should submit a partial transcript that indicates their expected graduation date. Students who have completed high school or its equivalent yet cannot provide the necessary documentation may provide alternate documentation to satisfy this requirement. A student who holds an Associate of Science degree that fully transfers to a Bachelor of Science degree or higher degree from a recognized accredited institution may submit proof of the degree to satisfy the high school or GED requirement. The Art Institute of Pittsburgh reserves the right to request any additional information necessary to evaluate an applicant's potential for academic success. The Vice President of Academic Affairs of The Art Institute of Pittsburgh must approve all exceptions.

All Art Institute of Pittsburgh applicants are evaluated on the basis of their previous education and academic performance, their written essay (explained in

detail on the Application), background, and stated or demonstrated interest in a relevant career field. Portfolios are welcome, but not required with the exceptions of the Media Arts & Animation and Game Art & Design programs. Applicants who have taken the Scholastic Aptitude Test (SAT) or American College Test (ACT) are encouraged to submit scores to the Admissions Office for evaluation.

The Art Institute of Pittsburgh utilizes a placement test to assess students' preparedness to take college-level English and math. Minimum scores on the SAT or ACT may be used in lieu of the placement test. Specific score requirements for English and math placement are available from the admissions office. Students found to need assistance in English or math may be required to enroll in appropriate Transitional Studies courses offered by The Art Institute of Pittsburgh. Although not applicable to any degree, each course is equivalent to three quarter credits, and credits are charged at the current per-credit charge. Students enrolled in Transitional Studies courses may be required to take from three to nine credits as part of their normal program of study requirements. Transitional Studies courses are not calculated in the credits needed for graduation or in the maximum time for degree completion.

Students who require less formalized remediation or are in need of tutorial assistance in any course may be required to participate in computer-based, peer, or faculty-assisted tutorial programs. This form of tutorial assistance is provided at no additional charge.

In addition to meeting standard admissions requirements, all students pursuing their program of study completely through the online delivery modality are required to demonstrate proficiency with online learning through prior completion of a minimum of 15 credits in a post-secondary, fully online program or through completion of a graduate-level degree. Applicants whose experience does not meet this requirement will be required to take and successfully pass a preparatory

three credit course, entitled "Strategies for Online Learning" during their first quarter of study. Credits are charged at the current per-credit rate, are not calculated in the credits needed for graduation or in the maximum time for completion. This course may be attempted no more than three times; failure to successfully complete the course with a grade of C or better will result in a student's termination.

Advanced standing may be possible through transfer of credit, CLEP tests, high school Advanced Placement classes, credit for life experience, and high school articulation agreements. All advanced standing requests must be completed and approved before beginning classes at The Art Institute of Pittsburgh. More information is available during a visit or the enrollment process.

Enrollees requiring additional educational or tuition assistance will be referred to appropriate government agencies or other special educational institutions equipped to handle such situations. For information, please contact the Admissions Department.

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

## Unofficial Transcripts, Credit for Experience, Etc.

Prospective students are permitted to submit unofficial college transcripts for review by the Transfer of Credit Coordinator and upon review, tentative transfer credit will be entered for the student. This enables the student to proceed to financial planning. Official notification to the student will clearly disclose that the review was based on unofficial transcripts and transfer of credit cannot be confirmed until receipt and review of official college transcripts is completed by The Art Institute of Pittsburgh. The student should further be advised that this could result in a change in transfer

credit awarded, courses required to be taken at The Art Institute of Pittsburgh, and additional costs for the educational program. The student receives a conditional acceptance and is subject to full admittance once all official documents and processes/requirements have been received and reviewed by the appropriate school representative. Conditional admission is granted for the student's first quarter only.

All official transcripts, credit for experience, and other required documents must be completed within 30 days of starting the program in order for the student to be released from hold status to register for his/her second term.

### Home-Schooled Students

Home-schooled students are considered those who have completed a secondary school education in a home school setting that is treated as a home school or a private school under state law. The student has either (1) obtained a secondary school completion credential as provided by state law, or (2) completed a secondary school education in a home school setting under state law. Students must provide evidence that home schooling was conducted in accordance with state laws. A certificate of attendance or completion is not sufficient.

Home school transcripts must contain the following information:

- Course titles;
- Course grades;
- Units of credit for courses;
- Grading Scale (if other than A-F letter grades) and cumulative grade point average;
- Date of graduation; and
- Signature of the home school administrator (the parent or other person who organized, taught, and evaluated the home school coursework).

### Program-Based Admissions Requirements

#### Culinary Management Online Only

Students must have completed the equivalent to CUL103 Introduction to Culinary Skills, CUL105 Concepts and Theories of Culinary Techniques, CUL123 American

Regional Cuisine, CUL141 Latin American Cuisine, CUL203 Introduction to Pastry Techniques and Artistry, CUL205 Introduction to Baking Science and Theory, CUL215 Garde Manager, CUL218 World Cuisine, CUL221 À la Carte Kitchen, CUL243 Classical European Cuisine, CUL244 Asian Cuisine, and CUL301 Art Culinaire to be eligible for admission to the online degree completion program. Contact an online admissions representative for more information.

#### Digital Design

Students entering the Digital Design diploma program will be required to take The Art Institute of Pittsburgh Computer Literacy Testout Exam and successfully pass it. Those who do not pass the exam will be required to enroll in the Computer Literacy class (CPU101) and successfully complete it, or provide evidence that the course was taken at the college-level in the past five years, before they will be permitted to enroll. Computer Literacy credits will not count toward graduation requirements and all costs associated with the course will be the sole responsibility of the student.

#### Residential Planning Online Only

Students entering the Residential Planning diploma program will be required to take The Art Institute of Pittsburgh Computer Literacy Testout Exam and successfully pass it. Those who do not pass the exam will be required to enroll in the Computer Literacy class (CPU101) and successfully complete it, or provide evidence that the course was taken at the college-level in the past five years, before they will be permitted to enroll. Computer Literacy credits will not count toward graduation requirements and all costs associated with the course will be the sole responsibility of the student.

#### Web Design

Students entering the Web Design program will be required to take The Art Institute of Pittsburgh Computer Literacy test-out exam and successfully pass it. Those who do not pass the exam will be required to enroll in the Computer Literacy course (CPU101) and successfully complete it, or provide evidence that the course was taken at the college-level

in the past five years, before they will be permitted to enroll. Computer Literacy credits will not count toward graduation requirements and all costs associated with the course will be the sole responsibility of the student.

Some courses in the Web Design program require written papers and proposals, and computation ability is needed in most programming courses. Therefore, to be admitted to the Web design diploma program, students must place into our college-level mathematics and composition courses through presentation of appropriate transfer credit or placement at this level through acceptable scores on the SAT, ACT, or ACCUPLACER test.

#### Game Art & Design

Students entering the Game Art & Design program must demonstrate the following competencies:

- Have a final high school CGPA of 2.5 or higher or hold a General Education Development certificate (GED) with the numeric score equivalent to at least a 2.5 GPA under previous GED equivalencies or at a minimal score of 500 under current GED equivalencies with no single test below a 410 score
- Place into our college-level mathematics and composition courses. Students placing into transitional courses will not be admitted to the program
- Meet the standard Art Institute admission criteria
- Exhibit competent drawing and design skills by submission of portfolio and sketchbook consisting of drawings from life (animal and figure), of 10 to 15 pages. Photocopies of drawings will be accepted

A faculty review committee will determine if the applicant demonstrates the necessary skills for admission to the Game Art & Design program.

If declined, a student interested in transferring into Game Art & Design may have their transcripts and portfolio reviewed at the end of their second or subsequent quarters. The student must have earned an average of a 3.0 for the following drawing courses: FND110 Drawing, FND113 Perspective, and G120 Life Drawing and must have completed all

required transitional math and composition courses. The portfolio and transcript must be reviewed and approved by the department chair.

### Media Arts & Animation

Students wishing to enroll in Media Arts & Animation must demonstrate the following competencies:

- Meet the standard Art Institute admission criteria
- Exhibit competent drawing and design skills by submission of portfolio and sketchbook consisting of drawings from life (animal and figure), of 10 to 15 pages. Photocopies of drawings will be accepted.

A faculty review committee will determine if the applicant demonstrates the necessary skills for admission to the Media Arts & Animation program.

If declined, a student interested in transferring into Media Arts & Animation may have their transcripts and portfolio reviewed at the end of their second or subsequent quarters. The student must have earned an average of a 3.0 for the following drawing courses: FND110 Drawing, FND113 Perspective, and G120 Life Drawing. The portfolio and transcript must be reviewed and approved by the department chair.

### Enrollment Procedure

An application for admission must be completed, signed by the applicant, and submitted to The Art Institute of Pittsburgh with a \$50 application fee. As part of the application, the applicant is required to independently conceive and write an essay of approximately 150 words stating how the applicant believes his/her education at The Art Institute of Pittsburgh will help to attain his/her career goals. The Art Institute of Pittsburgh also requires a high school transcript or GED scores. Applicants must submit a completed Enrollment Agreement and are assessed a \$100 enrollment fee within 10 days of application. Applicants not accepted for admission will receive a full refund of all fees paid. Prospective students are encouraged to visit The Art Institute of Pittsburgh, although a visit is not a condition for submitting the application for admission or the Enrollment

Agreement. Arrangements for an interview and tour of the school may be made by contacting Admissions. A virtual tour of our online learning environment is available for students interested in online learning.

### Online Delivery Mode

Courses are delivered in an asynchronous electronic mode through Internet access. The asynchronous mode of delivery allows students to participate anytime during a given 24-hour period. A toll-free technical support help desk for software issues is operational 24 hours per day/7 days per week to assist students.

Courses are primarily delivered in a 5.5-week design and are structured in a weekly format similar to classes offered on campus. The courses are not independent study. Students are required to log on and complete class requirements four of seven days each week. They may participate anytime within a given 24-hour period; however, all work must be completed on a weekly basis as it would be completed on campus. Each online course is organized in a similar format to provide consistency in delivery and experience as students progress from one course to another. Course syllabi with all requirements are posted for each course. In addition, the course requirements, reading assignments, assessments, and discussion questions for each course are listed in a weekly outline within the virtual classroom. Students receive feedback and suggestions from the instructor and fellow students on almost a daily basis. In art and design courses, for example, students use the feedback they receive to revise and improve their designs which are then submitted to the virtual classroom for critique. In the English composition courses, students post their essays and, in the same way, receive critiques from the instructor and fellow students. The essays are revised throughout the week as the students receive feedback, and the final essay is submitted by the due date.

The learning community that is present in campus class is replicated online. Students are able to access assignments and lectures, participate in discussions

(both individually with the instructor and with the entire class), work in study groups, and post assignments for review by the instructor or critique by the entire class. Since the primary difference is the delivery mode, the online courses utilize textbooks, CD-ROMs, URLs, and other supplementary materials similar to those used by students in the same course on campus. All course descriptions and competencies are the same for both delivery modes.

There is a \$100 lab fee for each course taken through the online program.

Most General Education courses are available online. Program core courses and electives are available online in the following programs of study: in all cases, some exceptions apply; please consult with an academic advisor for specific information.

Advertising  
Culinary Management **completion program**  
Digital Design  
Fashion & Retail Management  
Game Art & Design  
Graphic Design  
Hotel & Restaurant Management **track 2 only**  
Interior Design  
Kitchen & Bath Design  
Media Arts & Animation  
Photography **track 2 of the bachelor's degree only**  
Residential Planning  
Web Design  
Web Design & Interactive Media

Participation in online coursework by non-immigrant aliens in the United States is subject to all federal regulations governing school attendance by certain classifications or nonimmigrant aliens. Please contact the International Student Advisor at The Art Institute of Pittsburgh for more information.

### Undeclared Students

An undeclared student is one who has not committed to a degree or diploma program and is taking courses for self-enrichment. Undeclared students must complete the application for admissions, submit the \$50 application fee and sign the specified enrollment agreement. Undeclared students take courses at the

current per credit rate, but do not qualify for financial aid, transfer of credit or credit for life/work experience. Undeclared students must meet the prerequisites for any course in which they are enrolling. Undeclared students can take a maximum of 15 credits before needing to declare a major or discontinuing enrollment. Undeclared students are not eligible for employment assistance through the Career Services Department.

To declare a program of study, the student must submit the application fee, complete an admissions essay reflecting the program of interest, complete an enrollment agreement, and submit proof of high school graduation along with any post-secondary transcripts for requested transfer of credit. If the student matriculates to a program of study without a break in enrollment, the prior tuition rate will be honored. Depending on course choice, credits taken as an undeclared student may not in all cases be credited toward a declared program of study. Acceptance of credit is determined after enrollment into a degree or diploma program and is dependent on an official transfer of credit review.

### **International Admissions Policy**

All international (nonimmigrant) applicants to The Art Institute of Pittsburgh must meet the same admissions standards as all other students (Please refer to Admissions Requirements on page 173).

### **English Language Proficiency Policy**

All applicants to The Art Institute of Pittsburgh whose first language is not English must demonstrate competence in the English language. Demonstration that English is an applicant's "first" language can be satisfied if the applicant submits a diploma from secondary school (or above) in a system in which English is the official language of instruction. If English is not the applicant's "first" language, the applicant will need to meet the minimum English Language Proficiency standard through submission of an official minimum score on the written Test of English as a Foreign Language (TOEFL) or its TOEFL computer-based equivalent. The minimum written TOEFL score required

is 480 for diploma programs OR 500 for all associate's and bachelor's level degree programs. In addition, the minimum computer-based TOEFL score required is 157 (54-55 i-BT) for diploma programs OR 173 (61-iBT) for all associate and bachelor level degree programs.

Applicants should contact the Admissions Office to determine other examinations for which official scores, equivalent to TOEFL, are acceptable as an alternative to TOEFL.

The above stated English language proficiency requirements are effective November 1, 2004.

### **International Admissions Policy**

Applicants seeking to enroll in valid student nonimmigrant status must submit each of the following items:

- A completed and signed Application for Admission Form including required essay;
- A completed and signed Enrollment Agreement;
- Original or official copies of all educational transcripts (high school and, if applicable, university level academic records) and diplomas. These educational transcripts and diplomas must be prepared in English or include a complete and official English translation;
- Fee for official credential evaluation of non-American educational credentials, if applicable;
- Proof of English language proficiency (see English language proficiency policy);
- A completed and signed Sponsor's Statement of Financial Support (This statement is not required if the student is self-sponsored);
- Official Financial Statements. Financial statements (typically provided by a bank) must verify sufficient funds to cover the cost of the educational program as well as all living expenses for students planning to live in the U.S.;
- A U.S. \$50 non-refundable application fee and a U.S. \$100 refundable tuition deposit;
- A photocopy of the student's passport to provide proof of birth date and citizenship (Students outside the United States who have not yet acquired a

passport will need to submit a copy of their birth certificate);

- For all nonimmigrant applicants residing in the United States at the time of application: a photocopy of the visa page contained within the student's passport as well as a photocopy of the student's I/94 arrival departure record (both sides);
- For all nonimmigrant applicants residing in the United States at the time of application in either F, M, or J nonimmigrant classification: written confirmation of nonimmigrant status at previous school attended before transferring to The Art Institute of Pittsburgh;
- Proof of Health Insurance. Students who will be residing in the U.S. who do not possess health insurance upon applying to The Art Institute of Pittsburgh must be prepared to purchase health insurance through an approved provider upon commencement of studies.

If an applicant seeking to enroll in valid student nonimmigrant status is transferring from a college or university in the United States, the International Student Transfer Clearance Form is also required. If the applicant is accepted, he/she will be sent additional information regarding the student visa application process. The Art Institute of Pittsburgh is authorized under federal law to admit nonimmigrant students. Updated: May 25, 2005

### **Student Financial Planning Services**

The college has a Student Financial Services Office where students and their families develop a financial plan to help ensure students' completion of their programs. Specialists from this department will help students complete the federal and state applications for grants and loans applicable to the students' circumstances.

Once a student's eligibility for financial aid has been determined, the student receives help in developing a plan for meeting remaining educational expenses.

Students may apply for financial assistance under various federal and state programs as follows:

- Federal Stafford Loan

- Federal Pell Grant
- Federal Academic Competitiveness Grant (ACG)
- Federal SMART Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Work-Study (FWS)
- Federal PLUS Loan Program
- State-Funded Student Assistance Programs
- Vocational Rehabilitation Assistance
- Veterans Administration Benefits

Awards under these programs are based on individual need and the availability of funds.

Students receiving financial assistance must maintain satisfactory academic progress standards as outlined in this catalog.

A number of states, including Pennsylvania, also offer educational grants. Some states permit their residents to use the grants at schools outside of the state. Contact the Student Financial Services Office at The Art Institute of Pittsburgh for further details about financial aid resources.

### The EPIC Program

The Art Institutes Early Payment Incentive Credit (EPIC) program is a risk-free financial incentive program created to enable families to make an earlier financial commitment and earn financial credits to a student account. The EPIC program offers a financial credit equal to the lowest of one of five consecutive monthly payments made prior to enrollment or equal to two of the lowest of ten consecutive monthly payments made prior to the start of class.

If the applicant does not complete enrollment at The Art Institute of Pittsburgh, all payments will be fully refunded within 30 days of the refund request. Complete details regarding the EPIC program are available by contacting a student loan advisor at The Art Institute of Pittsburgh.

### Alternative Loans

The Art Institute of Pittsburgh participates in several private loan programs. The

Creative Education Loan Program (CELP) is the preferred alternative loan, and is available for students who qualify through Sallie Mae. Contact The Art Institute of Pittsburgh Student Financial Services department for eligibility criteria.

### Active Military Discount

U.S. military personnel who are on active duty, in the reserves, or starting classes within one year of an honorable discharge and attending fully online are eligible for a 20% discount on the current tuition.

### Veterans' Information

Students who wish to claim education benefits under the Montgomery GI Bill or the Dependents Educational Assistance Program may receive assistance from the Registrar's Office in the filing of appropriate forms. Eligible recipients may also apply for the VA work-study program. Students receiving these Veterans benefits must maintain satisfactory attendance and academic progress as outlined in this catalog. Make-up work is not permitted for the purpose of receiving Veterans education benefits. All programs are not immediately eligible for Veteran education benefits. Students can determine program eligibility by contacting The Art Institute of Pittsburgh Registrar's Office.

### Student Financial Assistance

1. All students who receive federal-sponsored financial assistance must maintain satisfactory academic progress for financial assistance eligibility.
2. Students who withdraw during a quarter and who were making satisfactory academic progress, as defined previously, prior to the quarter of withdrawal, will be eligible for financial assistance upon their return to the program.
3. Renewal of Stafford Loans, PLUS Loans, Federal Stafford Loans, or alternative loans will be based on the student's completion of an academic year. Stafford Loan grade level progression requires completion of 36 regular credits for grade level two and 96 regular credits for grade level three.
4. State grant eligibility is based on current regulations as detailed on

the student's state grant notice. Each student should refer to the award notice or contact the Student Financial Services Department when his/her status changes.

### Student Financial Assistance Review Committee

This committee consists of the President, Vice President/Director of Administrative and Financial Services, and Director of Student Financial Services. The committee is responsible for the review of all student financial aid awards when there is a question regarding a student's eligibility for such awards.

### Suspension & Reinstatement of Financial Assistance

Students who are suspended from a program of study or terminated from The Institute are ineligible for financial assistance until they regain admission and comply with satisfactory academic progress requirements.

### Refund Policy

#### Refund Policy Prior to Matriculation

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

1. All monies paid by applicants will be refunded if he/she is not accepted for admission.
2. The applicant may cancel the Enrollment Agreement and receive a full refund of all monies paid to date if cancellation is made in writing to the Director of Admissions and mailed or delivered to The Art Institute of Pittsburgh at the address stated herein within five business days after the date of signature.
3. Applicants requesting cancellation more than five business days after signing the Enrollment Agreement (and making an initial payment) but within 90 days of the beginning of classes will receive a refund of all monies paid, less the \$50 application fee and the \$100 enrollment fee.
4. Applicants requesting cancellation more than five business days after

signing the Enrollment Agreement (and making an initial payment) but prior to 90 days of the beginning of classes will receive a refund of all monies paid, less the \$50 application fee and the \$100 enrollment fee.\*

- All tuition and fee monies paid by an applicant will be refunded if requested within three business days after his/her first tour of The Art Institute of Pittsburgh and inspection of equipment or if requested within three business days of his/her attendance at the regularly scheduled orientation program for his/her starting quarter, whichever is sooner.
- Refunds will be made within 30 calendar days after the applicant's request or within 30 calendar days after the first scheduled class day.

\*The \$50 application fee will be applicable toward a total of eight consecutive starting dates (one year) beginning with the quarter selected on the application form.

### Mid-Session Starts

In order to qualify for most types of financial aid, students beginning mid-session must register for and maintain enrollment in a minimum of 6 credits during the first session of study. The mid-session is approximately 5½ weeks in duration. Students starting their first course of study at the mid-session start date will follow the same refund policy as stated in the enrollment agreement to include the Return of Federal Title IV Aid and Adjustment of Charges except that it is based on the beginning and ending date of the mid-session. In accordance with school policy, the school will earn tuition and fees for the mid-quarter as follows:

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

Students starting their first course of study at the mid-session start date will be given a 4-day drop/add period during which they can drop or change a class without penalty as long as they do not drop out of school entirely. If they withdraw from school, the standard refund policy will apply. If a student drops

or adds one or more class(es), financial aid eligibility may change. Students are advised to contact their Financial Aid Officer before dropping or adding a class. This applies only to the mid-session starting student. Students who leave school during the first three weeks of the mid-quarter session may return the starting kit and/or individual components of the starting kit within 10 days of their last date of attendance of the mid-quarter.

### Refund Policy After Matriculation, All Quarters

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

- Prepaid tuition and fees for any period beyond the current quarter will be refunded in full.
- A student may voluntarily withdraw from classes by notifying the office of the Registrar in person or in writing. Written notice of cancellation shall take place on the date the letter of cancellation is post-marked or, in cases where the notice is hand-carried, it shall occur on the date that the notice is delivered to The Art Institute of Pittsburgh. The Art Institute of Pittsburgh shall pay the refund within 30 business days of the date. Refunds shall be paid directly to the student unless payment to the lender or other entity is required by the terms of the student's financial plan in which The Art Institute of Pittsburgh participates. The termination date will be the date of notice indicated above. If the student has given no written notice, The Art Institute of Pittsburgh shall determine the date of withdrawal from within 15 business days after the last date of attendance and shall pay the refund within 30 calendar days of making that determination.
- For a student on an approved leave of absence who fails to arrive for class following conclusion of his/her leave, refunds will be made within thirty days from his/her 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 of Pittsburgh may modify

the tuition refund policy as deemed appropriate to the circumstances.

- A separate license agreement and refund policy exists for students who utilize housing accommodations arranged by The Art Institute of Pittsburgh. The Art Institute of Pittsburgh 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 11 weeks in duration. An academic quarter is comprised of two 5.5 weeks sessions in the online delivery modality. 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 Pittsburgh 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 Pittsburgh will refund all monies paid for the course or program within 30 days.
- The student is on a continuing quarter-by-quarter enrollment basis and agrees to comply with all published Institute policies and procedures. The Art Institute of Pittsburgh reserves the right to add, delete or modify its policies and procedures.

### Kit Return Policy

Students who leave school during the first four weeks of the first quarter of attendance may return the Starting Kit, and/or individual components of the Starting Kit, within 20 days of the student's last day of attendance. A refund or a credit will be given if the item being returned is in good condition and is resalable. If kits, components of the kit, books, or supplies, are returned to the bookstore in re-salable condition within 21 days of withdrawal, a credit will be given.

### 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, ACG Grant, SMART 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/session, 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 of the quarter in which the student withdraws:

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

The school will first calculate how much needs to be returned under the Federal Return of Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The school 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 Title IV funds, the refund will be made to the student, or with the student's written authorization, to Federal Loans from which funds were received, in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance remaining after the Federal refund is made, under school policy, refunds will be made in this order, to programs from which funds were received: Unsubsidized

Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), student.

All refunds and return of funds will be made within 30 days of the date that the student notifies the school of the withdrawal.

Examples of the calculations for this policy are available in the Student Accounting office.