

# Enrollment Agreement

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

Present Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Student's Previous (Maiden) Name \_\_\_\_\_

CURRENT TUITION RATES AT TIME OF APPLICATION <small>(Not including per credit hour tuition increases that may occur throughout the duration of the program)</small>	THE ART INSTITUTE OF PITTSBURGH TUITION AND FEES								
	DEGREE	PROGRAM LENGTH	TUITION PER QUARTER <small>(Average cost per quarter, as credit hours per quarter vary)</small>	APPLICATION FEE <small>(Application fees are paid by new and transfer students only)</small>	ENROLLMENT FEE <small>(Enrollment fees are paid by new and transfer students only)</small>	TOTAL TO ENTER* <small>(Includes tuition per quarter plus Application and Enrollment Fees)</small>	CURRENT PROGRAM TUITION**	STARTING KIT ESTIMATED PRICE (OPTIONAL) **	MONTHLY COST AVERAGES***
ADVERTISING	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$7,568	\$50	\$100	\$7,718	\$85,140	\$605	\$100
THE ART OF COOKING	Diploma 39 Credits	4 Quarters 44 Weeks	\$4,257	\$50	\$100	\$4,407	\$18,447	\$1,040	\$75
BAKING & PASTRY	Associate of Science 116 Credits	7 Quarters 77 Weeks	\$7,568	\$50	\$100	\$7,718	\$54,868	\$1,340	\$75
CULINARY ARTS	Associate of Science 113 Credits	7 Quarters 77 Weeks	\$7,568	\$50	\$100	\$7,718	\$53,449	\$1,340	\$75
CULINARY MANAGEMENT	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$7,568	\$50	\$100	\$7,718	\$85,140	\$1,340	\$75
DIGITAL DESIGN	Diploma 36 Credits	4 Quarters 44 Weeks	\$4,257	\$50	\$100	\$4,407	\$17,028	\$275	\$40
DIGITAL FILMMAKING & VIDEO PRODUCTION	Associate of Science 104 Credits	7 Quarters 77 Weeks	\$7,568	\$50	\$100	\$7,718	\$49,192	\$625	\$60
	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$7,568	\$50	\$100	\$7,718	\$85,140	\$625	\$60
ENTERTAINMENT DESIGN	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$7,568	\$50	\$100	\$7,718	\$85,140	\$870	\$100
FASHION DESIGN	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$7,568	\$50	\$100	\$7,718	\$85,140	TBD	\$100
FASHION & RETAIL MANAGEMENT	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$7,568	\$50	\$100	\$7,718	\$85,140	\$840	\$100
GAME ART & DESIGN	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$7,568	\$50	\$100	\$7,718	\$85,140	\$795	\$150
GRAPHIC DESIGN	Associate of Science 104 Credits	7 Quarters 77 Weeks	\$7,568	\$50	\$100	\$7,718	\$49,192	\$740	\$100
	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$7,568	\$50	\$100	\$7,718	\$85,140	\$740	\$100
HOTEL & RESTAURANT MANAGEMENT	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$7,568	\$50	\$100	\$7,718	\$85,140	\$685	\$75
INDUSTRIAL DESIGN TECHNOLOGY	Associate of Science 104 Credits	7 Quarters 77 Weeks	\$7,568	\$50	\$100	\$7,718	\$49,192	\$865	\$100
INDUSTRIAL DESIGN	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$7,568	\$50	\$100	\$7,718	\$85,140	\$865	\$100
INTERIOR DESIGN	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$7,568	\$50	\$100	\$7,718	\$85,140	\$1,000	\$105
KITCHEN & BATH DESIGN	Associate of Science 104 Credits	7 Quarters 77 Weeks	\$7,568	\$50	\$100	\$7,718	\$49,192	\$860	\$105
MEDIA ARTS & ANIMATION	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$7,568	\$50	\$100	\$7,718	\$85,140	\$835	\$175
PHOTOGRAPHY	Associate of Science 104 Credits	7 Quarters 77 Weeks	\$7,568	\$50	\$100	\$7,718	\$49,192	\$980	\$200
	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$7,568	\$50	\$100	\$7,718	\$85,140	\$980	\$200
VISUAL EFFECTS & MOTION GRAPHICS	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$7,568	\$50	\$100	\$7,718	\$85,140	\$805	\$25
WEB DESIGN	Diploma 45 Credits	5 Quarters 55 Weeks	\$4,257	\$50	\$100	\$4,407	\$21,285	\$425	\$75
WEB DESIGN & INTERACTIVE MEDIA	Associate of Science 104 Credits	7 Quarters 77 Weeks	\$7,568	\$50	\$100	\$7,718	\$49,192	\$795	\$75
	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$7,568	\$50	\$100	\$7,718	\$85,140	\$795	\$75

## Tuition will be charged at \$473 per credit effective Fall 2009.

Costs per quarter/program indicated reflect costs at \$473 per credit, based on an average of 16 credits per quarter in a full-time Associate or Bachelor degree program, and an average of 9 credits per quarter in a full-time Diploma program.

### Tuition and fees applicable to The Art Institute of Pittsburgh's programs are as follows:

- There is a \$100 non-refundable online lab fee for each course taken through the online program.
- There is a \$110 Lab Fee for every 3-credit food course in the Culinary programs.
- There is a one-time \$50 student activity fee for Bachelor of Science students and a \$35 student activity fee for Associate of Science and Diploma students.

*The Student Activity Fee is used to fund extracurricular student activities. It is a one-time fee, non-refundable after matriculation.*

\* NOT including Starting Kit. Based on current credit hour rate. The total cost will increase with each per credit hour tuition increase.

\*\* The starting kit contains most tools, texts and materials needed for beginning each program (purchase of this kit is optional). A list of the components of the starting kit is provided to each enrolled student. Photography students need: a 35 mm manually operated single lens reflex camera with an interchangeable lens feature and tripod prior to beginning classes (total expenditure need not exceed \$350). Graphic Design students who elect to take photography will need a 35 mm manually operated single lens reflex camera (a new camera costs approximately \$175); those who elect airbrush will need an airbrush (average cost \$95). Industrial Design students will need an airbrush beginning fourth quarter (average cost \$95). Industrial Design students have a photography class and photograph their 3-dimensional projects on-going (A new camera costs approximately \$175). Hotel & Restaurant Management students who elect to take Track 1 (working in the kitchen) will be required to have a uniform and a knife set for their second quarter of instruction (approximate cost \$595).

\*\*\* In addition to the starting kit, this cost indicates the average estimated monthly supplies/equipment and textbooks that will be required. Monthly supply expenses vary based on individual student habits/interests, however it should be noted that supply expenses for the Photography degree programs are higher in the beginning quarters due to materials needed for traditional processes. Supply costs in Photography typically decline as students progress and focus on digital platforms.

**I UNDERSTAND THAT I AM 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 I BEGIN CLASSES AND MY PROGRAM WILL BE CALCULATED USING THE NEW RATE. ANY CHANGES TO TUITION AND FEES WILL BE PUBLISHED TO STUDENTS.**

## Student Acknowledgments:

I have received and read a copy of The Art Institute'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's obligations under this Agreement (except the cancellation and refund provision) 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.

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 Pittsburgh.

**The Enrollment Agreement and catalog, together with other published Art Institute policies, procedures, student conduct codes and separate student housing agreement, if any, shall constitute the entire agreement between the student and The Art Institute. I understand and agree that they supersede any prior or contemporaneous oral or written agreements or statements and may not be modified without the written agreement of the President of The Art Institute.**

**I also understand that this Agreement constitutes a binding contract upon acceptance by The Art Institute. This contract or note is for future consumer services and puts all assignees on notice of the consumer's right to cancel under Pennsylvania's Fair Trade Practice Rule.**

Each school quarter is 11 weeks, with the exception of the summer quarter which is a 10-week quarter with extended class times. An application fee of \$50.00 is to be submitted with your Application for Admission. An enrollment fee of \$100.00 is assessed within 10 days of application. Applicants not accepted for admissions will receive a full refund of all fees paid.

First quarter tuition and fees for new students become due 30 days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due upon registration, approximately three weeks prior to the end of each academic quarter. Students 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 alternative payment plan.

The Art Institute of Pittsburgh reserves the right to test incoming students as to their preparedness to undertake college-level coursework in English and/or mathematics. Students found to be deficient in English or math may be required to enroll in one to three Transitional Studies courses. Such courses are three quarter credits in length and are charged at the student's current per-credit charge. Students enrolled in Transitional Studies courses may be required to take three to nine credits in addition to their normal program of study requirements. Transitional Studies courses are not calculated in the credits necessary for graduation.

There is a \$25.00 fee assessed 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.

### Please Check Quarter Starting Date:

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

### Indicate The Program In Which You Are Enrolling:

\_\_\_\_\_  
Name of Program

### Please Check Your Degree:

- BACHELOR OF SCIENCE DEGREE**  
Twelve 11 week quarters (132 weeks); 180 credits
- ASSOCIATE OF SCIENCE DEGREE**  
Seven 11 week quarters (77 weeks); 104-116 credits
- DIPLOMA PROGRAM**  
Four or Five 11 week quarters (44 or 55 weeks); 36-45 credits

### 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 YOU SIGN 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 PITTSBURGH WILL REFUND THE APPROPRIATE PORTION OF THE TUITION OR OTHER CHARGES FOR WHICH YOU DID NOT RECEIVE SERVICES. REFUND OF THE ENROLLMENT FEE IS BASED ON THE DATE THE STUDENT SIGNS THE ENROLLMENT AGREEMENT AND IS NOT DEPENDENT ON WHEN THIS AGREEMENT IS ACCEPTED BY THE COLLEGE.**

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 agreement. This Agreement shall not be binding until it is accepted by The Art Institute of Pittsburgh.

**NOW, THEREFORE, having read and received a copy of this Enrollment Agreement, and intending to be legally bound by it, the parties have signed this Enrollment Agreement on the dates below written.**

*I, the enrollee, authorize The Art Institute of Pittsburgh to receive a copy of my high school and/or college transcript(s).*

\_\_\_\_\_  
Student's Signature ▲ Date

\_\_\_\_\_  
Parent's (Guardian's) Signature (if applicant is under 18 years of age) ▲ Date

\_\_\_\_\_  
Parent's (Guardian's) Address ▲

\_\_\_\_\_  
Signature of Accepting Official from The Art Institute of Pittsburgh ▲ Date

\_\_\_\_\_  
Title of Accepting Official ▲

### Refund Policy Prior to Matriculation

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 applicant 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 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 this 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.\*
  5. 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 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.
  6. Refunds will be made within 30 calendar days after the applicant's/student's request or within 30 calendar days after his/her first scheduled class day.
- \* The \$50 application fee will be applicable toward a total of four consecutive quarter starting dates beginning with the quarter selected on the application form.

### 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 current quarter will be refunded in full.
2. A student may voluntarily withdraw from the college by notifying the office of 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. The Art Institute 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 participates. The termination date will be the date of notice indicated above. If the student has given no written notice, The Art Institute 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.

3. 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.
4. In the event of a fully-documented extreme illness or personal emergency that makes it impractical for the student to complete the program, The Art Institute may modify the tuition refund policy as deemed appropriate to the circumstances.
5. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by The Art Institute. The Art Institute reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.
6. Each academic quarter is 11 weeks in duration (10 weeks for summer). 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.
7. In the event The Art Institute cancels or changes a course or program of study in such a way that a student who had started the program or course is unable to complete it, The Art Institute will refund all monies paid for the course or program within 30 days.
8. 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 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.

### Refund Policy

#### Return of Federal Title IV Aid:

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60% of the quarter. The

amount returned will be based on the percentage of days remaining in the quarter. The school will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- Perkins Loan
- PLUS Loan
- Pell Grant
- Federal ACG Grant
- Federal 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/semester, the student may need to return some of those funds. If the student needs to return funds, the school will notify the student regarding how much is owed, and how much is to be returned.

### Adjustment of Charges

In accordance with school policy, the school will earn tuition and fees as follows:

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

The Art Institute of Pittsburgh 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

Examples of the refund calculation are available in the Student Accounting Office.

### 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.

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%

The Return of Title IV Calculation as described in this Enrollment Agreement for the mid-quarter session will apply using the mid-quarter start and end dates. This academic quarter is approximately 5 weeks in duration.

The add/drop period is five days from the start of the mid-quarter session. If you drop or add one or more class, your financial aid eligibility may change. Please see your Financial Aid Officer before you drop or add a class.

Students who leave school during the first three weeks of the mid-quarter session may return the starting kit and/or individual components of the starting kit within 10 days of your last date of attendance of the mid-quarter.

### Non-Payment of Charges

Non-payment of tuition, housing, fees and/or other charges due to The Art Institute of Pittsburgh will result in you being obligated for additional collection costs, collection agency costs and legal costs.

In addition, we reserve the right to report your failure to pay amounts owed to one or more national credit bureau organizations and not release your academic transcript until all your debts to us are paid in full.

## General Information & Understandings

Both sides of this Enrollment Agreement and the financial plan (if elected) constitute the complete enrollment agreement.

### The Application Process

As part of the application process, applicants are required to independently conceive and write an essay stating how their education at The Art Institute of Pittsburgh will help them to attain their career goals.

Applicant must be a high school graduate or hold a General Educational Development (GED) certificate as a prerequisite for admission. In lieu of documenting high school graduation, applicants who are graduated with a bachelor's degree or higher (or its equivalent, if earned at an institution located outside of the United States) earned at an accredited institution of postsecondary education can provide official college transcripts showing degree granted.

Individuals must also present a record of accomplishments and core academic courses as evidenced through transcript grade point average or upon evaluation of General Educational Development (GED) scores. Successful admission into The Art Institute and a satisfactory program start is dependent on the level of accomplishment exhibited in the essay, all grade point averages, evaluation of GED scores, a review of the results of any nationally-based exams (preferred but not required) such as the SAT or ACT, a personal interview with an Admissions Representative (preferred but not required), and meeting all other requirements stated in the Agreement.

Applicants who have not submitted their final official high school transcript or GED scores are required to submit partial transcripts or scores, the results of which will be reviewed by the Admissions Committee. The Committee can then grant conditional acceptance, but applicants still will be required to submit their final official transcript or GED scores by a date established by the Director of Admissions.

### Interest on Outstanding Balances

For any student enrolling on or after October 1, 2002, 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 as 12% per annum on the student's adjusted outstanding balance at the end of each month. The adjusted outstanding balance is defined as all charges incurred by the student for attendance at the school at the end of the prior month, including but not limited to tuition, fees, housing charges, late registration fees, fines, damages, etc. less the total amount paid to the student's account at the end of the current month 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 student payment plan and that the student's financial aid award may be reduced or eliminated if the student does not complete all of the requirements for financial aid.

### Handling of Student Complaints

Questions or concerns regarding The Art Institute's compliance with the terms of this Enrollment Agreement may be directed to the Director of Admissions at The Art Institute. The Art Institute is accredited by the Middle States Commission on Higher Education, and is authorized by the Pennsylvania Department of Education. Questions or concerns that are not satisfactorily resolved by The Art Institute may be brought to the attention of the **Middle States Commission on Higher Education**, 3624 Market Street, Philadelphia, PA 19104, (267)284-5000, or the **State of Pennsylvania Department of Education**, 333 Market Street, Harrisburg, PA 17126, (717)783-8228, pde.state.pa.us.

### Arbitration

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

The Art Institute of Pittsburgh 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 Pittsburgh 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 PITTSBURGH 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 PITTSBURGH WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.**

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which you reside. Upon your written request, The Art Institute of Pittsburgh 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, ex-

perts 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 Pittsburgh. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 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.*

### Transfer of Credits

Contact the office of the Vice President of Academic Affairs for all matters related to Transfer Credit and Major Change.

### TRANSFER OF CREDIT BETWEEN ART INSTITUTES:

**Associate's Degree Graduates to Bachelor's Degree Program:** A serious attempt will be made to insure that all associate's degree credits earned by graduates of an Art Institute will transfer to the same program at all bachelor's degree Art Institutes within the system. Such graduates will attain upper division status. However, differing state and accrediting regulations may require additional courses at the associate's degree level. If the associate's degree transferred by the graduate has been updated with the addition of new competencies, the Vice President of Academic Affairs has the discretionary authority to add a course(s) at the associate's degree level.

Associate's degree credits earned by graduates of an Art Institute for which there is no corresponding bachelor's degree, will be evaluated on a course-by-course basis for applicability to the new major. Only those courses and credits required for graduation in the new major will be accepted. All conditions in the following associate's degree credits to associate's/bachelor's degree Program procedure apply.

**Transcripts:** Official transcripts must be sent to the Admissions Office of the admitting Art Institute prior to the class start. Transcripts submitted after the student's first quarter of attendance at the Art Institute may be considered for transfer credit, at the discretion of the Vice President of Academic Affairs.

**Associate's Degree Credits to Associate's/Bachelor's Degree Program:** Associate's degree credits, with a grade of "C" or better, from an Art Institute, earned by students who do not hold an associate's degree, will transfer to the same program at the associate's degree or bachelor's degree level. Differing state and accrediting regulations may require additional courses at the associate's degree level. If the Associate Degree transferred by the student has been updated with the addition of new competencies, the Vice President of Academic Affairs has the discretionary authority to add a course(s) at the associate's degree level and/or bachelor's degree level.

**Transcripts:** Official transcripts must be sent to the Admissions Office of the admitting Art Institute prior to the class start. Transcripts submitted after the student's first quarter of attendance at the Art Institute may be considered for transfer credit, at the discretion of the Vice President of Academic Affairs.

**Course Descriptions:** The official descriptions of the courses submitted for transfer credit must be comparable to the coursework at the Institute. Official course descriptions from the sending college or a college catalog will be used to determine comparability and must be received prior to the class start. In some cases, a syllabus may be requested.

**Level of Transfer Credits:** Only college-level credits (100 level course or equivalent) taken at an accredited institution of higher education will be considered for transfer. No remedial courses will be considered.

**Grades of Transfer Credits:** Courses with earned grades of "C" (2.0) or better will be considered for transfer credit.

**Course Prerequisites and Sequence of Courses:** Course prerequisites and course sequences are to be observed to assure appropriate student skill development.

**Proficiency Credit:** Official documents (CLEP or AP scores) related to transfer or proficiency credit must be received by the Art Institute prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

**Class Proficiency Test:** Requests for testing out of specific classes approved by the Institute must be made through the Department Director prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

**Portfolio Review:** Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

**Allowable Total Transfer of Credit:** Students may be granted as much as 75 percent of the total program credits required for graduation. Students must earn in residency a minimum of 25 percent of the total program credits required for graduation. Due to regulatory considerations, at some Art Institutes, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

### TRANSFER OF DEGREES AND COURSE CREDIT FROM COLLEGES AND UNIVERSITIES BEFORE MATRICULATION AT AN ART INSTITUTE:

**Transcripts:** Official transcripts must be sent to the Admissions Office of the admitting Art Institute prior to the class start. Transcripts submitted after the student's first quarter of attendance at the Art Institute may be considered for transfer credit, at the discretion of the Vice President of Academic Affairs.

**Course Descriptions:** The official descriptions of the courses submitted for transfer credit must be comparable to the coursework at the Institute. Official course descriptions from the sending college or a college catalog will be used to determine comparability and must be received prior to the class start. In some cases, a syllabus may be requested.

**Level of Transfer Credits:** Only college-level credits (100 level course or equivalent) taken at an accredited institution of higher education will be considered for transfer. No remedial courses will be considered.

**Grades of Transfer Credits:** Courses with earned graded of "C" (2.0) or better will be considered for transfer credit.

**Course Prerequisites and Sequence of Courses:** Course prerequisites and course sequences are to be observed to assure appropriate student skill development.

**Proficiency Credit:** Official documents (CLEP or AP scores) related to transfer or proficiency credit must be received by the Art Institute prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

**Class Proficiency Test:** Requests for testing out of specific classes approved by the Institute must be made through the Department Director prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

**Allowable Total Transfer of Credit:** Students may be granted as much as 75 percent of the total program credits required for graduation. Students must earn in residency a minimum of 25 percent of the total program credits required for graduation. Due to regulatory considerations, at some Art Institutes, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

**Portfolio Review:** Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

### TRANSFER CREDIT AFTER MATRICULATION (CONCURRENT ENROLLMENT OR RE-ENTRY TO THE INSTITUTION) AT AN ART INSTITUTE:

**NOTE: Transfer credit after matriculation must be completed prior to the student's final term of study.**

**CONCURRENT ENROLLMENT:** Requests for transfer of credit from accredited institutions of higher education, for a course taken concurrently with an Art Institute full-time schedule, after a student's matriculation at the Art Institute may be made to the Vice President of Academic Affairs. Transfer Credit may be awarded if all other criteria for transfer of credit are met, and if the institution permits concurrent enrollment.

**Approval Needed:** Requests for concurrent enrollment in a course at another college or university while the student is on full-time status at the Art Institute (according to the US Department of Education's definition of the term) must be approved by the General Education Director, the Department Chair, or the Vice President of Academic Affairs prior to enrollment in the course.

**Full-time Status:** The student must be enrolled full-time at The Art Institute at all times during the concurrent enrollment at another college or university.

**One Course Limit:** Only one course per quarter in concurrent enrollment will be accepted.

**Grading:** The concurrent enrollment course must be passed with a grade of "C" or better. The student's record at the Art Institute will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

**Completion Deadline:** Credit will awarded for the course when documentation is produced that the course was successfully completed.

**Delay of Graduation:** Concurrent enrollment course taken during the last quarter of Art Institute enrollment will in all probability delay graduation by one quarter.

**Transcripts:** Official transcripts must be sent to the Vice President of Academic Affairs upon successful completion of the concurrent enrollment course.

### TRANSFER CREDIT UPON RE-ENTRY TO THE INSTITUTION:

Requests for transfer of credit from accredited institutions of higher education, for a course taken while a student was not in attendance at the Art Institute, but after a student's initial matriculation at the school may be made to the Vice President of Academic Affairs. Transfer Credit may be awarded if all other criteria for transfer of credit are met.

**Grading:** The student's record(s) must be passed with a grade of "C" or better. The student's record at the Art Institute will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

**Timeliness of Coursework:** Certain courses are time-sensitive with respect to the technology used in the course. Evaluation of the appropriateness of transfer for these types of courses will be at the discretion of the Vice President of Academic Affairs.

### CHANGE OF MAJOR WITHIN AN ART INSTITUTE:

A student petitioning to transfer from one program to another within the Institute must obtain approval from the Department Chair of the department from which the student is transferring. The student's coursework and earned credits will be reviewed for applicability to the new major. Only those credits required for graduation in the new major will be transferred to the new program and counted toward graduation. Only one change of major is allowed per student.

### TRANSFER OF CREDIT TO OTHER SCHOOLS:

The Art Institute of Pittsburgh does not imply or guarantee that credits completed will be accepted by or transfer into any other college, university or institution. Each institution sets its own policies regarding the acceptance of credit from other institutions. Students interested in transferring credit earned at The Art Institute of Pittsburgh to another institution should contact the institution and request their policies on credit transfer.

### Career Services

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 may limit the particular employment opportunities available to them.

### 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

Classes are in session six days a week, Monday through Saturday. Students are scheduled by The Art Institute to meet their total weekly hour requirements through a combination of morning, afternoon and evening classes. The weekly hour requirement is scheduled to be completed in a minimum of 2 days and a maximum of 6 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 Sessions & Total Weekly Hours

#### Class Session Hours:

- A. 8:00 a.m. - 12:00 Noon (lunch 12:00 Noon - 12:45 p.m.)
- B. 12:45 p.m. - 4:45 p.m.
- C. 6:00 p.m. - 9:35 p.m.
- D. Culinary Lab Sessions: 7 a.m. - Noon; 12:45 p.m. - 5:45 p.m.; 6 p.m. - 11 p.m.

\* **Summer Session: all classes are extended by 20 minutes for the 10-week quarter.**

Full-time students enrolled in a degree program should expect 20 hours of instruction per week. Full-time Culinary students should expect an average of 25 hours of instruction per week. Diploma program students should expect 10 hours of instruction per week. 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 the off-campus location appropriate for the particular activity.

### Instructional Equipment

Use of instructional equipment will be made available according to the program curriculum to enable the student to acquire an understanding of those fundamental principles of such equipment which the student would be expected to encounter in an entry-level position in the field. Such equipment must be shared by students; accordingly, The Art Institute cannot guarantee students hands-on usage of such equipment beyond that called for in the curriculum.

To complete the requirements of his/her program, the student may have to schedule use of the equipment outside normal class hours.

### Homework

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

### Requirements for Graduation/Degree

- To graduate, students must:
- receive a passing grade or credit for all required coursework;
- earn the minimum required credits for the program;
- achieve a minimum CGPA of 2.0;
- meet portfolio or other requirements, if applicable, and as outlined in the student handbook;
- satisfy all financial obligations to The Art Institute.

It is the practice of The Art Institute to round to the nearest tenth percent, GPA and CGPA calculations for the purpose of determining academic progress.

No more than 75% of the total required credits for graduation may be transferred from another institution. Transfer credits are not used to determine grade point average.

### Interior Design Accreditation

The Interior Design program leading to the Bachelor of Science in Interior Design is accredited by the Council for Interior Design Accreditation (CIDA), www.accredit-id.org, 146 Monroe Center NW, Suite 1318, Grand Rapids, MI, 49503-2822.

In order to graduate from The Art Institute of Pittsburgh's Interior Design program as a "CIDA Accredited Program", a student must complete a minimum of 151 residential credits out of the possible 180 earned credits.

At this time, the online delivery of this program is not eligible for CIDA accreditation.

### Student Right to Know

Information on graduation/completion rates, for first-time, full-time freshman students is available through the Admissions Office and the Registrar's Office.

### Curriculum

The school reserves the right to change or modify the program contents, sequence of courses, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances, industry trends and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional tuition charges.

### 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, genetic marker, religion, national origin, ancestry, sex, age, sexual orientation, disability 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's equal opportunity policy and grievance procedure, please contact the Student Affairs Department, The Art Institute of Pittsburgh, 420 Boulevard of the Allies, Pittsburgh, PA 15219, or call 1-877-532-8941.

### 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.

### 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.