

Enrollment Agreement - All Programs



1122 NW Davis St.
Portland, OR 97209-2911
Local: 503.228.6528
Fax: 503.227.1945
Email: aipdadm@aii.edu
Web: www.artinstitutes.edu/portland

Student ID# _____

Name _____
(Last Name) (First Name) (Middle)

Present Address _____
(Street or P.O. Box)

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

Telephone Home (_____) Business (_____) _____

Email _____

Requested Start Date

Diploma Programs	<input type="radio"/> Art of Cooking	<input type="radio"/> Baking & Pastry	<input type="radio"/> Fashion Retailing
Credits: 42 Five 11-week quarters			
Tuition Per Credit	\$ 481	\$ 481	\$ 481
Application Fee	50	50	50
Tuition Deposit	100	100	100
Starting Kit	605	605	N/A
Digital Resource Fee	700	700	700
Total Tuition & Fees: Diploma	*21,557	*21,557	20,952

*Total cost does not include quarterly lab fees of \$105 per 3 credit class and \$210 for 6 credit class.

Associate of Arts Programs	<input type="radio"/> Apparel Accessory Design	<input type="radio"/> Apparel Design Evening Program	<input type="radio"/> Culinary Arts	<input type="radio"/> Graphic Design Evening Program	Notes
Credits: 90 Six 11-week quarters Eight 11-week quarters (Evening Programs)					
Tuition Per Credit	\$ 481	\$ 481	\$ 481	\$ 481	1. The Application Fee is paid by new and transfer students. The Application Fee is non-refundable.
Application Fee	50	50	50	50	2. The Tuition Deposit is due 10 days after the application has been submitted to The Art Institute.
Tuition Deposit	100	100	100	100	3. The Starting Kit is optional and consists of the basic equipment and materials for beginning each program. A list of the components of the Starting Kit is provided to each enrolled student. Supply prices are estimated.
Starting Kit	270	325	605	205	4. Based on current credit hour rate. Total cost will increase with each per credit hour tuition increase.
Digital Resource Fee	1500	1500	1500	1500	5. Monthly Supplies and Texts cost an average of \$150 per month for consumable supplies, textbooks, and equipment for each program.
Total Tuition & Fees: Associates	45,110	45,165	*45,445	45,045	8. The Digital Resource Fees are calculated per course for the duration of the program, based on each course requiring digital resources. This fee is an estimate as not all courses require digital resources.

*Total cost does not include quarterly lab fees of \$105 per 3 credit class and \$210 for 6 credit class.

Bachelor of Science Programs	<input type="radio"/> Culinary Management	<input type="radio"/> Design Management Sustainability Minor	<input type="radio"/> Design Visualization	<input type="radio"/> Industrial Design Sustainability Minor	<input type="radio"/> Visual & Game Programming	<input type="radio"/> Web Design & Interactive Media
Credits: 180 Twelve 11-week quarters Fifteen 11-week quarters (Evening Programs)						
Tuition Per Credit	\$ 481	\$ 481	\$ 481	\$ 481	\$ 481	\$ 481
Application Fee	50	50	50	50	50	50
Tuition Deposit	100	100	100	100	100	100
Starting Kit	605	205	205	245	240	205
Digital Resource Fee	3000	3000	3000	3000	3000	3000
Total Tuition & Fees: Bachelors	*90,235	89,835	89,835	89,875	89,870	89,835

*Total cost does not include quarterly lab fees of \$105 per 3 credit class and \$210 for 6 credit class.

Bachelor of Fine Art Programs	<input type="radio"/> Advertising	<input type="radio"/> Apparel Accessory Design Sustainability Minor	<input type="radio"/> Apparel Design Evening Program Sustainability Minor	<input type="radio"/> Design Research Sustainability Minor	<input type="radio"/> Digital Film & Video Evening Program	<input type="radio"/> Fashion Marketing Sustainability Minor
Credits: 180 Twelve 11-week quarters Fifteen 11-week quarters (Evening Programs)						
Tuition Per Credit	\$ 481	\$ 481	\$ 481	\$ 481	\$ 481	\$ 481
Application Fee	50	50	50	50	50	50
Tuition Deposit	100	100	100	100	100	100
Starting Kit	205	325	325	205	240	205
Digital Resource Fee	3000	3000	3000	3000	3000	3000
Total Tuition & Fees: Bachelors	89,835	89,955	89,955	89,835	89,870	89,835

Bachelor of Fine Art Programs	<input type="radio"/> Game Art & Design	<input type="radio"/> Graphic Design Evening Program	<input type="radio"/> Interior Design Sustainability Minor	<input type="radio"/> Media Arts & Animation Evening Program	<input type="radio"/> Photography & Design	<input type="radio"/> Visual Effects & Motion Graphics
Credits: 180 Twelve 11-week quarters Fifteen 11-week quarters (Evening Programs)						
Tuition Per Credit	\$ 481	\$ 481	\$ 481	\$ 481	\$ 481	\$ 481
Application Fee	50	50	50	50	50	50
Tuition Deposit	100	100	100	100	100	100
Starting Kit	240	205	235	240	1465 (with camera)	240
Digital Resource Fee	3000	3000	3000	3000	3000	3000
Total Tuition & Fees: Bachelors	89,870	89,835	89,865	89,870	91,095	80,870

*Total cost does not include quarterly lab fees of \$105 per 3 credit class and \$210 for 6 credit class.

Student's Right to Cancel

You, the student, have the right to cancel this Agreement, including any equipment or other goods and services included in the Agreement, and receive a full refund (less the \$50 application fee and less an administrative fee not to exceed \$100) until the end of the business day Friday during the first week of class. Your cancellation takes effect when you give written Notice of Cancellation to The Art Institute of Portland ("The Art Institute") at the address above. Please direct the Notice of Cancellation to the attention of the Director of Admissions. Any written expression that you wish not to be bound by this Agreement will serve as a Notice of Cancellation of this Agreement if provided to The Art Institute within the first week of class. If you mail your Notice of Cancellation to The Art Institute, it becomes effective as of the postmark, if properly addressed with proper postage. You are due a complete refund within 30 days after The Art Institute receives a valid Notice of Cancellation. However, if you have received any equipment or a Starting Kit, you must return it to The Art Institute within seven days of the date of the Notice of Cancellation. If you do not return it, The Art Institute may deduct the documented cost of the equipment or kit from the amount of the refund.

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 Enrollment 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 (1) that I have demonstrated poor academic potential (as determined by evaluation of transcript records, or any other academic evaluations deemed appropriate for the program selected), and/or (2) 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 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.

The Enrollment Agreement and catalog, together with other published Art Institute policies, procedures, provisions of any attached rider(s) signed by me, student conduct codes, and separate student housing agreement, if any, shall constitute the entire agreement between me 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 Art Institute President.

I also understand that this Agreement constitutes a binding contract upon acceptance by The Art Institute. Any holder of this consumer credit contract is subject to all claims and defenses that the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor. My signature below signifies that I have read and understand all aspects of this Agreement and do recognize my legal responsibilities in regard to this contract.

Student's Agreement

I understand the total cost per credit for _____ is \$ _____ and that my program consists of _____ credit hours. 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. If I obtain a student loan, I am responsible for repaying the loan amount plus any interest. My signature certifies that I have read, understood and agreed to my rights and responsibilities; that I have read both sides of this Agreement, and that The Art Institute's cancellation and refund policies have been clearly explained to me, and that I have that I have received a copy of this Agreement.

Student's Signature _____ Date _____

Signature of Authorized Art Institute Official _____ Date _____

Parent's Signature (if student is under 18 years of age) _____ Date _____

See aiprograms.info for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success and other important info.

(Continued from front)

Lab Fees

Culinary Arts Lab Fees are currently \$105 per 3 credit class and \$210 per 6 credit class per quarter for the duration of the student's program.

Digital Resource Fees

The Digital Resource Fee includes the cost of the digital textbook as well as other digital resources which are integrated into the course and vary by program. The fee includes all applicable taxes. The Digital Resource Fee is \$50 for a course with a single digital resource in it, or \$75 for courses with multiple digital resources. Not all courses use digital resources. Courses that include an eBook will be noted in the registration material and the fee will be charged automatically in addition to tuition. If a course does not use eBooks, the student remains responsible for purchasing the required text and materials

Length of Terms and Fees

Art Institute academic terms are normally 11 weeks. The summer term may be 10 weeks. Session II starts are 5.5 weeks. The bachelor's degree day programs are 12 quarters; the bachelor's degree evening programs are 15 quarters, the associate's degree day programs are six quarters, and the associate's degree evening programs are eight quarters. An Application Fee of \$50 is to be submitted with the Application for Admission. A tuition deposit of \$100 needs to be received by The Art Institute within 10 days after you have submitted the Application for Admission. The tuition charges shown are subject to adjustment each academic year. Any changes to tuition and fees will be published to students as they are made.

The Application Process

As part of the application process, applicants must independently conceive and write an essay of approximately 150 words stating how their education at The Art Institute will help them to attain their career goals. Applicants must also present a record of accomplishment and core academic courses as evidenced through high school transcript grade point average or upon evaluation of GED scores or by possessing a bachelor's degree or higher from an acceptable postsecondary institution. 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, and meeting all other requirements stated in this Agreement.

First-quarter tuition and fees for new students become due 60 days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due approximately 30 days prior to the start 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 students have made arrangements for an approved alternative payment plan. Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending.

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 his or her Enrollment Agreement will be considered a student.

1. All monies paid by applicants will be refunded if they are not accepted for admission, less the \$50 application fee.
2. Applicants requesting cancellation more than five business days after signing this Enrollment Agreement (and making initial payment) but prior to ninety (90) days before the beginning of classes will receive a refund of all monies paid, less the \$50 application fee.
3. All tuition and fees paid by applicants will be refunded (less the \$50 application fee) if requested within three business days after their first tour of the school and inspection of equipment or if requested within three business days of the student's attendance at the regularly scheduled orientation program for their starting quarter, whichever is sooner.
4. Applicants who give less than ninety (90) days' cancellation notice prior to start will be entitled to a refund of all monies paid to The Art Institute, less the \$50 application fee and \$100 tuition deposit.
5. Refunds will be made within thirty (30) calendar days after the applicant's/student's request or within 30 calendar days after his/her first scheduled class day, whichever is earlier.

Refund Policy After Matriculation – All Quarters

In the event of withdrawal by the student or suspension by The Art Institute from all courses registered during any quarter of study:

1. Prepaid tuition for any period beyond the student's current quarter will be refunded in full.
2. The refund shall be paid as required by federal regulations.
3. The student may voluntarily withdraw by notifying the Registrar's Office in person or in writing. For a student who attended a previous quarter of study and did not indicate that he/she was not returning and fails to show up for class, refunds will be made within thirty (30) days following the first missed class day of the quarter in which the student was expected to return.
4. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the quarter, The Art Institute may modify the tuition refund policy as deemed appropriate to the circumstances.
5. Each academic quarter is 5.5, 10 or 11 weeks in duration. The calculation of refunds is based on the last day of attendance within the quarter. Any portion of a week's attendance may be considered a full week of attendance for refund calculation purposes.

Return of Federal Title IV Aid

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student withdraws from school.

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

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

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

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

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

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

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

It is the student's responsibility to personally notify the Registrar of intent to withdraw from school. The Registrar will determine the last date of attendance for each student based on attendance records.

Adjustment of Charges

In accordance with Oregon State policy, the school will earn tuition and fees as follows.

Week One	20%
Week Two	40%
Week Three	60%
Week Four	80%
After Week Four	100%

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

Adjustment of Charges (con't.)

notifies the school of the withdrawal. Examples of the calculations for this policy will be available in the Student Accounting Office.

Session II Starts

For students enrolled as Session II starts, all terms and conditions in this Enrollment Agreement are applicable along with the following:

Refund Policy After Matriculation - All Quarters

This academic quarter is approximately five weeks in duration.

Adjustment of Tuition and Fee Charges

State of Oregon policy: In accordance with school policy, the school will earn tuition and fees for the mid-quarter as follows:

Week One	10%
Week Two	25%
Week Three	50%
After Week Three	100%

Information in the catalog or student handbook will apply except for the following changes:

Add/Drop period is two days from the start of the Session II starts. 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.

Return of Title IV Funds

The Return of Title IV Calculation as described in the Enrollment Agreement for the Session II starts will apply using the Session II starts and end dates.

Kit Return Policy

I understand that if I leave school during the first four weeks of the first quarter of attendance, the Starting Kit and individual components of the Starting Kit may be returned for a refund only if the item being returned is in good condition and is resalable. I may also return any unused equipment purchased from The Art Institute directly to The Art Institute. In order to get a refund, I must make any returns within seven days of my last date of attendance.

Interest on Outstanding Balances

The student understands and agrees that s/he 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 on the student's adjusted outstanding balance at the end of each month. The adjusted outstanding balance is defined as all the 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 parents) 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.

Student Accounting

At the time of initial enrollment, the student develops an estimated financial plan to ensure that all direct expenses, tuition, and fees related to the educational process are met. The student or parent/guardian, where applicable, will receive payment notices as outlined on his or her estimated financial plan. The payments are due on or before the date noted on the student financial plan. All payments must be current prior to registration and entry for the following quarter. Unpaid balances will prevent transcripts from being released.

Unpaid student accounts may be referred to a collection agency or attorney. The student is responsible for any collection agency fees, and court costs associated with the collection of his or her unpaid account.

GENERAL INFORMATION AND UNDERSTANDINGS

Handling of Student Complaints

If a student feels that a concern or a complaint has not been adequately resolved using the Student Complaint Procedure described in The Art Institute catalog, the student may direct his/her complaint or concern in writing to the Oregon Office of Degree Authorization, 1500 Valley River Drive, Suite 100, Eugene, OR 97401.

If a student does not feel that the school has adequately addressed a complaint or concern, he/she may also consider contacting the Northwest Commission on Colleges and Universities (NWCCU), 8060 165th Avenue NE, Suite 100, Redmond, WA 98052.

Arbitration

Every student and The Art Institute of Portland agrees that any dispute or claim between the student and The Art Institute of Portland (or any company affiliated with The Art Institute of Portland, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student's enrollment or attendance at The Art Institute of Portland whether such dispute arises before, during, or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or The Art Institute of Portland's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student's right, if any, to file a grievance with any state educational licensing agency.

If a student decides to initiate arbitration, the student 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 Portland intends to initiate arbitration, it will notify the student in writing by regular mail at the student's latest address on file with The Art Institute of Portland, and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails to select an administrator within that 20day period, The Art Institute of Portland will select one.

The Art Institute of Portland agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may 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 a student's claim exceeds than the relevant jurisdictional threshold The Art Institute of Portland reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR The Art Institute of Portland 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, A STUDENT 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 A STUDENT OR The Art Institute of Portland 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 a student 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 the student resides. Upon a student's written request, The Art Institute of Portland 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 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 a student's relationship with The Art Institute of Portland. If a student has a question about the arbitration administrator mentioned above, the student can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, HYPERLINK "http://www.jamsadr.com" www.jamsadr.com, 80033525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371.

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 relation

Arbitration (con't.)

ship with The Art Institute. 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.

Notice concerning Transferability of Credits

The Art Institute of Portland is accredited by the Northwest Commission on Colleges and Universities (NWCCU). However, the fact that an institution is accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U. S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

The goal of The Art Institute is to help you prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by The Art Institute 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 will transfer to another school.

Programs offered by one school within The Art Institutes system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within The Art Institutes system, not all of the credits you earn at The Art Institute of Portland may be transferable into that school's program.

If you are considering transferring to either another Art Institutes school 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 does not imply, promise, or guarantee transferability of its credits to any other institution.

Employment Information

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 within the metropolitan area served by The Art Institute may limit the particular employment opportunities available to them.

Student "right to know" information about graduation and employment is available through the Admissions Office.

Policies and Procedures

Each 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.

Student Withdrawal

A student may voluntarily withdraw from The Art Institute by notifying the Office of the Registrar in writing or in person. The refund policies outlined above shall apply in the event that a student withdraws, is suspended, or is terminated from school. Ceasing to attend class does not constitute official withdrawal.

Class Sessions

Classes are in session six (6) days a week, Monday through Saturday. Class sessions are normally between 8:00-11:45 am, 12:45-4:30 pm, and 6:00-9:45 pm.

The Art Institute reserves the right to change a class session schedule from time to time, according to classroom, studio, shop and/or lab availability, instructor, 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. Each student will be offered an understanding of the fundamental principles of such equipment that he/she would 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. Student may find it necessary to schedule use of the equipment outside normal classroom hours.

Homework

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

Curriculum

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

Cancellation of Start Date

Cancellation by The Art Institute of a scheduled class start date for any program shall entitle a student to a cancellation of the Enrollment Agreement with a full refund of all monies paid, including Application Fees. However, the student can elect to accept instead a guaranteed reservation in the next scheduled class for that program.

Course Completion and Employment Information

To help you make a sound decision about whether to sign up for one of The Art Institute's programs, The Art Institute wants you to know that some of these degree programs have not been offered long enough for reliable completion and employment data to be available for students. Student "right to know" information about graduation and employment is available through the Admissions Office.

Non-Discrimination

The Art Institute does not discriminate on the basis of race, color, creed, religion, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities.

When a complaint is reported under the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment that discrimination or harassment is believed to have occurred, The Art Institute of Portland will promptly and equitably investigate the claim or complaint.

The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the Non-Discrimination Policy: please contact the Dean of Academic Affairs, The Art Institute of Portland, 1122 NW Davis St., Portland, OR 97209, (503) 228-6528.

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.

Requirements for Graduation

To be qualified to graduate, the student must:

1. Submit an Application for Graduation to the Registrar's Office by the first Friday of the term in which he or she plans to graduate
2. Be enrolled as a current student during the term of intended graduation
3. Earn the required credits in each Liberal Arts program
4. Earn the required credits in each of the disciplines for their major
5. Achieve a minimum C.G.P.A. of 2.0
6. Display and approved portfolio in the Graduate Portfolio Show (not applicable for diploma programs)
7. Satisfy all financial obligations with The Art Institute
8. Satisfy the residency requirement of 45 credits at The Art Institute (12 credits in the diploma programs)

Retention Rate

According to regulations published by the Department of Education, the retention rate of certificate or degree seeking, first-time, undergraduate students must be made available to all enrolled and prospective students. This information may be requested and obtained through the Student Affairs Office.

Information in the catalog or student handbook will apply except for the following changes:

Add/Drop period is two days from the start of the Session II starts. 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.