

# ENROLLMENT AGREEMENT



121 WEST ELECTION ROAD | DRAPER, UT 84020  
Toll-Free: 1-800-978-0096 | 801-601-4700 | www.artinstitutes.edu/saltlakecity

See The Art Institutes: [aprograms.info](http://aprograms.info) for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.

## Start Dates:

- November 10, 2011
- January 9, 2012
- February 16, 2012
- April 2, 2012
- May 10, 2012
- July 9, 2012

You can find important consumer information at [www.artinstitutes.edu/saltlakecity](http://www.artinstitutes.edu/saltlakecity)

## Major Program For Which You Are Applying (Check one):

### BACHELOR OF SCIENCE/ART DEGREE PROGRAMS:

- Culinary Management (BS)**  
Twelve 11 - week quarters (132 weeks, 180 credit hours)
- Digital Filmmaking & Video Production (BS)**  
Twelve 11 - week quarters (132 weeks, 180 credit hours)
- Digital Photography (BS)**  
Twelve 11 - week quarters (132 weeks, 180 credit hours)
- Graphic Design (BS)**  
Twelve 11 - week quarters (132 weeks, 180 credits hours)
- Interior Design (BA)**  
Twelve 11 - week quarters (132 weeks, 180 credit hours)
- Web Design & Interactive Media (BS)**  
Twelve 11 - week quarters (132 weeks, 180 credit hours)
- Game Art & Design (BS)**  
Twelve 11 - week quarters (132 weeks, 180 credit hours)
- Media Arts & Animation (BS)**  
Twelve 11 - week quarters (132 weeks, 180 credit hours)
- Fashion & Retail Management (BS)**  
Twelve 11 - week quarters (132 weeks, 180 credit hours)

### ASSOCIATE OF SCIENCE DEGREE PROGRAMS:

- Baking & Pastry**  
Seven 11 - week quarters (77 weeks, 90 credit hours)
- Culinary Arts**  
Seven 11 - week quarters (77 weeks, 90 credit hours)
- Graphic Design**  
Seven 11 - week quarters (77 weeks, 90 credit hours)

### DIPLOMA PROGRAMS:

- Culinary Arts**  
(44 weeks, 55 credit hours)
- Baking & Pastry**  
(44 weeks, 55 credit hours)
- Web Design & Development**  
(44 weeks, 48 credit hours)
- Web Design & Interactive Communications**  
(44 weeks, 48 credit hours)
- Digital Image Management**  
(44 weeks, 48 credit hours)
- Fashion Retailing**  
(44 weeks, 48 credit hours)

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

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

(City) (State) (Zip)

Telephone: (\_\_\_\_) \_\_\_\_\_ Business: (\_\_\_\_) \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Program: \_\_\_\_\_ Start Date: \_\_\_\_\_

## ASSISTANT DIRECTOR OF ADMISSIONS:

Graduates of the Graphic Design (BS), Web Design & Interactive Media Design (BS), Digital Filmmaking & Video Production (BS), Digital Photography (BS), Game Art & Design (BS), Media Arts & Animation (BS), Fashion & Retail Management (BS) and the Culinary Management (BS) degree programs receive a Bachelor of Science degree, Graduates of Interior Design (BA) degree program receive a Bachelor of Arts degree. Graduates of the Baking & Pastry (AS), Culinary Arts (AS) and the Graphic Design (AS) degree programs receive an Associate of Science degree.

## STUDENT'S AGREEMENT

I understand that this Agreement becomes a legally binding document after I sign it and it is accepted by The Art Institute of Salt Lake City ("The Art Institute"). I understand the total amount for the course of instruction for \_\_\_\_\_ is \$ \_\_\_\_\_ (as presented on the Current Schedule of Charges below) at the per credit rate shown below. However, I also understand that the per credit hour rate will increase at least once per year, which will increase the total amount for the program. My signature below certifies that I have read, understand, and agree to my rights and responsibilities, and that The Art Institute's cancellation and refund policies have been clearly explained to me, and that I received a copy of this Agreement. I agree that I am responsible for this amount. If I get a student loan, I am responsible for repaying the loan amount plus any interest.

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

Signature of Authorized Art Institute Official \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature (If student is under 18 years of age) \_\_\_\_\_ Date \_\_\_\_\_

Title of Art Institute Official \_\_\_\_\_

You will receive a Student Plan including a retail installment. This Agreement is incorporated by reference.

## FINANCIAL INFORMATION<sup>1</sup>

Current Schedule of Charges

Tuition is charged at \$483.00 per credit (with an average of 16 credits per quarter for degree programs). The current tuition and fees applicable to The Art Institute's programs are as follows:

	Baking & Pastry	Culinary Arts	Web Design & Development	Web Design & Interactive Media	Digital Image Management	Fashion Retailing	Baking & Pastry	Culinary Arts	Culinary Management	Graphic Design	Graphic Design	Digital Filmmaking & Video Production	Digital Photography	Interior Design	Web Design & Interactive Media	Game Art & Design	Media Arts & Animation	Fashion & Retail Management
	Diploma	Diploma	Diploma	Diploma	Diploma	Diploma	AS	AS	BS	AS	BS	BS	BS	BA	BS	BS	BS	BS
Number of Quarters	4	4	4	4	4	4	7	7	12	7	12	12	12	12	12	12	12	12
Number of 1st Quarter Credits	16	16	12	12	12	12	16	16	16	16	16	16	16	16	16	16	16	16
Tuition Per Quarter	\$7,728	\$7,728	\$5,796	\$5,796	\$5,796	\$5,796	\$7,728	\$7,728	\$7,728	\$7,728	\$7,728	\$7,728	\$7,728	\$7,728	\$7,728	\$7,728	\$7,728	\$7,728
Application Fee <sup>2</sup>	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Enrollment/Administration Fee <sup>2</sup>	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Lab Fee <sup>3</sup>	\$395	\$395	NA	NA	NA	NA	\$395	\$395	\$395	NA	NA	\$300	NA	NA	NA	NA	NA	NA
Current Tuition For Program <sup>4</sup>	\$26,565	\$26,565	\$23,184	\$23,184	\$23,184	\$23,184	\$43,470	\$43,470	\$86,940	\$43,470	\$86,940	\$86,940	\$86,940	\$86,940	\$86,940	\$86,940	\$86,940	\$86,940
Starting Kit <sup>5</sup>	\$762	\$762	\$1,375	\$1,375	\$1,545	\$234	\$762	\$762	\$762	\$488	\$488	\$705	\$1,545	\$596	\$1,375	\$594	\$594	\$234
Online Lab Fee <sup>6</sup>	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Digital Resource Fee <sup>7</sup>	\$300	\$300	\$800	\$800	\$800	\$800	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300

- A separate financial plan exists, which complies with the Truth in Lending Regulation Z, and is part of this agreement.
- Application and Enrollment Fees are paid by new and transfer students only. The \$50 application fee is non-refundable.
- All Baking & Pastry and Culinary Programs; Monthly consumable supplies included with the \$395 per quarter lab fee. The Baking or Culinary lab fee will be treated as part of the tuition for refund purposes. (Lab fee for Culinary Management Program applies only to the first seven quarters of the program.) Digital Film Making & Video Production program has a one time lab fee of \$300 that is applied to total tuition cost.
- NOT including Starting Kit or Transitional Studies charges. The tuition cost is based on 90 quarter credits for Associate's degree program and 180 quarter credits for Bachelor's degree program. The total cost will increase with each per credit hour tuition increase.
- The Kit is optional and the cost shown in the table is estimated.
- Students taking online courses will be charged at the same tuition rate they are currently paying for ground courses plus an additional Online Lab Fee of \$100 per course.
- 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. This estimated fee assumes all courses require a digital resource; however currently not all courses use digital resources. Courses that include a digital resources will be

noted in the registration material and the fee will be charged automatically in addition to tuition. If a course does not use digital resources, the student remains responsible for purchasing the required text and materials. The digital resource fee is \$50 per course.

### Program Pricing

The student is responsible for tuition and fees pertaining to the program's required course of study. The tuition and fees contained in this Enrollment Agreement are subject to change. The per credit hour rate is subject to an increase at least once per calendar year, which will increase the total amount for the program. The adjustment to the per credit hour rate may occur before the student begins classes and the student's program will be calculated using the new rate. Any changes to tuition and fees will be published to students.

The student may assert against the holder of the promissory note s/he signed in order to finance the cost of instruction all of the claims and defenses that the student could assert against this school up to the amount the student has already paid under the promissory note.

## 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. Both sides of the Enrollment Agreement and financial plan, together with the catalog and 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 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 Art Institute President. 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. 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 thereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor. My signature above signifies that I have read and understand all aspects of this Agreement and do recognize my legal responsibilities in regard to this contract.

## FINANCIAL INFORMATION

Each Art Institute quarter is ten to eleven weeks. The non-refundable Application Fee of \$50 is to be submitted with the Application for Admission. The Enrollment/Administration Fee of \$100 is due within ten days after this Enrollment Agreement is signed. Special field trips are voluntary and are not included in regular tuition and fees. The starting kit consists of the basic equipment and materials required for beginning each program. A list of the components of the starting kit is provided to each enrolled student.

## THE ADMISSIONS PROCESS

As part of the admissions 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 associate's degree or higher from a regional or nationally

accredited college. 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. Applicants should contact the Admissions Office to determine other examinations for which scores, equivalent to TOEFL, are acceptable as an alternative to TOEFL. Applicants who have not submitted a transcript or GED scores two weeks prior to their quarter start date will be required to complete the Conditional Class Start 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 upon registration, approximately two weeks prior to the end of each academic quarter. Students may not be able to 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. There is a \$25 fee imposed on continuing students for late registration. Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending.

## REFUND POLICIES

### Applicant Rejected

The Art Institute will notify an applicant in writing of his/her acceptance/rejection. If an applicant is rejected all monies paid by the student will be refunded less the non-refundable Application Fee.

## Students' Right to Cancel Prior to Matriculation

The students may cancel their enrollment in writing before the beginning of classes. All monies paid with the exception of the non-refundable Application Fee will be refunded. A student not requesting cancellation in writing before the starting date indicated on the Enrollment Agreement will be considered a student. Refunds will be made within 30 calendar days after the student's request or within 30 calendar days after his/her first scheduled class day. Culinary uniforms are non-returnable if sizing has occurred. Student is responsible for the cost of the uniforms.

## Refund Policy after Matriculation

In accordance with school policy the school will earn tuition and fees per quarter plus 10% of the tuition agreed upon elsewhere in this Enrollment Agreement or \$100, which ever is less. Refunds will be based on the week in which the student's recorded last date of attendance falls and will be calculated according to the following schedules.

For Full Quarter Students:  
Week One, 25% of the total tuition for the quarter is retained by the school  
Weeks Two through Four, 50% retained  
Week Five, 75% retained  
After Week Five, 100% retained

For Mid-Term Starts:  
Week One, 25% of the total tuition for the quarter is retained by the school  
Week Two, 50% retained  
Week Three, 75% retained  
After Week Three, 100% retained

## TRANSFER OF CREDIT

As part of the admissions process, The Art Institute accepts transfer credits from other institutions. However, credit must be from a college that is accredited by an accrediting association that is recognized by the U.S. Department of Education. If a degree student wants to transfer credit from another post secondary school to The Art Institute, an official transcript stating the course(s) and grade(s) must be submitted to the Director of Admissions prior to matriculation. The maximum amount of transfer credit from another approved or accredited institution shall be 50 percent of the total quarter credits required unless the institution is part of the Art Institutes system, in which case the maximum is 75 percent. Student's tuition will be reduced by the total number of credits transferred.

## 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 date 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 date of attendance by the total number of calendar days in the term.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Unsubsidized 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.

## Adjustment of Charges

All refunds and return of funds will be made within 15 days of the date of the student's last day of attendance. Examples of the calculations for these refund/return of funds policies are available in the Student Accounting office. For the purpose of determining a refund, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

- The student notifies The Art Institute of withdrawal or of the date of withdrawal;
- The Art Institute terminates the student's enrollment as provided in the Enrollment Agreement;
- The student exceeds the number of absences allowed and must be withdrawn from the last class remaining on his/her program of study. The date of withdrawal shall be deemed the last date of recorded attendance; All refunds and return of funds will be made within 30 days of the date of withdrawal.
- Students are required to interview with the Dean of Academic Affairs for approval to re-matriculate once a program withdrawal has taken place. This approval will generally be granted after the first occurrence. However, The Art Institute reserves the right to refuse reentry after the second withdrawal from The Art Institute. The student may appeal the decision to the President within 10 days of receipt of a readmission denial from the Dean of Academic Affairs.

## Interest on Outstanding Balances

The student understands and agrees that he/she will be liable for interest charges that will be assessed on his/her account balance until the balance is paid in full. Interest will be charged at 12% per annum 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 Art Institute at the end of the prior month, including but not limited to tuition, fees, registration fees, fines, damages, etc., less the total amount paid to the student's account at the end of the current month including financial aid that the student has been awarded but has not been paid for the quarter provided that the student and/or the student's parent(s) have completed all of the requirements for the award. The student understands and agrees that his/her adjusted outstanding balance is different from his/her payment plan and that the student's financial aid award may be reduced or eliminated if the student does not complete all of the requirements for financial aid.

## NON-PAYMENT OF CHARGES

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

In addition, The Art Institute reserves the right to report the student's failure to pay amounts owed to one or more national credit bureau organizations and not release an academic transcript until all debts are paid in full.

## Withdrawal Policy

For the purpose of determining a refund, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. The student notifies The Art Institute of withdrawal or of the date of withdrawal.
2. The Art Institute terminates the student's enrollment as provided in this Enrollment Agreement.
3. The student exceeds the number of absences allowed and must be withdrawn from the last class remaining on his/her program of study. The date of withdrawal shall be deemed the last date of recorded attendance.
4. Refunds will be made within 30 calendar days after the date of the student's last day of attendance.

## GENERAL INFORMATION AND UNDERSTANDING ARBITRATION

Every student and The Art Institute agrees that any dispute or claim between the student and The Art Institute (or any company affiliated with The Art Institute, 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 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'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 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, 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 20 day period, The Art Institute will select one.

The Art Institute 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 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 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 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 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 Seattle. 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, 8003525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371.

## TRANSFERABILITY OF CREDIT

The Art Institute of Salt Lake City is exempt from registration pursuant to the Utah Postsecondary Proprietary School Act. Any questions should be directed to the Utah Division of Consumer Protection (UDCP) (160 East 300 South, Second Floor, Salt Lake City, UT 84114, 801-530-6601).

The Art Institute of Salt Lake City is accredited by the Accrediting Council for Independent Colleges and Schools to award diploma's, associate's degrees, and bachelor's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by

the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, DC 20002. (202) 336-6780.)

However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. 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 the student to prepare to seek entry-level employment in the student's 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 earned at The Art Institute 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 the student decides to transfer to another school within The Art Institutes system, not all of the credits the student earns at The Art Institute may be transferable into that school's program.

If the student is considering transferring to either another school within The Art Institutes system or an unaffiliated school, it is the student's responsibility to determine whether that school will accept the student's Art Institute credits. The Art Institute encourages the student 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 Assistance

**The Art Institute does not guarantee employment or any particular level of compensation following graduation. The Art Institute does, however, offer assistance in finding employment to 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.

## 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 at any time, with or without notice.

## 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.

## Class Sessions

Classes are in session six (6) days a week, Monday through Saturday. Each student is scheduled by The Art Institute to meet his/her total weekly hour requirement through a combination of morning, afternoon, and evening classes. The weekly hour requirement is scheduled to be completed in a minimum of two (2) days and a maximum of six (6) days during each week. Classes are assigned and generally announced to students in advance of each quarterly start date. Student attendance may vary according to the program of study and may change from quarter to quarter. Some classes may be scheduled on Saturdays. Average attendance is 20 hours a week. Hours: 7:00 a.m. - 11:00 p.m.

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, and academic and student distribution circumstances. From time to time, instructional activities may occur at an off-site 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 able to acquire 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. To complete the requirements of the program, each 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.

## Requirements for Graduation

To receive an associate's degree, a student must complete a minimum of 90 quarter-credits, with 23 quarter-credits in general education courses and 67 quarter-credits as specified by the curriculum. To receive a bachelor's degree, a student must complete a minimum of 180 quarter-credits, with 56 quarter-credits in general education courses and 124 quarter-credits as specified in the curriculum. For both the associate's and bachelor's degrees, the student must achieve a cumulative GPA of 2.0 or higher. Also, the student must receive a passing grade or credit for all required course work, meet portfolio or other requirements, meet with a Career Services advisor, and satisfy all financial obligations to The Art Institute of Salt Lake City. All students must complete COL 100 prior to graduation. Students must complete a Graduation Clearance Form with the Student Affairs office during their final quarter of attendance prior to completion of their course of study. The form must be submitted by the tenth week of the quarter.

## Curriculum

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

## Student's Right to Cancel Prior to Matriculation

Student's Right to Cancel Prior to Matriculation Applicants who have not visited The Art Institute prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. Applicants may cancel their enrollment in writing before the beginning of classes. All monies, minus the \$50 nonrefundable fee, will be refunded. However, students who submit a written request to be withdrawn within three days of signing the enrollment agreement will receive a refund of all monies. An applicant not requesting cancellation in writing before the starting date indicated on the Enrollment Agreement will be considered a student. 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. Culinary uniforms are nonreturnable if sizing has occurred. Applicant is responsible for the cost of the uniforms.

## Course Completion and Graduate Employment Information

To help prospective students make sound decisions about whether to sign up for one of The Art Institute's degree programs, The Art Institute wants prospective students to know that these are newly established programs at this institution. None of the degree programs has been offered long enough for reliable completion and Graduate Employment data to be available for students.

## 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.

## Proficiency Credit

Official documents (CLEP or AP scores) related to transfer or proficiency credit must be received by an Art Institutes school 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.

## ADD-DROP PERIOD

The ADD-DROP period for students who start at the beginning of the quarter ends on the first day of classes in week two. The ADD-DROP period for students who start at the mid-quarter ends the second day after the mid-quarter session begins.

## HOUSING

The Art Institute offers assisted and school sponsored housing to all enrolled students. See Student Affairs for details.

## STUDENT RIGHT TO KNOW

Information on graduation/completion rates, for first-time, full-time, freshman is available through the Admissions and Career Services Offices.

According to regulations published by the Department of Education the retention rate of certificate or degree seeking first time, full time undergraduate students is 42 %. These rates combine the retention rates from the main school campus and all its branch campuses. The retention rate for first-time, full-time students at this location is 57%. The retention rate is calculated based on the number of first time, full time students, who entered The Art Institute in Fall 2008 and were still enrolled as of Fall 2009.

## NON-DISCRIMINATION POLICY

The Art Institute of Salt Lake does not discriminate or harass on the basis of race, color, 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, [Insert School Name] 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: Sophia Andali, MBA, MA, Director of Student Affairs, 121 W. Election Road, Suite 100, Draper, UT 84020, Phone: 801-601-4723 or Email: sandali@aii.edu.