

Enrollment Agreement (Please complete this form in detail after reading it carefully.)

Name _____
Last Name First Name Middle

Present Address _____
Street or P.O. Box City State Zip

Telephone: Home (_____) _____ Business (_____) _____ Email _____

Programs of Study

DIPLOMA PROGRAMS

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> The Art of Cooking
<small>(42 credits, 12 months)</small> | <input type="checkbox"/> Digital Image Management
<small>(42 credits, 12 months)</small> | <input type="checkbox"/> Fashion Retailing
<small>(42 credits, 12 months)</small> | <input type="checkbox"/> Web Design & Development
<small>(42 credits, 12 months)</small> |
| <input type="checkbox"/> Baking & Pastry
<small>(42 credits, 12 months)</small> | <input type="checkbox"/> Digital Design
<small>(36 credits, 12 months)</small> | <input type="checkbox"/> Residential Design
<small>(36 credits, 12 months)</small> | <input type="checkbox"/> Web Design & Interactive Communication
<small>(42 credits, 12 months)</small> |

Those students who fulfill all requirements for diploma programs earn a Diploma.

Date you wish to start

Indicate the session and year you are seeking admissions. (Programs in Session II are limited; check availability of programs with admissions office prior to submitting enrollment agreement.)

- SUMMER '11 Session I (July 11)
 Session II (Aug 18)
- FALL '11 Session I (Oct 3)
 Session II (Nov 10)
- WINTER '12 Session I (Jan 9)
 Session II (Feb 16)
- SPRING '12 Session I (April 2)
 Session II (May 10)
- SUMMER '12 Session I (July 9)
 Session II (Aug 16)
- FALL '12 Session I (Oct 1)
 Session II (Nov 8)

Tuition and Fees Information – Current Schedule of Charges*

	The Art of Cooking (DIP) (42 credits)	Baking & Pastry (DIP) (42 credits)	Digital Design (DIP) (36 credits)	Digital Image Management (DIP) (42 credits)
Tuition per credit	\$ 485	\$ 485	\$ 485	\$ 485
Full Time Quarterly Tuition*	4,365	4,365	4,365	4,365
Starting Kit ¹	894	894	316	0
Quarterly Texts & Supplies ²	180	200	300	500
Culinary Lab Fee ³	1,365	1,470	-	-
Additional Costs ⁴	-	-	-	-
Digital Resource Fee ⁵	650	650	600	650

	Fashion Retailing (DIP) (42 credits)	Residential Design (DIP) (36 credits)	Web Design & Development (DIP) (42 credits)	Web Design & Interactive Communication (DIP) (42 credits)
Tuition per credit	\$ 485	\$ 485	\$ 485	\$ 485
Full Time Quarterly Tuition*	4,365	4,365	4,365	4,365
Starting Kit ¹	0	657	0	0
Quarterly Texts & Supplies ²	400	360	350	350
Culinary Lab Fee ³	-	-	-	-
Additional Costs ⁴	-	-	-	-
Digital Resource Fee ⁵	650	600	650	650

- Applicable sales tax is included. The Starting Kit price is an estimate. The Starting Kit consists of the basic equipment, texts and materials needed for each program and a Supply Store credit for additional items (depending on the program). A list of the components of the Starting Kit is provided to each enrolled student.
- Quarterly Texts & Supplies are estimated and will vary by quarter.
- Estimated Quarterly Lab Fee: \$315
Culinary lab courses and specific Bachelor level courses are charged a lab fee of \$105 for each 3-credit course or \$210 for a 6-credit course. The culinary lab fee will be treated as part of the tuition for refund purposes.
- Additional costs include: A \$100 fee is charged for each online course taken.
- Digital Resource Fee: The digital resource fee includes the cost of the digital textbooks as well as other digital resources which are integrated into the course and vary by program. The fee includes all applicable taxes. The estimated fee assumes class courses require a digital resource; however currently not all courses use digital resources. Courses that include an e-book will be noted in the registration material and the fee will be charged automatically in addition to tuition. If a course does not use e-books, the student remains responsible for purchasing the required text and materials. The digital resource fee is \$50 per course.

* Not including credit hour tuition increases that may occur throughout the duration of the program. The total cost will increase with each per credit hour tuition increase.

 For detailed program and cost info
AiPrograms.info
 You will find program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.

STUDENT'S RIGHT TO CANCEL

YOU, THE STUDENT, MAY CANCEL YOUR ENROLLMENT WITHOUT ANY PENALTY OR OBLIGATION AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER SIGNING THIS ENROLLMENT AGREEMENT.

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 the Enrollment Agreement.

Student Acknowledgements

I have read The Art Institute of Seattle'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 of Seattle's obligations under this Enrollment Agreement (except the cancellation and refund provisions) may be terminated by The Art Institute of Seattle if I fail to comply with The Art Institute of Seattle's attendance, conduct, academic, and/or financial requirements. I understand that The Art Institute of Seattle also reserves the right to cancel my enrollment if The Art Institute of Seattle determines

(i) that I have demonstrated poor academic potential (as determined through evaluation of transcript records, 150 word admissions essay, 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 of Seattle must be paid in full before a diploma or degree may be awarded and before transcripts will be issued.

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.

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 Seattle.

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 of Seattle. 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 school.

If I elect a financial aid plan, the plan will be in compliance with the Federal Truth in Lending retail installment requirements and the plan becomes part of this Enrollment Agreement.

I acknowledge in writing that I have discussed the Enrollment Agreement with institutional personnel, and understand all financial obligations and responsibilities.

I understand that this agreement will be binding only when it is fully completed, signed, and dated by the student and an authorized representative of the school prior to the time instruction begins. I also understand that this Agreement is not binding until accepted in writing by The Art Institute of Seattle. Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student (or the student's parent or guardian if he/she is a minor).

NOTICE TO THE BUYER: Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of the contract are binding. You are entitled to an exact copy of the agreement, school catalog, and any other papers you sign. You are required to sign a statement acknowledging receipt of those. If you have not started training, you may cancel this contract by providing written notice of such cancellation to the school at its address shown on the contract. The notice must be postmarked not later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract, or the written notice may be hand delivered to the school within that time. In event of dispute over timely notice, the burden to prove rests on the student. It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or the student's parent or guardian if he/she is a minor and a written statement notifying all parties that the cancellation and refund policy continues to apply.

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

Student's Signature Date

Parent's (or Guardian's) Signature (If student is under 18 years of age) Date

Signature of Accepting Official from School Date

Parent's (or Guardian's) Address

Title of Accepting Official Date

City State Zip Code

Financial Information

Tuition & Fees

Active Duty, Active and Drilling members of the Reserve and National Guard and Spouses of Active Duty military personnel:

The Art Institute of Seattle offers a special military tuition discount of 10% to eligible Active Duty, Active and Drilling members of the Reserve and National Guard and spouses of Active Duty military personnel.

The application fee is waived for Active Duty and Active and Drilling members of the Reserve and National Guard. The application fee is waived for all veterans who qualify for government military education financial aid and spouses of Active Duty military personnel.

Financial Information

Each academic quarter is 11 weeks. An application fee of \$50 is to be submitted with your application for admissions. A tuition deposit of \$100 must be received by The Art Institute of Seattle 10 days after you have signed this Enrollment Agreement.

The starting kit consists of the basic equipment, textbooks and materials needed for each program. Some programs may include a supply store credit for additional items. A list of the components of the starting kit is provided to each enrolled student. Purchasing a starter kit is optional.

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. A student may not register for any academic quarter of study unless all tuition and fees that are due have been paid, or unless the student has made arrangements for an approved alternate payment plan. The executed alternate payment plan shall be considered an addendum to this Enrollment Agreement.

Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending. Tuition for repeat courses is charged on a per credit basis.

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 of Seattle 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 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.

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.

Refund Policy Prior to Matriculation

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

- 1. All monies paid by applicants will be refunded if they are not accepted for admission.
2. All monies paid by applicants will be refunded if requested by them within five business days after signing this Enrollment Agreement and making an initial payment.
3. 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. The \$50 application fee is valid for the original start date noted on this enrollment agreement and the three subsequent start dates. Applicants who postpone starting school beyond that point will be required to re-apply and pay another application fee.
4. All tuition and fees paid by applicants will be refunded if requested within three business days after their first tour of The Art Institute of Seattle 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.
5. Applicants who give less than ninety (90) days' cancellation notice will be entitled to a refund of all monies paid to The Art Institute of Seattle, less the \$50 application fee and \$100 tuition deposit.
6. Refunds will be made within thirty (30) calendar days after the applicant's/student's request or within thirty (30) calendar days after his/her first scheduled class day.

Refund Policy After Matriculation - All Quarters

In the event of withdrawal by the student or suspension by The Art Institute of Seattle 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. There is no refund for equipment, texts or supplies.
2. The Art Institute of Seattle shall terminate the student when the student has missed ten consecutive class days, and the school shall pay the refund within thirty (30) days of the date of notification. The refund shall be paid to the student, unless payment to a lender or other entity is required by the terms of a student financial aid program in which the school participates.
3. The student may voluntarily withdraw from training by notifying the Office of Registrar in person or in writing. Refunds will be made within thirty (30) days of the date that the student notifies The Art Institute of Seattle, or the last date of class attendance, whichever is later. 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 day in 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 of Seattle may modify the tuition refund policy as deemed appropriate to the circumstances.
5. A separate license agreement and waiver policy exists for students who are licensing housing accommodations directly through The Art Institute of Seattle. The Art Institute of Seattle reserves the right to apply any non-Title IV funds, or any refund due to a student, to any student financial account that is in arrears, including housing.
6. The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:
a. When The Art Institute of Seattle receives notice of the student's intention to discontinue the training program;
b. When the student is terminated for a violation of a published Art Institute of Seattle policy which provides for termination;
c. When a student, without notice to The Art Institute of Seattle, fails to attend class for ten consecutive school days.
7. Each academic quarter is 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.
8. In the event The Art Institute of Seattle cancels or changes a course or program of study in such a way that a student who started the program or course is unable to complete it, The Art Institute of Seattle will refund all monies paid by the student for the course or program within thirty (30) days.
9. Discontinued programs:
a. If instruction in any program is discontinued after training has begun or if the school moves from one location to another, it must either:
i. Provide students pro rata refunds of all tuition and fees paid; or
ii. Arrange for comparable training at another public or private vocational school. Students must accept comparable training in writing.
b. If the school plans to discontinue a program it must notify the agency and affected students in advance. The notification must be in writing and must include at least data required under WAC 490-105-210(3).
c. Students affected by a discontinuation must request a refund within ninety days.
10. For distance education programs:
a. A student may request cancellation in any manner.
b. The following is a minimum refund policy for distance education courses without mandatory resident training:
i. An applicant may cancel up to five business days after signing the enrollment agreement. In the event of a dispute over timely notice, the burden to prove service rests on the applicant.
ii. If a student cancels after the fifth calendar day but before the school receives the first completed lesson, the school may keep only a registration fee of either fifty dollars or an amount equal to fifteen percent of the tuition (in no case is the school entitled to keep a registration fee greater than one hundred fifty dollars).
iii. After the school receives the student's first completed lesson and until the student completes half the total number of lessons in the program, the school is entitled to keep the registration fee and a percentage of the total tuition as described in the following table:
If the student completes this percentage of lessons: The school may keep this percentage of the tuition cost:
0% through 10% - 10%
11% through 25% - 25%
26% through 50% - 50%
More than 50% - 100%

- iv. Calculate the amount of the course completed by dividing the number of lesson assignments contained in the program by the number of completed lessons received from the student.
11. Combination distance education/resident training programs:
a. The following is a minimum refund policy for a distance education program that includes mandatory resident training courses.
i. Tuition for the distance education and resident portions of the program must be stated separately on the enrollment agreement. The total of the two is the price of the program.
ii. For settlement of the distance education portion of the combination program, the provisions of the table in subsection (2)(b)(iii) of this section apply.
iii. For the resident portion of the program, beginning with the first resident class session if the student requests a cancellation, the provisions of the table in subsection (1)(d) of this section apply.
iv. Calculate the amount of resident training completed by dividing the total number of training days provided in the resident training program by the number of instructional days the student attends resident training.
b. A distance education student who cancels after paying full tuition is entitled to receive all course materials, including kits and equipment.

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.

To officially withdraw, the student will need to notify the Registrar's Office. The registrar will assist the student to complete the withdrawal process and will determine the last date of attendance and the date of determination. The date of determination would be the earlier of the date the student begins the school's withdrawal process or the date the student provides notice. For students who unofficially withdraw, the Registrar will determine the last date of attendance using attendance records.

Adjustment of charges

In accordance with state policy, the school will earn tuition and fees as follows:
*Week One10%
Weeks Two and Three25%
Weeks Four through Six50%
After Week Six100%

*First quarter students that cancel within the first five (5) business days of a class session will not be charged any tuition.

Examples of the calculations are available in the Student Accounting office. The refund calculations may change based on changes in Federal, state, or accrediting agency regulations. Students may be notified 60 days in advance of any changes.

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 5 weeks in duration.

Adjustment of tuition and fee charges

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

Week One10%
Week Two25%
Week Three50%
After Week Three100%

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.

General Information And Understandings

Handling of student complaints

Questions or concerns regarding The Art Institute of Seattle's compliance with the terms of this Enrollment Agreement may be directed to the Director of Admissions at The Art Institute of Seattle.

The Art Institute of Seattle is accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the United States Department of Education. NWCCU can be reached at 8060 165th Avenue NE, Suite 100; Redmond, WA 98052.

The Art Institute of Seattle is licensed under Chapter 28c.10 RCW; inquiries or complaints regarding this or any other private vocational school may be made to the: Workforce Training and Education Coordinating Board, 128 10th Avenue SW, P.O. Box 43105, Olympia, Washington 98504-3105. (Phone 360-753-5662).

For Oregon students, the following applies: students aggrieved by actions of the school should attempt to resolve these problems with appropriate Art Institute of Seattle officials. Should this procedure fail, or if students have questions, students may contact: Oregon Department of Education, 255 Capitol Street NE, Salem, OR 97310-0203, (telephone 503-947-5600). The student, after exhausting all other notification and appeal procedures, can send a written complaint to the Northwest Commission on Colleges and Universities, 8060 165th Avenue NE, Suite 100, Redmond, WA 98052.

Arbitration

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

The Art Institute of Seattle 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 Seattle 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 SEATTLE 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 SEATTLE 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 Seattle 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, www.jamsadr.com, 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371.

Transferability of Credit

The Art Institute of Seattle is accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the United States Department of Education. NWCCU can be reached at 8060 165th Avenue NE, Suite 100; Redmond, WA 98052.

The Art Institute of Seattle is licensed under Chapter 28c.10 RCW; inquiries or complaints regarding this or any other private vocational school may be made to the: Workforce Training and Education Coordinating Board, 128 10th Avenue SW, P.O. Box 43105, Olympia, Washington 98504-3105. (Telephone 360-753-5662).

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 of Seattle is to help you to prepare for entry-level employment and career/professional advancement in your chosen field of study. The value of degree programs like those offered by The Art Institute of Seattle is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at The Art Institute of Seattle will transfer to another school.

Programs offered by one school within The Art Institutes system of schools 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 Seattle may be transferable into that school's program.

If you are considering transferring to either another school within The Art Institutes system or an unaffiliated school, it is your responsibility to determine whether that school will accept your Art Institute of Seattle credits. We encourage you to make this determination as early as possible. The Art Institute of Seattle does not imply, promise, or guarantee transferability of its credits to any other institution.

Employment Assistance

The Art Institute of Seattle does not guarantee employment or any particular level of compensation following graduation. The Art Institute of Seattle does, however, offer assistance in finding employment to all eligible graduates at no additional charge. Graduates who confine employment considerations to the metropolitan area served by The Art Institute of Seattle may limit the particular employment opportunities available to them.

Policies and Procedures

The student is on a continuing quarter-by-quarter enrollment basis and agrees to comply with all published Art Institute of Seattle policy and procedures. The Art Institute of Seattle reserves the right to add, delete or modify its policies and procedures. Any changes will not negatively affect currently enrolled students.

Student Withdrawal

The student may voluntarily withdraw from all courses registered 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.

Release of Transcripts

Transcripts are available at the Registrar's Office. All outstanding balances must be paid in full prior to the release of an official transcript.

Withdrawing from Individual Courses

The student is responsible for full tuition for courses withdrawn from after the add/drop period.

Students Right-to-Know

According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/completion rates for first-time, full-time students who entered school and graduated/completed within 150% of the normal time to complete the program must be made available to current and prospective students. You may obtain this information in the Admissions Office.

Class Sessions

Classes are in session Monday through Saturday. Students are scheduled by The Art Institute of Seattle to meet their weekly hour requirement through a combination of morning, afternoon, evening, and online classes. 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.

Table with 2 columns: Class Schedule, Time. Rows include 4 hr Class Schedule (8:00 am - 12:00 pm, 12:30 pm - 4:30 pm, 5:45 pm - 9:45 pm) and 5 hr Class Schedule (6:30 am - 11:30 am, 12:15 pm - 5:15 pm, 5:45 pm - 10:45 pm).

The Art Institute of Seattle reserves the right to change a student's class session schedule from time to time, according to classroom, studio, shop and/or lab availability, and academic and student distribution circumstances. From time to time, instructional activities may occur at an off-campus location appropriate for the particular activity. The Art Institute of Seattle reserves the right to not offer every class every quarter as long as the student is not held up in progressing through the quarter or is forced to take courses at a time not agreed to or understood at the time of their enrollment.

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 that the student could be expected to encounter in an entry-level position in the field. Such equipment must be shared by the students; accordingly, The Art Institute of Seattle 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 at scheduled classes, the student will be required to devote additional time each week outside the classroom studying and working on assigned projects.

Curriculum

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

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 of Seattle does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, genetic marker, 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 of Seattle's equal opportunity policy and grievance procedure, please contact the Director of Human Resources, The Art Institute of Seattle, 2323 Elliott Avenue, Seattle, WA 98121, (206) 448-0900 ext. 2311.

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. Receive a passing grade or credit for all required course work,
2. Earn the required credits in each of the disciplines for their major,
3. Achieve a minimum CGPA of 2.0,
4. Meet portfolio and other requirements of the student's program,
5. Satisfy all financial obligations to The Art Institute of Seattle,
6. Earn at least 25% of the required credits at The Art Institute of Seattle.