

THE APPLICATION PROCESS:

As part of the application process, applicants are required to 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 accomplishments in core academic courses as evidenced through transcript grade point average or upon 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 who do not submit a transcript or GED scores will be required to take additional testing, the results of which will be reviewed by the Admissions Committee. The Committee can then grant conditional acceptance, but applicants still will be required to submit the transcript or GED scores by a date established by the Director of Admissions.

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. A student may not register for any academic quarter of study unless all tuition and fees that are due have been paid, or the student has made arrangements for an approved alternative payment plan of a total of 3 payments or less. 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.

SKILLS ENHANCEMENT:

The Art Institute tests incoming students to determine their preparedness for college-level coursework in English and Mathematics. Students who demonstrate a need for additional support may be required to enroll in Skills Enhancement courses offered by The Art Institute. Such courses are charged at the current per-course rate, and are in addition to normal program requirements. Skills Enhancement courses are not calculated in the total credits needed for graduation.

ENGLISH LANGUAGE PROFICIENCY:

Applicants whose first language is other than English will be required to take an English language proficiency exam. Depending on the student's exam results, the student may be required to take an ESL [English as a second language] class.

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 the applicant will be refunded if requested by the applicant within five business days after signing this Enrollment Agreement and making an initial payment.
3. Applicants requesting cancellation no later than 90 days before the first scheduled class date will receive a refund of all monies paid less the \$50 application fee.
4. Applicants who give less than 90 days' cancellation notice will be entitled to a refund of all monies paid to the Institute, less a cancellation fee of \$150 [includes application fee.]
5. All monies paid by applicants will be returned, if requested, within three business days after their first visit to the school or within three business days of the regularly scheduled orientation program for their starting quarter, whichever is sooner.
6. Refunds will be made within 30 calendar days after the applicant's request or within 30 calendar days after his/her first scheduled class day.
7. The application fee is valid for four consecutive quarters, including the original start date quarter. Students wishing to reapply after four quarters will be required to submit a new application fee.
8. Applicants who postpone starting school after the original start date noted on the Enrollment Agreement are required to reapply and will be subject to the tuition, fees, and other conditions on the revised Enrollment Agreement.

REFUND POLICY AFTER MATRICULATION, ALL QUARTERS:

In the event of withdrawal from the program by the student or termination by the Institute during any quarter of study:

1. Prepaid tuition and fees for any period beyond the student's current quarter will be refunded in full.
2. The student may voluntarily withdraw from the Institute by notifying the Office of the Registrar in person or in writing. If the student stops attending without notifying the Office of the Registrar, the Institute shall determine the date of withdrawal. This determination date will be considered the notification date for refunding purposes. Refunds due shall be paid within 30 days of the notification date, unless the student is withdrawing at the end of the quarter.
3. Refunds for a student notifying the Institute prior to the end of a quarter that he/she will be withdrawing at the end of that quarter will be paid within 30 days of the last day of that quarter.
4. Refunds for a student who completes a previous quarter of study and does not notify the institute prior to the end of that quarter that he/she will not be returning for the following quarter will be paid within 30 days of the first day of that following quarter in which the student was expected to return.
5. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, the Institute may modify the tuition refund policy as deemed appropriate to the circumstances.
6. A separate license agreement and refund policy exists for students who lease housing accommodations arranged by the Institute. The Institute reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.
7. Each academic quarter is 11 weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a week's attendance is considered a full week of attendance for refund purposes.
8. In the event the Institute cancels or changes a course or program of study in such a way that a student who had started the program or course is unable to complete it, the Institute will refund all monies paid by the student for the course or program within 30 days.
9. Examples of the calculation of the tuition and fee refund policy are available upon request from the student accounting office.
10. Students may drop/add classes during the first week of the quarter and tuition will be adjusted accordingly. Students may not add classes to their schedule after the first week of the quarter. Tuition will not be adjusted for any classes dropped after week one unless the student completely withdraws from the program [see refund policy below].
11. Any changes made to a student's schedule may change the student's financial aid eligibility.
12. The Institute reserves the right to revise the refund policy. Students will be notified of any changes 60 days in advance of the effective date.

REFUND CALCULATIONS

Return of Federal Title IV Aid: A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60% of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The school will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, Federal ACG Grant, Federal Smart Grant, SEOG.

If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60% of the quarter/semester, the student may need to return some of those funds. If the student needs to return funds, the school will notify the student regarding how much is owed, and how it is to be returned.

The Return of Federal Title IV Aid calculation as described above for mid-quarter sessions will apply using the mid-quarter start and end dates.

Adjustment of Charges: In accordance with school policy, if the student withdraws from school, the school will earn tuition and fees as follows; based on the week in which the student withdraws.

Week One	10%	For Mid-Term Sessions:	
Weeks Two and Three.....	30%	Week One.....	25%
Weeks Four and Five.....	60%	Week Two.....	50%
After Week Five.....	100%	After Week Two.....	100%

The Institute will first calculate how much needs to be returned under the Federal Return Of Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The Institute will then calculate how much of the charges can be retained based on the institute's policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from federal funds after calculating the Return of Title IV formula and the refund policy, the refund will be made to the student, or with the student's written authorization, to the federal loan program(s) from which funds were received, in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance remaining after the Federal refund is made, under school policy, refunds will be made in this order, to programs from which funds were received: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), and student.

REFUND POLICY FOR ONLINE CLASS WITHDRAWAL: Session I of online classes will begin on the regularly scheduled start date of the on-ground session. Session I of online classes will end on the Sunday of the sixth week of the quarterly session. Students wishing to take an online class for Session I of a quarter will need to be registered for that class well in advance of the beginning of the session as designated by the online class calendar. Orientation for the class must be completed prior to commencing studies in the online program. Students may withdraw from Session I online classes during regularly scheduled drop/add week of the on-ground session, which ends the second Monday of the quarterly session without penalty. Students may opt to move into an equivalent on-ground offering of the class or not take the class at all. In both instances, the Institute will refund the online lab fee associated with the online course. Students transferring to the on-ground course will continue to be charged the tuition according to their specific rate and course credits. Students who withdraw from a Session I online class after the drop/add period will forfeit the online lab fee and tuition if they remain in school for other course work. Session II of online classes will begin at the start of the sixth week of the regularly scheduled on ground classes. Session II will end on the last day of the regularly scheduled quarterly session of the Institute. Registration for Session II will end on the last day of the drop/add period for the regular quarterly session of the Institute. Students who registered for a Session II online class but withdraw prior to the commencement of that class will be entitled to a full refund of tuition for the class and the online lab fee provided they remain in school attending other classes. Students who withdraw from an online class but continue with on-ground studies will not receive a refund of tuition. Students who withdraw from school during the period of time they are in attendance in an online class will be subject to the refund policy of the Institute (see Refund Calculations section above). Attendance for online classes is based on meaningful participation in a specified number of days out of a possible 7 days each week. Standard will be 4 of 7 or 5 of 7 and will be clearly stated in the course syllabus.

GENERAL INFORMATION AND UNDERSTANDINGS:

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 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 student and/or the student's parent(s) have completed all 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 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 Tampa will result in you being obligated for additional collection costs, collection agency costs, and legal costs. In addition, we reserve the right to report your failure to pay amounts owed us to one or more national credit bureau organizations and not release your academic transcript until all your debts to us are paid in full.

FINANCIAL PLAN: A separate Financial Plan exists which complies with Truth in Lending regulation Z and upon completion becomes part of this agreement.

ACCREDITATION AND LICENSURE:

Miami International University of Art & Design and its branch campuses, The Art Institute of Tampa and The Art Institute of Jacksonville are accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the masters, bachelors, and associates degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Miami International University of Art & Design or its branch campuses.

Miami International University of Art & Design and The Art Institute of Tampa are licensed by means of accreditation by the Commission for Independent Education, Florida Department of Education. Additional information regarding licensure should be directed to the Florida Department of Education, Commission for Independent Education located at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400.

STUDENT RIGHT TO KNOW: Information on graduation/completion rates for first-time, full-time students is available through the Admissions Office.

STUDENT COMPLAINTS: Questions or concerns regarding the Institute's compliance with the terms of this Enrollment Agreement may be directed to the Dean of Student Affairs at the Institute. Questions or concerns that are not satisfactorily resolved by Institute officials may be brought to the attention of the Florida Department of Education, Commission for Independent Education, located at 325 W. Gaines St., Suite 1414, Tallahassee, Florida 32399-0400.

ARBITRATION: You and The Art Institute of Tampa ("AiTa") agree that any dispute or claim between you and AiTa (or any company affiliated with AiTa, or any of its officers, directors, trustees, employees or agents) arising out of or relating to this enrollment agreement or, absent such agreement, your enrollment or attendance at AiTa, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at your or AiTa's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein.

If you decide to initiate arbitration, you may select either, JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure. If AiTa intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with AiTa, and you will have 20 days from the date of the letter to select one of these organizations as the administrator. If you fail to select an administrator within that 20-day period, AiTa will select one.

AiTa agrees that it will not elect to arbitrate any individual claim of less than \$5,000 that you bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if your claim exceeds \$5,000, AiTa reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER YOU OR AiTa CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, YOU WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT YOU OR AiTa WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which you reside. Upon your written request, AiTa 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 or this agreement gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with AiTa. 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.arbforum.com, 800-474-2371. The above supersedes any inconsistent arbitration provision published in any other document such as your catalog or, where applicable, your enrollment agreement.

TRANSFERABILITY OF CREDITS: Miami International University of Art & Design and its branch, The Art Institute of Tampa are licensed by The Florida State Board of Independent Colleges and Universities and accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, an accrediting agency recognized by The United States Department of Education. 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 mission of The Art Institute of Tampa is to help you to prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by The Art Institute of Tampa 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 Tampa 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 Tampa may be transferable into that school's program.

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

EMPLOYMENT ASSISTANCE: The Institute does not guarantee employment or any particular level of compensation prior to or following graduation. The Institute does, however, offer assistance in finding employment to all graduates at no additional charge. Graduates who confine employment considerations to the metropolitan area served by the Institute 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 Institute policies and procedures. The Institute reserves the right to add, delete or modify its policies and procedures.

STUDENT WITHDRAWAL: The student may voluntarily withdraw from the Institute by notifying the registrar's office 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 five days a week, Monday through Friday. Some departments hold classes on Saturdays, as well. Students are scheduled by the Institute to meet their total weekly hour requirement through a combination of morning, afternoon, evening and weekend classes. The weekly hour requirement is scheduled to be completed in a minimum of three days and a maximum of six days during each week. Individual times and days of attendance vary by department and quarter level and are assigned and generally announced to students in advance of each quarterly start date. Classes will be delivered between the hours of 7:00 a.m. and 11:00 p.m.

The Institute reserves the right to change a student's class session schedule from time to time, according to classroom, studio, shop and/or lab availability, and academic and student distribution circumstances. From time to time, instructional activities may occur at an off-campus location appropriate for the particular activity.

INSTRUCTIONAL EQUIPMENT: Use of instructional equipment will be made available according to the program curriculum to enable the student to acquire an understanding of those fundamental principles of such equipment which the student would be expected to encounter in an entry-level position in the field. Such equipment must be shared by students accordingly. The Institute cannot guarantee student's 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 to studying and working on assigned projects.

CURRICULUM: The Institute reserves the right to revise course content, 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.

NON-DISCRIMINATION POLICY:

The Art Institute of Tampa does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion or any other characteristic protected by state, local or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the Institute's compliance efforts regarding the non-discrimination policy: Ruth Semelsburger, Dean of Student Affairs, The Art Institute of Tampa, 4401 N. Himes Ave, Tampa, Florida 33614; phone 813.873.2112.

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.

STUDENT ARTWORK: The student agrees that all information, ideas or documents disclosed or submitted by the student as part of his/her educational program at the Institute are disclosed or submitted upon the understanding that the only obligation that the recipient has with respect to such information, ideas or documents and any use of the same, is limited solely to claims for infringement of valid patents.

REQUIREMENTS FOR GRADUATION: To be qualified to graduate and become eligible to participate in the Portfolio Review, for those programs requiring a portfolio, a student must fulfill the following requirements:

1. Receive a passing grade or credit for all required course work.
2. Achieve a minimum CGPA of 2.0.
3. Maintaining satisfactory academic progress standards as outlined in the Institute's catalog.
4. Satisfy all financial obligations with the university.
5. Receive a passing grade on the portfolio or thesis, if required.
6. Successfully complete 112 credits for the Associate of Arts Degree.
7. Successfully complete 192 credits for the Bachelor of Fine Arts Degree.
8. Successfully complete 192 credits for the Bachelor of Arts Degree.