



CREATE TOMORROW

1409 Williams Road • York, Pennsylvania 17402
717.755.2300 / 800.864.7725

ENROLLMENT AGREEMENT

Name of Student: (Last Name) (First Name) (Middle Name)
Student's Previous (Maiden) Name:
Present Address: (Street) (City) (State) (Zip)
Home Telephone: () - Cell Phone: () -

Table with 8 columns: Program, Fashion & Retail Management, Graphic Design, Graphic Design, Interior Design, Kitchen & Bath Design, Media Arts & Animation, Web Design & Interactive Media. Rows include Tuition per Quarter, Cost of Initial texts, Application fee, Administration fee, Digital Resource Fee, and Total Tuition and Fees for Program.

* The tuition per quarter cost is based upon a student taking 16 credits per term. The actual cost will vary depending upon number of credits taken per term.
** 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 total tuition charge for any program will be increased from the above stated charges if a student is required to take Transitional Studies courses.

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

Check Quarter Starting Date:

- Session 1: July 2011, October 2011, January 2012, April 2012, July 2012, October 2012
Session 2: August 2011, November 2011, February 2012, May 2012, August 2012, November 2012

Indicate the program in which you are enrolling:

- Fashion & Retail Management (BS)
Graphic Design (AS)
Graphic Design (BS)
Interior Design (BS)
Kitchen & Bath Design (AS)
Media Arts & Animation (BS)
Web Design & Interactive Media (BS)

Each school quarter consists of 11 weeks. There are 7 quarters (77 weeks) for the Associate of Science Degree programs and 12 quarters (132 weeks) for the Bachelor of Science Degree programs. To graduate with an Associate of Science Degree in Graphic Design or Kitchen & Bath Design, students must earn 91 quarter credits. To graduate with a Bachelor of Science Degree in Graphic Design, Interior Design, Media Arts & Animation, Web Design & Interactive Media, or Fashion & Retail Management, students must earn 180 quarter credits. Classes are held Monday through Friday 8 a.m. to 10 p.m. and Saturday from 8 a.m. to 5 p.m.

COST: Application Fee: \$50 Administrative Fee: \$100

Tuition: The current per credit hour tuition rate is \$479 or \$7664 per quarter for full time students. 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. Any changes to tuition and fees will take place at the beginning of the term with at least sixty (60) days notice.

Books and Supplies: Cost of initial texts, basic equipment, and materials for each program will be as follows: Fashion & Retail Management - \$1,010.00, Graphic Design (associate's and bachelor's degree programs) - \$1,290.00, Interior Design - \$1,160.00, Kitchen & Bath Design - \$920.00, Media Arts & Animation - \$1,145.00, and Web Design & Interactive Media - \$1,105.00. Additional textbooks and equipment will be required in subsequent terms.

TERMS OF PAYMENT: Tuition is charged by the quarter. Students are not obligated for future quarters. Payment for tuition, net of confirmed

third party payments, is due in full prior to the start of each quarter. Students with delinquent accounts will not be allowed to start subsequent quarters. A transcript of grades will not be released until all financial matters have been satisfactorily completed.

NON-PAYMENT OF CHARGES: Non-payment of tuition, housing, and/or other charges to The Art Institute of York - Pennsylvania will result in your being obligated for collection agency costs and legal costs. We also reserve the right to report your failure to pay amounts to one or more national credit bureau organizations and not release your academic transcript until all your debts to us are paid in full.

CANCELLATION - TERMINATION: Applicants may cancel their enrollment in writing or in person at any time. The application fee (\$50) will be refunded in full if the applicant requests cancellation within five (5) calendar days of application or first visiting the school, whichever comes last. The administrative fee (\$100) is refunded if the applicant does not start classes.

The Art Institute of York - Pennsylvania is consistent with the state, federal, and accrediting commission requirements.

The Art Institute of York - Pennsylvania reserves the right to terminate enrollment to a student who fails to complete their financial obligations to the school as determined by

their student financial plan and who remains in arrears on their cash payment plans. Review of students whose balances remain in arrears due to failing to complete any or all financial requirements may be subject to financial termination. Notification of financial termination is made in the form of a letter to the student.

REFUND POLICIES: The termination date for refund calculation purposes is the last date of recorded attendance of the student. The student is responsible for notifying the school of withdrawal. Refunds are made within thirty (30) days from the last date of attendance. The refund policy applies to students who voluntarily withdraw or are terminated by the school for failure to satisfy the school's standards of academic progress, conduct, or financial obligation.

A separate agreement and refund policy exists for students who lease housing arranged and provided by The Art Institute of York - Pennsylvania. The Art Institute of York - Pennsylvania reserves the right to apply any student payment, or any refund due to a student, to any student financial account in arrears.

A separate equipment rental agreement with the Information Technology Department exists for students who choose to sign out equipment for curriculum-based projects where fees for late return or costs for damages and/or replacement

STUDENT'S AGREEMENT

I understand that this agreement becomes a legally binding document after I sign it and it is accepted by the school. I understand the total amount for the course of instruction for _____ is \$ _____. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the school's cancellation and refund policies have been clearly explained to me and that I have received a copy of this agreement. I agree that I am responsible for this amount. If I obtain a student loan, I am responsible for repaying the loan amount plus any interest.

I understand that my acceptance by The Art Institute of York - Pennsylvania is subject to my completion of an essay, submission of my high school transcript documenting graduation or evidence of my completion of a high school equivalency exam, submission of results of a nationally based exam (if required), a personal interview and other factors to be considered by The Art Institute of York - Pennsylvania. It is my responsibility to provide necessary documentation and other information to The Art Institute of York - Pennsylvania in connection with the admissions process. The Art Institute of York - Pennsylvania will notify me of acceptance if I successfully complete the admissions process and am accepted to the school.

The Catalog constitutes an addendum to this Agreement and its terms are incorporated herein. The undersigned has received and read a copy of this Agreement and the School Catalog. The terms and conditions of this Agreement are not subject to amendment or modification by oral agreement. If the student is not of legal age, this Agreement must be signed by a parent or guardian. By signing this Agreement both the enrollee and parent/guardian accept responsibility and liability for all fees, tuition and costs which become due pursuant to this Agreement. Enrollee and parent/guardian accept that, to the extent permitted by law, they are responsible for all reasonable collection agency and attorney fees incurred in attempting to collect unpaid debt to the Art Institute of York - Pennsylvania. Please sign and return both copies to The Art Institute of York - Pennsylvania. The Agreement is not binding until signed and dated by all parties.

Student's Signature _____ Date _____ Signature of School Representative _____ Date _____
Signature of Parent/Guardian _____ Date _____ Title of School Representative _____ Date _____

(if applicant is under 18 years of age)

or equipment charges are incurred. The Art Institute of York — Pennsylvania reserves the right to apply the charges to the student's account.

Mid-Session Starts

In order to qualify for most types of financial aid, students beginning mid-session must register for and maintain enrollment in a minimum of 6 credits during the first session of study. The mid-session is approximately 5 ½ weeks in duration. Students starting their first course of study at the mid-session start date will follow the same refund policy as stated in the enrollment agreement to include the Return of Federal Title IV Aid and Adjustment of Charges except that it is based on the beginning and ending date of the mid-session. In accordance with school policy, the school will earn tuition and fees for the mid-quarter as follows:

Amount of Mid-Session

Completed Tuition Obligation

Week One	25%
Weeks Two and Three	50%
Week Four	75%
After Week Four	Full tuition due

Students starting their first course of study at the mid-session start date will be given a four (4) day drop/add period during which they can drop or change a class without penalty as long as they do not drop out of school entirely. If they withdraw from school, the standard refund policy will apply. If a student drops or adds one or more class (es), financial aid eligibility may change. Students are advised to contact their Financial Aid Officer before dropping or adding a class. This applies only to the mid-session starting student. Students who leave school during the first three weeks of the mid-quarter session may return the starting kit and/or individual components of the starting kit within 10 days of their last date of attendance of the mid-quarter.

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.

Student Withdrawal:

To officially withdraw, the student will need to notify the Registrar's Office. The Registrar will assist the student in completing the withdrawal process, determine the last date of attendance, and the date of determination. The date of determination will be the earlier of the dates that 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:

Students who withdraw after the beginning of a term are responsible for tuition earned by the school, based on the schedule below:

Amount of Term Completed Tuition Obligation for Term

During the first seven calendar days of term - 10% due
After first week and through 25% of term - 45% due
Over 25% through 50% of term - 70% due
Over 50% through 100% of term - Full tuition due

Examples of the calculations are available in the Student Accounting office.

MISCELLANEOUS PROVISIONS

The Art Institute of York - Pennsylvania adheres to the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, other State and Federal laws and does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, gender marker or any other characteristic protected by state, local or federal law in its admission to, or in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

The school reserves the right to adjust tuition or fees. The changes will take place at the beginning of the term with at least sixty (60) days notice. The Art Institute of York – Pennsylvania reserves the right to revise course contents, course titles, and the sequence of classes, subject to applicable regulatory approval. The school also reserves the right to cancel a scheduled class start date for any program. In such case, all monies paid will be refunded. The school also reserves the right to reproduce student artwork in its promotional materials, with student permission. The Art Institute of York - Pennsylvania reserves the right to terminate a student at any time for unsatisfactory progress, non-payment of

tuition, failure to comply with school rules and regulations, or conduct deemed unsatisfactory.

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.

HANDLING OF STUDENT COMPLAINTS:

Persons seeking to resolve problems or complaints should first contact the person or persons with whom they have the conflict. If unresolved, the person seeking to resolve the problem should contact the next appropriate individual, in writing: if the conflict is with a fellow student, this would be the Instructor. If the conflict is with the Instructor, this would be the Department Head. If the conflict is with a member of The Art Institute of York — Pennsylvania staff, this would be the supervisor. Unresolved complaints should be referred to the Dean of Academic Affairs, the Senior Director of Admissions, or another member of the Executive Committee. Students who feel that a complaint has not been adequately addressed should contact, in writing, the President of The Art Institute of York — Pennsylvania. Students who feel that the President of The Art Institute of York — Pennsylvania has not adequately addressed the complaint may consider contacting The Art Institute of York — Pennsylvania's accrediting agency ACICS or the Department of Education.

Please direct such inquiries to:
Pennsylvania Department of Education
333 Market Street
12th Floor
Harrisburg, PA 17126-0333
(717)787-3787

Schools accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
by mail: 750 First Street NE
Suite 980
Washington, DC 20002

by fax: (202) 842-2593

A copy of the Commission's complaint form is available at the school and may be obtained by contacting the President of The Art Institute of York — Pennsylvania.

The Art Institute of York – Pennsylvania does not guarantee employment.

TRANSFER OF CREDIT POLICY:

The Art Institute of York – Pennsylvania is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

The Art Institute of York – Pennsylvania is authorized by the Pennsylvania Department of Education to confer the Bachelor of Science degrees and Associate of Science degrees. The Department of Education can be reached by writing to the Commonwealth of Pennsylvania, Department of Education Office of Postsecondary and Higher Education, 333 Market Street, Harrisburg, Pennsylvania 17126, or by telephone at 1-717-783-6788.

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 York – Pennsylvania 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 York – Pennsylvania 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 York – Pennsylvania 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 York – Pennsylvania may be transferable into that school's program.

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

SCHOOL SPONSORED HOUSING: School sponsored housing costs are in addition to tuition and a separate agreement is entered into for that purpose. See the Student Affairs Office for details.

ARBITRATION

Every student and The Art Institute of York - Pennsylvania agrees that any dispute or claim between the student and The Art Institute of York - Pennsylvania (or any company affiliated with The Art Institute of York - Pennsylvania, 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 York - Pennsylvania 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 York - Pennsylvania'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 York - Pennsylvania 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 York - Pennsylvania, and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails to select an administrator within that 20day period, The Art Institute of York - Pennsylvania will select one.

The Art Institute of York - Pennsylvania 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 York - Pennsylvania 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 YORK – PENNSYLVANIA 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 YORK - PENNSYLVANIA 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 York - Pennsylvania 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 York - Pennsylvania. 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.

The above supersedes any inconsistent arbitration provision published in any other document.