

# Enrollment Agreement - All Programs

## The Art Institute of Raleigh – Durham

410 Blackwell Street, Suite 20  
 Durham, NC 27701  
 Local 919-317-305  
 Toll Free 1-888-245-959

**Do Not Write In This Area**  
 ADA Initials \_\_\_\_\_  
 ADA \_\_\_\_\_  
 Number \_\_\_\_\_  
 ID # \_\_\_\_\_

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

Present Address \_\_\_\_\_  
 (Street)  
 \_\_\_\_\_  
 (City) (State) (Zip)

Telephone (\_\_\_\_\_) \_\_\_\_\_  
 Student's Maiden Name \_\_\_\_\_

### Check the Program for which you are applying:

#### Bachelor of Arts Programs

**180 Credits**  
**Twelve 11 week quarters (132 weeks)**

- Culinary Arts Management
- Fashion Marketing & Management
- Graphic Design
- Web Design & Interactive Media
- Interior Design
- Photography
- Game Art & Design

#### Associate of Applied Science Programs

**90 Credits**  
**Seven 11 week quarters (77 weeks)**

- Culinary Arts
- Fashion Marketing
- Graphic Design
- Web Design & Interactive Media

#### Requested Start Date

- October 4, 2010
- November 11, 2010
- January 10, 2011
- February 17, 2011
- April 4, 2011
- May 12, 2011
- July 11, 2011
- August 18, 2011
- Other \_\_\_\_\_

#### Financial Information:

Tuition is charged at \$473\* per credit (with an average of approximately 16 credits per quarter for Bachelor's Degree and Associate's Degree Programs). The current tuition and fees applicable to The Art Institute of Raleigh – Durham ("The Art Institute") are as follows:

Program	Graphic Design (Bachelor)	Graphic Design (Associate)	Web Design & Interactive Media (Bachelor)	Web Design & Interactive Media (Associate)	Fashion Marketing & Management (Bachelor)	Fashion Marketing (Associate)	Interior Design (Bachelor)	Culinary Arts Management (Bachelor)	Culinary Arts (Associate)	Photography (Bachelor)	Game Art & Design (Bachelor)
Program Length	12 Quarters	7 Quarters	12 Quarters	7 Quarters	12 Quarters	7 Quarters	12 Quarters	12 Quarters	7 Quarters	12 quarters	12 quarters
Application Fee	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Enrollment Fee	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Tuition per Quarter	\$7,568	\$7,568	\$7,568	\$7,568	\$7,568	\$7,568	\$7,568	\$7,568	\$7,568	\$7,568	\$7,568
Starting Kit** (optional)	\$930	\$930	\$940	\$940	\$1,030	\$1,030	\$1,317	\$1,410	\$1,410	\$2,680 with camera; \$1,560 without camera	\$930
Culinary Lab Fees per Quarter	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$300	\$300	n/a	n/a
Student Activity Fee***	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Current Tuition 1st Quarter & Fees*	\$7,768	\$7,768	\$7,768	\$7,768	\$7,768	\$7,768	\$7,768	\$8,068	\$8,068	\$7,768	\$7,768
Current Total Tuition*	\$85,140	\$42,570	\$85,140	\$42,570	\$85,140	\$42,570	\$85,140	\$85,140	\$42,570	\$85,140	\$85,140
Tuition per credit hour	\$473	\$473	\$473	\$473	\$473	\$473	\$473	\$473	\$473	\$473	\$473
Total Credit	180 Credits	90 Credits	180 Credits	90 Credits	180 Credits	90 Credits	180 Credits	180 Credits	90 Credits	180 Credits	180 credits

\* Based on current credit hour rate. Total cost will increase with each per credit hour tuition increase.

\*\* NOT included in tuition totals; \*\*\*One time fee payable upon enrollment

#### 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. You may also cancel your enrollment if, upon a doctor's order, you cannot physically receive the services, or you may cancel your enrollment if the services cease to be offered. If you cancel your enrollment for either of these reasons, The Art Institute of Raleigh-Durham ["The Art Institute"] may keep a portion of the tuition or other charges. 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 this agreement. This agreement shall not be binding until it is accepted by The Art Institute.

#### Student Acknowledgments:

I have received and read a copy of The Art Institute's current catalog, the provisions of which I accept. I have read and understand all provisions of this Agreement, and I have been given a copy of it for my records. (Parents must also sign if you are under 18 years of age.) I understand that my enrollment and The Art Institute's obligations under this Agreement (except the cancellation and refund provision) may be terminated by The Art Institute if I fail to comply with The Art Institute's attendance, conduct, academic, and/or financial requirements.

I understand that The Art Institute also reserves the right to cancel my enrollment if The Art Institute determines (i) that I have demonstrated poor academic potential (as determined through entrance testing, evaluation of transcript records or any other academic evaluations deemed appropriate for the program selected), and/or (ii) that I do not meet all financial obligations

and requirements related to enrollment and continuing enrollment. I understand that my financial obligations to The Art Institute must be paid in full before a degree may be awarded and before transcripts will be issued.

I accept that, to the extent permitted by law, I am responsible for all reasonable collection agency and attorney fees incurred in attempting to collect my unpaid debt to The Art Institute.

The Enrollment Agreement and catalog, together with other published Art Institute policies, procedures, student conduct codes and separate student housing agreement, if any, shall constitute the entire agreement between the student and The Art Institute. I understand and agree that they supersede any prior or contemporaneous oral or written agreements or statements and may not be modified without the written agreement of the President of The Art Institute.

I also understand that this Agreement constitutes a binding contract upon acceptance by The Art Institute.

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 the 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.

Each academic quarter is typically 11 weeks. The enrollment fee of \$100 is due and payable within 10 days after submitting your application for admission.

The starting kit is optional and consists of basic equipment, first-quarter textbooks and materials required for beginning each program. A list of the components of the starting kit is provided to

each enrolled student. The materials may be purchased at The Art Institute or at most supply stores. Kit prices are always subject to change.

Estimated Monthly Cost for books and additional supplies \$80 to \$100. Supply costs will be higher for students in the Photography program.

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 three weeks prior to the end of each academic quarter. Students may not register for any academic quarter of study unless all tuition and fees that are due have been paid, or unless the student has made arrangements for an approved alternative payment plan.

The Art Institute reserves the right to test incoming students as to their preparedness to undertake college-level course work in English and/or mathematics. Students found to be deficient in English or math may be required to enroll in up to two Transitional Studies courses. Such courses are four quarter credits in length and are charged at the current per-credit charge. Students enrolled in Transitional Studies courses may be required to take from four to eight credits which are in addition to their normal program of study requirements. Transitional Studies courses are not calculated in the credits needed for graduation total; however they are considered when calculating the maximum time frame for graduation and the incremental completion rate.

**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 below written. I, the enrollee, authorize The Art Institute to receive a copy of my high school and/or college transcript(s).**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Parent's (or Guardian's) Signature (if applicant is under 18 years of age) \_\_\_\_\_ Parent's (or Guardian's) Address: \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Accepting Official From The Art Institute \_\_\_\_\_ Title of Accepting Official \_\_\_\_\_ Date \_\_\_\_\_

*Both sides of this Enrollment Agreement and the financial plan (if elected) constitute the complete Enrollment Agreement  
 White Copy - Institute Yellow Copy - SFS Pink Copy - Student*

## GENERAL INFORMATION AND UNDERSTANDING

### 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 applicant within five (5) business days after signing this Enrollment Agreement (and making an initial tuition payment).
3. All tuition and fee monies paid by applicants will be refunded if requested within three (3) business days after their first tour of The Art Institute and inspection of equipment or if requested within three (3) business days of the student's attendance at the regularly scheduled orientation program for their starting date, whichever is sooner.
4. All tuition and fee monies paid by the applicant will be refunded if requested within five business days after their first tour of The Art Institute.
5. Applicants requesting cancellation more than five business days after submitting an application to The Art Institute but less than 90 business days prior to the beginning of classes, will receive a refund of all monies paid to The Art Institute, less the \$50 application and \$100 enrollment fee.
6. Refunds will be made within 30 calendar days after the applicant's/student's request or within 30 calendar days after his/her first scheduled class day.
7. 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 by the student or termination by The Art 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. A student may voluntarily withdraw from courses by notifying the Office of the Registrar in person or in writing. Written notice of cancellation shall take place on the date the letter of cancellation is post-marked or, in cases where the notice is hand carried, it shall occur on the date that the notice is delivered to The Art Institute. The Art Institute shall pay the refund within 30 business days of the date. Refunds shall be paid directly to the student unless payment to the lender or other entity is required by the terms of the student's financial plan in which The Art Institute participates. The termination date will be the date of notice indicated above. If the student has given no written notice, The Art Institute shall determine the date of withdrawal from within 15 calendar days after the last date of attendance and shall pay the refund within 30 calendar days of making that determination.
  3. For students on a written leave of absence who fail to show up for class following conclusion of their leave, refunds will be made within 30 days of their first scheduled class day.
  4. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, The Art Institute may modify the tuition refund policy as deemed appropriate to the circumstances.
  5. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by The Art Institute. The Art 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.
  6. Each academic quarter is 11 weeks in duration with mid-quarter sessions approximately 5 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.
  7. In the event The Art 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 Art Institute will refund all monies paid by the student for the course or program within 30 days.
  8. Students who withdraw from a Session I or Session II online course after the drop/add period are treated the same as if they withdrew from an on-ground class. Session II classes begin the day after the Session I classes end and run five weeks. The ending date of the second session may not coincide with the ending date of the on-ground classes. 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 mid-quarter session. If you drop or add one or more classes, your financial aid eligibility may change. Please see your Financial Aid Officer before you drop or add a class.
- Non-payment of Charges:**  
Non-payment of tuition, housing fees and/or other charges due to The Art Institute will result in your 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 to The Art Institute, as well as to one or more national credit bureau organizations and to not release your academic transcript until all your debts to us are paid in full.
- NSF Fee: A charge of \$15.00 will be applied for Insufficient Funds Arbitration**  
You and The Art Institute ("AIRD") agree that any dispute or claim between you and AIRD (or any company affiliated with AIRD, 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 AIRD 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 AIRD'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 AIRD intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with AIRD, 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, AIRD will select one. AIRD 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, AIRD 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 AIRD 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 AIRD 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, AIRD 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 AIRD. 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](http://www.jamsadr.com), 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, [www.arb-forum.com](http://www.arb-forum.com), 800-474-2371.

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

### Refund Policy

#### 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. Examples of the calculations for this policy are available in the Student Accounting Office.

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 the North Carolina Administrative Code, if a student withdraws from The Art Institute, The Art Institute will earn tuition and fees as follows, based on when the student withdraws: First 25% of quarter in calendar days – 25% After the first 25% of the quarter – 100% The Art Institute of Raleigh – Durham will first calculate how much needs to be returned under the federal return of Title IV Aid Policy. The amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid.

#### Kit Return Policy:

Students who leave The Art Institute 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 your last date of attendance of the mid-quarter.

#### Interest on outstanding balances

The student understands and agrees that he/she will be liable for interest charges that will be assessed on his/her account balance until the balance is paid in full. Interest will be charged at 12% per annum on the student's adjusted outstanding balance at the end of each month. The adjusted outstanding balance is defined as all charges incurred by the student for attendance at The Art Institute at the end of the prior month, including but not limited to tuition, fees, 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. The student understands and agrees that if he/she finances the entire cost of education, his/her interest will be waived every quarter that he/she is enrolled. Furthermore, the student understands and agrees that if he/she withdraws for any reason, interest will be assessed on the outstanding balance, starting the month that he/she withdraws.

#### Handling of Student Complaints

Questions or concerns regarding The Art Institute's compliance with the terms of this Application/Enrollment Agreement may be directed to the Senior Director of Admissions at The Art Institute. The Art Institute of Raleigh – Durham is accredited by the Accrediting Council for Independent Colleges and Schools to award associate's degrees, and bachelor's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002. Telephone: 1.202.336.6780. The Art Institute of Raleigh-Durham is licensed by the The Board of Governors of the University of North Carolina to confer Associate of Applied Science and Bachelor of Art degrees.

#### Transferability of Credits

The Art Institute of Raleigh-Durham is licensed by The Board of Governors of the University of North Carolina to confer Associate of Applied Science and Bachelor of Art degrees. The Art Institute of Raleigh-Durham is accredited by the Accrediting Council for Independent Colleges and Schools to award associate's and bachelor's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002. Telephone: 1.202.336.6780. However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the United States higher education systems, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation, and licensing. The goal of The Art Institute is to prepare students for entry-level employment in your chosen field of study. The value of degree programs, like those offered by The Art Institute, is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, it is unlikely the academic credits you earn at The Art Institute will transfer to another school. Programs offered by one school within The Art Institutes system may be similar 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 credits you earn at The Art Institute may be transferable into that school's program. If you are considering transferring to either another Art Institutes system school or an unaffiliated school, it is your responsibility to determine whether that school will accept your Art Institute credits. We encourage you to make this determination as early as possible. The Art Institute does not imply, promise, or guarantee transferability of its credits to any other institution.

#### Career Services

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

#### Student Withdrawal:

The student may voluntarily withdraw from The Art Institute by notifying the Office of the Registrar in writing or in person. The refund policies outlined in this Agreement shall apply in the event that a student withdraws, is suspended or is terminated from The Art Institute.

#### Class Sessions:

Classes are in session six days a week, Monday through Saturday. Students are scheduled by The Art Institute to meet their total weekly hour requirements through a combination of morning, afternoon and evening classes. Class Session Hours typically are 6:30 a.m. – 10:30 p.m. The Art 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 Art Institute 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.

#### Requirements for Graduation/Degree:

To graduate, students must have successfully passed all required course work, have a cumulative grade point average of not less than 2.0 and have satisfied all financial obligations to The Art Institute. It is the practice of The Art Institute to round to the nearest tenth percent GPA and CGPA calculations for the purpose of determining academic progress.

No more than one-half of the total required credits for graduation may be transferred from another institution. Transfer credits are not used to determine grade point average.

#### Curriculum:

The Art Institute reserves the right to change or modify the program contents, sequence of courses, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances or industry trends and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional tuition charges.

#### Cancellation of Start Date:

Cancellation by The Art Institute 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 does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, disability, genetic marker 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's equal opportunity policy and grievance procedure, please contact the Human Resources Department, The Art Institute of Raleigh – Durham, 410 Blackwell St., Durham, NC 27701, 1-888-245-9593.

#### 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. **Financial Plan**

If a student elects a financial plan, it will comply with the Truth in Lending Regulation Z and is part of this Agreement.

#### 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.

#### 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.