

ENROLLMENT AGREEMENT

THE ART INSTITUTE OF CALIFORNIASM - LOS ANGELES

2900 31ST STREET, SANTA MONICA, CALIFORNIA, 90405-3035

1-310-752-4700 Toll-Free: 1-888-646-4610

www.aicala.artinstitutes.edu

Check quarter starting date:

- January 10, 2005
- April 4, 2005
- July 11, 2005
- October 3, 2005

Program For Which You Are Applying (Check one):

- | | |
|---|--|
| Bachelor of Science Degree Programs: | Associate of Science Degree Programs: |
| <input type="checkbox"/> Culinary Management
Twelve 11-week quarters
(132 academic weeks, 192 credits, 2585 hours) | <input type="checkbox"/> Culinary Arts <input type="checkbox"/> Evening+
Seven 11-week quarters
(77 academic weeks, 112 credits, 1705 hours) |
| <input type="checkbox"/> Graphic Design
Twelve 11-week quarters
(132 academic weeks, 192 credits, 2618 hours) | <input type="checkbox"/> Graphic Design
Seven 11-week quarters
(77 academic weeks, 112 credits, 1540 hours) |
| <input type="checkbox"/> Interactive Media Design
Twelve 11-week quarters
(132 academic weeks, 192 credits, 2629 hours) | <input type="checkbox"/> Interactive Media Design
Seven 11-week quarters
(77 academic weeks, 112 credits, 1540 hours) |
| <input type="checkbox"/> Media Arts & Animation
Twelve 11-week quarters
(132 academic weeks, 192 credits, 2618 hours) | <input type="checkbox"/> Video Production
Seven 11-week quarters
(77 academic weeks, 112 credits, 1595 hours) |
| <input type="checkbox"/> Game Art & Design
Twelve 11-week quarters
(132 academic weeks, 192 credits, 2629 hours) | Students who fulfill all requirements for the above programs earn an Associate of Science degree upon graduation.

+Evening programs extend beyond 77 academic weeks depending upon course load. |
| <input type="checkbox"/> Interior Design
Twelve 11-week quarters
(132 academic weeks, 192 credits, 2629 hours) | |
| <input type="checkbox"/> Video Production
Twelve 11-week quarters
(132 academic weeks, 192 credits, 2640 hours) | |

Students who fulfill all requirements for the above programs earn a Bachelor of Science degree upon graduation.

Name of Student _____
(Last Name) (First Name) (Middle)

Present Address _____
(Street or P.O. Box)

(City) (State) (Zip)

Telephone: Home (____) _____

Business (____) _____

Social Security Number _____

STUDENT'S AGREEMENT

I understand that this agreement becomes a legally binding document after I sign it and it is accepted by The Art Institute. I understand the total amount for the course of instruction for _____ is \$ _____ (as presented in the Financial Information Section). My signature below certifies that I have read, understood and agreed to my rights and responsibilities; that I have read both sides of this agreement, and that The Art Institute'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.

Student's Signature _____ Date _____ Signature of Authorized School Official _____ Date _____

Parent's Signature (If applicant is under 18 years of age) _____ Date _____ Title of School Official _____

STUDENT COMPLAINTS

If you have any complaints, questions or problems that you cannot resolve with The Art Institute, write or call: **The Bureau for Private Postsecondary and Vocational Education, 400 "R" Street, Suite 5000, Sacramento, California 95814, 1-916-445-3427.**

DISCLOSURE CERTIFICATION

My signature below certifies that The Art Institute has met all the disclosure requirements of Article 6 of The New Private Postsecondary and Vocational Education Reform Act, and, for schools receiving federal financial aid funds, has met all of the requirements for administration of any California financial aid program under the Higher Education Act as amended and regulated.

Signature of School Official _____ Date _____

FINANCIAL INFORMATION¹

Tuition is charged at \$382 per credit (with an average of 16 credits per quarter). Tuition and fees effective November 1, 2004. Tuition and fees applicable to The Art Institute's programs are as follows:

	Culinary Arts (7 quarters)	Graphic Design (7 quarters)	Interactive Media Design (7 quarters)	Video Production (7 quarters)	Culinary Management (12 quarters)	Graphic Design (12 quarters)	Interactive Media Design (12 quarters)	Media Arts & Animation (12 quarters)	Game Art & Design (12 quarters)	Interior Design (12 quarters)	Video Production (12 quarters)
Tuition per Quarter (16 credits)	\$6,112	\$6,112	\$6,112	\$6,112	\$6,112	\$6,112	\$6,112	\$6,112	\$6,112	\$6,112	\$6,112
Application Fee ²	50	50	50	50	50	50	50	50	50	50	50
Enrollment Fee ²	100	100	100	100	100	100	100	100	100	100	100
Lab Fee ³	300 (per quarter)			300	300 (per quarter)						300
Total Tuition/Fees for Program	\$45,034	\$42,934	\$42,934	\$43,234	\$75,594	\$73,394	\$73,394	\$73,394	\$73,394	\$73,394	\$73,794
Starting Kit	860	530	530	540	860	530	530	580	580	725	540
Transitional Studies Charges ⁵	1,119	1,119	1,119	1,119	1,119	1,119	1,119	1,119	1,119	1,119	1,119
Student Activity Fee ⁶	50	50	50	50	50	50	50	50	50	50	50

¹ A separate financial plan exists, which complies with the Truth in Lending Regulation Z, and is part of this agreement.

² Application and Enrollment Fees are paid by new and transfer students only. The \$50 application fee is non-refundable.

³ Culinary Arts & Culinary Management Programs; Monthly consumable supplies included with the \$300 per quarter lab fee. The Culinary lab fee will be treated as part of the tuition for refund purposes. (Lab fee for Culinary Management Program applies only to the first 7 quarters of the program.) Video Production Program: a one time lab fee of \$300 is applied to total tuition cost.

⁴ NOT including Starting Kit or Transitional Studies charges. Total tuition cost based on 112 quarter credits for associate degree program and 192 quarter credits for bachelor degree program.

⁵ Transitional Studies courses are in addition to the normal program of study. Transitional Studies charges are based on the current per-credit-hour rate at 3 quarter credits per course.

⁶ Student Activity Fee: a one time fee of \$50 is in addition to the total tuition cost to support student related activities effective September 1, 2004.

By this Enrollment Agreement The Art Institute of California - Los Angeles agrees not to increase the per credit hour tuition charge for the duration of the program of study provided that the following actions have been completed before May 1, 2005: application fee and tuition deposit have been received and a payment plan being agreed upon. The student must start class on or before the quarter starting date of this agreement, continuous enrollment must be maintained and completes his or her program of study without interruption (including voluntary withdrawal, suspension or termination) within 150% of the standard program length or 54 consecutive months (18 consecutive quarters), whichever first occurs. Reentering students will be subject to the current per credit hour tuition charge at the time of re-enrollment. Exceptions to this policy may only be made for emergencies, such as serious illness; school-controlled reasons, such as course availability; or major, unforeseen changes in a student's living situation, if these occurrences necessitate a student attending less than full-time or not at all. Exceptions must be requested in writing at the time of the occurrence and be approved by The Art Institute President.

STUDENT'S RIGHT TO CANCEL

You, the student, have the right to cancel this agreement, including any equipment or other goods and services included in the agreement, and receive a full refund (less a cancellation fee not to exceed \$100) if requested in writing by the applicant within five business days after signing this agreement or until midnight of the first day of instruction, whichever is later. Your cancellation takes effect when you give written Notice of Cancellation to The Art Institute of California - Los Angeles ("The Art Institute") at the address above. Please direct the Notice to the attention of the Registrar. Any written expression that you wish not to be bound by this agreement will serve as a Notice of Cancellation of this agreement if provided to The Art Institute within five days of the quarter start date. If you mail your Notice of Cancellation to the Institute, it becomes effective as of the postmark, if properly addressed with proper postage. You are due a complete refund within 30 days after The Art Institute receives a valid Notice of Cancellation.

The Art Institute. I understand and agree that they supersede any prior or contemporaneous oral or written agreements or statements and may not be modified without the written agreement of The Art Institute President.

I also understand that this Agreement constitutes a binding contract upon acceptance by The Art Institute. Any holder of this consumer credit contract is subject to all claims and defenses that the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor. My signature above signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

FINANCIAL INFORMATION

Each Art Institute quarter is 11 weeks. The following **Associate of Science** degree programs are 7 quarters: Culinary Arts, Interactive Media Design, Video Production, and Graphic Design. The externship is included in the 7th quarter. The following **Bachelor of Science** degree programs are 12 quarters: Game Art & Design, Graphic Design, Interior Design, Media Arts & Animation, Interactive Media Design, and Culinary Management. The non-refundable Application Fee of \$50 is to be submitted with the Application for Admission. The Enrollment Fee of \$100 is due within 10 days after this Enrollment Agreement is signed. The tuition charge shown above is subject to adjustment during the academic year. This adjustment will not be applied to continuing, enrolled students as explained in the above bold paragraph under "Financial Information." Students are given a notice of 90 days in the event of an adjustment.

Special U.S. and overseas trips are voluntary and are not included in regular tuition and fees. The Starting Kit consists of the basic equipment, texts, and materials required for beginning each program. A list of the components of the Starting Kit is provided to each enrolled student. In addition to the Starting Kit, the average costs of consumable supplies, textbooks, equipment, and parking* by program are:

Culinary Arts/Culinary Management
Supplies: \$45/month
Parking: \$25/month

Game Art & Design
Supplies: \$100/month
Texts: \$25/month
Parking: \$25/month

Graphic Design†
Supplies: \$250/month
Texts: \$25/month
Parking: \$25/month

Interior Design
Supplies: \$100/month
Texts: \$25/month
Parking: \$25/month

Parking is provided for students in a patrolled parking structure next to The Art Institute.

*Parking fee is payable at the beginning of each quarter.

†Students in the Video Production program must have access to a video camera. Students in the Graphic Design, Multimedia & Web Design and Video Production programs must have access to a 35mm camera. Estimated monthly supply cost for these programs includes fees for film and processing

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.

Interest On Outstanding Balances

For any student enrolling on or after August 1, 2002, the student understands and agrees that s/he 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 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 student 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.

Student Tuition Recovery Fund

California law requires that, upon enrollment, a fee be assessed by the institution in relation to the cost of tuition (New California Education Code §94945). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California legislature to reimburse students who might otherwise experience a financial loss as a result of the (a) the closure of the institution; (b) the institution's breach of or anticipatory breach of the agreement for the program of instruction; or (c) a decline in the quality or value of the program or instruction within the 30-day period before the institution's closure. The STRF fund protects only California students and the Institution's participation is mandatory.

Please note that (a) if the student is a recipient of third-party payer tuition and course cost, the student is not eligible for protection under the STRF, and (b) the student is responsible for paying the state assessment amount for the Student Tuition Recovery Fund. A third party payer means any employer, government program or other payer that pays a student's total charges directly to the institution when no separate agreement for the repayment of the payment exists between the third-party payer and the student.

Effective January 1, 2004, the assessment that the institution must collect from each newly enrolled student as a STRF fee is \$2.50 per thousand dollars of tuition paid, regardless of the portion that is prepaid.

As a particular in the Student tuition Recovery Fund, The Art Institute is also obligated by California law to collect the name of the source of each loan, if you have one or more governmentally guaranteed or insured loans for tuition purposes outstanding.

Loan No.1:

Loan No.2:

THE APPLICATION PROCESS

As part of the application process, applicants must independently conceive and write an essay of approximately 150 words stating how their education at The Art Institute will help them to attain their career goals. Applicants must also present a record of accomplishment and core academic courses as evidenced through high school transcript grade point average or upon evaluation of GED scores or by possessing a bachelor's degree or higher from an acceptable postsecondary institution. Successful admission into The Art Institute and a satisfactory program start is dependent on the level of accomplishment exhibited in the essay, all grade point averages, evaluation of GED scores, a review of the results of any nationally-based exams (preferred but not required) such as the SAT or ACT, a personal interview with an admissions representative, and meeting all other requirements stated in this Agreement.

Applicants who submit a California High School Certificate of Proficiency, or an official transcript as proof of their Bachelor's degree, have satisfied the proof of high school graduation requirement and are exempt from additional testing.

First-quarter tuition and fees for new students become due 60 days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due upon registration, approximately two weeks prior to the end of each academic quarter. Students may not register for any academic quarter of study unless all tuition and fees that are due have been paid, or unless students have made arrangements for an approved alternative payment plan. There is a \$25 fee imposed on continuing students for late registration. Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending.

TRANSITIONAL STUDIES

The Art Institute of California is committed to student success. We recognize that students come with many strengths and skill sets, and to help us determine academic preparation especially in the areas of English and mathematics, we have selected the ACCUPLACER test.

Exceptions to taking the ACCUPLACER test will be granted to:

1. Those with transferable college credits in 100-level and above mathematics and/or English courses (grades of "C" or higher).
2. Those with scores of 450 or higher in the verbal portion of the SAT and/or 400 or above in the mathematics portion.
3. Those with a composite score of 17 or higher on the ACT
4. Those with Advanced Placement (AP) scores of 3 or higher in English and/or mathematics.
5. Those with a CLEP score of 50 or greater on the Math or English Composition exam.

To ensure proper placement in English and mathematics courses, entering students are required to take this diagnostic test. Based on the results of the academic placement test, students may be required to take transitional studies courses. The courses included in this program are designed to help build and strengthen the basic foundation skills. To receive the benefits of such a program, students must enroll in the courses in their first quarter.

Students enrolled in transitional studies classes may be required to take from three to six credits in addition to their normal program of study credit requirements. Students must successfully complete such courses with a grade of "C" or better in order to progress in their program. These credits will increase the total number of credits students must take, and they will not count towards graduation nor do they count in the CGPA. However, they will be included in determining the maximum timeframe and the incremental completion rate. These credits will be charged at the current per-credit-hour rate.

Transitional studies courses may be individually attempted no more than three (3) times. Failure to do so will result in termination.

PROGRAM DESCRIPTIONS

Each of the following Associate of Science degree programs is offered in seven quarters lasting just two academic years. Each program can be completed in 21 months and includes general education.

Culinary Arts (AS)

The Culinary Arts program emphasizes progressive techniques and trends. Students are taught in modern kitchens and receive practical training. The Culinary Arts program consists of courses covering basic skills and advanced techniques include international cuisine, a la carte, sauces, American regional cuisine, charcuterie, classical cuisine, baking, pastry, culinary skills, kitchen management, purchasing and cost control, menu design and dining room operation. Graduates are prepared for entry-level employment in their field.

Graphic Design (AS)

Students in the Graphic Design program develop the basic skills in design, and are trained in creative problem solving and the ability to offer client solutions. Students learn the skills and techniques of computer graphics, electronic imaging, and production. Tools include scanners, digital cameras, and computer-based hardware and software. Graduates are prepared for entry-level employment in their field.

Interactive Media Design (AS)

Interactive Media Design is a professional discipline which integrates the elements of audio, video, still images, animation, text, and data for the delivery of interactive content either through CDROM varied delivery systems. The Associate of Science degree career track merges the student's individual artistic abilities with complex technological skills so that the graduate is prepared to adapt once he or she enters this fast-evolving field. Graduates are prepared for entry-level employment in their field.

Video Production (AS)

The Video Production program provides intensive training for individuals who want to be successful in this fast-paced, creative industry. Pre-production, lighting, and various computer applications are covered in this program. Students then progress to more advanced skills in multi-camera production, post-production techniques, non-linear editing, and the creation of a video from initial idea to final, edited composition. Graduates are prepared for entry-level employment in their field.

Each of the following Bachelor of Science degree day programs is offered in twelve quarters lasting just over three academic years. Each program can be completed in 36 months and includes general education.

Culinary Management (BS)

The Culinary Management program provides an opportunity for student to become competent in the identified priorities for the food-service industry: communication, training, leadership, motivation, management, human resources, technology, accounting, marketing, and customer relations. From overseeing food quality, to dealing with customers, to making staffing decisions, a foodservice manager handles hundreds of varied yet critically important tasks every day. The manager's capabilities and day-to-day performance, and abilities to make decisions quickly, often determine the ultimate success or failure of a foodservice operation. Graduates are prepared for entry-level employment in their field.

Media Arts & Animation (BS)

Students in the Media Arts & Animation program begin with a substantial foundation in drawing, color, design, video production, and computer applications. From this foundation, students develop advanced skills in various aspects of computer graphics and animation. Students learn to use the tools of the computer animation profession, ranging from computer operating systems to three-dimensional modeling and desktop video production. Graduates are prepared for entry-level employment in their field.

Game Art & Design (BS)

The Game Art & Design program offers a broad range of work-ready design and technology competencies focused on career paths in the specialty of game art. Students will begin with a substantial foundation in drawing, color, design, and computer applications. From this foundation, they develop advanced skills in various

aspects of computer graphics and animation. Graduates are prepared for entry-level employment in their field.

Graphic Design (BS)

The Associate of Science program in Graphic Design focuses on color and composition, visual expression, print production, and basic art direction skills. The Bachelor of Science program in Graphic Design builds on these skills with additional training in conceptual thinking, creativity, problem solving, market research, digital production, project management, art direction, business practices, and supervisory skills. Graduates are prepared for entry-level employment in their field.

Interior Design (BS)

In the Interior Design program, students will learn foundation art skills, drafting, contract/commercial design, residential design and furniture history and design to help them solve client problems. Student will develop abilities in all aspects of the design of three-dimensional residential and commercial spaces. Students start with courses in drawing, perspective, proportion, color theory, basic design and other fundamentals. Graduates are prepared for entry-level employment in their field.

Interactive Media Design (BS)

The bachelor's program in Interactive Media Design provides a theoretical and hands-on approach to education that offers students additional skills, theoretical foundation, and general education, to aid students in the development and maturation of their artistic abilities and to solidify their technical skills. More complex course work involves combining animation tools to integrate text, sound, images, animation, and video to complete a project. Graduates are prepared for entry-level employment in their field.

Video Production (BS)

The bachelor's program in Video Production will offer a balance in theory, history, and practical training to produce competent and literate graduates who are proficient in the technical, organizational, historical, and creative aspects of the visual storytelling. This program will integrate industry and education with internship programs and its own student-operated production company, television studio, and web sites. Graduates are prepared for entry-level employment in their field.

Requirements for Graduation

To be qualified to graduate, a student must:

- Receive a passing grade or credit for all required course work;
- Earn the minimum required credits for the program;
- Achieve a minimum CGPA of 2.0;
- Meet portfolio or other requirements, if applicable, and as outlined in the student handbook;
- Satisfy all financial obligations with The Art Institute.

REFUND POLICY

Refund Policy Prior to Matriculation

Cancellation by the student will result in a refund of tuition and fees before the beginning of classes. An applicant not requesting cancellation before the starting date indicated on the Enrollment Agreement will be considered a student.

1. The Art Institute will notify the applicant, in writing, of his/her acceptance/rejection. All monies paid by an applicant, less the non-refundable application fee, will be refunded if the applicant is not accepted for admission.
2. All monies, less the non-refundable application fee paid by the applicant, will be refunded if requested by applicant within five business days after signing the Enrollment Agreement and making an initial tuition payment.
3. Applicants requesting cancellation more than five business days after signing the Enrollment Agreement (and making an initial tuition payment), but prior to the first day of classes, will receive a refund of all monies paid, less a cancellation fee of \$100 (includes the non-refundable \$50 application fee).
4. All tuition and fee monies paid by an applicant, less the non-refundable application fee, will be refunded if requested within three business days after his/her first tour of the school and inspection of equipment or if requested within three business days of the student's attendance at the regularly scheduled orientation program for his/her starting date, whichever is sooner.

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.

Cancellation Refund Example (prior to matriculation)

A student enrolls in a 112-quarter unit degree program (which meets for 1,748 clock hours) and pays for just the first quarter (including kit and enrollment fee), a cost totalling \$5,414, which covers 262 hours. For this example, we assume the Starting Kit for the program is \$400. The student's enrollment fee of \$100 is in addition to the \$4,864 tuition cost, for a total of \$5,414. If the student cancels the Enrollment Agreement on or before the first day of class, the student receives a full refund, including the cost of the Starting Kit, if it is returned in good condition, minus a \$100 cancellation fee. The refund amount would be \$5,314.

Refund Policy After Matriculation

If a student withdraws from The Art Institute after the first day of instruction, the student is entitled to only a partial refund. The refund policy is applied up to the 60 percent point of the quarter (period of attendance). A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60 percent 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 percent, 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, SEOG.

If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60 percent 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.

Adjustment of Charges

In accordance with California State policy, the school will earn tuition and fees on a proportional basis, up to the 60 percent point of each quarter. After the 60 percent point of each quarter, the school will earn 100 percent of the charges for that quarter. The school 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 school will then calculate how much of the charges can be retained based on the State of California policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there are additional Federal funds to be returned, they will be given to the student, or, with the student's permission, to the Federal Loans in this order: Unsubsidized Stafford Loans, Subsidized Stafford Loans, Plus Loans, Perkins Loans. If there is a credit balance remaining after Federal funds are returned, it will be refunded in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loans, Plus Loans, Perkins Loans, other loans, students.

If kits, components of the kit, books, or supplies, are returned to the bookstore in re-salable condition within 21 days of withdrawal, a credit will be given. All refunds and return of funds will be made within 30 days of the date that the student notifies the school of the withdrawal.

California Refund Policy - All Students

If a student withdraws from the program after the first day of instruction, The Art Institute may retain earned tuition and fees up to the 60 percent point in the quarter. This calculation is as follows: Tuition and fees for the quarter divided by the number of hours in the quarter equals the cost per hour. Number of hours that the

student was scheduled to attend multiplied by the cost per hour equals the amount of tuition and fees that The Art Institute can retain.

Student Withdrawal

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

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

1. Student officially notifies The Art Institute that he/she is withdrawing at that time. The notification date is the date of withdrawal.
2. Student officially notifies The Art Institute that he/she is withdrawing at a later date. The later date is the last date of attendance and the date of withdrawal.
3. Student does not notify The Art Institute that he/she is withdrawing but stops attending. The date that The Art Institute determines that the student is not attending the current term or is not returning for the next term is the date of withdrawal.
4. The Art Institute terminates the student's enrollment in accordance with institutional policies. The termination date is the date of withdrawal. Refund is made within 30 calendar days from the date of withdrawal as described above.

California Policy - Withdrawal Refund Example

A student enrolls in a 112-quarter credit program. The quarter in which the student withdraws has a total of 220 hours of study. The tuition and fees charged for that quarter's hours of study are \$5,780 (not including equipment). A cancellation charge of \$100 (\$50 non-refundable application fee plus \$50 of the enrollment fee) is applied to all cancellations. Therefore, the tuition and fees applicable to the refund policy = \$5780 (tuition and fees) - \$100 (cancellation fee) = \$5,680. There are 220 hours of study (clock hours) in the quarter of enrollment (charge period) and the cost per hour is calculated by dividing the total tuition charge by the hours in the quarter of enrollment (charge period) = \$5680/220 = \$25.82 per hour.

From the date the student last attended or the institution determined the student's date of withdrawal according to its policy, the refund would be calculated as follows: 112 hours (number of class hours as of withdrawal date) X 25.82 = \$2,891.84 (amount the Institute can retain). The refund would be calculated as follows: \$5,680 (amount student paid) - \$2,891.84 (amount Institute retains) = \$2,788.16 (refund).

The student in this example is assumed to have paid cash and received no financial aid.

Cancellation of Start Date

Cancellation by The Art Institute of a scheduled class start date for any program shall entitle a student to a cancellation of the Enrollment Agreement with a full refund of all monies paid, including application and administrative fees. However, the student can elect to accept instead a guaranteed reservation in the next scheduled class for that program.

GENERAL INFORMATION AND UNDERSTANDINGS

Handling of Student Complaints

If a student has a complaint or concern regarding any aspect of The Art Institute, the student should first see his/her academic department director. If the issue raised has not been resolved in a satisfactory manner, the student is directed to contact the Dean of Education. If the concern or complaint is still not adequately resolved, the student may prepare a detailed written statement about the complain or concern, all relevant issues that would be helpful in best presenting this concern (including the names and titles of individuals involved, if any), and send or give the statement to The Art Institute President.

If the student has exhausted the above procedure and has still not received a satisfactory response, the student may submit a written statement similar to the statement described above and send the statement to the Bureau for Private Post-secondary and Vocational Education, 400 "R" Street, Suite 5000, Sacramento, CA 95814.

Schools accredited by the Accrediting Council of Independent Colleges and Schools, ACICS, 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 Council. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to: Accrediting Council of Independent Colleges and Schools, ACICS, 750 First Street NE, Suite 980, Washington, DC, 20002-4241. A copy of the commission's complaint form is available at the school and may be obtained by contacting the Dean of Education.

Arbitration of Disputes

You and The Art Institute of California-Los Angeles ("AiCA-LA") agree that any dispute or claim between you and AiCA-LA (or any company affiliated with AiCA-LA, 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 AiCA-LA, 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 AiCA-LA'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 AiCA-LA intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with AiCA-LA, 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, AiCA-LA will select one.

AiCA-LA 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, AiCA-LA 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 AiCA-LA 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 AiCA-LA 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, AiCA-LA 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 AiCA-LA. 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.arb-forum.com, 800-474-2371.

Housing

The Art Institute-sponsored housing costs are in addition to tuition and a separate agreement is entered into for that purpose. See the Housing Office for details.

Relationship With Other Institutions

The Art Institute of California-Los Angeles is licensed by the Bureau for Private Postsecondary and Vocational Education to confer the Bachelor of Science and Associate of Science and accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), 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 always determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

The goal of The Art Institute of California-Los Angeles 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 California-Los Angeles 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 California-Los Angeles will transfer to another school.

For example, if you entered our school as a freshman, you will likely still be a freshman if you enter another college or university at some time in the future even though you earned credits here at our school. In addition, if you earn a degree, diploma or certificate in our degree programs, in most cases it will probably not serve as a basis for obtaining a higher level degree at another college or university. This statement is provided in accordance with California Private Postsecondary and Vocational Education Reform Act §94817(b), January 1, 1998.

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 California-Los Angeles 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 Art Institute credits. We encourage you to make this determination as early as possible. The Art Institute of California-Los Angeles does not imply, promise, or guarantee transferability of its credits to any other institution.

Employment Assistance

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

Policies and Procedures

Each student is on a continuing quarter-by-quarter enrollment basis and agrees to comply with all published Art Institute policies and procedures. The Art Institute reserves the right to add, delete, or modify its policies and procedures.

Class Sessions

Classes are in session six (6) days a week, Monday through Saturday. Each student is scheduled by The Art Institute to meet his/her total weekly hour requirement through a combination of morning, afternoon and evening classes. The weekly hour requirement is scheduled to be completed in a minimum of three (3) days and a maximum of six (6) days during each week. Classes are assigned and generally announced to students in advance of each quarterly start date. The Art Institute will not require an evening student to attend during the day. Days of attendance will vary for students according to their program of study and may change from quarter to quarter. Some classes may be scheduled on Saturdays. Average attendance is 20 hours a week except Culinary Arts, which meets 22 hours a week.

Class Session Hours:

- A 7:30 a.m. – 8:30 p.m.
- B 6 p.m. – 10 p.m.
- C 7:00 a.m. – 6:00 p.m.*
- D 6:00 p.m. – 11:00 p.m.*

*Includes Culinary Arts classes

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

Instructional Equipment

Use of instructional equipment will be made available according to the program curriculum. Each student will be able to acquire an understanding of the fundamental principles of such equipment that he/she would encounter in an entry-level position in the field. Such equipment must be shared by students. Accordingly, The Art Institute cannot guarantee students hands-on usage of such equipment beyond that called for in the curriculum. To complete the requirements of the program, each student may find it necessary to schedule use of the equipment outside normal classroom hours.

Homework

In addition to regular attendance at scheduled classes, each student will be required to devote additional time each week outside the classroom to study and work on assigned projects.

Curriculum

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

Course Completion and Employment Information

To help you make a sound decision about whether to sign up for one of The Art Institute's Associate and Bachelor of Science degree programs, The Art Institute of California - Los Angeles maintains annual completion and placement information in the Career Services Office.

Non-Discrimination

The Art Institute does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, or disability 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 Director, The Art Institute of California - Los Angeles, 2900 31st Street, Santa Monica, California 90405-3035, 1-888-646-4610.