

1400 PENN AVENUE, PITTSBURGH, PENNSYLVANIA 15222 • 1-877-872-8869

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

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

Telephone \_\_\_\_\_

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

I hereby enroll in the online program indicated below at The Art Institute of Pittsburgh - Online Division beginning on \_\_\_\_\_ (start date).

CURRENT SCHEDULE OF CHARGES:

PLEASE CHECK (X) DESIRED PROGRAM OF STUDY	BACHELOR PROGRAMS	DEGREE	PROGRAM LENGTH	APPLICATION FEE *	ENROLLMENT FEE *	ONLINE FEE PER COURSE	ESTIMATED DIGITAL RESOURCE FEES **	CURRENT TUITION AND FEES †
	ADVERTISING	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$90,880
	CULINARY MANAGEMENT	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$90,880
	FASHION & RETAIL MANAGEMENT	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$90,880
	GAME ART & DESIGN	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$90,880
	GRAPHIC DESIGN	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$90,880
	HOTEL & RESTAURANT MANAGEMENT	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$90,880
	INTERIOR DESIGN	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$90,880
	MEDIA ARTS & ANIMATION	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$90,880
	PHOTOGRAPHY	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$90,880
	WEB DESIGN & INTERACTIVE MEDIA	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$90,880
	<b>ASSOCIATE PROGRAMS</b>							
	GRAPHIC DESIGN	Associate of Science 91 Credits	6 Quarters	\$50	\$100	\$100	\$1,512	\$46,049
	KITCHEN & BATH DESIGN	Associate of Science 91 Credits	6 Quarters	\$50	\$100	\$100	\$1,512	\$46,049
	PHOTOGRAPHY	Associate of Science 91 Credits	6 Quarters	\$50	\$100	\$100	\$1,512	\$46,049
	WEB DESIGN & INTERACTIVE MEDIA	Associate of Science 91 Credits	6 Quarters	\$50	\$100	\$100	\$1,512	\$46,049
	<b>DIPLOMA PROGRAMS</b>							
	DIGITAL DESIGN	Diploma 36 Credits	4 Quarters	\$50	\$100	\$100	\$648	\$18,450
	RESIDENTIAL PLANNING	Diploma 36 Credits	4 Quarters	\$50	\$100	\$100	\$648	\$18,450
	WEB DESIGN	Diploma 45 Credits	5 Quarters	\$50	\$100	\$100	\$810	\$23,025
	<b>CERTIFICATE PROGRAMS</b>							
	3D MODELING FOR GAMES	Certificate 39 Credits	4 Quarters	\$50	\$100	\$100	\$702	\$19,975
	CHARACTER ANIMATION FOR GAMES	Certificate 49 Credits	4 Quarters	\$50	\$100	\$100	\$864	\$25,007
	EVENT MANAGEMENT	Certificate 39 Credits	4 Quarters	\$50	\$100	\$100	\$702	\$19,975
	FOOD & BEVERAGE OPERATIONS	Certificate 39 Credits	4 Quarters	\$50	\$100	\$100	\$702	\$19,975
	2D ANIMATION	Certificate 42 Credits	4 Quarters	\$50	\$100	\$100	\$756	\$21,500
	3D ANIMATION	Certificate 39 Credits	4 Quarters	\$50	\$100	\$100	\$702	\$19,975
	DIGITAL WORKFLOW	Certificate 39 Credits	7 Quarters	\$50	\$100	\$100	\$702	\$19,975
	PORTRAIT PHOTOGRAPHY	Certificate 39 Credits	7 Quarters	\$50	\$100	\$100	\$702	\$19,975
	STUDIO PHOTOGRAPHY	Certificate 39 Credits	7 Quarters	\$50	\$100	\$100	\$702	\$19,975
	INTERNET MARKETING	Certificate 45 Credits	4 Quarters	\$50	\$100	\$100	\$810	\$23,025
	UNDECLARED PROGRAM	N/A	N/A	\$50	\$100	\$100	\$50 or \$75 per course	N/A

Current tuition rates at time of application shown above. Tuition is charged at \$457 per credit (with an average of 12 credits per quarter for bachelor's and associate's degree programs; 9 credits per quarter for diploma programs). There is a \$100 online lab fee for each course taken through the online program.

† Based on the current credit hour rate. Total cost will increase with each per credit hour tuition increase.  
 \* Application and Enrollment Fees are paid by new students only and may apply to some transfer students.

\*\* The digital resource fee includes the cost of the digital textbook as well as other digital resources which are integrated into the course. The fee includes all applicable taxes. Not all courses use digital resources. Courses that include any digital resources will be noted in the registration material and the fee will be charged automatically in addition to tuition. Students will not need to purchase textbooks for courses with a Digital Resource Fee. If a course does not use digital resources, the student is responsible for purchasing the required text and materials. The Digital Resource Fee is \$50 per course for most courses, however some courses with more intensive resource requirements carry a Digital Resource Fee per course of \$75. The average fee per course is \$54.

All four pages of this Enrollment Agreement and the financial plan (if elected) constitute the complete Enrollment Agreement.

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 also authorize The Art Institute of Pittsburgh – Online Division 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) Date

\_\_\_\_\_  
Parent's (or Guardian's) Address

\_\_\_\_\_  
Signature of Accepting Official from School Date

\_\_\_\_\_  
Title of Accepting Official

#### 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 YOU SIGN 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 PITTSBURGH—ONLINE DIVISION WILL REFUND THE APPROPRIATE PORTION OF THE TUITION OR OTHER CHARGES FOR WHICH YOU DID NOT RECEIVE SERVICES. REFUND OF THE ENROLLMENT FEE IS BASED ON THE DATE THE STUDENT SIGNS THE ENROLLMENT AGREEMENT AND IS NOT DEPENDENT ON WHEN THIS AGREEMENT IS ACCEPTED BY THE THE ART INSTITUTE OF PITTSBURGH—ONLINE DIVISION.

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 of Pittsburgh – Online Division.

#### Student Acknowledgments:

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

THE ENROLLMENT AGREEMENT AND CATALOG, TOGETHER WITH OTHER PUBLISHED ART INSTITUTE OF PITTSBURGH – ONLINE DIVISION POLICIES, PROCEDURES, STUDENT CONDUCT CODES, SIGNED DISCLOSURE FORM(S) AND SEPARATE STUDENT HOUSING AGREEMENT, IF ANY, SHALL CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE STUDENT AND THE ART INSTITUTE OF PITTSBURGH – ONLINE DIVISION. I UNDERSTAND AND AGREE THAT THEY SUPERSEDE ANY PRIOR OR CONTEMPORANEOUS ORAL OR WRITTEN AGREEMENTS OR STATEMENTS AND MAY NOT BE MODIFIED WITHOUT THE WRITTEN AGREEMENT OF THE PRESIDENT OF THE SCHOOL.

I also understand that this Agreement constitutes a binding contract upon acceptance by The Art Institute of Pittsburgh – Online Division. THIS CONTRACT OR NOTE IS FOR FUTURE CON-

SUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER PENNSYLVANIA'S FAIR TRADE PRACTICE RULE.

I understand that I am responsible for tuition and fees pertaining to the program's required course of study. The tuition and fees contained in this Enrollment Agreement are subject to change. The per credit hour rate is subject to an increase at least once per calendar year which will increase the total amount for the program. The adjustment to the per credit hour rate may occur before I begin classes and my program will be calculated using the new rate. Any changes to tuition and fees will be published to students.

#### Hardware and Software Costs

Total hardware costs for the Graphic Design and Digital Design programs are approximately \$2,500. Total hardware costs for the Web Design & Interactive Media programs, Media Arts & Animation, Photography and the Game Art & Design programs are approximately \$3,500. Total hardware costs for the Interior Design, Kitchen & Bath and Web Design programs are approximately \$3,000. Total hardware costs for the Residential Planning program are approximately \$2,500. Total hardware costs for the Advertising, Fashion & Retail Management, Hotel & Restaurant Management and Culinary programs are approximately \$2,000. You may spend less if you already own some or all of the required hardware.

Total software costs for the Advertising, Culinary Management, Hotel & Restaurant Management, Fashion & Retail Management, Graphic Design, Digital Design, and Photography programs are approximately \$500; are approximately \$2000 for Media Arts & Animation and Game Art & Design; are approximately \$1000 for Interior Design, Residential Planning, and Kitchen & Bath Design; and, approximately \$800 for Web Design and Interactive Media and Web Design programs. Cost may be less if some or all of the required software is already owned.

Software applications are revised periodically by their respective manufacturers. Immediate upgrade of the software specified will not be necessary for the successful completion of your current course. Upgrades may, however, be required or desired for courses taken at a future time in your program. The cost of these upgrades are in addition to the initial purchase price of the software. Upgrade costs vary widely by manufacturer, product and version, and are not available at an educational discount. Software prices are in a competitive marketplace, therefore, they are never known until the time of the upgrade release.

Many courses require additional tools and supplies like brushes, paints, pencils, paper and textbooks to successfully complete the course. The text and materials for each course are spelled out in detail in the online syllabus.

#### The Application Process

Each academic quarter is 11 weeks in duration. An application fee of \$50.00 is to be submitted with your Application for Admission. An enrollment fee of \$100.00 will be billed to your account. Applicants not accepted for admissions will receive a full refund of all fees paid. The quarterly

tuition is subject to adjustment each academic year.

As part of the application process, applicants are required to independently conceive and write an essay stating how their education at The Art Institute of Pittsburgh – Online Division will help them to attain their career goals.

First quarter tuition and fees for new students become due 30 days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due upon registration, approximately three weeks prior to the end of each academic quarter. 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 with the financial aid office.

The Art Institute of Pittsburgh – Online Division 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 Transitional Studies courses at the students' costs. Transitional Studies courses are not calculated in the credits needed for graduation total. They are, however, counted when calculating the maximum time frame.

In addition to meeting standard admissions requirements, all students pursuing their program of study completely through the online delivery modality are required to demonstrate proficiency with online learning through an earned associate's or bachelor's degree from an accredited institution or a minimum of 15 earned credits in post-secondary education. Applicants whose experience does not meet this requirement will be required to take and successfully pass a preparatory three-credit course, entitled "Strategies for Online Learning" during their first quarter of study. Credits are charged at the current per-credit rate, are not calculated in the credits needed for graduation however, counted when calculating the maximum time for completion.

There is a \$25.00 fee assessed 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.

Applicants must be a high school graduate or hold a General Educational Development (GED) certificate as a prerequisite for admission. In lieu of documenting high school graduation, applicants who have graduated with a bachelor's degree or higher (or its equivalent, if earned at an institution located outside of the United States) earned at an accredited institution of post-secondary education can provide official college transcripts showing degree granted.

Individuals must also present a record of accomplishments and core academic courses as evidenced through transcript grade point average or upon evaluation of General Educational Development (GED) scores. Successful admissions into The Art Institute of Pittsburgh – Online Division 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 (preferred but not required), and meeting all other requirements stated in this Agreement.

Applicants who have not submitted their final official high school transcript or GED scores are required to submit partial transcripts or scores, the results of which will be reviewed by the Admissions Committee. The Committee can then grant conditional acceptance, but applicants still will be required to submit their final official transcript or GED scores by a date established by the Director of Admissions.

#### Refund Policy Prior to Matriculation:

An applicant may cancel his/her 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 an applicant will be refunded if he/she is not accepted for admission.
  2. The applicant may cancel the Enrollment Agreement and receive a full refund of all monies paid to date if cancellation is made in writing to the Director of Admissions and mailed or delivered to The Art Institute of Pittsburgh – Online Division at the address stated herein within five business days after the date of signature.
  3. Applicants requesting cancellation more than five business days after signing this Agreement (and making an initial payment) but within 90 days of the beginning of classes will receive a refund of all monies paid, less the \$50 application fee and the \$100 enrollment fee.
  4. Applicants requesting cancellation more than five business days after signing this Agreement (and making an initial payment) but prior to 90 days of the beginning of classes will receive a refund of all monies paid, less the \$50 application fee.\*
  5. All tuition and fee monies paid by an applicant will be refunded if requested within three business days after his/her first tour of The Art Institute of Pittsburgh – Online Division and inspection of equipment or if requested within three business days of his/her attendance at the regularly scheduled orientation program for his/her starting quarter, whichever is sooner.
  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.
- \* The \$50 application fee will be applicable toward a total of four consecutive quarter starting dates beginning with the quarter selected on the application form.

#### Refund Policy after Matriculation, All Quarters:

In the event of withdrawal by the student or termination by The Art Institute of Pittsburgh – Online Division during any quarter of study:

1. Prepaid tuition and fees for any period beyond the current quarter will be refunded in full.

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2. A student may voluntarily withdraw from training by notifying the Office of 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 of Pittsburgh – Online Division. The Art Institute of Pittsburgh – Online Division 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 of Pittsburgh – Online Division participates. The termination date will be the date of notice indicated above. If the student has given no written notice, The Art Institute of Pittsburgh – Online Division shall determine the date of withdrawal from within 15 business days after the last date of attendance and shall pay the refund within 30 calendar days of making that determination.
3. 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 of Pittsburgh – Online Division may modify the tuition refund policy as deemed appropriate to the circumstances.
4. Each academic quarter is 11 weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter. If a student has not formally notified The Art Institute of Pittsburgh – Online Division of his/her intent to withdraw, the last date of attendance will be calculated after the student fails to attend classes for 12 consecutive class days. The date of withdrawal shall be deemed the last date of recorded attendance. Any portion of a week's attendance is considered a full week of attendance for refund purposes.
5. In the event The Art Institute of Pittsburgh – Online Division 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 of Pittsburgh – Online Division will refund all monies paid for the course or program within 30 days.
6. The student is on a continuing quarter-by-quarter enrollment basis and agrees to comply with all published Art Institute of Pittsburgh - Online Division policies and procedures. The Art Institute of Pittsburgh – Online Division reserves the right to add, delete or modify its policies and procedures.
7. All students will be given a period of time in which changes to their class schedule can be made without penalty to the student as long as the student does not withdraw from school entirely. For campus students enrolled in 11-week classes, this period will run for the first 7 calendar days from the start of the quarter. For online students enrolled in 5-1/2 week classes, this period will run for the first 5 calendar days from the start of the quarter. During this period (called the drop/add period) students may drop a class they have attended without being charged for the class as long as they do not withdraw from school entirely. Should dropping the class constitute withdrawal from school, the policy under Adjustment of Charges will apply.
8. The majority of online classes are delivered in two sessions of 5-1/2 weeks within a quarter.

Attendance in any part of an academic quarter (e.g. enrollment in a single 5-1/2 week session) constitutes continuous enrollment for the quarter. Online students who withdraw from The Art Institute of Pittsburgh – Online Division within the period known as the first session (first 5-1/2 week period) will have the refund policy apply to all courses and fees within the quarter for purposes of calculation of return of title IV funds associated with the registered classes for the quarter. Once that calculation is completed, The Art Institute of Pittsburgh – Online Division will make an additional adjustment to the student's account representing an adjustment of remaining tuition and fee charges for classes in the second session of the quarter.

9. Online students starting the classes associated with the second session (second 5-1/2 week period) within a quarter will have a drop/add period consisting of the first 5 calendar days of class in which to change their schedule. During this period (called the drop/add period) students may drop a class they have attended without being charged for the class as long as they do not withdraw from school entirely. Should dropping the class constitute withdrawal from school, the policy under Adjustment of Charges will apply.

#### Wisconsin State

The Wisconsin State Refund Policy applies to students who are residents of the state of Wisconsin according to the following schedule:

##### Refund Policy

The student will receive a full refund of all money paid if the student cancels within the three-business-day cancellation period; the student accepted was unqualified and the school did not secure a disclaimer; the school procured the student's enrollment as the result of false representations in the written materials used by the school or in oral representations made by or on behalf of the school. The school will issue refunds within 10 business days of cancellation.

##### Partial Refund

A student who withdraws or is dismissed after the three-business day cancellation period, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$50 and the enrollment fee of \$100.

Pro rata refund shall be determined as the number of units remaining after the last unit completed divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.

The school will make every effort to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

The school will issue refunds within 40 days of the effective date of termination. A written notice of withdrawal is not required. The student is considered withdrawn from the school if the student fails to attend classes, utilize instructional facilities, or submit lessons, without providing an explanation to the school regarding the inactivity for 15 days.

No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current

enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

#### Kit Return Policy

Students who leave school during the first six weeks of the first quarter of attendance may return the Starting Kit and individual components of the Starting Kit within 20 days of the student's last day of class attendance. A refund or a credit will be given if the item being returned is in good condition and is resalable.

#### Adjustments of the Tuition and Fee Charges Before Attending Any Units of Instruction

100% refund less a one-time application fee of \$50 and the enrollment fee of \$100.

##### Adjustment of Charges After Completing:

At Least	But Less Than		Refund of Tuition
1 unit/calendar day	10%		90%
	10%	20%	80%
	20%	30%	70%
	30%	40%	60%
	40%	50%	50%
	50%	60%	40%
	60%	no refund	no refund

As part of this policy, the school may retain a one-time application fee of no more than \$50.

#### 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 all loan funds that remain to be returned

in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned include grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

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

#### Adjustment of Charges

In accordance with The Art Institute of Pittsburgh – Online Division policy, if a student withdraws from school, the school will earn tuition and fees as follows, based on the week in which the student withdraws:

- Week One - 25%
- Weeks Two and Three - 50%
- Week Four - 75%
- After Week Four - 100%

Examples of the calculations for this policy will be available in the Student Accounting Office. 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.

## GENERAL INFORMATION AND UNDERSTANDINGS

#### Accreditation

The Art Institute of Pittsburgh is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267)284-5000.

The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

#### Licensing

The Art Institute of Pittsburgh is authorized by the Pennsylvania Department of Education to confer the Bachelor of Science degrees and Associate of Science degrees and diplomas. 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.

#### Student Complaint/Grievance Procedure

At times, students may wish to voice a concern or complaint. If you have a complaint or problem you are encouraged to follow the Student Complaint Procedure:

1. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.
2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Vice President/Dean of Student

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Affairs if related to non-academic issues or to the Associate Dean for academic issues. The written account should indicate your name, phone number, and student ID number and discuss the steps you have taken to remedy the situation.

3. The appropriate Art Institute of Pittsburgh – Online Division staff member or department will be notified of the complaint. A follow-up meeting with you and the Vice President/Dean of Student Affairs and/or the Associate Dean will be held within 10 school days of the date of the written complaint in an effort to resolve the issue.

4. If you are not satisfied with the results, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.

Please refer to the The Art Institute of Pittsburgh – Online Division's Arbitration Policy for additional information regarding disputes or claims.

#### Arbitration

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

The Art Institute of Pittsburgh – Online Division 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 Pittsburgh – Online Division 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 PITTSBURGH – ONLINE DIVISION 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 PITTSBURGH – ONLINE DIVISION 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 Pittsburgh – Online Division 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 Pittsburgh – Online Division. 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, "http://www.jamsadr.com" www.jamsadr.com, 8003525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371.

Your enrollment as a student at The Art Institute of Pittsburgh – Online Division is conditioned upon your agreement to be bound by the terms of this Arbitration Agreement.

#### Transferability of Credits

The Art Institute of Pittsburgh 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.

The Art Institute of Pittsburgh is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267)284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. 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 Pittsburgh – Online Division 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 Pittsburgh – Online Division 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 Pittsburgh – Online 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 Pittsburgh – Online 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 Pittsburgh – Online 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 Pittsburgh – Online credits. We encourage you to make this determination as early as possible. The Art Institute of Pittsburgh – Online does not imply, promise, or guarantee transferability of its credits to any other institution.

Contact the office of the Vice President of Academic Affairs for all matters related to Transfer Credit and Program Change.

#### Career Services

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

#### Student Withdrawal

The student may voluntarily withdraw from The Art Institute of Pittsburgh – Online Division 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 of Pittsburgh – Online Division.

#### Instructional Equipment

Hardware and software will be made available for purchase according to the program curriculum.

Students who choose to use or purchase equipment that does not meet the stated requirements of the program/courses will be required to acknowledge this decision at the time of enrollment.

#### Requirements for Graduation/Degree

To graduate, students must receive a passing grade or credit for all required coursework, earn the minimum required credits for the program with an ICR of 66.67% or better, achieve a minimum CGPA of 2.0; meet portfolio or other requirements with a C or better if applicable, submit a graduate application and have satisfied all financial obligations to The Art Institute of Pittsburgh – Online Division.

It is the practice of The Art Institute of Pittsburgh – Online Division to round to the nearest hundredth percent, GPA and CGPA calculations for the purpose of determining academic progress.

Also required for graduation are 180 quarter credits in Advertising, Culinary Management, Fashion & Retail Management, Game Art & Design, Graphic Design, Hotel & Restaurant Management, Interior Design, Media Arts & Animation, Photography, and Web Design & Interactive Media Bachelor's degrees, 91 quarter credits in Graphic Design, Kitchen & Bath Design, Photography and Web Design & Interactive Media Associate's degrees, 45 quarter

credits in Web Design, and 36 quarter credits in Digital Design and Residential Planning.

No more than 75% of the total required credits for graduation may be transferred from another institution. Transfer credits are not used to determine grade point average.

#### Student 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, as published in the catalog, must be made available to current and prospective students. You may obtain this information in the Admissions Office.

#### Curriculum

The Art Institute of Pittsburgh – Online Division reserves the right to change or modify the program contents, sequence of courses, equipment, staff or materials as it deems necessary. In no event will any such changes result in additional tuition charges.

#### Cancellation of Start Date

Cancellation of a scheduled class start date for any program shall entitle the enrollee to elect either: (1) a guaranteed reservation in the next scheduled class for that program, or (2) cancellation of enrollment with a full refund of all monies paid.

#### Nondiscrimination

The Art Institute of Pittsburgh – Online Division does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities.

When a complaint is reported under the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment that discrimination or harassment is believed to have occurred, The Art Institute of Pittsburgh – Online Division will promptly and equitably investigate the claim or complaint.

The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the Non-Discrimination Policy: Nadine Josephs, Vice President, Dean of Student Affairs 420 Boulevard of the Allies, njosephs@aui.edu 412-291-6298.

#### 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.

#### Holder in Due Course Statement:

Any holder of this consumer credit contract is subject to all claims and defenses which 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 (FTC Rule effective 5-14-76).

#### Consumer Information

Important consumer information located at <http://www.aionline.edu/consumer-information/academic-awareness/>

See [aiprgrams.info](#) for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.

All four pages of this Enrollment Agreement and the financial plan (if elected) constitute the complete Enrollment Agreement.