

ENROLLMENT AGREEMENT

Name of Student	(Last Name)	(First Name)	(Middle Name)
Present Address	(Street)	(City)	(State) (Zip)
Telephone ()			
Student's Previous (Maiden) Name			

CHECK QUARTER STARTING DATE:

SESSION 1	SESSION 2
<input type="checkbox"/> January 8, 2007	<input type="checkbox"/> February 15, 2007
<input type="checkbox"/> April 2, 2007	<input type="checkbox"/> August 16, 2007
<input type="checkbox"/> July 9, 2007	<input type="checkbox"/> October 1, 2007
<input type="checkbox"/> October 1, 2007	<input type="checkbox"/> November 8, 2007
<input type="checkbox"/> January 9, 2008	<input type="checkbox"/> February 14, 2008
<input type="checkbox"/> March 31, 2008	<input type="checkbox"/> August 14, 2008
<input type="checkbox"/> July 7, 2008	

INDICATE WHICH PROGRAM YOU ARE ENROLLING IN:

Name of Program

PLEASE CHECK YOUR DEGREE:

Bachelor of Science Degree
Twelve 11 week quarters (132 weeks) 180 credits

Associate of Science Degree
Seven 11 week quarters (77 weeks) 104-113 credits

Diploma Program
Four 11 week quarters (44 weeks) 36-39 credits

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 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 COLLEGE.

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 school.

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 related to enrollment and continuing enrollment. I understand that my financial obligations to The Art Institute 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.

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 SCHOOL.

I ALSO UNDERSTAND THAT THIS AGREEMENT CONSTITUTES A BINDING CONTRACT UPON ACCEPTANCE BY THE ART INSTITUTE. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER PENNSYLVANIA'S FAIR TRADE PRACTICE RULE.

Each school quarter is 11 weeks, with the exception of the summer quarter which is a 10-week quarter with extended class times. An application fee of \$50.00 is to be submitted with your Application for Admission. An enrollment fee of \$100.00 is assessed within 10 days of application. Applicants not accepted for admissions will receive a full refund of all fees paid.

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 for an approved alternative payment plan.

The Art Institute of Pittsburgh reserves the right to test incoming students as to their preparedness to undertake college-level coursework in english and/or mathematics. Students found to be deficient in english or math may be required to enroll in one to three Transitional Studies courses. Such courses are three quarter credits in length and are charged at the student's current per-credit charge. Students enrolled in Transitional Studies courses may be required to take three to nine credits in addition to their normal program of study requirements. Transitional Studies courses are not calculated in the credits necessary for graduation.

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.

	DEGREE	PROGRAM LENGTH	TUITION PER QUARTER	APPLICATION FEE**	ENROLLMENT FEE**	TOTAL TO ENTER***	TOTAL PROGRAM TUITION***	STARTING KIT ESTIMATED PRICE (Optional)****	MONTHLY COST AVERAGES*****
ADVERTISING	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$6,285	\$50	\$100	\$6,435	\$75,420	\$680	\$100
THE ART OF COOKING	Diploma 39 Credits	4 Quarters 44 Weeks	\$4,085*	\$50	\$100	\$4,235	\$16,341	\$770	\$75
CULINARY ARTS	Associate of Science 113 Credits	7 Quarters 77 Weeks	\$6,764*	\$50	\$100	\$6,914	\$47,347	\$940	\$75
CULINARY MANAGEMENT	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$ 6,285*	\$50	\$100	\$6,435	\$75,420	\$940	\$75
DIGITAL DESIGN	Diploma 36 Credits	4 Quarters 44 Weeks	\$3,771	\$50	\$100	\$3,921	\$15,084	\$150	\$40
DIGITAL MEDIA PRODUCTION	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$6,285	\$50	\$100	\$6,435	\$75,420	\$895	\$60
ENTERTAINMENT DESIGN	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$6,285	\$50	\$100	\$6,435	\$75,420	\$790	TBD
FASHION & RETAIL MANAGEMENT	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$6,285	\$50	\$100	\$6,435	\$75,420	\$560	\$50
GAME ART & DESIGN	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$6,285	\$50	\$100	\$6,435	\$75,420	\$680	\$175
GRAPHIC DESIGN	Associate of Science 104 Credits	7 Quarters 77 Weeks	\$6,225*	\$50	\$100	\$6,375	\$43,576	\$700	\$100
	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$6,285	\$50	\$100	\$6,435	\$75,420	\$700	\$100
HOTEL & RESTAURANT MANAGEMENT	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$6,285	\$50	\$100	\$6,435	\$75,420	\$440	TBD
INDUSTRIAL DESIGN	Associate of Science 104 Credits	7 Quarters 77 Weeks	\$6,225*	\$50	\$100	\$6,375	\$43,576	\$780	\$100
	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$6,285	\$50	\$100	\$6,435	\$75,420	\$780	\$100
INTERACTIVE MEDIA DESIGN	Associate of Science 104 Credits	7 Quarters 77 Weeks	\$6,225*	\$50	\$100	\$6,375	\$43,576	\$580	\$50
	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$6,285	\$50	\$100	\$6,435	\$75,420	\$580	\$50
INTERIOR DESIGN	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$6,285	\$50	\$100	\$6,435	\$75,420	\$750	\$105
MEDIA ARTS & ANIMATION	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$6,285	\$50	\$100	\$6,435	\$75,420	\$760	\$175
PHOTOGRAPHY	Associate of Science 104 Credits	7 Quarters 77 Weeks	\$6,225*	\$50	\$100	\$6,375	\$43,576	\$1,010	\$100
	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$6,285	\$50	\$100	\$6,435	\$75,420	\$1,010	\$100
RESIDENTIAL PLANNING	Diploma 36 Credits	4 Quarters 44 Weeks	\$3,771	\$50	\$100	\$3,921	\$15,084	\$550	\$40
RESTAURANT & CATERING OPERATIONS	Associate of Science 107 Credits	7 Quarters 77 Weeks	\$6,405*	\$50	\$100	\$6,555	\$44,833	\$940	TBD
VIDEO PRODUCTION	Associate of Science 104 Credits	7 Quarters 77 Weeks	\$6,225*	\$50	\$100	\$6,375	\$43,576	\$895	\$60
VISUAL EFFECTS & MOTION GRAPHICS	Bachelor of Science 180 Credits	12 Quarters 132 Weeks	\$6,285	\$50	\$100	\$6,435	\$75,420	\$860	\$25
WEB DESIGN	Diploma 36 Credits	4 Quarters 44 Weeks	\$3,771	\$50	\$100	\$3,921	\$15,084	\$90	\$50

TUITION PER QUARTER IS BASED ON 15 CREDITS PER QUARTER EXCEPT DIGITAL DESIGN, RESIDENTIAL PLANNING AND WEB DESIGN, WHICH IS BASED ON 9 CREDITS PER QUARTER.

BY THIS ENROLLMENT AGREEMENT, THE ART INSTITUTE OF PITTSBURGH AGREES NOT TO INCREASE THE PER CREDIT HOUR TUITION CHARGE FOR THE DURATION OF THE PROGRAM OF STUDY PROVIDED THAT BOTH THE APPLICATION FEE AND ENROLLMENT FEE ARE RECEIVED BY THE ART INSTITUTE OF PITTSBURGH BY JANUARY 15, 2007, THE STUDENT STARTS CLASS ON OR BEFORE THE QUARTER STARTING DATE OF THIS AGREEMENT, REMAINS ENROLLED (MAINTAINING A MINIMUM OF 12 CREDITS PER QUARTER) 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. RE-ENTERING STUDENTS WILL BE SUBJECT TO THE CURRENT PER CREDIT HOUR TUITION CHARGE AT THE TIME OF RE-ENROLLMENT.

Tuition is charged at \$419 per credit (with an average of 15 credits per quarter; 9 for Digital Design, Residential Planning and Web Design). Tuition and fees applicable to The Art Institute's programs are as follows:

- THERE IS A \$100 NON-REFUNDABLE ONLINE LAB FEE FOR EACH COURSE TAKEN THROUGH THE ONLINE PROGRAM.
- THERE IS A \$250 LAB FEE FOR EVERY FOOD COURSE IN THE CULINARY PROGRAMS.
- THERE IS A \$50 STUDENT ACTIVITY FEE FOR BACHELOR OF SCIENCE STUDENTS AND A \$35 STUDENT ACTIVITY FEE FOR ASSOCIATE OF SCIENCE AND DIPLOMA STUDENTS.

The Student Activity Fee is used to fund extracurricular student activities. It is a one-time fee non-refundable after matriculation.

* Average cost per quarter, as credit hours per quarter vary.

** Application and Enrollment Fees are paid by new and transfer students only. Tuition fees effective until January 15, 2007.

*** NOT including Starting Kit.

**** The starting kit contains most tools, texts and materials required for beginning each program (purchase of this kit is optional). A list of the components of the starting kit is provided to each enrolled student. Photography students need: a 35 mm manually operated single lens reflex camera with an interchangeable lens feature and tripod prior to beginning classes (total expenditure need not exceed \$350). Graphic Design students who elect to take photography will need a 35 mm manually operated single lens reflex camera (a new camera costs approximately \$175); those who elect airbrush will need an airbrush (average cost \$95). Industrial Design students will need an airbrush beginning fourth quarter (average cost \$95). Industrial Design students have a photography class and photograph their 3-dimensional projects on-going (A new camera costs approximately \$175). Hotel & Restaurant Management students who elect to take Track 1 (working in the kitchen) will be required to have a uniform and a knife set for their second quarter of instruction (approximate cost \$595).

***** In addition to the starting kit, this cost indicates the average estimated monthly supplies/equipment and textbooks that will be required.

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 of Pittsburgh 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 THE ART INSTITUTE OF PITTSBURGH:	DATE:
TITLE OF ACCEPTING OFFICIAL:	

REFUND POLICY PRIOR TO MATRICULATION:

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.

- All monies paid by applicant will be refunded if he/she is not accepted for admission.
 - 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 at the address stated herein within five business days after the date of signature.
 - Applicants requesting cancellation more than five business days after signing this Enrollment 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.
 - Applicants requesting cancellation more than five business days after signing the Enrollment 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.*
 - 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 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.
 - 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 during any quarter of study:

- Prepaid tuition and fees for any period beyond the current quarter will be refunded in full.
- 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. 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 business days after the last date of attendance and shall pay the refund within 30 calendar days of making that determination.

- For a student on an approved leave of absence who fails to arrive for class following conclusion of his/her leave, refunds will be made within thirty days from his/her first scheduled class day.
- 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.
- 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.
- Each academic quarter is 11 weeks in duration (10 weeks for summer). 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.
- 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 for the course or program within 30 days.
- 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.

KIT RETURN POLICY:

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

REFUND POLICY

Return of Federal Title IV Aid:

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

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

ADJUSTMENT OF CHARGES:

In accordance with school policy, the school will earn tuition and fees as follows:

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

The Art Institute of Pittsburgh 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 school policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from Federal Title IV funds, the refund will be made to the student, or with the student's written authorization, to Federal Loans from which funds were received, in this order:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- Perkins Loan
- PLUS Loan

THESE AGREEMENTS ARE TO ASSIST IN THE TRANSFER OF YOUR ART INSTITUTE CREDITS TO THOSE SCHOOLS, BUT ONLY AFTER YOU HAVE COMPLETED ALL OF YOUR DEGREE REQUIREMENTS AT THE ART INSTITUTE OF PITTSBURGH. THESE AGREEMENTS ARE SUBJECT TO CHANGE AT ANY TIME. Accordingly, if this is important to you, you are strongly advised to check with the Registrar's office for the latest list of affiliations. Note that it is unlikely that the academic credits you earn at The Art Institute of Pittsburgh will transfer to ANY school NOT ON THAT LIST.

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 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 Pittsburgh does not imply, promise, or guarantee transferability of its credits to any other institution.

CAREER SERVICES

The Art Institute cannot guarantee employment or any particular level of compensation following graduation. The Art Institute does, however, offer assistance in finding employment to all eligible 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.

STUDENT WITHDRAWAL

The student may voluntarily withdraw from school 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 school.

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. The weekly hour requirement is scheduled to be completed in a minimum of 2 days and a maximum of 6 days during each week. Individual times and days of attendance vary by department and quarter level, and are assigned and generally announced to students in advance of each quarterly start date.

Class Sessions & Total Weekly Hours

- Class Session Hours:**
- A. 8:00 a.m. - 12:00 Noon
 - (lunch 12:00 Noon - 12:45 p.m.)
 - B. 12:45 p.m. - 4:45 p.m.
 - C. 6:00 p.m. - 9:35 p.m.
 - D. Culinary Lab Sessions: 7 a.m. - Noon; 12:45 p.m. - 5:45 p.m.; 6 p.m. - 11 p.m.
- Summer Session: all classes are extended by 20 minutes for the 10-week quarter.**

Full-time students enrolled in a degree program should expect 20 hours of instruction per week. Full-time Culinary students should expect an average of 25 hours of instruction per week. Diploma program students should expect 10 hours of instruction per week. 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 the 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.

If there is an additional credit balance remaining after the Federal refund is made, under school policy, refunds will be made in this order, to programs from which funds were received:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- Perkins Loan
- PLUS Loan
- Other Loans
- Other Aid (if required)
- Student

Examples of the refund calculation are available in the Student Accounting Office.

MID-SESSION STARTS

In order to qualify for most types of financial aid, students beginning mid-session must register for and maintain enrollment in a minimum of 6 credits during the first session of study.

In accordance with school policy, the school will earn tuition and fees for the mid-quarter as follows:

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

The Return of Title IV Calculation as described in this Enrollment Agreement for the mid-quarter session will apply using the mid-quarter start and end dates. This academic quarter is approximately 5 weeks in duration.

The add/drop period is four days from the start of the mid-quarter session. If you drop or add one or more class, your financial aid eligibility may change. Please see your Financial Aid Officer before you drop or add a class.

Students who leave school during the first three weeks of the mid-quarter session may return the starting kit and/or individual components of the starting kit within 10 days of your last date of attendance of the mid-quarter.

NON-PAYMENT OF CHARGES

Non-payment of tuition, housing, fees and/or other charges due to The Art Institute of Pittsburgh will result in you being obligated for additional collection costs, collection agency costs and legal costs.

In addition, we reserve the right to report your failure to pay amounts owed to one or more national credit bureau organizations and not release your academic transcript until all your debts to us are paid in full.

GENERAL INFORMATION AND UNDERSTANDINGS

THE APPLICATION PROCESS

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 will help them to attain their career goals.

Applicant 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 are 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 postsecondary 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 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 (preferred but not required), and meeting all other requirements stated in the 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.

INTEREST ON OUTSTANDING BALANCES

For any student enrolling on or after October 1, 2002, 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 as 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.

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 Director of Admissions at The Art Institute. The Art Institute is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) and is authorized by the Pennsylvania Department of Education. Questions or concerns that are not satisfactorily resolved by The Art Institute may be brought to the attention of the **Accrediting Council of Independent Colleges and Schools**, 750 First Street NE, Suite 908, Washington D.C. 20002-4241, (202)336-6780.

ARBITRATION

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

The Art Institute of Pittsburgh 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, The Art Institute of Pittsburgh 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 THE ART INSTITUTE OF PITTSBURGH 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 THE ART INSTITUTE OF PITTSBURGH 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, The Art Institute of Pittsburgh 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 The Art Institute of Pittsburgh. 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.

THE ABOVE SUPERSEDES ANY INCONSISTENT ARBITRATION PROVISION PUBLISHED IN ANY OTHER DOCUMENT.

TRANSFER OF CREDITS

The Art Institute of Pittsburgh is licensed by the Commonwealth of Pennsylvania to confer the Bachelor of Science and Associate of Science degrees, 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 mission of The Art Institute of Pittsburgh and the value of the degree programs offered is their deliberate focus on helping to prepare you for entry-level employment in your chosen field of study. The Art Institute of Pittsburgh does have transfer agreements with certain specific colleges and universities.

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, 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:

- receive a passing grade or credit for all required coursework;
- 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 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 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

Information on graduation/completion rates, for first-time, full-time, freshman is available through the Admissions Office.

CURRICULUM

The school 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, 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 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 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 Student Affairs Department, The Art Institute of Pittsburgh, 420 Boulevard of the Allies, Pittsburgh, PA 15219, or call 1-877-532-8941.

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.

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.

BOTH SIDES OF THIS ENROLLMENT AGREEMENT AND THE FINANCIAL PLAN (IF ELECTED) CONSTITUTE THE COMPLETE ENROLLMENT AGREEMENT.

REVISED 10.06