

420 Boulevard of the Allies, Pittsburgh, PA 15219-1301 - 1.800.275.2470

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 on _____ (Start Date).

	Program	Degree	Program Length	Application Fee ‡	Enrollment Fee ‡	Technology Fee Per Course ***	Estimated Digital Resource Fees †	Current Tuition & Fees †
Bachelors								
	Advertising	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$93,220
	Culinary Management *	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,700	\$92,450
	Fashion Marketing & Management	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$93,220
	Game Art & Design	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$93,220
	Graphic Design	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$93,220
	Hotel & Restaurant Management	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$93,220
	Interior Design *	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$93,220
	Media Arts & Animation	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$93,220
	Digital Photography	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$93,220
	Web Design & Interactive Media	Bachelor of Science 180 Credits	15 Quarters	\$50	\$100	\$100	\$2,970	\$93,220
Associates								
	Graphic Design	Associate of Science 91 Credits	7 Quarters	\$50	\$100	\$100	\$1,512	\$47,232
	Kitchen & Bath Design *	Associate of Science 91 Credits	7 Quarters	\$50	\$100	\$100	\$1,512	\$47,232
	Digital Photography	Associate of Science 92 Credits	7 Quarters	\$50	\$100	\$100	\$1,512	\$47,702
	Web Design & Interactive Media	Associate of Science 91 Credits	7 Quarters	\$50	\$100	\$100	\$1,512	\$47,232
	Graphic Design **	Associate of Applied Science 95 Credits	7 Quarters	\$50	\$100	\$100	\$1,566	\$49,266
	Kitchen & Bath Design **	Associate of Applied Science 95 Credits	7 Quarters	\$50	\$100	\$100	\$1,566	\$49,266
	Web Design & Interactive Media **	Associate of Applied Science 91 Credits	7 Quarters	\$50	\$100	\$100	\$1,512	\$47,232
	Digital Photography **	Associate of Applied Science 92 Credits	7 Quarters	\$50	\$100	\$100	\$1,512	\$47,702
Diplomas								
	Digital Design	Diploma 36 Credits	4 Quarters	\$50	\$100	\$100	\$648	\$18,918
	Residential Planning	Diploma 36 Credits	4 Quarters	\$50	\$100	\$100	\$648	\$18,918
	Web Design	Diploma 45 Credits	5 Quarters	\$50	\$100	\$100	\$810	\$23,610
Certificates								
	3D Modeling for Games	Certificate 39 Credits	4 Quarters	\$50	\$100	\$100	\$702	\$20,482
	Character Animation for Games	Certificate 49 Credits	5 Quarters	\$50	\$100	\$100	\$864	\$25,644
	Event Management	Certificate 39 Credits	4 Quarters	\$50	\$100	\$100	\$702	\$20,482
	Food & Beverage Operations	Certificate 39 Credits	4 Quarters	\$50	\$100	\$100	\$702	\$20,482
	2D Animation	Certificate 42 Credits	4 Quarters	\$50	\$100	\$100	\$756	\$22,046
	3D Animation	Certificate 39 Credits	4 Quarters	\$50	\$100	\$100	\$702	\$20,482
	Digital Workflow	Certificate 39 Credits	4 Quarters	\$50	\$100	\$100	\$702	\$20,482
	Portrait Photography	Certificate 42 Credits	4 Quarters	\$50	\$100	\$100	\$756	\$22,046
	Studio Photography	Certificate 42 Credits	4 Quarters	\$50	\$100	\$100	\$756	\$22,046
	Internet Marketing	Certificate 45 Credits	5 Quarters	\$50	\$100	\$100	\$810	\$23,610

Not all programs are available to residents of some states. To find out if your program is available in your state, please contact an admissions representative prior to enrollment.

Due to certain state requirements the program curriculum may vary. Please contact an admissions representative prior to enrollment for program details.

Current tuition rates at time of application shown above. Tuition is charged at \$470 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 technology fee for each course taken through the online program.

‡ 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.

‡ Based on the current credit hour rate. Total cost will increase with each per credit hour tuition increase.

* Program is not available to residents of Maryland, Massachusetts, New Hampshire, Oregon, and Washington.

** Program is offered to residents of Minnesota only.

*** The Technology Fee helps to fund technology enhancements to the infrastructure, resources, and services to improve the student on-line experience in each course, as well as curriculum development updates and related technology improvements for each course. As the on-line division of The Art Institute of Pittsburgh, it is essential that we acquire the equipment and software needed to support instruction relevant to the dynamically changing needs of the professions our programs prepare students to enter.

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

The Art Institute provides average time to completion and average credit loads for each type of program offered at this campus. Please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each program type – Bachelor's degree, Associates degree, or diploma/certificate – based upon a student taking 12 credit hours (minimum for full-time enrollment status) or 15 or 16 credit hours (a full load) per quarter. Changing programs, beginning programs at the mid-quarter start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will likely increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.

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 to receive a copy of my high school and/or college transcript(s).

Student's Signature Date

Signature of Accepting Official from School Date

Title of Accepting Official

Parent's (or Guardian's) Signature (if student is under 18 years of age) Date

Parent's (or Guardian's) Address

City: State: Zip:

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 THE SERVICES CEASE TO BE OFFERED. IF YOU CANCEL YOUR ENROLLMENT FOR THIS REASON, 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 ART INSTITUTE OF PITTSBURGH.

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.

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's obligations under this Agreement (except the cancellation and refund provision) may be terminated by The Art Institute of Pittsburgh if I fail to comply with The Art Institute of Pittsburgh's attendance, conduct, academic, and/or financial requirements. I understand that The Art Institute of Pittsburgh also reserves the right to cancel my enrollment if The Art Institute of Pittsburgh 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 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 OF PITTSBURGH POLICIES, PROCEDURES, STUDENT CONDUCT CODES, SIGNED DISCLOSURE FORM(S), IF ANY, SHALL CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE STUDENT AND THE ART INSTITUTE OF PITTSBURGH. 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 written acceptance by The Art Institute of Pittsburgh.

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.

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, Digital Design, Graphic Design, Web Design and Interactive Media, and Web Design programs are approximately \$485; are approximately \$107 for Culinary Management; are approximately \$325 for Fashion Retail Management,

and Hotel Restaurant Management; are approximately \$769 for Game Art and Design, and Media Arts and Animation; are approximately \$390 for Photography; are approximately \$561 for Interior Design, and Residential Planning; and approximately \$842 for Kitchen and Bath 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.

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 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 (5) business days after the date of signature.
3. Applicants requesting cancellation more than five (5) business days after signing this Enrollment Agreement (and making an initial payment) but within ninety (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 (5) business days after signing the Enrollment Agreement (and making an initial payment) but prior to ninety (90) days of the beginning of classes will receive a refund of all monies paid, less the \$50 application fee. 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.

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 thirty (30) calendar days after the applicant's/student's request or within thirty (30) calendar days after his/her first scheduled class day.

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.
2. The student may officially withdraw from school by notifying the Office of the Registrar in person or in writing. The termination date will be the student's last date of attendance. If the student stops attending without notifying the Office of the Registrar, The Art Institute shall determine the date of withdrawal. This determination date will be considered the notification date for refunding purposes. Refunds due shall be paid within thirty (30) calendar days of the notification date, unless the student is withdrawing at the end of the quarter.
3. Refunds for a student notifying The Art Institute prior to the end of a quarter that he/she will be withdrawing at the end of that quarter will be paid within thirty (30) calendar days of the last day of that quarter.
4. For a student who attended a previous quarter of study and did not indicate that he/she was not returning, refunds will be made within thirty (30) calendar days of the first scheduled day of class in the quarter in which the student was expected to return.

- The refund shall be paid to the student, unless payment to a lender or other entity is required by the terms of a student financial aid program in which the school participates.
- 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.
- Each academic quarter is eleven (11) weeks in duration (ten (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.
- Session I and II academic terms are approximately five and one-half weeks in duration. The calculation of refunds is based upon the last day of attendance within the term. Any portion of a week's attendance is considered a full week of attendance for refund purposes. Information in the catalog or student handbook will apply except for the following changes specific to Session II classes: For students only scheduled to attend Session II, the add/drop period is five days from the start of Session II classes. If you drop or add one or more classes your financial aid eligibility may change. Please see your Financial Aid Officer before you drop or add a class.
- 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 thirty (30) calendar 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 of Pittsburgh – Online Division reserves the right to add, delete or modify its policies and procedures.
- The Art Institute reserves the right to revise the refund policy. Students will be notified of any changes sixty (60) calendar days in advance of the effective date.

Adjustment of Charges

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

Quarter Starts

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

Mid-Quarter Starts

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

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

Arizona State Cancellation Policy

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Georgia Refund Policy

The Georgia State Refund Policy applies to students who are residents of Georgia. In accordance with Georgia policy, the college will refund tuition and fees and other charges, as follows:

Percent of Term Completed	Percent of Tuition to Be Refunded
On or before first day of class	100%
Up to 5% of the session	95%
More than 5% and up to 10% of the session	90%
More than 10% and up to 25% of the session	75%
More than 25% and up to 50% of the session	50%
More than 50% of the session	No refund

Iowa State Refund Policy

Students taking online courses from their home state of Iowa who withdraw from their course(s) will receive a prorated course refund based on their official last date of attendance (LDA).

5.5 Week Course	Refund %	11 Week Course	Refund %
Week 1 LDA	75%	Week 1 LDA	82%
Week 2 LDA	57%	Week 2 LDA	73%
Week 3 LDA	50%	Week 3 LDA	65%
Week 4 LDA	25%	Week 4 LDA	57%
Week 5 LDA	7%	Week 5 LDA	49%
		Week 6 LDA	40%
		Week 7 LDA	32%
		Week 8 LDA	24%
		Week 9 LDA	15%
		Week 10 LDA	7%

For a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty, the student shall have the following withdrawal options:

- Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
- Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
- Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Maryland State Refund Policy

The Maryland State Refund Policy applies to students who are residents of Maryland. A Maryland student that withdraws or is terminated after completing only a portion of a term within the applicable billing period is as follows:

If Student Withdraws from the Institute	Refund Percentage
Less than 10% of the term is completed	90%
10% up to but not including 20% of the term is completed	80%
20% up to but not including 30% of the term is completed	60%
30% up to but not including 40% of the term is completed	40%
40% up to but not including 60% of the term is completed	20%
More than 60% of the term is completed	No refund

Refunds are made within 60 days from the date of withdrawal or termination.

New Mexico State Refund Policy

The New Mexico State Refund Policy applies to students who are residents of the state of New Mexico who withdraw from all courses from The Art Institute of Pittsburgh – Online Division.

Refund Policy Prior to Matriculation

Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period. 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.

- 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 of Pittsburgh – Online Division at the address stated herein within five (5) business days after the date of signature.
- Applicants requesting cancellation more than five (5) business days after signing the Enrollment Agreement (and making an initial payment) but prior to ninety (90) calendar days of the beginning of classes will receive a refund of all monies paid, less the \$50 application fee.
- Applicants requesting cancellation more than five (5) business days after signing this Enrollment Agreement (and making an initial payment) but within ninety (90) calendar days of the beginning of classes will receive a refund of all monies paid,

less the \$50 application fee and \$50 of the enrollment fee. 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.

- All tuition and fee monies paid by an applicant will be refunded if requested within three (3) business days after his/her first tour of The Art Institute of Pittsburgh – Online Division and inspection of equipment or if requested within three (3) 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 thirty (30) calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier.

Adjustment of Charges:

A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means. The institution shall be entitled to retain, as registration charges, no more than \$100 or 5% of tuition and fees, whichever is less. Additionally, institutions are eligible to retain tuition and fees earned at a pro-rata amount according to the following schedule, based on the date of student withdrawal as a percentage of the enrollment period for which the student was obligated:

On first class day	0%
After first day and within 10%	10%
After 10% and within 25%	50%
After 25% and within 50%	75%
50% or thereafter	100%

Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained within five business days of the request.

Tuition and fee refunds will be made within thirty (30) calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier.

Wisconsin State Refund Policy

The Wisconsin State Refund Policy applies to students who are residents of the state of Wisconsin who withdraw from all courses in a session from The Art Institute of Pittsburgh. The enrollment agreement is a legally binding contract upon acceptance of the student by the school unless the student cancels the enrollment agreement within 3-business days of acceptance by the school day cancellation period.

A student who withdraws or is dismissed after the three-business day cancellation period, but before completing 60% of the potential units 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. 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.

Cancellation Privilege

A student shall have the right to cancel enrollment for a program not exempted until midnight of the third business day after written and final receipt of notice of acceptance from the school.

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 3 days of cancellation.

Wisconsin Tuition and Fee Charges before Attending Any Units of Instruction but After the 3 – Day Cancellation Period:

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

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; after the student's first period of enrollment, the \$100 enrollment fee may also be retained if a student withdraws or is dismissed from school in a subsequent enrollment period.

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.

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 who is a Title IV recipient 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 or session if the student is only attending a session. 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 there is a scheduled break of five or more days, then it will reduce the term length and if the scheduled break is before the student's last day of attendance, it will reduce the calendar days completed. 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: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grant, FSEOG. Funds will be returned to the aid source within forty-five (45) calendar 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 loan funds. 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. The student or parent, in the case of the Federal PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the school may automatically use all or a portion of the post-withdrawal disbursement of

grant funds for tuition, fees, and room and board charges (as contracted with the school), and, with the student's authorization, the school may automatically use the grant funds for other educationally-related charges. Any balance of grant funds that may be available will be offered the student.

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 assistance funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes 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.

If students are only scheduled to attend Session I or Session II, the Return of Title IV calculation as described in the Enrollment Agreement will be applied to the applicable session attended using the session start and end dates.

Refund Calculations after Matriculation

If there is additional money to be refunded from federal funds after calculating the Return of Federal Title IV Aid formula and the refund policy, the refund will be made to the student or, with the student's authorization, to the federal loan program(s) in the following order, up to the amount received for the term of withdrawal: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal Perkins Loans, Federal PLUS Loans and Alternative Loans. If there is an additional credit balance made up of non-Title IV funds, it will be refunded in the following order, up to the amount received for the term of withdrawal: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Alternative Loans, other loans, other aid (if required), and student.

Kit Return Policy

Students who leave school during the first four (4) weeks of the first quarter of attendance may return the Starting Kit, and/or individual components of the Starting Kit, within twenty (20) calendar days of the student's last day of attendance. Students who leave school during the first three (3) weeks of the mid-quarter session may return the starting kit and/or individual components of the starting kit within ten (10) calendar days of the student's last date of attendance of the mid-quarter session. A refund or a credit will be given if the item being returned is in good condition and is resalable.

All refunds and return of funds will be made within thirty (30) calendar days of the date the student notifies The Art Institute of the withdrawal.

Examples of the calculations for these policies are available in the Student Accounting Office.

Official and Unofficial Withdrawal Policies

To officially withdraw, the student will need to notify the Office of the Registrar in person or in writing. 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. The refund policies shall apply in the event that a student withdraws, is suspended, or is terminated from school.

The refund policies outlined above shall apply in the event that a student withdraws, is suspended or is terminated from school. A student who withdraws from a program before the end of week 9 will be assigned a "W" code for each course within that quarter. Every course for which a student receives an "F", "UF", or a "W" grade/code must be repeated and completed with a passing grade in order to graduate. The original grade/code and the subsequent passing grade(s) will remain on the record for reference purposes. However, when a course is successfully repeated, only the passing grade will be computed in the grade point average. Tuition is charged for repeated courses.

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by the Academic Director or Chair and the Dean of Academic Affairs. Withdrawals and failed courses can affect the student's Incremental Completion Rate and ability to succeed.

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

1. The student notifies The Art Institute of withdrawal or of the date of withdrawal.
2. The Art Institute terminates the student's enrollment in accordance with institutional policies.
3. The student exceeds the number

of absences allowed in accordance with institutional policies, and must be withdrawn from school. The date of withdrawal shall be deemed the last date of recorded attendance.

4. All refunds and return of funds will be made within thirty (30) calendar days of the date of determination.

Non-Payment of Charges

Non-payment of tuition, fees and/or other charges due to The Art Institute will result in the student being obligated for interest, collection agency costs and additional collection costs, and legal costs. In addition, The Art Institute reserves the right to report the student's failure to pay amounts owed to one or more national credit bureau organizations and not release the student's academic transcript until all debts to The Art Institute are paid in full.

Interest on Outstanding Balance

Students who have entered into a retail installment contract with the school may be subject to interest being charged. Please reference the retail installment contract and disclosure documents to understand the interest rate that may be charged and how interest charges are computed.

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 and Licensing

The Art Institute of Pittsburgh is licensed by the Alabama Commission on Higher Education, 100 North Union Street, Montgomery, Alabama 36104-3758.

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code §6-61-301.

The Art Institute of Pittsburgh is authorized by the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-4113, 770.414.3300.

The Kansas Board of Regents has approved The Art Institute of Pittsburgh to operate in the State of Kansas. The Kansas Board of Regents may be contacted at the following address: Kansas Board of Regents, Private Postsecondary Education Division, 1000 SW Jackson St., Suite 520, Topeka, Kansas 66612-1368 Telephone: 785.296.3421 Fax: 785.296.0983.

The Art Institute of Pittsburgh is registered with the Maryland Higher Education Commission as an Out-of-State Institution of Higher Education offering online education.

The Art Institute of Pittsburgh is registered as a private institution with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions

The Art Institute of Pittsburgh is licensed by the New Mexico Higher Education Department, 2048 Galisteo Street, Santa Fe, New Mexico, 87505-2100. 505.476.8400.

The Art Institute of Pittsburgh is licensed by the Ohio State Board of Career Colleges & Schools, 30 East Broad Street, 24th Floor, Suite 2481, Columbus, OH 43215-3138, 614.466.2752.

The Art Institute of Pittsburgh is authorized by the Pennsylvania Department of Education to confer the Bachelor of Science degrees, 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 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 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 Art Institute of Pittsburgh's Arbitration Policy for additional information regarding disputes or claims.

State Student Complaint Contact Information

OHIO

If a student feels that a concern or a complaint against the school has not been adequately resolved using the Student Complaint Procedure described in The Art Institute catalog, the student may direct his/her complaint or concern in writing to the Executive Director, of the Ohio – State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215. 614.466.2752 or 877.275.4219.

Jury Waiver and Agreement to Binding, Individual Arbitration

Student and The Art Institute of Pittsburgh irrevocably waive our rights to a trial by jury and agree instead that any and all disputes, no matter how described, pleaded or styled, between me and The Art Institute of Pittsburgh (including its parent and past and present affiliates, employees, agents, and lenders) or related to any aspect of my relationship with or any act or omission by The Art Institute of Pittsburgh ("Claim") shall be resolved by individual binding arbitration, conducted by the American Arbitration Association ("AAA") under its Commercial Arbitration Rules and applicable Supplementary Procedures for Consumer-Related Disputes ("AAA Rules") and in accordance with the terms of this Jury Waiver and Agreement to Binding, Individual Arbitration ("Arbitration Agreement"). Student can obtain a copy of the AAA Rules at www.adr.org or by calling 1-800-778-7879. This Arbitration Agreement, however, does not modify Student's right, if any, to file a grievance with any state educational licensing agency or accrediting body.

1. Student is strongly encouraged to first attempt to resolve the Claim by using the General Student Complaint Procedure outlined in the Catalog.
2. Neither party shall file or maintain any lawsuit in court against the other, and any suit filed in violation of this Arbitration Agreement shall be dismissed by the court in favor of arbitration conducted pursuant to this Arbitration Agreement. The parties agree that the moving party shall be entitled to an award of costs and fees of compelling arbitration.
3. The arbitration shall take place before a single, neutral arbitrator in the federal judicial district in which Student resides, unless the parties agree otherwise.
4. Student will be responsible for paying a portion of the AAA filing fee at the time his/her Claim is filed in an amount equal to \$200 or the applicable filing fee of the court of general jurisdiction in the district/circuit near me, whichever fee is less. The parties shall bear the expense of their own attorneys, experts and witnesses, unless the applicable law provides, and the arbitrator determines, otherwise.
5. Student agrees not to combine or consolidate any Claims with those of other students, such as in a class or mass action, or to have any Claims be arbitrated or litigated jointly or consolidated with any other person's claims. Further, the parties

agree that the arbitrator shall have no authority to join or consolidate claims by more than one person. I understand that I may opt out of this single-case provision by delivering via certified mail return receipt a written statement to that effect to the Vice President and Senior Counsel of The Art Institute of Pittsburgh /EDMC at 210 Sixth Avenue, Suite 3300 Pittsburgh, PA 15222 within 30 days of my first execution of an Enrollment Agreement.

6. The Federal Arbitration Act (FAA), including all its substantive and procedural provisions, and related federal decisional law shall govern this Arbitration Agreement to the fullest extent possible. All determinations as to the scope, enforceability, validity and effect of this Arbitration Agreement shall be made by the arbitrator, and not by a court. However, any issue concerning the validity of paragraph 5 above must be decided by a court, and an arbitrator does not have authority to consider the validity of paragraph 5. If for any reason, paragraph 5 is found to be unenforceable, any putative class or mass action may only be heard in court on a non-jury basis and may not be arbitrated under this Agreement.
7. The arbitrator shall have the power to award any remedy that directly benefits the parties to this Arbitration Agreement (provided the remedy would be available from a court under the law where the Arbitration Agreement was executed) but not the power to award relief for the benefit of anyone not a party to this Arbitration Agreement.
8. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.
9. Notwithstanding any provision in the Catalog or Enrollment Agreement, this Arbitration Agreement shall not be modified except by written agreement signed by both parties. Any or all of the provisions set forth in this Arbitration Agreement may also be waived by the party against whom the Claim is asserted, but such waiver shall be in writing, physically signed (not merely electronically signed) by the party waiving, and specifically identify the provision or provisions being waived. Any such waiver shall not waive or affect any other portion of the Arbitration Agreement.
10. This Arbitration Agreement shall survive the termination of Student's relationship with The Art Institute of Pittsburgh.

11. If any part(s) of this Arbitration Agreement are found to be invalid or unenforceable, then such specific part(s) shall be of no force and effect and shall be severed, but the remainder of the Arbitration Agreement shall continue in full force and effect.

STUDENT UNDERSTANDS AND ACKNOWLEDGES THAT S/HE IS WAIVING HIS/HER RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY (EXCEPT AS PROVIDED IN THE AAA RULES), AND TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT. FURTHER, STUDENT UNDERSTANDS AND ACKNOWLEDGES THAT S/HE WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS ACTION AGAINST THE ART INSTITUTE OF PITTSBURGH.

Notice Concerning Transferability of Credits Earned at the Art Institute of Pittsburgh

The Art Institute of Pittsburgh is accredited by 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 determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing. For this reason The Art Institute of Pittsburgh does not imply, promise, or guarantee that credits earned at The Art Institute of Pittsburgh will be accepted by another college or university. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. Students considering transferring to another college or university are responsible for determining whether that school will accept The Art Institute of Pittsburgh credits. The Art Institute of Pittsburgh encourages students to initiate discussions with the potential transfer school as early as possible.

Career Services

The Art Institute of Pittsburgh does not guarantee employment or any particular level of compensation following graduation. The Art Institute of Pittsburgh 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 may limit the particular employment opportunities available to them.

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 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.

It is the practice of The Art Institute of Pittsburgh 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.

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.

Curriculum

The Art Institute of Pittsburgh 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.

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 from the Admissions Department.

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. Recover hereunder by the debtor shall not exceed amounts paid by the debtor. (FTC Rule effective 05/14/1976.)

Nondiscrimination

The Art Institute of Pittsburgh does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran's status, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. The Art Institute of Pittsburgh provides reasonable accommodations to qualified individuals with disabilities. The Art Institute of Pittsburgh will not retaliate against persons bringing forward allegations of harassment or discrimination. 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@aii.edu, 412.291.6298.

Consumer Information

Important consumer information located at aionline.edu/consumer-information

See aipprograms.info for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.