



**APPLICATION FOR ADMISSION
AND ENROLLMENT AGREEMENT**

THE ART INSTITUTE OF CHARLESTON AT A GLANCE

Founded in 2007, The Art Institute of Charleston, a branch of The Art Institute of Atlanta, prepares students for entry-level careers in design, fashion management, media arts, and culinary arts by providing a challenging and stimulating educational environment. The Art Institute of Charleston offers students Mac and PC computer labs, camera studios, drawing studios, drafting labs, teaching kitchens and a dining lab, as well as class-rooms, a gallery and a library for study and research.

From the moment students are accepted, they become part of an environment that supports their efforts to reach their educational and career goals.

At The Art Institute of Charleston, students can enjoy hands-on learning, and close relationships with faculty and staff. A sufficient student-faculty ratio enables students to receive personal attention. Full-time and adjunct faculty bring solid academic credentials, as well as a wealth of experience in their fields, to the task of assisting students in developing the competencies required for each course.

The Art Institute of Charleston oversees the administration of financial aid for those who qualify, including federal loans, grants and institutional scholarships, both need-based and merit-based. The Art Institute of Charleston also offers a customized payment plan for those who wish to spread their financial commitment out over time.

The Art Institute of Charleston is committed to a diverse student body and to an educational program that includes art foundation and general education courses, as well as technical courses in each field. For more information, please consult the college catalog or visit www.artinstitutes.edu/charleston. We look forward to welcoming you to The Art Institute of Charleston!

STEPS TO GETTING STARTED

Step 1: Meet with an assistant director of admissions.

Step 2: Complete an application for admission.

Sign the commitment form for enrollment process deadlines.

Step 3: Meet with a representative to review and submit financial aid forms and establish a date for financial planning.

Provide academic record(s) for review and placement.

Step 4: Complete an application for college-sponsored housing (if applicable).

Step 5: Once accepted, register for classes.

Step 6: Attend orientation.

Step 7: Start classes.

	Winter 2011	Spring 2011	Summer 2011	Fall 2011
Quarter Begins	January 10	April 4	July 11	October 3
Mid-quarter Start	February 17	May 12	August 18	November 10
End of Quarter	March 26	June 18	September 24	December 17

APPLICATION REQUIREMENTS

- Application for admission form, including essay
- Notice Regarding Transferability for Credit Earned form, signed
- High school transcripts with verification of graduation or General Educational Development (GED) test scores (not required for students with a bachelor's or higher college degree)
- Official report of SAT, ACT, ASSET, or COMPASS scores
- Official college transcripts (not required for first-time college students)
- \$150 enrollment fees* (\$50 application fee, \$100 non-refundable enrollment fee)

*not required for re-entering students who have attended The Art Institute of Charleston within the last 12 months.

APPLICATION FOR ADMISSION AND ENROLLMENT AGREEMENT

REQUEST FOR HIGH SCHOOL OR GED TRANSCRIPT RELEASE

Please forward a copy, including GPA and grading scale, of my high school transcript (including verification of graduation) to:

Admissions Office
The Art Institute of Charleston
A branch of The Art Institute of Atlanta
24 N. Market Street
Charleston, SC 29401-2623

Name of high school _____

Last name _____

First name _____ Middle/maiden _____

Name while attending if different from above:

Last name _____

First name _____ Middle/maiden _____

Dates of attendance or graduation date _____

We accept transcripts faxed directly from high schools with a cover sheet to FAX: 843-727-3440. Thank you for your immediate response.

Signature _____ Date _____

Fee enclosed \$ _____ (if applicable)

Please mail completed form and fee (if applicable) to your high school.

(Photocopy this document if additional copies are needed. Cut on the dotted lines to detach.)

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REQUEST FOR COLLEGE TRANSCRIPT RELEASE

Please forward a copy, including GPA and grading scale, of my college transcript to:

Admissions Office
The Art Institute of Charleston
A branch of The Art Institute of Atlanta
24 N. Market Street
Charleston, SC 29401-2623

Name of college _____

Last name _____

First name _____ Middle/maiden _____

Name while attending if different from above:

Last name _____

First name _____ Middle/maiden _____

Social security number _____

Date of birth _____ Dates of attendance or graduation date _____

We accept transcripts faxed directly from high schools with a cover sheet to FAX: 843-727-3440. Thank you for your immediate response.

Signature _____ Date _____

Fee enclosed \$ _____ (if applicable)

Please mail completed form and fee (if applicable) to your college.

(Photocopy this document if additional copies are needed. Cut on the dotted lines to detach.)

APPLICATION FOR ADMISSION AND ENROLLMENT AGREEMENT

3. PROGRAM OF STUDY

Check only one box for the program of study for which you are applying.

BACHELOR'S DEGREE PROGRAMS

All Bachelor's programs are 12 quarters and 180 credit hours.

- ☐ Culinary Arts Management (BS)
- ☐ Digital Filmmaking & Video Production (BFA)
- ☐ Fashion & Retail Management (BA)
- ☐ Graphic Design (BFA)
- ☐ Interior Design (BFA)
- ☐ Photographic Imaging (BFA)
- ☐ Web Design & Interactive Media (BFA)

BA—Bachelor of Arts BFA—Bachelor of Fine Arts BS—Bachelor of Science AA- Associate of Arts

ASSOCIATE'S DEGREE PROGRAMS

All Associate's are 6 quarters and 90 credit hours.

- ☐ Culinary Arts (AA)
- ☐ Culinary Arts: Concentration in Baking & Pastry (AA)
- ☐ Graphic Design (AA)
- ☐ Web Design & Interactive Media (AA)
- ☐ Wine, Spirits & Beverage Management (AA)¹

¹Participation in the program for those under 21 years of age will be conducted in accord with state law regarding the possession and consumption of alcoholic beverages.

CERTIFICATE PROGRAMS

Certificate programs offer those who are already working in business, foodservice, or agencies an opportunity to broaden and deepen their skills or to learn the basic skills needed to change careers. This program does not include general education classes. Certificate programs are intended for students who have graduated from high school at least two years before the date of application.

- ☐ Culinary Arts--Certificate (4 Quarters, 56 credits)
- ☐ Culinary Arts--Baking & Pastry Certificate(4 Quarters, 52 credits)
- ☐ Web Design & Interactive Communications (4 Quarters, 48 credits)
- ☐ Fashion Retailing (4 Quarters, 52 credits)
- ☐ Digital Image Management (4 Quarters, 48 credits)
- ☐ Web Design & Development (4 Quarters, 52 credits)

4. HIGH SCHOOL TRANSCRIPTS, GED SCORES, COLLEGE TRANSCRIPTS

You are responsible for providing The Art Institute of Charleston with a copy of your high school transcript (academic record) or GED scores. Applicants still attending high school/secondary school should request both a current transcript and a completed transcript upon graduation to be sent to the admissions office. High school transcripts or GED scores are not required for students with a college degree.

- ☐ High school _____
Name Address City/state Zip
- ☐ Month/Year of high school graduation _____ ☐ GED (if applicable) _____
Year received State where taken

List in chronological order all colleges or post-secondary schools you have attended including other Art Institutes Schools. *Please write on back of application if you need more space.* Transfer applicants are responsible for requesting that official copies of their college transcripts be forwarded from previous and current institutions. If you are presently in school, the admissions office will also need a copy reflecting completion of the current quarter/term.

Institution (Full Name)	City/State/Country	Dates Attended	Field of Study	Degree Earned if Any	Reasons for Leaving*

* If you did not complete the program at this school, please explain.

Have you been involved in any disciplinary matters at any Art Institutes schools or other post-secondary school? ☐ Yes ☐ No
 If yes, please describe in full on a separate sheet and submit with this application.

5. TEST SCORES

Please check any that apply. (Have official reports sent to code number 009270. The SAT or ACT is not required for admissions consideration.)

- ☐ I have taken the SAT. ☐ I have taken the ACT.
- ☐ I plan to take the SAT on (date)_____. ☐ I plan to take the ACT on (date)_____.

6. ENROLLMENT AGREEMENT AND SIGNATURE

The Art Institute of Charleston
A branch of The Art Institute of Atlanta
24 N. Market Street
Charleston, SC 29401-2623
843-727-3500

TUITION POLICY

The student is responsible for tuition and fees pertaining to the program's required course of study. The tuition and fees can be found on page 9, are incorporated into this agreement, and 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 the student begins classes and the student's program will be calculated using the new rate. Any changes to tuition and fees will be published to students.

CANCELLATION AND REFUND POLICIES

I understand that I, the student, may cancel my enrollment without any penalty or obligation at any time prior to midnight of the fifth business day after signing the application for admission. I may also cancel my enrollment if, upon a doctor's order, I cannot physically receive the services, or I may cancel my enrollment if the services cease to be offered. If I cancel my enrollment for either of these reasons, The Art Institute of Charleston ("The Art Institute") may keep only a portion of the tuition or other charges (see pages 9 and 10 of this booklet).

I understand that the \$50 application fee is refundable up to the fifth day of business after signing this application or if I am not accepted to The Art Institute. I understand that an enrollment fee of \$100 is fully applied toward tuition and is required within 10 days of application, and is refundable as stated in the current refund policy (see page 9, Refund Policy Prior to Matriculation). 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.

ARBITRATION POLICY

I and The Art Institute agree that any dispute or claim between me and The Art Institute (or any company affiliated with The Art Institute, or any of its officers, directors, trustees, employees or agents) arising out of or relating to this enrollment agreement or, absent such agreement, my enrollment or attendance at The Art Institute of Charleston, whether such dispute arises before, during, or after my attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at my or The Art Institute's election, submitted to and resolved by the individual binding arbitration pursuant to the terms described herein. The full and complete arbitration policy is found on page 10 and is part of this agreement.

TRANSFERABILITY OF CREDIT

The Art Institute of Charleston is a branch campus of The Art Institute of Atlanta. The Art Institute of Atlanta is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of The Art Institute of Atlanta.

The Art Institute of Charleston is licensed by the South Carolina Commission on Higher 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. The Art Institute does not imply, promise, or guarantee transferability of its credits to any other institution. The full and complete transferability of credit policy is found on page 10 and is part of this agreement.

STUDENT ACKNOWLEDGEMENTS

If I am accepted for admission by The Art Institute, I agree to abide by the regulations and policies as set forth in the catalog, together with all other Art Institute policies, procedures, and student conduct codes, and the schedule of tuition, fees, and expenses, and as stated in this agreement.

I certify that the information that I have provided in this application is true and complete to the best of my knowledge. I fully realize that omission or falsification of information will be sufficient reason for rejection of this application or for dismissal. I authorize The Art Institute to receive a copy of all my high school and college transcripts, including GED certificate and scores, if applicable. I understand that I am responsible for requesting that my transcripts be sent.

I understand that The Art Institute reserves the right to change start dates, curriculum (course contents, course titles, and the sequencing of classes), graduation requirements, tuition, or fees with or without notice at any time it deems necessary, subject to any applicable regulatory approvals.

I understand that enrollment in The Art Institute or completion of the program does not guarantee employment. I further understand that information on graduation/completion rates for first-time, full-time students is available through the admissions office.

I have read and received 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 a copy of it for my records. (Parents must also sign if applicant is under 18 years of age.) I understand that my enrollment and The Art Institute's obligations under this Agreement (except the cancellation and refund provisions) 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 (1) that I have not demonstrated sufficient potential for success as determined by the Admissions Committee and/or (2) 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 certificate or degree may be awarded and before transcripts will be issued. The application for admission and the catalog, together with other published Art Institute policies, procedures, student conduct codes, student handbook and separate student housing agreement, if any, shall constitute the entire agreement between the student and The Art Institute. I understand and agree that they supersede any prior or contemporaneous oral or written agreements or statements and may not be modified without the written agreement of the president of The Art Institute. I also understand that this agreement constitutes a legally binding contract upon acceptance by The Art Institute.

QUESTIONS OR CONCERNS

Questions or concerns regarding The Art Institute's compliance with the terms of this agreement may be directed to the Senior Director of Admissions at The Art Institute. The Art Institute of Charleston is authorized by the South Carolina Commission on Higher Education, 1333 Main St. STE 200, Columbia, South Carolina 29201; 1.803.737.8860. Licensure indicates only that minimum standards have been met; it is not equal to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. Questions or concerns that are not satisfactorily resolved by Art Institute officials may be brought to the attention of the South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201. Phone 803.737.2260

By this application, you: (a) certify that your information on this application is true and complete; (b) agree that we may request a consumer credit report about you from one or more credit reporting agencies; (c) agree that we may ask third parties, governmental agencies and credit reporting agencies to verify information about you; and (d) agree that we may share information with lenders. We will, upon your request, inform you if we requested a consumer report about you and provide you with the name and address of the consumer reporting agency that furnished the report. You understand that you are providing "written instruction" to us under the Fair Credit Reporting Act authorizing us to obtain information from your personal credit file.

Print applicant's name	Applicant's signature	Date
Parent or guardian signature (if applicant is under 18 years old)		Date
Signature of Art Institute School Official		Date

7. ADMISSIONS ESSAY REQUIREMENTS

Instructions: Write a well organized paragraph with a minimum of 150 words in the space below, or type and submit with this application.

NOTE: While the *minimum* request is for 150 words, the paragraph or essay must address all three parts of the content requested, in order to provide us with a clearly defined and comprehensive profile encompassing your ideas, goals and values. It would thus be to your advantage to provide an essay in a format that answers the questions below:

1. What are your career goals?
2. How do you expect your education at The Art Institute of Charleston to help you attain your career goals?
3. In what ways will you participate and commit to your education in order to be successful?

Please be as specific as possible, and provide any examples you feel might be helpful in allowing the reader to understand who you are.

Because we are interested in your ideas and your ability to express yourself, you are not permitted to receive any assistance from others in writing this essay. Failure to follow this instruction may be grounds for rejection of your application or, if you are accepted, grounds for dismissal from the program.

APPLICATION FOR ADMISSION AND ENROLLMENT AGREEMENT

Be sure that you read and understand the following information before signing your application and enrollment form.

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 (excluding Sundays and legal holidays) after signing the application for admission. All monies paid will be returned.

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 this reason, The Art Institute may keep only a portion of the tuition or other charges.

TUITION, FEES, AND EXPENSES

First-quarter tuition and fees for new students become due sixty (60) days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due upon registration, approximately two (2) weeks prior to the end of each academic quarter. A student 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. Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending.

Active Duty, Active and Drilling members of the Reserve and National Guard and Spouses of Active Duty Military Personnel:

The Art Institutes offers a special military tuition discount of 10% to eligible Active Duty, Active and Drilling members of the Reserve and National Guard and spouses of Active Duty military personnel.

Fees

The enrollment fee and the application fee are waived for Active Duty and Active and Drilling members of the Reserve and National Guard. The application fee is waived for all veterans who qualify for government military education financial aid and spouses of Active Duty military personnel.

TUITION

Current tuition per credit hour (as of October 1, 2010) \$486

	PerQuarter	PerAcademicYear
Full-time tuition (16 credit hours)	\$7,776	\$23,328

*Based on \$486.00 per credit.

Total current tuition costs* to complete each program are:

12-quarter Bachelor of Fine Arts	\$87,966
12-quarter Bachelor of Science	\$87,966
6-quarter Associate in Arts	\$44,226
4-quarter Certificate--48 credits	\$23,328
4-quarter Certificate--52 credits	\$25,272
4-quarter Certificate--56 credits	\$27,216

Digital Resource Fees

Filmmaking & Video Production	\$2,200
Fashion & Retail Management	\$2,250
Graphic Design AA	\$1,100
Graphic Design BFA	\$2,200
Photographic Imaging	\$2,200
Web Design & Interactive Media AA	\$1,100
Web Design & Interactive Media BFA	\$2,200
Web Design & Development Certificate	\$650
Web Design & Interactive Communications Certificate	\$600
Digital Image Management Certificate	\$600
Fashion Retailing Certificate	\$650
Culinary Arts	\$1,100
Culinary Arts/Baking & Pastry	\$1,450
Culinary Arts Management	\$2,200
Wine, Spirits & Beverage Management	\$1,150
Culinary Arts--Certificate	\$450
Culinary Arts--Baking and Pastry Certificate	\$450

These tuition rates are in effect as of October 1, 2010. The Art Institute reserves the right to change tuition and fees as it deems necessary. Tuition costs of up to \$3,888 beyond the estimated total tuition for a degree may occur if the student is required to take transitional studies classes for developmental

purposes; students take a maximum of two classes. In addition, all new and returning students must take, in their first quarter, a 1 credit course about being a successful college student. The cost of this course is \$486 at the current tuition. This charge is included in the total tuition cost per program.

The student is on a continuing quarter-by-quarter enrollment basis and agrees to comply with all published Art Institute policies and procedures. The Art Institute reserves the right to add, delete, or modify its policies and procedures, with or without notice. 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.

Special U.S. and overseas trips are voluntary and are not included in regular tuition and fees.

College sponsored housing cost are in addition to tuition and a separate agreement is entered into for that purpose. See the Office of Residential Life & Housing for details.

SUPPLY KITS AND ADDITIONAL REQUIRED EQUIPMENT

This supply kit includes equipment and textbooks needed for most quarter courses of each program, although it does not contain textbooks required for General Education courses. General Education textbooks may be purchased separately.

It also contains expendable equipment that will need to be replenished at the student's expense. In subsequent quarters, students will need to purchase additional textbooks and equipment. A list of the components of the starting kit is provided to each enrolled student. These materials may be purchased at The Art Institute or at most supply stores. Starting kits are required for your program. Kit prices are estimated and subject to change.

Culinary Arts--Certificate	\$867
Culinary Arts--Baking and Pastry Certificate	\$867
Culinary Arts	\$867
Culinary Arts Management**	\$867
Digital Filmmaking & Video Production	\$1,688.47
Fashion & Retail Management	\$611.95
Graphic Design	\$410
Web Design & Interactive Media	\$410
Interior Design	\$410
Photographic Imaging	\$2,422.35
Wine, Spirits & Beverage Management*	\$633.68

*Participation in the program for those under 21 years of age will be conducted in accord with state law regarding the possession and consumption of alcoholic beverages.

SUPPLIES AND TEXTBOOKS

The average monthly cost of consumable supplies and textbooks by program is as follows:

Culinary Arts	\$ 70
Culinary Arts Management	\$ 70
Digital Filmmaking & Video Production	\$150
Fashion & Retail Management	\$200
Graphic Design	\$150
Web Design & Interactive Media	\$150
Interior Design	\$225
Photographic Imaging	\$200
Wine, Spirits & Beverage Management	\$50

*Participation in the program for those under 21 years of age will be conducted in accord with state law regarding the possession and consumption of alcoholic beverages.

Please note that the actual costs often occur at the start of a quarter, and are not evenly spread throughout the quarter.

LAB FEES

Some programs require a lab fee. Culinary Arts charges \$285 per quarter. Wine, Spirits & Beverage Management charges \$285 per quarter for some classes. Interior Design students pay \$30 per quarter for some courses. Photographic Imaging students pay \$50 per quarter every quarter. All students pay a Student Activity Fee of \$50 per year. Please see your Admissions representative for details.

The digital resource fee includes the cost of the digital textbook as well as other digital resources which are integrated into the course and vary by program. The fee includes all applicable taxes. This estimated fee assumes all courses require a digital resource; however currently not all courses use digital resources. Courses that include an digital

resources will be noted in the registration material and the fee will be charged automatically in addition to tuition. If a course does not use digital resources, the student remains responsible for purchasing the required text and materials. The digital resource fee is \$50 per course.

REFUND POLICIES

REFUND POLICY PRIOR TO MATRICULATION, ALL STUDENTS

Applicants may cancel their enrollment in person or in writing before the beginning of classes. An applicant not requesting cancellation before the scheduled starting date indicated on the application for admission will be considered a student.

1. All monies paid by applicants will be refunded if they are not accepted for admission.
2. All monies paid by the applicant will be refunded if requested by the applicant within five (5) business days after signing the application for admission and making an initial payment.
3. Applicants requesting cancellation more than five (5) business days after signing the application for admission and more than ninety (90) days prior to their original class start date, will receive a refund of all monies paid, less the \$50 application fee.
4. Applicants requesting cancellation more than five (5) business days after signing the application for admission, but less than ninety (90) days prior to their original class start date, will receive a refund of all monies paid, less the \$100 tuition deposit.
5. The application fee is valid for four consecutive quarters, including the original start date quarter. Students wishing to reapply after four quarters will be required to submit a new application fee.

REFUND POLICY AFTER MATRICULATION, ALL STUDENTS

In the event you withdraw or are terminated by The Art Institute during any quarter of study:

1. Prepaid tuition for any period beyond the current quarter will be refunded in full.
2. The Art Institute shall terminate a student when the student has missed seven (7) consecutive class days (or within twenty (20) calendar days from the student's last day of attendance, whichever is less) and The Art Institute shall pay the refund within thirty (30) days of that written termination date. 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 Art Institute participates.
3. You may voluntarily withdraw from The Art Institute by notifying the Office of the Registrar in person or in writing. For a student who attended a previous quarter of study and who did not indicate that he/she was not returning, refunds will be made within thirty (30) days of the first scheduled day of class in the quarter in which the student was expected to return.
4. In the event of a fully documented extreme illness or personal emergency that makes it impractical for you to complete the program, The Art Institute may modify the tuition refund policy appropriately to the circumstances. After your first period of enrollment, if you withdraw in a subsequent period due to mitigating circumstances, you will receive a refund, except for room and board, as provided in this agreement under "Adjustment of charges." Mitigating circumstances are those that directly prohibit you from pursuing your program and which are beyond your control. These include your serious illness, death in your immediate family, or active duty military service, including active duty for training.
5. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by The Art Institute.
6. The Art Institute reserves the right to apply any payment, or any refund due, to any student financial account for which payment is overdue.
7. Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter.
8. 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 a program or course is unable to complete it, The Art Institute will refund all monies paid by the student for the course or program within thirty (30) days.

APPLICATION FOR ADMISSION AND ENROLLMENT AGREEMENT

REFUND POLICY, ALL STUDENTS

RETURN OF FEDERAL IV AID

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the 60 percent point of the term. If the student has completed more than 60 percent of the term, the student earns 100 percent of the Federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Unsubsidized Stafford Loan, Unsubsidized Direct Loan, Subsidized Stafford Loan, Subsidized Direct Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG, SMART, SEOG. Funds will be returned to the aid source within 45 days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

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

ADJUSTMENT OF CHARGES

The Art Institute will refund tuition and fees as follows, based on the South Carolina refund policy and determined by the week in which the student last attends class:

Week one – 90%

Week two – 80%

Week three – 70%

Week four – 60%

Week five – 50%

Week six – 40%

After week six – 0% (for 10 week quarters)

After week seven – 0% (for 11 week quarters)

Mid-Quarter Start

Day 1-2 - 95%

Day 3-Week 1 - 90%

Week 2 - 75%

Week 3 - 50%

After Week 3 - 0%

Examples of the calculations for this policy are available in the student accounting office.

NON-PAYMENT OF CHARGES

Non-payment of tuition, fees and/or other charges due to The Art Institute will result in the student's obligation for additional collection costs, collection agency 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 the student's academic transcript will not be released until all the student's debts to The Art Institute are paid in full.

INTEREST ON OUTSTANDING BALANCES

The student understands and agrees that he/she will be liable for interest charges that will be assessed on his/her account balance until the balance is paid in full. Interest will be charged at 12% per annum on the student's adjusted outstanding balance at the end of each month. The adjusted outstanding balance is defined as all charges incurred by the student for attendance at the college at the end of the prior month, including but not limited to tuition, fees, late registration fees, fines, damages, etc., less the total amount paid to the student's account at the end of the current month, including financial aid that the student has been awarded but has not been paid for the quarter, provided that the student and/or the student's parent(s) have completed all of the requirements for the award. The student understands and agrees that his/her adjusted outstanding balance is different from his/her payment plan and that the student's financial aid award may be reduced or eliminated if the student does not complete all of the requirements for financial aid.

ARBITRATION POLICY

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

The Art Institute 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 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 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 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 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. 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, 1.800.352.5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arb-forum.com, 1.800.474.2371.

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

TRANSFERABILITY OF CREDIT

The Art Institute of Charleston is a branch campus of The Art Institute of Atlanta. The Art Institute of Atlanta is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of The Art Institute of Atlanta.

The Art Institute of Charleston is licensed by the South Carolina Commission on Higher Education, 1333 Main St. STE 200, Columbia, South Carolina 29201; 1.803.737.8860. Licensure indicates only that minimum standards have been met; it is not equal to or synonymous with accreditation by an accrediting agency recognized by the U.S. 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.

The goal of The Art Institute is to prepare students for careers in design, media arts, culinary arts, and management in entry-level employment in your chosen field of study. The value of degree programs like those offered by The Art Institute is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at The Art Institute will transfer to another school.

Programs offered by one school within The Art Institutes system may be similar 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 may be transferable into that school's program.

If you are considering transferring to either another Art Institutes schools or an unaffiliated school, it is your responsibility to determine whether that school will accept your Art Institute credits. We encourage you to make this determination as early as possible.

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

APPLICATION FOR ADMISSION AND ENROLLMENT AGREEMENT

GRADUATION/COMPLETION RATE

According to regulation published by the Department of Education based on the Student-Right-to-Know Act, the graduation/completion rate for first-time, full-time students who entered school and graduated/completed within a 150% of the normal time to complete the program must be made available to current and prospective students. You may obtain this information in the admissions office. According to regulations published by the Department of Education the retention rate of certificate or degree seeking first-time, undergraduate students must be made available to all enrolled students and prospective students. Each institution must also make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories: Male; Female; Self-Identified members of a major, racial or ethnic group; and Federal Pell Grant recipients. This information is updated annually and may be obtain from the admissions office.

STUDENT'S RIGHT TO KNOW

Information on graduation/completion rates for first-time, full-time students is available through the admissions office once this information is available.

QUESTIONS OR CONCERNS

Questions or concerns regarding The Art Institute's compliance with the terms of this Agreement may be directed to the director of admissions at The Art Institute.

OTHER INFORMATION

Please see the college catalog for important information on employment assistance, credit transfer policy, and use of instructional equipment. Other policies are presented in the Student Handbook, which is available by request or online at http://www.artinstitutes.edu/charleston/pdf/AiCSC_Student_Handbook.pdf

APPLICATION FOR ADMISSION AND ENROLLMENT AGREEMENT

EDUCATION COSTS

TO GET STARTED

Initial Enrollment Fee	\$150
[Application Fee]	\$50
[Enrollment Fee]	\$100

LAB FEES

Culinary Arts	\$285
Interior Design	\$30
Photographic Imaging	\$50
Student Activity Fee	\$50
Wine, Spirits & Beverage Management*	\$285

** Participation in the program for those under 21 years of age will be conducted in accord with state law regarding the possession and consumption of alcoholic beverages.*

Average monthly cost of consumable supplies/textbooks by program.

Please note that the actual cost often occur at the start of the quarter, and are not evenly spread throughout the quarter.

Culinary Arts	\$70
Digital Filmmaking & Video Production	\$150
Fashion & Retail Management	\$150
Graphic Design	\$120
Interior Design	\$125
Photographic Imaging	\$200
Web Design & Interactive Media	\$120
Wine, Spirits & Beverage Management	\$50

** Participation in the program for those under 21 years of age will be conducted in accord with state law regarding the possession and consumption of alcoholic beverages.*

STARTING KIT PRICES

(first quarter only)

Culinary Arts--Certificate	\$867
Culinary Arts-- Baking and Pastry Certificate	\$867
Culinary Arts	\$867
Culinary Arts Management*	\$867
Digital Filmmaking & Video Production	\$1,688.47
Fashion & Retail Management	\$611.95
Graphic Design	\$410
Interior Design	\$410
Photographic Imaging	\$2,422.35
Web Design & Interactive Media	\$410
Wine, Spirits & Beverage Management	\$731.48

** Participation in the program for those under 21 years of age will be conducted in accord with state law regarding the possession and consumption of alcoholic beverages.*

TUITION & FEES

DIGITAL RESOURCE FEES

Digital Filmmaking & Video Production	\$2,200	Web Design & Interactive Media BFA	\$2,200	Culinary Arts	\$1,100
Fashion & Retail Management	\$2,250	Web Design & Development Certificate	\$650	Culinary Arts/Baking & Pastry	\$1,450
Graphic Design AA	\$1,100	Web Design & Interactive Communications Certificate	\$600	Culinary Arts Management	\$2,200
Graphic Design BFA	\$2,200	Digital Image Management Certificate	\$600	Wine, Spirits & Beverage Management	\$1,150
Photographic Imaging	\$2,200	Fashion Retailing Certificate	\$650	Culinary Arts--Certificate	\$450
Web Design & Interactive Media AA	\$1,100			Culinary Arts-- Baking and Pastry Certificate	\$450

The digital resource fee includes the cost of the digital textbook as well as other digital resources which are integrated into the course and vary by program. The fee includes all applicable taxes. This estimated fee assumes all courses require a digital resource; however currently not all courses use digital resources. Courses that include an digital resources will be noted in the registration material and the fee will be charged automatically in addition to tuition. If a course does not use digital resources, the student remains responsible for purchasing the required text and materials. The digital resource fee is \$50 per course.

Tuition is charged per credit hour. As of October 1, 2010 the current rate is \$486 per credit hour.

	QUARTER	ACADEMIC YEAR (3 QUARTERS)
Full-time tuition	\$7,776	\$23,328

These tuition rates are in effect as of October 1, 2010. The Art Institute reserves the right to change, tuition and fees as it deems necessary. Any changes to tuition and fees will be published to students. Tuition costs of up to \$3,888 beyond the usual total for a degree may occur if the student is required to take transitional studies classes for developmental purposes; students take a maximum of two classes. In addition, all new and returning students must take, in their first quarter, a 1-credit course about being a successful college student. The cost of this course is \$486 at the current tuition rate. Additional costs for all students to purchase consumable supplies, textbooks and digital resource fee, as well as for additional specialized equipment, are estimated on page 9.

FINANCIAL RESOURCES

Information on financial planning and applying for federal aid is in the Financial Aid booklet piece which you received in your interview packet.