

1400 Penn Avenue, Pittsburgh, PA, 15222 - 877-872-8869

**Name of Student:**

(Last Name)

(First Name)

(Middle Name)

**Present Address:**

(Street Address)

(City)

(State)

(Zip)

**Telephone:**

Desired Start Date: \_\_\_\_\_

This Enrollment Agreement does not obligate you to begin classes at The Art Institute of Pittsburgh - Online Division. Rather, this Enrollment Agreement has legally binding terms and conditions of your enrollment once you choose to begin classes at The Art Institute of Pittsburgh - Online Division.

**Facts You Should Know**

I acknowledge that I have received the *Facts You Should Know* single page disclosure.

The *Facts You Should Know* single page disclosure was explained to me and I had an opportunity to ask questions, which have been answered to my satisfaction.

Program of Study	Degree	Credit Hours	Program Length (Qtrs)	Instructional Weeks	Tuition Cost Per Credit	Technology Fee***	Estimated Digital Textbooks φ	Approx. Total Cost / Program†
<b>Associate of Applied Science (AAS)</b>								
Digital Photography *	AAS	92	8	88	\$375	\$1,380	\$1,512	\$37,392
Graphic Design *	AAS	95	8	88	\$375	\$1,425	\$1,566	\$38,616
Kitchen & Bath Design *	AAS	95	8	88	\$375	\$1,425	\$1,566	\$38,616
Web Design & Interactive Media *	AAS	91	8	88	\$375	\$1,365	\$1,512	\$37,002
<b>Associate of Science (AS)</b>								
Digital Photography	AS	92	8	88	\$375	\$1,380	\$1,512	\$37,392
Graphic Design 1	AS	91	8	88	\$375	\$1,365	\$1,512	\$37,002
Graphic Design 2	AS	92	8	88	\$375	\$1,380	\$1,512	\$37,392
Kitchen & Bath Design **^	AS	91	8	88	\$375	\$1,365	\$1,512	\$37,002
Web Design & Interactive Media 3	AS	91	8	88	\$375	\$1,365	\$1,512	\$37,002
<b>Bachelor of Science (BS)</b>								
Advertising	BS	180	15	165	\$375	\$2,700	\$2,970	\$73,170
Digital Photography	BS	180	15	165	\$375	\$2,700	\$2,970	\$73,170
Fashion Marketing & Management	BS	180	15	165	\$375	\$2,700	\$2,970	\$73,170
Game Art & Design	BS	180	15	165	\$375	\$2,700	\$2,970	\$73,170
Graphic Design	BS	180	15	165	\$375	\$2,700	\$2,970	\$73,170
Hotel & Restaurant Management	BS	180	15	165	\$375	\$2,700	\$2,970	\$73,170
Interior Design **	BS	180	15	165	\$375	\$2,700	\$2,970	\$73,170
Media Arts & Animation	BS	180	15	165	\$375	\$2,700	\$2,970	\$73,170
Web Design & Interactive Media	BS	180	15	165	\$375	\$2,700	\$2,970	\$73,170
<b>Certificate (C)</b>								
2D Animation	C	42	5	55	\$375	\$630	\$756	\$17,136
3D Animation	C	39	5	55	\$375	\$585	\$702	\$15,912
3D Modeling for Games	C	39	5	55	\$375	\$585	\$702	\$15,912
Character Animation for Games	C	49	6	66	\$375	\$735	\$864	\$19,974
Digital Workflow	C	39	5	55	\$375	\$585	\$702	\$15,912
Event Management	C	39	5	55	\$375	\$585	\$702	\$15,912
Food & Beverage Operations	C	39	5	55	\$375	\$585	\$702	\$15,912
Internet Marketing	C	45	5	55	\$375	\$675	\$810	\$18,360
Portrait Photography	C	42	5	55	\$375	\$630	\$756	\$17,136
Studio Photography	C	42	5	55	\$375	\$630	\$756	\$17,136
<b>Diploma (D)</b>								
Digital Design	D	36	4	44	\$375	\$540	\$648	\$14,688
Residential Planning	D	36	4	44	\$375	\$540	\$648	\$14,688
Web Design	D	45	5	55	\$375	\$675	\$810	\$18,360

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 \$375 per credit (with an average of 12 credits per quarter for bachelor's and associate's degree programs; 9 credits per quarter for diploma and certificate programs). There is a \$15 technology fee for each credit taken through the online program.

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

The Technology Fee helps to fund technology enhancements to the infrastructure, resources and services, to improve the student online experience in each course, as well as

\*\*\* curriculum development updates and related technology improvements for each course. As the online 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.

Not all courses include a Digital Textbook. Courses that include a Digital Textbook will be noted in the registration material and the Digital Textbook will be charged in addition to tuition unless the student chooses to opt out. Students who do not opt out will not need to purchase textbooks for courses using a Digital Textbook. The purchase of the Digital Textbook is not refundable. Students who do opt out will be responsible for purchasing the required textbook. If a course does not use a Digital Textbook, the student is responsible for purchasing the required textbook. The Digital Textbook charge is \$50 per course for most courses; however, some courses may have more than one Digital Textbook and carry a Digital Textbook charge of \$75 per course.

\* Program is offered to residents of Minnesota only.

\*\* Program is not available to residents of Kentucky, Maryland, New Hampshire, North Carolina, and New Mexico.

\*\*A Program is not available to residents of Kentucky, Maryland, New Hampshire, North Carolina, New Mexico, Pennsylvania and Wisconsin.

1 Program is not available to Pennsylvania and Wisconsin residents.

2 Program is offered to residents of Pennsylvania only.

3 Program is not available to Pennsylvania and Wisconsin residents.

## Tiered Tuition Structure

Students who persist and successfully earn academic credits in their educational programs are eligible for a reduced tuition structure that decreases the students' actual tuition\*.

### Associate's-level programs

Based on the length of the associate degree program, students will receive a tuition reduction by 10% to 15%†. Students may qualify as long as they remain enrolled and participate in an eligible program of study, making them eligible for the reduced tuition within the program. Program lengths vary in the number of credits required. This reduction will occur once the following thresholds are reached:

- Students who complete greater than 45 credits will receive a 10% tuition reduction
- Students who complete greater than 90 credits will receive a 15% tuition reduction

### All other Bachelor's-level programs:

Students who persist and successfully earn academic credits in their educational programs are eligible for a tiered tuition structure that decreases the students' actual tuition cost, ranging from 10%-20%†. Students may qualify as long as they remain enrolled and participate in an eligible program of study, making them eligible for the tiered tuition at different thresholds within the program. This reduction automatically occurs as students reach the following thresholds:

- Students who successfully earn greater than 25% of the credits in their program will receive a 10% tuition reduction†
- Students who successfully earn greater than 50% of the credits in their program will receive a 15% tuition reduction†.
- Students who successfully earn greater than 75% of the credits in their program will receive a 20% tuition reduction†.

Reductions in tuition are applied at the beginning of each term (quarter). If the percentage of earned credit above is reached after the term starts, the reduction will occur at the start of the next term. All reductions' calculations are based on the original cost per credit hour.

For the purpose of eligibility for reduced tuition, transfer of credits that are accepted by the institution into a student's specific program of study will qualify towards credits that are successfully earned. If transfer of credit is received after a term begins, the reduction will occur at the start of the next term.

\* Certificate and diploma programs offered through The Art Institute of Pittsburgh – Online Division are not eligible for tiered tuition.

† Students utilizing partnership agreements or enrolling as a Continual Transfer Waiver will not be eligible for the reduced tuition. The students will receive the tuition reduction as outlined in the partnership agreement or transfer waiver.

Please visit our [Student Consumer Information](#) page to find the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, full-time or at full load. Changing programs, beginning programs at the mid-term start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will 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.

## FOR CALIFORNIA STUDENTS ONLY - California Student Tuition Recovery STRF

In addition to the Approximate Total Cost/Program listed above you will be required to pay the STRF charge.

The current STRF charge is \$0.00

### Example:

Approximate Total Program Cost: \$47,082 divide by \$1,000 = 47  
Multiply 47 times STRF charge \$0.00 = \$0

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

## Additional Costs - Hardware, Software, and Equipment

The following chart contains estimated hardware, software and equipment costs according to each program curriculum. Some of these items are made available for purchase through the school bookstore, but students may also purchase these items through other sources. Prices of hardware and equipment vary based on manufacturer. Many courses require additional tools and supplies such as brushes, paints, pencils, paper and textbooks to successfully complete the coursework. All technology and material requirements are listed in detail on the individual program page, accessible via: <https://www.artinstitutes.edu/online/academics>.

Programs:	2D Animation C	3D Animation C	3D Modeling for Games C	Advertising BS	Culinary Management BS	Character Animation for Games C	Digital Design DP
Software Costs:	\$692	\$692	\$692	\$876	\$199	\$692	\$478

CREATIVITY for LIFE

<b>Hardware Costs:</b>	\$1,000	\$1,000	\$1,000	\$1,000	\$500	\$1,000	\$1,000
<b>Equipment Costs:</b>	\$445	\$445	\$445	\$370	\$370	\$445	\$370

<b>Programs:</b>	Digital Photography AS	Digital Photography BS	Digital Workflow C	Event Management C	Fashion Marketing Management BS	Food & Beverage Operations C	Game Art & Design BS	Graphic Design AS
<b>Software Costs:</b>	\$478	\$876	\$478	\$199	\$876	\$199	\$1,092	\$478
<b>Hardware Costs:</b>	\$1,000	\$1,000	\$1,000	\$500	\$1,000	\$500	\$1,000	\$1,000
<b>Equipment Costs:</b>	\$3,500	\$3,500	\$3,500	\$370	\$370	\$370	\$445	\$370

<b>Programs:</b>	Graphic Design BS	Hotel Restaurant Management BS	Interior Design BS	Internet Marketing C	Kitchen and Bath Design AS	Media Arts & Animation BS	Portrait Photography C
<b>Software Costs:</b>	\$876	\$199	\$876	\$478	\$603	\$1,092	\$478
<b>Hardware Costs:</b>	\$1,000	\$500	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
<b>Equipment Costs:</b>	\$370	\$370	\$285	\$370	\$285	\$445	\$3,500

<b>Programs:</b>	Residential Planning DP	Studio Photography C	Web Design and Interactive Media AS	Web Design and Interactive Media BS	Web Design DP
<b>Software Costs:</b>	\$478	\$478	\$478	\$876	\$478
<b>Hardware Costs:</b>	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
<b>Equipment Costs:</b>	\$285	\$3,500	\$370	\$370	\$370

**REFUNDS, CANCELLATIONS & ADJUSTMENTS OF CHARGES**

Examples of the calculations for these policies are available in the Student Financial Services Office from the student's Finance Counselor.

As allowed under federal, state, and accreditation agency rules, the refund policy may be changed. Students will be notified approximately sixty (60) calendar days in advance of any changes. Students dropping all courses in a term are considered withdrawn for refund purposes. All students will be subject to the institutional refund policy. In addition, students who receive Federal student aid are also subject to the Return of Title IV Funds Policy.

**Initial Period of Enrollment and Cancellation Refund Policy for First-Time Undergraduate Students Enrolled in Fully-Online Programs**

A first-time undergraduate student is a student who has not previously attended the school in an undergraduate program. A first-time undergraduate student is defined as a student who is not currently enrolled, is not a prior graduate from an undergraduate program, and does not have a prior enrollment in a withdrawn or dismissal status.

For students in graduate programs and undergraduate students who have previously attended please see the Refund of Tuition section of the enrollment agreement and catalog.

The Art Institute of Pittsburgh programs provide all new applicants seeking a first-time enrollment in any fully online undergraduate program of study, an Initial Period of Enrollment. The Initial Period of Enrollment allows first-time undergraduate students the ability to begin classes as a non-regular student, without any financial penalty, to determine if our school and educational program are right for the student. Students who enroll may cancel their enrollment prior to beginning classes or within twenty-one (21) calendar days following the first day of the student's first term.

A first-time undergraduate student who notifies the school in person, in writing, or simply stops attending and does not attend classes past the twenty-first (21st) calendar day following the first day of the term will be considered a cancellation. The school will refund any monies paid on the student's behalf and will remove any charges from the student's account. All refunds will be made within thirty (30) calendar days of the cancellation.

The chart below illustrates the days in the Initial Period for a non-regular student:

Class Days	Initial Period Days	Number of Calendar Days in Initial Period
April 28th = 1st Scheduled Class		1
April 29th	1st Day of Initial Period	2
April 30th	2	3
May 1 – May 7th	3, 4, 5, 6, 7, 8, 9	4, 5, 6, 7, 8, 9, 10
May 8 – 15th	10, 11, 12, 13, 14, 15, 16	11, 12, 13, 14, 15, 16, 17
May 16th – 19th	17, 18, 19, 20	18, 19, 20, 21
May 20th	21st = Last Day of the Initial Period	22
May 21st	Initial period over – student is eligible to be reviewed for full admission	23

During a first-time student's Initial Period of Enrollment in an undergraduate program, the student is considered a non-regular student for federal student aid purposes and is not eligible to receive federal, state or any other types of aid during this period.

Please note, a first-time undergraduate student who is receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid if the student cancels within the twenty-first (21st) calendar days following the first day of the first term (22nd day), or does not meet the admission requirements to the school.

Students who complete the Initial Period of Enrollment will be reviewed for full admission into the school as a regular student on the twenty-third (23rd) respective calendar day (the day after the first day of the term plus twenty-one (21) calendar days). Students are required to meet all school admission requirements and any additional programmatic admission requirements that apply to the student's program of study. Students completing the Initial Period of Enrollment who continue in the educational program will be subject to all student policies back to the first day

of the student's first term, including withdrawal, refund and Return to Title IV policy should the student cease attending at a later date.

Cancellation Refund Policy Student Examples for Fully Online Programs:

Example 1:

1. The term begins on January 5th.
2. Student ceases to attend and his or her last date of attendance is January 24th (the 19th day).
3. Student would no longer be enrolled and would not be eligible for any Title IV, veteran's benefits, state aid and other aid program funding nor would the student be charged for any portion of his or her tuition or fees for the Initial Period or for the term.
4. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Example 2:

1. The term begins on January 5th.
2. Student remains enrolled and attends class through January 28 (the 23rd day) then ceases enrollment and attendance.
3. Student would be charged for the full class amount and his or her refund, if any, would be calculated based on withdrawal on day twenty-four (24) of the term.
4. Student would be eligible for Title IV, veteran's benefits, state aid and other aid program, if all other conditions are met for admission, since he or she became a regular student after January 25th (the 21st day).
5. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Starting kits purchased from The Art Institute will only be subject to the refund provisions, found above, if returned to the school in condition for resale within twenty-one (21) calendar days from the first day of class.

### Refund Policy Prior to Class Start

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 the 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 Admissions Representative and mailed or delivered to the school at the address stated herein prior to the beginning of classes or within five (5) business days after signing the enrollment agreement, whichever is later, and making an initial payment.
3. If the student has not visited the school prior to enrollment, all tuition and fee monies paid by an applicant will be refunded if requested within three (3) business days after his/her first online tour of the school 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.
4. 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 Class Start

In the event of withdrawal by the student or termination by the school during any quarter of study and unless otherwise specified in the refund policy below for the student's state of residence at the time of signing the Enrollment Agreement:

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 contacting his/her Academic Counselor in person or in writing. The termination date will be the student's last date of attendance. If the student stops attending without notifying his/her Academic Counselor, the school 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 school 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.
5. 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.
6. A student who must withdraw due to documentable mitigating circumstances, such as extreme illness or personal emergency, that make it impractical for the student to complete the quarter, may file an appeal requesting an adjustment to his/her account balance for the term in which the student withdrew. A written appeal must be submitted to the Dean of Academic Affairs or the Appeals Committee for review. The written appeal must be supported with appropriate documentation of the mitigating circumstance(s). If the student's appeal is approved, the student may be eligible to receive a financial credit, to be determined by the school, to the student account balance at the time of return.
7. Each academic quarter is typically eleven (11) weeks in duration. 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.
8. Session I and II academic terms are approximately five and one-half (5 ½) 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 (5) 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 Finance Counselor before you drop or add a class.
9. In the event the school 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 school will refund all monies paid for the course or program within thirty (30) calendar days.
10. The student is on a continuing quarter-by-quarter enrollment basis and agrees to comply with all published Institute policies and procedures. The school reserves the right to add, delete or modify its policies and procedures.
11. If a student has not attended sixty (60) percent of the academic term, the school shall not retain or be entitled to payment for a percentage of any tuition and fees or other educational costs for a session that was scheduled to be taken during the relevant academic term but was not attended because the student withdrew from school prior to the commencement of the session. For example, if a student is enrolled for multiple sessions within the term but withdraws completely from school prior to the start of a subsequent session within the academic term, the adjustment of charges based on the student's last date of attendance will be applied to the applicable period of attended session(s) using the session(s) charges and the start date of the first attended session through the end date of the last attended session within the academic term. Charges for the unattended session(s) after the student's last date of attendance within the academic term will be reversed for the Institutional Refund Policy, or State Refund Policy, where applicable. The reversal of applicable charges will be completed after the Return of Title IV Policy. For the Return of Title IV, the evaluation period and term charges include the entire period in which the student registered.
12. If a student has attended sixty (60) percent of the academic term, the evaluation period and academic term charges include the entire period in which the student registered. The Institutional Refund Policy, or State Refund Policy, where applicable, shall be applied based on the student's last date of attendance in the academic term using the academic term charges, aid disbursed during the academic term, and the start date of the first session through the end date of the last session within the academic term. For the Return of Title IV, the evaluation period and academic term charges include the entire period in which the student registered.

### Adjustment of Charges

In accordance with school policy, if the student withdraws from school, the school will earn tuition and fees as follows, based on the week in which the student withdraws and unless otherwise specified in the refund policy below for the student's state of residence at the time of signing the Enrollment Agreement.

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 six (6) credits during the first session of study.

Quarter and Mid-Quarter Starts	
Week One	25%
Week Two and Three	50%
Week Four	75%
After Week Four	100%

### Georgia State 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	0%

### 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).

**Tuition Refunds will be Determined as Follows:**

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%
		Week 11 LDA	0%

Iowa residents who are a member, or a 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 will be afforded the following options:

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
2. 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.
3. 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. Refunds are made within sixty (60) calendar days from the date of withdrawal or termination. The withdrawal date is the last date of attendance as determined by the school from its attendance records. A Maryland student that withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period is as follows:

Proportion of Total Course, Program, or Term completed as of Date of Withdrawal or Termination	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

### New Mexico 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 school.

#### Refund Policy Prior to Class Start

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 the Enrollment Agreement

will be considered a student.

1. All payments made by an applicant will be refunded if he/she is not accepted for admission.
2. The applicant may cancel the Enrollment Agreement and receive a full refund of all payments made to date if cancellation is made in writing to the Admissions Representative and mailed or delivered to the school at the address stated herein prior to the beginning of classes or within five (5) business days after signing the enrollment agreement, whichever is later, and making an initial payment.
3. If the student has not visited the school prior to enrollment, all tuition and fee payments made by an applicant will be refunded if requested within three (3) business days after his/her first online tour of the school 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.
4. 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 from the school. The enrollment agreement is a legally binding contract upon acceptance of the student by the school unless the student cancels the enrollment agreement within three (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 sixty (60) percent 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. 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 forty (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 fifteen (15) days.

No refund is required for any student who withdraws or is dismissed after completing sixty (60) percent 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 (3rd) 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 (3)-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 three (3) days of cancellation.

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

100% refund.

**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

**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 sixty (60) percent point of the term or session if the student is only attending a session. If the student has completed more than sixty (60) percent of the term, the student earns one hundred (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 (5) 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, Federal Supplemental Educational Opportunity Grant. 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. The school will notify the student of any post-withdrawal disbursement loan funds 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.

## Financial Aid Refund Distribution Policy

All students receiving financial aid who withdraw from the program may have to return any refund amount to the appropriate Student Financial Aid Program in accordance with the refund distribution schedule which follows:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Perkins Loan
4. Federal PLUS
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant
7. Other federal, state, private, or institutional aid programs, if required by the program
8. Students

## Software, Equipment and Kit Return Policy

Some software, equipment, books, supplies and kits may be purchased from the school. All efforts will be made to refund prepaid amounts for software, equipment, books, supplies, kits 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. Refer to the software, equipment, books, supplies or kit authorization for the refund policy for these student purchases made from the school.

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

## Official and Unofficial Withdrawal

To officially withdraw, the student will need to notify his/her Academic Counselor in person or in writing. The Academic Counselor 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 Art Institutes are dedicated to serving and assisting our students. A student who encounters issues that require him/her to discontinue attendance in his/her course(s) within or following a quarter, but intends to continue taking courses in a subsequent quarter, may request to reenter and register for the appropriate term. The student must complete a Withdrawal Form obtained by contacting his/her Academic Counselor or the Office of the Registrar. Students who provide a return start date may be scheduled into new or retake courses. Students may also request a re-entry appointment with Financial Aid during the official withdrawal process. The date of determination would be the date the student provides notice. All students will be subject to the necessary refund policies as outlined.

If the student is administratively withdrawn due to attendance on or before the last day of week four (4) in a five and one-half (5 ½) week course (week nine (9) in an eleven (11) week course), the student will receive a W grade for the course. If the student is administratively withdrawn due to attendance after the last day of week four (4) in a five and one-half (5 ½) week course (week nine (9) in an eleven (11) week course), the student will receive a grade of WF for the course. The last date of attendance will be the last day where the student met the attendance requirements. Every course for which a student receives an "F", a "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 school of withdrawal or of the date of withdrawal.
2. The school 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.

## ADDITIONAL FINANCIAL INFORMATION

### Non-Payment of Charges

Non-payment of tuition, fees and/or other charges due to the school will result in the student being obligated for interest, collection agency costs and additional collection costs, and legal costs. In addition, the school 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 school are paid in full.

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## Interest on Outstanding Balance

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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.

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## Financial Plan

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If a student elects a financial plan, it will comply with the Truth in Lending Regulation Z and is part of this Agreement. ANY CHANGES IN THE STUDENT FINANCIAL PLAN MUST BE UPDATED WITH EACH CHANGE OCCURRENCE.

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## Financial Information

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Tuition and Fees Subject to Change:

The per credit hour rate is subject to an increase at least once per calendar year, and hardware, software and equipment made available for purchase through the school bookstore, fees, or program length may also increase periodically.

Such changes will increase the total cost of the program and may occur before I begin classes.

In the event of a change in per credit hour rate, fees, and/or program length, my program cost will be recalculated. Any changes to tuition, fees, or program length will be communicated to students.

Re-entering students will be subject to the current per credit tuition charge at the time of re-enrollment.

Each academic quarter is typically eleven (11) weeks.

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## GENERAL INFORMATION

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### Accreditation

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The Art Institute of Pittsburgh - Online Division online programs are included within the accreditation of The Art Institute of Pittsburgh - Online Division. The Art Institute of Pittsburgh - Online Division is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000) The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. Effective July 19, 2018, The Art Institute of Pittsburgh - Online Division is on Show Cause status, which requires the institution to demonstrate how they can continue to meet the standards of Middle States Commission on Higher Education accreditation via a written report and an on-site visit.

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### Minnesota Licensing Statement

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The Art Institute of Pittsburgh is registered as a private institution with the Minnesota Office of Higher Education pursuant to 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.

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### Washington Licensing Statement

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The Art Institute of Pittsburgh is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes The Art Institute of Pittsburgh to offer field placement components for specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement of the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at [degreeauthorization@wsac.wa.gov](mailto:degreeauthorization@wsac.wa.gov).

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### General Student Complaint Procedure

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If you have a complaint or problem you are encouraged to follow the Student Complaint Procedure outlined in the catalog.

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### Ohio State Student Complaint Contact Information

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The Ohio Board of Career Colleges & Schools requires institutions to include the following information in its Enrollment Agreements: 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 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. Call: 614.466.2752 or 877.275.4219. For additional state complaint contact information, go to <http://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx>.

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### Pennsylvania State Student Complaint Information

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Questions or concerns that are not satisfactorily resolved by the person designated in this Enrollment Agreement or by other school officials may be brought to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333.

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### Jury Waiver and Agreement to Binding, Individual Arbitration

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*Applies to all students, except residents in the state of Washington, the state of California or the Commonwealth of Virginia.*

Student and The Art Institute of Pittsburgh - Online Division 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 - Online Division (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 - Online Division ("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](http://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 - Online Division/DCEH, 1400 Penn Avenue, 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 - Online Division.
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 - Online Division.

## Transferability of Credit

### TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS

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 this institution does not imply, promise, or guarantee that credits earned 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 this institution's credits. Students are encouraged to initiate discussions with the potential transfer school as early as possible.

## Transferability of Credits to Other Institutions

The transferability of credits earned at The Art Institute of Pittsburgh is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at The Art Institute of Pittsburgh will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma or other academic credential earned at The Art Institute of Pittsburgh to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at The Art Institute of Pittsburgh will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determine eligibility of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

## Career Services

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

## Requirements for Graduation

To be qualified to graduate, a student must: receive a passing grade or credit for all required course work; earn the minimum required credits for the program; achieve a minimum CGPA of 2.0; meet portfolio or other requirements, if applicable, as outlined in the college catalog/student handbook; and satisfy all financial obligations to The Art Institute of Pittsburgh - Online Division.

## Curriculum

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

## 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 by contacting an Admissions representative or in the Consumer Information section of the school's website [Student Consumer Information](#).

## 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. The Art Institute of Pittsburgh - Online Division reserves the right to cancel a start date due to any circumstances that it deems would be in the students' best interest.

## Holder in Due Course

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 the amounts paid by the debtor. (FTC Rule effective 05/14/1976)

### Non-Discrimination Policy

The Art Institute of Pittsburgh - Online Division 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 - Online Division provides reasonable accommodations to qualified individuals with disabilities. The Art Institute of Pittsburgh - Online Division will not retaliate against persons bringing forward allegations of harassment or discrimination. The Dean of Student Affairs has been designated to handle inquiries and coordinate the institution's compliance efforts regarding the Non-Discrimination and can be contacted at 1400 Penn Avenue, Pittsburgh, PA, 15222 or by telephone at 877-872-8869.

### Gainful Employment & Student Consumer Information

See [Gainful Employment Information](#) for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info. Important student consumer information located at [Student Consumer Information](#).

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

### Student Acknowledgements

- I understand that The Art Institute of Pittsburgh's current Academic Catalog is accessible to me at <https://www.artinstitutes.edu/online/academic-catalog>. I understand that the Catalog contains information describing programs offered, academic requirements, and other important policies and procedures. I understand that it is my responsibility as a student to read and understand the catalog and to direct any questions I may have to my Admissions Representative.
- I understand that my enrollment and The Art Institute of Pittsburgh - Online Division's obligations under this Enrollment Agreement – EXCEPT the cancellation, refund, and arbitration provisions – may be terminated by The Art Institute of Pittsburgh - Online Division if I fail to comply with The Art Institute of Pittsburgh - Online Division's attendance, conduct, academic, and/or financial requirements.
- I understand that my financial obligations to The Art Institute of Pittsburgh - Online Division must be paid in full before a diploma or degree may be awarded and before transcripts will be released. 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 debts to The Art Institute of Pittsburgh - Online Division.
- I understand that the tuition, fees and other charges stated 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.
- I understand that your Student Consumer Information page provides the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, full-time or at full load. Changing programs, beginning programs at the mid-term start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward my program will likely decrease the overall length and cost of education.
- I understand that The Art Institute of Pittsburgh - Online Division does not guarantee job placement to graduates upon program completion or graduation.
- The Art Institute of Pittsburgh - Online Division's Refund and Cancellation policies have been reviewed with me. I understand that they are contained in this Enrollment Agreement and in the Academic Catalog. I had the opportunity to ask questions about these policies and am satisfied with the answers/explanation I received.
- The Art Institute of Pittsburgh - Online Division's Student Consumer Information has been reviewed with me. I understand that this information is accessible to me at all times at <https://www.artinstitutes.edu/online/student-consumer-information>. I had the opportunity to ask questions about this information and am satisfied with the answers/explanation I received.
- I understand that if I sign this Enrollment Agreement, I can choose not to start classes at The Art Institute of Pittsburgh - Online Division and, therefore, will not incur any financial obligations except any non-refundable fees paid.
- I understand that if I have a criminal history, it may disqualify me from employment in my chosen field or a related field of employment.
- I understand that changes to this Enrollment Agreement will not be binding on either me or The Art Institute of Pittsburgh - Online Division unless such changes have been acknowledged in writing by an authorized representative of The Art Institute of Pittsburgh - Online Division and by me and/or my guardian (if applicable).
- I have read and understood this entire Enrollment Agreement. Before signing, I had an opportunity to ask questions, which have been answered to my satisfaction.

### Student's Right to Cancel

**YOU, THE STUDENT, MAY CANCEL YOUR ENROLLMENT WITHOUT ANY PENALTY OR OBLIGATION AT ANY TIME PRIOR TO BEGINNING CLASSES OR WITHIN TWENTY-ONE (21) CALENDAR DAYS FOLLOWING THE STUDENT'S FIRST SCHEDULED CLASS FOR A FIRST-TIME UNDERGRADUATE STUDENT, WHICHEVER IS LATER, OR AT ANY TIME BEFORE STARTING CLASS OR UNTIL MIDNIGHT OF THE FIFTH (5TH) BUSINESS DAY AFTER SIGNING THE ENROLLMENT AGREEMENT, WHICHEVER IS LATER, FOR ALL OTHER STUDENTS. 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 [- ONLINE DIVISION] MAY KEEP ONLY A PORTION OF THE TUITION OR OTHER CHARGES. YOU MAY ALSO CANCEL THE AGREEMENT AT ANY TIME AND RECEIVE A REFUND OF ALL MONIES PAID WITHIN THIRTY (30) CALENDAR DAYS OF CANCELLATION. SEE THE REFUND POLICY SECTION OF THE AGREEMENT FOR ADDITIONAL INFORMATION.**

**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.**

NOW, THEREFORE, having read and received a copy of this Enrollment Agreement, and intending to be legally bound by it, the parties have signed this Enrollment Agreement on the dates below written. I also authorize The Art Institute of Pittsburgh - Online Division to receive a copy of my high school and/or college transcript(s).

Student's Signature

Date

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

Date

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Signature of Accepting Official from School

Date

Parent's (or Guardian's) Address

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Title of Accepting Official

City

State

Zip