REFUND POLICY

The Art Institute of Pittsburgh

The Art Institute of Pittsburgh Online Division
Examples of the calculations for these policies are available in the Student Accounting Office for The Art Institute of Pittsburgh or the Student Financial Services Office from the student’s Finance Counselor for The Art Institute of Pittsburgh – Online Division

Refund Policies
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 Students dropping all courses in a term are considered withdrawn for refund purposes.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 On-Ground
For purposes of this Initial Period of Enrollment Policy, 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currently enrolled, is not a prior graduate from an undergraduate program, and does not have a prior enrollment in a withdrawn or dismissal status.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 Policy Prior to Class Start section of the enrollment agreement and catalog.

The school provides all new applicants seeking a first-time enrollment in any on-ground undergraduate program of study, including hybrid programs, 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 the start of the term or within seven (7) calendar days following the first day of the student’s first scheduled class, whichever is later (referred to as the “Initial Period”).

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

<table>
<thead>
<tr>
<th>Class Days</th>
<th>Initial Period Days</th>
<th>Number of Calendar Days in Initial Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 28th</td>
<td>1st Scheduled Class</td>
<td>1</td>
</tr>
<tr>
<td>April 29th</td>
<td>1st Day of Initial Period</td>
<td>2</td>
</tr>
<tr>
<td>April 30th</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>May 1st</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>May 2nd</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>May 3rd</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>May 4th</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>May 5th</td>
<td>7th = Last Day of Initial Period</td>
<td>8</td>
</tr>
</tbody>
</table>

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A first-time undergraduate student who notifies the school of the intent to withdraw in person or in writing, or simply stops attending and does not attend classes past the seventh (7th) calendar day following the student’s first day of the term or first scheduled class, whichever is later, 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 date of the cancellation.

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 seventh (7th) calendar day following the student’s first scheduled class or does not meet the requirements for admission 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 ninth (9th) respective calendar day (the day after the first calendar day plus seven (7) 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 or first scheduled class day, whichever is later, including the withdrawal, refund and Return to Title IV policy should the student cease attending at a later date.

In order to qualify for aid, students must be a regular student and meet all federal, state, or other types of aid eligibility requirements.

Cancellation Refund Policy Student Examples for On-Ground Students:

Example 1:

1. Student’s first scheduled class is January 5th.
2. Student ceases to attend and his or her last date of attendance is January 9th (the 4th day).
3. Student would no longer be enrolled and would not be eligible for any Title IV, state aid and other aid program funding nor would the student be charged tuition or fees for any portion of his or her 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. Student’s first scheduled class is January 5th.
2. Student remains enrolled and attends class through January 14 (the 9th 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 ten (10) of the class.
4. Student would be eligible for Title IV, veteran’s benefits, state aid, and other aid programs, if all other conditions are met for admission and aid eligibility, since he or she became a regular student after January 11th (the 7th 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 scheduled class.

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 Policy Prior to Class Start section of the enrollment agreement and catalog.

The school provides 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:

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

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 (21\(^{st}\)) calendar days following the first day of the first term (22\(^{nd}\) 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 (23\(^{rd}\)) 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 Director of Admissions for The Art Institute of Pittsburgh or the Admissions Representative for The Art Institute of Pittsburgh – Online Division 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 tour and inspection of equipment of The Art Institute of Pittsburgh or after his/her first online tour of The Art Institute of
Pittsburgh – Online Division 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 for enrollments of The Art Institute of Pittsburgh – Online Division 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 notifying in person or in writing the Office of the Registrar of The Art Institute of Pittsburgh or his/her Academic Counselor of The Art Institute of Pittsburgh – Online Division. The termination date will be the student’s last date of attendance. If the student stops attending without notifying the Office of the Registrar or his/her Academic Counselor, The Art Institute of Pittsburgh or The Art Institute of Pittsburgh – Online Division, respectively, 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. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by The Art Institute of Pittsburgh. The Art Institute of Pittsburgh reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.

8. Each academic quarter is typically eleven (11) weeks in duration (ten (10) weeks for summer for The Art Institute of Pittsburgh). 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.

9. Session I academic terms for The Art Institute of Pittsburgh – Online Division and Session II academic terms for The Art Institute of Pittsburgh and The Art Institute of Pittsburgh – Online Division 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 Financial Aid Officer at The Art Institute of
Pittsburgh or your Finance Counselor at The Art Institute of Pittsburgh – Online Division before you drop
or add a class.

10. 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.

11. 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.

12. 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.

13. 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 for enrollments of The Art Institute of Pittsburgh
– Online Division 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 or Single Courses:

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

*The Art Institute of Pittsburgh – Online Division:*

**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:

<table>
<thead>
<tr>
<th>Percent of term completed</th>
<th>Percent of tuition to be refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before first day of class</td>
<td>100%</td>
</tr>
<tr>
<td>Up to 5% of the session</td>
<td>95%</td>
</tr>
<tr>
<td>More than 5% and up to 10% of the session</td>
<td>90%</td>
</tr>
<tr>
<td>More than 10% and up to 25% of the session</td>
<td>75%</td>
</tr>
<tr>
<td>More than 25% and up to 50% of the session</td>
<td>50%</td>
</tr>
<tr>
<td>More than 50% of the session</td>
<td>0%</td>
</tr>
</tbody>
</table>

**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).

<table>
<thead>
<tr>
<th>5.5 Week Course</th>
<th>Refund %</th>
<th>11 Week Course</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 LDA</td>
<td>75%</td>
<td>Week 1 LDA</td>
<td>82%</td>
</tr>
<tr>
<td>Week 2 LDA</td>
<td>57%</td>
<td>Week 2 LDA</td>
<td>73%</td>
</tr>
<tr>
<td>Week 3 LDA</td>
<td>50%</td>
<td>Week 3 LDA</td>
<td>65%</td>
</tr>
<tr>
<td>Week 4 LDA</td>
<td>25%</td>
<td>Week 4 LDA</td>
<td>57%</td>
</tr>
<tr>
<td>Week 5 LDA</td>
<td>7%</td>
<td>Week 5 LDA</td>
<td>49%</td>
</tr>
<tr>
<td>Week 6 LDA</td>
<td>0%</td>
<td>Week 6 LDA</td>
<td>40%</td>
</tr>
<tr>
<td>Week 7 LDA</td>
<td></td>
<td>Week 7 LDA</td>
<td>32%</td>
</tr>
<tr>
<td>Week 8 LDA</td>
<td></td>
<td>Week 8 LDA</td>
<td>24%</td>
</tr>
<tr>
<td>Week 9 LDA</td>
<td></td>
<td>Week 9 LDA</td>
<td>15%</td>
</tr>
<tr>
<td>Week 10 LDA</td>
<td></td>
<td>Week 10 LDA</td>
<td>7%</td>
</tr>
<tr>
<td>Week 11 LDA</td>
<td></td>
<td>Week 11 LDA</td>
<td>0%</td>
</tr>
</tbody>
</table>
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. A Maryland student that withdraws or is terminated after completing only a portion of a term within the applicable billing period is as follows:

<table>
<thead>
<tr>
<th>If Student Withdraws from the Institution</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10% of the term is completed</td>
<td>90%</td>
</tr>
<tr>
<td>10% up to but not including 20% of the term is completed</td>
<td>80%</td>
</tr>
<tr>
<td>20% up to but not including 30% of the term is completed</td>
<td>60%</td>
</tr>
<tr>
<td>30% up to but not including 40% of the term is completed</td>
<td>40%</td>
</tr>
<tr>
<td>40% up to but not including 60% of the term is completed</td>
<td>20%</td>
</tr>
<tr>
<td>More than 60% of the term is completed</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

**New Mexico State Refund Policy**

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

Refund Policy Prior to 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 monies paid by an applicant will be refunded if he/she is not accepted for admission.

2. The applicant may cancel the Enrollment Agreement and receive a full refund of all monies paid to date if cancellation is made in writing to the 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 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:

<table>
<thead>
<tr>
<th>On first class day</th>
<th>0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>After first day and within 10%</td>
<td>10%</td>
</tr>
<tr>
<td>After 10% and within 25%</td>
<td>50%</td>
</tr>
<tr>
<td>After 25% and within 50%</td>
<td>75%</td>
</tr>
<tr>
<td>50% or thereafter</td>
<td>100%</td>
</tr>
</tbody>
</table>

Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained within five (5) 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 percent (60%) of the potential units in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period. 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 percent (60%) of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student’s control.

Cancellation Privilege:
A student shall have the right to cancel enrollment for a program not exempted until midnight of the third (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 Three (3) – Day Cancellation Period:
One hundred percent (100%) refund.

Adjustment of Charges after Completing:

<table>
<thead>
<tr>
<th>At Least</th>
<th>But Less Than</th>
<th>Refund of Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit/calendar day</td>
<td>10%</td>
<td>90%</td>
</tr>
<tr>
<td>10%</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>20%</td>
<td>30%</td>
<td>70%</td>
</tr>
<tr>
<td>30%</td>
<td>40%</td>
<td>60%</td>
</tr>
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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 Art Institute of Pittsburgh – Online Division of the withdrawal.
The Art Institute of Pittsburgh and The Art Institute of Pittsburgh – Online Division:

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.

**Refund Policy for Online Course Withdrawal**
Students who withdraw from a Session I or Session II online class after the add/drop period are treated the same as if they withdrew from an on-ground class. Session II classes begin approximately the day after Session I classes end and run approximately five and one-half (5 ½) weeks. The ending date of Session II classes may not coincide with the ending date of on-ground classes.

**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

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

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

**Official and Unofficial Withdrawal**
To officially withdraw, the student will need to notify in person or in writing the Office of the Registrar at The Art Institute of Pittsburgh or his/her Academic Counselor at The Art Institute of Pittsburgh – Online Division. The Registrar or Academic Counselor at The Art Institute of Pittsburgh or The Art Institute of Pittsburgh – Online Division, respectively, 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 or his/her Academic Counselor 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.

A student who withdraws from a program on or before the end of week nine (9) in an eleven (11) week term (week four (4) in a five and one-half (5 ½) week term) for The Art Institute of Pittsburgh or course for The Art Institute of Pittsburgh – Online Division, will be assigned a “W” code for each course. A student who withdraws from a program after the end of week nine (9) in an eleven (11) week term (week four (4) in a five and one-half (5 ½) week term) for The Art Institute of Pittsburgh or course for The Art Institute of Pittsburgh – Online Division, the student will receive a grade of WF for each course. 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.
Interest on Outstanding Balances
Students who have entered into a retail installment contract with the school may be subject to interest being charged. Please reference the retail installment contract and disclosure documents to understand the interest rate that may be charged and how interest charges are computed.

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

Financial Information
Tuition and Fees Subject to Change:
The per credit hour rate is subject to an increase at least once per calendar year, supply kit prices, and hardware, software and equipment costs, 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.