

1000 N. Plaza Drive, Suite 100 • Schaumburg, IL 60173  
800.314.3450 • 847.619.3450 • www.artinstitutes.edu/schaumburg

The Illinois Institute of Art is accredited by the Higher Learning Commission and a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602, (800) 621-7440, www.ncahlc.org.

### CHECK QUARTER STARTING DATE

- February 17, 2011       April 4, 2011       May 12, 2011  
 July 11, 2011       August 18, 2011       October 3, 2011

Other Start Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_  
(Last Name) (First Name) (Middle)

Present Address: \_\_\_\_\_  
(Street or P.O. Box)

(City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Home) (Business)

Student ID #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### CURRENT SCHEDULE OF CHARGES

The current tuition and fees applicable to The Illinois Institute of Art—Schaumburg programs are as follows:

	Advertising (BA) (12 Quarters) (180 credits)	Audio Production (BS) (12 Quarters) (180 credits)	Digital Filmmaking & Video Production (BFA) (12 Quarters) (180 credits)	Digital Photography (BFA) Option A (12 Quarters) (180 credits)	Digital Photography (BFA) Option B (12 Quarters) (180 credits)	Fashion Design (BFA) (12 Quarters) (180 credits)	Fashion Marketing & Management (BA) (12 Quarters) (180 credits)	Game Art & Design (BFA) (12 Quarters) (180 credits)
<b>Tuition per Quarter*</b> (Avg. 16 credits/quarter)	\$7,728	\$7,728	\$7,728	\$7,728	\$7,728	\$7,728	\$7,728	\$7,728
<b>Application Fee**</b>	50	50	50	50	50	50	50	50
<b>Administrative Fee**</b>	100	100	100	100	100	100	100	100
<b>Student Activities Fee**</b>	50	50	50	50	50	50	50	50
<b>Supply Kit***</b>	675	600	700	2,470	960	1,040	865	700
<b>Digital Resource Fee****</b> (Avg. 16 credits/quarter)	300	300	300	300	300	300	300	300
<b>Total Tuition per Academic Year</b> NOT including supply kits or fees*****	\$23,184	\$23,184	\$23,184	\$23,184	\$23,184	\$23,184	\$23,184	\$23,184

  

	Graphic Design (AAS) (6 Quarters) (90 credits)	Graphic Design (BFA) (12 Quarters) (180 credits)	Hospitality Management (BS) (12 Quarters) (180 credits)	Interior Design (BFA) (12 Quarters) (180 credits)	Media Arts & Animation (BFA) (12 Quarters) (180 credits)	Visual Effects & Motion Graphics (BFA) (12 Quarters) (180 credits)	Web Design & Interactive Media (AAS) (6 Quarters) (90 credits)	Web Design & Interactive Media (BFA) (12 Quarters) (180 credits)
<b>Tuition per Quarter*</b> (Avg. 16 credits/quarter)	\$7,728	\$7,728	\$7,728	\$7,728	\$7,728	\$7,728	\$7,728	\$7,728
<b>Application Fee**</b>	50	50	50	50	50	50	50	50
<b>Administrative Fee**</b>	100	100	100	100	100	100	100	100
<b>Student Activities Fee**</b>	50	50	50	50	50	50	50	50
<b>Supply Kit***</b>	675	675	N/A	930	700	700	700	700
<b>Digital Resource Fee****</b> (Avg. 16 credits/quarter)	300	300	300	300	300	300	300	300
<b>Total Tuition per Academic Year</b> NOT including supply kits or fees*****	\$23,184	\$23,184	\$23,184	\$23,184	\$23,184	\$23,184	\$23,184	\$23,184

  

	Digital Design (Diploma) (36 credits)	Residential Planning (Diploma) (36 credits)	Web Design & Development (Diploma) (52 credits)	Digital Image Management (Diploma) (48 credits)	Fashion Retailing (Diploma) (48 credits)	Web Design & Interactive Communications (Diploma) (48 credits)
<b>Tuition per Quarter</b> (Avg. 12 credits/quarter)	\$5,796	\$5,796	\$5,796	\$5,796	\$5,796	\$5,796
<b>Application Fee**</b>	50	50	50	50	50	50
<b>Administrative Fee**</b>	100	100	100	100	100	100
<b>Student Activities Fee**</b>	50	50	50	50	50	50
<b>Supply Kit***</b>	135	355	N/A	N/A	N/A	N/A
<b>Digital Resource Fee****</b> (Avg. 12 credits/quarter)	225	225	225	225	225	225
<b>Total Tuition per Academic Year</b> NOT including supply kits or fees*****	\$23,184	\$23,184	\$23,184	\$23,184	\$23,184	\$23,184

\* Tuition per quarter and academic year is based on the completion of 16 credits per quarter. The academic year consists of three quarters.  
\*\* The Application Fee, Administrative Fee and Student Activities Fee are paid by new and transfer students only. Transitional Studies may be required where students show deficiencies in basic math and English skills. Therefore, students may be required to take additional coursework to raise their subject knowledge to the required level. Tuition for this coursework is charged at the usual per credit rate and is in addition to the total cost of the program.  
\*\*\* Supply Kits are optional and all fees are subject to change without notice.  
\*\*\*\* The digital resource fee includes the cost of the digital textbook as well as other digital resources which are integrated into the course and vary by program. The fee includes all applicable taxes. This estimated fee assumes all courses require a digital resource; however currently not all courses use digital resources. Courses that include an digital resources will be noted in the registration material and the fee will be charged automatically in addition to tuition. If a course does not use digital resources, the student remains responsible for purchasing the required text and materials. The digital resource fee is \$50 per course.  
\*\*\*\*\* Based on current credit hour rate. Total cost will increase with each per credit hour tuition increase.

### BUYER'S RIGHT TO CANCEL

You, the student, may cancel your enrollment without any penalty or obligation at any time prior to midnight of the sixth business day after submitting this enrollment agreement. You may also cancel your enrollment if, upon a doctor's order, you cannot physically receive the services. The Illinois Institute of Art—Schaumburg may keep only a portion of the tuition or other charges. If you are not given this right to cancel, then you may cancel this Agreement at any time and receive a refund of all monies paid within 10 days of cancellation. See refund policies on reverse side of this Agreement.

### STUDENT ACKNOWLEDGMENT

I have received and read a copy of The Illinois Institute of Art—Schaumburg's current catalog, the provisions of which I accept. I have read and understand all provisions of this Agreement, and I have been given a copy of it for my records. If I elect a financial aid plan, the plan will be in compliance with the Federal Truth in Lending retail installment requirements and the plan becomes a part of this Enrollment Agreement.

A Parent or Guardian must also sign the Enrollment Agreement if you are under 18 years of age. I understand that my enrollment and The Illinois Institute of Art—Schaumburg's obligations under this Enrollment Agreement (except the cancellation and refund provisions) may be terminated by The Illinois Institute of Art—Schaumburg if I fail to comply with The Illinois Institute of Art—Schaumburg's attendance, conduct, academic, and/or financial requirements. I understand that The Illinois Institute of Art—Schaumburg also reserves the right to cancel my enrollment if The Illinois Institute of Art—Schaumburg determines (i) that I have demonstrated poor academic potential as determined through entrance testing, evaluation of transcript records, or any other academic evaluations deemed appropriate for the program selected, and/or (ii) that I do not meet all financial obligations related to enrollment and continuing enrollment. I understand that my financial obligations to The Illinois Institute of Art—Schaumburg must be paid in full before a degree may be awarded and before transcripts will be issued.

The Enrollment Agreement and catalog, together with other published The Illinois Institute of Art—Schaumburg policies, procedures, student conduct codes and separate student housing agreement, if any, shall constitute the entire agreement between the student and The Illinois Institute of Art—Schaumburg. I understand and agree that they supersede any prior or contemporaneous oral or written agreements or statements and may not be modified without the written agreement of the President of The Illinois Institute of Art—Schaumburg.

I also understand that this Agreement constitutes a binding contract upon acceptance by The Illinois Institute of Art—Schaumburg. Any holder of this consumer credit contract is subject to all claims and defenses that the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amount paid by the debtor. My signature below signifies that I have read and understand all aspects of this Agreement and do recognize my legal responsibilities in regards to this contract.

### NOTICE TO BUYER

This is a legally binding agreement. Please do not sign this Enrollment Agreement before you read it in its entirety; both sides constitute the entire Enrollment Agreement. You will be given an exact copy of the Agreement you sign. Please note that the provisions of any attached rider(s) signed by you are also part of the Enrollment Agreement, which includes your signed financial plan.

**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 WRITTEN BELOW.**

Student's Signature (student acknowledges that they have read and received a copy of this agreement)

Date

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

Date

Signature of Accepting The Illinois Institute of Art—Schaumburg Official

Date

Parent (or Guardian's) Address

Title of Accepting Official

OFFICE USE ONLY  
I hereby certify that I have complied with all Illinois statutes and rules in the enrollment of this student.  
Admissions Officer \_\_\_\_\_ Date \_\_\_\_\_

# ENROLLMENT AGREEMENT

### PROGRAM OF STUDY FOR WHICH YOU ARE APPLYING (CHECK ONE):

#### Degree Programs

- Advertising (BA)  
 Audio Production (BS)  
 Digital Filmmaking & Video Production (BFA)  
 Digital Photography (BFA)  
 Fashion Design (BFA)  
 Fashion Marketing & Management (BA)  
 Game Art & Design (BFA)  
 Evening and Weekend Scheduling Option  
 Graphic Design (BFA)  
 Evening and Weekend Scheduling Option  
 Graphic Design (AAS)\*  
 Evening and Weekend Scheduling Option  
 Hospitality Management (BS)

- Interior Design (BFA) (CIDA Accredited)  
 Evening and Weekend Scheduling Option  
 Media Arts & Animation (BFA)  
 Evening and Weekend Scheduling Option  
 Visual Effects & Motion Graphics (BFA)  
 Web Design & Interactive Media (AAS)  
 Evening and Weekend Scheduling Option  
 Web Design & Interactive Media (BFA)  
 Evening and Weekend Scheduling Option

#### Diploma Programs

- Digital Design       Digital Image Management  
 Residential Planning       Fashion Retailing  
 Web Design & Development       Web Design & Interactive Communications

AAS = Associate of Applied Science; BA = Bachelor of Arts; BFA = Bachelor of Fine Arts; BS = Bachelor of Science  
All Bachelor Degree Programs consist of twelve 11-week quarters (132 weeks) (180 credits)  
\* All Associate Degree Programs consist of six 11-week quarters (66 weeks) (96 credits)  
Evening & Weekend Scheduling Option may increase length of time and number of quarters to complete the degree.

The Supply Kit consists of basic equipment, texts and materials needed for beginning each program. A list of the components of the Supply Kit is provided to each enrolled student. In addition to the Supply Kit, the average costs of consumable supplies, textbooks and equipment are approximately \$1,000 per academic year.

First-quarter tuition and fees for new students become due 60 days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due upon registration, approximately two weeks prior to the end of each academic quarter of study unless all tuition and fees that are due have been paid, or unless students have made arrangements for an approved alternative payment plan.

If an alternative payment plan is requested by the student, it is part of the Enrollment Agreement.

Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending. An applicant not requesting cancellation before the scheduled starting date indicated on this Enrollment Agreement will be considered a student.

## HOUSING

The Illinois Institute of Art—Schaumburg school-sponsored housing costs are in addition to tuition and a separate agreement is entered into for that purpose. See the Housing Office for details.

## REFUND POLICY PRIOR TO MATRICULATION

An applicant may cancel his/her enrollment in person or in writing before the beginning of classes. An applicant not requesting cancellation before the scheduled starting date indicated on this Enrollment Agreement will be considered a student.

- 1) The Illinois Institute of Art—Schaumburg will notify the student in writing of his/her acceptance or rejection. In the event that a student is not accepted by The Illinois Institute of Art—Schaumburg, all tuition, fees, and other charges shall be refunded.
- 2) The applicant may cancel this contract and receive a full refund of all moneys paid to date if cancellation is made in writing to the Senior Director of Admissions and mailed or delivered to The Illinois Institute of Art—Schaumburg at the address stated herein within six (6) business days after this Enrollment Agreement is accepted.
- 3) An applicant requesting cancellation more than six (6) days after the Enrollment Agreement is accepted prior to the beginning of class will receive a refund of all monies paid, less the \$50.00 Application Fee and \$100.00 Administrative Fee for a total of \$150.00.
- 4) All tuition and fee monies paid by an applicant will be refunded if requested within three (3) business days after his/her first tour of The Illinois Institute of Art—Schaumburg and inspection of equipment or if requested within three (3) business days of his/her attendance at the regularly scheduled orientation program for his/her starting quarter, whichever is sooner.
- 5) Refunds will be made within thirty (30) calendar days after the applicant's/student's request or within thirty (30) calendar days after his/her first scheduled class day.

## REFUND POLICY AFTER MATRICULATION, ALL QUARTERS

In the event of withdrawal by a student or termination by The Illinois Institute of Art—Schaumburg during any quarter of study:

- 1) Prepaid tuition and fees for any period beyond the current quarter will be refunded in full.
- 2) A student may voluntarily withdraw from training by notifying the Office of the Registrar in person or in writing. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in cases where the notice is hand carried, it shall occur on the date the notice is delivered to The Illinois Institute of Art—Schaumburg. The Illinois Institute of Art—Schaumburg shall pay the refund within thirty (30) calendar days of that date. Refunds shall be paid directly to the student unless payment to the lender or other entity is required by the terms of the student's financial plan in which The Illinois Institute of Art—Schaumburg participates. The termination date will be the date of notice indicated above. If the student has given no written notice, The Illinois Institute of Art—Schaumburg shall determine the date of withdrawal from within fifteen (15) school days after the last date of attendance and shall pay the refund within thirty (30) calendar days of making that determination. For a student on a written leave of absence who fails to arrive for class following conclusion of his/ her leave, refunds will be made within thirty (30) days from his/her first scheduled class day. A separate lease agreement and refund policy exist for a student who leases housing accommodations arranged by The Illinois Institute of Art—Schaumburg. The Illinois Institute of Art—Schaumburg reserves the right to apply any student payment or any refund due to a student to any student financial account that is in arrears.
- 3) Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within one quarter. Any portion of a day's attendance is considered a full day of attendance for refund purposes.
- 4) In the event The Illinois Institute of Art—Schaumburg 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 Illinois Institute of Art—Schaumburg will refund all monies paid for the course or program within thirty (30) days.
- 5) Refunds are subject to state and federal guidelines and may be adjusted accordingly at anytime. When changes are made, students will be notified.

## GENERAL REFUND POLICY

### 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

withdraws from school.

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

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

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

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

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

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

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

### Student Withdrawal

A student may voluntarily withdraw from The Illinois Institute of Art—Schaumburg by notifying the Office of the Registrar in writing or in person. The refund policies outlined above shall apply in the event that a student withdraws, is suspended, or is terminated from The Illinois Institute of Art—Schaumburg.

### Adjustment of Charges

In accordance with The Illinois Institute of Art—Schaumburg policy, if a student withdraws from school, The Illinois Institute of Art—Schaumburg will earn tuition and fees as follows, based on the week in which the student withdraws:

*Day 1 - \$50*  
*Days 2 and 3 - \$300*  
*Days 4 through Week 4 - 20%*  
*Weeks 5 and 6 - 70%*  
*After Week 6 - 100%*

### Mid-quarter Session

This academic quarter is approximately 5 weeks in duration.

In accordance with school policy, The Illinois Institute of Art—Schaumburg will earn tuition and fees for the mid-quarter as follows:

Week 1	25%
Week 2	50%
Week 3	75%
After Week 3	100%

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

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

The Return of Title IV Calculation as described in the general refund policy will apply using the mid-quarter start and end dates.

**GENERAL INFORMATION AND UNDERSTANDINGS**  
Complaints against The Illinois Institute of Art—Schaumburg may be registered with the Board of Higher Education - State of Illinois.

If a student feels that a concern or a complaint has not been adequately resolved using the Student Complaint Procedure described in The Illinois Institute of Art—Schaumburg's catalog, the student may direct his/her complaint or concern in writing to the Board of Education - State of Illinois, 100 N. 1st Street, Springfield, IL 62777.

If the student does not feel that The Illinois Institute of Art—Schaumburg has adequately addressed a complaint or concern, the student may also consider contacting the Higher Learning Commission, North Central Association, 230 North LaSalle Street, Suite 7-500, Chicago, Illinois, 60604.

Instructions for filing a complaint with the Commission are available on their web site at [www.ncahlc.org](http://www.ncahlc.org).

### Arbitration

Every student and The Illinois Institute of Art—Schaumburg agrees that any dispute or claim between the student and The Illinois Institute of Art—Schaumburg (or any company affiliated with The Illinois Institute of Art—Schaumburg, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student's enrollment or attendance at The Illinois Institute of Art—Schaumburg whether such dispute arises before, during, or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or The Illinois Institute of Art—Schaumburg's election, submitted to

and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student's right, if any, to file a grievance with any state educational licensing agency.

If a student decides to initiate arbitration, the student may select either, JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure. If The Illinois Institute of Art—Schaumburg intends to initiate arbitration, it will notify the student in writing by regular mail at the student's latest address on file with The Illinois Institute of Art—Schaumburg, and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails to select an administrator within that 20day period, The Illinois Institute of Art—Schaumburg will select one.

The Illinois Institute of Art—Schaumburg agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if a student's claim exceeds than the relevant jurisdictional threshold The Illinois Institute of Art—Schaumburg reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR THE ILLINOIS INSTITUTE OF ART-SCHAUMBURG CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, A STUDENT WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT A STUDENT OR THE ILLINOIS INSTITUTE OF ART—SCHUAMBURG WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against a student may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which the student resides. Upon a student's written request, The Illinois Institute of Art—Schaumburg will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act (FAA), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of a student's relationship with The Illinois Institute of Art—Schaumburg. If a student has a question about the arbitration administrator mentioned above, the student can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, HYPERLINK "http://www.jamsadr.com" www.jamsadr.com, 8003525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371.

### Transferability of Credits

The Illinois Institute of Art—Schaumburg is authorized by the Illinois Board of Higher Education (431 East Adams, Second Floor, Springfield, IL 62701, 1.217.782.2551, [www.ibhe.state.il.us/default.htm](http://www.ibhe.state.il.us/default.htm)).

The Illinois Institute of Art is accredited by the Higher Learning Commission and is a member of the North Central Association (30 North LaSalle Street, Suite 2400, Chicago, IL 60602, 1-800 621-7440, [www.ncahlc.org](http://www.ncahlc.org)).

However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school.

In the U.S. higher education system, transfer ability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing. The goal of The Illinois Institute of Art—Schaumburg is to help you to prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by The Illinois Institute of Art—Schaumburg is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at The Illinois Institute of Art—Schaumburg will transfer to another school. Programs offered by one school within The Art Institutes system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within The Art Institutes system, not all of the credits you earn at The Illinois Institute of Art—Schaumburg may be transferable into that school's program. If you are considering transferring to either another school within The Art Institute system or an unaffiliated school, it is your responsibility to determine whether that school will accept your The Illinois Institute of Art—Schaumburg credits. We encourage you to make this determination as early as possible. The Illinois Institute of Art—Schaumburg does not imply, promise, or guarantee transferability of its credits to any other institution.

### 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 student handbook; and satisfy all financial obligations to The Illinois Institute of Art—Schaumburg.

### Employee Assistance

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

### Policies and Procedures

Each student is on a continuing quarter-by-quarter enrollment basis and agrees to comply with all published The Illinois Institute of Art—Schaumburg policies and procedures. The Illinois Institute of Art—Schaumburg reserves the right to add, delete or modify its policies and procedures at any time.

### Scheduling Adjustment Period

Any course that is added or dropped from the student's schedule must be processed by the Registrar's Office prior to the end of the designated Scheduling Adjustment period. After the Scheduling Adjustment period, the student is charged for all classes for which he/she is registered. The Scheduling Adjustment period is printed on the student's official schedule. The Scheduling Adjustment period is the first Monday of the quarter through the Monday of week two of each quarter. If a holiday falls on Monday of week two, Tuesday of week two will be the final day to adjust schedules.

### Class Sessions

Classes are in session six (6) days a week, Monday through Saturday. Each student is scheduled by The Illinois Institute of Art—Schaumburg to meet his/her total weekly hour requirement through a combination of morning, afternoon and evening classes. The weekly requirement is scheduled to be completed in a minimum of three (3) days and a maximum of six (6) days during each week. Classes are assigned generally announced to students in advance of each quarterly start date.

### Class Sessions and Total Weekly Hours by Program Class Session Hours

Monday - Friday: 8:00 am - 10:00 pm  
Saturday: 8:00 am - 5:00 pm

### Total Weekly Attendance

18 - 20 hrs/wk

The Illinois Institute of Art—Schaumburg reserves the right to change a class session schedule from time to time, according to classroom, studio, shop and/or lab availability and academic and student distribution circumstances. From time to time, instructional activities may occur at an off-campus location appropriate for the particular activity.

### Instructional Equipment

Use of instructional equipment will be made available according to the program curriculum. Such equipment must be shared by students. Accordingly, The Illinois Institute of Art—Schaumburg cannot guarantee students hands-on usage of such equipment beyond that called for in the curriculum. To complete the requirements of the program, students may find it necessary to schedule use of equipment outside normal classroom hours.

### Homework

In addition to regular attendance at scheduled classes, each student will be required to devote additional time each week outside the classroom to study and work on assigned projects.

### Curriculum

The Illinois Institute of Art—Schaumburg reserves the right to revise course contents, course titles and the sequence of classes, subject to regulatory approval.

### NOTICE TO BUYER

This is a legally binding Agreement. Do not sign before you have read both sides or if it has any blank spaces. One copy of this Agreement will be returned to you. The student is accepted and the Agreement binding when signed by an authorized representative of The Illinois Institute of Art—Schaumburg. Any changes in the Agreement will be binding on the student and The Illinois Institute of Art—Schaumburg only if such changes have been agreed to in writing (not orally) by an authorized school official and by the student. This Agreement and The Illinois Institute of Art—Schaumburg's catalog constitute the Agreement between the student and the school. Every assignee of this Agreement is subject to all claims and defenses of the buyer or his/her successors in interest arising under this Agreement or any interest therein.

### CANCEL NOTICE OF REQUIREMENTS

Notification of cancellation or withdrawal should be mailed to the Registrar of The Illinois Institute of Art—Schaumburg, 1000 N. Plaza Drive, Schaumburg, Illinois, 60173. Notice also can be given in person at The Illinois Institute of Art—Schaumburg office.