



By enrolling at Paris College of Art, I agree to the following Terms + Conditions:

1. I will not be admitted to class until I have complied with all regulations concerning registration and tuition payments.
2. I am personally responsible for my financial obligation to the school. Unless specifically enrolled in a Paris College of Art Payment Plan, full payment of my account balance is due before the first day of classes.
3. In the event of early withdrawal during any semester for the BFA, BA, Certificate, or Visiting Student programs, tuition refunds will be granted in accordance with the schedule below. There are no refunds for graduate students after the beginning of the academic year.
 - Prior to start of classes: 100%
 - Within the 1st week of class: 90%
 - Within the 2nd week of class: 80%
 - Within the 3rd week of class: 70%
 - Within the 4th week of class: 60%
 - After the beginning of the 5th week of classes: No refunds will be made
 - All fees are non-refundable and deducted from tuition refunds.
 - The tuition deposit submitted by new students is non-refundable.
 - The day the Registrar's Office receives the completed "Withdrawal" form is the official withdrawal date, not the last day of class attendance. Please see the "Student Exits" section of the Student Handbook (available for download in the online Acceptance Packet) for more information.
 - Students dismissed for disciplinary reasons are ineligible to receive tuition refunds.
4. If English is not my native language, Paris College of Art reserves the right to administer tests in spoken and written English before Registration to verify a level of comprehension necessary to successfully complete classes. If deemed necessary, I may be placed in English for International Students and therefore may need to complete additional coursework in the summer semester to maintain academic progress.
5. I am responsible for familiarizing myself with and adhering to the rules and regulations outlined in the Student Handbook.
6. The school reserves the right to suspend or dismiss any student who, in the judgment of the administration, does not maintain the required standards of scholarship, or whose attitude or behavior does not conform to the ideals of the school.
7. By submitting admissions materials and enrolling at Paris College of Art I grant permission to Paris College of Art to maintain relevant personal information for the duration of my enrollment (eg. transcripts from prior schools, financial and medical information, bio data, and addresses) or indefinitely (eg. academic records at PCA requires to issue transcripts), as needed. I have been informed that I can withdraw this consent at any time by notifying the institution in writing. I understand that if I withdraw consent for the institution to keep my educational records, PCA will not be able to provide transcripts in the future or to in any other way document my educational experience at PCA.
8. Paris College of Art reserves the right to take or cause to be taken, photographs, films or videos, and other graphic depictions of students, faculty, staff and visitors for promotional, educational, and/or non-commercial purposes, as well as approve such use by third parties with whom the university may engage in joint marketing. Such purposes may include print and electronic publications. This paragraph serves as public notice of the intent of the school to do so, without remuneration, and as a release to the school giving permission to use those images for such purposes.
9. All students are required to submit official transcripts to the Admissions Office for evaluation when applying to the school. All degree students, once admitted, may have their first semester of attendance at Paris College of Art to submit outstanding official transcripts to the Registrar for evaluation for possible transfer credit. No transcripts submitted after the end of the first semester of attendance will be considered for transfer credit. All transcripts submitted must be original or certified copies in order to be accepted. These documents are part of those listed in article 7.
10. All information collected by the school is held in our database and is for internal use only (i.e. admissions, advising, registration, grading, billing, financial aid and student services). Students' personal information will not be released to any third parties without their explicit permission (i.e. billing to financially responsible person). Anonymous statistical information gathered from the school's database may be used to complete reports for affiliated academic organizations. In accordance with the French amended 'Computer and Freedoms' law of January 6, 1978, students maintain the right to access and rectify any information concerning his or herself. To exercise this right and be notified of any such information please contact the Registrar's office.*

**Les informations recueillies font l'objet d'un traitement informatique destiné à usage interne. Les informations personnelles concernant les élèves ne seront pas divulguées sans leurs consentements explicites. Des statistiques tirées de ces informations pourront être fournies aux organismes académiques affiliés. Conformément à la loi 'informatique et libertés' du 6 janvier 1978, vous bénéficiez d'un droit d'accès et de rectification aux informations qui vous concernent. Si vous souhaitez exercer ce droit et obtenir communication des informations vous concernant, veuillez-vous adresser au bureau du Registrar.*

I, the undersigned, have read and hereby agree to the Terms & Conditions of Enrollment at Paris College of Art.

Full Name

Signature & Date