



INTERIOR 1061 CAMELBACK RD P. 949.675.4451  
DESIGNERS NEWPORT BEACH F. 949.759.0667  
INSTITUTE CA 92660 www.idi.edu

## ADMISSION POLICIES

To qualify for admission to Interior Designers Institute, you must have graduated from high school or completed the equivalent. Documentation of high school or college graduation or of a G.E.D. or equivalent, must be submitted prior to the first date of attendance (if High School was completed in another country a certified evaluation must be provided stating that the qualification is equivalent to an accredited USA High School Diploma). A prior design background is not necessary, although a keen interest in interior design is desirable. The Institute has an open enrollment policy.

Interior Designers Institute is an equal opportunity educator and does not discriminate on the basis of race, religion, color, gender, sexual orientation, genetic information, age, disability or national origin.

## REGISTRATION PROCEDURES

To register at Interior Designers Institute, you must submit the following:

1. A completed registration form.
2. Non Refundable Registration Fee of \$95 for Avocational Certificate Course and \$100 for Degree Programs (International Students Non Refundable Registration Fee of \$250).
3. Two passport-size photos.
4. Documentation of high school or of a G.E.D. or equivalent

## ATTENDANCE

Students are required to attend class during all regularly scheduled class periods. All matters related to student absences (making up work missed, tests missed, etc.) are to be arranged between the student and the professor. All professors will, at the beginning of each quarter, announce their policies for handling absences. Students must adhere to the requirements for each course. Students must be present for quizzes, mid-terms and final exams, unless the reasons for the absences are acceptable to the professor.

Any student absent more than two consecutive class meetings or three non-consecutive class meetings per course may be dropped from the individual course. If the student does not resume attendance, the student will be withdrawn from the Institute.

## STUDENT WORK

In order to receive a passing grade in a course, a student must submit all required work by the final class meeting of the course. Students not meeting the deadline will be required to retake the course at their own expense.

Projects can be picked up at specified times during the following quarter. All unclaimed work will be disposed of. Interior Designers Institute reserves the right to keep work for exhibition display, publications or accreditation purposes. We make every effort to safeguard the work, however, we cannot guarantee its safety and the Institute is not responsible for loss or damage to any personal property.

## LEAVE OF ABSENCE POLICY

A student may request a Leave of Absence for a period of up to 90 days. An approved Leave of Absence will be granted when the absence is emergent or unforeseen and there is a reasonable expectation that the student will return to IDI.

The reasons for granting an approved Leave of Absence may include, but are not limited to, the student having serious medical problems, military duty, pregnancy, or jury duty. For an approved Leave of Absence, the student must provide a written request that is signed and dated and documentation that supports the reason for the request.

Extensions may be requested if the student's circumstances warrant; the student, however, may be on approved Leave of Absence for a maximum of 180 days in any twelve month period (Note: Extensions must be requested in writing they are not automatically granted if the student remains absent).

The student will be withdrawn from the college if he/she does not return at the conclusion of the approved Leave of Absence, unless an extension has been granted.

## COMPLETION TIME

The Associate of Arts Degree Program can take 18 to 39 months to complete, and the Bachelor of Arts Degree Program can take 12 to 36 months to complete. The Master of Interior Architecture Program can take 12 to 15 months to complete. The completion times depend upon the amount of units the student elects to carry each quarter.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT INTERIOR DESIGNERS INSTITUTE

The transferability of credits you earn at Interior Designers Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the Associate of Arts Degree in Interior Design, Bachelor of Arts Degree in Interior Design or Master of Interior Architecture Programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree 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 the institution you are transferring. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Interior Designers Institute to determine if your credits or degree will transfer.

## SATISFACTORY ACADEMIC PROGRESS/ DISMISSAL POLICY

All students are evaluated for satisfactory academic progress at the end of each payment period (academic term).

**Quantitative progress** is defined as the credit hours achieved divided by the credit hours attempted. To make satisfactory quantitative academic progress, a student must have successfully completed at least 75% of the credits attempted at each term.

**Qualitative progress** is determined by the student's cumulative grade point average (GPA). Grades for all classes attempted are part of the cumulative GPA. The minimum cumulative GPA required for satisfactory qualitative academic progress is 2.0 for the A.A. in Interior Design and B.A. in Interior Design programs and 3.0 for the M.I.A. program.

Grades of "F" and "I" are counted as credit hours attempted but not achieved and have a 0.00 value toward the GPA. A student receiving an incomplete ("I") grade in a class is given until the first Friday of the following quarter to complete the necessary course work, or the grade will revert to an "F". Repetitions of course work are counted as credit hours attempted. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame, which is 1.5 times the credit hours required to complete the A.A. in Interior Design, B.A. in Interior Design or M.I.A. program. A class cannot be attempted more than three (3) times.

Students who withdraw from a course of the program will receive a grade of "W", which has no impact on GPA. The credit hours for the course(s) are counted as attempted but not achieved.

### Academic Warning

Any student not meeting the required academic progress at the evaluation period will be placed on academic warning for one payment period (academic term) beginning the next payment period (academic term). The student is eligible for financial aid during academic warning period. Any student failing to bring his/her cumulative GPA up to the minimum 2.0 for the A.A. in Interior and B.A. in Interior Design programs, and 3.0 for the M.I.A. program after the payment period (academic term) on academic warning will be terminated from the Institute.

### Appeal Process

A student who has been terminated may apply for reinstatement after one quarter has elapsed. The appeal should be address to the Executive Director and must be accompanied by documentation of mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of academic progress. Reinstatement is at the discretion of the Executive Director.

### Maximum Time Frame

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in attempted credit hours.

Program	Credit Hours Required	Maximum Credit Hours Attempted
A.A. in Interior Design	90	135
B.A. in Interior Design	135 (does not include transfer of 45 general education units as required)	202
M.I.A.	45	67

Students exceeding the maximum attempted credits are no longer eligible to receive financial aid.

## Transfer Students

A student transferring credit into the Institute is required to complete the balance of the number of classes for graduation. The maximum time frame to complete remains 1.5 times the credit hours required. The cumulative GPA of students transferring credit into the Institute will be calculated only on the work completed while at this school. The minimum cumulative GPA remains 2.0 for the A.A. in Interior Design and B.A. in Interior Design programs and 3.0 for the M.I.A program.

## PROCEDURE FOR ADDRESSING STUDENT GRIEVANCES

Interior Designers Institute maintains an "open door" policy for students. Any questions, problems or grievances should be discussed with either the Executive Director or the Controller.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 (toll free), (916) 263-1897 (fax).

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

The Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Interior Designers Institute is approved by the Bureau of Private Postsecondary Education, approval to operate means compliance with state standards as set forth by the Bureau. For more information, please visit the bureau website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

In addition, the following is the Accrediting Commission of Career Schools and Colleges' procedure for handling student complaints, a copy of which is posted on the bulletin board in the Student Lounge. Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a published procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission.

All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response.

This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges, 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201. (703) 247-4212 [www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)  
A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

## PLACEMENT ASSISTANCE

The Institute maintains bulletin boards in the Student Lounge, and binders with job opportunities for both beginning and advanced students in degree programs in the library. Placement assistance is not provided for students enrolled in the avocational Certificate Course.

The student lounge is open during the quarter between the hours of 9:00 am-8:00 pm Monday through Thursday and 9:30 am-3:00 pm on Friday. Bulletin boards are available only to students and graduates of the Institute. Specific questions pertaining to job placement/career planning should be directed to Rachel Hulan, Placement Office or [Rhulan@idi.edu](mailto:Rhulan@idi.edu).

Please refer to the School Catalog for more information.  
it is available to download at <https://www.idi.edu/admissions/download-catalog/>

# CANCELATION AND REFUND POLICY

PER BPPE NOTICE PUBLICATION FILE #Z-2025-0203-02 REG ACTION NUMBER 2025-1006-015 11-18-2025

## STUDENT'S RIGHT TO CANCEL

A Student has the right to cancel the Enrollment Agreement at any time before the completion of the cancellation period. The cancellation period means the period from the date the Enrollment Agreement is signed through attendance at the first class session, or the seventh business day after enrollment, whichever is later. To cancel the Enrollment Agreement, the Student must provide a written notice of cancellation. The notice may be submitted by mail, by email to [contact@idi.edu](mailto:contact@idi.edu), or delivered in person to the Administrative Office at the School. The effective date of cancellation is the date the School receives the notice. If the notice is sent by mail, it is effective as of the postmark date. If sent by email, it is effective on the date the email is electronically delivered. Upon cancellation, the School shall refund 100 percent of the amount paid for institutional charges, less a non-refundable registration fee not to exceed two hundred fifty dollars (\$250). Any Student Tuition Recovery Fund (STRF) assessment paid by the Student shall also be refunded when a 100 percent refund is provided. Refunds must be issued within 45 calendar days of the Student's cancellation.

## WITHDRAWING AFTER CLASSES HAVE STARTED

To withdraw from the School, the Student must provide a written notice of withdrawal. The notice may be submitted by mail, by email to [contact@idi.edu](mailto:contact@idi.edu), or delivered in person to the Administrative Office at the School. The effective date of withdrawal is the date the School receives the notice OR the date the School terminates Student's enrollment due to academic failure or violation of its rules and policies OR the date Student fails to attend classes for a period of 14 days OR the date Student fails to return as scheduled from an approved leave of absence. If the notice is sent by mail, it is effective as of the postmark date. If sent by email, it is effective on the date the email is electronically delivered. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from Leave of Absence.

## REFUND POLICY

If a Student withdraws from the School after the cancellation period, the Student is entitled to a refund of institutional charges on a pro rata basis if 60 percent or less of the quarter has been completed. Refunds must be issued within 45 calendar days of the Student's cancellation or withdrawal.

### Pro Rata Refund Calculation

The amount owed to the School equals (Total institutional charges - non-refundable charges) ÷; total number of days in the quarter x number of days attended.

For Example:  $(\$4290 - \$300) \div 86 \times 21 \text{ days (or 3 weeks of class meetings)} = \$974.30$  owed with a refund due of  $\$3015.70$ .

All amounts the Student has paid in excess of what is owed will be refunded. If the Student owes additional charges, the Student must make arrangements to pay the balance. Non-refundable charges may only include: A registration fee not to exceed \$250; books, supplies, equipment, or materials that are designated as non-refundable in the catalog AND issued to the Student. STRF assessment (non-refundable except when a 100% refund is required).

## WEB SITE ACCESSIBILITY POLICY

Interior Designers Institute (IDI) provides a diverse learning environment that supports and enhances the educational experience of its students. IDI strives to provide an accessible website to visitors without the need for adaptation or accommodation.

IDI recognizes that accessibility and usability are not always possible in every area of the website. IDI's efforts are ongoing and any issues that arise will be addressed as quickly as possible. In the event a page is not accessible, please contact us to provide a text version of the specific page content.

**For questions or concerns accessing an IDI web page, please contact admissions:**

**Email:** [contact@idi.edu](mailto:contact@idi.edu)

**Phone:** (949) 675-4451

We welcome your questions and comments on how to improve our website's accessibility.!! If you are a current or prospective student who would like more information regarding accessibility and accommodations at IDI, please contact Admissions by telephone at 949-675-4451.