



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 graduation or of a G.E.D. or the equivalent must be submitted prior to the first date of attendance. 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 \$100.
3. Two passport-size photos.
4. Documentation of high school graduation or of a G.E.D. or the 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 will be placed on probation until the attendance situation is corrected. If the student does not resume attendance, the student will be dismissed 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 Leave of Absence may not exceed 180 days (2 quarters). Also, not more than one Leave of Absence will be granted in a 365 day period; i.e., there must be 365 days from the end of one leave until the beginning of the next. No exceptions. A student not in compliance will be considered to be re-entering and charged the prevailing tuition rate at the time of their return.

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.

TITLE IX NOTICE OF NONDISCRIMINATION

Interior Designers Institute does not discriminate on the basis of sex in the education programs or activities in operates and this it is required by Title IX not to discriminate in such a manner. Questions regarding Title IX should contact the college's Title IX Coordinator at: Interior Designers Institute Attn: Title IX Coordinator 1061 Camelback Street Newport Beach, CA 92660 Phone: 949/675-4451 Email: TitleIXCoordinator@idi.edu

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR 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 PROGRESS/PROBATION DISMISSAL

For satisfactory progress, a student must maintain a cumulative grade-point average of 2.0. Any student falling below 2.0 will be placed on academic probation for one quarter (12 weeks) beginning the next quarter. Any student failing to bring his/her cumulative grade-point average up to a 2.0 after two (2) consecutive quarters of academic probation will be terminated from the Institute. A student who has been terminated may apply for reinstatement after one quarter has elapsed. Reinstatement is at the discretion of the Executive Director.

In addition, the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the A.A., B.A. and M.I.A. Programs. A student who does not complete the program within this time frame will lose financial aid eligibility, but may continue enrollment utilizing cash payment as long as the student is making satisfactory progress as stated above. A student receiving an incomplete grade in a class is given until the first Friday of the following quarter to complete necessary course work, or the grade will revert to an F. A student who withdraws from a class does not receive a grade and must repeat and pass it to graduate. A class cannot be attempted more than three (3) times. Grades for all classes attempted are part of the cumulative average. Noncredit remedial classes are not offered.

Failure to attend classes, disruptive behavior in the classroom and failure to meet financial obligations can also result in probation or dismissal at the discretion of the Institute. Disruptive behavior can include, but not be limited to, cheating, disruptive excessive talking in class or any behavior deemed inappropriate by the faculty or administration.

CANCELLATION AND REFUND POLICY

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of tuition charges paid through attendance at the **first class session** (first day of class(es)), **or the seventh day after enrollment** (seven days from the date when enrollment agreement was signed), **or within seven days from the date of first class session**, whichever is later. The notice of cancellation shall be in writing and submitted directly to the **Administrative Office**. If you cancel the agreement, the school will refund any money that you paid, less any deduction for: registration fee, STRF fee and equipment received.

Withdrawal: A student may withdraw from the program at any time after the cancellation period as shown above and receive a pro-rata refund of the unused portion of the tuition paid. A withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to student's lack of attendance. The student would be determined to have withdrawn from school on the earliest of: The date you provide written notification to the **Administrative Office** of your intent to withdraw; The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog; The date you fail to attend classes for a two-week period and fail to inform the **Administrative Office** that you are not withdrawing; The date you failed to return as scheduled from an approved leave of absence.

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.

A Leave Of Absence may not exceed 180 days (2 quarters). Also not more than one leave of absence will be granted in a 365 day period. A student not in compliance will be considered re-entering and charged the prevailing rate at the time of their return.

If you withdraw from school after the cancellation period, the refund policy described below will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. **For example:** If student completes only 3 weeks of a 12 week course and paid \$2400.00 tuition, the student would receive a refund of \$1800.00.

$$\begin{array}{rcl} \$2400 & \times & \frac{9 \text{ weeks not attended}}{12 \text{ weeks to complete}} \\ \text{(Amount Paid)} & & \\ & = & \$1800 \\ & & \text{(Refund Amount)} \end{array}$$

Once more than 60 percent of the enrollment period in the entire course has elapsed (**including absences**), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. The registration fee of **\$100 is a non-refundable item, the STRF Fee is a non-refundable item.** Equipment, books, supplies, tools, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

RETURN OF TITLE IV FUNDS POLICY

Federal requirements for the return of Title IV Funds: Direct Federal Subsidized and Unsubsidized Loans Federal Direct PLUS Loans, Pell Grants.

Following is the federally mandated process by which a school calculates the amount of Federal Funds to be returned for a Title IV aid recipient who withdraws or ceases attendance.

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, Pell grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

A school must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student's withdrawal.

If you complete the program, your total will be the amount in your enrollment agreement. If you do not complete the program, you are charged for the quarters completed. If you obtain a loan to pay for an educational program, you are responsible for repaying the full amount of the loan plus interest, less the amount of any refund. If the student defaults on a federal loan, both the following may occur: 1. The federal government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed; and 2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, 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).

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.

In addition, 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 considered by the Commission must be in written form with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission."

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212