



INTERIOR DESIGNERS INSTITUTE 1061 CAMELBACK RD NEWPORT BEACH CA 92660 P. 949.675.4451 F. 949.759.0667 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 If the student does not resume attendance, the student will be withdrawn from the Institute.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.

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 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.

CANCELLATION AND REFUND POLICY

Student's Right to Cancel

The Student has the right to cancel this Enrollment Agreement and obtain a refund of 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 via mail, email (contact@idi.edu), or in person to the **Administrative Office**. If the notice is deposited in the mail, it is deemed effective as of the date of the postmark, if properly addressed with proper postage. If emailed, it is deemed effective as of the date the email was electronically delivered.

Withdrawing After Classes Have Started

Student may withdraw from the School at any time after the cancellation period as described above and receive a pro-rata refund in accordance with the School's refund policy. Student may officially withdraw by giving written notice to the **Administrative Office** by mail, email or in person. The notice is effective as of the date of the postmark, if properly addressed with proper postage, date it is emailed or delivered in person. For the purposes of determining a refund, Student is deemed to have withdrawn on the earliest of: the date Student provides written notice to the **Administrative Office** of intent to withdraw; the date the School terminates Student's enrollment due to academic failure or violation of its rules and policies; the date Student fails to attend classes for a period of 14 days; the date Student fails 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.

If Student withdraws from School after the cancellation period, the refund policy described below will apply. If the amount Student has paid is more than the amount Student owes for the time attended, a refund will be made within 45 days of the official withdrawal date. If the amount Student owes is more than the amount Student has already paid, Student must make arrangements with the School to pay the balance.

Refund Policy

If withdrawal occurs after the cancellation period and up to 60% of the instruction of the quarter, the School will refund a pro-rated tuition amount. **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 quarter has elapsed (**including absences**), there will be no refund to 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 **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.

The School participates in federal financial aid. Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any refunds, and if those students have received federal student financial aid funds, they are entitled to a refund of the monies not paid to the federal student financial aid program fund. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the School. If a balance is owed to the School, the student has to make arrangements to pay it.

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 the School. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. The Return of Title IV Funds calculation may result in the student owing a balance to the Federal Government and, in some cases, to the School. Refunds are made within forty-five (45) days of withdrawal.

Withdrawal Before 60%

The School must perform a R2T4 calculation to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

Withdrawal After 60%

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the School will still calculate the Institutional Refund and R2T4 for financial aid recipients.

To calculate the amount earned, the School will determine the percentage by dividing the total number of credit hours the student was scheduled to complete in the payment period as of the last day of attendance by the total number of credit hours in the payment period.

If a refund results from this calculation, federal policy requires that these unearned funds be returned to the applicable Title IV financial aid fund source. Funds are refunded to the Title IV Programs in the following federally mandated order: (1) Unsubsidized Federal Direct Loan; (2) Subsidized Federal Direct Loan; (3) Federal Direct PLUS Loan; (4) Federal Pell Grants; (5) Federal Supplemental Education Opportunity Grant (SEOG); (6) other grant or loan assistance authorized by Title IV of the HEA, as amended.

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 Federal Direct 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 and fees, 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 to the student.

If the 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 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 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.

NOTICE: YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THE INSTITUTION UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

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, (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, 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 | complaints@accsc.org
A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting 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 tRachel Hulan, Placement Office or Rhulan@idi.edu.

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

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.

STUDENT DISABILITY SERVICES

Interior Designers Institute provides reasonable accommodation to students with disabilities in compliance with State and federal legislation including Sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Students who are in need of accommodations should contact Samantha Arizaga (samantha@idi.edu) or Rebecca Mauldin (becky@idi.edu) Student Services, for more information and further advisement. Interior Designers Institute does not have a CTP Program for students with intellectual disabilities.