

**ENROLLMENT POLICIES AND PROCEDURES**

- > Students are expected to complete the full term of the program, making significant progress toward the completion of a portfolio. Withdrawal from the program must be in writing. (See Enrollment Contract.)
  
- > Students in the middle of the program’s year, will be considered registered for the subsequent quarter, unless otherwise notified.
  
- > Students are expected to attend class and be prompt. Evening classes usually begin at 6:30 p.m.
  
- > Students are required to devote sufficient amount of additional time outside of class to successfully complete class assignments. Repeated failure to complete class assignments that meet basic industry standards may result in a review of student’s enrollment status.
  
- > Students should not leave personal items at school overnight. Chicago Portfolio School is not responsible for any personal items or computer equipment left unattended.
  
- > Students are not permitted to use school computer equipment unless they have demonstrated a proficiency in using the computer hardware and the software applications. Students are not permitted to alter, remove or install any system software or application software on the school’s computer equipment.
  
- > Students are expected to pay all tuition and fees due in a timely manner.
  
- > A credit card number must be kept on file to cover unpaid tuition and fees, not to be used without notification of student. Students are not allowed to remove any books or any school property without permission.
  
- > Students are expected to abide by accepted industry ethics regarding the attribution of work conceived and/or produced at the Chicago Portfolio School. We expect students to take credit only for work they have personally written, directed and/or produced. Failure to do so may result in a review of student’s enrollment status.
  
- > All work written, directed and/or produced by students enrolled in the Chicago Portfolio School is the sole property of the students credited with the work and the Chicago Portfolio School. No work may be sold to, given to or reproduced by any third parties for their commercial use without the permission of the Chicago Portfolio School.

**PLEASE INDICATE THAT YOU’VE READ THE STUDENT MANUAL AND YOUR ACKNOWLEDGEMENT AND ACCEPTANCE OF THE POLICIES AND PROCEDURES BY SIGNING BELOW:**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**CREDIT CARD NUMBER:** \_\_\_\_\_ **EX. DATE** \_\_\_\_\_ **VISA MASTERCARD**