In ancient Rome, the Circus was what they called the fast track.

In Britain, the Circus is the confluence of divergent paths or avenues.

In America, the Circus means fun.

Welcome to the Circus.
The MISSION of The CREATIVE CIRCUS

The mission of The Creative Circus is to graduate the best-prepared, most avidly sought-after creatives in the industry.
The faculty and staff of The Creative Circus are at the school for the same reasons our students are: the thrill of creating as well as providing the industry with great design, new media, photography and advertising. Circus instructors are working professionals who make themselves available to teach in order to share their experience and professionalism with the next generation. Teaching at The Circus is fun and creatively satisfying for the teachers as well as the students. Circus instructors emphasize learning by doing, maximizing hands-on experience and one-on-one collaboration. In a field as rapidly changing as ours, the course content must necessarily change and evolve constantly, as must the instructor’s knowledge. Since most instructors at The Creative Circus are working professionals, Circus students have the advantage of working with teachers who are earning their living actually doing what they are teaching. Many staff members, like the instructors, have enjoyed successful careers in advertising, development, design, illustration and photography. Others have strong ties to education and school administration. Together, they bring to The Circus an integrated team dedicated to Circus students and their ultimate success.
Classes are scheduled Monday through Friday, from 9:30 A.M. to 9:30 P.M. and any other times as needed. School facilities and equipment are available for student use at posted times on student entry doors. Policies and procedures concerning use of the facilities and equipment are discussed with new students at orientation, printed in the student handbook and are posted in the lab areas. Administrative offices are open the following days and hours:

- Monday through Thursday from 8:30 A.M. to 7:00 P.M.
- Friday from 9:00 A.M. to 4:00 P.M.
- Saturdays, by appointment.

Students have secured key card access to the campus during regular business hours (above) or through the student entrance during the following days and times:

- Monday through Friday from 8:30 A.M. to 11:00 P.M.
- Saturday and Sunday from 3:00 P.M. to 11:00 P.M. Exceptions to these days and times are breaks between quarters when students have access only during regular business hours and the week before panel reviews when students have secured access for 24 hours.

Holidays

Observed school holidays when the school is closed are Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday and Friday, Christmas Eve, Christmas Day and New Year’s Day.

School Closing

If the institution is closed due to inclement weather or for any other reason determined by the Campus Director, announcements will be made via 11Alive.com and WXIA-TV Channel 11. In addition, a notice will appear on our website.
SCHOOL CALENDAR 2013 - 2014

Winter Quarter
- Registration - New Students: 1/3, 1/4
- Classes Begin: 1/7, 1/6
- End of Drop/Add Period: 1/11, 1/10
- MLK Jr Day: 1/21
- Registration - Current Students: 3/5-3/7, 3/4-3/5
- Quarter Ends: 3/22
- Spring Break: 3/25-4/7, 3/24-4/4

Spring Quarter
- Registration - New Students: 4/4, 4/3
- Classes Begin: 4/8, 4/7
- Good Friday Holiday: 4/14
- End of Drop/Add Period: 4/18
- Memorial Day: 5/27
- Registration - Current Students: 6/4-6/5, 6/3-6/4
- Quarter Ends: 6/21
- Summer Break: 6/24-7/7, 6/23-7/6

Summer Quarter
- Independence Day Observed: 7/4
- Registration - New Students: 7/7, 7/6
- Classes Begin: 7/11
- End of Drop/Add Period: 7/11
- Labor Day: 9/2
- Registration - Current Students: 9/3-9/4, 9/2-9/3
- Quarter Ends: 9/19
- Fall Break: 9/23-10/6, 9/22-10/5

Fall Quarter
- Registration - New Students: 10/3, 10/2
- Classes Begin: 10/7
- End of Drop/Add Period: 10/11
- Thanksgiving Recess: 11/28-12/3, 11/27/11-12/28
- Registration - Current Students: 12/3-12/4, 12/2-12/3
- Quarter Ends: 12/20
- Winter Break: 12/23-1/5
- Christmas Holiday Observed: 12/24-12/25, 12/23-12/25
- New Years Day Observed: 1/1

FACILITIES

The Creative Circus is conveniently and centrally located at 812 Lambert Drive on a quiet cul de sac in Atlanta between its Midtown and Buckhead neighborhoods. Our building is a colorfully converted warehouse. Our four dedicated computer labs each have high definition projection systems. Our high-speed network is also wireless for access by student laptops and mobile devices. We have two high-capacity laser printers/scanners (color and black/white). Our large theater features built-in video capability for the latest in multi-media presentation. Our photography studios include several small individual studios plus a large daylight studio and a large dark studio with a cyclorama wall in addition to our dark room for processing film. We are a dog friendly environment (with a doggie day care across the street). The school has an outdoor deck and picnic tables in front of the building. Parking is on our own property with some covered spaces available. There is a ventilated spray mount area, a student cafeteria with booths, refrigerator, microwaves and vending machines and ten restrooms. Concepting and lounging areas are located throughout the school. We have a small library stocked with industry publications. In addition to the two gallery exhibit areas, most of the wall space in the school is used to showcase student and graduate work. We have created a safe environment that nurtures the creative process.

Parking
Available parking is available to students on a first come basis. Street parking is also available. Parking spots marked RESERVED are not to be used by students.

Snack Area/Student Lounge
Vending machines, soda machines, coffee-maker, microwave, refrigerator, tables and chairs are available for student use.

Media Services
The school maintains a library/resource center of industry-related resources and research materials for use by all students. Because the curricula offered by the school generally represent rapidly-changing technologies and creative approaches and because the learning objectives of these curricula are not achieved principally through historical research, the library holdings at The Creative Circus are concentrated in current trade-based hard copy and periodical materials. The four computer labs are available to use for research, as well as, free WIFI access to all students and staff.

Care of Facilities
Smoking, eating and drinking are prohibited in the computer classrooms. The Creative Circus provides a student lounge for eating and drinking. We maintain a smoke-free environment.
Canines
Canines are allowed on premises (this means inside and outside the school building) with some necessary limitations. Each quarter, pet owners must provide the following to the Director of Education: Shot records from the Veterinarian. Proof that the dog has been spayed or neutered (if not already on file). Upon approval, students are allowed to bring their canine to The Creative Circus. Failure to abide by any of the following rules will result in revocation of canine privileges. All dogs must be on a leash and in the presence of their owner. If the dog has an accident, it is the owner’s responsibility to clean up the mess. If the dog is a habitual offender, as determined by the Director of Education, we reserve the right to revoke the canine from coming back to school until the dog is house-trained. All dogs must behave in an appropriate manner while at The Circus. No rough-housing with other dogs, barking or concerning behavior towards other dogs or humans. The Director of Education reserves the right to ban any dog from The Creative Circus for any reason.

Recycling and Shredding
The Circus has locations for secure, private document shredding. Locked shredding bins are located by the student entry, near the campus printers located outside room 68, the front office outside room 58 and within the office of the Director of Education (room 70).

Campus Safety and Security
Every attempt is made to provide students a safe environment. Entry to the facility is allowed only by proximity access card. Each student, faculty and staff member is issued one access card for entry into the facility at posted times. Visitors to The Circus must check in at the reception desk upon arrival and surrender their driver’s license for an access pass which will be returned upon leaving the premises. All visitors must be accompanied by a current faculty or staff member at all times.

Crime Awareness
Students are to report to the Campus Director, or in his/her absence to the Associate Director or Facilities Manager any criminal activities taking place on the premises or in the parking lot of The Creative Circus. This includes any school-sponsored function. Such actions will then be reported to the proper authorities at the Circus.

Loss of Personal Property
The school does not assume responsibility for the loss of books or other personal property. However, all instructors and students are requested to give the Receptionist all articles found so that the owner may claim them.

Emergencies
Any accidents requiring medical attention should be reported immediately to an instructor or staff member, and an accident/illness report should be filed immediately. If an emergency is of a serious nature, dial 911. First aid kits are located in each of the kitchen areas, the printer area and the Director of Education’s office. Heart defibrillators are on-site and staff has been trained to administer CPR in the case of emergencies. If transport via ambulance is required, the student is responsible for the cost of services.

Crisis Management Operating Procedures
The Creative Circus has outlined policies and procedures for all forms of emergencies and crisis situations which are detailed in the Student Handbook. The entire document is on file with the facilities manager.

Emergency Evacuation Plan
In the event of real, threatened or impending danger, students should evacuate the building by the nearest possible exit. Emergency routes are posted throughout the building. During emergencies, students should not take the time to collect personal belongings.

Health Services
The Creative Circus has no health services located at the school. However, hospitals, clinics and physicians are located nearby. Students with communicable diseases may be prohibited from registering for classes when health records indicate that his/her attendance would be detrimental to the health and safety of the students or other persons with whom the student may come in contact. Students who have significant health problems or limitations may be required to submit a report of medical examination prior to initial registration and are encouraged to inform his/her instructors at the beginning of each quarter. The school seeks to assist students who have special health problems or limitations in the attainment of his/her educational goals. Services are provided in accordance with Section 504 of the Rehabilitation Act of 1973. It is the policies of the school to have all facilities comply with the requirements of the state and local building codes, the Board of Health and fire department regulations.

Children on Campus
Children are not permitted to accompany a student to class or to be left unattended in the building or on the school property. If a child is left unattended, the Director of Education or other administrator should be notified. The Campus Director should then locate the parent and inform him/her of the policy. If a student brings a child to class, the instructor will inform the student of the policy and ask him/her to remove the child from the classroom. The school assumes no liability for injuries incurred by minors while on campus.
**ADMISSIONS**

Equal Education Opportunity

Creative talent is not, and never has been, a function of gender, race, color, national origin, age, economic conditions, sexual orientation or disability. The Creative Circus is committed to the idea that everyone deserves an equal opportunity to develop talent. The Creative Circus reaffirms its policy of administering its educational programs and related supporting services and benefits in a manner which does not discriminate regarding recruitment, hiring, promotion and all other terms and conditions of employment because of an applicant, student, or prospective student’s race, color, creed or religion, sex, national origin, age, physical or mental handicap or other factors which cannot lawfully be the basis for provision of such services.

Further, The Creative Circus commits itself to a program of Affirmative Action/Equal Opportunity. The Creative Circus is obligated and adheres to the provisions of Section 495A, Title IV, Higher Education Act of 1965, United States Code, Veterans Benefits, Title IX, Educational Amendments of 1972, Section 504, Rehabilitation Act of 1973, Family Educational Rights and Privacy Act of 1973 as amended. Inquiries concerning the application of these laws and their implementing regulations may be referred to the Campus Director.

Requirements of Admission

- Interview and recommendation
- Application and Application Fee
- Essay
- Enrollment Agreement
- Successful passing of criminal background check
- 10-15 samples of work
- Proof of high school completion or GED
- Transcript(s) from previous post-secondary schools
- Reference Form

Admissions Procedure

1. Admissions Interview: Call or e-mail to arrange an appointment to visit the school. An admissions interview (preferably face-to-face, but by telephone if necessary) will provide full information about our programs, start dates, how we work with graduates and school requirements. Admissions interviews take place with an Admissions Representative who will evaluate a candidates interest in our programs and his or her dedication to the field of study. While work ethic and potential for success cannot be formally measured, these qualities are essential to success and will be discussed at the time of the admissions interview. Our goal is to enroll students who will be graduates and who will contribute to the creative industry. At the completion of the admissions interview, should both the prospective student and the Admissions Representative feel that the student has a significant chance of success from the course of study, the Admissions Representative will give the student a recommendation to apply and will work closely with the prospect to ensure all application materials are submitted in a timely manner. Prospective students who do not receive a recommendation from an Admissions Representative may appeal to the Director of Admissions.

2. Application: An application may be obtained from an Admissions Representative. A $100 application fee is due at the time an application is submitted. Candidates for admission who submit an application without a previous successful interview will be contacted to schedule an interview.

3. An Essay: 150 words addressing the following question is required: How will you participate and contribute to your own education in order to be a successful student and graduate of The Creative Circus?

4. Enrollment Agreement: Indicates the tuition agreement with The Creative Circus and an estimate of total costs. This agreement allows a student to participate in our lock-in tuition policy to secure a tuition rate up to a year ahead and to maintain that rate as long as the student remains in good full-time academic standing. Should a student drop to part-time or withdraw, or be on academic probation, the former tuition rate is lost and the student will be charged at the most current cost per credit hour.

5. Background Checks: Students applying for admission will be required to undergo a background check. The background check process is an automated process that identifies any enrolling students that, per policy, may not be eligible for enrollment due to that students criminal record. Eligibility will vary by program, based on standard hiring practices in specific career fields, however, violent criminal convictions bar enrollment in any program. The background check is completed by a third party. This third-party organization may contact a student or prospective student in the event that further information is required to determine eligibility. If a prospective student is found to be ineligible for enrollment based on a history of criminal activity, the third-party will contact the prospective student. Any questions regarding specific findings should be addressed to the third-party. The Creative Circus will not have specific information about the prospective students history, but will be informed by the third party that the prospective student is or is not eligible for enrollment in the specific program the student has selected. All students are required to disclose to The Creative Circus any criminal convictions they receive while enrolled in any The Creative Circus program. Depending on the nature of that conviction, students may be dismissed from the program.

6. 10-15 Samples of Work: All students must submit an application portfolio containing 10-15 samples of work. These samples need not be slick or polished and can take several forms. Their purpose is to indicate whether the applicant has the originality, creative potential and intellect to succeed in the rigorous Circus program. Prospective students with questions on what kind of work and how to submit work should contact Admissions. Applicants who would like their samples returned must enclose a self-addressed stamped envelope at the time they are submitted. Work is submitted to the appropriate Program Director for review and final recommendation on acceptance to The Creative Circus including any opportunity for advanced placement.

7. Proof of high school completion or GED: All students must have successfully completed high school or have passed a high school equivalency (GED) test. Applicants must present evidence of graduation from a high school that is state-approved, accredited by a regional accrediting association, or accredited by CITA (Commission on International and Trans-regional Accreditation.) For non-high school graduates, evidence of the GED equivalency must be submitted. Only applicants who show a passion for the field and innate talent, and whose background points to enthusiasm to learn, will be accepted. Each applicant must submit an Attestation Form indicating the high school from which he or she graduated or the GED testing center where the equivalency test was administered.

8. Transcripts Official: Final transcripts from any previous post-secondary schools attended are required prior to matriculation at The Creative Circus. Transcripts can be mailed directly to The Creative Circus (attention: Admissions) from the registrar’s office at a student’s former institution. Any fees associated with obtaining these records are the responsibility of the student.

9. Reference Form: All applicants must provide references to The Creative Circus at the time of application.

10. Notification: When all requirements for admission have been fulfilled, the applicant will be notified regarding his or her admissions status. Any questions regarding acceptance should be directed to the applicant’s Admissions Representative.
**Admission Policies**

**International Students**
The Creative Circus is authorized under U.S. Federal Law, Immigration & Nationality Act, Sec. 101(a), (5), (F) to enroll non-immigrant alien students from other countries. Students living abroad should submit certified proof of high school graduation (translated into English), college transcript, application fee in U.S. dollars and required immigration documentation. Copywriting students should submit most or all of their samples in English. All students must demonstrate proficiency in the English language. Circus Admissions Representatives can provide additional information regarding the M-1 Visa required.

**Part-Time Enrollment**
An application may be submitted for an individual subject by meeting with an Admissions Representative to determine which class(es) might be open for this student. Tuition charges for such courses or programs are based on the total number of credit hours scheduled. Financial aid may not be available to part-time students depending on the total number of credit hours. Many courses require prerequisites and may not be available to part-time students.

**Transfer of Credits**
Coursework at The Circus is talent/skill-development oriented. There is a procedure in place (Advanced Placement) which outlines the process by which a student coming to The Circus from another portfolio finishing school might be evaluated and placed in a quarter beyond first quarter.

**Advanced Placement**
Should a student wish to be considered for advanced placement, he or she must request the Program Director to review samples and make a determination regarding quarter placement. Advanced placement is strongly discouraged and rarely granted to incoming students. The Program Director will complete the Enrollment Review Form, noting the quarter into which the student has been provisionally accepted. The Program Director will provide written explanation that justifies advanced placement. A student receiving advanced placement does not transfer any credit for previous training. Should a student fail to meet The Creative Circus criteria required of the quarter into which they were advanced placed, the Academic Team reserves the right to disqualify the advanced placement status.

**Re-Entry Students**
Students who have withdrawn from The Creative Circus in good academic standing who wish to be readmitted within one year of their last date of attendance should contact the Director of Education to update their applications. If the application for re-admission is for a different curriculum, the standard requirements for a change of program will apply. If tuition has increased since the previous enrollment date, the student will incur the increase in tuition. Students who have withdrawn while on academic probation or who have been suspended or dismissed for lack of academic progress, non-attendance, or misconduct must reapply through the Director of Education’s office. Approval for re-entry for the same curriculum on an alternate selection will be based on the Program Director’s evaluation of the applicant’s program to which the applicant is reapplying, and the applicants career objectives. Prior tuition balances and student loan status must be reconciled before re-admission application forms will be processed. A re-admissions fee is required and the student is not required to re-submit copies of documents already on file. Students granted re-admission may have course load restrictions, specific grade and attendance requirements and/or required counseling sessions in order to remain enrolled at The Creative Circus.

**Applicants with Existing Conditions or Disabilities**
Acceptance to The Creative Circus is not in any way associated with an applicant’s disability status. The Creative Circus requires advanced notice, however, of any disabilities that may affect a student’s ability to complete a program or where reasonable arrangements can be made, where appropriate.
The Federal Pell Grant Program: This program provides federal grants for students who show need for assistance in attending from the FAFSA. A student’s award varies depending upon his/her classification as half-time, three-quarter-time or full-time. The Pell Grant is intended to be the proof of a financial aid package and may be combined with other forms of aid in order to meet the full cost of education. The Federal Pell Grant is a need-based grant and, unlike a loan, in most cases does not have to be repaid.

The Federal Supplemental Educational Opportunity Grant (FSEOG): Program provides aid to students who have exceptional financial need. To receive an FSEOG a student must complete the aforementioned FAFSA application. The amount of the grant award is subject to availability of funds. In accordance with federal regulations, priority is given to Pell eligible students. Like the Pell Grant, an FSEOG is a grant and in most cases does not have to be repaid.

Work Study Programs
The Federal Work-Study Program (FWSP) provides funds to employ students with a demonstrated financial need. The position will be, to the greatest extent possible, in a situation comparable to the area of study in which the student is enrolled. Students are paid an hourly rate at least equal to the federal minimum wage and may be awarded up to a maximum of 20 hours per week. Applications for Work-Study should be made to the Financial Aid Office. To be eligible for Work-Study, a student must be enrolled for at least 12 credit hours and be a citizen or legal resident of the United States. Students holding a bachelor's degree are eligible to participate in the FWSP.

Loan Programs
The Federal Direct Student Loan program provides qualified students with Federal Stafford Loans and their parents with Federal PLUS loans. Both of which are long-term, low-interest loans for post-secondary educational expenses. Under these programs the student borrows for college expenses and, in the case of a student borrower, repays the loan after leaving school. The repayment period begins six months after the student drops below half-time enrollment, and the borrower may take up to ten years to repay the loan. Parental loans generally require repayment to begin 60 days after the final disbursement of the loan but can be deferred as well. Applications are available in the Financial Aid Office.

- Federal Stafford Loan: For more information on the details and criteria of the Federal Student Stafford Loan, contact the Student Financial Services office.
- Federal Parent PLUS Loan: For more information on the details and criteria of the Federal Parent PLUS Loan, contact the Student Financial Services office.
- Private Loans: The school can assist credit-worthy students and/or their parents in applying for private educational loans with a national educational loan provider.

Veteran Educational Benefits
Veterans and eligible persons using veterans benefits are measured academically based on the satisfactory progress thresholds defined in Standards of Satisfactory Progress (SAP) policy as are all students attending the school. Students receiving these benefits who do not meet the Standards of Satisfactory Academic Progress requirements will be placed on Financial Aid Warning or Financial Aid Probation or academically suspended. Veteran’s benefits will be suspended for any students who are academically suspended from the school. Refer to the SAP policy section for details of this policy.

The Creative Circus offers a 10% discount for the following qualified military personnel:
- All active duty, guard and reservists utilizing Military Tuition Assistance
- All veterans utilizing the Post 9/11 GI Bill (chapter 33)
- All veterans utilizing the Montgomery GI Bill (chapter 30) and paying cash for tuition and fees
- All veterans utilizing vocational rehabilitation

Scholarships
Scholarships are awarded to Creative Circus students based on demonstrated financial need as well as outstanding promise in their chosen career track. A number of advertising agencies, design firms and private individuals contribute to Creative Circus scholarships. Scholarship amounts may vary and are available to qualified applicants. Students who are interested in consideration for these awards must apply no later than four weeks before the start of the quarter. Availability of awards will vary from quarter to quarter. All applicants must complete the FAFSA for full consideration of their application. Those receiving a scholarship award will be notified by the Financial Services Director no later than two weeks before the start of the quarter. For more information about the range and type of scholarships as well as the application process, contact the Financial Services Director.
CANCELLATION, WITHDRAWAL and REFUND POLICY

Students finding it necessary to withdraw prior to completion should notify The Creative Circus in writing of their intent to withdraw. Any monies due an applicant or student will be refunded within 30 days from cancellation. An applicant subsequently requesting cancellation of enrollment prior to the class starting date shall be entitled to a refund of all monies paid minus the application fee for non-refundable. All monies due the applicant will be refunded within 50 days from cancellation. An applicant subsequently requesting cancellation of enrollment prior to the class starting date shall be entitled to a refund of all monies paid minus the application fee for non-refundable. All monies due the applicant will be refunded within 90 days from cancellation. In the event the school does not accept the enrollment, full refund of all monies will be made to the applicant. A request for cancellation, which is not made in writing, shall be confirmed by the student in writing within an additional period of five (5) calendar days. The school may retain the registration fee after five (5) calendar days or after ten (10) calendar days absent written confirmation. An applicant subsequently requesting cancellation of enrollment prior to the class starting date shall be entitled to a refund of all monies paid. All monies due the applicant will be refunded within 90 days from cancellation. An applicant subsequently requesting cancellation of enrollment prior to the class starting date shall be entitled to a refund of all monies paid minus the application fee for non-refundable. All monies due the applicant will be refunded within 90 days from cancellation.

Withdrawal of Unearned Title IV Funds

The school must return the lesser of the amount of Title IV funds the student does not earn, or the amount of institutional costs that the student is required to repay for the period of enrollment multiplied by the percentage of funds that was not earned. The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any Federal Pell Grant for the payment period for which a return of funds is required
- Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required
- Federal Perkins Loan Program
- Federal Stafford Loan Program
- Federal Direct PLUS loans
- Federal Direct Stafford loans (other than PLUS loans)
- Federal Pell Grants for the payment period for which a return of funds is required

Days in which a student was on an approved leave of absence are not also included in the calendar days of the payment period or period of enrollment.

Return of Unearned Title IV Funds

The school must return the lesser of the amount of Title IV funds the student did not earn and those funds must be returned, up through the 60% point in each payment period or period of enrollment, a pro rata type schedule is used to determine how much Title IV funds the student 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.

The percentage of the payment period or period of enrollment completed is determined by

- The total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the day the student withdrew.
- The student’s enrollment.
- Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator).
- Days in which a student was on an approved leave of absence are not also included in the calendar days of the payment period or period of enrollment.

Return of Unearned Title IV Funds

The school must return the lesser of the amount of Title IV funds the student does not earn, or the amount of institutional costs that the student is required to repay for the period of enrollment multiplied by the percentage of funds that was not earned. The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any Title IV loan funds in accordance with the terms of the loan, and
- The remaining unearned Title IV grants (not to exceed 50% of the grant) as an overpayment of the grant. Examples of the Return of Title IV calculation are available upon request in the Financial Aid Office.

State of Georgia Refund Policy

If a student enrolls and withdraws or discontinues after the term has begun but prior to completion of the term, the following minimum refunds apply. If a student withdraws prior to the end of a quarter, the remaining amount the college may retain is calculated as follows:

- 5% for instructional time zero to 5%
- 10% for instructional time over 5% but not more than 10%
- 25% for instructional time over 10% but not more than 25%
- 50% for instructional time over 25% but not more than 50%
- 100% for instructional time over 50%

All charges and refunds are calculated using the student’s last date of recorded attendance. For refund computations, a term is 12 weeks. Examples of the state refund policy are available upon request in the Financial Aid Office.

Order of Return of Student Financial Aid Program Funds

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

1. Unsubsidized Stafford Loan Program
2. Subsidized Stafford Loan Program
3. Unsubsidized Direct Stafford loans (other than PLUS loans)
4. Subsidized Direct Stafford loans
5. Federal Perkins Loan Program
6. Federal PLUS loans
7. Federal Direct PLUS loans

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

1. Federal Pell Grants for the payment period for which a return of funds is required
2. Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required
3. Other assistance under this Title for which a return of funds is required. Students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material. Refunds of any of the Title IV or state programs will be paid within 45 days of the withdrawal/termination date.
Orientation

The Creative Circus provides a student orientation program each quarter for all new students. The program acquaints new students with the faculty, administrators, and academic life of the school. An agenda is designed that provides the opportunity for information on academic matters, registering of the student and answering questions. All new students are required to participate in the orientation program.

Student Shows and Industry Competitions

Throughout the year, students at The Creative Circus will have opportunities to enter a variety of student shows to earn recognition and awards for their hard work. The school financially sponsors many student entries. Any student whose entry was sponsored by The Circus and wins gold in a major out-of-town awards show may opt to attend the award ceremony to receive his or her award personally. The student will be responsible for his or her expenses, including but not limited to food, lodging, transportation and entertainment.

Housing

The Creative Circus does not offer school-sponsored housing. The Student Services manager, however, provides information regarding housing opportunities in the general vicinity of the school for both incoming and continuing students. Students wishing to be placed on a potential roommate list should contact the Student Services Manager.

Even though the atmosphere at The Circus is informal and fun, everyone is expected to behave in a respectful manner. The following conduct is subject to disciplinary action and/or referral for prosecution:

- Cheating, plagiarism and other forms of academic dishonesty. This includes the use of licensed images without permission. Students will also abide by the Fair Use Copyright Act of 1976, 17 U.S.C. 107.
- Knowingly furnishing false information to the institution or alteration or use of school documents or instruments of identification with intent to defraud.
- Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, or other school activities.
- Physical, electronic (cyber-bullying), verbal abuse or harassment of any person on institutional premises or during school-sponsored or supervised functions.
- Theft of school property or theft of personal property of a member of the school community on or off institutional premises, damages to the school property or property of a member of the school community on institutional premises.
- Failure to comply with directions of school officials acting in performance of their duties.
- Participation in all forms of illegal gambling.
- Any participation in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. Possession or use of drugs, including alcohol, on school property could be cause for dismissal.

Inappropriate Behavior

Students agree to conduct themselves within the limits of acceptable behavior that will enable the school to recommend the graduate to prospective employers as a courteous, considerate, and well-mannered individual. Behavior that is inappropriate, distracting or offensive to other students, faculty or staff will be investigated and may result in suspension or dismissal.

Weapons

Weapons of any kind are prohibited anywhere on the college premises and at all school-sponsored activities. Weapons are considered to be items determined by the administration that could cause permanent and/or temporary harm to the individual or to other students and include, but are not limited to, firearms, stun guns, knives, etc., as well as ANY ITEMS deemed by the administration to be physically or emotionally detrimental to an individual, other students, the community or the school. Any student, staff, or faculty member possessing a weapon will be subject to dismissal from the school or termination of employment.

Dress Code

Students are expected to be neat, clean, and dressed consistently with the type of apparel that reflects industry acceptability. If the student does not adhere to these practices in the judgment of The Creative Circus administration, suspension or termination may result.

Bullying Policy

The Circus expects all students, faculty and staff to abide by the golden rule: do unto others as you would have done unto you. Bullying is a form of emotional, verbal or cyber abuse and is not tolerated at The Creative Circus. In the event that a student feels that he or she has been a target of bullying in any form, a written and dated complaint should be submitted to the administration. The incident(s) will be investigated and appropriate disciplinary measures may be taken which may include, but are not limited to, counseling, suspension or dismissal.
Sexual Harassment Policy
Sexual harassment or aggravation consisting of, but not limited to, inappropriate language, touch or behavior on the part of another student or member of the school faculty or staff is strictly forbidden and any complaints of such will be investigated. Students who feel they have been sexually harassed should submit a written and dated complaint to the administration. Pending the outcome of the investigation, appropriate disciplinary measures will be taken which may include counseling, suspension or dismissal of the student.

Drug-Free Policy
Unlawful manufacture, distribution, possession or use of a controlled substance on the school’s grounds is prohibited. Attending classes or school functions while under the influence of drugs or alcohol is also prohibited. Any student violating this policy will be subject to disciplinary action which may include dismissal.

Disciplinary Policies and Procedures
Instructors are expected to ensure the progress of a class by not permitting the continued presence of any student whose behavior in any way could adversely affect the class. The administration will investigate any disciplinary complaints which may include any of the following: cheating, disruptive behavior, plagiarism, any violation of conduct as stated in the catalog and any other actions that the instructor, students, faculty or staff do not consider proper conduct for a student on any school grounds or in a school-sanctioned event. Alleged violation of student regulations or other student misconduct shall be referred to the Director of Education in writing.

Penalties administered for such actions may include severe reprimand, disciplinary probation or suspension, which may or may not be recorded in the student’s permanent record. In all cases in which disciplinary suspension or dismissal could result, the student will be notified by email and certified mail of the nature of the charges and grounds against him/her and the time and date of the hearing. The notice shall also inform the student of his/her right to appear at the hearings, to face the accuser(s), and to present applicable evidence on his/her behalf.

The Director of Education, following a thorough hearing on the case, shall make a final determination in accordance with one of the following actions:
- Dismissal from the school
- Disciplinary suspension for a specified period of time
- Disciplinary probation
- Administrative reprimand
- Removal of the charges against the student

Such actions may or may not be recorded on the student’s permanent record. Decisions of the Director of Education may be appealed to the Campus Director whose decision is final.

Grievance Procedure
When a grievance occurs, the student should first attempt to resolve the situation with the person whose action is in question. If a student is unable to or does not wish to do so, s/he may choose to discuss the issue with the Director of Education. If further action seems necessary, a student may follow the formal complaint and appeal process outlined below.

Step 1 : The student may file in writing, within three (3) working days of the incident, a dispute with the immediate supervisor of the party against whom the complaint is being filed. The following information should be included:
- A statement of the specifics involving the grievance
- The date of the occurrence
- A listing of policies and procedures involved
- The names of the individual(s) affected
- The interpretation or remedy sought

The Director of Education will investigate the complaint and may conduct a conference with all involved parties in an attempt to resolve the grievance. The student will receive a written response from the Director of Education within ten (10) working days of receipt of the student’s grievance with notification to the Campus Director.

Step 2 : If the grievance remains unresolved, it may be appealed within five (5) working days to the Campus Director. The Campus Director may take whatever steps are deemed necessary to resolve the matter. The Campus Director or Campus Director’s representative will render a decision that is final and binding upon all parties. If any grievance is not resolved to the student’s satisfaction within thirty (30) days, the student may forward the grievance to:

Georgia Non Public Post-Secondary Education Commission
2082 East Exchange Place
Suite 220
Tucker, Georgia 30084
Local: 770-414-5500
Fax: 770-414-5509

Council on Occupational Education
7840 Roswell Road
Suite 325
Atlanta, GA 30350
Local: 770-596-5896
Toll-Free: 800-917-2081
Fax: 770-396-2790

The exclusive remedy for any dispute, controversy or claim arising out of or relating to the enrollment agreement, or breach thereof, no matter how pleaded or styled, will be submitted to arbitration in accordance with the commercial rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction.
The Circus reserves the right at any time to make changes as it deems necessary or desirable in its policies and operating procedures, to modify its tuition rates, to add to or to withdraw members from its faculty and staff, to rearrange its courses and programs as teaching policies render desirable, and to withdraw or re-sequence subjects, courses and programs as needed. In an effort to reflect the ever-changing market landscape, The Circus may, on occasion, conduct experimental classes. If students are enrolled in such an experimental class, please be aware that the work may or may not produce a book-worthy piece but is designed to offer relevant skills or experience.

The following are exemptions to FERPA:

A student may request the school to amend his/her educational records on the grounds that they are inaccurate, misleading, or are in violation of his/her right to privacy. Grades and course evaluations, however, can be challenged only on the grounds that they are improperly recorded. The student should write to the Director of Education and identify the record(s) that he/she wishes to have review. Such review will be allowed during regular school office hours under appropriate supervision and within 45 days of the date the request is received by the school.

A student who has a legitimate educational interest and need to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school in an administrative, supervisory, academic, research or support staff position or a person or company with whom the school has contracted, such as an attorney, auditor, collection agent, employment agency or loan management agency, or a person serving on the Board of Governors, or a student serving on an official committee or assisting another school official in performing his/her tasks.

Confidential letters of recommendation received by the school prior to January 1, 1975. For such letters received after December 31, 1974, the act permits students to waive their right to access if the letters are related to admissions, employment, or honors.

- School security records.
- Employment records for school employees who are not current students.
- Records compiled or maintained by physicians, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment.
- Authorized representatives of the U.S. Government and state and local authorities where required, and accrediting agencies.
- Appropriate persons or agencies in the event of a health or safety emergency.
- Records requested through court order or subpoena.

The school also reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which occurred on campus, including the details of and disciplinary action taken against the alleged perpetrator of the crime. The student has the right to file a complaint concerning alleged failures by the school to comply with the requirements of FERPA at the following U.S. Department of Education office:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5900

Additional information on FERPA is available from the Registrar’s office.

Student Classification

- Full-time Student - A full-time student is a student scheduled for 12 or more credit hours.
- Part-time Student - A part-time student is a student scheduled for less than 12 credit hours.
- Program Length

All programs are two years, which are eight quarters, or 88 weeks to complete the programs of study at The Circus. Students enroll for the complete program and pay tuition on a quarterly basis. Full tuition is due at the time of quarterly registration unless other arrangements have been made.

Class Schedule

The Creative Circus class schedule is based on eight terms of approximately ten to twelve weeks of instruction or the equivalent thereof including holidays but excluding vacation periods. Classes begin in January, April, July, and October. There is usually a short break period between each quarter. The school is closed on most legal holidays, including Thanksgiving and Christmas. The school offers its programs through both day and evening classes. Classes are offered quarterly based on academic sequence and student class population.

Classes are conducted Monday through Thursday from 9:30 A.M. - 12:30 P.M., 1:30 P.M. - 4:30 P.M., and 6:30 P.M. - 9:30 P.M. Some disciplines may require classes to be scheduled on Fridays or weekends. Individual schedules will vary by student and quarter.
Class Size
At The Creative Circus, we believe that creative students gain the most knowledge by keeping classes between 9 and 15 students. Smaller class sizes allow instructors to provide focus on the students creative abilities and determine areas that may be in need of additional mentoring.

Credit Hour Definition
At The Creative Circus, thirty-three (33) contact hours (11 lecture/22 Laboratory) with appropriate outside homework hours of at least eight (8) equals 1.5 credit hours. A class hour is an instructional period of fifty (50) minutes of instruction in a sixty (60) minute time frame or the equivalent thereof. In addition to the class grades, there is the Creative Comprehensive Lab (CCL), which equates to 5.5 credit hours. Total credit hours to complete program for graduation is 96.8.

Creative Comprehensive Lab (CCL)
The CCL grade is a combination of the 3 items listed below:
1. Project Work. It is expected that each student spends a minimum of 40 hours per week on class assignments, homework and collaboration to mirror the industry. Students will track this time quarterly. Each student turns this tracking sheet into the Registrar at the end of each quarter.
2. Forum. Students are required to attend forums during which an industry professional speaks on relevant topics. These lectures are typically 1-1.5 hours and occur weekly or bi-weekly each quarter. Grad quarter students may have an opportunity to interview with the forum speaker.
3. Panel Review. At the end of each quarter, students present their work to a panel of instructors who critique the quality of the work and the progress the student has made through the quarter.

Change in Student Status
Any change in student name, address, telephone number, email address, employment, marital status, discipline, scheduling, etc., should be reported to the Registrar via the Change of Status form to ensure that the permanent student record is updated.

Collaboration
One of the attributes of The Creative Circus is the collaboration of students working together in teams. Everything that is created as class projects is jointly owned by the student(s) and the institution. Any work created as class projects may be used by the school as promotional materials.
Suspension or Dismissal

All students are expected to maintain a satisfactory level of academic achievement, to conduct themselves as responsible adults, and to attend classes regularly. The Circus reserves the right to suspend or dismiss any student who:

- Fails to maintain satisfactory academic progress as outlined in standards of satisfactory progress.
- Exhibits conduct which is found by the administration to be detrimental to the individual, other students, the community or the school.
- Fails to meet agreed upon financial obligations to the school.

Waiver of Prerequisites

Under special circumstances a student may be permitted to waive a prerequisite and take a course out of sequence. Approval to waive a prerequisite shall be the responsibility of the Program Head and the Director of Education. “Waiver,” as used here, simply means a change in the order in which the courses will be taken. The student must complete all courses required in the curriculum.

Substitution of Courses

The Creative Circus reserves the right to substitute a course of equivalent weight and value for a prescribed course when, in the opinion of the administration, it will aid the student in achieving vocational objectives.

ATTENDANCE STANDARDS

The Creative Circus is committed to the principle that class attendance is an essential part of its educational programs and in its goal to prepare all students for the responsibilities of their chosen career fields. Regular class attendance is mandatory in all classes and attendance is recorded for every regularly scheduled class.

All absences, late arrivals and early departures are recorded and become a part of the student’s permanent record. No distinction is made between excused and unexcused absences. Failure to comply with the attendance policy can result in reduction of the final grade, course failure, suspension, or dismissal. Internship and clinic courses and programs which are considered clock hour programs for Title IV purposes, have their own specific attendance criteria and may require make-up of all hours missed.

When a student has reached 20 percent absenteeism in any class, his/her course instructors will evaluate that student’s potential for academic success. If it is determined that the student is unable to pass the class, and does not have extenuating circumstances, he/she may be dropped from the class. If the student is currently passing the class, the student will be counseled on his/her absenteeism and academic and attendance guidelines will be set for the student to continue in class.

The student is responsible for all material covered daily in each class for which he/she is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible for initiating any request to make-up work missed because of class absence. The decision as to the specific type of assistance to give the student with makeup work will be announced at the beginning of the term by the instructor. Makeup of missed classes does not erase an absence from a student’s record. No absences are to be given if a student is absent from all classes for 11 or more calendar days, the student will be withdrawn from school.

If the student has been absent between eleven (11) and sixteen (16) days, the student may meet with the Director of Education and request reinstatement if there are extreme mitigating circumstances that warrant the reinstatement. Students who have missed in excess of sixteen (16) calendar days will not be reinstated.

Allowable Number of Absences

In the event of illness or emergency, it is the student’s responsibility to communicate with their instructors and The Director of Education before class begins to discuss the situation and to gather assignments so the student may be prepared for the next class session. It is up to the class instructor’s discretion as to whether an absence is deemed excused or unexcused. Students are limited two (2) consecutive absences per class per quarter or three (3) total absences per quarter. A third consecutive absence or four or more absences in a class in one quarter will equate to a F in the class.

Tardiness or Early Departure

All late arrivals and early departures are recorded and become a part of the student’s permanent record. Accumulation of four late arrivals or early departures counts as one absence. Absence from a class that meets for a double session counts as two absences.
Any student who is absent for seven (7) days in any quarter will either be placed on attendance probation or terminated from the school unless documentation of mitigating circumstances has been provided to the Director of Education and Program Director. Attendance probation means that the student is placed on notice by the school that additional absences during the quarter may result in:

- Dismissal From the School
- Federal financial aid or scholarships suspended for the following quarter
- Ineligibility to register for classes the following quarter

Appeal Process for Attendance Probation

If the student is allowed to enroll for the next quarter, attendance probation and federal financial aid eligibility and scholarships will extend until the end of that quarter. If the student continues to abuse the attendance policy (in the absence of mitigating circumstances) during that quarter, the school has no recourse but to terminate the student. Re-admission will not be allowed until four quarters have elapsed, unless specifically approved by the Program Director and Director of Education. The school will only consider early re-admission upon receipt of a written appeal by the student at least 60 days prior to the beginning of the returning quarter under consideration. The institution will respond to the written appeal within seven days of its receipt.

Definition of Mitigating Circumstances

Mitigating circumstances in so far as absences are defined as jury duty, military or reserve duty, death or illness in the immediate family, personal injury and other rare occurrences, such as inclement weather, nuclear war, etc., as determined by the Director of Education.

Last Chance Before Dismissal

Please note that attendance probation will continue and financial aid will be suspended until the end of the re-enrolled quarter. During this last-chance quarter, the student is not allowed to miss more than three classes. Financial aid will be restored and attendance probation will be lifted if the student is absent no more than three classes during the quarter. The school will dismiss the student if more than three classes are missed during the last-chance quarter. This dismissal is permanent and without recourse or appeal.

Make-Up Work Policy

Students are accountable for all work missed during periods of absence. Students are responsible for contacting their instructors about any make-up of class work. All make-up is at the sole discretion of the instructor. Make-up of missed classes does not erase an absence from a student’s record.

Reinstatement of Financial Aid

A student’s financial aid may be re-instated only if he/she meets the standard above or wins an appeal.
Evaluation Points

All academic SAP reviews begin on the date the student enters the school and are cumulative in nature. SAP is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress toward completion of course credits or clock hours attempted in the academic program (pace). The calculated CGPA and pace are compared against thresholds to determine whether or not the student meets SAP (at or above threshold) for credits attempted are those credits for which the student is enrolled at the end of the drop/add period of an academic period.

Satisfactory Progress Thresholds: Students must meet the following qualitative and quantitative standards:

- Cumulative grade point average (CGPA) (qualitative standard) = 2.0 or above
- Pace (quantitative standard) = 66 2/3% or above
- At the end of any measurement period, if a student’s CGPA is below 2.0 or a student’s pace is below 66 2/3%, the student’s academic progress is considered to be unsatisfactory.

Maximum Timeframe/Maximum Program Length

A student must complete an academic program in no more than one and one-half (1.5) times the published normal program length. A student cannot exceed the Maximum Timeframe and still receive his or her original credential unless an appeal is made and upheld as described elsewhere in this section. To determine the maximum timeframe for programs measured in credit hours (for financial aid purposes), take the published number of credit hours necessary to graduate and multiply by 1.5.

Example:
96 Published Program Credits
x 1.5 Maximum Timeframe
144 Maximum Attempted Credits Permitted to Complete Program

The maximum timeframe for programs measured in clock hours (for financial aid purposes) will vary, depending on a student’s status as a full- or part-time student. The maximum time frame will have both a clock hour limit and a calendar time limit. For all programs and all enrollment statuses the clock hour limit is 1.5 times the published length of the program in clock-hours. For calendar time limits, the program listing in the catalog will list separate program lengths in weeks for full-time students and for part-time students. In a clock hour program, a full-time student is a student scheduled for at least 24 clock hours per week. To determine the maximum timeframe for programs measured in clock hours (for financial aid purposes), take the appropriate (full- or part-time) published length of the program in weeks and multiply by 1.5. Fractions of a week should be rounded up to the next whole week.

Example:
48 Published Program Length
x 1.5 Maximum Timeframe
72 Maximum Weeks permitted to Complete Program Clock Hours

If, at anytime, a student cannot complete his or her program of study within the Maximum Timeframe, he or she is immediately considered mathematically unable to continue and will be dismissed from his or her program of study. This action may be appealed by following the appeal procedure outlined elsewhere in this section.

Unsatisfactory Academic Progress

Students not meeting SAP are subject to dismissal from their program of study and are ineligible to receive financial aid, except under special circumstances. When a student’s progress is evaluated as prescribed and his or her academic performance is below either of the thresholds required to maintain SAP, the student’s academic progress will be projected to determine if and when it would be possible for the student to reestablish SAP.

The following grades are used on grade reports and are calculated in a student’s maximum timeframe for course completion requirements and also count as credits attempted for pace calculations, but they are not used in the determination of a student’s grade-point average:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Quality Points per quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Repeated Course</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal before mid-term</td>
<td>NA</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal passing after m-t</td>
<td>NA</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory (A,B,C)</td>
<td>NA</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory (F)</td>
<td>NA</td>
</tr>
<tr>
<td>P</td>
<td>Passing Examination</td>
<td>NA</td>
</tr>
<tr>
<td>TI</td>
<td>Transferred grade before term</td>
<td>NA</td>
</tr>
</tbody>
</table>

Example:
48 Published Program Credits
x 1.5 Maximum Timeframe
72 Maximum Weeks permitted to Complete Program Clock Hours

Or:
1200 Published Clock Hours
X 1.5 Maximum Timeframe
1800 Maximum Clock Hours Attempted Permitted to Complete the Program
The following grades will be used when a student transfers between campuses that have a main campus with additional locations. These grades are used on grade reports and count as credits attempted for both pace and (potentially) CGPA.

### Letter Grade Hour

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Quality Points per quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>A transferred in</td>
<td>4</td>
</tr>
<tr>
<td>B1</td>
<td>B transferred in</td>
<td>3</td>
</tr>
<tr>
<td>C1</td>
<td>C transferred in</td>
<td>2</td>
</tr>
<tr>
<td>F1</td>
<td>F transferred in</td>
<td>0</td>
</tr>
<tr>
<td>W1</td>
<td>W transferred in</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>WP1</td>
<td>WP transferred in</td>
<td>NA</td>
</tr>
<tr>
<td>S1</td>
<td>S transferred in</td>
<td>NA</td>
</tr>
<tr>
<td>U1</td>
<td>U transferred in</td>
<td>NA</td>
</tr>
</tbody>
</table>

### Pass Grades

The grade of Pass given when a student is making satisfactory progress, but for a valid reason, is unable to complete the quarter’s work. The student must have completed 75% of the class work assigned. The student must initiate an arrangement with his/her instructor to make up the required work prior to the end of the second week of the succeeding quarter. If not completed within this timeframe, the grade will be converted to an F. Pass grades count as credit hours attempted but not completed. When the Pass is converted to a letter grade, it will be computed as credit hours completed. This occurs by the teacher requesting a grade change.

### Incomplete Grades

The grade of Incomplete (I) is given only when the student is making satisfactory progress in a class, but for valid reason is unable to complete all the work in the class by the time the class ends. The student must have successfully completed a minimum of 75% of the class work assigned at the time the Incomplete is requested. Students must initiate arrangements with instructors and receive approval of the Director of Education to make up the required work before the end of the first week of the succeeding module/term. At that time the grade will be calculated based on the work submitted and will replace the Incomplete. Incomplete grades count as credits/hours attempted but not completed. When the Incomplete is converted to a letter grade, it will be computed as credits/hours completed or failing, depending on the grade assigned.

### Course Withdrawals

The W grade is assigned to class withdrawals after the drop/add period and before the mid-term date. Withdrawals during the drop/add period of the term/module will not appear on the student’s transcript. After the mid-term, course withdrawals are recorded as WF (Withdrawal Failing). If extenuating circumstances warrant other consideration, an appeal may be made through the Academic Review Committee, as described elsewhere in this catalog. W, WF, and WF grades count as credits attempted but not earned for the purposes of calculating the pace in academic progress. WF grades count as credits attempted but not earned for the purposes of calculating CGPA until they are repeated. Grades of W and WF are not used in calculating CGPA. Pass/Fail Courses Grades of S and U are assigned to classes that do not fulfill graduation requirements such as foundations courses that are graded on a pass/fail basis. Foundations courses may not be repeated more than one time.

### Repeated Courses

F, U, W, WP, and WF grades require repeating and are retained on the transcript. Repeated courses will appear on the transcript with the new letter grade earned and the previous attempt of the course will be assigned a grade of R to indicate Repeated. The new grade will replace the original grade for the purposes of calculating the CGPA. Courses which have been repeated (grades of R) will count as credits attempted for the purposes of calculating pace. Students in non-term credit hour programs or clock hour programs may not receive financial aid for repeated courses. Students in term-based credit hour programs may receive financial aid to repeat failed courses. Other than Foundations courses, which can only be repeated a single time, there is no fixed limit to the number of times a particular course may be repeated as long as a student is making satisfactory academic progress. As of July 1, 2011, a student’s enrollment status in a term-based, credit hour program for Title IV purposes may include coursework being repeated that was previously taken in the program, but may not include more than one repetition of a specific, previously passed course. The original grade will be replaced with an R and the repeated grade will be used in calculating the CGPA. All attempts count in the pace of the program.

### Transfer Credits

Transfer credits are entered as grades of T which are not computed in a student’s qualitative grade point average. Transfer credits are counted as credits attempted and earned for the purposes of calculating a student’s pace of progress in the program. See also Advanced Standing by Transfer Credit in this catalog.

Students who transfer between campuses of an institution that have a main campus with additional locations will have all applicable coursework transferred, both successful and unsuccessful. Grades will be entered as A1, B1, C1, F1, W1, WF1, WP1, S1 or U1, indicating such a transfer. These grades will be used in calculating both qualitative grade point average and pace of progress as defined in the Standards of Academic Progress policy.

### Audited Courses

Audited courses are assigned a grade of AU. Audited courses do not count as credits attempted or credits earned for any purposes and do not have any effect on calculations of pace or GPA.

### Change of Major/Educational Objective

When a student transfers to a new program, the total program length of the new program is used as a basis for determining normal program length and maximum program length/maximum timeframe. All previously attempted coursework that is applicable in the new program is carried forward into the new program, whether it was completed successfully or not (i.e., including grades of F, WF, WP or W), for the purposes of calculating both qualitative (CGPA) and quantitative (pace) academic progress. Coursework brought forward is applied to these progress calculations as described in the Standards of Academic Progress policy. Existing academic year boundaries are preserved. New courses are added to the previously applicable coursework that is transferred into the new program. If satisfactory academic progress cannot be established at the outset of the program transfer, the transfer will not be approved. The following table summarizes the effect of specific grades on the calculations of pace and CGPA.

### Proficiency Tests

The P grade is assigned when credit is granted by proficiency or challenge examination. Grades of P count as credits attempted and earned for the purposes of calculating the pace of progress. Grades of P are not used in calculating CGPA.
### GRADE COUNTS AS CREDITS ATTEMPTED FOR PACE COUNTS AS CREDITS ATTEMPTED FOR GPA COUNTS AS CREDITS EARNED QUALITY POINTS PER CREDIT

<table>
<thead>
<tr>
<th>Grade</th>
<th>Counts As Credits Attempted For Pace</th>
<th>Counts As Credits Attempted For GPA</th>
<th>Counts As Credits Earned</th>
<th>Quality Points Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>Yes</td>
<td>Yes*</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>NA</td>
</tr>
<tr>
<td>U</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>W</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>WP</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>WF</td>
<td>Yes</td>
<td>Yes*</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>T1</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>NA</td>
</tr>
<tr>
<td>A1</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>4</td>
</tr>
<tr>
<td>B1</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>3</td>
</tr>
<tr>
<td>C1</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>F1</td>
<td>Yes</td>
<td>Yes*</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>W1</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>WP1</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>WF1</td>
<td>Yes</td>
<td>Yes*</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>S1</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>NA</td>
</tr>
<tr>
<td>U1</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>NA</td>
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<td>I</td>
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<tr>
<td>AU</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>NA</td>
</tr>
</tbody>
</table>

* Until course is retaken to successful completion, at which point, these credits no longer count as credits attempted for the purposes of calculating CGPA.

**FINANCIAL AID WARNING**

If a student’s progress, measured at the end of a payment period, is determined to be unsatisfactory and a projection indicates that it is possible to reestablish SAP by the end of the subsequent payment period, the school may place the student on Financial Aid Warning status for one payment period. The student will be advised of the performance necessary to reestablish SAP. A student on Financial Aid Warning status is still eligible to receive financial aid. If, at the end of the payment period during which the student was placed on Financial Aid Warning status, the student’s academic progress is above both thresholds for SAP, the student is removed from Financial Aid Warning status. If, at the end of the payment period during which the student was placed on Financial Aid Warning status, the student’s academic progress is not above both SAP thresholds for pace and CGPA, the student is no longer eligible to receive financial aid and no longer eligible to remain in school. This decision is subject to appeal by the student as defined below.

### Appeals of Adverse Determinations

Students who are ineligible to receive financial aid and are academically ineligible to continue due to unsatisfactory academic progress are advised immediately following the determination. Students may submit a written appeal to the Academic Review Committee.

This appeal must be filed within five (5) business days of notification of the decision and must, at a minimum, explain in writing the circumstances that led to their unsatisfactory academic performance and also explain why they feel that these circumstances will not be a factor going forward. The Academic Review Committee will consider all information including potential mitigating circumstances provided by the student such as illness or other personal medical issues, family situations, financial obligations or other circumstances presented by the student.

The Academic Review Committee will uphold or deny the appeal within five (5) business days following receipt of the appeal from the student. A student who has been dismissed due to unsatisfactory academic progress must have an appeal upheld prior to the drop/add date in any term in order to attend classes in that particular term.

If an appeal is denied, the student will remain dismissed and ineligible to receive financial aid. There is no limit to the number of appeals that a student may make. If the appeal is upheld, the student will be placed on Financial Aid Probation status for one payment period, an academic plan will be created for the student, and the student will be considered eligible to receive financial aid. The academic plan must be structured so that a student reestablishes SAP prior to exceeding the Maximum Timeframe. The student’s performance against the academic plan will be analyzed at the end of each payment period. If, at the end of a payment period, the student’s performance is consistent with the terms of the academic plan, the student remains eligible to receive financial aid and may continue in school for the subsequent payment period.

If, at the end of a payment period, the student’s performance is unsatisfactory, the student will be dismissed from his or her program of study. Students on academic plans will be advised at the end of each payment period to ensure that they understand their performance during this time and how it compares against the plan. A student may reestablish satisfactory academic progress at any time if s/he successfully completes a payment period with a CGPA of or above 2.0 and a pace of or above 66 2/3 %. Students who reestablish satisfactory academic progress are advised that they no longer need to be on an academic plan and remain eligible to receive financial aid.
The table below summarizes financial aid eligibility and eligibility for an appeal based on a student’s status at the beginning and end of any given payment period.

<table>
<thead>
<tr>
<th>STATUS AT BEGINNING OF PAYMENT PERIOD</th>
<th>STATUS AT END OF PAYMENT PERIOD</th>
<th>FINANCIAL AID ELIGIBLE?</th>
<th>ELIGIBLE FOR APPEAL?</th>
</tr>
</thead>
<tbody>
<tr>
<td>SATISFACTORY SAP</td>
<td>SATISFACTORY SAP</td>
<td>YES</td>
<td>NA</td>
</tr>
<tr>
<td>SATISFACTORY SAP</td>
<td>UNSATISFACTORY SAP</td>
<td>NO*</td>
<td>YES*</td>
</tr>
<tr>
<td>FINANCIAL AID WARNING</td>
<td>SATISFACTORY SAP</td>
<td>YES</td>
<td>NA</td>
</tr>
<tr>
<td>FINANCIAL AID WARNING</td>
<td>UNSATISFACTORY SAP</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>FINANCIAL AID PROBATION</td>
<td>SATISFACTORY SAP</td>
<td>YES</td>
<td>NA</td>
</tr>
<tr>
<td>FINANCIAL AID PROBATION</td>
<td>UNSATISFACTORY SAP MAKING ACADEMIC PLAN</td>
<td>YES</td>
<td>NA</td>
</tr>
<tr>
<td>FINANCIAL AID PROBATION</td>
<td>UNSATISFACTORY SAP NOT MAKING ACADEMIC PLAN</td>
<td>NO</td>
<td>NO R PROGRAM DISMISSAL</td>
</tr>
<tr>
<td>ON ACADEMIC PLAN</td>
<td>MAKING ACADEMIC PLAN</td>
<td>YES</td>
<td>NA</td>
</tr>
<tr>
<td>ON ACADEMIC PLAN</td>
<td>NOT MAKING ACADEMIC PLAN</td>
<td>NO</td>
<td>NO R PROGRAM DISMISSAL</td>
</tr>
<tr>
<td>ON ACADEMIC PLAN</td>
<td>SATISFACTORY SAP</td>
<td>YES</td>
<td>NA</td>
</tr>
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</table>

* In some cases, a student may automatically be placed on Financial Aid Warning in this situation. Students in Financial Aid Warning status are eligible for financial aid and appeals are not necessary for students in this status. See Financial Aid Warning for more details.

Academic Probation
When a cumulative grade point average (CGPA) falls below a 2.0 or his or her progress falls below 65% completion rate (credits earned) of credits attended, the student will be placed on Academic Probation and notified by the Director of Education. Students on academic probation remain eligible for financial aid and are considered to be making satisfactory academic progress for both academic and financial aid eligibility. Students may move out of the status of Academic Probation if, at the next evaluation point, the CGPA and course completion percentage exceed the probationary levels on the Standards of Progress Tables. Failure to do so will result in the student not being able to continue as a regular student and being academically suspended. A student may be placed on Academic probation for two consecutive quarters to allow sufficient opportunity for the student to meet the standards of satisfactory Academic Progress. A student may also be placed on Academic probation if he or she does not meet benchmarks as determined by the Department Head and the Director of Education. Disruptive behavior may also result in Academic Probation and/or Suspension.

Academic Suspension
At the end of the second quarter on Academic probation, if the student fails to meet the standards of Satisfactory Academic progress, he or she may be suspended from further attendance. When a student fails to meet the criteria required to be released from Academic probation, the student becomes ineligible for financial aid. Reinstatement as a regular student following a period of Academic Suspension will require approval of the Program Director and the Director of Education.
To graduate from any program, a student must:

• Industry-ready Portfolio as evaluated by the Graduation Committee
• Maintain a minimum CGPA of 2.0 while enrolled
• Satisfactorily complete all current curriculum requirements or their equivalent
• Fulfill all financial obligations to the institution
• Complete minimum clock hour/credit hour requirements after consideration of transfer credits or advanced placement.

The Graduate Committee is comprised of the student’s Program Director, the Executive Creative Director, the Career Services Director and a representative of the industry. This committee will review and evaluate the portfolios of all prospective graduates. The Portfolio Review is part of each program’s graduate portfolio review course.

Students who do not meet the requirements have two options to complete their portfolio for a re-review by the Graduation Committee. Status is changed to drop and there is a specified time given to the student to complete their portfolio and re-submit to the Graduation Committee for review. Student enrolls in a 9th quarter to complete their portfolio. At the end of this quarter the student’s portfolio is resubmitted to the Graduation Committee for review. Once the portfolio is deemed industry-ready by the Graduation Committee and approved, the student’s status is changed to Graduate. At this time, the student is eligible for gainful employment.

Early Graduation Policy
Occasionally, students become employed in their field of study prior to their scheduled graduation date and still wish to be considered a graduate of the school. Although this is not a common occurrence, since the student will not meet all of the graduation requirements, special approval is required. Students, who secure employment in the industry and wish to be changed to Graduate status prior to his or her scheduled graduation date, must submit the Early Grad/Exempt from Grad Class form to the Director of Education. The Program Director must review the request, review the student’s portfolio/grades to date, and sign the Early Grad/Exempt from Grad Class worksheet for approval. The Campus Director and the Director of Education will determine whether the change of status is approved. The basic criteria for the final determination will be a review of the initial request, review of the Program Director recommendation, and the student either completing the sixth quarter of the program or at least 75% of program credit hours. If approval is granted, the student will receive a Certificate dated as of the graduation date of the quarter in which the request was made. If the student seeks graduation status, because of employment, between two quarters, and meets all the graduation requirements, the student’s graduation date will be the graduation date of the previous quarter (corresponding with the student’s Last Day of Attendance). If the student wishes to participate in the graduation ceremonies, he/she will have the opportunity to participate in the quarter following the approval. If approval is denied, the student will have the option to be considered a withdrawal, a completer (non-grad) or remain in school until the regularly scheduled graduation date, as stipulated by the current policies and procedures.

Transcripts
A full and complete record of every course for which a student registers is maintained on a Student Record and Transcript Form. The record of all credits attempted and earned is posted to this form concurrent with the issuance of quarterly grade reports to students. A sealed and dated copy of this form represents an Official Transcript. Challenges or changes of these entries must occur within seven days. One Unofficial Transcript will be provided at no charge to the student upon request. Official Transcripts provided to any institution or agency designated by the student will incur a charge of $10.00 each. Students who have not satisfied their financial obligations to the school are not eligible to receive or request transcripts.

Written authorization by the student is required for The Circus to release an Official Transcript. Permanent records are maintained for every student indicating courses completed and grades earned. A student is in good standing at the institution when allowed to enroll for the ensuing quarter as a regular student, whether or not on Academic Probation, during enrollment period.

Graduation Ceremony
In an effort to recognize and commend students for achievements and completion of program requirements, graduation ceremonies are held quarterly for successful candidates. Students are presented with certificates at this time and given the opportunity to present some of their work to their family and friends.
The Creative Circus offers assistance to graduates seeking employment opportunities. The school does not promise employment and cannot be held responsible if a student fails to find employment. Students may seek counsel of this department as long as they are enrolled in good standing and/or are considered a Graduate. Some of the services provided by the Career Services Department include, but are not limited to:

- Personal placement counseling
- Contact lists of employers throughout the U.S.
- Follow-up Surveys
- Graduate industry Portfolio Reviews
- Mentor assignments in 5th quarter
- One-on-one interviews with forum speakers

Students are encouraged to maintain contact with the Director of Career Services to notify the office of any change in address or status. Once employment is secured, the graduate must provide statistical data on the job and salary range to the Career Services Director. Maintaining close communication with the Career Services Department regarding employment updates is essential to the continuing success of The Circus placement efforts. Students with outstanding balances, who withdraw prior to completion, who fail to participate in required career services activities, or do not have a finished portfolio and deemed a graduate, waive all future rights to career services assistance.

Requirements During a Job Search
The Grad Handbook, received by all graduate quarter students, contains all of the requirements for graduation as well as a list of items to be generated for a job search. Advance copies of this handbook can be obtained from the Program Directors or the Career Services Director. Graduate websites are kept on file and posted on line. Meeting with the Director of Career Services, prior to graduation for a graduate exit interview, is required. Placement assistance is only available to The Circus graduates. The portfolios of 8th quarter students that are not industry ready will not be able to utilize the assistance of the Career Services Department. Once the student has resubmitted their portfolio for re-review and it has been approved by the Graduation Committee, the student will be considered a graduate and now eligible for the services provided by the Career Services Office.

Tuition and Fees
The following costs are effective May 17, 2011. Enrolling students have the benefit of our tuition lock-in policy to help them budget tuition costs. As long as an enrolled student does not defer or cancel and remains enrolled in good academic standing as a continuous, full-time student, he or she will not incur a tuition increase while enrolled in school.

Application Fee
- $100 One-time, non-refundable fee due at the time of application.

Late Registration Fee
- Students who register after the published registration period has closed must pay a late registration fee of $50.

Full Time Student Tuition Fees
- $436 Tuition per credit hour
- $1,758.53 Tuition per month
- $5,275.60 Tuition per quarter (12.1 credit hours/no lab fee)
- $15,826.80 Tuition per academic year (3 quarters/no lab fee)
- $42,304.80 Tuition full 8 quarters

- $43,304.80 Estimated total tuition + lab fee

Lab Fee
- $125 Quarterly fee

Textbooks, Supplies and Equipment
The school maintains a list of materials needed during the program, but supplies will vary widely among programs and projects. This list is given to the student during the admission process or the first day of class.
- $500-$800 quarterly supply fees vary by program, class, and project.

Housing
- $300-$1200 monthly. Costs vary by location and number of roommates.

Late Payment Fees
- Students who fail to make a tuition payment by the contracted dates will be assessed a fee of up to $15 per late payment.

Transcript Fee
One transcript will be made available to each student at no charge.
- A $10 charge is made for each additional transcript that is requested. Official transcripts for work completed will not be issued until all obligations to The Circus have been met.

Photocopies and Color Prints
- Photocopies and Color Prints are charged through a print card, which may be bought from the receptionist for $20.