

**Sotheby's Institute of Art - New York  
Master's Degree/ Graduate Certificate Program  
Terms and Conditions (2021-2022)**

If accepted to Sotheby's Institute of Art-New York, you will be asked to complete the following steps in order to confirm your enrollment:

- Sign and return the Enrollment Agreement. Your signature indicates your acceptance of and agreement with these terms and conditions. Please send to [AdmissionsNY@sothebysinstitute.com](mailto:AdmissionsNY@sothebysinstitute.com).
- Submit a non-refundable and non-transferable deposit. Please refer to your acceptance letter for your deposit deadline.
- Send the Institute an official transcript (or WES evaluated transcript) directly from your undergraduate institution indicating the conferral of a four-year bachelor's degree, or documentation of the equivalent to a four-year bachelor's degree (if you have not done so via Admissions).

**PROGRAMS & CURRICULUM**

The published programs and the 2021-2022 curriculum grid indicate the scope of each of the MA/Graduate Certificate programs. The Institute reserves the right to modify the courses, electives, field study, faculty and class schedules as necessary.

**TUITION & TRAVEL FEES**

The Institute charges are billed on account statements by semester and students are required to pay in full. The program tuition covers all lectures and seminars only. Cost of housing, meals and all other personal expenses are the student's responsibility.

The travel fees cover all required study trips including air and ground transport and lodging (based on double occupancy) and is **non-refundable under any circumstances**. All other travel costs and expenses, including meals or changes in accommodations, are the student's responsibility.

**Methods of Payment**

The Institute offers several different bill paying options.

**By Electronic Transfer**

*If paying by Electronic Transfer, please add \$30 to the total payment to cover for administrative processing fees.* Failure to do so could result in delays in the processing of your payment. All electronic transfers must be made to the following bank:

Bank of America Direct  
1101 Wootton Parkway, 4th Floor Rockville, MD 20852  
Account Name: Institute of Art - New York LLC  
Account Number: 003933345046  
Routing Number: 026009593  
ACH: 052001633

For wire transfers made in US dollars, use SWIFT Code: **BOFAUS3N**

For wire transfers made in a foreign currency, use SWIFT Code: **BOFAUS6S**

*It is imperative that the bank indicates the student's name and program on the payment statement. Failure to do so could result in delays in processing of your payment.*

#### **By Credit Card**

You may charge your deposit on Visa, MasterCard, or American Express by contacting the Finance Department via email at [financeney@sia.edu](mailto:financeney@sia.edu). **Please note that an administrative fee of 3.0% will be added to payments made via credit card.**

#### **By Payment Plan**

Payment plan may be 2, 3, or 4 months depending on when the plan starts. For further details please contact [financeney@sia.edu](mailto:financeney@sia.edu).

#### **By Check**

Checks must be made payable to: **Sotheby's Institute of Art - New York**. Please include student's name and the name of the degree program on the check.

##### **Mail Checks to:**

Sotheby's Institute of Art - New York  
570 Lexington Avenue, 6th Floor  
New York, NY 10022  
Attn: Finance Department

All checks should be drawn on a US bank account and be in US dollars.

#### **Late Fees and Past Due Balances**

Tuition Payments must be received by the due dates to avoid late payment charges. Payments received after the due dates are subject to a \$150 Late Payment Fee plus a 1% weekly recurring fee against the outstanding principal until satisfied.

Students with a past due student account balance may be prohibited from attending classes, participating in thesis advising, accessing library resources, making program changes, or obtaining enrollment verification, transcripts, and diplomas.

**The Institute reserves the right to suspend or withdraw a student from a program at any time should tuition or fees remain unpaid in whole or part. Should this action be necessary, the student will be withdrawn from the Institute and barred from attending classes; once fees and penalties have been paid in full, the student will be allowed to return to class. Classes missed due to suspension will be considered unexcused.**

#### **Refunds**

This policy applies to students who voluntarily withdraw from the Institute. The policy does not apply to any student who is asked to leave as a result of a violation of Institute policy, failing academic work or disciplinary procedures. Students who are asked to leave the Institute will not be entitled to any refund.

Tuition fees are refundable in full (less the non-refundable deposit) if notice of withdrawal is received in writing before the beginning of the semester. If a student withdraws during the first four weeks of any program, the refund will be based on the schedule below. Any student who withdraws after week four of any semester in any program is not entitled to any refund. If a student withdraws on a Monday, this will be considered a full week.

**In all cases, the deposit fee is non-refundable and non-transferable. In the event a withdrawing student matriculates subsequent to withdrawing, a new non-refundable deposit will be due.**

Travel Fees are not refundable in whole or part, regardless of the reason for withdrawal from the Institute.

Tuition Refund Schedule	% of Semester Tuition Charges Refunded*
Before semester begins	100%
Within first week of semester	90%
Within second week of semester	80%
Within third week of semester	70%
Within fourth week of semester	60%
<b>After fourth week of semester</b>	<b>No refund</b>

*\*Title IV Financial Aid Tuition Refund will follow refund schedule provided by the Department of Education. Please ask the Financial Aid Office for further information.*

The above tuition refund schedule is applicable only to students withdrawing from the program. Students dropping individual courses within the first four weeks of the semester are entitled to a **tuition credit** only if their total semester course load after dropping the course(s) is less than 12 credits.

Refund requests take approximately four weeks to process. Failure to make full payment followed by withdrawal does not relieve students of their financial obligations to the Institute.

#### **DEFERRAL OF ENROLLMENT**

Deferrals are granted under limited circumstances which are decided on a case by case basis. The Institute requires a **non-refundable and non-transferable** Deferral Fee in addition to the Tuition Deposit to hold a place in the program for the following academic year along with a Student Deferral Form available from the Admissions Office. The deferral and deposit fees will be credited to tuition at the time of enrollment. Sotheby's Institute of Art will hold the funds on account for one year and if the deferring student does not enroll at the Institute the following year the student's place will be forfeited and the Institute will retain all funds on account. Deferral of conditional offers is not permitted. For more information on deferrals, please contact [admissionsny@sia.edu](mailto:admissionsny@sia.edu).

#### **TRANSFER REQUEST**

Students who have been offered a place at the New York campus are not guaranteed a place in the same program at the London campus. If you would like to transfer your admission to the London campus, contact [admissionsny@sia.edu](mailto:admissionsny@sia.edu). If space is available in the chosen program in London the academic program director will review your credentials and determine whether you are eligible to transfer to the other campus. You will likely be contacted for an interview before a final decision is made.

Funds are collected in local currencies and are based upon prices per campus; therefore, a student who transfers may owe additional fees for tuition and payment will be requested as required.

#### **HEALTH RELATED INFORMATION**

New York State Public Health Law 2165/2167 requires that all students taking six or more credits in a degree-granting program provide proof of immunity to measles, mumps and rubella and complete the Meningococcal Vaccination Response Form. Admitted students must submit all requested health and medical forms before they will be allowed to matriculate at the Institute.

In addition to proof of immunization, the Institute requires all students to have medical insurance, valid for the duration of their studies. All students are required to submit documentation confirming insurance coverage. Failure to comply with the immunization and insurance requirements set forth above may preclude students from accessing campus facilities.

### **EVENTS OUTSIDE OF OUR CONTROL**

We shall not be liable to you for events outside our control which we could not have foreseen or prevented, even if we had taken reasonable care. Such events include, but are not limited to: strikes; other industrial action; severe weather; fire; civil commotion; riot; invasion; terrorist attack or threat of a terrorist attack; war (whether declared or not); natural disaster; restrictions imposed by government or public authorities; epidemic or pandemic disease; or failure of public utilities or transport systems.

Should any such circumstances arise, we reserve the right to change or cancel parts, or all, of the Course. We will take reasonable and proportionate steps to mitigate any adverse impact on you.

Subject always to the previous paragraph, the Institute will make all reasonable efforts to deliver your program as described in the institute's prospectus. There may be occasions where due to unforeseen or unavoidable circumstances it becomes necessary to make significant changes to a course or to withdraw it or part of it, e.g. a particular unit/elective. Such action could become necessary if for example the following were to occur:

- to comply with any requirement set by the New York State Department of Education, NASAD and/or any other funding or regulatory body;
- changes have to be made to reflect changes in standards set by relevant regulators and/or in keeping with best practice or developments related to the particular discipline/subject area;
- to deal with unavoidable changes in our academic and support staff;
- to reflect material developments in academic teaching, research and /or professional standards or requirements to ensure our course/program content is up to date and relevant;
- student feedback or Program Review clearly indicates that immediate changes be made to a course or unit;
- an unanticipated external event or issue with the building results in disruption to delivery
- unexpected low enrollment to a program/course or unit/elective means it is simply no longer viable or practical to run it;
- Withdrawal of relevant accreditation;
- Any other valid reason.

In the event that the Institute has to make such material changes to a program, as described above, it will make students aware of these changes as early as possible.

### **ONLINE PROGRAM DELIVERY**

Where programs are made available to you through the internet, you acknowledge that you have access to the relevant IT equipment, internet speed and capacity to participate in the delivery of the programs. Additionally, given the nature of the internet, the Institute cannot guarantee that access to the Program will be uninterrupted or error free. You also acknowledge and accept that the Institute cannot guarantee that materials and other information downloadable or printable from the Program can be downloaded or printed within any specified time period.

### **HYBRID TEACHING**

In the event that any in-person learning opportunities needs to be modified, reduced, or cancelled, due to health and safety concerns and government or other regulatory guidance and/or requirements, the Institute reserves the right to prioritize the continuity of teaching using remote online methods, with the aim of both ensuring that student learning outcomes continue to be met and the facilitation of timely completion of degree programs. If this takes place, the Institute shall not be liable to students for refunds or compensation where it has delivered its obligations to students in alternative ways in such circumstances.

### **STUDENT HANDBOOK & CONDUCT**

All students must abide by the policies and follow the required procedures outlined in the Sotheby's Institute of Art MA/Graduate Certificate Student Handbook. The Handbook is available on the Welcome Site and

on [sothebysinstitute.com](https://sothebysinstitute.com). All students must complete the required form acknowledging that they have reviewed the Handbook and agree to comply with the Institute's policies and procedures.

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Student Signature

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Date

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Student Name Printed

*INSTITUTE ONLY*

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Admissions Signature

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Date

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Finance Signature

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Date