



MOBILITY PROGRAM INFORMATION & POLICIES

Association of Independent Colleges of Art and Design

a consortium of leading art and design colleges in the U.S.

Introduction: The AICAD Mobility Program provides an opportunity for students from AICAD institutions in the United States and Canada to study for one semester at another AICAD institution. It offers the experience and benefit of studying at a different institution while living in a different geographic area.

Eligibility: The Mobility Program is open primarily to full-time students in their junior year, who are in good standing and otherwise meet eligibility requirements of their specific program. While students choose which institution they wish to attend in the Mobility Program, the Host Institution retains sole discretion to accept or decline an application or course selection.

Application Deadlines: Applications must be received by the Host Institution no later than:

Fall Semester - April 10 th	Spring Semester - November 1 st
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Application Procedures: The Mobility student is solely responsible for the timely submission of the application materials to the Mobility Coordinator of their Home Institution. This includes:

- The completed AICAD Mobility Application, along with required signatures, proposed program of study, and Statement of Purpose;
- Official transcripts of all college-level work completed at the Home Institution to date (available from the Home Institution Registrar's Office); and
- 6 to 10 slides of work, including work from the proposed area of study, labeled with name of student, title of the work, medium, and dimensions. Note: If an applicant requests that slides be returned, a self-addressed stamped envelope suitable for mailing must be included. The Host Institution cannot be responsible for loss or damage; do not send your only set of slides.

Tuition and Fees: Tuition is payable to the student's Home Institution. A voucher indicating that tuition has been paid is issued by the Home Institution to the student and must be presented to the Host Institution at the time of registration. If a student has made the required payment to the Home Institution but has not received a voucher, she/he must contact the Home Institution Mobility Coordinator immediately. The student will receive the regular financial aid award, if any, to which they are entitled.

Laboratory fees, student services fees, and other fees may be charged to the student by the Host Institution. These are billed by and payable directly to the Host Institution, and must be paid before registration. The fees vary by institution and program, so students should contact the Mobility Coordinator of the Host Institution to determine which fees will be required at registration.

Grades: Grades received from the Host Institution during Mobility study will become a part of the student's official record at their Home Institution, in accordance with the Home Institution's policies for such study. Host Institutions should not count mobility students in their registration statistics.

While at the Host Institution, the student is governed by the academic regulations of the Host Institution and is not be eligible for student aid or employment from the Host Institution. The Host Institution is responsible for notifying the Home Institution of any deficiencies during the semester.

Medical Insurance: Nearly every AICAD Institution requires students to obtain or furnish proof of medical insurance. Check with your Host Institution to determine its policies. If you have no insurance, you will most likely be expected to purchase it from the Host Institution. If you have insurance, be sure to obtain proof of insurance from your Home Institution before you depart.

Housing: Housing is the responsibility of each student. Host Institutions have no obligation to provide housing and their dorms are often full. A student wishing to live in a Host Institution's dorm should make this known at the time of application. Fees for Room and Board are billed by and payable directly to the Host Institution. If dorms are full, off-campus housing information may be obtained from the student services or housing office at the Host Institution. Students should plan ahead and investigate all housing options at the time of application.

Responsibilities of the various participants in the AICAD Mobility Program

Students are responsible for:

- Completing the application process in a timely manner so as to meet deadlines;
- Obtaining all required signatures and approvals at their Home Institution;
- Registering at their Home Institution as required for the Mobility semester;
- Making their own housing arrangements for the Mobility semester; and
- Being aware of all fees and other requirements at the Host Institution, including insurance.

Mobility Coordinators at the Home Institutions are responsible for:

- Providing students with AICAD Mobility Program information and applications;
- Verifying the eligibility of students from their school applying to the Mobility Program;
- Forwarding completed application materials to the intended Host Institution;
- Providing verification that all financial obligations are met for the Mobility semester; and
- Providing verification of student medical insurance if obtained through the Home Institution.

Mobility Coordinators at the Host Institutions are responsible for:

- Informing the applicant and Home Institution Coordinator of the decision on the application;
- Informing accepted students of registration dates and related fees;
- Informing accepted students of any other special Mobility requirements; and
- Sending completed student transcript to the Home Institution as soon as possible.