Student Information Catalog

American Graphics Institute
agitraining.com
(781) 376-6044

American
Graphics
Institute

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About the American Graphics Institute

American Graphics Institute provides organizations and individuals with training and support for design, marketing, and publishing technologies. Our clients include many of the most prominent companies in technology, publishing, financial services, advertising, creative services, and retail sectors.

Our Instructors

Our instructors have direct industry experience and have been teaching design and development classes for over a decade. They undergo extensive testing, continuing education, and are subject to quality control processes to ensure that your expectations are exceeded. The instructors at American Graphics Institute have authored more than 50 books on design, development, and publishing tools. We publish the Digital Classroom series of books.

Staying Ahead

American Graphics Institute promotes continuing education among all of our instructors. To insure that you will receive the best possible training, we are constantly updating our skills for software, hardware and teaching skills. Our instructors spend weeks each year learning new tools and technologies.

Hands-on Learning

American Graphics Institute classes provide students with practical hands-on experience in small class settings. We limit enrollment to better serve our students with the average class size being six students or less. To allow for hands-on instruction and practice, a Mac or Windows computer is available for each student.

Admissions

Anyone who has completed high school or its equivalent, is proficient in English, has basic computer literacy, and has a desire to learn is invited to enroll in American Graphics Institute's programs.

All courses in the programs may be attended either in-person or online. It is possible to participate using different attendance modes within the same program, attending some classes in-person and others online. Participants may also choose to attend entirely online or in-person.

Program participants attending in-person have access to the computers and software provided within the classroom and labs at American Graphics Institute.

Participants attending remotely are required to have a computer and access to the Adobe Creative Cloud software applications. Participants can attest they have access to the software and computer, or may opt to use a computer and software provided by the school for an additional fee of $375.00 for a period of 90 days. The school uses the GoTo platform for online courses. This allows participants to join from desktop computers (Windows or Mac), iPad, mobile device, or a web browser.

Location

American Graphics Institute is located just outside Boston in Woburn, Massachusetts.

AGI Training
8 Cabot Road, Suite 1100
Woburn, MA 01801
(781) 376-6044
Our office is located within walking distance to the Woburn Anderson MBTA stop with regular service from Boston's North Station.

American Graphics Institute offers seven programs:

- Web Design Program
- Photoshop Digital Imaging Program
- Digital Marketing Program
- User Experience (UX) Program
- Web Development
- Video Editing
- Graphic Design

Web Design Program

The Web Design program at American Graphics Institute prepares participants for web design positions. The classes teach web design principles along with modern digital design tools and fundamental coding skills essential for a modern-day web designer. Program participants conclude their work with a project that showcases skills gained in the program, and gain assistance creating a compelling portfolio.

Clock Hours: 126
Tuition: $5,400

HTML
14 hours
Discover the nuts and bolts of how websites work and how to create one yourself in this HTML course. You'll learn how to plan, design, and create your website using HTML, XHTML, and CSS - the building blocks of web pages. This class combines practical hands-on exercises with an overview of design tools for building and maintaining websites. Best practices such as commenting code and cross-browser compatibility are emphasized.

HTML Email
7 hours
Topics covered in this HTML email class include planning, compliance, best practices, as well as actual coding techniques for making certain your HTML email displays as intended and reaches your audience.

HTML5
14 hours
In this HTML5 class, you learn the background of HTML5, its key features, and how to use it to maximize website functionality and appeal. Creating forms, working with video and audio, using the Canvas element, and styling with CSS3 are all covered in this HTML5/CSS3 course.

Responsive Web Design
7 hours
In this course you learn how to improve your web designs so that they respond to various screen sizes, devices and form factors, providing the best possible user experience.

WordPress Introduction
14 hours
Topics covered in this WordPress class include installing, administering, and designing a WordPress site. You'll learn to efficiently and effectively use WordPress as a content management system for a website.

WordPress Advanced
14 hours
This class covers WordPress themes, template files, and overall site management. Concepts covered in this course include: understanding WordPress themes, creating child themes, building WordPress themes from static HTML and CSS, using a local WordPress development environment, and moving a WordPress install. The essentials of PHP are also covered.

UX Design: Intro. to UX Design Principles
14 hours
In this UX Design course you'll gain the knowledge necessary to create outstanding user experiences. From brainstorming a UX strategy, to structuring an application based upon scenarios, to testing your UI, and incorporating feedback. In this class you'll discover how to ensure that your users have a great experience, whether they use your application on the web, tablet, or smartphone. You'll not only learn about user experience, but also discover how to incorporate good structured design into your workflow.

Adobe Photoshop - Introduction
14 hours
This Photoshop class provides an introduction to editing, retouching, and enhancing images. Learn essential skills including how to make selective changes, color correct, and retouch your images.

Adobe Photoshop for Web Graphics
7 hours
This Photoshop class covers the steps to creating web graphics using Adobe Photoshop. Learn about file formats, color tables, animations and the creation of interesting special effects.

Web Design Project
7 hours
A practical project in which students apply the skills they've learned into a project that is selected by the student, and reviewed by their instructor. The project starts with planning, meeting with the client, creating a creative brief, developing the product, client review and feedback, final delivery, and project review by the instructor.

Web Portfolio
14 hours
Students work with their instructor to select projects to showcase, create an online portfolio showcasing their talents, and discuss which works to show and how to present them. This workshop is designed to help you best create your online portfolio to showcase your skills and capabilities.

Photoshop Digital Imaging Program

The Photoshop Digital Imaging program at American Graphics Institute prepares participants for graphic design positions. The classes teach design principles along with modern digital design tools and fundamental skills essential for a modern-day designer. Program participants conclude their work with a project that showcases skills gained in the program, and gain assistance creating a compelling portfolio.

Clock Hours: 49
Tuition: $2,885

Adobe Photoshop - Introduction
14 hours
This Photoshop class provides an introduction to editing, retouching, and enhancing images. Learn essential skills including how to make selective changes, color correct, and retouch your images.

Adobe Photoshop - Intermediate
14 hours
This intermediate Photoshop class covers the use of tools, filters, and layers that allow you to take advantage of creative effects. You also discover how to use automation features, such as actions and buttons, as well as smart objects.

Adobe Photoshop - Advanced
14 hours
This advanced Photoshop class is for users who have already accomplished basic masking and retouching tasks in Photoshop. Attendees learn how to create complex composites, work at an advanced level with color correction, and build incredible masks.

Digital Imaging Project
7 hours
A practical project in which students apply the skills they've learned into a project that is selected by the student, and reviewed by their instructor. The project starts with planning, meeting with the client, creating a creative brief, developing the product, client review and feedback, final delivery, and project review by the instructor.

Digital Marketing Program

The Digital Marketing program at American Graphics Institute prepares participants for marketing positions that carry digital design responsibilities. The classes teach students using modern design tools essential for a modern-day marketer. Program participants conclude their work with a project that showcases skills gained in the program, and gain assistance creating a compelling portfolio.

Clock Hours: 133
Tuition: $5,700

Adobe InDesign - Introduction
14 hours
In this in-depth, entry level InDesign course you'll learn how InDesign provides refined controls for type and unprecedented control over graphics.

Adobe InDesign - Intermediate
14 hours
This intermediate InDesign class covers more advanced functions to improve speed, productivity, and accuracy. You'll learn more advanced styles, text formatting, graphics controls, and output.

Adobe Photoshop - Introduction
14 hours
This Photoshop class provides an introduction to editing, retouching, and enhancing images. Learn essential skills including how to make selective changes, color correct, and retouch your images.

Adobe Photoshop - Intermediate
14 hours
This intermediate Photoshop class covers the use of tools, filters, and layers that allow you to take advantage of creative effects. You also discover how to use automation features, such as actions and buttons, as well as smart objects.

HTML
14 hours
Discover the nuts and bolts of how websites work and how to create one yourself in this HTML course. You'll learn how to plan, design, and create your website using HTML, XHTML, and CSS - the building blocks of web pages. This class combines practical hands-on exercises with an overview of design tools for building and maintaining websites. Best practices such as commenting code and cross-browser compatibility are emphasized.

HTML Email
7 hours
Topics covered in this HTML email class include planning, compliance, best practices, as well as actual coding techniques for making certain your HTML email displays as intended and reaches your audience.

Responsive HTML Email
7 hours
Learn how to create responsive HTML emails that are both functional and well-designed across mobile, tablet, and desktop email clients.

Google Analytics
7 hours
Gain a working knowledge of web traffic as it relates to a business in this Google Analytics class. Discover how to create a Google Analytics account and profiles, generate standard and custom reports, and learn to understand, dissect, and apply the information you gather. This class allows you to learn best practices and how to integrate Google Analytics with other Google tools to maximize your website data management.

WordPress Introduction
14 hours
Topics covered in this WordPress class include installing, administering, and designing a WordPress site. You'll learn to efficiently and effectively use WordPress as a content management system for a website.

Digital Marketing Strategy Course
7 hours
Learn to strategically evaluate digital marketing opportunities for the full life-cycle of attracting, engaging, developing and retaining clients. The course provides a survey of the digital marketing landscape, from defining strategy to measurement and optimization.

Digital Marketing Project
7 hours
A practical project in which students apply the skills they've learned into a project that is selected by the student, and reviewed by their instructor. The project starts with planning, meeting with the client, creating a creative brief, developing the product, client review and feedback, final delivery, and project review by the instructor.

Digital Marketing Portfolio
14 hours
Students work with their instructor to select projects to showcase, create an online portfolio showcasing their talents, and discuss which works to show and how to present them. This workshop is designed to help you best create your online portfolio to showcase your skills and capabilities.

User Experience Design Program

The User Experience Design program at American Graphics Institute prepares participants for user experience positions designing websites and apps. Program participants discover how to organize and present information and navigation in a way that helps others to more easily use an app or website. This program addresses design for a variety of devices and form factors, including desktop, tablet, and mobile, including designing for touch-sensitive devices.

Clock Hours: 122
Tuition: $5,100

Introduction to UX Design Principles
14 hours
In this Introduction to UX Design class, students gain the knowledge necessary to create outstanding user experiences. From brainstorming a UX strategy, to structuring an application based upon scenarios, to testing user interfaces (UI), and incorporating feedback. In this class students discover how to ensure that their users have a great experience, whether they use your application on the web, tablet, or smartphone.

Information Architecture in Application & Web Design
7 hours
The Information architecture (IA) refers to the structure or organization of an application or website. In this class, students discover the ways in which the different pages of their application or site relate to one another, and find out how to ensure information is organized in a consistent and predictable way. Students discover how to take steps to:

- Assess existing and needed content
- Organize pages
- Provide clues to help use the site efficiently
- Develop navigational structure

UX for Mobile Devices & Touch Screens
7 hours
Touch devices are now a part of everyday life. This means that designers need to be aware of factors that can affect their final visual design. These factors include, scrolling, finger size, touch targets, as well as methods of communication when hover is not an option. In this class students discover how to recognize these needs and resolve them by designing more "touch-friendly" designs.

Prototyping and Sketching for User Experience
7 hours
In this class, students discover how to build a prototype of their application or website. Starting with a paper prototype, and progressing through to an interactive application, students can share and test their ideas before spending an inordinate amount of time in the common design tools.

Adobe Photoshop - Introduction
14 hours
This Photoshop class provides an introduction to editing, retouching, and enhancing images. Learn essential skills including how to make selective changes, color correct, and retouch your images.

Adobe Illustrator - Introduction
14 hours
You will learn how to use Adobe Illustrator to create high quality illustrations, logos, and other custom artwork. This class introduces you to the powerful Pen tool, discover how to transform existing shapes, and learn how to add color to drawn objects. You'll also use layers to organize your artwork, and explore the options for exporting Illustrator files.

HTML
14 hours
Learn how to plan, design, and create your website using HTML, XHTML, and CSS - the building blocks of web pages. This class combines practical hands-on exercises with an overview of design tools for building and maintaining websites. Best practices such as commenting code and cross-browser compatibility are emphasized.

Responsive Web Design
7 hours
In this course you learn how to improve your web designs so that they respond to various screen sizes, devices and form factors, providing the best possible user experience.

Creating User Experience Design Assets & Documentation
3 hours
In this course, attendees discover how to use tools such as Illustrator and Photoshop in order to create the assets documentation they need for the final layout of their user experiences.

Figma
7 hours
In this Figma training class, learn how to use Figma's comprehensive prototyping tools in order to bring design ideas to reality. Build, and or import your designs into this vector editing application, and apply clickable interactivity to demonstrate your interactive project. This class introduces you to concepts starting with the most basic and moving into covering features to help you take advantage of auto-layout, masking, components, variables, design libraries, and more.

User Research
7 hours
This UX research course teaches the most common user experience research techniques for gathering information necessary to create and improve apps, websites and interfaces. Learn how user experience design relies on data that comes from various forms of research and other interactions with potential users of products. This UX research class teaches the role UX research plays in the overall UX design process, and how to integrate research findings into the process of creating and revising websites, applications, and products.

UX Design Project
7 hours
A practical project in which students apply the skills they've learned into a project that is selected by the student, and reviewed by the instructor. The project starts with planning, meeting with the client, creating a creative brief, developing the product, client review and feedback, final delivery, and project review by the instructor.

UX Design Portfolio
14 hours
Students work with their instructor to select projects to showcase, create an online portfolio showcasing their talents, and discuss which works to show and how to present them. This workshop is designed to help you best create your online portfolio to showcase your skills and capabilities.

Web Development Certificate

The Web Development Certificate program prepares participants for roles working as a front-end web developer. The classes teach web development principles, tools, and technologies. Learn web coding skills essential for a modern-day web developer and common platforms used by many websites. Program participants conclude their work with a project that showcases skills gained in the program, gain assistance creating a portfolio, and work with a career counselor for job placement. You can start your Web Development Certificate program at any time with the rolling-admission program, as new classes start monthly.

Clock Hours: 119

Tuition: $5,400.

HTML Training Class
14 hours
Discover the nuts and bolts of HTML and CSS, the foundation behind all websites and HTML emails, in this HTML course. You'll learn how to plan, design, and create your website using HTML (HyperText Markup Language), XHTML (eXtensible HyperText Markup Language), and CSS (Cascading Style Sheets) - the building blocks of web pages - and learn how to ensure that your site looks good across multiple browsers. This HTML/CSS class also introduces working with interactivity and multimedia, as well as designing for devices such as tablets and smartphones.

Advanced HTML Training Class: HTML5 & CSS3
14 hours
In this Advanced HTML class, you learn advanced HTML skills and techniques to maximize web functionality and appeal. Creating forms, using the Canvas element, styling with CSS3, working with video and audio, and many other topics are covered in this advanced HTML course which includes coverage of modern HTML5 and CSS3. In this advanced web coding class, you receive a copy of the comprehensive HTML5 Digital Classroom book, written by the experts at AGI. Experience with all topics covered in the introductory HTML class is expected for those enrolling in this advanced HTML course.

CSS Training Course - Introduction
14 hours
In this Introduction to CSS training course you will learn how to leverage the power of Cascading Style Sheets to separate structure from content in your HTML documents. You'll learn how to use selectors, cascading and inheritance with confidence. Designed for beginning users of CSS, this course will teach you to style text and position content, while at the same time gaining a better understanding of how CSS work.

CSS Training Course - Advanced
14 hours
In this advanced CSS training course you will learn high-end techniques for using Cascading Style Sheets to apply visual formatting to your HTML documents. Designed for intermediate to advanced users of CSS, it will give you the skills to add style to links, lists and nav bars. You'll also learn to apply styles to forms and data tables, and to manage CSS for use in multiple documents.

JavaScript Training Class - Introduction
14 hours
Learn JavaScript essentials in this introductory JavaScript training class. Discover how to use JavaScript and jQuery for common practical situations. Add interactivity to HTML pages, add rollovers, validate forms, create redirects, and more. This JavaScript course is for individuals who have basic skills with web page design or development. No previous programming experience is required for this JavaScript course which teaches JavaScript and jQuery skills.

WordPress Training Class - Introduction
14 hours
This WordPress training class is for those managing or creating content on WordPress sites. This WordPress course is helpful for those with no previous WordPress training, as it provides a solid foundation and best-practices for using and maintaining a WordPress site. This course starts with the essentials of a WordPress site setup, covers how to add text, images and multimedia, as well as how to format both the content and pages. How to add pages, posts, links are also covered along with fundamentals of administering WordPress sites. This includes creating and managing users and essential WordPress settings. The essentials of WordPress themes are covered, including how to make adjustments to the default appearance.

WordPress Training Class - Advanced
14 hours
This advanced WordPress class teaches the customization of WordPress as a content management system for your website. This two-day WordPress training covers advanced capabilities, troubleshooting, and much more. The advanced WordPress course topics include creating a local installation, using common plug-ins, search engine optimization, site-backups, and use of essential plug-ins.

Web Design Project
7 hours
This course consists of a practical project in which students apply the skills they have learned into a project that is selected by the student and reviewed by their instructor. The project starts with planning, meeting with the client, creating a creative brief, developing the product, client review and feedback, final delivery, and project review by the instructor.

Web Design Portfolio
14 hours
Students work with their instructor to select projects to showcase, create an online portfolio showcasing their talents, and discuss which works to show and how to present them. This workshop is designed to help you best create your online portfolio to showcase your skills and capabilities.

Graphic Design Certificate

The Graphic Design Certificate provides a foundation in graphic design skills using digital tools. This certificate prepares you for creating illustrations, retouching images, and creating layouts for digital and print. You can start your graphic design certificate program at any time with the rolling-admission program, with new classes starting monthly. The graphic design certificate is available either online or in-person. Certificate courses in both formats are led by live instructors with personalized attention from our instructors and staff.

Clock Hours: 112

Tuition: $3,600

Fundamentals of Graphic Design Course
7 hours
Learn design concepts and principles to increase your confidence in designs that you create while making certain they follow best practices and principles. Discover how guidelines and theories impact layout, type and color in this one-day graphic design course that teaches fundamental skills that are practical for users across various roles and functions.

Photoshop Bootcamp
28 hours
This four-day comprehensive Photoshop bootcamp provides introductory through intermediate photo editing skills. This bootcamp combines our introductory through intermediate Photoshop classes into four consecutive days, providing you with an intensive workshop. The material covered is identical to the introductory and intermediate Photoshop courses, but is delivered in a single week. You start by learning essential Photoshop skills and end the week with a full set of experience creating images for use across a variety of platforms and uses.

Illustrator Bootcamp
28 hours
This four-day comprehensive Illustrator bootcamp training provides you with comprehensive illustrator skills. This Illustrator bootcamp combines our introductory through advanced Illustrator classes into four consecutive days, providing you with an intensive workshop. The material covered is identical to the introductory and advanced Illustrator courses but is delivered in a single week. Start by learning essential Illustrator skills and end the week with a full set of experience creating designs, logos, layouts, using graphic styles, the blend tool, understanding gradients, and much more.

InDesign Bootcamp
28 hours
This four-day comprehensive InDesign bootcamp training provides introductory through advanced digital publishing skills using Adobe InDesign. This InDesign bootcamp combines our introductory through intermediate InDesign classes into four consecutive days, providing you with a comprehensive workshop. The material covered is identical to the introductory and intermediate InDesign courses, but is delivered in a single week. You start by learning essential InDesign skills and end the week with a full set of experience using styles, adding interactivity, creating digital documents and much more.

Digital Imaging Project
7 hours
This course consists of a practical project in which students apply the skills they have learned into a project that is selected by the student and reviewed by their instructor. The project starts with planning, meeting with the client, creating a creative brief, developing the product, client review and feedback, final delivery, and project review by the instructor.

Digital Imaging Portfolio
14 hours
Students work with their instructor to select projects to showcase, create an online portfolio showcasing their talents, and discuss which works to show and how to present them. This workshop is designed to help you best create your online portfolio to showcase your skills and capabilities.

Video Editing Certificate Program

The Video Editing Certificate program provides a foundation in digital video editing, effects, and motion graphics for digital artists who need to gain expert-level skills in editing videos and applying effects. This series of courses prepares you for using Premiere Pro and After Effects in video, television and broadcast fields. You can start your video editing certificate program at any time with the rolling-admission program, with new classes starting monthly. The video editing certificate is available either online or in-person. All video editing certificate courses in both formats are led by live instructors.

Clock Hours: 91

Tuition:$3,600

Premiere Pro Training Class - Introduction
14 hours
In this comprehensive two-day Adobe Premiere Pro training course, AGI's expert instructors ensure that you have a solid foundation in video editing using Adobe Premiere, an industry standard for video editing. This Premiere class covers using the Adobe Premiere workspace, transitions, effects and filters, editing audio, exporting your work, and more. This Adobe Premiere class gets you up and running quickly in video editing and video production.

Premiere Pro Training Class - Advanced
14 hours
Improve your video editing skills in this advanced-level Premiere Pro course, and discover the tools to take your creative work to its fullest potential. Learn how to integrate Photoshop, After Effects, and Audition, how to perform precision color-correction, and multiple masking techniques to refine your work. This Premiere Pro training class includes a detailed training manual for reference outside the classroom.

After Effects Training Class - Introduction
14 hours
In this two-day After Effects class you will learn the foundation skills needed to create exciting visual effects and motion graphics. This After Effects course is taught by the team behind the comprehensive book, After Effects Digital Classroom. In this After Effects class, you'll cover topics starting with the use of the interface, using layers, keyframes, and masking, and media management. You will also have the opportunity to explore the depth of the After Effects tools, including 3D effects and rendering your project for output.

After Effects Training Class - Advanced
14 hours
In this two-day Advanced After Effects Class you will discover advanced skills needed for creating visual effects and motion graphics. Our After Effects courses are led by the team that writes the best-selling After Effects Digital Classroom. In this course you learn advanced compositing, the timeline, selections, color correction, color keying, motion tracking, expressions, environmental effects, and more.

Photoshop Training Class - Introduction
14 hours
This Photoshop course helps you to be more productive and to create higher quality images more efficiently. You receive an introduction to editing, retouching, and enhancing images. Learn essential skills including how to make selective changes, color correct, and retouch your images.

Digital Imaging Project
7 hours
This course consists of a practical project in which students apply the skills they have learned into a project that is selected by the student and reviewed by their instructor. The project starts with planning, meeting with the client, creating a creative brief, developing the product, client review and feedback, final delivery, and project review by the instructor.

Digital Imaging Portfolio
14 hours
Students work with their instructor to select projects to showcase, create an online portfolio showcasing their talents, and discuss which works to show and how to present them. This workshop is designed to help you best create your online portfolio to showcase your skills and capabilities.

Policies & Procedures

Student Conduct

Students are expected to conduct themselves as responsible adults and to have respect and consideration for instructors, staff, fellow students and property. Consequences for improper behavior will vary depending on the severity of the infraction. Dismissal from the program is possible.

Attendance

Attendance is important in gaining the skills taught through the programs at American Graphics Institute.

Students who fail to attend at least 80% of classes in a program will not be issued a certificate of completion. If students are unable to participate in courses due to medical or bereavement reasons, they must contact American Graphics Institute in writing before the end of their scheduled certificate program to arrange alternate dates for their course work. Attendance records for all students will be kept on file for seven years.

Students will be personally contacted by phone and email if an unexcused absence occurs.

Students who do not meet the required attendance policy for a course will receive a failing grade, and be required to retake the class. It is the student's responsibility to contact the school to reschedule any missed classes. Requests should be received in writing. If a student has more than two unexcused absences, AGI reserves the right to remove the student from the program.

Withdrawals

Students who wish to terminate their enrollment must notify the School in writing, schedule an appointment with the President or an appointed designee for an exit interview, and resolve any outstanding financial obligations.

If a student withdraws from a Program in accordance with the School's withdrawal policy, the School shall, Per 230 CMR 15.04(7) and (8):

(a) treat the withdrawal as a termination of the enrollment contract, effective immediately;

(b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and

(c) provide the calculation and any refund to the student within 45 days of the effective date of the termination

If a student stops attending School but does not withdraw in accordance with the School's withdrawal policy, the School shall:

(a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;

(b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest;

(c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and

(d) provide the calculation and any refund to the student within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).

Leave of Absence

Students may request a leave of absence while attending American Graphics Institute. Requests to leave or return from a leave must be made in writing. All requests must be kept on file and are subject to approval of the President of American Graphics Institute. A student must return from a leave of absence during the next enrollment period and will start at the same point in the program as they left. Students who do not return from a leave of absence within 1 year of the leave will be dismissed from the program. Refunds due will be determined in accordance with our refund law (as per M.G.L. Chapter 255, Section 13K).

Refund Law (as per M.G.L. Chapter 255, Section 13K)

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

Advanced Standing Policy

American Graphics Institute may recognize courses that students have completed at other licensed or accredited schools prior to enrollment. Students must provide an official transcript or written record verifying successful course completion along with a course syllabus to request transfer credit. The school director will review requests and make a determination on the applicability of transfer credit for courses that have been successfully completed. A maximum of 25% of any credits may be transferred from outside schools.

Grading and Satisfactory Progress

All courses are offered as pass/fail. All courses include an examination or project-based evaluation to be reviewed by the instructor. The results of all examinations and evaluations for enrolled students will be recorded and shared with the student. A written progress report at the mid-point of the program will be shared with the student, indicating whether the student is passing or failing. Upon completion, students will be provided with final reports which will be recorded on the student's permanent record.

Academic Probation

A student with two or more unexcused absences, tardy more than three times, or who fails to complete assigned course work will be placed on academic probation. The school allows a 20 minute grace period before a student is marked as tardy. Any student that arrives to class over an hour late without an exempt reason will receive an unexcused absence and will be dismissed from class. Academic probation remains in effect until the student completes their curriculum. Any additional offenses while on academic probation may result in suspension or termination from the program.

Job Placement and Guidance Counseling

American Graphic Institute's Placement Assistance Department supports enrollees throughout the course of their program and for one year beyond the completion of the program. Services provided by our Director of Placement Assistance include active job search, assisting to secure job interviews, effective networking strategies, preliminary interview preparation, mock interviews and evaluations, coaching, and salary negotiation assistance. All job services remain accessible to students for up to one year after completing a certificate program at the school. American Graphics Institute does not guarantee employment of graduates. American Graphics Institute will list ending dates of the programs and the availability of graduates on our company website. The school will make an effort to maintain a list of prospective employers for the use of students, and

provide outreach to area businesses in efforts to place interested students into internships while in the program, or full-time roles following their completion of a program. The school will endeavor to help students who have completed its programs for the duration of the school's operation.

School Calendar

Classes are held 5 days a week, Monday – Friday, 10:00 am to 5:00 pm EST.

American Graphics Institute is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving and Christmas Day

In the event of a cancellation or delay due to inclement weather or an emergency, American Graphics Institute will contact students as soon as possible via email and phone. If a cancellation occurs, the class will be rescheduled as soon as possible.

Course Content

Course content may be updated and modified to meet current industry needs, and to adapt to changes in digital tools and technology.

Smoking

Smoking and tobacco use is prohibited in all school buildings and within 50 feet of the building entrance.

Mobile Phones, Personal Email, and Messaging

Mobile phones, personal email, messaging apps, and social media should not be used for personal use during class hours. Students should refrain from use of these during learning time, and should use these during breaks, as well as before or after class.

Class Preparations

Students are expected to arrive prepared and ready to learn. This includes completing any homework, assignments, or projects assigned as part of the program.

Complaint resolution

If there are concerns about the instruction, content of a class, performance within a class, speak first with the instructor. If the instructor does not respond, or the situation remains unresolved after seven (7) days, you may address your concern through a formal written complaint to the President of American Graphics Institute, Christopher Smith. To facilitate timely resolution of problems, students should submit complaints within 10 days of the issue being discovered. American Graphics Institute will respond to student complaints within 10 days from the written submission. A written record of student complaints will be maintained for a period of one year following the graduation or withdrawal of the student.

Any student not satisfied by the outcome of their complaint may contact the Division of Occupational Licensure, Office of Private Occupational Schools at any time; 1000 Washington Street, Suite 710, Boston, MA 02118-6100; Phone: 617-727-6917; Email: occupational.schools@mass.gov; Website: www.mass.gov/dpl/schools.

Per 230 CMR 15.07(2) a school shall respond to written student complaints in writing within ten days from when the complaint was submitted to the school.

Dismissals/Terminations

American Graphics Institute may terminate or suspend a student for any of the following reasons:

1. Failure to attend over 80% of classes in the Program without justifiable reasons.
2. Social behavior that disrupts other students and/or the instructor or prevents the student from performing satisfactorily within the program.
3. Discrimination. American Graphics Institute does not discriminate or tolerate discrimination regarding race, gender, religion, age, sexual orientation, national origin or disability.
4. Sexual harassment of any degree will not be tolerated.
5. Civil or criminal actions against the Student that reflect negatively on the school.
6. Any acts of violence, vandalism or abuse of school equipment, facilities or American Graphics Institute personnel.
7. Failure of a student to meet financial obligations for tuition, books and other supplies with the prescribed

periods set forth by American Graphics Institute. In no event will a certificate, student transcript and/or other information be released until all financial or legal obligations have been met.

8. Being under the influence or in the possession of intoxicating substances while on school property or during field practicum.

9. Gambling on school property.

10. Committing fraud or forgery. This includes, but is not limited to, providing false information, misrepresentation of identification, qualifications for admissions, and forgery, alteration, or misuse of school documents.

11. Insubordination and/or intolerable conduct, which disrupts the learning program of the students or the instructor.

12. Willful abuse of equipment.

13. Excessive absenteeism.

Students suspended are not permitted to re-enter class until the school administration have lifted their suspension. Any suspended students have the right to a hearing upon request. A suspension will be terminated if a student is found to have not been in violation of school rules, or if the infractions have been remedied to the satisfaction of the administration.

Veteran Service

American Graphics Institute takes every measure necessary to accommodate veterans who are entitled to educational assistance under chapter 33, Post-9/11 GI Bill benefits. Prior to participating in a course at American Graphics Institute, the veteran must provide a certificate of eligibility (COE) or a Statement of Benefits. Additionally, veterans are encouraged to provide any information to their enrollment counselor regarding any accommodation or need they may have, including any needs identified by USDVA.

American Graphics Institute will not impose any penalty including the assessment of late fees or the denial of access to classes on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 33.

Our student veterans receive job placement assistance from a veteran employed by the school to assist with job placement and transitional assistance. It is our goal to help veteran students to be successful both academically and in their future careers.

Refund Law for Dept. of Veteran Affairs Students

Tuition and fees beyond a $10.00 registration fee will be refunded on a pro-rata basis for Veterans compliant with 38 CFR 21.4255. The pro-rata amount represents the total of tuition and fees that the completed portion of the course/program bears to the total length of program.

For Example:

The tuition and fees and other charges for a 90 day course are $1,000.00. A student drops out after 15 days.

15 divided by 90 equals 16.67 percent of the course.

16.67% times $1,000.00 equals $166.67.

The refund in this case should be $833.33.

The tuition and fees and other charges for a 90 day course are $1,000.00. A student drops out after 85 days.

85 divided by 90 equals 94.4 percent of the course.

94.4% times $1,000.00 equals $944.00.

The refund in this case should be $56.00.

Statement of Non-Discrimination

American Graphics Institute does not discriminate against any individual on the basis of race, color, religion, sex, age, national origin, disability, or sexual orientation, nor does it tolerate any such discrimination by its students.

Financial Aid

If you begin participation in a Program, while an initial award for financial aid, including student loans, is pending, and are subsequently denied some or all of that loan or financial aid amount, American Graphics Institute shall offer that you in writing an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K.

Faculty

Administrators

Christopher Smith, President
Jennifer Smith, Vice President
Kerri Olson-Wenson, Director of Client Services
Peter Carter, Finance Manager
Andrea Bottiggi, Scheduling Manager
Bruce Jaranian, Career Services Counselor
Prachi Jain, Social Media Marketing Manager

Instructors

Christopher Smith
Jennifer Smith
Greg Heald
Donna DeLeo
Michael Gaston
Alhan Irwin
Stuart King
Sean McKnight
Abigail Rudner
Patti Scully-Lane
Todd Sellon
Alexandra Derderian
Anthony Marquette
Ben Vivante
Clayton Asbury
Kuldeep Sah Gangola
Nick Canton
Rich Johnson
Stuart Taliesin Black
Matteo Nurizzo

Holidays

AGI is closed during the following dates:
New Year's
Memorial Day
Independence Day
Labor Day
Thanksgiving
Day After Thanksgiving
Christmas

For information about our class schedule, please visit our website

at: https://www.agitraining.com/classroom-training