



February 15, 2013

Dr. Elden Monday  
President  
Art Institute of Seattle  
2323 Elliott Avenue  
Seattle, Washington 98121-1622

Certified Mail  
Returned Receipt Requested  
# 7007 0710 0001 0674 6309

RE: **Expedited Final Program Review Determination Letter**  
OPE ID: 02291300  
PRCN: 201321028152

Dear Dr. Monday:

From January 14, 2013 through January 18, 2013, DeNise L. Hill and Lana Walter conducted a review of Art Institute of Seattle's (AIS's) administration of the programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs). The purpose of this Final Program Review Determination Letter is to close the program review.

The focus of the review was to determine AIS's compliance with the statutes and federal regulations as they pertain to the institution's administration of Title IV programs. The review consisted of, but was not limited to, an examination of AIS's policies and procedures regarding institutional and student eligibility, individual student financial aid and academic files, attendance records, student account ledgers, and fiscal records.

A sample of 30 files was identified for review from the 2011-2012 and 2012-2013 (year to date) award years. The files were selected randomly from a statistical sample of the total population receiving Title IV, HEA program funds for each award year. Appendix A lists the names and partial social security numbers of the students whose files were examined during the program review.

**Protection of Personally Identifiable Information (PII):**

PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth). The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information. Appendix A was encrypted and sent separately to the institution via e-mail.

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning AIS's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures.

Furthermore, it does not relieve AIS of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

During the review, no significant findings were identified.

**Record Retention:**

Program records relating to the period covered by the program review must be retained until the later of: resolution of the loans, claims or expenditures questioned in the program review; or the end of the retention period otherwise applicable to the record under 34 C.F.R. § 668.24(e).

We would like to express our appreciation for the courtesy and cooperation extended during the review.

If you have any questions concerning this letter, please call Lana Walter at (206) 615-3690.

Sincerely,

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Martina Fernandez-Rosario  
Division Director  
San Francisco/Seattle School Participation Division

cc: Angela Hedwall, Financial Aid Director  
Northwest Commission on Colleges and Universities