ICE CAREER CATALOG

2017-2018

INSTITUTE OF CULINARY EDUCATION
NEW YORK CAMPUS
225 Liberty Street, 3rd Floor
New York, NY 10281

ice.edu

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MISSION STATEMENT
The Institute of Culinary Education and its campuses are dedicated to inspiring our students to reach their full potential through an education that emphasizes technique and professionalism. We accomplish this in a passionate, disciplined environment that fosters excellence, critical thinking and creativity in students, faculty and staff. The Institute of Culinary Education is committed to ongoing assessment and institutional improvement for the benefit of our students, staff, faculty and administration.

HISTORY
1974-1995
The Institute of Culinary Education (ICE) was founded in 1975 by Peter Kump, and was originally known as Peter Kump’s New York Cooking School. Although the school has seen remarkable growth since its founding over 35 years ago, it remains true to Peter Kump’s commitment to good teaching and good food, as well as to his philosophy of studying the culinary arts through technique, not recipes. His enthusiasm, passion, discipline and energy are still felt at the institution today.

An educator and entrepreneur with a great love of food, Kump started by teaching the basic techniques of cooking to just five students in the kitchen of his New York City apartment. Not long after, The New York Times wrote favorably of the new school. As a result, Kump received numerous phone calls from potential students asking to study with him. Soon after, the school opened its East 92nd Street location and began to flourish.

In 1983, Kump inaugurated the professional program to train aspiring chefs. He himself had learned from the best – former teachers of his later came to teach classes at the school including James Beard, Simone Beck, Marcella Hazan and Diana Kennedy. Illustrious food world figures such as Julia Child, James Peterson, Sara Moulton and David Bouley were frequent guest instructors.

Among his other activities, Kump, along with Julia Child and Jacques Pépin went on to establish the James Beard Foundation in 1985. The organization inspires and showcases American chefs through dinners, publications, culinary festivals and its prestigious awards program. Today, the school’s ties to the Beard Foundation remain deep.

In 1986, Chef Nick Malgieri’s association with the school began. Former executive pastry chef at Windows on the World and an award-winning author, Malgieri launched the school’s pastry and baking program.

1995-Present
When Peter Kump passed away in 1995, The New York Times proclaimed him “one of the most influential figures on the American food scene.” It was then that Rick Smilow, an entrepreneur passionate about education and the culinary world, purchased the school. The Smilow family was already a notable participant in the New York City restaurant scene via its partnership with Chef Daniel Boulud and his restaurants, including Restaurant Daniel, Café Boulud, and DBGB. Smilow remains the president and principal owner of the school.

In late 1995, the school relocated in Manhattan to 50 W. 23rd Street, steadily expanding to more than 43,000 square feet over six floors and 11 teaching kitchens among the finest in the nation.

By 1997, the school’s recreational cooking program had grown to be the largest in the nation. With over 1,800 hands-on recreational cooking classes per year, there is no other cooking school in America (or the world) that offers the equivalent depth, breadth, and frequency of recreational culinary education.

Reflecting the school’s growth, size, and stature, the school’s name was changed in 2001 to ICE, the Institute of Culinary Education. Program development has been another constant in ICE’s growth over the past decade.

2001: Culinary Management Program
2005: Advanced Pastry Studies Program
2010: Hospitality Management Program
2012: School of Professional Development

In 2000, the school was accredited by the ACCSC (American Commission of Career Schools and Colleges). In their institutional evaluation, the ACCSC honored the school for achieving four items of excellence, a rare accomplishment. Those areas were: 100% student satisfaction, outstanding faculty and faculty commitment to students, the school’s facilities and equipment, and the school’s involvement in community service. After the second inspection in 2005, ICE was designated an ACCSC 2006 School of Distinction.

By 2012 the school had outgrown its 23rd Street location and began a two-year search for a new home, landing on Brookfield Place on the Hudson River in Lower Manhattan. Formerly known as the World Financial Center, Brookfield Place is a vibrant six million square foot complex of offices, high-end retail and some of New York City’s most attractive public spaces. The new ICE location features state-of-the-art teaching kitchens, a culinary technology lab, bean-to-bar chocolate lab, mixology center, hydroponic farm and more. The new school offers endless opportunities for aspiring chefs and current professionals to further their culinary education.

FACILITIES
ICE’s main New York City campus features 74,000 sq. ft. of education and administrative space. The facility is located at 225 Liberty Street, 3rd floor, and features the following:

- Six Career Culinary Kitchens
- Two Pastry Kitchens
- Five Classrooms
- Demonstration Kitchen
- Recreational Kitchen
- Mixology Lab
- Cooking Technology Lab
- Chocolate Lab
- Test Kitchen
• Student Lounge
• Non-Circulating Library

ICE's kitchens feature commercial cooking equipment including gas and induction ranges, convection ovens, refrigerators, dishwashers, salamanders and char broilers. Kitchens also contain commercial appliances including food processors, mixers, blenders and cookware. The school is located on the third floor of a commercial building with elevators and is handicapped-accessible.

After 42 years of award-winning education in NYC, ICE decided to open a campus in Pasadena, CA due to its vibrant food culture and thriving job market. The Institute of Culinary Education’s Los Angeles branch campus is located at 521 East Green Street, Pasadena, CA 91101.

FACULTY
Below are our current faculty members and their qualifications.

School of Culinary Arts
Sabrina Sexton – Program Director, Culinary Arts
  Education: Johns Hopkins University; Institute of Culinary Education
  Experience: Gramercy Tavern, Chanterelle, ABC-15
James Briscione – Director of Culinary Development
  Education: Samford University
  Experience: Daniel, Café Bottega, Highlands Bar & Grill, Author
David Waltuck – Director of Culinary Affairs
  Education: The City College of NY, The Culinary Institute of America
  Experience: Le Zinc, Chanterelle, Ark Restaurants, elan, Author

Michael Garrett – Chef-Instructor
  Education: Baltimore International Culinary School
  Experience: Coco Pazzo, Aquavit, Red Rooster
Charles Granquist – Chef-Instructor
  Education: Bates College, Institute of Culinary Education
  Experience: Savoy, Fleur de Sel, Blue Hill, Blue Hill at Stone Barns, Food Network
Michael Handal – Chef-Instructor
  Education: Fordham University, The Culinary Institute of America
  Experience: La Côte Basque, The Helmsley Palace
King Phojanakong – Chef-Instructor
  Education: The Culinary Institute of America
  Experience: Restaurant Daniel, Danube, Kuma Inn, creator Brunx Hot Sauce
Frank Proto – Chef Instructor
  Education: Nassau Community College, The Culinary Institute of America
  Experience: Benchmark Restaurant Group, Barcelona Wine Bar, Layla
Robert Ramsey – Chef-Instructor
  Education: J. Sargent Reynolds Community College, Virginia Commonwealth University
  Experience: The Barn at Blackberry Farm, Bar Corvo
Ted Siegel – Chef-Instructor
  Education: The New School, Franconia College, The Culinary Institute of America
  Experience: Chez Panisse, L’Acajou, Washington Square Hotel, Orso Restaurant, Kuletos, Coco Pazzo
Ana Sporer – Chef-Instructor
  Education: Schoolcraft College, Johnson & Wales University
  Experience: Pierre Hotel, Omni Baltimore Hotel, Ruby’s Hotel
Ingrid Wright – Chef-Instructor
  Education: Le Cordon Bleu Culinary Institute
  Experience: Itali Kitchen, Better being 940, Exchange Alley & Soho House/Grand Hotel

School of Pastry & Baking Arts
Jeffrey Yoskowitz – Program Director, Pastry & Baking Arts
  Education: New York City Technical College
  Experience: Maurice Pastry (owner), Les Frenadies, Atrium Club, Alazarra
Sim Cass – Dean, Professional Bread Baking
  Education: Thames Valley University (London)
  Experience: Balthazar (founder baker), Lucky Strike, Carlton Tower Hotel (London), Park Lane Hotel (London)
Toba Garrett – Dean, Professional Cake Decorating
  Education: Fordham University, Long Island University, Le Cordon Bleu
  Experience: The New School, French Culinary Institute, Cake Decorating by Toba, Author
Carmine Arroyo – Chef-Instructor
  Education: Art Institute of NYC
  Experience: Tabla, Ellabess, The Chocolate Room
Kathryn Gordon – Chef-Instructor, CAPS Co-Chair
  Education: Vassar, New York University, Stern School of Business, L’Academie de Cuisine
Dalia Jurgensen – Chef-Instructor
  Education: New York Restaurant School, Indiana University - Bloomington
  Experience: Dressler, Veritas, Nobu, Layla, La Cote Basque
Jenny McCoy – Chef-Instructor, CAPS Co-Chair
  Education: Kendall College, DePaul University
  Experience: Delmonico, A Voce, Cissé Trading Co. (co-founder), Author
Scott McMillen – Chef-Instructor
  Education: The French Culinary Institute
  Experience: The Manhattan Ocean Club
Alex Orman – Chef-Instructor
  Education: NYC Technical College
  Experience: Russian Tea Room, Glen Oaks Country Club, Alor Cheesecake, Alor Café, Alor Café Pasta
Chad Pagano – Chef-Instructor
  Education: Dowling College, New York Restaurant School, The Culinary Institute of America
  Experience: Great Performances Catering, Times Square Hilton, An American Place
Gerri Sarnataro – Chef-Instructor
  Education: New York University, Columbia University, The French Culinary Institute
Experience: Aureole, Wood's, Lavin's, Le Petite Jardin Catering
Penny Stankiewicz - Chef-Instructor
Education: New York University, Institute of Culinary Education
Experience: Spice Market, Sugar Couture (owner), 92nd St. Y, Sarah Lawrence College Cakefest

School of Culinary Management
Stephen Zagar – Dean, Culinary Business & Management Studies
Education: Tulane, Cornell University
Experience: Marriott Hotels & Resorts, Universal Orlando, The Fireman Hospitality Group, Coopers & Lybrand, Laventhal & Horwath, New York University
Anthony Caporale – Director of Beverage Studies
Education: Duke University
Experience: Mesa Grill, Flip, Forty Eight, Art of the Drink TV
Richard Vayda – Director, Wine & Beverage Studies
Education: New York University, Sommelier Society of America
Experience: Art Institute of NYC, French Culinary Institute, New York Restaurant School, New York University, Caffeine, Le Cherehe-Midi

Brian Buckley – Instructor
Education: Hunter College, Institute of Culinary Education
Experience: Plan B Consulting
Kate Edwards – Instructor
Education: University of Massachusetts
Experience: Odeon, Royalton Hotel, Balthazar, Per Se, Author
Amy Falbaum – Instructor
Education: Hunter College, American Academy of Dramatic Arts
Experience: 21 Club, Sarabeth's Kitchen, Gramercy Tavern. Amy Falbaum & Associates
Julia Heyer – Instructor
Education: Cornell University
Experience: Sushi Samba, Modern Mexican Restaurant (MMR) Group, Heyer Performance
Vin McCann – Instructor
Education: Bucknell University, Fordham University
Experience: National Restaurants Management, Specialty Restaurant Company
Andy Pforzheimer – Instructor
Education: Harvard University
Experience: Bartaco, Barcelona
Alan Someck – Instructor
Education: California State University San Diego, Rensselaer Polytechnic Institute
Experience: Millie's Restaurant, Keystone Hospitality Solutions, Green Restaurant Initiative

School of Hospitality Management
Tom Voss – Dean, Hospitality Management
Education: University of Central Oklahoma, California Coast University
Experience: Katharine Gibbs College, Ramada, Days Hotel, Hilton Corporation
Andrew Catalano – Instructor
Education: University of Phoenix
Experience: Sodexo, Compass Group North America, SUNY Downstate, City University of New York, Strategic Management Consultants
Katie Chamberlain – Instructor
Education: California State University
Experience: Richfield Hospitality, Planit Access, New York University
Eveline Chen – Instructor
Education: New York City Technical College
Experience: Hotel Wolcott, Sofitel Hotel, Manhattan East Suite Hotel
Matthew Dempsey – Instructor
Education: Borough of Manhattan Community College, John Jay College of Criminal Justice
Experience: Hershia Hospitality Management, The Bowery House
Irma Gianni - Instructor
Education: NYC Technical College
Experience: St Moritz on the Park, The Michelangelo Hotel, NYC Department of Education
Grace Gordon – Instructor
Education: The New School
Experience: Park Hyatt Beaver Creek Resort
Karyn Sellzer - Instructor
Education: Syracuse University
Experience: Sarabeth’s, Telephone Bar & Grill, Le Pain Quotidien, Brooklyn Porridge Co.
Sean Walsh – Instructor
Education: The University of Maine
Experience: ACE Hotel New York

Administrative
Rick Smilow – President & CEO
Richard Simpson – Vice President of Education
Matt Petersen – Chief Operating Officer, Chief Financial Officer
Brian Aronowitz – Chief Marketing Officer
Ama Adusei – Director of Enrollment Management
Martha Cotto – Chief Registrar
Maureen Drum Fagin – Director of Career Services & Administration
Glen Gordon – Controller
Michael Laiskonis – Creative Director
Kate McCue – Director of Recreational Division
Gina Mignon – Director of Special Events
Margot Olshan – Assistant Dean of Students
Annette Pieccora – Director of Human Resources
Felix Santana – Director of Facilities
John Shields – Director of Information Technology
Shanti Stephenson-Hudson – Director of Student Financial Services
Maria Tampakis – Director of Purchasing & Stewarding
Cara Tannenbaum – Dean of Students
Andrea Tutunjian – Director of Education; Dean, School of Pastry & Baking
Hillery Wheeler – Director of Admissions
LICENSURE
The Institute of Culinary Education is licensed by the New York State Education Department, Bureau of Proprietary School Supervision. For information on our license please contact the School Director.

ACCREDITATION
The Institute of Culinary Education is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). For more information on our accreditation please contact the School Director.

DISCLAIMER
The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school’s teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school’s catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the School Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.
CARER CULINARY ARTS PROGRAM

CURRICULUM
This 650 clock-hour diploma program consists of six modules which are divided into 13 courses. The first 12 courses are composed of 110 four-hour lessons held at ICE. The 13th course is an off-site externship. The program is constructed as follows:

Course 1: Culinary Fundamentals - 28 Hours
Great cuisine hinges on the mastery of seemingly simple preparations and techniques that determine the quality of the final product. The most crucial of these are knife skills, which students start learning right at the beginning of their studies.

Course Highlights:
- Knife skills
- Food safety and sanitation
- Culinary math
- Product identification
- Palate development
- Ingredient pairing

Course 2: Introduction to Meat, Fish, and Poultry - 28 Hours
When consumers purchase a steak or fillet of fish, few suspect the skill required to prepare them. In this course students are immersed in the techniques of protein fabrication. All types of meat and fish are included.

Course Highlights:
- Beef/veal identification and fabrication
- Pork fabrication
- Poultry fabrication
- Fish and shellfish

Course 3: Soups & Sauces - 32 Hours
Chefs take great pride in the sauces that transform a good meal into a great dining experience. From the classic sauces of France to modern salsas, relishes, infused oils, coulis, and chutneys you will explore all the diverse expressions of the saucier's art. These sauces form the basis for an exploration of a full range of soups.

Course Highlights:
- Grand sauces
- Compound sauces
- Emulsified sauces
- Contemporary sauces
- Consommé
- Vegetable-based soups
- Reductions
- Roux-based soups and bisques

Course 4: Dry-Heat Cooking Methods - 36 Hours
The mastery of cooking technique is an essential yet difficult aspect of the culinary craft. Whenever a chef turns and faces the stove, the outcome is wholly dependent on a few basic skills — sautéing, grilling, and frying among them. These dry-heat methods are taught comprehensively and meticulously, giving students an opportunity for continued practice that ensures competency and confidence.

Course Highlights:
- Sautéing proteins, starches, and vegetables
- Pan-frying proteins, starches, and vegetables
- Deep-frying proteins, starches, and vegetables
- Grilling proteins, starches, and vegetables
- Roasting proteins, starches, and vegetables

Course 5: Moist-Heat Cooking Methods - 36 Hours
Moist-heat cooking produces some of the great treasures of the kitchen. Profound flavors and comforting textures make braises and stews some of the highlights of cuisines around the world. Poached and steamed dishes have come into their own and now form the basis of many of today's wellness-centered dishes.

Course Highlights:
- Braising proteins and vegetables
- Stewing proteins, starches, and vegetables
- Shallow poaching proteins
- Steaming proteins and vegetables
- Deep-poaching proteins and vegetables

Course 6: Breakfast, Brunch & Lunch - 32 Hours
Dinner is the main meal associated with being a chef. But over 30% of all meals eaten in restaurants are breakfast, brunch and lunch. This course explores the techniques and ingredients used in those meals, from egg cookery and crêpes to sandwiches, vinaigrettes and dressings. Legume, grain, timbale, and soufflé techniques are also part of this course.

Course Highlights:
- Egg specialties
- Griddle specialties
- Cereals
- Crêpes
- Breakfast meats
- Simple and composed salads
- Dressings and vinaigrettes
- Assorted sandwiches
- Grains and legumes
- Soufflés, gratins, and timbales

Course 7: French Regional Cooking; Italian Regional Cooking - 48 Hours
Cuisine of France: France is considered the touchstone for all western cuisines — and for good reason. In this course students become familiar with characteristic ingredients, methods and dishes from Provence, Burgundy, Normandy, and Alsace.

Cuisine of Italy: Piedmont, Tuscany, Abruzzo, and 17 other regions comprise what we think of as Italian food. Regionality is the essence of all things Italian and this concept is central to our presentation of this exciting cuisine. Using authentic recipes and ingredients students come to appreciate the diversity and simplicity that characterize this popular yet elusive European cuisine.

Course 8: Cuisines of Asia; Advanced Cooking, Plating & Presentation - 48 Hours
Cuisine of Asia: The panoply of Asian flavors and techniques exert a growing influence on all types of food.
Chefs commonly borrow spices, herbs, and other ingredients from this region as they seek to create a more global approach to cuisine. Centering on flavor profiles and specific techniques, this course acquaints students with the essential dishes of India, China, Japan, and Thailand.

Advanced Culinary Applications: Successful multitasking is one of the hallmarks of a successful chef. The challenges of bringing together all the components of an entrée require rigorous attention to timing and proper sequencing of tasks. This course is designed to enable students to assimilate these skills as they learn how to prepare and plate contemporary entrées.

Course 9: Pastry & Baking Essentials - 36 Hours
Even the most basic preparations in the pastry chef’s repertoire require practice and skill to master. Silky custards, delicate tarts, and flaky croissants all rely on mastery of the essential skills of rolling, kneading, mixing, and forming. These concepts are emphasized in the comprehensive introduction to baking basics.

Course Highlights:
- Soufflés
- Custards
- Pizza
- Tarts
- Doughs (brisée, sucrée, Danish dough, and bread)

Course 10: Contemporary Desserts - 44 Hours
Complex, multi-element plates have become the norm in the best kitchens of today. Texture, flavor, and form combine to create memorable finales to the dining experience. Students explore the interrelation between these concepts as they learn to prepare the components of plated desserts.

Course Highlights:
- Chocolate tempering
- Confections
- Cakes
- Plated desserts
- Pâte à Choux

Course 11: Garde Manger: Hors D’oeuvres & Charcuterie - 32 Hours
Hors d’oeuvres and appetizers challenge the chef to create miniature masterpieces. Whether they're as simple as a crab cake or as modern as a sphere or a foam, they require skill and a discerning palate. Charcuterie, the art of curing and preserving meat, has existed throughout the world for thousands of years. The 21st century has seen a resurgence in these artisanal, “house-made” delicacies. This course will cover both the preparation and presentation of contemporary and classic charcuterie: pâtés, sausages, terrines, fermented foods, pickles, smoking and curing.

Course 12: Modern Culinary Masters & Market Basket Cooking - 40 Hours
As cuisine has evolved and transformed over time, certain chefs have come to the fore as innovators, visionaries, and artists. Many are eager to share their culinary gifts with tomorrow’s chefs and ICE is proud to have collaborated with some of the most celebrated chefs: Mario Batali, Marcus Samuelsson, Daniel Boulud, Michael White, Alex Stupak, Anita Lo and Thomas Keller. By preparing recipes specially selected by the chefs, students come to understand the unique perspective of each and glean ideas that will spark their own creativity.

The course concludes with market basket cooking classes where students individually express their interpretation of the master’s lessons. With a basket of seasonal ingredients, students work alone to create a unique menu without using recipes and practice plating, timing, consistency, and creativity.

Course 13: Externship - 210 Hours
At the end of their in-class training, all students complete an externship course. While ICE strongly recommends that students extern in restaurant kitchens, they may request venues such as hotels, catering companies, corporate dining rooms, or test kitchens in accordance with their professional goals.

EDUCATIONAL OBJECTIVES
Graduates of this program possess a thorough understanding of the primary techniques and principles of food preparation. Graduates will be prepared for an entry-level position in the foodservice industry. Sample positions include garde-manger cooks, line cooks, commis cooks and catering assistants.

CLASS SIZE
The maximum class size for the Culinary Arts Diploma Programs is 16 students.

PROGRAM DURATION
Program duration varies according to the schedule option selected. Students may attend class either two, three or five days per week. The length of time normally required for completion of each schedule option is determined by calculating the average number of weeks including snow days and holidays.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 days</td>
<td>26 weeks at 20 hours per week *</td>
</tr>
<tr>
<td>3 days</td>
<td>46 weeks at 12 hours per week *</td>
</tr>
<tr>
<td>3 days</td>
<td>33 weeks at 16 hours per week *</td>
</tr>
<tr>
<td>2 days</td>
<td>38 weeks at 16 hours per week *</td>
</tr>
</tbody>
</table>

* An additional 210-hour externship is required. An externship can be completed in a minimum of 6 weeks at 35 hours per week or a maximum of 18 weeks at 12 hours per week.

TOTAL INSTITUTIONAL CHARGES
Total Institutional Charges at ICE includes all course expenses, food, Wine Essentials Series classes, elective classes, student workshops, registration fee and all applicable taxes. Student supplies are also included in tuition, consisting of uniforms, knives, tools, iPad and books.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Time</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 days</td>
<td>Morning</td>
<td>8am-12pm</td>
</tr>
<tr>
<td>5 days</td>
<td>Afternoon</td>
<td>1pm-5pm</td>
</tr>
<tr>
<td>Supplies</td>
<td>Supplies are included in the Total Institutional Charges and are required for the program.</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>

**Uniforms**
The following components are included in the school-issued uniform. Please see [Dress Code](#) for additional uniform information.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price Each</th>
<th>Quantity</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chef Jackets</td>
<td>$50.00</td>
<td>3</td>
<td>$150.00</td>
</tr>
<tr>
<td>Chef Pants</td>
<td>$36.00</td>
<td>2</td>
<td>$72.00</td>
</tr>
<tr>
<td>Aprons</td>
<td>$5.00</td>
<td>5</td>
<td>$25.00</td>
</tr>
<tr>
<td>Hats</td>
<td>$6.00</td>
<td>2</td>
<td>$12.00</td>
</tr>
<tr>
<td>Shoes</td>
<td>$80.00</td>
<td>1 Pair</td>
<td>$80.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$339.00</strong></td>
</tr>
</tbody>
</table>

**Knives**
The following items are included in the Career Culinary Arts knife kit. All items are Wüsthof.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Name</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4062</td>
<td>Classic 2 3/4&quot; Peeling Knife</td>
<td>$40.00</td>
</tr>
<tr>
<td>4066/9</td>
<td>Classic 3 1/2&quot; Paring Knife</td>
<td>$43.00</td>
</tr>
<tr>
<td>4410/16</td>
<td>Gourmet 6&quot; Kitchen Fork</td>
<td>$30.00</td>
</tr>
<tr>
<td>4493/32</td>
<td>12&quot; Sharpening Steel</td>
<td>$46.00</td>
</tr>
<tr>
<td>4517</td>
<td>Gourmet 10&quot; Confectioner's Knife</td>
<td>$57.00</td>
</tr>
<tr>
<td>4550/18</td>
<td>Classic 7&quot; Flexible Fillet Knife</td>
<td>$83.00</td>
</tr>
<tr>
<td>4596/23</td>
<td>Classic IKON 9&quot; Cook's Knife</td>
<td>$144.00</td>
</tr>
<tr>
<td>4602</td>
<td>Classic 5&quot; Boning Knife</td>
<td>$74.00</td>
</tr>
<tr>
<td>5558-1</td>
<td>Come-Apart Kitchen Shears</td>
<td>$19.00</td>
</tr>
<tr>
<td>7372/8</td>
<td>Cordura Knife Roll, 8-pocket</td>
<td>$28.00</td>
</tr>
<tr>
<td>N/A</td>
<td>Blue Kitchen Towels – 10 N/A</td>
<td></td>
</tr>
</tbody>
</table>

NYS Sales Tax of 8.875% Total $614.06

Students may provide their own knife kit, but must adhere to specifications. In general, knives should be:
- High-carbon stainless steel
- Forged (except for Confectioner’s, Paring and Peeling knives)
- Have rivets, a full tang and a taper-ground edge
- Be suitable for sharpening with a water-stone

Recommended brands include Wüsthof, J.A. Henckels, Shun and Sabatier. Please see your Admissions Representative for additional guidelines.

ICE does not sell all the knives included in the kit. However, select knives from the Wüsthof Classic series are available for purchase. Please contact Customer Service at (212) 847-0770 for additional information.

**Tools**
The following items are included in the Career Culinary Arts tool kit. The quantity of each number is one unless otherwise noted.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>D362</td>
<td>European Style Peeler</td>
</tr>
<tr>
<td>TC02</td>
<td>Offset Spatula 8&quot;</td>
</tr>
<tr>
<td>TC03</td>
<td>Pastry Brush 1&quot;</td>
</tr>
<tr>
<td>TC04</td>
<td>Pastry Brush 2&quot;</td>
</tr>
<tr>
<td>TC05</td>
<td>Metal Bench Scraper</td>
</tr>
<tr>
<td>TC06</td>
<td>Plastic Bowl Scraper</td>
</tr>
<tr>
<td>TC07</td>
<td>Plain Tip #2</td>
</tr>
<tr>
<td>TC08</td>
<td>Plain Tip #6</td>
</tr>
<tr>
<td>TC09</td>
<td>Star Tip #4</td>
</tr>
<tr>
<td>TC10</td>
<td>Offset Spatula 4.25&quot;</td>
</tr>
<tr>
<td>TC11</td>
<td>Disp. Pastry Bags 18&quot; – 10 Pk</td>
</tr>
<tr>
<td>TC20</td>
<td>Ladle 1oz</td>
</tr>
<tr>
<td>TC21</td>
<td>Ladle 2oz</td>
</tr>
<tr>
<td>TC28</td>
<td>Tool Bag</td>
</tr>
<tr>
<td>TC29</td>
<td>Peppermill 4&quot;</td>
</tr>
<tr>
<td>TC32</td>
<td>Calculator</td>
</tr>
<tr>
<td>TC43</td>
<td>Water-Stone 220/1000</td>
</tr>
<tr>
<td>TC45</td>
<td>Over Thermometer</td>
</tr>
<tr>
<td>IC48</td>
<td>Matter Kitchen Spoon 15&quot;</td>
</tr>
<tr>
<td>IC53</td>
<td>Rubbermaid Spatula 9.5&quot;</td>
</tr>
<tr>
<td>IC54</td>
<td>Rubbermaid Spatula 12&quot;</td>
</tr>
<tr>
<td>IC55</td>
<td>Peltex Spatula</td>
</tr>
<tr>
<td>IC56</td>
<td>Perforated Turner</td>
</tr>
<tr>
<td>IC57</td>
<td>High Heat Spatula 14&quot;</td>
</tr>
<tr>
<td>IC58</td>
<td>12&quot; Tongs – Heavy Duty</td>
</tr>
<tr>
<td>IC59</td>
<td>Reamer</td>
</tr>
<tr>
<td>IC60</td>
<td>Confection Thermometer</td>
</tr>
<tr>
<td>IC62</td>
<td>Measure Spoon Set</td>
</tr>
<tr>
<td>IC64</td>
<td>Fish Bone Tweezers</td>
</tr>
<tr>
<td>IC66</td>
<td>Conical Mesh Tweezers 5.5&quot;</td>
</tr>
<tr>
<td>IC73</td>
<td>Precision Scale</td>
</tr>
<tr>
<td>IC75</td>
<td>Culinary Ruler</td>
</tr>
<tr>
<td>IC76</td>
<td>Taylor Digital Thermometer</td>
</tr>
<tr>
<td>IC77</td>
<td>Curved Tweezers</td>
</tr>
<tr>
<td>M964 A</td>
<td>4.5 X 1&quot; Knife Guard – 2 Ea.</td>
</tr>
<tr>
<td>M964 B</td>
<td>10.5 X 1&quot; Knife Guard</td>
</tr>
<tr>
<td>M964 E</td>
<td>10.5 X 2&quot; Knife Guard</td>
</tr>
<tr>
<td>M964 G</td>
<td>6.5 X 1&quot; Knife Guard</td>
</tr>
<tr>
<td>M964 I</td>
<td>8.5 X 1&quot; Knife Guard</td>
</tr>
<tr>
<td>U746</td>
<td>Microplane Grater</td>
</tr>
<tr>
<td>N/A</td>
<td>OXO 11-Lb Scale</td>
</tr>
<tr>
<td>N/A</td>
<td>Sauce Cups – 10 Ea.</td>
</tr>
</tbody>
</table>

Subtotal $545.00
NYS Sales Tax of 8.875% $48.37
Total Price $593.37

The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit. If you need a replacement item, please contact JB Prince Company at (212) 683-3533 ext. 113.

**iPad**
All course materials and most texts will be delivered via iPad. Students may purchase an iPad at enrollment or
use one that they already own. Due to the nature of the proprietary content delivery system, students must use an iPad – other tablets or e-readers are not compatible.

It is essential that students bring their fully-charged iPad to class each day. For security reasons, iPads should never be stored in lockers and should be taken home each day. If you are having problems with the operation of your iPad or with the ICE proprietary content, please contact T2 Computing at icehelpdesk@t2computing.com or (212) 220-9600 x376. For problems with e-books, please contact the help center at Vital Source. ICE does not provide technical or content support nor is it responsible for the loss or damage of student’s iPads.

ICE strives to issue the most current version of the iPad to its students. At this time, students receive the below items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPad Bundle</td>
<td>$730.52*</td>
</tr>
<tr>
<td>10.5&quot; iPad Pro Wi-Fi 64GB</td>
<td>-</td>
</tr>
<tr>
<td>Otterbox Case for iPad</td>
<td>-</td>
</tr>
<tr>
<td>Service and Support</td>
<td>$176.38*</td>
</tr>
<tr>
<td>*includes applicable NYS sales tax of 8.875%</td>
<td></td>
</tr>
</tbody>
</table>

Service and Support for the iPad covers the costs for configuring and shipping the device, AirWatch licensing for one device and includes one year of technical support from our partner T2 Computing. AppleCare+ (hardware coverage) is not included, but may be purchased separately at www.apple.com.

Books

The following books are utilized in the Career Culinary Arts Program. Students may elect to provide their own copies of the texts, should they choose to do so. Electronic books may be purchased from ICE as a bundle only and are not sold by ICE individually.

<table>
<thead>
<tr>
<th>Title</th>
<th>ISBN</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culinary Electronic Book Bundle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garde Manger, 4E</td>
<td>9781118558645</td>
<td>$42.00</td>
</tr>
<tr>
<td>The Professional Chef, 9E</td>
<td>9781118558638</td>
<td>$43.00</td>
</tr>
<tr>
<td>In the Hands of a Chef</td>
<td>9781118558676</td>
<td>$15.00</td>
</tr>
<tr>
<td>Creating Your Culinary Career</td>
<td>9781118764633</td>
<td>$15.00</td>
</tr>
<tr>
<td>Sushi</td>
<td>9782702846827</td>
<td>$15.00</td>
</tr>
<tr>
<td>LA Cucina Italiana</td>
<td>9780847839148</td>
<td>$35.00</td>
</tr>
<tr>
<td>French Regional Food</td>
<td>9780711236059</td>
<td>$28.00</td>
</tr>
<tr>
<td>Meat Fabrication Charts</td>
<td>N/A</td>
<td>$11.00</td>
</tr>
<tr>
<td>Vegetable Cuts Kit IV</td>
<td>69548954329</td>
<td>$16.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$220.00</td>
</tr>
</tbody>
</table>

ATTENDANCE

A student who is more than 30 minutes late may not be admitted to class at the discretion of the Instructor. Lateness will affect participation grades and repeated lateness may result in dismissal.

Students must be present for 90% of their program. The Culinary Arts program consists of two parts: in-class and externship. The in-class part is 110 4-hour lessons; therefore a student may not be absent from more than eleven (11) lessons while completing this component of the program. While on the 210-hour externship, students must complete and submit weekly timesheets reflecting a minimum of 12 hours and a maximum of 35 hours per week.

- **Morning and Afternoon Schedules:** This program structure is one (1) lesson per day, five (5) days per week.
- **Evening Schedule:** This program structure is one (1) lesson per day, three (3) days per week.
- **Weekend Schedule:** This program structure is two (2) lessons per day, therefore each full day of absence counts as two lessons missed.
- **Hybrid Schedule:** This program structure is one (1) lesson each evening and two (2) lessons on one scheduled weekend day. A full weekend day of absence will count as two (2) lessons missed.

Any student that is not present for at least two hours in a class will be marked absent.

Students who exceed the 10% absence rate in class or on externship will face dismissal from their program and will be subject to refund policies mandated by New York State and Federal Title IV regulations.

**EVALUATION CRITERIA**

**Examinations & Projects**
At the end of each course there will be an examination (practical or written) or a research project which will be 50% of the course grade.

**Participation & Performance**
A student’s work in class as assessed by the Chef-Instructor will be 50% of the grade. Evaluation grades are based on:

1. Uniform
   - Wears a complete, clean and unwrinkled uniform. See **Dress Code** for details.
2. Food Safety
   - Keeps work area sanitized
   - Does not cross-contaminate
   - Keeps food at safe temperature
   - Wears gloves when appropriate
   - Hair is restrained (hair nets are available in the kitchens); men are clean-shaven or have trimmed beards/moustaches; no nail polish or long fingernails
3. Clean Up
   - Participates in cleaning during and after class
4. Preparation for Class
   - Demonstrates familiarity with recipes
   - Written assignments completed
   - Assigned reading done
5. Professionalism
   - Takes direction and accepts criticism
   - Is prepared for class
   - Works effectively with classmates
   - Works in a neat and orderly manner
   - Demonstrates an eagerness to learn
6. Skills
   • Works efficiently
   • Demonstrates appropriate knife skills for level of class
   • Demonstrates an increasing level of technical competence
   • Prepares food of acceptable quality

7. Punctuality
   • Arrives on time and stays until class is dismissed

Library & Written Assignments
Be sure to hand these assignments in on the due date. A missing assignment can put your grades in jeopardy and can result in possible course failure.
CURRICULUM

This 610 clock-hour diploma program contains five modules that are divided into nine courses. The first eight courses are composed of 100 four-hour lessons that are held at ICE. The ninth course is an off-site externship. The program is constructed as follows:

Course 1: Introduction to Baking Techniques & Ingredients: Part I - 44 Hours

The program begins by giving students an in-depth understanding of the ingredients, techniques, and procedures they will use throughout the program, including:
- Identification and discussion of the essential ingredient groups: sugar, dairy and fruit.
- Weights and measures, culinary math, food safety, sanitation, and equipment identification.
- Introduction to basic decorating skills, the use of a pastry bag, and making and utilizing cornets.
- Techniques for preparing fruit-based desserts, including poaching, roasting, macerating, drying, and candying.
- The theory and practice of sugar cookery including the preparation of sugar syrups, glazes, fudge, and caramel.

Course 2: Introduction to Baking Techniques & Ingredients: Part II - 56 Hours

All well-executed desserts rely on a mastery of fundamental techniques. In this course students begin the journey toward that goal by learning:
- The basics of egg theory as they prepare egg-based desserts like crème brûlée, bread pudding, custards, and éclairs made with pâte à choux.
- Preparation of additional egg-based desserts such as soufflés and meringues.
- How to prepare a variety of cheesecakes along with classic pastry cream.
- Production of frozen desserts such as ice creams and sorbets.

Course 3: Breads & Other Yeast-Raised Doughs - 36 Hours

Bread is at the crossroads of the culinary and baking arts. At the heart of this deceptively simple food is some of the program's most challenging material. Students will learn:
- The technique and theory of working with yeasted doughs: fermentation, dough hydration, temperature control, kneading, and formation methods.
- How to calculate and utilize bakers' percentages, as well as pre-ferment, sour, and straight dough formulations.
- How to put this knowledge to use by baking a variety of breads, including braided, olive, and sourdough loaves along with brioche, bagels, baguettes, focaccia, and pizza.

Course 4: Pastry Doughs - 64 Hours

Mixing, rolling, turning, and forming: these are the essential skills students master as they learn to prepare the wide variety of doughs that are the basis of so many pastry items. Included are:
- The trio of classic doughs: pâte brisée (flaky), pâte sucrée (sweet), and pâte sablée (cookie) to make individual tarts and pastries.
- Laminated or layered doughs, including puff pastry, croissant, and Danish doughs, both by hand and with a commercial sheeter.
- Proper rolling techniques for preparing tarts, galettes, pies (single-crust, two-crust, and lattice), palmiers, mille-feuille, fruit strips, pithiviers, croissants, pains au chocolat, and a variety of Danish specialties.
- Specialty pastry shop items including phyllo, donuts, cannoli, sfogliatelle, and hand-stretched classic strudel.

Course 5: Cakes, Fillings, & Icings: Part I - 48 Hours

From the humble pound cake to the classic gâteau, students go beyond the recipes to explore the theory and technique of cake making and expand their abilities to create original cakes. Students will learn:
- Butter-based and egg-foam cakes, including layered and rolled versions.
- The theory of batter balance as they prepare cakes using various mixing techniques including: one-stage, high-ratio, and creaming method. Cakes prepared include carrot, pound, white, yellow, crumb, and chocolate along with muffins. Egg-foam cakes such as angel food, chiffon, and génoise are also included.
- Icings and fillings such as curds and ganaches as well as both Swiss and Italian meringue-based buttercreams.
- A wide variety of piped, dropped, molded, bar, and sheet cookies including biscotti, brownies, madeleines, macarons, spritz, Florentines, and rainbow cookies.

Course 6: Cakes, Fillings, & Icings: Part II - 52 Hours

Batters produce more than the familiar cakes we often see: more complex techniques give us an international assortment of cakes and plated desserts. Covered here are:
- Complex layered baked goods including plain and chocolate-nut sponges, génoise mousseline, biscuit joconde, and pain de gênes.
- A classic assortment of cakes, including opera, miroir, tiramisu, crepe, mousse, and charlotte royale.
- Our plated dessert section includes theory, preparation, and presentation of multi-element, contemporary plated desserts. Students recreate and prepare recipes by award-winning chef and ICE Creative Director, Michael Laiksonis.

Course 7: Chocolate Confections - 44 Hours

Of the various mediums used by pastry chefs to express their vision, none is more seductive than chocolate. This comprehensive course takes students beyond the basic techniques and allows them to experience the joy of creativity as they produce and assemble a chocolate showpiece. Students will learn:
- Chocolate production, theory, and tempering methods.
- Dipping and enrobing.
• Preparation of fondant, truffles, butter crunch, and nougatine; molded, dipped and filled chocolates; and the highlight of this section, showpieces.
• Advanced methods including piped and framed centers, and isomalt casting.

Course 8: Cake Decorating - 56 Hours
Cake decorating represents the ultimate fusion of art and craft. Effort and practice in prior classes is rewarded as students take their skills to a new level by preparing tiered cakes. Included are:
• Buttercream flowers and borders, royal icing, fondant (dрапing, crimping, and ruffling).
• Gum paste flowers, including azaleas lilies, roses and more.
• Floral arrangement and tiered cake assembly including splitting, filling, crumb coating and the usage of marzipan for covering cakes and making flowers, fruits, and vegetables.
• Finishing techniques like petal dusting and tier assembly.
• This course culminates in the creation of an original two-tiered wedding cake.

Course 9: Externship - 210 Hours
At the end of their in-class training, all students are assigned an externship. While the Institute of Culinary Education recommends that students extern in restaurant kitchens, they may request venues such as hotels, catering companies, corporate dining rooms, or pastry shops in accordance with their professional goals.

EDUCATIONAL OBJECTIVES
Graduates of this program possess a thorough understanding of the principles and techniques of pastry and bread production. Graduates will be prepared for an entry-level position in the foodservice industry. New Pastry graduates find work as pastry assistants, pastry cooks, bakers and assistant chocolatiers.

CLASS SIZE
The maximum class size for the Pastry & Baking Arts Diploma Programs is 18 students.

PROGRAM DURATION
Program duration varies according to the schedule option selected. Students may attend class either two, three or five days per week. The length of time normally required for completion of each schedule option is determined by calculating the average number of weeks including snow days and holidays.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 days</td>
<td>Morn or Aft</td>
</tr>
<tr>
<td></td>
<td>23 weeks at 20 hours per week *</td>
</tr>
<tr>
<td>3 days</td>
<td>Evening</td>
</tr>
<tr>
<td></td>
<td>40 weeks at 12 hours per week *</td>
</tr>
<tr>
<td>3 days</td>
<td>Hybrid</td>
</tr>
<tr>
<td></td>
<td>32 weeks at 16 hours per week *</td>
</tr>
<tr>
<td>2 days</td>
<td>Weekend</td>
</tr>
<tr>
<td></td>
<td>35 weeks at 16 hours per week *</td>
</tr>
</tbody>
</table>

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TOTAL INSTITUTIONAL CHARGES
Total Institutional Charges at ICE includes all course expenses, food, Wine Essentials Series classes, elective classes, student workshops, registration fee and all applicable taxes. Student supplies are also included in tuition, consisting of uniforms, knives, tools, iPad and books.

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<tr>
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<th>Time</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 days</td>
<td>Morning 8am-12pm</td>
<td>$38,410.00</td>
</tr>
<tr>
<td>5 days</td>
<td>Afternoon 1pm-5pm</td>
<td>$38,410.00</td>
</tr>
<tr>
<td>3 days</td>
<td>Evening 6pm-10pm</td>
<td>$33,850.00</td>
</tr>
<tr>
<td>3 days</td>
<td>Hybrid 6-10pm &amp; 9am-5pm</td>
<td>$33,850.00</td>
</tr>
<tr>
<td>2 days</td>
<td>Weekend 9am-5pm</td>
<td>$33,850.00</td>
</tr>
</tbody>
</table>

SUPPLIES
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Uniforms
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<tr>
<td>Chef Jackets</td>
<td>$50.00</td>
<td>3</td>
<td>$150.00</td>
</tr>
<tr>
<td>Chef Pants</td>
<td>$36.00</td>
<td>2</td>
<td>$72.00</td>
</tr>
<tr>
<td>Aprons</td>
<td>$5.00</td>
<td>5</td>
<td>$25.00</td>
</tr>
<tr>
<td>Hats</td>
<td>$6.00</td>
<td>2</td>
<td>$12.00</td>
</tr>
<tr>
<td>Shoes</td>
<td>$80.00</td>
<td>1 Pair</td>
<td>$80.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$339.00</td>
</tr>
</tbody>
</table>

Knives
The following items are included in the Career Pastry & Baking Arts knife kit. All items are Wusthof.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Name</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4066/9</td>
<td>Classic 31/2&quot; Paring Knife</td>
<td>$43.00</td>
</tr>
<tr>
<td>4493/32</td>
<td>12&quot; Sharpening Steel</td>
<td>$46.00</td>
</tr>
<tr>
<td>4519</td>
<td>Gourmet 10&quot; Super Slicer</td>
<td>$65.00</td>
</tr>
<tr>
<td>4596/23</td>
<td>Classic Ikon 9&quot; Cook's Knife</td>
<td>$144.00</td>
</tr>
<tr>
<td>5558-1</td>
<td>Come-Apart Kitchen Shears</td>
<td>$19.00</td>
</tr>
<tr>
<td>7372/8</td>
<td>Cordura Knife Roll, 8-pocket</td>
<td>$28.00</td>
</tr>
<tr>
<td>N/A</td>
<td>Blue Kitchen Towels - 10</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>NYS Sales Tax of 8.875%</td>
<td>$30.62</td>
</tr>
<tr>
<td></td>
<td>$375.62</td>
<td></td>
</tr>
</tbody>
</table>

Students may provide their own knife kit, but must adhere to specifications. In general, knives should be:
• High-carbon stainless steel
• Forged (except for Confectioner's, Paring and Peeling knives)
• Have rivets, a full tang and a taper-ground edge
• Be suitable for sharpening with a water-stone

Recommended brands include Wusthof, J.A. Henckels, Shun and Sabatier. Please see your Admissions Representative for additional guidelines.

ICE does not sell all the knives included in the kit. However, select knives from the Wusthof Classic series are available for purchase. Please contact Customer Service at (212) 847-0770 for additional information.
Tools
The following items are included in the Career Pastry & Baking Arts tool kit. The quantity of each number is one unless otherwise noted.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>D362</td>
<td>European Style Peeler</td>
</tr>
<tr>
<td>IC02</td>
<td>Offset Spatula 8”</td>
</tr>
<tr>
<td>IC05</td>
<td>Metal Bench Scraper</td>
</tr>
<tr>
<td>IC06</td>
<td>Plastic Bowl Scraper</td>
</tr>
<tr>
<td>IC07</td>
<td>Plain Tip #2</td>
</tr>
<tr>
<td>IC08</td>
<td>Plain Tip #6</td>
</tr>
<tr>
<td>IC09</td>
<td>Star Tip #4</td>
</tr>
<tr>
<td>IC10</td>
<td>Plain Tip #4</td>
</tr>
<tr>
<td>IC13</td>
<td>Disp. Pastry Bags 12” – 10 Pk</td>
</tr>
<tr>
<td>IC14</td>
<td>Flexible Pastry Bag 14”</td>
</tr>
<tr>
<td>IC15</td>
<td>Decorating Set</td>
</tr>
<tr>
<td>IC16</td>
<td>Offset Spatula 4.25”</td>
</tr>
<tr>
<td>IC17</td>
<td>Spatula 12”</td>
</tr>
<tr>
<td>IC18</td>
<td>Plastic Rolling Pin</td>
</tr>
<tr>
<td>IC28</td>
<td>Tool Bag</td>
</tr>
<tr>
<td>IC30</td>
<td>Plastic Ruler</td>
</tr>
<tr>
<td>IC31</td>
<td>X-Acto Knife</td>
</tr>
<tr>
<td>IC33</td>
<td>Bone Tool</td>
</tr>
<tr>
<td>IC34</td>
<td>Rose Petal Cutter Set</td>
</tr>
<tr>
<td>IC35</td>
<td>Rose Leaf Cutter Set</td>
</tr>
<tr>
<td>IC36</td>
<td>Seamless Tip #0</td>
</tr>
<tr>
<td>IC37</td>
<td>Mexican Foam Pad</td>
</tr>
<tr>
<td>IC38</td>
<td>Calia Cutter Set</td>
</tr>
<tr>
<td>IC39</td>
<td>Azalea Cutter</td>
</tr>
<tr>
<td>IC40</td>
<td>Azalea Cutter</td>
</tr>
<tr>
<td>IC41</td>
<td>Double Ball Cutter</td>
</tr>
<tr>
<td>IC43</td>
<td>Waterstone 220/1000</td>
</tr>
<tr>
<td>IC48</td>
<td>Matfer Kitchen Spoon 15”</td>
</tr>
<tr>
<td>IC49</td>
<td>Pocket Thermometer</td>
</tr>
<tr>
<td>IC57</td>
<td>High Heat Spatula 14”</td>
</tr>
<tr>
<td>IC60</td>
<td>Confection Thermometer</td>
</tr>
<tr>
<td>IC61</td>
<td>High Heat Spatula 10”</td>
</tr>
<tr>
<td>IC62</td>
<td>Measure Spoon Set</td>
</tr>
<tr>
<td>IC63</td>
<td>Fondant Smoother – 2 Ea.</td>
</tr>
<tr>
<td>IC67</td>
<td>French Style Pastry Tip Size 4</td>
</tr>
<tr>
<td>IC69</td>
<td>Pastry Brush 1”</td>
</tr>
<tr>
<td>IC70</td>
<td>Pastry Brush 2”</td>
</tr>
<tr>
<td>IC79</td>
<td>Precision Scale</td>
</tr>
<tr>
<td>IC74</td>
<td>Thermometer Spatula</td>
</tr>
<tr>
<td>M964A</td>
<td>4.5 X 1” Knife Guard</td>
</tr>
<tr>
<td>M964E</td>
<td>10.5 X 2” Knife Guard – 2 Ea.</td>
</tr>
<tr>
<td>U56110</td>
<td>French Whip 10”</td>
</tr>
<tr>
<td>U56112</td>
<td>French Whip 12”</td>
</tr>
<tr>
<td>U746</td>
<td>Microplane Grater</td>
</tr>
<tr>
<td>N/A</td>
<td>OXO 11-lb Scale</td>
</tr>
<tr>
<td>N/A</td>
<td>Teaspoon 6”</td>
</tr>
</tbody>
</table>

The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit. If you need a replacement item, please contact JB Prince Company at (212)683-3553 ext. 113.

iPad
All course materials and most texts will be delivered via iPad. Students may purchase an iPad at enrollment or use one that they already own. Due to the nature of the proprietary content delivery system, students must use an iPad—other tablets or e-readers are not compatible.

It is essential that students bring their fully-charged iPad to class each day. For security reasons, iPads should never be stored in lockers and should be taken home each day. If you are having problems with the operation of your iPad or with the ICE proprietary content, please contact T2 Computing at icehelpdesk@t2computing.com or (212)220-9600 x376. For problems with e-books, please contact the help center at Vital Source. ICE does not provide technical or content support nor is it responsible for the loss or damage of student’s iPads.

ICE strives to issue the most current version of the iPad to its students. At this time, students receive the below items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPad Bundle</td>
<td>$731.52*</td>
</tr>
<tr>
<td>10.5” iPad Pro Wi-Fi 64GB</td>
<td>-</td>
</tr>
<tr>
<td>Otterbox Case for iPad</td>
<td>-</td>
</tr>
<tr>
<td>Service and Support</td>
<td>$175.36*</td>
</tr>
</tbody>
</table>

*includes applicable NYS sales tax of 8.875%

Service and Support for the iPad covers the costs for configuring and shipping the device, AirWatch licensing for one device and includes one year of technical support from our partner T2 Computing. AppleCare+ (hardware coverage) is not included, but may be purchased separately at www.apple.com.

Books
The following books are utilized in the Career Pastry & Baking Arts Program. Students may elect to provide their own copies of the texts, should they chose to do so. Electronic books may be purchased from ICE as a bundle only and are not sold by ICE individually.

<table>
<thead>
<tr>
<th>Title</th>
<th>ISBN</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastry Electronic Book Bundle</td>
<td></td>
<td>$17.00</td>
</tr>
<tr>
<td>Professional Baking, 6E</td>
<td>9781183264660</td>
<td>$71.00</td>
</tr>
<tr>
<td>Professional Cake Decorating</td>
<td>978118327395</td>
<td>$40.00</td>
</tr>
<tr>
<td>Creating Your Culinary Career</td>
<td>978118764633</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

| Total                           | $126.00         |

ATTENDANCE
A student who is more than 30 minutes late may not be admitted to class at the discretion of the Instructor. Lateness will affect participation grades and repeated lateness may result in dismissal.

Students must be present for 90% of their program. The Pastry & Baking Arts program consists of two parts: in-class and externship. The in-class part is 100 4-hour lessons; therefore a student may not be absent from more than ten (10) lessons while completing this component of the program. While on the 210-hour externship, students
must complete and submit weekly time sheets reflecting a minimum of 12 hours and a maximum of 35 hours per week.

- Morning and Afternoon Schedules: This program structure is one (1) lesson per day, five (5) days per week.
- Evening Schedule: This program structure is one (1) lesson per day, three (3) days per week.
- Weekend Schedule: This program structure is two (2) lessons per day, therefore each full day of absence counts as two (2) lessons missed.
- Hybrid Schedule: This program structure is one (1) lesson each evening and two (2) lessons on one scheduled weekend day. A full weekend day of absence will count as two (2) lessons missed.

Any student that is not present for at least two hours in a class will be marked absent.

Students who exceed the 10% absence rate in class or on externship will face dismissal from their program and will be subject to refund policies mandated by New York State and Federal Title IV regulations.

**EVALUATION CRITERIA**

**Examinations & Projects**

At the end of each course there will be an examination (practical or written) or a research project which will be 50% of the course grade.

**Participation & Performance**

A student's work in class as assessed by the Chef-Instructor will be 50% of the grade. Evaluation grades are based on:

1. **Uniform**
   - Wears a complete, clean and unwrinkled uniform. See *Dress Code* for details.

2. **Food Safety**
   - Keeps work area sanitized
   - Does not cross-contaminate
   - Keeps food at safe temperature
   - Wears gloves when appropriate
   - Hair is restrained (hair nets are available in the kitchens); men are clean-shaven or have trimmed beards/moustaches; no nail polish or long fingernails

3. **Clean Up**
   - Participates in cleaning during and after class

4. **Preparation for Class**
   - Demonstrates familiarity with recipes
   - Written assignments completed
   - Assigned reading done

5. **Professionalism**
   - Takes direction and accepts criticism
   - Is prepared for class
   - Works effectively with classmates
   - Works in a neat and orderly manner
   - Demonstrates an eagerness to learn

6. **Skills**
   - Works efficiently

- Demonstrates appropriate knife skills for level of class
- Demonstrates an increasing level of technical competence
- Prepares food of acceptable quality

7. **Punctuality**
   - Arrives on time and stays until class is dismissed

**Library & Written Assignments**

Be sure to hand these assignments in on the due date. A missing assignment can put your grades in jeopardy and can result in possible course failure.
DIPLOMA IN RESTAURANT & CULINARY MANAGEMENT

CURRICULUM
This 316 clock-hour diploma program contains five modules that are divided into nine courses, which are divided into 158 lessons (211 lessons in evening classes). Students take two courses simultaneously. The program is constructed as follows:

Course 1: Concept Development & Menu Design - 45 Hours
This course is designed to acquaint students with the realities of a culinary business concept — from creativity to profitability. By surveying the industry, students explore all types of operations and analyze concepts, as well as research feasibility and location selection. Students gain the knowledge required to develop and refine their ideas. This course also gives a comprehensive view of key aspects of the menu, including planning, pricing, layout, and design. Students prepare sample menus as a project, which will become part of their final business plans.

Course 2: Marketing - 30 Hours
Culinary businesses are marketing businesses from the moment an idea is developed through opening and operation. This course provides an in-depth examination of how a marketing plan is developed, including market research, positioning, product mix, and life cycle. This includes development of potential strategies for advertising, merchandising, public relations, social media, and promotion.

Course 3: Food Safety - 16 Hours
Proper food handling and safety procedures are important elements of a successful culinary business. In this course students earn the nationally recognized ServSafe certification while learning the essential principles of food safety.

Course 4: Purchasing & Cost Control - 45 Hours
Strategies for purchasing and control are vital for the success of any culinary operation. This course examines labor, beverage and food costs, and revenue control. Purchasing guidelines, inventory control, employee-performance standards, productivity and scheduling, use of point-of-sale systems, computers, and new technology are also reviewed.

Course 5: Supervisory Management & Food Service Law - 45 Hours
People are the most important resource in any culinary business. In this course students focus on the major functions of management, including leadership, motivation, communication, hiring practices, recruitment, training, discipline, and staff organization. In addition, this course focuses on the legal rights and responsibilities of owners and operators. Topics include labor relations, employment law, real estate and contracts. Various business structures are also surveyed.

Course 6: Service Management - 30 Hours
Managing the front of the house requires particular knowledge and skill. Students are introduced to the tools and techniques of service and service management in restaurants and other foodservice operations. This course also covers how to build customer satisfaction.

Course 7: Finance & Accounting - 45 Hours
A working understanding of numbers is critically important to culinary success. The curriculum for this course focuses on the use of financial statements as a tool for control and decision-making. Topics include balance sheets, statements of net income, break-even analysis, cash flow, and financing. Budgets, industry standards and variation analyses are emphasized. Actual case studies are used to provide real experience.

Course 8: Beverage & Wine - 30 Hours
Beverage sales is a challenging business. This course explores all areas of beverage service, including wine, spirits, beer, mixology, nonalcoholic drinks, and bar design. Wine tasting and appreciation is included. Students will study proper alcohol service and receive beverage service certification.

Course 9: Facilities & Design - 30 Hours
This course examines how to bring a concept to life, from design through construction and final inspection. Whether planning to renovate or build a restaurant from scratch, students gain insight into capital costs and budgeting, as well as how to work with architects, designers, and contractors. Topics include equipment and systems basics, space analysis, product and people flows, kitchen and interior design.

EDUCATIONAL OBJECTIVES
Graduates of this program possess a thorough understanding of the principles of management as it applies to various sectors of the foodservice industry. Graduates will be prepared for an entry-level management position in the foodservice industry. Recent graduates are employed as assistant managers, floor managers, management trainees, hosts and reservationists.

CLASS SIZE
The maximum class size for the Diploma in Restaurant & Culinary Management program is 25 students.

PROGRAM DURATION
Our program duration varies according to the schedule option selected. Students may attend class either two or three days per week. The length of time normally required for completion of each schedule option is determined by calculating the average number of weeks including snow days and holidays.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 days Morn or Aft</td>
<td>30 weeks at 12 hours per week</td>
</tr>
<tr>
<td>3 days Evening</td>
<td>42 weeks at 9 hours per week</td>
</tr>
<tr>
<td>2 days Hybrid</td>
<td>44 weeks at 9 hours per week</td>
</tr>
</tbody>
</table>

TOTAL INSTITUTIONAL CHARGES
Total Institutional Charges at ICE includes all course expenses, elective classes, field trips, guest lectures, registration fee and all applicable taxes. Student supplies are also included in tuition, consisting of iPad, keyboard and books.
### Schedule

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Time</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 days</td>
<td>Morning</td>
<td>8am-12pm</td>
</tr>
<tr>
<td>3 days</td>
<td>Afternoon</td>
<td>1pm-5pm</td>
</tr>
<tr>
<td>3 days</td>
<td>Evening</td>
<td>6pm-9pm</td>
</tr>
<tr>
<td>2 days</td>
<td>Hybrid</td>
<td>6:30pm-9pm &amp; 9am-3:30pm</td>
</tr>
</tbody>
</table>

### Supplies

Supplies are included in the Total Institutional Charges and are required for the program.

**iPad**

All course materials and most texts will be delivered via iPad. Students may purchase an iPad at enrollment or use one that they already own. Due to the nature of the proprietary content delivery system, students must use an iPad – other tablets or e-readers are not compatible.

It is essential that students bring their fully-charged iPad to class each day. For security reasons, iPads should never be stored in lockers and should be taken home each day. If you are having problems with the operation of your iPad or with the ICE proprietary content, please contact T2 Computing at icehelpdesk@2computing.com or (212) 220-9600 X376. For problems with e-books, please contact the help center at Vital Source. ICE does not provide technical or content support nor is it responsible for the loss or damage of student’s iPads.

ICE strives to issue the most current version of the iPad to its students. At this time, Diploma in Restaurant & Culinary Management students receive the below items:

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<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$730.52*</td>
</tr>
<tr>
<td>10.5” iPad Pro Wi-Fi 64GB</td>
<td>-</td>
</tr>
<tr>
<td>Otterbox Case for iPad</td>
<td>-</td>
</tr>
<tr>
<td>Bluetooth Keyboard</td>
<td>$33.21*</td>
</tr>
<tr>
<td>Service and Support</td>
<td>$176.38*</td>
</tr>
</tbody>
</table>

*includes applicable NYS sales tax of 8.875%

Service and Support for the iPad covers the costs for configuring and shipping the device, AirWatch licensing for one device and includes one year of technical support from our partner T2 Computing. AppleCare+ (hardware coverage) is not included, but may be purchased separately at [www.apple.com](http://www.apple.com).

### Books

The following books are utilized in the Diploma in Restaurant & Culinary Management program. Students may elect to provide their own copies of the texts, should they choose to do so. At this time, electronic books may be purchased from ICE as a bundle only and are not sold by ICE individually.

<table>
<thead>
<tr>
<th>Title</th>
<th>ISBN</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Bar &amp; Beverage Book, 5E</td>
<td>9780470913307</td>
<td>$55.00</td>
</tr>
<tr>
<td>ServSafe Coursebook, 7E</td>
<td>9780134764214</td>
<td>$90.00</td>
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<tr>
<td>ServSafe Alcohol, 3E</td>
<td>9781582803623</td>
<td>$20.00</td>
</tr>
<tr>
<td>Hello! And Every Little Thing That Matters</td>
<td>978137489708</td>
<td>$27.00</td>
</tr>
<tr>
<td>$372.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Attendance

A student who is more than 30 minutes late may not be admitted to class at the discretion of the Instructor. Lateness will affect participation grades and repeated lateness may result in dismissal.

Students must be present for 90% of their program. The Diploma in Restaurant & Culinary Management program consists 316 hours (courses vary in length).

- **Morning and Afternoon Schedules:** Students must not exceed fifteen (15) lesson absences. In this program structure there are two (2) lessons each day, therefore one (1) day absence is counted as two (2) lessons missed.
- **Evening Schedule:** Students must not exceed twenty (20) lesson absences. In this program structure there are two (2) lessons each day, therefore one (1) day absence is counted as two (2) lessons missed.
- **Hybrid Schedule:** Students may not exceed twenty (20) lesson absences. In this program structure there are six (6) lessons per week - two (2) lessons in the evening and four (4) lessons during the weekend day. Therefore, being absent from an evening class is counted as two (2) lessons missed. Similarly, an absence on a weekend day is counted as four (4) lessons missed.

In all schedules, students who miss more than 50% of the day will be marked absent for the entire day.

Students who exceed the 10% absence rate will face dismissal from their program and will be subject to refund policies mandated by New York State and Federal Title IV regulations.

### Evaluation Criteria

Grades for courses 1-8 will be based 50% on participation and 50% on written examinations or projects. The grade for course 9 will be 25% participation, 25% written examinations/projects, and 50% final Business Plan (a progressive project submitted at the end of this course). Every instructor will provide you with his or her own make-up policy and make-up exams are scheduled and administered by your module instructor. Acceptance of late projects is subject to instructor policy and may result in a full letter grade deduction.

### Dress Code

See Dress Code.
HOSPITALITY MANAGEMENT PROGRAM

CURRICULUM
This 638 clock-hour diploma program consists of six modules divided into 11 courses. The first 10 courses are composed of 219 lessons (150 lessons in evening classes) held at ICE. In morning and afternoon schedules, students take two courses simultaneously. The eleventh course is a 200-hour off-site externship. The program is constructed as follows:

Course 1: Introduction to the Hospitality, Travel & Tourism Industries - 40 Hours
From marketing and management to food costs and event planning, this first course introduces students to the world of hospitality management. Students will receive an overview of the functions and structures within a typical hospitality enterprise.

Course 2: Human Resources & Supervision - 44 Hours
One of the most essential components of a successful hospitality enterprise is the people. This course teaches students how to effectively recruit, train, supervise and maintain the staff that will either make or break their property. Learn the skills needed to successfully manage a team-oriented staff through lectures and discussions about computerized human resource information systems, management techniques, union shops and employee discipline.

Course 3: Rooms Division & Facility Management - 48 Hours
A hospitality enterprise’s room division is responsible for meeting guests’ expectations for a clean, safe and secure environment. This course provides students with an understanding of the essential safety policies and procedures associated with OSHA safety regulations, laundry and maintenance operations and the best practices for effectively managing a secure environment for your guests.

Course 4: Mathematical & Financial Concepts for Hospitality - 44 Hours
Like most industries, success in the hospitality management industry depends on ambition, hard work and numbers. Menu pricing, payroll and occupancy rates are just a few of the topics covered in this course, which teaches students how to accurately and efficiently associate numbers with both the financial and logistical aspects of hospitality management.

Course 5: Food & Beverage Management - 44 Hours
Restaurants, banquet halls, in-room dining services and lounges are all a part of any top-level hospitality enterprise. They rely on the food and beverage division. This course explores menu design, restaurant public relations, dining room management, alcoholic beverage service and financial management tools.

Course 6: Hotel Operations: Front & Back Office Management - 50 Hours
Successfully managing a hotel requires an awareness of every transaction and process that takes place from the time a guest checks in to the time they check out. This course provides students with a comprehensive look at both front and back office management responsibilities including reservation, security, record keeping and audit procedures.

Course 7: Sales & Marketing - 44 Hours
Even the most extraordinary property can fail if it is not positioned and marketed properly. From marketing audits and evaluations to consumer targeting and evaluation, this course examines the sales office organization, telemarketing, cross-promotions and sales force management required to optimize a property’s performance and reach a targeted demographic.

Course 8: Food Production & Kitchen Management - 40 Hours
All top hotels have something in common: excellent food venues. The ability to manage kitchens efficiently and understand food production is a valuable skill that is essential in today’s cost-sensitive environment. The food production course will explore this important department from inventory and progressing to purchasing, storing, menu design, and preparation, to plate presentation, planning, and operation. Students will examine kitchen operations in a professional environment.

Course 9: Event Management & Conference Planning - 44 Hours
As the hospitality management industry grows, so too does the size and scale of conferences, conventions and galas. Large-scale events require complex management skills to create themes, organize timelines, and coordinate catering and technical resources that include special audio/visual effects and lighting. This course provides students with an in-depth look at event and conference planning through interactive lectures and group discussions.

Course 10: Property Management Systems & Technology - 40 Hours
The digital age hasn’t left the hospitality management industry behind. An ever-increasing number of hotels and resorts rely on key property management systems to control everything from reservations and energy management to security and event catering. This course familiarizes students with the industry-leading Micros OPERA System by training them in the uses and functions of technology within hospitality management.

Course 11: Externship - 200 Hours
At the end of their in-class training, students complete an externship to apply the skills they have gained. Students may choose to complete their externship within a broad range of hospitality and tourism venues, such as hotels, tourism offices, cruise lines or catering companies.

EDUCATIONAL OBJECTIVES
Graduates of this program possess a thorough understanding of the principles of management as they apply to various sectors of the lodging sector. Graduates will be prepared for entry-level management positions in the hospitality industry. Recent graduates are employed as front desk agents, banquet events coordinators, housekeeping supervisors, and food & beverage
supervisors.

**CLASS SIZE**
The maximum class size for the Hospitality Management Program is 25 students.

**PROGRAM DURATION**
Our program duration varies according to the schedule option selected. Students may attend class either three or four days per week. The length of time normally required for completion of each schedule option is determined by calculating the average number of weeks including snow days and holidays.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Duration</th>
<th>3 days</th>
<th>Morning</th>
<th>8am-12pm</th>
<th>$15,990.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 days</td>
<td>Morning</td>
<td>3 days</td>
<td>Afternoon</td>
<td>1pm-5pm</td>
<td>$15,990.00</td>
</tr>
<tr>
<td>4 days</td>
<td>Evening</td>
<td>4 days</td>
<td>41 weeks at 12 hours per week*</td>
<td>$15,990.00</td>
<td></td>
</tr>
</tbody>
</table>

*Additional 200-hour externship required. An externship can be completed in a minimum of 6 weeks at 35 hours per week or in a maximum of 18 weeks at 12 hours per week.

**TOTAL INSTITUTIONAL CHARGES**
Total Institutional Charges at ICE includes all course expenses, food, Wine Essentials Series classes, elective classes, field trips, guest lectures, registration fee and all applicable taxes. Student supplies are also included in tuition, consisting of books.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Time</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 days</td>
<td>Morning</td>
<td>$15,990.00</td>
</tr>
<tr>
<td>3 days</td>
<td>Afternoon</td>
<td>$15,990.00</td>
</tr>
<tr>
<td>4 days</td>
<td>Evening</td>
<td>$15,990.00</td>
</tr>
</tbody>
</table>

**SUPPLIES**
Supplies are included in the Total Institutional Charges and are required for the program.

**Books**
The following books are utilized in the Hospitality Management Program. Students may elect to provide their own copies of the texts, should they chose to do so.

<table>
<thead>
<tr>
<th>Title</th>
<th>ISBN</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ManageFirst: Hospitality Human Resources Management &amp; Supervision, 2E</td>
<td>9780132175258</td>
<td>$65.00</td>
</tr>
<tr>
<td>Introduction to Hospitality, 7E</td>
<td>978133762769</td>
<td>$130.00</td>
</tr>
<tr>
<td>Managing Housekeeping Operations, 3E</td>
<td>9780133097085</td>
<td>$82.00</td>
</tr>
<tr>
<td>Math Principles for Food Service Occupations, 6E</td>
<td>9781435488823</td>
<td>$100.00</td>
</tr>
<tr>
<td>Management of Food and Beverage Operations, 6E</td>
<td>9780866124775</td>
<td>$91.00</td>
</tr>
<tr>
<td>Managing Front Office Operations, 10E</td>
<td>9780866125505</td>
<td>$90.00</td>
</tr>
<tr>
<td>Special Events, 7E</td>
<td>978118626771</td>
<td>$65.00</td>
</tr>
<tr>
<td>Essentials of Professional Cooking, 2E</td>
<td>978118998700</td>
<td>$80.00</td>
</tr>
<tr>
<td>Hospitality Sales &amp; Marketing, 6E</td>
<td>9780133594508</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

**COURSE CERTIFICATES**
Students are given the opportunity to earn a variety of certificates from industry specialists The American Hotel & Lodging Educational Institute (AHLEI) and National Restaurant Association (NRA).

Potential certificates include:
1. Housekeeping
2. Front Office
3. Food & Beverage Management
4. Sales & Marketing
5. Human Resources & Supervision

**ATTENDANCE**
A student who is more than 30 minutes late may not be admitted to class at the discretion of the Instructor. Lateness will affect participation grades and repeated lateness may result in dismissal.

Students must be present for 90% of their program. The Hospitality Management Program consists of two parts: in-class and externship. The in-class part is 219 2-hour lessons (150 3-hour lessons for evening). While on the 200-hour externship, students must complete and submit weekly time sheets reflecting a minimum of 12 hours and a maximum of 35 hours per week.

- Morning and Afternoon Schedules: Students must not exceed twenty-one (21) lesson absences. This program structure involves two (2) lessons per day, three (3) days a week, and therefore a full day's absence counts as two (2) lessons missed.

- Evening Schedule: Students may not exceed fifteen (15) lesson absences. This program structure involves one (1), 3-hour lesson per day, four (4) days a week.

Any student that is not present for at least two hours in a class will be marked absent for the entire day.

Students who exceed the 10% absence rate in-class or on externship will face dismissal from their program and will be subject to refund policies mandated by New York State and Federal Title IV regulations.

**EVALUATION CRITERIA**
10% of a student’s course grades will be based on participation and 90% on written examinations or projects. Every instructor will provide you with his or her own make-up policy and make-up exams are scheduled and administered by your module instructor. Acceptance of late projects is subject to instructor policy and may result in a full letter grade deduction.

**DRESS CODE**
See Dress Code.
THE ART OF CAKE DECORATING

CURRICULUM
This 240 clock-hour certificate program is divided into five courses.

School of Professional Development programs are not within the scope of ACCSC accreditation, and are not designed to provide vocational training. Programs are intended for students pursuing continuing education.

Course 1 – Butter Cream Piping - 40 Hours
The course will teach students how to prepare several different types of buttercream as well as prepare all types of piped borders and flowers. Through repetition and practice, students will build their skills and develop confidence. Icing cakes, pressure control piping and learning food color applications are a few of the key elements to compliment butter cream use.

Course Highlights:
- Basic cake preparation
- Preparing and using buttercream icings
- Pressure control piping and cornet preparation
- Basic cake borders such as shells, star flower garlands and rope
- Intermediate buttercream piping including grape clusters, sweet pea clusters, ruffles and swags, bows, and basket weave
- Basic floral piping skills (rose buds, roses and leaves)

Course 2 – Royal Icing, Rolled Fondant & Pastillage - 60 Hours
This course will introduce students to all aspects of royal icing, from elementary flooding techniques, flowers, and lace to advanced techniques such as brush embroidery and string work. The intricacies of advanced techniques require precision and steadiness, which students will develop with time and practice. Students will also be introduced to rolled fondant and different methods for preparing and using pastillage.

Course Highlights:
- Outlining and flooding techniques
- Royal icing flowers such as cherry blossoms, forget-me-nots, primroses, violets, and daisies
- Royal icing pipe work including Swiss dots, Cornelli lace, and oval borders
- Advanced royal icing techniques such as brush embroidery, drop, Oriental and Australian string work, freehand embroidery, and intricate filigree lace

Course 3 – Rolled Fondant & Hand Modeling Skills – 40 Hours
This course will introduce students to the more advanced techniques of rolled fondant including ruffling, drapery, and ribbons. Students will also utilize hand skills to learn different writing techniques and marzipan modelling.

Course Highlights:
- Advanced rolled fondant techniques of ruffling, drapery, smocking, crimping and tassels
- The art of writing – Alphabetic practice utilizing various mediums as well as greetings on cakes and sugar plaques made out of pastillage and gum paste
- Hand modeling using marzipan and chocolate

- Preparation and finishing of upscale decorated cupcakes and cookies

Course 4 – Sugar Flowers & Airbrushing - 60 Hours
In this course, students will learn all aspects of preparing a wide assortment of sugar paste flowers. They will be introduced to the basic equipment needed, coloring techniques, petal dusting, and floral arrangement. Also in this course, students will be introduced to basic airbrush designs and airbrushing techniques for basic flowers.

Course Highlights:
- Gum paste blossoms, buds, and foliage as well as gum paste flowers, including roses, carnations, azaleas, daisies, lilies, hibiscus, and orchids
- Petal dusting and airbrushing flowers
- Corsage, bouquet, spiral design
- Floral taping and ribbon work
- Airbrush techniques

Course 5 – Contemporary Cakes & Grand Finale - 40 Hours
In the final course of the program, students will focus on hand sculpted cakes and novelty cake preparation, which will round out their skills as advanced cake decorators and allow them to utilize all of the elements and techniques learned throughout the course. The students will also complete their final project: creating and presenting a grand finale of cakes and sugar artistry.

Each student will be responsible for four (4) projects:
1. Three-tier cake (Styrofoam) iced in royal icing or rolled fondant and decorated in a classical or contemporary style
2. Floral spray (made up of a variety of sugar flowers)
3. Pastillage card or plaque with a handwritten greeting
4. Six decorated cookies or cupcakes

EDUCATIONAL OBJECTIVES
Graduates of this certificate program will have a thorough understanding of the principles of cake decorating.

CLASS SIZE
The maximum class size for The Art of Cake Decorating program is 16 students.

PROGRAM DURATION
Our program duration varies according to the schedule option selected. Students may attend class either two, three or five days per week. The length of time normally required for completion of each schedule option is determined by calculating the average number of weeks including snow days and holidays.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 days</td>
<td>Morn or Aft</td>
</tr>
<tr>
<td>3 days</td>
<td>Evening</td>
</tr>
<tr>
<td>2 days</td>
<td>Weekend</td>
</tr>
</tbody>
</table>

TOTAL INSTITUTIONAL CHARGES
Total Institutional Charges at ICF includes all course expenses, food, student workshops, registration fee and all applicable taxes. Student supplies are also included in tuition, consisting of uniforms, knives, tools and books.
## Schedule

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Time</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 days</td>
<td>Morning</td>
<td>8am-12pm</td>
</tr>
<tr>
<td>5 days</td>
<td>Afternoon</td>
<td>1pm-5pm</td>
</tr>
<tr>
<td>3 days</td>
<td>Evening</td>
<td>6pm-10pm</td>
</tr>
<tr>
<td>2 days</td>
<td>Weekend</td>
<td>9am-5pm</td>
</tr>
</tbody>
</table>

## Supplies

Supplies are included in the Total Institutional Charges are required for the program.

### Uniforms

The following components are included in the school-issued uniform. Please see Dress Code for additional uniform information.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price Each</th>
<th>Quantity</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chef Jackets</td>
<td>$50.00</td>
<td>3</td>
<td>$150.00</td>
</tr>
<tr>
<td>Chef Pants</td>
<td>$36.00</td>
<td>2</td>
<td>$72.00</td>
</tr>
<tr>
<td>Aprons</td>
<td>$5.00</td>
<td>5</td>
<td>$25.00</td>
</tr>
<tr>
<td>Hats</td>
<td>$6.00</td>
<td>2</td>
<td>$12.00</td>
</tr>
<tr>
<td>Shoes</td>
<td>$80.00</td>
<td>1 Pair</td>
<td>$80.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>$339.00</strong></td>
</tr>
</tbody>
</table>

### Knives

The following items are included in the Cake Decorating knife kit. All items are Wüsthof.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Name</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4066-9</td>
<td>Classic 3 1/2&quot; Paring Knife</td>
<td>$43.00</td>
</tr>
<tr>
<td>4519</td>
<td>Gourmet 10&quot; Super Slicer</td>
<td>$65.00</td>
</tr>
<tr>
<td>N/A</td>
<td>Knife Guards – 2</td>
<td>-</td>
</tr>
<tr>
<td>N/A</td>
<td>Blue Kitchen Towels – 5</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>NYS Sales Tax of 8.875%</td>
<td>$9.59</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$117.59</strong></td>
</tr>
</tbody>
</table>

Students may provide their own knife kit, but must adhere to specifications. In general, knives should be:
- High-carbon stainless steel
- Forged (except for Confectioner’s, Paring and Peeling knives)
- Have rivets, a full tang and a taper-ground edge
- Be suitable for sharpening with a water-stone

Recommended brands include Wüsthof, J.A. Henckels, Shun and Sabatier. Please see your Admissions Representative for additional guidelines.

ICE does not sell all the knives included in the kit. However, select knives from the Wüsthof Classic series are available for purchase. Please contact Customer Service at (212) 847-0770 for additional information.

### Tools

The following items are included in the Cake Decorating tool kit.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12” Whisk-French</td>
</tr>
<tr>
<td>1</td>
<td>Angular Tweezer</td>
</tr>
<tr>
<td>2</td>
<td>Ateco 14” Flex Bag</td>
</tr>
<tr>
<td>1</td>
<td>Ateco 29-Piece Decorating Set</td>
</tr>
<tr>
<td>1</td>
<td>Ateco Flat Brush 1 1/2”</td>
</tr>
<tr>
<td>1</td>
<td>Ateco Flat Brush 1”</td>
</tr>
<tr>
<td>1</td>
<td>Ateco Flat Brush 2”</td>
</tr>
<tr>
<td>1</td>
<td>Ateco Fluted Cutters Set</td>
</tr>
</tbody>
</table>

The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit. If you need a replacement item, please contact NY Cake and Baking Supply Co. at (212) 675-CAKE.

### Books

The following books are utilized in The Art of Cake Decorating course. Students may elect to provide their own copies of the texts, should they choose to do so.

1. Ateco Standard Coupler - Individual
1. Ateco Tip #3
1. Ateco Tip #5
1. Azalea Cutter, Small
1. Candy Thermometer
1. Disposable Pastry Bags 100pack
1. Dry Measuring Cup Set
1. FMM Cymbidium Orchard Cutter
1. FMM Daisy Cutter Set
1. FMM Ivy Leaf Cutter Set
1. FMM Rose Calyx Cutter Set
1. FMM Rose Leaves Cutter Set
1. FMM Rose Petal Cutter Set
1. Holland Tulip Silicone Mold & Cutter Set
1. James Rosselle Lily Cutter
1. Liquid Measuring Cup 2 Cup Silicone
1. Makin’s Clay Extruder
1. Measuring Spoons
1. Microplane Zester
1. NY Cake 9” White Rolling Pin
1. NY Cake All Purpose Leaf Silicone Press
1. NY Cake Ball Tool Set
1. NY Cake Calla Lily Small Cutter
1. NY Cake Foam Pad
1. NY Cake Fondant Smoother Rectangle
1. NY Cake Fondant Smoother Round
1. NY Cake Ivy Leaf Red Veiner
1. NY Cake Large Offset spatula - 8”
1. NY Cake Large Straight Spatula - 8”
1. NY Cake Offset Spatula 4” – 1 Wood, 1 Plastic
1. OXO Digital Scale
1. Plastic Scraper
1. PME Cone & Serrated Tool
1. PME Craft Knife – Size 11
1. PME Dogbone Tool
1. PME Metal Bar 16”
1. PME Quilling Wheel Tool
1. PME Side Scraper For Royal Icing
1. PME Tips “O”
1. Silicone Coated Colored Spatula
1. Silicone Spatula – 14”
1. Silicone Spatula 10”
1. Small Ruler 12”
1. Tool Bag
1. Wilton Paintbrush Set
2. X-Aceto Knives

Subtotal: $600.00
NYS Sales Tax of 8.875%: $53.25
Total Price: $653.25

The following books are utilized in The Art of Cake Decorating course. Students may elect to provide their own copies of the texts, should they choose to do so.
<table>
<thead>
<tr>
<th>Title</th>
<th>ISBN</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Cake Decorating, 2E</td>
<td>9780470380093</td>
<td>$40.00</td>
</tr>
<tr>
<td>Wedding Cake Art and Design</td>
<td>9780470381335</td>
<td>$30.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>$70.00</strong></td>
</tr>
</tbody>
</table>

**ATTENDANCE**

A student who is more than 30 minutes late may not be admitted to class at the discretion of the Instructor. Lateness will affect participation grades and repeated lateness may result in dismissal.

Students must be present for 90% of their program. The Art of Cake Decorating consists of 240 hours, broken into 4-hour lessons; therefore, students may not be absent more than six (6) lessons during the program.

- Morning and Afternoon Schedules: This program structure is one (1) lesson per day, five (5) days per week.
- Evening Schedule: This program structure is one (1) lesson per day, three (3) days per week.
- Weekend Schedule: This program structure is two (2) lessons per day, two (2) days per week.

Any student that is not present for at least two hours in a class will be marked absent.

Students who exceed the 10% absence rate will face dismissal from their program and will be subject to refund policies mandated by New York State and Federal Title IV regulations.

**EVALUATION CRITERIA**

**Examinations & Projects**

At the end of each course there will be an examination (practical or written) or a research project which will be 50% of the course grade.

**Participation & Performance**

A student’s work in class as assessed by the Chef-Instructor will be 50% of the grade. Evaluation grades are based on:

1. Uniform
   - Wears a complete, clean and unwrinkled uniform. See Dress Code for details.
2. Food Safety
   - Keeps work area sanitized
   - Does not cross-contaminate
   - Keeps food at safe temperature
   - Wears gloves when appropriate
   - Hair is restrained (hair nets are available in the kitchens); men are clean-shaven or have trimmed beards/moustaches no nail polish or long fingernails
3. Clean Up
   - Participates in cleaning during and after class
4. Preparation for Class
   - Demonstrates familiarity with recipes
   - Written assignments completed
   - Assigned reading done
5. Professionalism
   - Takes direction and accepts criticism
   - Is prepared for class
   - Works effectively with classmates
   - Works in a neat and orderly manner
   - Demonstrates an eagerness to learn
6. Skills
   - Works efficiently
   - Demonstrates appropriate knife skills for level of class
   - Demonstrates an increasing level of technical competence
   - Prepares food of acceptable quality
7. Punctuality
   - Arrives on time and stays until class is dismissed

25
THE TECHNIQUES OF ARTISAN BREAD BAKING

CURRICULUM
This 200 clock-hour certificate program is divided into five courses.

School of Professional Development programs are not within the scope of ACCSC accreditation, and are not designed to provide vocational training. Programs are intended for students pursuing continuing education.

Course 1 – Bread Introduction – 40 Hours
This course focuses on the ingredients, equipment and theory behind professional bread baking. The student will master the steps of dough preparation, baker’s math and have a complete understanding of the difference between straight-doughs and pre-ferments. The student will be introduced to the business applications of bread baking, including costing and profit margins.

Course Highlights:
- Ingredients and terms, theory including flour grading and content, equipment
- Mixing, fermenting, shaping, proofing, baking and cooling
- Introduction to business - costing application
- Making bread by hand vs. machine
- Baker’s percentage
- Preferments, levain and poolish; natural ferment
- Understanding different flours and their impact on bread baking
- French white, country white, olive and nut twists, potato onion bread
- Shaping boules, rolls, bâtards, clovers, bannetons and fenu

Course 2 – Baguettes, Rolls & Loaf Breads - 40 Hours
Course two reinforces the skills learned in course one and then builds upon them with mastering dough shaping, including baguettes, rolls and loaf breads. The student is introduced to the utilization of different flours during the bread baking process and gains a comprehensive, hands-on experience as to the impact these flours have on the final product.

Course Highlights:
- Baguettes, whole wheat baguettes, sour dough baguettes
- Shaping and scoring – epi, petits pans, ficelle, twists, circles etc.
- Using old dough
- Retarding process
- Kaiser rolls, sweet rolls, pan de mie, hamburger buns, pullman
- Baker’s percent review and computer programs

Course 3 – Specialty Breads - 40 Hours
Course three explores bread baking with rye and different grains in depth. The student will also master ethnic favorites from Northern to Southern Europe.

Course Highlights:
- Wheat and rye breads, multi grain bread, fig bread, oat honey bread
- Flat breads, pita, naan
- Fougasse, ciabatta, focaccia
- Pizza and calzone
- Pretzels, bagels, bialy and varieties
- Bread sticks, and shaping techniques

Course 4 – Viennoserie & More - 40 Hours
Course four takes an in-depth look at Viennoserie, from breakfast pastries to festive sweet breads. The student will gain the skills to produce top quality croissants and Danish. During this course, students will experience an emphasis on presentation and display of their final products. Finally, students work with dead dough to design and create a bread centerpiece.

Course Highlights:
- Brioche, chocolate bread, sweet buns
- Panettone, kugelhopf, stollen, challah bread and braiding
- Doughnuts, croissant, danish
- Decorative doughs – dead dough with natural colors

Course 5 – Natural Ferment, Sour Dough & Rye Breads - 40 Hours
Course five teaches students how to utilize natural ferment. The student will prepare artisan breads using age-old techniques. There’s ample opportunity to explore alternative forms of flour and rising in this course. Students will be introduced to the business management aspect of opening their own bread bakery.

Course Highlights:
- Sour dough, natural ferment – levain, boules and bâtards,
- Rye wheat, seigle, 90% rye, beer bread, 4# rye breads
- Business management overview
- Whole wheat levain natural ferment
- Gluten free and alternative flours
- Vegetarian macrobiotic, rice and corn bread (no yeast)
- Decorative lame work

EDUCATIONAL OBJECTIVES
Graduates of this certificate program will possess a thorough understanding of the techniques and principles of bread baking.

CLASS SIZE
The maximum class size for The Techniques of Artisan Bread Baking program is 16 students.

PROGRAM DURATION
The length of time normally required for completion of each schedule option is determined by calculating the average number of weeks including snow days and holidays.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 days</td>
<td>Morn or Aft</td>
</tr>
</tbody>
</table>

TOTAL INSTITUTIONAL CHARGES
Total Institutional Charges at ICE includes all course expenses, food, field trips, student workshops, registration fee and all applicable taxes. Student supplies are also included in tuition, consisting of uniforms, knives, tools
and books.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Time</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 days</td>
<td>Afternoon 12:30-5:30pm</td>
<td>$9,150.00</td>
</tr>
<tr>
<td>5 days</td>
<td>Morning 7:30am-12:30pm</td>
<td>$9,150.00</td>
</tr>
</tbody>
</table>

**SUPPLIES**
Supplies are included in the Total Institutional Charges and are required for the program.

**Uniforms**
The following components are included in the school-issued uniform. Please see *Dress Code* for additional uniform information.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price Each</th>
<th>Quantity</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chef Jackets</td>
<td>$50.00</td>
<td>3</td>
<td>$150.00</td>
</tr>
<tr>
<td>Chef Pants</td>
<td>$36.00</td>
<td>2</td>
<td>$72.00</td>
</tr>
<tr>
<td>Aprons</td>
<td>$5.00</td>
<td>5</td>
<td>$25.00</td>
</tr>
<tr>
<td>Hats</td>
<td>$6.00</td>
<td>2</td>
<td>$12.00</td>
</tr>
<tr>
<td>Shoes</td>
<td>$80.00</td>
<td>1 Pair</td>
<td>$80.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$339.00</strong></td>
</tr>
</tbody>
</table>

**Knives**
The following items are included in the Bread Baking knife kit. All items are Wüsthof.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Name</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4066-9</td>
<td>Classic 3 1/2&quot; Paring Knife</td>
<td>$43.00</td>
</tr>
<tr>
<td>4519</td>
<td>Gourmet 10&quot; Super Slicer</td>
<td>$65.00</td>
</tr>
<tr>
<td>4582-23</td>
<td>Classic 9&quot; Cook's Knife</td>
<td>$113.00</td>
</tr>
<tr>
<td>5558-1</td>
<td>Come-Apart Kitchen Shears</td>
<td>$19.00</td>
</tr>
<tr>
<td>N/A</td>
<td>Knife Guards - 3</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Blue Kitchen Towels - 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>NYS Sales Tax of 8.875%</strong></td>
<td><strong>$21.30</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$261.30</strong></td>
</tr>
</tbody>
</table>

Students may provide their own knife kit, but must adhere to specifications. In general, knives should be:
- High-carbon stainless steel
- Forged (except for Confectioner's, Paring and Peeling knives)
- Have rivets, a full tang and a taper-ground edge
- Be suitable for sharpening with a water-stone

Recommended brands include Wüsthof, J.A. Henckels, Shun and Sabatier. Please see your Admissions Representative for additional guidelines.

ICE does not sell all the knives included in the kit.
However, select knives from the Wüsthof Classic series are available for purchase. Please contact Customer Service at (212) 847-0770 for additional information.

**Tools**
The following items are included in the Bread Baking tool kit.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Bench Scraper</td>
</tr>
<tr>
<td>1</td>
<td>Bowl Scraper</td>
</tr>
<tr>
<td>1</td>
<td>11-LB Scale</td>
</tr>
<tr>
<td>1</td>
<td>Calculator</td>
</tr>
<tr>
<td>1</td>
<td>Measuring Spoons</td>
</tr>
<tr>
<td>1</td>
<td>Instant-Read Thermometer</td>
</tr>
<tr>
<td>1</td>
<td>Pastry Brush 2&quot;</td>
</tr>
</tbody>
</table>

1. Dry Brush 4"
1. Whisk
1. Wooden Ruler 18"
1. High Heat Spatula 14"
1. High Heat Spatula 10"
2. Lame (with Removable/Replaceable Blades)
1. Pack of Replacement Blades
2. Flexible Pastry Bag 14"
1. Offset Spatula – Large
1. Offset Spatula – Small
1. Microplane Grater
1. Reamer
1. Matter Kitchen Spoon 15"
1. X-Acoto Knife
1. Long Wooden Dowel – 3/4"X18"
1. Small Spray Bottle

Subtotal $267.00
NYS Sales Tax of 8.875% $23.70
Total Price $290.70

The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit. If you need a replacement item, please contact NY Cake and Baking Supply Co. at (212) 675-CAKE.

**Books**
The following books are utilized in the Bread Baking course. Students may elect to provide their own copies of the texts, should they chose to do so.

<table>
<thead>
<tr>
<th>Title</th>
<th>ISBN</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Bread &amp; Pastry</td>
<td>9781418011697</td>
<td>$90.00</td>
</tr>
<tr>
<td>Bread: A Baker's Book of Techniques &amp; Recipes, 2E</td>
<td>9781118132715</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

**ATTENDANCE**
A student who is more than 30 minutes late may not be admitted to class at the discretion of the Instructor. Lateness will affect participation grades and repeated lateness may result in dismissal.

Students must be present for 90% of their program. The Techniques of Artisan Bread Baking consists of 200 hours, broken into 5-hour lessons; therefore, students may not be absent more than four (4) lessons during the program.
- Morning and Afternoon Schedules: This program structure is one (1) lesson per day, five (5) days a week.

Any student that is not present for at least two hours in a class will be marked absent.

Students who exceed the 10% absence rate will face dismissal from their program and will be subject to refund policies mandated by New York State and Federal Title IV regulations.

**EVALUATION CRITERIA**

**Examinations & Projects**
At the end of each course there will be an examination
(practical or written) or a research project which will be 50% of the course grade.

**Participation & Performance**
A student’s work in class as assessed by the chef-instructor will be 50% of the grade. Evaluation Grades are based on:

1. Uniform
   - Wears a complete, clean and unwrinkled uniform. See **Dress Code** for details.
2. Food Safety
   - Keeps work area sanitized
   - Does not cross-contaminate
   - Keeps food at safe temperature
   - Wears gloves when appropriate
   - Hair is restrained (hair nets are available in the kitchens); men are clean-shaven or have trimmed beards/moustaches; no nail polish or long fingernails
3. Clean Up
   - Participates in cleaning during and after class
4. Preparation for Class
   - Demonstrates familiarity with recipes
   - Written assignments completed
   - Assigned reading done
5. Professionalism
   - Takes direction and accepts criticism
   - Is prepared for class
   - Works effectively with classmates
   - Works in a neat and orderly manner
   - Demonstrates an eagerness to learn
6. Skills
   - Works efficiently
   - Demonstrates appropriate knife skills for level of class
   - Demonstrates an increasing level of technical competence
   - Prepares food of acceptable quality
7. Punctuality
   - Arrives on time and stays until class is dismissed
ADMISSIONS

HOW TO CONTACT
The Office of Admissions for the New York campus may be reached by phone at (888) 997-CHEF or by email at NYsupport@ice.edu.

ENTRANCE REQUIREMENTS
To qualify for acceptance, a prospective student must be a high school graduate or have a GED. Documentation will be required. Acceptable documentation includes a copy of the student’s high school diploma (non-IEP), an official high school transcript indicating the student’s graduation date, an official college transcript indicating graduation from a post-secondary program at a regionally-accredited institution, or a copy of the student’s GED or other state-certified high school equivalency test (e.g. NYS TASC Exam). Career Development Occupational Studies (CDOS) Commencement Credential and Skills and Achievement Commencement Credentials (SACC) do not meet the requirements for Admission to ICE. Additionally, diplomas from homeschool and online high school programs are not accepted.

International documentation must be accompanied by an official, certified translation noting that the student has completed the equivalent of a secondary school in the U.S.A.

Prospective students must also be able to demonstrate that they are currently or will be in the United States legally. As such, a copy of government-issued photo identification will be required at time of enrollment. A copy of an existing visa will be required for those international students not obtaining a student visa through ICE.

Please contact your Admissions Representative for further details.

TRANSFER CREDITS
The Institute of Culinary Education does not accept transfer credits.

HOW TO APPLY FOR ADMISSION
1. Contact the Office of Admissions at (888) 997-CHEF to get started.
2. Visit the school for a personal tour and information session that will detail your education – with your career goals always in mind.
3. Fill out an application online at www.ice.edu/APPLY for your desired program and select the schedule most convenient for you. Classes typically open for enrollment 6 months in advance of their start date.
4. If you need financial aid, be sure to ask your Admissions Representative to make an appointment with the Office of Student Financial Services to explore and fully understand all the financing options that are available to you. Alternatively, they may be reached directly at NYfinaid@ice.edu or at (212) 847-0765.
5. When you have completed both the admissions and finance processes, your Admissions Representative will enroll you. This will include signing your Enrollment Agreement, securing a deposit (if applicable), getting fitted for your chef’s coat, and picking up your knives, books, and professional tool kit when applicable.

Please note that limited number of spaces in each class prevents ICE from admitting as many prospective students as there are applicants. If you are not admitted to the program with the start date you desire, your initial tuition payment can be refunded or transferred to another start date. After you enroll, you may only defer your enrollment in the same program two times (i.e. reserve three total seats) or you will be asked to wait a period of six months, and then reapply for admission. ICE has convenient morning, afternoon, evening and weekend classes that start each month throughout the calendar year. Your application will remain on file with the New York campus for a period of two years.

LATE ENROLLMENT POLICY
Students are encouraged to enroll in their program and start date of choice at least seven days prior to the first lesson. Students are not permitted to begin a class more than two days after it has begun (remediation will be made available).

Students who have applied to ICE, met the admissions requirements and have applied for (but not yet secured) financing are permitted to audit a class for a period of six calendar days. If the student is unable to secure financing by the end of that period of time, he or she will need to defer starting class until after financing has been secured.

FEES
A non-refundable registration fee of $85.00 is due with the submission of an Application for Admission. An initial tuition payment of 10% of the total charges must be paid by check or credit card at the time of enrollment except for students paying by bank loan. The School will provide the student with a receipt. The initial tuition payment is not required for students whose Financial Aid will cover more than 90% of their institutional charges, provided the student has completed all required Financial Aid forms prior to the start of the enrollment period. An initial tuition payment is also not required where Veteran Aid Benefits (current proof of award required) match or exceed 10% of the total charges.

TUITION & SUPPLIES
Tuition includes all course expenses, food, Wine Essentials Series classes, elective classes, field trips (where applicable), guest lectures, registration fee and all applicable taxes. Student supplies are also included in tuition, consisting where applicable of books, uniforms, iPad, knives and tools. For more information, please refer to the overview of each program.

TUITION PAYMENT OPTIONS OVERVIEW
The below financial aid and payment options may be available to qualified individuals.
1. Federal Financial Aid – See below for details
2. Private Student Loans – Private student loans are available through a variety of lenders to qualified individuals. Some lenders require the student to
complete a FASFA and/or accept all or portions of their eligible Title IV aid. Interest rates vary based on credit history and market interest rates. You can find detailed information on private student loans on the ICE website at ice.edu. Students are encouraged to shop for additional student loan options, as ICE’s website is not an exhaustive resource.

3. Enrollment Agreement Payment Plan* - An approved payment plan with final payment due one month prior to the end of the final class instruction.

4. Tuition Flex Loan* - The Tuition Flex loan is based on credit history and has a payment period of 5 or 10 years. Interest rates vary based on credit history. The Tuition Flex loan requires a non-refundable application fee of up to $250.

*Indicates option requiring 10% initial tuition payment. Please see Fees section above for more details.

**TUITION DISCOUNTS**
The Institute of Culinary Education offers the following tuition incentives to students meeting eligibility criteria:

1. Double Diploma Discount – Students enrolling in the second program after the date of their initial enrollment will receive the discount (if any) specified in the current enrollment agreement.
   - Culinary Arts: Students enrolled in the Career Culinary Arts Program who enroll in the Career Pastry & Baking Arts, Diploma in Restaurant & Culinary Management, or Hospitality Management Program will have a discount equal to 10% of the tuition of the highest priced program applied to their Balance Due. Students enrolling in Cake Decorating or Bread Baking will receive a discount equal to 10% of the tuition of the lowest priced program.
   - Pastry & Baking Arts: Students enrolled in the Career Pastry & Baking Arts Program who enroll in the Career Culinary, Diploma in Restaurant & Culinary Management, or Hospitality Management Program will have a discount equal to 10% of the tuition of the highest priced program applied to their Balance Due. Students enrolling in Cake Decorating or Bread Baking will receive a discount equal to 10% of the tuition of the lowest priced program.
   - Culinary Management: Students enrolled in the Diploma in Restaurant & Culinary Management Program who enroll in the Career Culinary or Career Pastry & Baking Arts Program will have a discount equal to 10% of the tuition of the highest priced program applied to their Balance Due.
   - Hospitality Management: Students enrolled in the Hospitality Management Program who enroll in the Career Pastry & Baking Arts or Career Culinary Arts Program will have a discount equal to 10% of the tuition of the highest priced program applied to their Balance Due.
   - Cake Decorating: Students enrolled in The Art of Cake Decorating who enroll in the Career Pastry & Baking Arts or Career Culinary Arts Program will have a discount equal to 10% of the tuition of the lowest priced program applied to their Balance Due.

2. Out-of-Area Discount** – Students whose permanent address is more than 100 miles from the School will receive a discount of $2,500 applied to the Balance Due for their tuition for the Career Culinary Arts and Pastry & Baking Arts Programs or $750 applied to the Balance Due for the Diploma in Restaurant & Culinary Management and Hospitality Management Programs.
   - US Citizens & Permanent Residents: The student must provide proof of permanent home address in the form of government-issued photo identification that has not expired (e.g., driver’s license, passport, or equivalent).
   - International students are eligible for a discount of $5,000 applied to the Balance Due for Career Culinary Arts and Pastry & Baking Arts Program classes beginning between January 1, 2018 and July 31, 2018. Copy of valid passport and visa will be required.

3. Military Discount* – Students who present appropriate military or Veterans Administration documentation will have a $5,000 discount applied to their Balance Due for the Career Culinary Arts and Pastry & Baking Arts Programs after all applicable benefits have been applied. For the Diploma in Restaurant & Culinary Management and Hospitality Management Programs, such students will receive a $750 discount applied to their Balance Due.

4. Hospitality & Tourism Employee Discount* – A $1,000 discount is applied to the Balance Due for the Hospitality Management Program for students currently working in the Hospitality & Tourism industries. Proper identification, such as a valid employee ID, current pay stub or similar proof of active employment at time of enrollment is required.

5. Culinary & Culinary Management Employee Discount* – A $1,000 discount is applied to the Balance Due for the Diploma in Restaurant & Culinary Management Program for students currently working in the Culinary & Culinary Management industries. Proper identification, such as a valid employee ID, current pay stub or similar proof of active employment at time of enrollment is required.

6. Spring Discount – Students who enroll in the Career Culinary Arts Program evening class beginning March 13, 2018 will be eligible for a discount of $3,550 off their Balance Due. Students who enroll in the Career Pastry & Baking Arts Program evening class beginning March 20, 2018 will be eligible for a discount of $4,050 off their Balance Due.

7. Summer Discount – Students who enroll in the Career Culinary Arts Program weekend class
beginning June 2, 2018 will be eligible for a discount of $3,550 off their Balance Due. Students who enroll in the Career Pastry & Baking Arts Program evening class beginning August 6, 2018 will be eligible for a discount of $4,050 off their Balance Due.

*Applies to Morning or Afternoon schedules only as indicated in the applicable Enrollment Agreement

The Double Diploma Discount can be combined with one other Discount. No other Discounts can be combined.

Subject to change. Contact your Admissions Representative for the most current information.

VACCINATION POLICY
The Institute of Culinary Education does not have an in-school vaccination program or provide students with vaccinations and does not require proof of vaccination as a condition of admission or continued attendance. We expect that all students are in good general health and are current with any vaccinations that are necessary to maintain good health. Students wishing to be vaccinated should consult with a qualified health care professional.

HOUSING
The Student Housing Program offers comfortable, convenient, fully furnished apartments in some of New York City’s most exciting and vibrant communities. With ICE’s unique housing solutions, there is no need to worry about negotiating rent or short-term leases, securing a roommate (if you choose), dealing with deposits, energy bills, etc. Just open up your bags and dedicate your energy to your career goals, let us help you with the rest. Be sure to ask your Admissions Representative for details on ICE’s Out-of-Area Tuition Discount. For more information on these programs and more, please visit ice.edu/HOUSING or contact the Housing Coordinators at NYhousing@ice.edu.

INTERNATIONAL STUDENTS
All international students who want to apply for admissions must first submit an Application for Admission and be accepted. Please note that all classes are taught in English. To qualify for an M-1 visa, international students must pay 10% deposit and sign Contract to Make Payment in Full Prior to Class Start Date before any student visa applications can be released. ICE does not sponsor F-1 visas.

Please refer to our International Student Guidelines to help you understand the requirements of the visa process. For more information please visit http://ice.edu/admissions-financial-aid/international-students or contact your Admissions Representative.

BACKGROUND CHECK
An applicant’s past criminal history may affect his or her admission to ICE and/or limit the number of suitable job placement sites. You must disclose to the Dean of Students, in writing to NYstudentaffairs@ice.edu, at time of submission of an application, all convictions and/or pending criminal charges for any felony or misdemeanor (other than minor traffic offenses). Signature on the application also provides consent to run a criminal background check.

DISABILITIES
The Institute of Culinary Education is committed to providing qualified students with an equal opportunity to access the benefits, rights and privileges of its services, programs and activities in compliance with the Americans with Disabilities Act as amended and Section 504 of the Rehabilitation Act of 1973. We offer reasonable and appropriate accommodations to support students and facilitate their success at the Institute of Culinary Education.

If you are an applicant or student with an impairment or disability and would like to request a reasonable accommodation, please contact the Dean of Students at (212) 847-0732. If a request for a reasonable accommodation is not received by the Dean of Students, it may result in the denial or delay of services for students. ICE does not discriminate against qualified students based on disability. Any information on disabilities that an applicant chooses to disclose will be used only in reviewing an applicant’s request for reasonable accommodations.

For more information, contact the Office of Student Affairs.

NONDISCRIMINATION STATEMENT
We evaluate applications for admissions based on various factors. These include, but are not limited to, the demonstration of motivation and a likelihood of academic success. The Institute of Culinary Education reserves the right to deny or revoke admission or to deny re-admission or re-enrollment to anyone who does not meet these or any other factors used to evaluate applicants. The Institute of Culinary Education is committed to offering equal opportunity to all persons and makes decisions about admissions, employment, educational programs and activities without regard to race, color, ethnicity, creed, religion, national origin, age, sex or gender (including pregnancy), gender identity or expression (including transgender status), marital or partnership status, military or veteran status, disability, genetic information, or any other characteristic protected by applicable federal, state or local law.
FINANCIAL SERVICES

HOW TO CONTACT
The Office of Student Financial Services may be reached at (212) 847-0765 or by email at NYFinaid@iice.edu. To make a payment, please contact the Bursar at (212) 847-0749 or visit iice.edu/PAY.

FEDERAL FINANCIAL AID PROGRAMS

Student Aid Eligibility
Students applying to the Career Culinary Arts Program, the Career Pastry & Baking Arts Program, and the Hospitality Management Program may apply for Title IV aid. Eligibility for federal student aid is based on financial need and on several other factors. The U.S. Department of Education will determine your eligibility. To receive aid for our programs, you must:

• Demonstrate financial need (except for certain loans).
• Have a high school diploma or a General Education Development (GED) certificate.
• Be working toward a certificate in an eligible program.
• Be a U.S. citizen or eligible noncitizen.
• Have a valid Social Security Number (unless you’re from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau).
• Register with the Selective Service if required. You can use the paper or electronic FAFSA to register; you can register at www.sss.gov or you can call 1-847-688-6888. (TTY users can call 1-847-688-2567.)
• Maintain satisfactory academic progress once in school.
• Certify that you are not in default on a federal student loan and do not owe money on a federal student grant.
• Certify that you will use federal student aid only for educational purposes.

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-9243) or go to the FAFSA on the website, click on "Before Beginning a FAFSA" in the left column, then click on "Drug Worksheet" to find out how this law applies to you.

Even if you are ineligible for a federal grant or other federal aid, you should complete the FAFSA as you may be eligible for nonfederal aid from states and private institutions. If you regain eligibility during the award year, notify your financial aid administrator immediately. If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you might be liable for returning any financial aid you received during a period of ineligibility. If you have a question about your citizenship status, contact the Office of Student Financial Services.

How will I know what I’m eligible for?
The information you reported on your FAFSA is used to determine your Expected Family Contribution (EFC), which is calculated by a formula established by law. The EFC is not the amount of money that your family must provide. Rather, you should think of the EFC as an index used to determine how much financial aid (grants, loans or work-study) you would receive if you were to attend school. If your EFC is below a certain number, you’ll be eligible for a Federal Pell Grant assuming you meet all other eligibility requirements. You can get worksheets that show how the EFC is calculated by downloading them from https://studentaid.ed.gov/sa/resources. Click on the award year appropriate to you under "EFC Formula." You may be required to submit additional documents at a later date, upon request of the Office of Student Financial Services. The amount of your Pell Grant depends on your EFC, your cost of attendance, your enrollment status (full time), and your program choice.

A Student Financial Services Advisor will explain how we calculate your cost of attendance. Costs unrelated to the completion of a student’s course of study are not included in calculating that student’s cost of attendance. A Student Financial Services Advisor can consider special or unusual circumstances and can adjust your cost of attendance or some of the information used to calculate your EFC. The Student Financial Services Advisor can also change your status from dependent to independent but only under specific circumstances the aid administrator will explain. You’ll have to provide documentation to justify any change. The decision to change or not to change your dependency status is based on the aid administrator’s judgment, and it’s final. It can’t be appealed to the U.S. Department of Education.

How to Apply for Financial Aid
1. Create an FSA ID for student and parent (if student is under 24) at https://fsaid.ed.gov.
2. Then, fill out the FAFSA (it’ll be helpful to have previously filed tax documents on-hand at the time) online at http://www.fafsa.ed.gov/. Select the 2017-2018 school year.
   • You will be asked to complete personal security questions and create a password. The password will allow you to return to a saved application or check the status of an application in process.
   • The ICE school code is: 041443.
   • Be sure to use the “Next” and “Previous” buttons to move from page to page. (Using your web browser back and forward buttons may cause you to lose information.)
   • Save your data before moving to the next page!
3. Students should utilize the IRS Data Retrieval Tool when at all possible. This will ensure accurate submission of required income and tax information. If you are unsuccessful in using this tool, please request an official detailed Tax Transcript from the IRS and submit to the Office of Student Financial Services upon request.
4. After submitting your FAFSA, please print a copy for your records and contact the Office of Student Financial Services for the next steps.
Federal Pell Grant
A Federal Pell Grant, unlike a loan, does not have to be repaid. At ICE, Pell Grants are awarded to undergraduate students who have not earned a bachelor's or a professional degree. Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added.

How much can I get?
The maximum Pell Grant award for the 2017-2018 award year (July 1, 2017 to June 30, 2018) is $5,920.

The maximum amount can change each award year and depends on program funding. However, the amount you get, will depend not only on your financial need, but also on your costs to attend school, your status (all ICE students are full-time students, and your plans to attend school for a full academic year or less. Programs at ICE are less than one full academic year, so your amount of Pell Grant will be pro-rated.

If I am eligible, how will I get the Pell Grant money?
When ICE receives your Pell award, we will apply the Pell Grant funds to your student tuition account. The school must tell you in writing how much your award will be and when the funds will be disbursed to the school. ICE receives funds at least twice during your enrollment period.

FSEOG Program
The FSEOG Program provides need-based grants to help undergraduate students finance the costs of postsecondary education. When making FSEOG awards, the institution must give priority to those students with “exceptional need” (those with the lowest Expected Family Contributions, or EFCs, at the institution) and those who are also Federal Pell Grant recipients. To get an FSEOG, you must fill out the Free Application for Federal Student Aid (FAFSA) so that the Office of Student Financial Services can determine whether you're eligible for an unsubsidized loan. Unlike a subsidized loan, you are responsible for the interest from the time the unsubsidized loan is disbursed until it's paid in full. You can choose to pay the interest or allow it to accrue (accumulate) and be capitalized (that is, added to the principal amount of your loan). Capitalizing the interest will increase the amount you have to repay.

Direct Stafford Loans
ICE participates in the Direct Loan Program. The U.S. Department of Education administers the William D. Ford Federal Direct Loan (Direct Loan) Program. The Direct Loan programs consist of what are generally known as Stafford Loans (for students) and PLUS Loans for parents. You can find detailed information about federal loans on our website at ice.edu. Under the Direct Loan Programs, the funds for your loan come directly from the federal government. Eligibility rules and loan amounts are set by the Department of Education.

How can I get a Direct Loan?
In order to apply for a Direct Loan, you must first fill out a FAFSA. After your FAFSA is processed, ICE will review the results and inform you about your loan eligibility. You will need to complete an Entrance Counseling Session, which explains among other things, your repayment responsibilities. You also will have to sign a Master Promissory Note, a binding legal document that lists the conditions under which you’re borrowing and the terms under which you agree to repay your loan. The loan application and Master Promissory Note are completed online. You will need to submit confirmation of the application to the Office of Student Financial Services. The U.S. Department of Education is your lender for Direct Stafford Loan.

How much can I borrow?
A subsidized loan is awarded on the basis of financial need. If you are eligible for a subsidized loan, the government will pay (subsidize) the interest on your loan while you’re in school, and if you qualify to have your payments deferred. Depending on your financial need, you may borrow subsidized money for an amount up to the annual loan borrowing limit for your level of study (see below).

• You might be able to borrow loan funds beyond your subsidized loan amount even if you don’t have demonstrated financial need. In that case, you’d receive an unsubsidized loan. ICE will subtract the total amount of your other financial aid from your cost of attendance to determine whether you’re eligible for an unsubsidized loan. Unlike a subsidized loan, you are responsible for the interest from the time the unsubsidized loan is disbursed until it's paid in full. You can choose to pay the interest or allow it to accrue (accumulate) and be capitalized (that is, added to the principal amount of your loan).

• You can receive a subsidized loan and an unsubsidized loan for the same enrollment period as long as you don’t exceed the annual loan limits.

• If you’re a dependent undergraduate student (excluding students whose parents cannot borrow PLUS Loans), each year you can borrow up to $5,500 (for loans first disbursed on or after July 1, 2008) if you’re a first-year student enrolled in a program of study that is at least a full academic year. No more than $5,500 of this amount can be in subsidized loans. The amount will be pro-rated downward for a program, such as those at ICE, which is less than a full academic year.

• These amounts are the maximum yearly amounts
you can borrow in subsidized and unsubsidized Direct Loans.

Because you can’t borrow more than your cost of attendance, minus the amount of any Federal Pell Grant you’re eligible for and minus any other financial aid you’ll get, you may receive less than the annual maximum amounts.

How will I get the loan money?
For the Direct Loan programs, the school will receive two equal disbursements. The loan money must first be applied to pay for tuition and fees. If loan money remains, you’ll receive the funds by check within 14 days, unless you give the school written authorization to hold the funds until later in the enrollment period.

Since all enrolled students at ICE are considered first-year undergraduate students, ICE may not disburse your first payment until 30 days after the first day of your enrollment period. This practice ensures you won’t have a loan to repay if you don’t begin classes or if you withdraw during the first 30 days of classes.

A school with a cohort default rate of less than 15 percent for each of the three most recent fiscal years for which data are available are not required to delay the delivery or disbursement of the first disbursement of a loan for 30 days for first-time, first-year undergraduate borrowers.

What’s the interest rate?
For all undergraduate unsubsidized and subsidized Stafford Loans disbursed on or after July 1, 2017 and before July 1, 2018, the interest rate is fixed at 4.45%.

New interest rate cap for military members
Interest rate on a borrower’s student loan may be changed to six percent during the borrower’s active duty military service. Additionally, this law applies to borrowers in military service as of August 14, 2008. Borrower must contact the creditor (loan holder) in writing to request the interest rate adjustment and provide a copy of the borrower’s military orders.

When do I pay back my loans?
After you graduate, leave school, or drop below half-time enrollment, you will have a six-month "grace period" before you begin repayment. During this period, you’ll receive repayment information, and you’ll be notified of your first payment due date. You’re responsible for beginning repayment on time, even if you don’t receive this information. Payments are usually due monthly.

How much can my parents borrow?
The annual limit on a PLUS Loan is equal to your cost of attendance minus any other financial aid you receive. If your cost of attendance is $6,000, for example, and you receive $4,000 in other financial aid, your parents can borrow up to $2,000.

Who gets my parents’ loan money?
The U.S. Department of Education (for a Direct PLUS Loan) will send the loan funds to ICE. The loan will be
disbursed in two equal installments. The funds will be applied to your tuition and fees. If any PLUS loan funds remain, your parents will receive the amount as a check, not to exceed the amount of the PLUS loan.

What’s the interest rate?
Direct PLUS Loans first disbursed on or after July 1, 2017 and before July 1, 2018 have a fixed interest rate of 7%.

Other than interest, is there a charge to get a PLUS Loan?
Your parents will pay a fee of up to 4.272% of the loan, deducted proportionately each time a loan disbursement is made. For a Direct PLUS Loan, the entire fee goes to the government to help reduce the cost of the loans. Also, your parents may be charged collection costs and late fees if they don’t make their loan payments when scheduled.

When do my parents begin repaying the loan?
For PLUS loans made to parents disbursed on or after July 1, 2008, the borrower has the option of beginning repayment on the PLUS loan either 60 days after the loan is fully disbursed, or to wait until six months after the dependent student on whose behalf the parent borrowed ceases to be enrolled on at least a half-time basis.

How do my parents pay back these loans?
They’ll repay their Direct PLUS Loan to the U.S. Department of Education’s Direct Loan Servicing Center. To read more about repayment options, visit https://studentaid.ed.gov/sa/types/loans/plus#repayment_plans.

Is it ever possible to postpone repayment of a PLUS Loan?
Yes, under certain circumstances, your parents can receive a deferment on their loans.

If they temporarily can’t meet the repayment schedule, they can also apply for forbearance on their loan, as long as it isn’t in default. During forbearance, their payments are postponed or reduced.

Generally, the conditions for eligibility and procedures for requesting a deferment or forbearance apply to both Stafford Loans and PLUS Loans. However, since all PLUS Loans are unsubsidized, your parents will be charged interest during periods of deferment or forbearance. If they don’t pay the interest as it accrues, it will be capitalized (that is, added to the principal amount of the loan, and additional interest will be based on that higher amount). If your parents are considering a deferment or forbearance, they must contact the lender. They may need to submit additional documents as well. They must continue to make payments, aside from the interest, until they receive confirmation of approval from the lender.

Can a PLUS Loan be discharged (canceled)?
Yes, under certain conditions. A discharge (cancellation) releases your parents from all obligations to repay the loan. If your parents are considering a discharge of a loan, they must contact the Lender directly. Payments must be continued until approval has been received. Additional documents may need to be submitted.

Your parent’s PLUS Loan can’t be canceled if:
• You didn’t complete your program of study at your school (unless you couldn’t complete the program for a valid reason—because the school closed, for example)
• You didn’t like the school or the program of study
• You didn’t obtain employment after completing the program of study

For more information about loan discharge or repayment: Parents should contact the Direct Loan Servicing Center at 1-800-848-0779, or go to https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation.

Repayment Information
After you graduate or leave school, you have a period of time before you have to begin repayment. This “grace period” is six months for a Federal Stafford Loan.

The repayment period for all PLUS Loans begins on the date the loan is fully disbursed, and the first payment is due within 60 days of the final disbursement. Parent PLUS Loan borrowers whose loans were first disbursed on or after July 1, 2008, may choose to have repayment deferred while the student for whom the parent borrowed is enrolled at least half-time and for an additional six months after that student is no longer enrolled at least half-time. Interest that accrues during these periods will be capitalized if not paid by the borrower.

Exit Counseling
You’ll receive information about repayment, and your loan provider will notify you of the date loan repayment begins. It’s extremely important to make your current loan payment due on time either monthly (which is usually when you’ll pay) or according to your repayment schedule. If you don’t, you could end up in default, which has serious consequences. Student loans are real loans—just like car loans or mortgages. You have to pay back your student loans. Find out about your obligations in this section so you can stay on top of your loans. The Exit Counseling Session must be completed at least one month prior to the start of your externship. For more information regarding this process, you will need to contact the Bursar at ICE.

Get Your Loan Information
The U.S. Department of Education’s National Student Loan Data System (NSLDS) allows you to access information on loan and/or federal grant amounts, your loan status (including outstanding balances), and disbursements made. Go to www.nslds.ed.gov.

Paying Back Your Loan(s)
You have a choice of repayment plans. How much you pay and how long you take to repay your loans will vary depending on the repayment plan you choose. There are several repayment plans available: Standard, Extended, Graduated, Income Based Repayment (IBR), and the Income Contingent Repayment (ICR).
Go to the Repayment Plans and Calculators page on the Department of Education web site (https://studentaid.ed.gov/repay-loans/understand/plans) for more information about the various repayment plans and to calculate your estimated repayment amount under each of the different plans.

The Publication Funding Education Beyond High School: The Guide to Federal Student Aid provides additional information on repayment options, with examples of monthly payments for different loan amounts, and covers other topics you need to consider when managing your loans. You can see the entire publication at https://studentaid.ed.gov/SA/sites/default/files/funding-your-education.pdf

Trouble Making Payments
If you're having trouble making payments on your loans, contact your lender as soon as possible. Your lender will work with you to determine the best option for you. Options include:
- Changing repayment plans.
- Deferral - If you meet certain requirements. A deferment allows you to temporarily stop making payments on your loan.
- Forbearance - If you don't meet the eligibility requirements for a deferment but are temporarily unable to make your loan payments. Forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. Read more about deferments and forbearance options at https://studentaid.ed.gov/SA/repay-loans/deferment-forbearance

If you stop making payments and don't get a deferment or forbearance, your loan could go into default, which has serious consequences. Contact your lender regarding options for postponing repayment if you are having trouble making payments.

Default
If you default, it means you failed to make payments on your student loan according to the terms of your promissory note, the binding legal document you signed at the time you took out your loan. In other words, you failed to make your loan payments as scheduled. Both ICE, the financial institution that made or owns your loan and, the federal government (your Direct Loan Lender) can take action to recover the money you owe.

Here are some consequences of default:
- National credit bureaus can be notified of your default, which will harm your credit rating, making it hard to buy a car or a house.
- You would be ineligible for additional federal student aid if you decided to return to school.
- Loan payments can be deducted from your paycheck. State and federal income tax refunds can be withheld and applied toward the amount you owe.
- You will have to pay late fees and collection costs on top of what you already owe.
- You can be sued.

Loan Consolidation
A Consolidation Loan allows you to combine all the federal student loans you received to finance your college education into a single loan. You can get more information about loan consolidation at https://studentaid.ed.gov/SA/repay-loans/consolidation

Return of Title IV Funds
The law specifies how ICE must determine the amount of Title IV program aid that you are eligible for if you withdraw from school. The Title IV programs are the following: Federal Pell Grants, Stafford Loans, and PLUS Loans.
- When you withdraw, the amount of Title IV program aid that you have earned up to that point is determined by a specific formula. If your total disbursements exceed more than you are entitled to, based upon the calculations, the excess funds must be returned by the school, which may result in a remaining balance due to the school. You will be responsible for this balance.
- The amount of aid that you have entitled to keep is determined on the number of days in attendance. All ineligible funds must be returned either by the school, the student, or both. Federal software is used to calculate the amount of ineligible aid to be returned and by whom. Once you have completed more than 60% of the period of enrollment, you are entitled to receive all scheduled aid.
- If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, the school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. The school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition or fees.
- There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct loan funds that you would have received had you remained enrolled past the 30th day.
- Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with the school or the Department of Education to return the unearned grant funds.
- The requirements for Title IV program funds when you withdraw are separate from the ICE New York campus refund policy. Therefore, you may still owe funds to ICE to cover unpaid institutional charges. ICE may also charge you for any Title IV program funds that ICE was required to return. The Bursar will notify you of any funds that were returned. Various departments can provide you with the requirements and procedures for officially
withdrawing from school. They include the Registrar and Bursar.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAI D (1-800-433-3283). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

**CAL GRANT PROGRAM**
The Cal Grant Program is an educational opportunity grant program funded by the state of California to assist students in paying for a college education. In general, all Cal Grant applicants must:

- Be California residents
- Be U.S. citizens or eligible non-citizens
- Meet U.S. Selective Service requirements
- Attend an eligible California qualifying postsecondary institution
- Be enrolled at least half-time
- Maintain satisfactory academic progress as defined at school of attendance
- Have family income and assets below the established ceilings
- Not be in default on any student loan
- Not owe any federal or state grant refund


**Cal Grant B Entitlement Awards**
Cal Grant B provides grant funds for access costs to low-income students in an amount not to exceed $1,551. This grant is to be used for living expenses and expenses related to transportation, supplies and books. Awards are guaranteed for those who meet the program eligibility criteria.

**Competitive Cal Grant B Awards**
For those students who are not eligible for a Cal Grant B Entitlement Award, there is a competitive award option that is available in a limited capacity. Competitive Cal Grant B Awards are intended for students from disadvantaged and low-income families. These awards provide grant funds for access costs for low-income students in an amount not to exceed $1,551. This grant is to be used for living expenses and expenses related to transportation, supplies and books. Awards are not guaranteed.

**Cal Grant C Awards**
Cal Grant C awards are competitive, offered in a limited capacity, and not guaranteed. Awards assist students from low-income and middle-income families with tuition/fee and training costs for occupational or vocational programs. Recipients are selected based on financial need and vocational aptitude and must be enrolled in a vocational program at a California Community College, independent college, or vocational school, in a course of study lasting from four months to two years.

**PRIVATE LOANS**
The Career Training Smart Option Student Loan is a private, credit-based student loan through Sallie Mae. This loan helps students save money, build good credit and pay off their student loan debt faster. Students who apply with a creditworthy co-signer benefit from low interest rates. Interest rates vary and are reset on a monthly basis. Borrowers may apply for a co-signer release upon successful completion of their program. Monthly interest-only payments are required during the in school period and during the six-month grace period. Both interest and principal are due following the six-month grace period. Please visit http://www.salliemae.com/ctsmartloan to get started.

What you may need to refer to when applying:
- Your Social Security Card
- Your valid Driver’s License or state ID
- Your alien registration card or Permanent Resident Card (if you are not a U.S. citizen) — both sides
- Two different contact references, with valid addresses and telephone numbers

*In most cases, federal loans have better terms and conditions than private student loans, so consider that option first. Nonetheless, private student loans are very helpful in filling the gaps.*

New Jersey residents may be eligible for assistance through the Higher Education Student Assistance Authority of New Jersey (HESAA) after federal aid is exhausted. The assistance that is available through the HESAA is the NJCLASS loan. There are no annual and/or aggregate loan limits. NJCLASS may be used for school related expenses including tuition and fees, books, and supplies, as well as room and board. HESAA reduces the interest rate during school and for the first 48 monthly payments of principal and interest.

NJCLASS Loans are variable or fixed rate products financed through the annual sale of tax-exempt bonds. Finance terms of 10 years, 15 years or 20 years are available, as well as different repayment option. Please visit http://www.hesaa.org/Pages/NJCLASSHome.aspx for more information and to get started.

**TUITION FLEX PROGRAM**
The TuitionFlex Program is a financing option potentially available to students who have applied for all potential scholarships, federal grants, federal loans, private student loans, and state funded loans. It is an extended payment plan with interest ranging between 7.75-12.99% for Hospitality Management Program, Diploma in Restaurant & Culinary Management, Career Culinary Arts Program, and Career Pastry & Baking Arts Program. The interest rate is based on credit score and repayment time is five or 10 years. There is a non-refundable 2% fee (up to $250.00) to the amount being financed when applying. Please contact the Office of Student Financial Services for more information on how to submit an application.
ENROLLMENT AGREEMENT PAYMENT PLAN
Students who intend to pay their balance by check or credit card can do so with an interest-free payment plan. The student is required to put 10% down to reserve their seat (see Fees for additional details). The Balance Due must be paid 30 days prior to the start of the student's externship for the Culinary Arts, Pastry & Baking Arts and Hospitality Management Programs. Alternatively, the Balance Due must be paid 30 days prior to the end of the Diploma in Restaurant & Culinary Management, The Techniques of Artisan Bread Baking and The Art of Cake Decorating programs. There is a standard one-time origination fee for all multiple month payment plans equal to 1.9%.

When you visit ICE, please bring the following:

- Your Social Security Card
- Your valid Driver's License or state ID
- Prior year tax return

REFUND POLICY
The Institute of Culinary Education's New York campus uses the New York State refund policy. For the purpose of refund calculation, the total length of each program is divided into quarters as outlined in the coordinating Enrollment Agreements. A student will receive a refund for any quarter or fraction thereof that occurs after his/her withdrawal or termination.

1. Students may withdraw from the school at any time subject to the school's refund policy by providing verbal or written notice of withdrawal to the Dean of Students and/or Registrar. The failure of a student to notify the Dean of Students or Registrar in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

2. If a student is denied admission to the school, he/she will receive a refund of all monies paid.

3. If a student enrolls prior to visiting the school's facility, he/she may cancel within three (3) days of touring the school's facilities and inspecting the equipment and receive a refund of all monies paid.

4. If student cancels within three (3) days of signing the Enrollment Agreement, he/she will receive a refund of all monies paid except the cost of uniforms and e-books, provided that all other items received are returned in unused condition.

5. If a student cancels within four to seven (4-7) days of signing the enrollment agreement, but prior to the commencement of classes, he/she will receive a refund of all moneys paid, except for the registration fee and cost of uniforms and e-books, provided that all other items received are returned in unused condition. If a student cancels within four to seven (4-7) days of signing the enrollment agreement but after instruction has begun, he/she will receive a refund of all monies paid except for the registration fee and any amounts paid for materials received and personalized uniforms ordered.

6. Thereafter, a student is liable for:
   a. The $85 registration fee; plus
   b. The cost of any texts, books, knives, equipment and tool kits received, food costs, and personalized uniforms ordered, whether or not received; plus
   c. The tuition liability as of the student's last date of physical attendance as determined by the school's records. Tuition liability is divided by the number of quarters in the program in which a student is enrolled. Tuition liability is limited to the quarter during which the student withdrew or was dismissed plus tuition for any previous quarters completed.

7. If a student withdraws or is dismissed during the first quarter, the student's tuition liability for such quarter is as follows:
   - Prior to or during the first week 0%
   - During the second week 25%
   - During the third week 50%
   - During the fourth week 75%
   - After the fourth week 100%

8. If a student withdraws or is dismissed during any subsequent quarter, the student's tuition liability for such quarter is as follows:
   - Prior to or during the first week 25%
   - During the second week 50%
   - During the third week 75%
   - After the third week 100%

9. A refund may exceed the amount stated above if applicable state or federal law or accreditation standards, as may be amended from time to time, provide for a greater refund.

10. If a student withdraws for any reason, any refund owed to the student will be paid within 45 days of the school's receipt of written notice of withdrawal, or, if no such notice is provided, within 45 days of the date on which the student is deemed to have withdrawn pursuant to section 5001 of the New York Education Law. If the school dismisses the student for any reason, any refund owed to the student will be paid within 45 days of dismissal.

Specific information pertaining to VA refunds may be found at https://benefits.va.gov/gibill/.

Federal Financial Aid refund and return of funds information may be found at https://studentaid.ed.gov/sa/ or above in Return of Title IV Funds.

Tuition Reimbursement Account
The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address below.
The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form.

New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760

WEEKLY TUITION LIABILITY CHARTS
Please see Appendix B.
ACADEMIC POLICIES

ATTENDANCE
A student who is more than 30 minutes late may not be admitted to class at the discretion of the Instructor. Lateness will affect participation grades and repeated lateness may result in dismissal.

Attendance is taken prior to the start of each lesson and some schedules meet for more than one lesson per day. Any student that is not present for at least two hours in a four-hour lesson or at least one hour in a two-hour lesson will be marked absent.

Specific program and schedule policies can be found within each program’s description.

MAKE-UP POLICIES

Make-Up Classes
ICE does not offer make-up classes.

Make-Up Written Examinations
Every instructor will provide you with his or her own make-up policy. Examinations are scheduled and administered by your module instructor.

Make-Up Practical Examinations
Make-up practical examinations require the permission of the Office of Student Affairs (documentation of the reason for missing the exam may be required). A student must demonstrate extenuating circumstances as cause for missing a practical. It is your responsibility to contact the Office of Student Affairs to discuss a make-up practical exam and make-ups must be scheduled within 14 days of the missed exam. A student may only make up one practical examination during the entire program.

FREQUENCY OF EVALUATION
A written report card is issued at the end of each module that lists course grades, cumulative grade point average, and absences.

Please see each program description for specific evaluation criteria.

COURSE REPETITION AND FAILURE
Students who fail a course must repeat it. The grade for the retake will be the course grade. A course may be retaken only once. Students who fail the course for a second time or who fail to attend a scheduled retake of the course will be dismissed and a refund issued in accordance with New York State and Title IV regulations.

Typically, students retake a course while maintaining enrollment in their original class. The student will be assigned to retake the failed course in a different class with a schedule that will not conflict with the original class. Repeat classes are assigned based on space availability and delays are possible. It is essential to attend all classes in repeated course since failure will result in dismissal. Any student who is absent more than once during the retaken class will be dismissed a refund issued in accordance with New York State and Title IV regulations.

In extraordinary cases, a student may be assigned to repeat a failed course via Independent Study. In such cases, a student will work with an instructor in a small group or individual setting. Students who fail their externship course must begin a new 210-hour externship (200 hours for Hospitality Management). The externship must be restarted within 14 days of the LDA (last date of attendance) at the prior externship. The grade for the retake will be the course grade.

In all cases, a student must successfully complete all the courses that comprise their program within 150% of program length (including any retaken courses). If at any time it becomes impossible for a student to complete the program within the 150% limit, the student will be dismissed and a refund issued in accordance with New York State and Title IV regulations.

Due to the sequential nature of the programs, withdrawal from a course will be treated as a withdrawal from the program. ICE will initiate the refund policies mandated by New York State and Title IV regulations. The last date of attendance will be considered the date of withdrawal.

FOREIGN STUDENTS
Foreign students who fail a course may be required to fill out a Form G-1145, E-Notification of Application/Petition Acceptance and Form I-539, Application to Extend/Change Non-Immigration Status with the Department of Homeland Security to extend their Visa in order to retake their externship. There is no guarantee that the extension will be granted.

MAXIMUM TIME TO COMPLETE PROGRAM
All aspects of the program (in-class and externship) must be completed within 150% of the program length.

TRANSFER CREDITS
The Institute of Culinary Education does not accept transfer credits.

National College Credit Recommendation Service (NCCRS)
ICE is proud to have been evaluated by the National College Credit Recommendation Service (NCCRS), an organization chartered by the University of the State of New York to make college credit recommendations. Currently, graduates of our four diploma programs are eligible to receive up to the below number of college credits:

- Career Culinary Arts Program – 16-19
- Career Pastry & Baking Arts Program – 15-18
- Diploma in Restaurant & Culinary Management – 16
- Hospitality & Hotel Management Diploma Pro. – 24

NCCRS makes credit recommendations to 1,500 colleges and universities to use as a guide in granting college credit for courses taken at non-degree granting institutions. ICE itself cannot award college credit, but cooperating colleges and universities may. Note that the actual amount of credit awarded is up to the awarding institution. For more information, please visit http://www.nationalccrs.org/.
Articulation Agreements
For students interested in pursuing an Associate's or Bachelor's degree, ICE has formal articulation agreements in place with the below colleges/universities. These partner schools have committed to awarding a set amount of college credit to graduates of ICE diploma programs. Students may also be able to transfer college credits earned at other institutions, as well as earn credit through exam and life/work experience.
- Excelsior College - http://www.excelsior.edu/
  - A.S. in Liberal Arts
  - A.A.S. in Administrative Management Studies
- NY Institute of Technology - https://www.nyit.edu/
  - B.S. in Hospitality

College Credit – Disclaimer Statement
Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e. school diplomas, are issued to the students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

EXTERNSHIP

Commencement of Externship
Externships must begin within 7 days from the last day of class. Failure to commence externship within this timeframe will result in administrative dismissal. The student must successfully complete the externship to graduate from the Culinary Arts, Pastry & Baking Arts and the Hospitality Management Programs.

Students studying on M-1 visas must begin their externship immediately following (within 7 days) of their last class and complete a minimum of 22 hours per week at the site.

Duration
The duration of the externship is 210 hours (200 hours for Hospitality Management) and must last at least six weeks. Students must complete a minimum of 12 hours and a maximum of 35 hours per week. No credit will be given for hours logged in excess of the 35-hour per week limit.

Attendance Journals
Students are required to submit attendance journal records at the end of each week interval of their externship. There must be no interruption in weekly externship attendance. The attendance journal form is supplied by ICE and must be signed by the designated representative of the site who signed the externship agreement. Attendance forms may be transmitted electronically.

In the event that a student fails to submit their attendance records when required, the career services advisor will attempt to reach the student. If this is unsuccessful, and attendance cannot be verified at the site, the student will be sent a warning giving the student seven days to produce the attendance journal or be dismissed. Repeated lateness will have an impact on a student's final externship grade.

Evaluation
At the conclusion of the externship, ICE will send an evaluation form to the designated representative of the site who will grade the student on key performance areas including reliability, work habits, and technical abilities. This evaluation together with satisfactory completion of all externship-related assignments and policy compliance constitutes the final assessment of the externship course.

Student Feedback/Incidents
Students encountering problems at the externship site should communicate their concerns to their designated career services advisor. Additionally, a student must immediately contact their advisor should they be injured at the site. At the conclusion of externship, students are required to complete an evaluation/report of the externship experience.

Disciplinary Aspects
Any student whose externship is terminated by the site is required to notify ICE immediately. ICE will investigate the circumstances surrounding the termination and the student may face disciplinary action, including but not limited to course failure or dismissal. Students who terminate or interrupt their externship without authorization from ICE will also face disciplinary action. Terminated students must begin logging hours at a new, approved site within 14 days of their last date of externship attendance, or face dismissal.

Externship Placement
Students are required to investigate potential externship sites during their training at ICE and student preferences will be considered in determining where students will extern. However, the final approval regarding placement rests with ICE and New York State's Bureau of Proprietary School Supervision (BPSS). The externship must be completed at a site in New York State, within commutable distance from ICE. Students interested in exiting at a site outside this area are required to apply to BPSS for a waiver and site approval. An externship must be completed in its entirety at a single site unless extenuating circumstances exist, in which case the student may make a request to their career services advisor for a reassignment to another externship site. Students requesting an externship at a site that compensates externs must hold valid U.S. work authorization.

ASSESSING STUDENT PROGRESS
Student progress is closely monitored by the Office of Student Affairs (OSA). Students will be contacted if their grades indicate a difficulty in keeping up with the course work.

Academic Support Program
The OSA works closely with at-risk students. Students whose Cumulative Grade Point Average (CGPA) is below 2.0 or other students whose grades indicate difficulty with
the course work, will be scheduled for a conference with the OSA to determine the nature of the problem and arrive at an improvement plan. This may include practical tutorials which will give a student an opportunity to repeat techniques that the student has not mastered. The number of sessions required and subject matter to be covered will be determined by the OSA, with input from the Chef Instructor and the student. Necessarily, these tutorials will be offered outside of class time.

Grades
The following grade scale will be used:

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<th>Numerical Grade</th>
<th>Explanation</th>
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<tbody>
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CGPA (Cumulative Grade Point Average) is weighted by course length.

Incompletes
Students who fail to meet the requirements of a course (written or practical examinations or projects) will receive an incomplete. Incompletes must be resolved within 14 days of the end of the course. If after 14 days an incomplete is still unresolved (written or practical examinations or projects are not completed by the 14th day), the incomplete will become an F.

GRADUATION

Graduation Requirements
A student must meet the following criteria in order to graduate and qualify for a diploma:
1. Minimum GPA of 2.0.
2. Minimum attendance of 90% of scheduled classes.
3. Completion of all course requirements, including externship where applicable.
4. Satisfactory of all financial obligations to the school.
5. All courses successfully completed.

Honors
Students graduating with a final GPA of 3.67 or higher, no more than three absences, and who have not failed a course will be accorded highest honors. Students graduating with a final GPA between 3.33 and 3.66, no more than three absences, and who have not failed a course will be accorded honors.

Graduation Ceremony
A formal graduation ceremony will be held offsite each spring to acknowledge and honor students who have met the above Graduation Requirements. For questions regarding the ceremony, please contact NYgrad@ice.edu.

Receipt of Diploma
Diplomas are issued approximately 6-8 weeks from the end date of externship (i.e. Graduation Date) for Career Culinary Arts, Career Pastry & Baking Arts and Hospitality Management Programs. For Diploma in Restaurant & Culinary Management students, diplomas are issued approximately 6-8 weeks from the Graduation date.

Diplomas are not issued to graduates of The Art of Cake Decorating or The Techniques of Artisan Bread Baking courses. Graduates of these courses receive a certificate upon completion.

SATISFACTORY ACADEMIC PROGRESS
All students are required to maintain Satisfactory Academic Progress. Satisfactory Academic Progress has two criteria:
• Qualitative - A student's CGPA must be 2.0 or higher;
• Pace - The student's rate of completion must assure graduation within 150% of the program's length. The pace at which the student is progressing will be measured by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

The Office of Student Financial Services measures both Qualitative SAP and Pace at the end of each Title IV financial aid payment period. The Director of Student Financial Services will place a student who fails to achieve SAP on Financial Aid Probation and staff will notify the student within 48 hours.

Financial Aid Probation
Students who are placed on Financial Aid Probation may continue to receive Title IV financial aid during the probationary payment period.

Appeals from Financial Aid Probation
A student who has been placed on Financial Aid Probation may appeal. Appeals must be made in writing to the Director of Student Financial Services within 14 days. The appeal must assert a serious reason for the inability to meet SAP including student injury or illness, death of relative or other special circumstances and explain what has changed that will allow the student to achieve SAP at the next evaluation. In deciding the appeal, the Director will consult with the Dean of Students. If the appeal is granted, the Director of Student Financial Services will reinstate the student's Title IV aid for one payment period. The student will be notified by the Office of Student Financial Services within 48 hours of the decision.

Academic Plan
Any student that is put on SAP Probation and does not file an Appeal with the Director of Student Financial Services or whose appeal is denied will meet with the OSA to work out an Academic Plan. This Academic Plan will follow the same procedures as the school's Academic
Support Program in which the OSA works closely with at-risk students. Students whose CGPA is below 2.0 or other students whose grades indicate difficulty with the course work, will be scheduled for a conference with the OSA to determine the nature of the problem and arrive at an academic improvement plan. This may include practical tutorials which will give a student an opportunity to repeat techniques that the student has not mastered. The number of sessions required and subject matter to be covered will be determined by the OSA, with input from the Chef-Instructor and the student. Necessarily, these tutorials will be offered outside of class time.

**Removal from Financial Aid Probation**
A student will be removed from probationary status if, at the next evaluation, he/she achieves SAP.

A student who has failed to achieve SAP at the end of the probationary period will be dismissed. A student will also be dismissed at any time at which it becomes mathematically impossible to graduate with a CGPA of 2.0. Please see **Withdrawal, Dismissal & Reinstatement Policies** for appeal information.
ADMINISTRATIVE POLICIES

CLOCK HOUR
One clock hour is 60 minutes.

HOLIDAYS
The New York campus observes the following holidays. Career classes are not scheduled to be held on the following days:

<table>
<thead>
<tr>
<th>2017-2018 Academic Year Holidays/Breaks*</th>
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<tbody>
<tr>
<td>Labor Day</td>
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<tr>
<td>Rosh Hashanah</td>
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<td>Yom Kippur</td>
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<td>Columbus Day</td>
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<td>Thanksgiving</td>
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<td>Winter Break</td>
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<td>Martin Luther King Day</td>
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<td>Presidents Day</td>
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<tr>
<td>Easter/Passover</td>
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<tr>
<td>Memorial Day</td>
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<tr>
<td>Independence Day</td>
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</tbody>
</table>

*Subject to change; please refer to your class schedule (provided on your first day of class) for details.

SCHOOL CLOSING
To find out if the school is closing for inclement weather or for any other reason, please call the school’s general number: (212) 847-0700. If the normal recording plays, this means that the school is open and all classes are running as scheduled. If the school is closed for some or all classes on a given day, a new voice recording will say specifically that the school is closed and for what classes and for how long. Again, if the recording doesn’t mention any closing, the school will be open and classes will run as scheduled. Any canceled class will be rescheduled for the next time that your class meets and a revised schedule will be handed out in your classroom.

DRESS CODE
Career Culinary Arts, Career Pastry & Baking Arts, The Art of Cake Decorating, and The Techniques of Artisan Bread Baking Programs
Proper dress is an important aspect of professionalism. Moreover, in the food service industry, uniforms are mandated by the New York City Health Code. Students are required to be in uniform (including hats) whenever they are in class. Students may change their clothes in either the locker rooms or the bathrooms. No one is permitted to change in the hallways. Student uniform includes:

1. White commis cap
2. Institute white chef’s coat, clean and wrinkle-free and buttoned to the top.
3. Checkered chef’s pants clean and wrinkle-free.
4. White apron.
5. Black, oxford shoes or leather clogs with closed backs. Perforated clogs, plastic clogs or those with strap-backs are not permitted. All shoes must cover the entire top of the foot. Non-slip soles are required on all shoes. Only black shoes may be worn.
7. Two school-issued blue side towels.

Students who come to class out of uniform (this includes not having side towels or wearing a dirty uniform) may receive a deduction in their grade. A student may not be admitted to class if he or she is missing a coat, pants, shoes or socks. Repeated violations of the dress code may result in disciplinary action.

Students who need replacement uniforms should go to: OK Uniform Co, Inc. 253 Church Street New York, NY 10013 Phone: (212) 791-9789 • Fax: (212) 791-9795 TOLL FREE: (866) 700-5765

Hours
Mon-Thurs: 9:00 AM – 5:00 PM
Friday: 9:00 AM – 3:00 PM
Saturday: CLOSED
Sunday: CLOSED

Replacement hats, towels, aprons, jackets and pants are available for purchase at the reception desk.

The New York City Health Code prohibits wearing kitchen uniforms outside the kitchen. Please do not wear the uniform when traveling to or from the Institute.

Hygiene
The obligation to prepare wholesome food in a safe, hygienic manner is a serious one and the Institute is committed to teaching its students to comply with all health code regulations. In keeping with these standards, students are required to observe the following hygiene guidelines:

1. Men must be clean-shaven or have neatly trimmed beards and mustaches.
2. All hats must cover a student’s hair. The hat must come down over the top of the head exposing the forehead with no hair showing. All hair, front back and sides must be under the hat. No ponytails, locks or braids may be outside of the hat for both men and women. For those that have exceptionally long hair, there are special stocking caps that are commercially available. No handkerchiefs may be used in lieu of a hair net or stocking cap.
3. Nails must be free of polish and trimmed short.
4. No jewelry beyond smooth-surfaced rings, studs and stud-type earrings may be worn.
5. No nose rings, lip rings or hoop earrings may be worn.
6. Wash your hands whenever you enter the kitchen, before beginning to cook and after you touch any potentially hazardous food. It is also important to wash your hands after you touch your mouth, face or hair and after using the toilet. Use hand sanitizer frequently.
7. Wear gloves when handling any food that will not undergo further cooking before being served.
8. Notify the Chef-Instructor if you cut or otherwise injure yourself and wear gloves when appropriate.
9. Be certain that your Instructor fills out an accident report in the event you are injured (see Student Injury Policy for additional information).
10. Notify the Chef-Instructor if you are ill. Students
who appear to be ill may be sent home to avoid contagion.

Diploma in Restaurant & Culinary Management and Hospitality Management Programs
While business attire is not required, students are expected to dress in well-maintained, casual clothes. Tee shirts with messages, torn jeans, shorts, tank tops, bare midriffs and see-thru attire are prohibited.

IDENTIFICATION BADGE POLICY
Students must be able to identify themselves at all times. There are two (2) forms of identification that are issued to students within five (5) days of starting the program:
1. ICE photo ID, and
2. Building access badge.

These will remain active throughout the duration of the program and must be accessible and made available upon request while on school premises. Note that your building access badge is required to gain entry into Brookfield Place.

Please report lost or stolen ID and access badges to the Office of the Registrar immediately. Replacements will be issued as necessary and, depending on the number of replacements issued, may cost a nominal fee. The Office of the Registrar may be reached at (212) 847-0700 ext. 842.

LEAVE OF ABSENCE POLICY
In order to derive the maximum benefit from our educational experience it is important to take the program as an uninterrupted whole. Extended absences greatly reduce the retention of information and interfere with effective learning. For these reasons, the Institute of Culinary Education discourages students from taking leaves of absence. However, the school recognizes that events occasionally occur that require a student to interrupt his or her education. A student may request a Leave of Absence (LOA) from the Office of Student Affairs (OSA) only under the following policy:
1. The student must request the LOA in writing and must explain the reason for the requested leave.
2. The student must request the LOA on or before their last date of attendance in class. A form requesting a leave may be obtained from the OSA.
3. Student must demonstrate serious circumstance. Acceptable reasons include, but are not limited to, personal illness or illness of a close relative, bereavement, financial hardship or military and verifying documentation is required. Leaves will not be granted for vacations or other frivolous reasons.
4. The period of the LOA may not begin until the student has submitted and the school has approved a written and signed request for an approved leave of absence, except in those cases where unforeseen circumstances prevent a student from submitting a request in advance. In such cases, the student must be able to provide, at a later date, the request and the reason(s) for the LOA along with documentation to show that the LOA could not have been requested in advance. In these instances, the effective date of the LOA period can be no earlier than the date that the circumstance prevented the student from attending school.
5. The student must specify the length of leave requested.
6. If the request is granted, the school will provide a written approval to the student. LOAs are granted in increments of no more than 30 days. For leaves in excess of 30 days, the student must contact the OSA prior to the expiration of the leave to request a renewal.
7. If circumstances warrant, leaves may be extended up to 180 days from the last date of attendance, upon approval from OSA. An LOA may not exceed 180 days within any 12-month period.
8. Due to scheduling constraints, no more than one LOA will be granted.
9. The registrar will determine possible return date(s). Due to space constraints, the student may be required to change their class schedule upon return.
10. Students returning from an LOA may be unable to return to a class meeting on their original schedule due to a lack of space. In these cases, the student will not be charged any additional tuition. Should the student be transferred to a less expensive class the student will receive a pro-rata refund. If a class of equal tuition is available, offered, and refused by the student, it is considered a voluntary transfer and is subject to pro-rata charges.
11. Failure to return from the LOA on the scheduled day will result in the student being dismissed as of the last date of attendance and subject to refund policies mandated by New York State and Federal Title IV regulations.
12. Funds that represent a credit balance may be paid to a student on a LOA.
13. A student who has federal financial aid is considered to be in continued enrollment during an approved LOA. However, if the student fails to return at the end of the leave, he or she is considered to have withdrawn as of the last date of attendance, and a return of federal funds calculation will be required. In addition, the student will be considered to have withdrawn as of the last date of attendance for purposes of the in-school loan deferment, and the 180-day grace period before repayment obligations begin will have started to run as of the beginning of the LOA. The student will be subject to refund policies mandated by New York State and Federal Title IV regulations.
14. Students on a LOA may not partake in Student Services, ex: use of recreational class credits.
15. Students returning from a LOA will typically not return in their original class cohort. Additionally, students are not guaranteed a return to their original schedule due to space and/or class availability. Additional tuition will not be charged if the student is transferred to a more expensive class, if that is the only class available. However, if a class of equal tuition is available, offered, and refused by the student, it is considered a voluntary transfer and is subject to pro-rata charges. Should the student be
transferred to a less expensive class, the student will receive a pro-rata refund.

CLASS TRANSFERS

Voluntary Transfer
Any student who voluntarily elects to transfer to a different class schedule, will be charged pro-rata the tuition difference (if any). Should the student elect to transfer to a less expensive class, the student will receive a pro-rata refund.

Involuntary Transfer
Students returning from a leave of absence may be unable to return to a class meeting on their original schedule due to a lack of space. In these cases, the student will not be charged any additional tuition. Should the student be transferred to a less expensive class the student will receive a pro-rata refund. If a class of equal tuition is available, offered, and refused by the student, it is considered a voluntary transfer and is subject to pro-rata charges.

WITHDRAWAL, DISMISSAL & REINSTATEMENT POLICIES

Voluntary Withdrawal
Students may withdraw from the school at any time subject to the school’s refund policy by providing verbal or written notice of withdrawal to the Dean of Students and/or Registrar. The failure of a student to notify the Dean of Students or Registrar in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law. The last date of physical attendance will be considered the actual date of withdrawal. If a student ceases attendance without withdrawing, ICE will dismiss the student when the maximum number of absences are accrued and initiate the refund policies mandated by New York State and Federal Title IV regulations.

Withdrawal without Prejudice
Students with qualifying extenuating circumstances may be granted Withdrawal without Prejudice and are permitted to apply for reinstatement without restriction through the Office of Student Affairs. Those students who reapply within 12 months may be required to participate in a skills assessment with an instructor to determine the appropriate point of return.

Reinstatement after Withdrawal
Students who wish to return to the New York campus following withdrawal from a program must apply for reinstatement through the Office of Student Affairs. Students who have withdrawn must wait a period of 180 calendars days from their date of withdrawal to reapply and those students that withdrew more than 12 months prior are subject to restarting the program from the beginning. Those students who reapply within 12 months may be required to participate in a skills assessment with an instructor to determine the appropriate point of return.

Academic Dismissal
A student who has failed to achieve SAP at the end of the probationary period will be dismissed. A student will also be academically dismissed at any time at which it becomes mathematically impossible to graduate with a CGPA of 2.0.

Administrative Dismissal
Students who commit infractions of the conduct code (other than those that result in immediate dismissal) will receive progressive discipline. The first infraction results in a written warning from the Office of Student Affairs. A second infraction will result in the student being placed on behavioral probation and a third infraction may result in dismissal.

Reinstatement from Academic or Administrative Dismissal
Any student dismissed for academic or administrative reasons may appeal to the Vice President of Education and School Director within 14 days of the dismissal. A student who is denied federal student aid because of failure to meet the satisfactory academic progress (SAP) standards may also appeal to the Director of the school based on mitigating circumstances. Such appeals must be made in writing and will be adjudicated within 14 days of receipt of the appeal.

STUDENT CONDUCT POLICY

Code of Conduct
In order to assure that all our students benefit from a positive educational environment, we ask that you observe the following rules. Compliance with them is reflected in skill point awards. Consistent violations of these rules may result in disciplinary action.

All students are bound by the rules and regulations as stated in the Student Handbook including all Code of Conduct policies. These guidelines also apply while on trails, externship or any school-related activity (i.e. volunteering). As a representative of the school, this also includes correspondence and contacts with industry professionals, businesses and associations that have a professional relationship with the Institute of Culinary Education and its campuses.

Violations of these rules may result in disciplinary action and/or suspension of student services.
1. Students must bring their knives and tool kits to every class. Chef- Instructors will indicate additional items (iPads, books, lessons) that are also required.
2. Students are required to be in full uniform whenever they are in the kitchens. In compliance with the health code, no students will be permitted to participate in career cooking classes while in street clothes.
3. Students are required to practice safe food handling techniques at all times.
4. Students are required to prepare for all classes by familiarizing themselves with the recipes, doing the assigned reading, and completing the written assignments.
5. Students are required to behave in a polite, courteous
manner. Rude, vulgar or abusive language will not be tolerated. Cursing in the classroom is not allowed and such activity will result in disciplinary action which could cause suspension and ultimately lead to dismissal.

6. Students are required to work effectively with others. Teamwork is essential for success at the Institute.

7. Students are required to work in a neat and orderly manner.

8. Students are required to keep their work area clean and wash dishes as they go. Participation in kitchen clean-up is mandatory.

9. Cell phone use except for emergencies is prohibited during class. PDAs may be used for note taking with the Instructors permission.

10. iPads, laptops and other electronics may be used for class purposes only.

11. Smoking is prohibited on Institute property.

12. Students are prohibited from any solicitation activity on school premises. Students may not use class rosters or student lists for any form of solicitation.

13. Students are encouraged to share their experience in class through social media and personal websites, blogs and videos, but may not disseminate or otherwise make public any proprietary information of the Institute of Culinary Education. Prohibited activities include posting Institute recipes on the internet (including on personal websites, blogs or videos) without the prior written consent of the school.

14. Students may only take home food prepared in class. These items must be taken immediately at the end of class and not left in the refrigerators. All raw ingredients and supplies are school property and may not be taken.

15. Students are required to ask the Chef-Instructor’s permission before using anything from a kitchen other than the one to which they are assigned.

16. Eating or loitering in the locker rooms is prohibited

17. Students are required to come to the school in appropriate mental and physical condition to participate in their classes. While at school, students may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted only if it does not impair a student’s ability to function in a safe manner that does not endanger him or herself or other students.

18. Students who are judged to be under the influence of drugs or alcohol will be removed from class and a disciplinary report will be filed. A second incident will result in dismissal from the program. This policy also applies to career students taking recreational classes.

19. For those programs with an externship course, students are required to begin their externship within seven (7) days of the last day of class. Failure to do so will result in administrative dismissal.

**Prohibited Conduct**

The following actions are grounds for immediate dismissal:

1. Behaving in a violent manner.

2. Engaging in hate speech relating to race, creed, color or sexual orientation.

3. Harassment (physical, verbal or sexual) of another person including, without limitation, taunting, mocking, mimicking or teasing.

4. Threatening or intimidating another person in any manner.

5. Theft of school property or the property of another person.

6. Reckless damage to Institute property or the property of others.

7. Consuming alcohol in any Career Culinary or Pastry class outside of an approved area or event. No alcohol may be consumed by any student who is under 21 years of age.

8. Refusal to comply with the directives of the faculty or administration given in performance of their duties.

9. Academic dishonesty (cheating, plagiarism, alteration of Institute records including externship time sheets, and unauthorized use of Institute documents).

**Suspension**

Any student involved in Code of Conduct violations may be suspended from their current class. This means that they will be removed from that class pending a disciplinary hearing to determine appropriate sanctions if any that will be imposed which may include dismissal. The Disciplinary Committee may be comprised of the Director of Education, Assistant Dean of Students, a Career Services Advisor, and an instructor.

If it is determined that you are able to continue your program, you may be transferred to another class that may have a different schedule and also may have stipulations that apply (i.e. be on Behavioral Probation for the remainder of the program).

If you are dismissed, you may appeal to the Vice President of Education and School Director within 14 days of the dismissal. Such appeals must be made in writing and will be adjudicated within 14 days of receipt of the appeal. All appeal decisions are final.

If you are dismissed, the New York campus will initiate the refund policies mandated by New York State and Federal Title IV regulations. The last date of attendance will be considered the date of dismissal.

**Academic Honesty and Copyright Infringement Policy**

Academic honesty, integrity, and ethics are required of all students and employees of the Institute of Culinary Education. ICE will not tolerate cheating, plagiarism, or other forms of dishonesty.

1. The school defines cheating as including but not limited to the following:
   a. Using unauthorized materials such as books, notes, cell phone or PDA accessories or crib sheets to answer examination questions;
   b. Taking advantage of information considered unauthorized by one’s instructor regarding examination questions;
   c. Copying another student’s homework, written
assignments, examination answers, electronic media, or other data;
d. Assisting or allowing someone else to cheat; or
e. Failure to report cheating to an academic official of the school.

2. The school defines plagiarism as including but not limited to the following:
b. Representing the ideas, expressions, or materials of another without due credit;
c. Paraphrasing or condensing ideas from another person’s work without proper citation; or
d. Failing to document direct quotations and paraphrases with proper citation.

3. The school defines other forms of academic dishonesty as including but not limited to the following:
b. Fraud, deception, and the alteration of grades, timesheets or official records;
c. Changing examination solutions after the fact;
d. Purchasing and submitting written assignments, homework or examinations or passing off the work of others as your own;
e. Reproducing or duplicating images, designs, or Web pages without giving credit to the developer, artist, or designer;
f. Submitting work created for another course without instructor approval;
g. Misrepresenting oneself or one’s circumstance to gain an unfair advantage
h. Collaborating with another person(s) without instructor approval; or
i. Selling or providing papers, course work, or assignments to other students.

4. Students may not make unauthorized copies of copyrighted material on or using the school computer systems, networks or storage media. Students may not store unauthorized copies of copyrighted works using school systems, networks and/or storage media. Students may not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using school computer systems, networks, Internet access or storage media, and may not use peer-to-peer file services that would promote copyright infringement. The Institute of Culinary Education reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time, without notice, and with or without cause. Additionally, the school reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice. The school also reserves the right to restrict access to its computer systems, networks and storage media at any time for any reason.

It is entirely within the discretion of the Institute of Culinary Education to determine the appropriate consequence for any violation of this policy.

STUDENT INJURY POLICY
The Institute of Culinary Education carries an Excess Student Insurance Policy which provides additional coverage for those students injured on-premises or at school-related events. If an incident occurs, the student must complete a Student Injury Claim Form at or near the time of the injury.

When seeking medical coverage, the student must submit their own insurance information as the “primary insurer,” as well as submit copies of any medical bills and explanation of benefits to the school insurance provider. If a student does not submit these documents, they may be required to assume responsibility for some or all of the related costs.

For these students, the school will serve as the “secondary” or “supplementary insurer.” In the event the student is without personal coverage, the school plan will serve as the primary insurer.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE
ICE encourages students to bring all complaints or grievances about school-related situations to its attention. All complaints will be promptly and fully investigated. The process explained below is designed to provide a forum for students to address their dissatisfaction with the application of school policies or with interactions with staff, faculty, administrators or other students.

1. If the grievance is related to a class, a student should discuss the problem with the Instructor.

2. If the student is not satisfied with the action taken by the instructor, the student should inform the Office of Student Affairs. They will investigate and discuss the matter with the student and the Instructor and attempt to resolve the matter.

3. If a student is still dissatisfied with the handling of his/her grievance, he/she must submit a written request for a hearing to the Vice President of Education and School Director. A hearing panel will be convened consisting of the School Director, the relevant Dean, and an Instructor. A final decision will be communicated to the student in writing within ten (10) working days.

Policies Pertaining to Grievances
- All information related to complaints and grievances will be held in strict confidence. The complaint will only be discussed with individuals who are directly involved.
- Whenever two or more students have a common or similar grievance, the ICE may require the students to select a representative(s) for the group.
- The final decision pertaining to the grievance will be binding on all members of the group. Decisions on grievances will not be precedent-setting or binding to future grievances unless they are officially adopted as ICE policy.
• If a student feels that ICE has inadequately addressed a complaint or concern, the student may contact the
  New York State Education Department,
  Bureau of Proprietary School Supervision,
  116West 32nd Street, 5th Floor,
  New York, NY 10001; (212) 643-4760
  www.acces.nyssed.gov/bpss
  Or the
  Accrediting Commission of Career Schools and Colleges
  http://www.accsc.org/

All complaints considered by the Commission must be submitted in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as to its final resolution by the Commission.

Please direct all inquiries to:
Accrediting Commission of Career Schools and Colleges
2101Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

Copies of the Commission complaint form are available at the school and may be obtained by contacting the school's Vice President of Education and School Director. The Accrediting Commission of Career Schools and Colleges can also provide comparable program information related to tuition, fees and program lengths.

For additional information pertaining to student rights, please see Appendix C.

INFORMATION TECHNOLOGY POLICY
ICE is pleased to offer its students computer access in our library. The primary purpose of the computers is to enable students to research topics related to their course of study. Students using the computers are required to comply with the following guidelines:
• Do not attempt to download any software onto the computers
• Do not copy any software from the computers
• Do not tamper with the settings of the computers
• Do not upload, download or copy material subject to copyright restrictions.

The following are items deemed to be unacceptable use of the school's computer resources:
• Accessing pornographic material
• Hacking
• Transmitting obscene, harassing or threatening material
• Disseminating proprietary Institute of Culinary Education information or material
• Solicitation for political or religious activities
• Intentionally interfering with the operations of the school's computer infrastructure

The penalty for violation of this policy will be disciplinary
STUDENT SERVICES

Being a student at ICE goes beyond daily classes. The New York campus is pleased to offer students and alumni opportunities to expand their horizons by participating in the services below:

ENRICHMENT CLASSES
While our programs are comprehensive, there is always more to learn and we are pleased to offer students the opportunity to take enrichment classes on a wide variety of topics. These classes are often taught by guest instructors who offer students unique expertise and perspective. These classes are offered free of charge or at a very low cost. To view a current listing, go to this link on the ICE website: http://www.ice.edu/professional-development/professional-demonstrations-lectures

 VOLUNTEER OPPORTUNITIES
While the responsibilities of work, school and family may seem to leave little free time, we nonetheless encourage students to avail themselves of the many volunteer opportunities that the Institute offers. These events allow students to get firsthand experience of real-world food service and frequently involve working with some of the area’s most noted chefs and experts. An added bonus you get to support worthy charitable endeavors that need your help. Contact the Office of Student Affairs for more information.

It is important that whenever you volunteer that you know that you are truly available for the time that you sign up for. The organization will expect you and will count on your presence as part of their calculated needs as support staff. If you cannot make your shift, you must contact the point person immediately and you must never not show up without contacting that person. Do not wait until the time of your shift to call out. This is disruptive and can cause a severe impairment of the functioning of the event that you have volunteered for. Please do not sign up for multiple shifts if you cannot make them. Though these are voluntary positions, your help is counted on and recruitment may be stopped because you have helped fill their quota for volunteers to ensure your spot at that event. Always be professional!

SCHOLARSHIPS
Below are the scholarships currently available to students of ICE’s career-training programs. The list is subject to change. Please visit www.ice.edu/admissions-financial-aid/financial-aid/scholarships for most up to date information.

#CulinaryVoice Scholarship Challenge
In 2017, ICE offered eighteen (18) scholarships, six (6) full scholarships and twelve (12) partial scholarships. Eligible applicants submitted one-minute videos detailing who they were, what they wanted to become in the culinary or hospitality industries, and why they were deserving of the ICE scholarship. A public vote narrowed down the entries to the top 50 finalists, from which an ICE panel of judges selected the winners – one (1) full scholarship and two (2) partial scholarships in each of ICE’s professional diploma programs (Career Culinary Arts, Career Pastry & Baking Arts, Restaurant & Culinary Management, Hospitality Management Program, The Techniques of Artisan Bread Baking and The Art of Cake Decorating).

Please visit http://culinaryvoice.ice.edu/culinaryvoice for more information.

The ICE Kevin Nurse Memorial Scholarship
This annual scholarship program offered by ICE in the form of a $10,000 tuition credit for the Career Culinary Arts or Pastry & Baking Arts Programs, or a $5,000 tuition credit for the Diploma in Restaurant & Culinary Management or Hospitality Management Programs. The scholarship is intended for a student who has overcome a medical hardship or who has a family member with a medical hardship.

The application period for the 2018 award year is January 1, 2018 through March 1, 2018. The winner is typically announced annually in July.


ICE Cares Scholarship Program
This annual scholarship opportunity is available to Career Culinary and Pastry & Baking Arts Program applicants who have attempted but unsuccessfully completed the financing process. Applicants are also required to have at least a 3.0 GPA in high school or college and must submit a complete scholarship application by the deadline. Up to twenty (20) scholarships at the value of $25,000 will be awarded each year.

Scholarship applications must be received by:
September 1st for the October award
December 1st for the January award
March 1st for the April award
June 1st for the July award


James Beard Foundation Scholarship Program
Each year, three (3) scholarships are offered by ICE through the James Beard Foundation Scholarship Program: one (1) $3,500 tuition credit for the Career Culinary Arts Program, one (1) $3,500 tuition credit for the Career Pastry & Baking Arts Program, and one (1) $2,500 tuition credit for the Diploma in Restaurant & Culinary Management or Hospitality Management Program.

Applications are typically accepted April through May annually. Winners are typically announced in August.

Careers through Culinary Arts Program (C-CAP) Scholarship
Two (2) scholarships are offered each year by ICE through the C-CAP Scholarship Program: one (1) $15,000 tuition credit for the Hospitality Management Program and either one (1) $37,000 tuition credit towards the Career Culinary Arts Program or one (1) $35,500 tuition credit towards the Career Pastry & Baking Arts Program.

Applicants must be currently attending a C-CAP partner public high school or after school program and must complete the C-CAP Competition application process. Applications are accepted typically from September through December annually.

The scholarships are awarded to finalists in the C-CAP Cooking Competition for Scholarships, which is typically held in April of each year. Finalists and scholarship winners are selected based on performance in the competition, soft skills (such as attitude and integrity), scholarship eligibility, financial need, and applicant’s school preferences.


C-CAP Diploma in Restaurant & Culinary Management Program Scholarship
Three (3) tuition scholarships are awarded each year for the Diploma in Restaurant & Culinary Management Program in the value of up to $15,530. Applicants must a current or past participant in C-CAP in high school.

Eligible applicants must apply through C-CAP. Winners are selected by C-CAP in April and October annually.


Les Dames d’Escoffier Scholarship Program
This is an annual scholarship offered by ICE through the Les Dames d’Escoffier Scholarship Program. Four (4) scholarships are awarded each year: one (1) $2,500 tuition credit towards the Career Culinary Arts Program, one (1) $2,500 tuition credit towards the Career Pastry & Baking Arts Program, one (1) $1,500 tuition credit towards the Diploma in Restaurant & Culinary Management program and one (1) $1,500 tuition credit towards the Hospitality Management Program.

The scholarship program is open to females who are residents of New York, New Jersey or Connecticut. Applications are accepted annually from January through March. Winners are typically notified by mid-June each year.


Women Chefs and Restaurateurs (WCR) Scholarship
Two (2) scholarships are offered each year by ICE through Women Chefs & Restaurateurs (WCR) Scholarship and Internship Program: one (1) $5,000 tuition credit towards the Career Pastry & Baking Arts Program, and one (1) $2,000 tuition credit towards the Diploma in Restaurant & Culinary Management program.

These scholarships are open to females who are active members in WCR. Completed applications must be submitted by mid-September each year. Winners are notified by phone by WCR.


CONTESTS & COMPETITIONS
Competition can be a powerful vehicle for skill improvement and advancement. It gives students an opportunity to apply their academic and technical skills in a creative endeavor that offers possibilities of prizes and publicity. Often faculty serve as coaches to student-contestants. Please contact the Office of Student Affairs for information.

MEDIA OPPORTUNITIES
ICE is often contacted by casting agencies for major network and cable television shows like Top Chef, The Next Food Network Star and Hell’s Kitchen. We are pleased to pass on these opportunities to our students. For information, please contact the Office of Student Affairs.

LIBRARY
ICE is pleased to offer its students access to an industry-based reference library. The library houses a comprehensive culinary collection that encompasses a wide range of cookbooks, reference sources, management and hospitality resources, and magazines.

The library also provides digital access to over 1,000 food-industry related journals, periodicals and texts via subscription databases that can be accessed online either on the school computers in the library or via the student’s iPads. For information regarding computer access in the library, please see the Information Technology Policy.

Hours of Operation:
Weekdays: 7AM-6PM
Weekends: 8AM-6PM

Library materials are for reference only and may not be checked out. Photo copies are provided for students who wish to copy recipes, articles or other materials to take with them.

RECREATIONAL CLASS BENEFIT
As part of our commitment to your education, we are pleased to offer you the opportunity to take some of these other courses at the school for free. Specifically, you are now entitled to a series of classes that includes the below.

This offer is not transferable, non-refundable, convertible to cash, or useable for merchandise and expires 18 months
after the first day of attendance. Identification will be required to be admitted to classes. To register, please email NYcredits@ice.edu or call (212) 847-0770.

Active students who wish to take recreational classes (except those noted below) will receive 25% off the price of the class. Alumni are eligible for a 15% discount off the price of recreational classes.

Career Culinary Arts, Career Pastry & Baking Arts and Diploma in Restaurant & Culinary Management Students
All Career students will receive a $350.00 credit towards the tuition for either single-session classes or a multi-session class of their choosing in the recreational program free of charge. Space in these classes is limited and reservations are on a first come, first served basis. In general, we will admit no more than three matriculated Career students per class. Course offerings will be found in the Main Course catalog.

Hospitality Management Program Students
As part of our commitment to your hospitality management education, we have established a credit for you to take 54 hours of ICE Electives. Specifically, you are now entitled to a series of classes with a value of over $1,200.00. They are: one Techniques of Fine Cooking class, Wine Essentials, one other single-session recreational class of your choice, and a behind-the-scenes tour of the ICE Stewarding Department. Space in these classes is limited and reservations are on a first come, first served basis. In general, we will admit no more than three matriculated Career students per class.

Wine Essentials
For Career Culinary Arts, Career Pastry & Baking Arts and Hospitality Management Program Students Only
All Pastry, Culinary and Hospitality students are encouraged to take the six-session Wine Essentials course at no charge. (Culinary Management students have wine education built into their program and so are not eligible for this offering.) A student must be at least 21 years of age to take Wine Essentials or any course at the Institute that is based on alcohol. Students who are under 21 years of age will not be permitted to take Wine Essentials. A credit equal to the value of this course will be issued for these students. This will also apply to students who cannot take the course due to health or religious reasons. Students taking Wine Essentials are required to give 48-hours' notice if they are unable to attend a class. Failure to provide advance notice or failure to attend the first class of the course will result in forfeiture of the entire credit. Subsequent classes may be made up if a 48-hour notice is given, subject to availability.
CAREER SERVICES

The Institute of Culinary Education does not guarantee employment to its graduates. We do, however, maintain ongoing job placement services to help graduates find work. Each student is assigned a specific Career Services Advisor, who is their direct contact for all career-related issues throughout their time at the school, from externship site selection to job search help after graduation. Each class has at least four touch points where Career Services Advisors explain the types of jobs available, strategize about job search, work with students to develop their interview skills and polish their resumes. This culminates in the advisor collaborating with the student to arrange their externship.

At the conclusion of externship, the Career Services Advisor continues to work with the graduate to secure employment by providing job listings and additional support with interviewing and resume writing as required. Examples of on-going services offered to graduates includes individual advisement sessions, one-on-one resume writing assistance, recruiter visits, weekly job listing newsletter and bi-annual Career Fairs. Graduate employment assistance is offered to all diploma recipients for a lifetime. See Education Objectives within each program’s description for sample entry-level positions our students obtain.

PLACEMENT STATISTICS
Our most recent placement and graduation statistics (2017) as reported to our accreditor ACCSC are as follows:

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Length in Months</th>
<th>Report Population</th>
<th>Grad Rate</th>
<th>Employ Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Culinary Arts</td>
<td>8</td>
<td>183</td>
<td>88%</td>
<td>83%</td>
</tr>
<tr>
<td>Career Culinary Arts</td>
<td>11</td>
<td>94</td>
<td>87%</td>
<td>88%</td>
</tr>
<tr>
<td>Career Culinary Arts</td>
<td>13</td>
<td>47</td>
<td>87%</td>
<td>77%</td>
</tr>
<tr>
<td>Career Pastry &amp; Baking Arts</td>
<td>8</td>
<td>83</td>
<td>90%</td>
<td>80%</td>
</tr>
<tr>
<td>Career Pastry &amp; Baking Arts</td>
<td>10</td>
<td>38</td>
<td>89%</td>
<td>69%</td>
</tr>
<tr>
<td>Career Pastry &amp; Baking Arts</td>
<td>12</td>
<td>28</td>
<td>94%</td>
<td>87%</td>
</tr>
<tr>
<td>Restaurant &amp; Culinary Management</td>
<td>7</td>
<td>95</td>
<td>85%</td>
<td>82%</td>
</tr>
<tr>
<td>Restaurant &amp; Culinary Management</td>
<td>10</td>
<td>36</td>
<td>90%</td>
<td>73%</td>
</tr>
<tr>
<td>Hospitality Management</td>
<td>12</td>
<td>54</td>
<td>84%</td>
<td>83%</td>
</tr>
</tbody>
</table>

OCCUPATIONAL EDUCATION DATA SURVEY (OEDS) STATISTICS
Our most recent placement and graduation statistics reported to OEDS are as follows:

<table>
<thead>
<tr>
<th>Career Culinary Arts Program</th>
<th>FT</th>
<th>PT</th>
<th>2015 FT</th>
<th>PT</th>
<th>2016 FT</th>
<th>PT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Graduates</td>
<td>31</td>
<td>246</td>
<td>277</td>
<td>0</td>
<td>297</td>
<td>297</td>
</tr>
<tr>
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<td>185</td>
<td>212</td>
<td>0</td>
<td>211</td>
<td>211</td>
</tr>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
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<td>10</td>
<td>10</td>
<td>0</td>
<td>8</td>
<td>8</td>
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<td>Military</td>
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<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Seeking Employment</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Pursuing Additional Education</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Unavail. for Employment</td>
<td>2</td>
<td>11</td>
<td>13</td>
<td>0</td>
<td>16</td>
<td>16</td>
</tr>
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<td>Unknown</td>
<td>2</td>
<td>36</td>
<td>38</td>
<td>0</td>
<td>41</td>
<td>41</td>
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<table>
<thead>
<tr>
<th>Career Pastry &amp; Baking Arts Program</th>
<th>FT</th>
<th>PT</th>
<th>2015 FT</th>
<th>PT</th>
<th>2016 FT</th>
<th>PT</th>
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<td>Total Graduates</td>
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<td>155</td>
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<td>106</td>
<td>114</td>
<td>0</td>
<td>105</td>
<td>105</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
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<td>0</td>
</tr>
<tr>
<td>Seeking Employment</td>
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<td>1</td>
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<td>0</td>
<td>4</td>
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<tr>
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<tr>
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<td>25</td>
<td>26</td>
<td>0</td>
<td>37</td>
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### Diploma in Restaurant & Culinary Management

<table>
<thead>
<tr>
<th></th>
<th>PT 2015</th>
<th>PT 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Graduates</td>
<td>98</td>
<td>128</td>
</tr>
<tr>
<td>Employed in Related Field</td>
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<td>78</td>
</tr>
<tr>
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<td>0</td>
</tr>
<tr>
<td>Employed in Unrelated Field</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Seeking Employment</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Pursuing Additional Education</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Unavail. for Employment</td>
<td>4</td>
<td>9</td>
</tr>
<tr>
<td>Unknown</td>
<td>22</td>
<td>22</td>
</tr>
</tbody>
</table>

### The Techniques of Artisan Bread Baking

<table>
<thead>
<tr>
<th></th>
<th>PT 2015</th>
<th>PT 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Graduates</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Employed in Related Field</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Employment in Slightly Related Field</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Employed in Unrelated Field</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Seeking Employment</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pursuing Additional Education</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Unavail. for Employment</td>
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<td>0</td>
</tr>
<tr>
<td>Unknown</td>
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### Hospitality Management Program

<table>
<thead>
<tr>
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<th>PT 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Graduates</td>
<td>59</td>
<td>44</td>
</tr>
<tr>
<td>Employed in Related Field</td>
<td>44</td>
<td>33</td>
</tr>
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</tr>
<tr>
<td>Employed in Unrelated Field</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Seeking Employment</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pursuing Additional Education</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Unavail. for Employment</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Unknown</td>
<td>13</td>
<td>6</td>
</tr>
</tbody>
</table>

### The Art of Cake Decorating

<table>
<thead>
<tr>
<th></th>
<th>PT 2015</th>
<th>PT 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Graduates</td>
<td>16</td>
<td>10</td>
</tr>
<tr>
<td>Employed in Related Field</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Employment in Slightly Related Field</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Employed in Unrelated Field</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Seeking Employment</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pursuing Additional Education</td>
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<td>0</td>
</tr>
<tr>
<td>Unavail. for Employment</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Unknown</td>
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</tr>
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</table>

DISCLOSURES & OTHER INFORMATION

ALCOHOL AND DRUG ABUSE PREVENTION PROGRAM
The Institute of Culinary Education has a strict policy against abuse of drugs and alcohol by students and employees. Use of illegal drugs, abuse of prescription or over-the-counter drugs, and alcohol abuse create serious health risks as well as raise the potential for serious legal penalties. The unlawful possession, use, or distribution of controlled substances and alcohol by students and employees on the school’s property, or as part of the school’s activities is strictly forbidden, except to the extent that alcohol may occasionally be used for an approved purpose as part of the academic program. Consumption of alcohol by a student under the age of 21 is strictly forbidden. Violations of the drug and alcohol prohibitions are grounds for immediate dismissal or other disciplinary action.

Driving While Intoxicated
In November 2009, the New York legislature passed and Governor Paterson signed, a new anti-impaired law with two major components; one to toughen the penalties for driving impaired with children and one to require interlock devices for those convicted. “When I introduced The Child Passenger Protection Act – now known as Leandra’s Law – it was because too often drivers under the influence of alcohol or drugs chose to compromise not only their own lives, but also the lives of our children. ‘Today, we say enough,” Governor Paterson said.

Important provisions of this law include:
1. First time offenders driving while intoxicated (.08 Blood Alcohol Content (BAC) or more) or impaired by drugs while a child of younger than 16 years old is in the vehicle may be charged with a Class E felony punishable by up to four years in a state prison.
2. Individuals charged with driving with a blood alcohol level of .08 or greater with a child under the age of 16 in the vehicle would automatically have their license suspended pending prosecution.

Legal Penalties
Illegal use of drugs and alcohol are serious crimes under both New York State and Federal laws. Articles 220 and 221 of the New York State Penal Law set criminal penalties for possession or sale of controlled substances, including illegal drugs and prescription drugs. Depending on the amount sold and other factors, the violation may be a misdemeanor or a felony. Penalties can include both fines and prison sentences. The seriousness of the offense and penalty imposed upon conviction depend on the individual drug and amount held, sold, or provided to another person. Providing a controlled substance for free to another person counts as selling the substance for purposes of the law.

New York State Alcohol Beverage Control law sets 21 as the minimum age to purchase or possess any alcoholic beverage. Parts of that law include:
- Fines of $50 for possession of alcohol under the age of 21.
- Fines of $100 and requirements of community service for fraudulently buying alcohol.
- Significant fines for selling, giving or serving alcohol to persons under 21 years of age.
- Federal penalties for sale or possession of scheduled drugs range from fines to imprisonment, up to and including life imprisonment if someone you sell or give drugs to dies as a result. Penalties increase if you have more than one offense and are related to the amount and type of drug.

Health Risks Associated with Drug Abuse
There are both immediate and long-term problems that can be associated with drug and alcohol abuse. An acute problem can result from a single episode of drug/alcohol use such as sudden heart failure (cocaine use) or an automobile accident (alcohol or drug use). While under the influence of alcohol or drugs, a person is not mentally sharp and physical reflexes may be slowed. Because culinary and pastry arts students use knives, hot liquids, ovens and other potentially dangerous items, violation of the drug and alcohol abuse policy at school is particularly dangerous.

Chronic problems can result from long-term abuse of alcohol or drugs. These include liver problems, cognitive deficits, and physical tremors as well as behavior problems and difficulty concentrating or holding a job. Using drugs can lead to addiction, impairment, and death.

Symptoms of addiction may include:
- Drinking or getting high daily
- The need to drink more or take larger amounts of drugs to get an effect
- Feeling guilt or remorse about drinking/drug use or things you do while drinking or high
- Anxiety or depression (which could be a cause or effect of the substance abuse)
- Complaints from family, friends, or colleagues about drinking or drug use
- Decline in performance or increase in absences at school or work
- Inability to remember what happened when drinking (blackouts)
- Drug abuse does not just include illegal drugs. Legal prescription drugs are not something to fool around with. Neither are some over-the-counter medications like cough syrup. Just because a doctor prescribed them to a relative or a friend doesn’t make them safe for you. Just because something comes from a drug store doesn’t make it safe to abuse. Combinations of drugs, or of drugs and alcohol, can be particularly dangerous.

Counseling, Treatment, and Rehabilitation Programs
There are many sources of help for persons with drug or alcohol abuse problems in and around New York City. The Substance Abuse and Mental Health Services Administration (SAMHSA) of the U.S. Department of Health and Human Services provides an online resource for locating drug and alcohol abuse treatment programs at https://www.samhsa.gov/find-help. The Substance Abuse Treatment Facility Locator lists:
- Private and public facilities that are licensed,
certified, or otherwise approved for inclusion by their State substance abuse agency
• Treatment facilities administered by the Department of Veterans Affairs, the Indian Health Service and the Department of Defense

You may also call the Referral Helpline operated by SAMHSA’s Center for Substance Abuse Treatment:
• 1-800-662-HELP (English & Español)
• 1-800-487-4889 (TDD)

CAMPUS SECURITY POLICY
The Campus Crime Officer for the New York campus is the Dean of Students. The campus is located on the third floor of 225 Liberty St. If you believe you have been the victim of a crime while on the school campus, in other areas of the building, Liberty St., or on South End Avenue, please notify the Dean of Students.

You can obtain a copy of the Annual Campus Crime Report from the Office of Student Affairs or online at the School’s website at ice.edu. To access this report directly go to this URL: http://www.ice.edu/career-programs/annual-security-report

The report is updated by October 1st of each year.

In the event of a fire or other emergency requiring evacuation from the campus building, please follow the evacuation procedures which are posted in each classroom. Meet with your class at the assigned area so that we can determine that all students have been evacuated.

In the event of an emergency that requires shelter in place, you will be directed by a member of the New York campus staff. The warning will be issued through an email, text message, or direct communication to all students, from the Dean of Students or a designee from the Office of Student Affairs, the Assistant Dean of Students. For all other parties including faculty and staff, notification will come from the Human Resources Manager.

Local Police
First Precinct
16 Ericsson Place
New York, NY 10013-2411
In an emergency dial 911

Notice of Availability of Annual Security Report
The Institute of Culinary Education’s Annual Security Report includes statistics since October 1st, 2011 concerning reported crimes that occurred on-campus; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Office of Student Affairs or the Office of Human Resources or by accessing the following web site:
http://www.ice.edu/career-programs/annual-security-report

Evacuation Procedure
Situations that require building evacuation:
• Bomb threat
• Fire
• Gas leak / water main break
• Explosion
• Building collapse

Anyone who discovers any of the above situations should call 911 immediately followed by a call to Maintenance Ext. 783. Decision to evacuate will be made by FDNY in conjunction with the landlord’s Fire Safety Director and ICE’s Director of Facilities or their designate. The Director of Facilities (Ext. 783) or designate will immediately notify all faculty, students, guests and staff through email or public announcement by the landlord. Only those floors affected will be notified. All floor fire safety marshals will conduct a search of their designated floor/company to be sure all staff and students have been evacuated.

All faculty, students, guests and staff will go to the nearest stairwell and evacuate the building in an orderly fashion and gather in front of the Liberty Street entrance of the building. Await further instructions from Director of Facilities or their designate. Faculty will take roll book and accompany their class and ensure all students are accounted for. All department heads or their designate will accompany their team and ensure all are accounted for.

Shelter in Place (Lockdown) Procedure
Situations that require in-place shelter:
• Stranger in or near the building
• Presence of a person who is (possibly) armed
• Person who is behaving erratically in or near the building
• Demonstrations outside the building
• Violent weather

Decision to execute Shelter in Place (Lockdown) procedure will be made by NYPD/FDNY in conjunction with the landlord’s Fire Safety Director and ICE’s Director of Facilities or their designate. The Director of Facilities (Ext. 783) or designate will immediately notify all faculty, students, guests and staff through email or public announcement via the landlord. Only those floors affected will be notified. Communication will be maintained through the landlord information system and direction by the Director of Facilities or their designate.

All faculty and floor fire marshals will quickly view the hallways and bring in any stray students, staff, or guests into their offices or classroom. All floor fire marshals and faculty will ensure all entrance ways are secured, close all shades/blinds, close all windows and turn out the lights. Faculty and floor fire marshals will use their personal cell phones, if available, only if medical assistance is needed or if the perpetrator(s) is trying to break into the room. It is important that classroom and office lines be kept open for emergency use only.
Faculty and floor fire marshals will not allow anyone to leave the room until notified that the danger has passed by law enforcement officials. Only law enforcement officials will notify or direct ICE to end Shelter in Place.

Fire Safety Procedures
Situations that require fire safety procedures
- Smell smoke
- Detect fire

Anyone who sees fire or smells smoke should pull the red alarm or dial 911. The red alarm will trigger the lobby and 911. Use discretion. They should then dial 8783 for the ICE Maintenance Department, who are fire safety trained and will liaise with the landlord and FDNY to inform them of situation. Evacuate down the nearest stairwell. Floor fire safety marshals from other floors impacted will conduct a search of their designated floor/company to be sure all staff and students have been evacuated.

All faculty, students, guests and staff will go to the nearest stairwell and evacuate the building in an orderly fashion and gather in front of the Liberty Street entrance of the building. Follow direction from the designate from Maintenance who will be receiving instructions from the building Fire Safety Director and FDNY.

Other Emergencies
In the event of an emergency you will be notified by staff, email or text message. If evacuation is indicated follow directions of staff or administrators. Also listen for announcements from the buildings PA system from the fire alarms.

FERPA
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:
1. The right to inspect and review the student’s education records within 45 days of the day the Institute of Culinary Education receives a request for access.
   - A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
   - A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
   - If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the Institute of Culinary Education discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
   - The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.
   - A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute of Culinary Education has contracted as its agent to provide a service instead of using school employees or officials (collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
   - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Institute of Culinary Education.
   - Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
   - Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

HOW TO REGISTER TO VOTE
Any United States citizen that is 18 years old by December 31st of the year they file a form to register to vote has the right to and is eligible to vote for public office and participate in the voting process in the state they reside. Election Day is always the first Tuesday following the first Monday in November.

Please check with your home state for:
- Qualifications to register to vote
- How and where to register to vote (registration deadlines)
- Absentee voting and military and overseas voting
- How to make changes to your registration
• Information regarding Special, Primary or General Elections.

New York State residents, visit: http://www.elections.ny.gov/NYSBOE/download/voting/voteform.pdf

For a national listing of how to register to vote, visit: http://www.eac.gov/assets/1/Documents/national%20mail%20voter%20registration%20form%20english%20February%202015%2020111.pdf

To obtain a hard copy at the Institute of Culinary Education, see the Office of Student Affairs.

STUDENT RIGHT-TO-KNOW
The overall graduation rate is also known as the "Student Right-to-Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students to see if they completed a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled. Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

Overall Graduation and Transfer-Out Rates for Students Who Began Their Studies in 2013-14
Overall graduation rate: 81%
Transfer-out rate: Not Applicable
The rates reflect the graduation, completion and transfer-out status of students who enrolled during the referenced school year and for whom 150% of the normal time-to-completion has elapsed.

Graduation Rates by Time to Completion
Graduation rates can be measured over different lengths of time. "Normal time" is the typical amount of time it takes full-time students to complete their program. Not all students complete within the normal time, so graduation rates are measured by other lengths of time as well, including "150% of normal time" and "200% of normal time," or twice as long as the normal time).

Graduation Rates for Students Who Began Their Program in 2012-13 or 2013-14, by Time to Completion
Percentage of Full-time, First-Time Students Who Graduated in the Specified Amount of Time: Began in 2013-2014

Within “Normal time” for program: 68%
Within 150% of “Normal time” for the program: 81%
Began in 2012-2013
Within “Normal time” for program: 63%
Within 150% of “Normal time” for the program: 75%
Within Twice as Long as “Normal time” for the program: 75%

The information is provided in compliance with the Higher Education Act of 1965, as amended. Please see College Navigator: https://nces.ed.gov/collegenavigator/ for more details.

Questions related to this report should be directed to Martha Cotto, Chief Registrar, at 212-847-0762.

GAINFUL EMPLOYMENT
Please see Appendix A for additional information.

Career Culinary Arts
The Department of Education 6-digit Classification of Instructional Programs (CIP) code for this program is: 12.0503 – Culinary Arts/Chef Training

The Standard Occupational Classification (SOC) codes for this program are:
35-1011.00 – Chefs and Head Cooks
35-2013.00 – Cooks, Private Household
35-2014.00 – Cooks, Restaurant
35-2019.00 – Cooks, All Other

Career Pastry & Baking Arts
The Department of Education 6-digit Classification of Instructional Programs (CIP) code for this program is: 12.0501 – Baking and Pastry Arts/Baker/Pastry Chef

The Standard Occupational Classification (SOC) codes for this program are:
35-1011.00 – Chefs and Head Cooks
51-3011.00 – Bakers

Hospitality Management Program
The Department of Education 6-digit Classification of Instructional Programs (CIP) code for this program is: 52.0904 – Hotel/Motel Administration/Management

The Standard Occupational Classification (SOC) codes for this program are:
11-9031.00 – Food Service Managers
11-9081.00 – Lodging Managers
39-9041.00 – Residential Advisor
Institute of Culinary Education
Undergraduate certificate in Career Culinary Arts - Morning and Afternoon Program
Program Length: 8 months

Students graduating on time
71% of Title IV students complete the program within 8 months

Program Costs*
$37,395 for tuition and fees
$2,620 for books and supplies
$14,696 for off-campus room and board

Other Costs
Visit website for more program cost information

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money
48% of students who attend this program borrow money to pay for it

The typical graduate leaves with
$6,789 in debt

The typical monthly loan payment
$78 per month in student loans with 6.8% interest rate.

The typical graduate earns
$28,357 per year after leaving this program

Graduates who got jobs
87% of program graduates got jobs according to the accreditor job placement rate

Program graduates are employed in the following fields:
Chefs and Head Cooks
First-Line Supervisors of Food Preparation and Serving Workers
Licensure Requirements

*Program has no licensure requirements in any state.

Additional Information
Date Created 6/29/2017
These disclosures are required by the U.S. Department of Education
Institute of Culinary Education
Undergraduate certificate in Career Culinary Arts - Intensive Program
Program Length: 7 months

Students graduating on time
81% of Title IV students complete the program within 7 months

Program Costs*
$37,395 for tuition and fees
$2,620 for books and supplies
$12,859 for off-campus room and board
Other Costs
Visit website for more program cost information
*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money
N/A* of students who attend this program borrow money to pay for it
*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with
$3,932 in debt

The typical monthly loan payment
$45 per month in student loans with 6.8% interest rate.

The typical graduate earns
$28,357 per year after leaving this program

Graduates who got jobs
100% of program graduates got jobs according to the accredits job placement rate
Program graduates are employed in the following fields:
Chefs and Head Cooks
First-Line Supervisors of Food Preparation and Serving Workers
Licensure Requirements
*Program has no licensure requirements in any state.

Additional Information
Date Created 6/29/2017
These disclosures are required by the U.S. Department of Education
Institute of Culinary Education
Undergraduate certificate in Career Culinary Arts - Evening Program
Program Length: 14 months

Students graduating on time
60% of Title IV students complete the program within 14 months

Program Costs*
$33,285 for tuition and fees
$2,620 for books and supplies
$22,044 for off-campus room and board
Other Costs
Visit website for more program cost information
*The amounts shown above include costs for the entire program, assuming normal time to completion.
Note that this information is subject to change.

Students Borrowing Money
63% of students who attend this program borrow money to pay for it
The typical graduate leaves with
$6,789 in debt
The typical monthly loan payment
$78 per month in student loans with 6.8% interest rate.
The typical graduate earns
$28,357 per year after leaving this program

Graduates who got jobs
78% of program graduates got jobs according to the accredits job placement rate
Program graduates are employed in the following fields:
Chefs and Head Cooks
First-Line Supervisors of Food Preparation and Serving Workers
Cooks, Private Household
Cooks, Restaurant
Cooks, All Other

Licensure Requirements
*Program has no licensure requirements in any state.

Additional Information
Date Created 6/29/2017
These disclosures are required by the U.S. Department of Education
Institute of Culinary Education
Undergraduate certificate in Career Culinary Arts - Weekend and Hybrid Program
Program Length: 11 months

Students graduating on time
73% of Title IV students complete the program within 11 months

Program Costs*
$33,285 for tuition and fees
$2,620 for books and supplies
$20,207 for off-campus room and board
Other Costs
Visit website for more program cost information
*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money
61% of students who attend this program borrow money to pay for it
The typical graduate leaves with
$24,249 in debt
The typical monthly loan payment
$279 per month in student loans with 6.8% interest rate.
The typical graduate earns
$28,357 per year after leaving this program

Graduates who got jobs
84% of program graduates got jobs according to the accreditor job placement rate
Program graduates are employed in the following fields:
Chefs and Head Cooks
First-Line Supervisors of Food Preparation and Serving Workers
Licensure Requirements

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/29/2017

These disclosures are required by the U.S. Department of Education
Institute of Culinary Education
Undergraduate certificate in Career Pastry and Baking Arts - Morning and Afternoon Programs
Program Length: 8 months

Students graduating on time
69% of Title IV students complete the program within 8 months

Program Costs*
$36,016 for tuition and fees
$2,249 for books and supplies
$14,696 for off-campus room and board
Other Costs
Visit website for more program cost information
*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money
44% of students who attend this program borrow money to pay for it
The typical graduate leaves with
$3,690 in debt
The typical monthly loan payment
$42 per month in student loans with 6.8% interest rate.
The typical graduate earns
$23,688 per year after leaving this program

Gradsuates who got jobs
81% of program graduates got jobs according to the accreidtor job placement rate
Program graduates are employed in the following fields: Chefs and Head Cooks, Bakers
Licensure Requirements

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/29/2017

These disclosures are required by the U.S. Department of Education
Students graduating on time

N/A* of Title IV students complete the program within 13 months □

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

$31,556 for tuition and fees
$2,249 for books and supplies
$22,044 for off-campus room and board

Other Costs

Visit website for more program cost information

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

65% of students who attend this program borrow money to pay for it □

The typical graduate leaves with

N/A* in debt □

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with N/A* interest rate. □

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

$23,688 per year after leaving this program □

Graduates who got jobs
Program graduates are employed in the following fields: Chefs and Head Cooks, Bakers.

Licensure Requirements

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/29/2017

These disclosures are required by the U.S. Department of Education.
Institute of Culinary Education
Undergraduate certificate in Career Pastry and Baking Arts - Weekend and Hybrid Program
Program Length: 11 months

Students graduating on time
73% of Title IV students complete the program within 11 months

Program Costs*
$31,556 for tuition and fees
$2,249 for books and supplies
$18,370 for off-campus room and board
Other Costs
Visit website for more program cost information
*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money
60% of students who attend this program borrow money to pay for it
The typical graduate leaves with
$20,455 in debt
The typical monthly loan payment
$235 per month in student loans with 6.8% interest rate.
The typical graduate earns
$23,688 per year after leaving this program

Graduates who got jobs
81% of program graduates got jobs according to the accreditor job placement rate
Program graduates are employed in the following fields: Chefs and Head Cooks, Bakers
Licensure Requirements

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/29/2017

These disclosures are required by the U.S. Department of Education
Students graduating on time
63% of Title IV students complete the program within 12 months

Program Costs*
$15,112 for tuition and fees
$793 for books and supplies
$22,044 for off-campus room and board

Other Costs
Visit website for more program cost information

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money
53% of students who attend this program borrow money to pay for it

The typical graduate leaves with
$6,664 in debt

The typical monthly loan payment
$76 per month in student loans with 6.8% interest rate.

The typical graduate earns
not provided per year after leaving this program

Graduates who got jobs
84% of program graduates got jobs according to the accreditor job placement rate

Program graduates are employed in the following fields: Food Service Managers, Lodging Managers

Licensure Requirements
*Program has no licensure requirements in any state.

Additional Information
Date Created 6/29/2017
These disclosures are required by the U.S. Department of Education
**APPENDIX B**

**WEEKLY TUITION LIABILITY CHARTS**  
Effective for classes beginning on or after January 1, 2018

**Career Culinary Arts Program**

**Morning Schedule:** 5 Days/Week in the Morning  
**Afternoon Schedule:** 5 Days/Week in the Afternoon  
The below chart illustrates what the student’s refund should be in dollars if withdrawal or dismissal occurs

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Subsequent Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Quarters; Tuition per quarter $12,467.22</td>
<td></td>
</tr>
<tr>
<td>Week 1 $12,467.22</td>
<td>Week 1 $9,350.42</td>
</tr>
<tr>
<td>Week 2 $9,350.42</td>
<td>Week 2 $6,233.61</td>
</tr>
<tr>
<td>Week 3 $6,233.61</td>
<td>Week 3 $3,116.81</td>
</tr>
<tr>
<td>Week 4 $3,116.81</td>
<td>Weeks 4+ $0</td>
</tr>
<tr>
<td>Weeks 5+ $0</td>
<td></td>
</tr>
</tbody>
</table>

**Evening Schedule:** 3 Days/Week in the Evening  
The below chart illustrates what the student’s refund should be in dollars if withdrawal or dismissal occurs

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Subsequent Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Quarters; Tuition per quarter $8,322.92</td>
<td></td>
</tr>
<tr>
<td>Week 1 $8,322.92</td>
<td>Week 1 $6,242.19</td>
</tr>
<tr>
<td>Week 2 $6,242.19</td>
<td>Week 2 $4,161.46</td>
</tr>
<tr>
<td>Week 3 $4,161.46</td>
<td>Week 3 $2,080.73</td>
</tr>
<tr>
<td>Week 4 $2,080.73</td>
<td>Weeks 4+ $0</td>
</tr>
<tr>
<td>Weeks 5+ $0</td>
<td></td>
</tr>
</tbody>
</table>

**Weekend Schedule:** 2 Days/Week on the Weekend  
**Hybrid Schedule:** 3 Days/Week in the Evening and on the Weekend  
The below chart illustrates what the student’s refund should be in dollars if withdrawal or dismissal occurs

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Subsequent Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Quarters; Tuition per quarter $11,097.22</td>
<td></td>
</tr>
<tr>
<td>Week 1 $11,097.22</td>
<td>Week 1 $8,222.92</td>
</tr>
<tr>
<td>Week 2 $8,222.92</td>
<td>Week 2 $5,548.61</td>
</tr>
<tr>
<td>Week 3 $5,548.61</td>
<td>Week 3 $2,774.31</td>
</tr>
<tr>
<td>Week 4 $2,774.31</td>
<td>Weeks 4+ $0</td>
</tr>
<tr>
<td>Weeks 5+ $0</td>
<td></td>
</tr>
</tbody>
</table>
Career Pastry & Baking Arts Program

Morning Schedule: 5 Days/Week in the Morning
Afternoon Schedule: 5 Days/Week in the Afternoon
The below chart illustrates what the student's refund should be in dollars if withdrawal or dismissal occurs

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Subsequent Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Quarters; Tuition per quarter $18,011.11</td>
<td>Week 1</td>
</tr>
<tr>
<td></td>
<td>Week 2</td>
</tr>
<tr>
<td></td>
<td>Week 3</td>
</tr>
<tr>
<td></td>
<td>Week 4</td>
</tr>
<tr>
<td>Weeks 5+</td>
<td>$0</td>
</tr>
</tbody>
</table>

Evening Schedule: 3 Days/Week in the Evening
Weekend Schedule: 2 Days/Week on the Weekend
Hybrid Schedule: 3 Days/Week in the Evening and on the Weekend
The below chart illustrates what the student's refund should be in dollars if withdrawal or dismissal occurs

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Subsequent Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Quarters; Tuition per quarter $10,520.74</td>
<td>Week 1</td>
</tr>
<tr>
<td></td>
<td>Week 2</td>
</tr>
<tr>
<td></td>
<td>Week 3</td>
</tr>
<tr>
<td></td>
<td>Week 4</td>
</tr>
<tr>
<td>Weeks 5+</td>
<td>$0</td>
</tr>
</tbody>
</table>

The Techniques of Artisan Bread Baking

Morning Schedule: 5 Days/Week in the Morning
Afternoon Schedule: 5 Days/Week in the Afternoon
If withdrawal or dismissal occurs, student's tuition liability is as follows:

<table>
<thead>
<tr>
<th>First Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Quarter; Tuition per quarter $8,054.00</td>
</tr>
<tr>
<td>Week 1</td>
</tr>
<tr>
<td>Week 2</td>
</tr>
<tr>
<td>Week 3</td>
</tr>
<tr>
<td>Week 4</td>
</tr>
<tr>
<td>Weeks 5+</td>
</tr>
</tbody>
</table>
The Art of Cake Decorating

Morning Schedule: 5 Days/Week in the Morning
Afternoon Schedule: 5 Days/Week in the Afternoon
If withdrawal or dismissal occurs, student’s tuition liability is as follows:

<table>
<thead>
<tr>
<th>First Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Quarter; Tuition per quarter $12,525.16</td>
</tr>
<tr>
<td>Week 1</td>
</tr>
<tr>
<td>Week 2</td>
</tr>
<tr>
<td>Week 3</td>
</tr>
<tr>
<td>Week 4</td>
</tr>
<tr>
<td>Weeks 5+</td>
</tr>
</tbody>
</table>

Evening Schedule: 3 Days/Week in the Evening
Weekend Schedule: 2 Days/Week on Weekend
The below chart illustrates what the student’s refund should be in dollars if withdrawal or dismissal occurs

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Subsequent Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Quarters; Tuition per quarter $6,262.58</td>
<td></td>
</tr>
<tr>
<td>Week 1</td>
<td>$6,262.58</td>
</tr>
<tr>
<td>Week 2</td>
<td>$4,696.94</td>
</tr>
<tr>
<td>Week 3</td>
<td>$3,131.29</td>
</tr>
<tr>
<td>Week 4</td>
<td>$1,565.65</td>
</tr>
<tr>
<td>Weeks 5+</td>
<td>$0</td>
</tr>
</tbody>
</table>

Diploma in Restaurant & Culinary Management

Morning Schedule: 3 Days/Week in the Morning
Afternoon Schedule: 3 Days/Week in the Afternoon
The below chart illustrates what the student’s refund should be in dollars if withdrawal or dismissal occurs

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Subsequent Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Quarters; Tuition per quarter $7,066.45</td>
<td></td>
</tr>
<tr>
<td>Week 1</td>
<td>$7,066.45</td>
</tr>
<tr>
<td>Week 2</td>
<td>$5,299.83</td>
</tr>
<tr>
<td>Week 3</td>
<td>$3,533.22</td>
</tr>
<tr>
<td>Week 4</td>
<td>$1,766.61</td>
</tr>
<tr>
<td>Weeks 5+</td>
<td>$0</td>
</tr>
</tbody>
</table>

Evening Schedule: 3 Days/Week in the Evening
Hybrid Schedule: 2 Days/Week in the Evening and on the Weekend
The below chart illustrates what the student’s refund should be in dollars if withdrawal or dismissal occurs

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Subsequent Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Quarters; Tuition per quarter $4,194.30</td>
<td></td>
</tr>
<tr>
<td>Week 1</td>
<td>$4,194.30</td>
</tr>
<tr>
<td>Week 2</td>
<td>$3,145.72</td>
</tr>
<tr>
<td>Week 3</td>
<td>$2,097.15</td>
</tr>
<tr>
<td>Week 4</td>
<td>$1,048.57</td>
</tr>
<tr>
<td>Weeks 5+</td>
<td>$0</td>
</tr>
</tbody>
</table>
**Hospitality Management Program**

**Morning Schedule:** 3 Days/Week in the Morning  
**Afternoon Schedule:** 3 Days/Week in the Afternoon  
The below chart illustrates what the student’s refund should be in dollars if withdrawal or dismissal occurs

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Subsequent Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Quarters; Tuition per quarter $3,778.00</td>
<td>Week 1</td>
</tr>
<tr>
<td>Week 1</td>
<td>$3,778.00</td>
</tr>
<tr>
<td>Week 2</td>
<td>$2,833.50</td>
</tr>
<tr>
<td>Week 3</td>
<td>$1,889.00</td>
</tr>
<tr>
<td>Week 4</td>
<td>$944.50</td>
</tr>
<tr>
<td>Weeks 5+</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Evening Schedule:** 4 Days/Week in the Evening  
The below chart illustrates what the student’s refund should be in dollars if withdrawal or dismissal occurs

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Subsequent Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Quarters; Tuition per quarter $3,278.00</td>
<td>Week 1</td>
</tr>
<tr>
<td>Week 1</td>
<td>$3,278.00</td>
</tr>
<tr>
<td>Week 2</td>
<td>$2,458.50</td>
</tr>
<tr>
<td>Week 3</td>
<td>$1,639.00</td>
</tr>
<tr>
<td>Week 4</td>
<td>$819.50</td>
</tr>
<tr>
<td>Weeks 5+</td>
<td>$0</td>
</tr>
</tbody>
</table>
Information for Students
Student Rights

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students’ rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.
How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.

2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State
Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

**What is the tuition refund and cancellation policy?**

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

**What should students know about "private school agents"?**

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

**What should students know about "grants and guaranteed student loans"?**

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours—the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.
APPENDIX C

Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.