



Institute of  
Culinary Education

EST. 1975

# ICE CAREER CATALOG

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## 2018

INSTITUTE OF CULINARY EDUCATION  
LOS ANGELES CAMPUS  
521 East Green Street  
Pasadena, CA 91101

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## OVERVIEW

The Institute of Culinary Education's Los Angeles campus is conveniently located in Pasadena, California; a vibrant cultural and academic hub of Los Angeles, famous for the Rose Bowl, the Rose Parade, CalTech, and the Jet Propulsion Labs. The campus is in the historic Playhouse District of Pasadena, 20 minutes north of downtown LA and within easy walking distance to several bus lines and metro rail stations. All classes are held at our facility located at 521 East Green Street, Pasadena, CA 91101. ICE's Los Angeles campus is a branch of its main campus, located at 225 Liberty Street, New York, NY 10281.

### 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

After 42 years of award-winning education in NYC, the Institute of Culinary Education decided to open a campus in Pasadena due to its vibrant food culture and thriving job market. The West Coast has long inspired the rest of the country with its innovative cuisine and exciting dining scene. Opportunities abound for culinarians, with the National Restaurant Association recently reporting a robust 5.6 percent increase in restaurant positions. California also has one of the country's highest employment rates in the categories of "Chefs and Head Cooks" and "Lodging Managers." We believe that our unique programs can make an important contribution to students and employers alike, as we work toward our mission of helping students to "find their culinary voice."

### FACILITIES

ICE's Los Angeles campus features 38,000 sq. ft. of education and administrative space. The facility is located at 521 East Green Street, and includes the following:

- Seven Fully-Equipped Teaching Kitchen
- One Academic Classroom
- Learning Resource Center

The 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 campus itself is three floors with elevators and is handicap-accessible.

### FACULTY

Below are our current faculty members and their qualifications:

Louis Egaaras – Lead Instructor

Education: College of the Canyons, New England Culinary Institute

Experience: Presidential Culinary Services, Le Cordon Bleu, L.A. Mission College

Herve Guillard – Lead Instructor

Education: University of Grenoble, California School of Culinary Arts

Experience: Culinary Wonders, Le Cordon Bleu, College of the Canyons, University of Antelope Valley

Michael Pergl – Chef-Instructor

Education: California School of Culinary Arts

Experience: Patina Restaurant, The Forks Chop House, Le Cordon Bleu

### ADMINISTRATION

Rick Smilow – Chief Executive Officer (CEO)

Matt Petersen – Chief Operating Officer (COO)

Lachlan Sands – Campus President and Chief Academic Officer (CAO)

Zeina Elali – Campus Director of Admissions

Rebecca Freeman – Campus Director of Career Services

Nora Semerdijan – Campus Director of Operations

### LICENSURE

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The Bureau can be reached at:

Bureau for Private Postsecondary Education (BPPE)

P.O. Box 980818,

Sacramento, CA 95798-0818

Phone: (888) 370-7589

[www.bppe.ca.gov](http://www.bppe.ca.gov)

### ACCREDITATION

Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) as a branch location of the Institute of Culinary Education in New York, NY.

Accrediting Commission of Career Schools and Colleges (ACCSC)

2101 Wilson Blvd. Suite 302

Arlington, VA 2220

(703) 247-4212

The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

### DISCLAIMER

The Institute of Culinary Education campuses do not have a pending petition in bankruptcy, not operating as a debtor in possession, have not filed a petition within the preceding five years, or had a petition in bankruptcy filed against them within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Phone: (888) 370-7589  
Fax: (916) 263-1897

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet website, [www.bppe.ca.gov](http://www.bppe.ca.gov). See ***Student Complaint/Grievance Procedure*** for additional information.

## CAREER 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 on campus. The 13<sup>th</sup> 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 fish fillet, 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 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 21<sup>st</sup> 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: pates, 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: 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.

### CLASS SIZE

The teaching kitchens in Los Angeles have a maximum capacity of 32 students.

### PROGRAM DURATION

Program duration varies according to the schedule option selected. Students may attend class either 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 student-free days and holidays.

| Schedule |           | Time           | Duration                        |
|----------|-----------|----------------|---------------------------------|
| 5 days   | Morning   | 7:30am-11:30am | 26 weeks at 20 hours per week * |
| 5 days   | Afternoon | 12pm-4pm       | 26 weeks at 20 hours per week * |
| 3 days   | Evening   | 6pm-10pm       | 46 weeks at 12 hours per week * |

\*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 the Institute of Culinary Education include all program expenses, elective classes, student workshops, registration fee and all applicable taxes.

Total institutional charges for classes beginning 4/1-4/30

|  |                    |
|--|--------------------|
| Registration Fee (Non-Refundable)                  | \$85.00            |
| Tuition  | \$20,002.23        |
| Supplies<br>(See <i>Supplies</i> below for detail) | \$1,272.77         |
| Student Tuition Recovery Fund Fee**                | \$0.00             |
| <b>Total Charges*</b>                              | <b>\$21,360.00</b> |

Total institutional charges for classes beginning 5/1 and later

|                                   |         |
|-----------------------------------|---------|
| Registration Fee (Non-Refundable) | \$85.00 |
|-----------------------------------|---------|



|  |                    |
|--|--------------------|
| Tuition  | \$28,002.23        |
| Supplies<br>(See <b>Supplies</b> below for detail) | \$1,272.77         |
| Student Tuition Recovery Fund Fee**                | \$0.00             |
| <b>Total Charges*</b>                              | <b>\$29,360.00</b> |

\*Estimated charges for the period of attendance and the entire program

\*\* \$0 for every \$1,000, rounded to the nearest \$1,000

Possible additional fees, as applicable:

- Replacement ID \$5
- Duplicate Diploma \$10
- Transcript \$5

### SUPPLIES

Supplies are included in the Total Institutional Charges and are required for the program. Once received, supplies are not refundable. Sales tax, where indicated, is based on the tax rate for Pasadena, CA.

### Uniforms

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

| Item         | Price Each          | Quantity | Total Price     |
|--------------|---------------------|----------|-----------------|
| Chef Jackets | \$50.00             | 3        | \$150.00        |
| Chef Pants   | \$36.00             | 2        | \$72.00         |
| Aprons       | \$5.00              | 5        | \$25.00         |
| Hats         | \$6.00              | 2        | \$12.00         |
| Shoes        | \$80.00             | 1 Pair   | \$80.00         |
|              | CA Sales Tax 9.250% |          | \$31.36         |
|              | <b>Total Price</b>  |          | <b>\$370.36</b> |

### Knives

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

| Item #  | Item Name                    |  |                 |
|---------|------------------------------|--|-----------------|
| 4034    | Gourmet 2 ¼" Peeling Knife   |  |                 |
| 4060    | Gourmet 4" Utility Knife     |  |                 |
| 4145    | Gourmet 9" Bread Knife       |  |                 |
| 4473    | Knife Steel 10"              |  |                 |
| 4596/23 | Classic IKON 9" Cook's Knife |  |                 |
| 4606/14 | Gourmet 5" Boning Knife      |  |                 |
| 5558-1  | Come-Apart Kitchen Shears    |  |                 |
| 7372/8  | Cordura Knife Roll, 8-pocket |  |                 |
| N/A     | Blue Kitchen Towels - 10     |  |                 |
|         | Subtotal                     |  | \$380.00        |
|         | CA Sales Tax 9.250%          |  | \$35.15         |
|         | <b>Total Price</b>           |  | <b>\$415.15</b> |

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.

Institute of Culinary Education 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 (626) 345-6605 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.

| Item # | Item Name                     |  |                 |
|--------|-------------------------------|--|-----------------|
| D362   | European Style Peeler         |  |                 |
| IC02   | Offset Spatula 8"             |  |                 |
| IC03   | Pastry Brush 1"               |  |                 |
| IC04   | Pastry Brush 2"               |  |                 |
| IC05   | Metal Bench Scraper           |  |                 |
| IC06   | Plastic Bowl Scraper          |  |                 |
| IC07   | Plain Tip #2                  |  |                 |
| IC08   | Plain Tip #6                  |  |                 |
| IC09   | Star Tip #4                   |  |                 |
| IC16   | Offset Spatula 4.25"          |  |                 |
| IC19   | Disp. Pastry Bags 18" - 10 Pk |  |                 |
| IC20   | Ladle 1oz                     |  |                 |
| IC21   | Ladle 2oz                     |  |                 |
| IC22   | Saucing Spoon - 2 Ea.         |  |                 |
| IC23   | Measure Cups                  |  |                 |
| IC25   | Slotted Spoon 15"             |  |                 |
| IC26   | Solid Spoon 15"               |  |                 |
| IC27   | Medium Whisk                  |  |                 |
| IC28   | Tool Bag                      |  |                 |
| IC32   | Calculator                    |  |                 |
| IC48   | Matfer Kitchen Spoon 15"      |  |                 |
| IC53   | Rubbermaid Spatula 12"        |  |                 |
| IC54   | Rubbermaid Spatula 9.5"       |  |                 |
| IC55   | Peltex Spatula                |  |                 |
| IC58   | 12" Tongs - Heavy Duty        |  |                 |
| IC59   | Reamer                        |  |                 |
| IC62   | Measure Spoon Set             |  |                 |
| IC64   | Fish Bone Tweezers            |  |                 |
| IC73   | Precision Scale               |  |                 |
| IC75   | Culinary Ruler                |  |                 |
| IC76   | Taylor Digital Thermometer    |  |                 |
| IC77   | Curved Tweezers               |  |                 |
| M964 A | 4.5 X 1" Knife Guard - 2 Ea.  |  |                 |
| M964 B | 10.5 X 1" Knife Guard         |  |                 |
| M964 E | 10.5 X 2" Knife Guard         |  |                 |
| M964 G | 6.5 X 1" Knife Guard          |  |                 |
| U746   | Microplane Grater             |  |                 |
| N/A    | Sauce Cups - 10 Ea.           |  |                 |
|        | Subtotal                      |  | \$280.00        |
|        | CA Sales Tax 9.250%           |  | \$25.90         |
|        | <b>Total Price</b>            |  | <b>\$305.90</b> |

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.

## 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 chose to do so.

| Title                         | ISBN                | Price           |
|-------------------------------|---------------------|-----------------|
| Garde Manger, 4E              | 9780470587805       | \$40.00         |
| The Professional Chef, 9E     | 9780470421352       | \$40.00         |
| In the Hands of a Chef        | 9780470080269       | \$15.00         |
| Creating Your Culinary Career | 9781118116845       | \$24.00         |
| Sushi                         | 9782702846827       | \$15.00         |
| Meat Fabrication Charts       | N/A                 | \$11.00         |
| Vegetable Cuts Kit IV         | 69548954329         | \$16.00         |
|                               | Shipping            | \$5.00          |
|                               | CA Sales Tax 9.250% | \$15.36         |
|                               | <b>Total Price</b>  | <b>\$181.36</b> |

## 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.

## 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 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.

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 the state of California 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. There is not a cumulative final examination required for completion of the program.

## 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
2. Food Safety
  - Keeps work area sanitized
  - Does not cross-contaminate
  - Keeps food at a 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.

## DRESS CODE

Proper dress is an important aspect of professionalism. Students are required to be in uniform (including hats) whenever they are in class. 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. Nonslip soles are required on all shoes. Only black shoes may be worn.
6. Socks.
7. Two school-issued blue side towels.

Students that 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.

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

### **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.

## CAREER PASTRY & BAKING ARTS PROGRAM

### 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 on campus. 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 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 génoise, 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 gènes.
- 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 Laiskonis.

#### **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 (draping, crimping, and ruffling).
- Gum paste flowers, including azaleas lilies, and 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.

### CLASS SIZE

The teaching kitchens in Los Angeles have a maximum capacity of 32 students.

### PROGRAM DURATION

Program duration varies according to the schedule option selected. Students may attend class either 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 student-free days and holidays.

| Schedule | Time      | Duration  |
|----------|-----------|---|
| 5 days   | Morning   | 7:30am-11:30am<br>23 weeks at 20 hours per week * |
| 5 days   | Afternoon | 12pm-4pm<br>23 weeks at 20 hours per week *       |
| 3 days   | Evening   | 6pm-10pm<br>40weeks at 12 hours per week *        |

\* 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 the Institute of Culinary Education include all program expenses, elective classes, student workshops, registration fee and all applicable taxes.

Total Institutional Charges for classes beginning 4/1-4/30

|                                   |         |
|-----------------------------------|---------|
| Registration Fee (Non-Refundable) | \$85.00 |
|-----------------------------------|---------|

|  |                    |
|--|--------------------|
| Tuition  | \$20,001.61        |
| Supplies<br>(See <b>Supplies</b> below for detail) | \$1,138.39         |
| Student Tuition Recovery Fund Fee**                | \$0.00             |
| <b>Total Charges*</b>                              | <b>\$21,225.00</b> |

Total Institutional Charges for classes beginning 5/1 and later

|  |                    |
|--|--------------------|
| Registration Fee (Non-Refundable)                  | \$85.00            |
| Tuition  | \$28,001.61        |
| Supplies<br>(See <b>Supplies</b> below for detail) | \$1,138.39         |
| Student Tuition Recovery Fund Fee**                | \$0.00             |
| <b>Total Charges*</b>                              | <b>\$29,225.00</b> |

\*Estimated charges for the period of attendance and the entire program

\*\* \$0 for every \$1,000, rounded to the nearest \$1,000

Possible additional fees, as applicable:

- Replacement ID \$5
- Duplicate Diploma \$10
- Transcript \$5

### SUPPLIES

Supplies are included in the Total Institutional Charges and are required for the program. Once received, supplies are not refundable. Sales tax, where indicated, is based on the tax rate for Pasadena, CA.

### Uniforms

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

| Item                | Price Each | Quantity | Total Price     |
|---------------------|------------|----------|-----------------|
| Chef Jackets        | \$50.00    | 3        | \$150.00        |
| Chef Pants          | \$36.00    | 2        | \$72.00         |
| Aprons              | \$5.00     | 5        | \$25.00         |
| Hats                | \$6.00     | 2        | \$12.00         |
| Shoes               | \$80.00    | 1 Pair   | \$80.00         |
| CA Sales Tax 9.250% |            |          | \$31.36         |
| <b>Total Price</b>  |            |          | <b>\$370.36</b> |

### Knives

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

| Item #              | Item Name                    |                 |
|---------------------|------------------------------|-----------------|
| 4060                | Gourmet 4" Utility Knife     |                 |
| 4473                | Knife Steel 10"              |                 |
| 4519                | Gourmet 10" Super Slicer     |                 |
| 4562/20             | Gourmet 8" Cook's Knife      |                 |
| 5558-1              | Come-Apart Kitchen Shears    |                 |
| 7372/8              | Cordura Knife Roll, 8-pocket |                 |
| N/A                 | Blue Kitchen Towels - 10     |                 |
| Subtotal            |                              | \$215.00        |
| CA Sales Tax 9.250% |                              | \$19.89         |
| <b>Total Price</b>  |                              | <b>\$234.89</b> |

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.

Institute of Culinary Education 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 (626) 345-6605 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.

| Item #  | Item Name                      |          |
|---------|--------------------------------|----------|
| D362    | European Style Peeler          |          |
| IC02    | Offset Spatula 8"              |          |
| IC05    | Metal Bench Scraper            |          |
| IC06    | Plastic Bowl Scraper           |          |
| IC07    | Plain Tip #2                   |          |
| IC08    | Plain Tip #6                   |          |
| IC09    | Star Tip #4                    |          |
| IC10    | Plain Tip #4                   |          |
| IC13    | Disp. Pastry Bags 12" – 10 Pk  |          |
| IC14    | Flexible Pastry Bag 14"        |          |
| IC15    | Decorating Set                 |          |
| IC16    | Offset Spatula 4.25"           |          |
| IC17    | Spatula 12"                    |          |
| IC18    | Plastic Rolling Pin            |          |
| IC28    | Tool Bag                       |          |
| IC30    | Plastic Ruler                  |          |
| IC31    | X-Acto Knife                   |          |
| IC33    | Bone Tool                      |          |
| IC34    | Rose Petal Cutter Set          |          |
| IC35    | Rose Leaf Cutter Set           |          |
| IC36    | Seamless Tip #0                |          |
| IC37    | Mexican Foam Pad               |          |
| IC48    | Matfer Kitchen Spoon 15"       |          |
| IC57    | High Heat Spatula 14"          |          |
| IC61    | High Heat Spatula 10"          |          |
| IC62    | Measure Spoon Set              |          |
| IC63    | Fondant Smoother – 2 Ea.       |          |
| IC67    | French Style Pastry Tip Size 4 |          |
| IC73    | Precision Scale                |          |
| IC78    | OXO Pastry Brush 1"            |          |
| IC79    | OXO Pastry Brush 1.5"          |          |
| IC80    | OXO Melon Baller               |          |
| IC81    | Waterproof Thermometer         |          |
| M964 A  | 4.5 X 1" Knife Guard           |          |
| M964 D  | 8.5 x 2" Knife Guard           |          |
| M964 E  | 10.5 X 2" Knife Guard          |          |
| U561 10 | French Whip 10"                |          |
| U746    | Microplane Grater              |          |
| N/A     | Teaspoon 6"                    |          |
|         | Subtotal                       | \$325.00 |
|         | CA Sales Tax 9.250%            | \$30.06  |

|                    |                 |
|--------------------|-----------------|
| <b>Total Price</b> | <b>\$355.06</b> |
|--------------------|-----------------|

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.

### 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.

| Title                            | ISBN                | Price           |
|----------------------------------|---------------------|-----------------|
| Professional Baking, 7E          | 9781119520429       | \$99.00         |
| Professional Cake Decorating, 2E | 9780470380093       | \$35.00         |
| Creating Your Culinary Career    | 9781118116845       | \$24.00         |
|                                  | Shipping            | \$5.00          |
|                                  | CA Sales Tax 9.250% | \$15.08         |
|                                  | <b>Total Price</b>  | <b>\$178.08</b> |

### 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.

### 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.

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 the state of California 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. There is not a cumulative final examination required for completion of the program.

### 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
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 trimmed; 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 and 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.

### DRESS CODE

Proper dress is an important aspect of professionalism. Students are required to be in uniform (including hats) whenever they are in class. 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.

6. Socks.
7. Two school-issued blue side towels.

Students that 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.

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

### 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

## 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 and 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 safe 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.

## CLASS SIZE

The classrooms in Los Angeles have a maximum capacity of 25 students.

## PROGRAM DURATION

Program duration varies according to the schedule option selected. Students may attend class 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 student-free days and holidays.

| Schedule         | Time           | Duration                      |
|------------------|----------------|-------------------------------|
| 3 days Morning   | 7:30am-11:30am | 30 weeks at 12 hours per week |
| 3 days Afternoon | 12pm-4pm       | 30 weeks at 12 hours per week |
| 3 days Evening   | 6pm-9pm        | 42 weeks at 9 hours per week  |

There is no externship requirement for this program.

## TOTAL INSTITUTIONAL CHARGES

Total Institutional Charges at the Institute of Culinary Education includes all program expenses, elective classes, student workshops, registration fee and all applicable taxes.

|  |                    |
|--|--------------------|
| Registration Fee (Non-Refundable)                  | \$85.00            |
| Tuition  | \$12,500.35        |
| Supplies<br>(See <i>Supplies</i> below for detail) | \$444.65           |
| Student Tuition Recovery Fund Fee**                | \$0.00             |
| <b>Total Charges</b>                               | <b>\$13,030.00</b> |



\*Estimated charges for the period of attendance and the entire program

\*\* \$0 for every \$1,000, rounded to the nearest \$1,000

Possible additional fees, as applicable:

- Replacement ID \$5
- Duplicate Diploma \$10
- Transcript \$5

**SUPPLIES**

Supplies are included in the Total Institutional Charges and are required for the program. Once received, supplies are not refundable. Sales tax, where indicated, is based on the tax rate for Pasadena, CA.

**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 chose to do so.

| Title                                       | ISBN                | Price           |
|---|---------------------|-----------------|
| Management by Menu, 4E                      | 9780471475774       | \$50.00         |
| Supervision in the Hospitality Industry, 8E | 9781119148463       | \$75.00         |
| Food & Beverage Cost Control, 6E            | 9781118988497       | \$70.00         |
| The Bar & Beverage Book, 5E                 | 9780470248454       | \$85.00         |
| ServSafe Coursebook, 7E                     | 9780133883503       | \$92.00         |
| ServSafe Alcohol, 3E                        | 9781582803623       | \$30.00         |
|   | Shipping            | \$5.00          |
|   | CA Sales Tax 9.250% | \$37.65         |
|   | <b>Total Price</b>  | <b>\$444.65</b> |

**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.

**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.

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 the state of California 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). There is not a cumulative final examination required for completion of the program.

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**

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 midriiffs and see-through attire are prohibited.

## ADMISSIONS

### HOW TO CONTACT

The Office of Admissions for the Los Angeles campus may be reached by phone at (888) 913-2433.

### 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 (bachelor degree or higher) at a nationally- or regionally-accredited institution, or a copy of the student's GED or other state-certified high school equivalency test acceptable to the state of California.

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.

All instruction at the Institute of Culinary Education is in English. Non-native speakers must demonstrate English proficiency through:

- Transcript from English-speaking university that indicates graduation from program
- TOEFL score of 61 (web/iBT), 173 (computer), or 500 (paper)
- IELTS score of 6
- CEFR score of B2

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 the Institute. See *International Students* for additional requirements for ICE-sponsored M-1 visas.

The Institute of Culinary Education does not accept ability-to-benefit students.

Please contact Admissions for further details.

### TRANSFER CREDITS

#### Credits Transferred to ICE

The Institute of Culinary Education does not accept transfer credits. The school also does not accept hours or credit earned through challenge examinations, achievement tests, or experiential learning.

#### Credits Transferred from ICE

##### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the Institute of Culinary Education is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or diploma you earn in the educational program is also at the complete discretion of the

institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Institute of Culinary Education to determine if your diploma or certificate will transfer.

### ARTICULATION AGREEMENTS

The Los Angeles campus currently does not have any articulation or transfer agreements in effect.

### HOW TO APPLY FOR ADMISSION

1. Contact the Office of Admissions for the Los Angeles campus at (888) 913-2433 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 [ice.edu/APPLY](http://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. Make an appointment with the Office of Student Financial Services to explore and fully understand all the financing options that are available to you. They may be reached directly at (626) 345-6610.
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 the school 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. We have convenient morning, afternoon and evening classes that start each month throughout the calendar year. Your application will remain on file at the Los Angeles 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 the Institute of Culinary Education, 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. 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 instructional charges, provided the student has completed all required Financial Aid forms prior to the start of the enrollment period.

## TUITION & SUPPLIES

Tuition at the Institute of Culinary Education includes all course expenses, food, enrichment classes, field trips (where applicable), guest lectures, registration fee and all applicable taxes. Student supplies are also included in tuition, consisting of uniforms, books, knives, and tools (where applicable). For more information, please refer to the overview of each program.

## TUITION PAYMENT OPTIONS OVERVIEW

The Los Angeles campus currently offers the below financing options to qualified individuals.

1. Federal Financial Aid – See **Finance** section for details.
2. TuitionFlex Loan\* - The Tuition Flex loan is based on credit history and has a payment period of five or 10 years. Interest rates vary based on credit history. This loan requires a non-refundable application fee of up to \$250.
3. Enrollment Agreement Payment Plan\* – An approved payment plan with final payment due one month prior to the end of the final class instruction.

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

## TUITION DISCOUNTS

The Institute of Culinary Education Los Angeles campus 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 a discount equal to 10% of the tuition of the highest priced program applied to their Balance Due as specified in the current enrollment agreement. No discounts are offered for the third+ program.
2. Out-of-Area Discount– Students whose permanent address is more than 50 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 program.
  - 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). Student must

also provide evidence of relocation.

- International students are not eligible for this discount.
3. Military Discount – Students who present appropriate military or Veterans Administration documentation will have a \$2,500 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 program, students will receive a \$750 discount applied to their Balance Due.
  4. 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.

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 is available to assist our students with their housing search. The Institute of Culinary Education does not own or control any residential student housing, nor does the school have the responsibility to assist students in finding housing. However, the Student Housing Program is a complementary service that connects our students with comfortable, convenient and fully-furnished apartments and dorm rooms in Pasadena and nearby cities. Preview options at [ice.edu/HOUSING](http://ice.edu/HOUSING). Prices range between \$550/month and \$3500/month across all options. Most options include utilities. For more information on these programs and more, please contact us at [LAhousing@ice.edu](mailto:LAhousing@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 acceptance, international students must provide:

- Proof of education equivalent to at least a U.S. high school diploma (see **Entrance Requirements**)
- Proof of English proficiency for all non-native

speakers. Institute of Culinary Education will accept the below minimum equivalencies:

- Transcript from English-speaking university that indicates graduation from program
- TOEFL score of 61 (web/iBT), 173 (computer), or 500 (paper)
- IELTS score of 6
- CEFR score of B2
- Copy of valid visa or additional documentation for a school-sponsored M-1 visa

Those international students who require an M-1 visa to attend must also submit the below documentation:

- Proof of financial resources demonstrating tuition plus \$2,200 per month for living expenses. If funds are in an individual's name other than the student's, letter(s) from said individual(s) will be required indicating that the funds may be used for education and living expenses.
- Sponsor letter for those students who's housing or education costs are being sponsored by another individual
- Complete copy of valid passport

International students shall pay 50 percent of tuition before the first day of class. All remaining tuition will be due at the midpoint of the program. If an international student does not pay in full within five days following the midpoint of the program, the student shall be withdrawn from school and the student's visa shall be terminated.

M-1 students are only eligible for the Career Culinary Arts and Career Pastry & Baking Arts Program morning and afternoon classes (no alternative schedules). The Diploma in Restaurant & Culinary Management program may also be taken in conjunction with Culinary or Pastry. The Institute of Culinary Education does not sponsor F-1 visas. For more detailed information, please contact your Admissions Representative.

#### **BACKGROUND CHECK**

An applicant's past criminal history may affect his or her admission to the Institute of Culinary Education and/or limit the number of suitable job placement sites. You must disclose to the Dean of Students, in writing to [LAstudentaffairs@ice.edu](mailto:LAstudentaffairs@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 American 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 (626) 345-6604. 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 at the Los Angeles campus may be reached at (626) 345-6610. To make a payment, please visit [ice.edu/PAY](http://ice.edu/PAY).

### FEDERAL FINANCIAL AID PROGRAMS

#### Student Aid Eligibility

Students applying to the Career Culinary Arts Program and the Career Pastry & Baking Arts 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 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](http://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 (1-800-433-3243) 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'd 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 school code is: E40459
  - 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 at (626) 345-6610 for 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 Los Angeles campus students are full-time students.), and your plans to attend school for a full academic year or less. Programs at the Institute of Culinary Education 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 the Institute of Culinary Education 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 how much *financial need* you have. Students who will receive Federal Pell Grants and have the most financial need will receive FSEOGs first. The FSEOG does not need to be repaid. Each year, the school receives a certain amount of FSEOG funds from the U.S. Department of Education's office of Federal Student Aid. Once the full amount of the school's FSEOG funds has been awarded to students, no more FSEOG awards can be made for that year. In other words, FSEOG funds are first come, first served.

### **Direct Stafford Loans**

Institute of Culinary Education 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, the Office of Student Financial Services will review the results and will 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 on-line. 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. The Office of Student Financial Services 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). Capitalizing the interest will increase the amount you have to repay.
- 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 \$3,500 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.
- If you're an independent undergraduate student (or a dependent student whose parents have applied for but were unable to get a PLUS Loan (a parent loan), each year you can borrow up to: \$9,500 if you're a first-year student enrolled in a program of study that is at least a full academic year. No more than \$3,500 of this amount may 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 the Institute of Culinary Education are considered first-year undergraduate students, the school 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 Stafford 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 do I pay back my loans?

You'll repay your Direct Loan to the U.S. Department of Education's Direct Loan Servicing Center. The Direct Loan program offer four repayment plans you can choose from, but the terms differ slightly. You will receive more detailed information on your repayment options during entrance and exit counseling sessions your school will provide.

#### What if I have trouble repaying the loan?

Under certain circumstances, you can receive a deferment or forbearance on your loan, as long as it's not in default. During a deferment, no payments are required. You won't be charged interest for a subsidized Direct Stafford loan. If you have an unsubsidized Stafford Loan, you are responsible for the interest during deferment.

If you're temporarily unable to meet your repayment schedule (for example due to poor health or other unforeseen personal problems), but you're not eligible for a deferment, your lender might grant you forbearance for a limited and specified period. If you are considering a deferment or forbearance, you must contact your lender. You may need to submit additional documents as well. You must continue to make payments until you receive confirmation of approval from the lender.

#### Can my Stafford Loan ever be discharged (canceled)?

Yes, but only under a few circumstances. Your loan can't be canceled because you didn't complete the program of study at the school (unless you couldn't complete the program for a valid reason, such as if the school closed, for example), or because you didn't like the school or the program of study, or you didn't obtain employment after completing the program of study. If you are considering a discharge of a loan, you must contact the Lender directly. Payments must be continued until approval has been received. Additional documents may need to be submitted as well.

#### **Direct PLUS Loans (Parent Loans)**

Parents can borrow a PLUS Loan to help pay for your education expenses if you are a dependent undergraduate student enrolled at least half time in an eligible program at an eligible school. PLUS Loans are available through the William D. Ford Federal Direct Loan (Direct Loan) Program. Since this loan is credit-based, parents must have an acceptable credit history.

#### How do my parents get a loan?

Your parents must complete a Direct PLUS Loan application and Master Promissory Note, using our school information. The application is done on-line. Confirmation of the application must be submitted to the Office of Student Financial Services.

Also, your parents will be required to pass a credit check. Parents must complete a PLUS pre-approval form for this process. You and your parents must also meet other general eligibility requirements for federal student financial aid.

#### 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 the Los Angeles campus.

#### 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](http://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/sa/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.
- Deferment - 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 the Institute of Culinary Education, 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 the Institute of Culinary Education 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 30<sup>th</sup> 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 Los Angeles campus refund policy. Therefore, you may still owe funds to the Institute of Culinary Education to cover unpaid institutional charges. The school may also charge you for any Title IV program funds that it 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-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **TUITIONFLEX LOAN 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 5.75-11.40% for Career Culinary Arts, Career Pastry & Baking Arts, and Diploma in Restaurant & Culinary Management. 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 and Pastry & Baking Arts Programs. Alternatively, the Balance Due must be paid 30 days prior to the end of the Diploma in Restaurant & Culinary Management program. There is a standard one-time origination fee for all multiple-month payment plans equal to 1.9%.

When you visit the school, please bring the following:

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

### **REFUND POLICY**

#### **Student's Right to Cancel**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

- Cancellation may occur when the student provides a written notice of cancellation at the following address: 521 East Green Street, Pasadena, CA 91101. This can be done by mail or by hand delivery.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective

if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

- If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration fee not to exceed \$85.00, and less any deduction for equipment received, within 45 days after the notice of cancellation is received.

After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro-rata refund if you have completed 60% or less of the scheduled hours in the current payment period in your program through the last day of attendance.

#### **Withdrawal from the Program**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if you have completed 60% or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less the registration fee not to exceed \$85.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid

from federal student financial aid program funds. If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

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*.

#### **STUDENT TUITION RECOVERY FUND**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four-year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## ACADEMIC

### 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

The Institute of Culinary Education 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 will be issued in accordance with California 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 and a refund will be issued in accordance with California 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. 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 California 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. The Institute of Culinary Education will initiate the refund policies mandated by the state of California 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.

### 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 Career Culinary Arts and Pastry & Baking Arts Diploma Programs. There is no externship component for the Diploma in Restaurant & Culinary Management Program.

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 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 the school 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 the school immediately. The Institute of Culinary Education 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 and student preferences will be considered in determining where students will extern. However, the final approval regarding placement rests with the Institute of Culinary Education. 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:

| Letter Grade | Grade Points | Numerical Equivalent | Explanation       |
|--------------|--------------|----------------------|-------------------|
| A            | 4.00         | 95-100               | Extraordinary     |
| A-           | 3.67         | 90-94                | Excellent         |
| B+           | 3.33         | 87-89                | Very Good         |
| B            | 3.0          | 84-86                | Good              |
| B-           | 2.67         | 80-83                | Above Average     |
| C+           | 2.33         | 77-79                | Fair              |
| C            | 2.0          | 74-76                | Average           |
| C-           | 1.67         | 70-73                | Needs Improvement |
| D+           | 1.33         | 67-69                | Below Average     |
| D            | 1.0          | 65-66                | Passing           |
| F            | 0            | 0-64                 | Failing           |

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 14<sup>th</sup> 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. Satisfaction 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 [LAgrad@ice.edu](mailto:LAgrad@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 and Career Pastry & Baking Arts Diploma Programs. For Diploma in Restaurant & Culinary Management students, diplomas are issued approximately 6-8 weeks from the Graduation date.

### **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

### CLOCK HOUR

One clock hour is 60 minutes.

### HOLIDAYS

The Los Angeles campus observes the following holidays. Career classes are not scheduled to be held on the below days:

2018 Calendar Year Holidays/Breaks\*

|                        |                   |
|------------------------|-------------------|
| Martin Luther King Day | 1/13/18-1/15/18   |
| Presidents Day         | 2/17/18-2/19/18   |
| Memorial Day           | 5/26/18-5/28/18   |
| Summer Break           | 7/2/18-7/6/18     |
| Labor Day              | 9/3/18            |
| Columbus Day           | 10/8/18           |
| Thanksgiving           | 11/21/18-11/23/18 |
| Winter Break           | 12/17/18-1/1/19   |

\*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 at (626) 345-6605. If the normal recording plays, this means that the school is open and all classes are running as scheduled. If the school will be 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.

### IDENTIFICATION BADGE POLICY

Students must be able to identify themselves at all times. A school photo ID will be issued to students within five days of starting the program. This will remain active throughout the duration of the program and must be accessible and made available upon request while on school premises.

Please report lost or stolen IDs 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.

### 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 the state of California 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 the state of California and Federal Title IV regulations.

14. Students on a LOA may not partake in ***Student Services***, ex: volunteer opportunities.
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 last date of physical attendance will be considered the actual date of withdrawal. If a student ceases attendance without withdrawing, the Institute of Culinary Education will dismiss the student when the maximum number of absences are accrued and initiate the refund policies mandated by the state of California 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 Los Angeles 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 calendar 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 Campus President 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.

## **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 (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. Students are required to come to 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.
17. 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 enrichment classes.
18. 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 or 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 timesheets, and unauthorized use of school 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, 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 Campus President 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 Los Angeles campus will initiate the refund policies mandated by the state of California 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. The Los Angeles campus 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 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 and its campuses reserve 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.

There are four possible consequences for violating the academic honesty and copyright infringement policy:

1. Failure of the assignment
2. Failure of the course
3. Expulsion from the school
4. Rescinding a diploma or certificate

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**

The Los Angeles campus 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 Campus President. A hearing panel will be convened consisting of the Campus President, 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 Los Angeles campus 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 school policy.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website [www.bppe.ca.gov](http://www.bppe.ca.gov).

#### **INFORMATION TECHNOLOGY POLICY**

The Los Angeles campus 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 are deemed to be unacceptable use of school 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 action up to and including dismissal.

#### **RECORDS RETENTION POLICY**

The Los Angeles campus maintains an official transcript for all formerly enrolled students indefinitely. Other student records will be retained for a minimum of five (5) years or as required by Federal law, if longer than five (5) years.

## STUDENT SERVICES

Being a student at the Institute of Culinary Education Los Angeles campus goes beyond daily classes. We are pleased to offer students and alumni opportunities to expand their horizons by participating in the services below:

### ACADEMIC SUPPORT PROGRAM

The Institute of Culinary Education 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 Dean of Students 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 Dean, with input from the Chef-Instructor and the student. Sessions will be held outside of the student's normal class time.

### 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, please visit [ice.edu](http://ice.edu). Email [LAcredits@ice.edu](mailto:LAcredits@ice.edu) to sign up.

### WINE ESSENTIALS

**\*For Career Culinary Arts and Career Pastry & Baking Arts Students Only**

All Culinary Arts and Pastry & Baking Arts 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.

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 [LAcredits@ice.edu](mailto:LAcredits@ice.edu). 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.

### MEET THE CULINARY ENTREPRENEUR SERIES

The Los Angeles campus is proud to offer this monthly lecture series to its students and alumni. This series features successful entrepreneurs who are actively involved in the ownership or management of culinary-related enterprises. These classes provide valuable insight into the real-world, operational aspect of the industry, and often provide students with networking connections and inspiration. Lectures are offered on a variety of schedules to accommodate all students.

### 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 school offers, such as professional demonstrations, galas and events. 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. As an added bonus you get to support worthy charitable endeavors that need your help. Contact the Office of Student Affairs for more information.

### 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.

### SCHOLARSHIP SUPPORT

The Office of Student Affairs serves as the liaison for a variety of culinary- and hospitality-related scholarships and assists those students interested in applying for them while in school. This includes assisting with essay preparation, assistance with obtaining letters of recommendation, and collecting applications to be forwarded to the appropriate scholarship committees. A full listing of available scholarships is available on our website at [ice.edu](http://ice.edu).

### LIBRARY

The Los Angeles campus 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 *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 copiers are provided for students who wish to copy recipes, articles or other materials to take with them.

### RELEVANT COPING SKILLS

The Institute of Culinary Education offers outside resources for counseling, budgeting, and other related life-skills needs through the Office of Student Affairs. Career development services are available through your

Career Services advisor. Additionally, the school has a partnership with The Five O'Clock club, a nationally recognized career development organization that provides free memberships to students and alumni. See the Career Services office for additional details.

#### **GRADUATE EMPLOYMENT ASSISTANCE**

Beginning at the first week of enrollment, a member of our Career Services department will meet with each class. From that point on, this advisor will work with the class, one-on-one and as a group, from start to finish. The advisor will assist in resume writing, communication and interview skills, and provide professional leads to secure their externship. See *Career Services* for additional details.

#### **HOUSING & TRANSPORTATION**

Please see *Housing* within the Admissions section for additional student housing information or contact [LAhousing@ice.edu](mailto:LAhousing@ice.edu). The Office of the Registrar provides student validation information for students to receive discounted transit options, where available.

## CAREER SERVICES

The Institute of Culinary Education Los Angeles campus 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. See *Education Objectives* within each program's description for sample entry-level positions our students obtain.

### **PLACEMENT STATISTICS**

The Los Angeles campus does not yet have placement statistics.

## 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

The National Minimum Drinking Age Act of 1984 sets 21 as the minimum age to purchase or possess any alcoholic beverage.

While driving in the state of California, the following is illegal:

- Drivers under 21 may not carry unsealed beer, wine or liquor in their vehicle while they are driving alone (there are exceptions for work related driving).
- Drivers under 21 may not drive with a blood alcohol concentration level (BAC) of .01 or higher.
- Drivers under 21 may not consume alcohol in any form, including cough syrup, and prescription drugs.
- Any driver may not drive with a BAC of .08 or higher.
- The driver of any vehicle requiring a commercial driver license may not drive with a BAC of .04 percent or higher
- A driver under 18, may not drive with ANY measurable blood alcohol concentration.
- Repeat offenders may not drive with a BAC of .01 or greater.

### Legal Penalties

Illegal use of drugs and alcohol are serious crimes under both California State and Federal laws. Legal sanctions under local, state, and federal laws may include:

- Suspension, revocation, or denial of a driver's license
- Loss of eligibility for federal financial aid or other federal benefits
- Property seizure
- Mandated community service
- Felony conviction with associated penalties
- Monetary fines

### 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 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 Pasadena. For information on the City of Pasadena Substance Abuse Prevention and Treatment (SAPT) Program, please visit <http://www.cityofpasadena.net/publichealth/SubstanceAbuseTreatment/>.

Additionally, 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 Los Angeles campus is the Dean of Students. The Los Angeles campus is located at 521 East Green Street, Pasadena, CA 91101. If you believe you have been the victim of a crime while on the school campus, 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](http://www.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 1<sup>st</sup> 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 Los Angeles 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. For all other parties including faculty and staff, notification will come from the Human Resources Manager.

### **Local Police**

Pasadena Police Department  
207 Garfield Ave  
Pasadena, CA 91101  
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 1<sup>st</sup>, 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 Facilities. Decision to evacuate will be made by the fire department in conjunction with the Director of Facilities or their

designate. The Director of Facilities 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 building entrance and 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 local police and fire department in conjunction with the and the Director of Facilities or their designate. The Director of Facilities 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 the Los Angeles campus 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 call the Director of Facilities, who is fire safety trained and will liaise with the



landlord local fire department 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 building entrance. Follow direction from the Director of Facilities who will be receiving instructions from the building and fire department.

### **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. 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 Institute of Culinary Education 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 31<sup>st</sup> of the year they file a voter registration form has the right to and is eligible to vote for public office and participate in the voting process in the state that 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.

California residents, visit <http://registertovote.ca.gov/>

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%2015%202011.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.

The information is provided in compliance with the Higher Education Act of 1965, as amended. 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.

The Los Angeles campus does not have an applicable IPEDS graduation rate at this time.

**GAINFUL EMPLOYMENT**

The Los Angeles campus does not have applicable disclosures at this time.

**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



**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2015 & 2016**

**Career Culinary Arts Program - 650 Hours**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

| Calendar Year | Number of Students Who Began the Program | Students Available for Graduation | Number of On-Time Graduates | On-Time Completion Rate |
|---------------|--|-----------------------------------|-----------------------------|-------------------------|
| 2015          | *  | *                                 | *                           | *                       |
| 2016          | *  | *                                 | *                           | *                       |

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

| Calendar Year | Number of Students Who Began Program | Number of Graduates | Graduates Available for Employment | Graduates Employed in the Field | Placement Rate % Employed in the Field |
|---------------|--------------------------------------|---------------------|------------------------------------|---------------------------------|--|
| 2015          | *                                    | *                   | *                                  | *                               | *                                      |
| 2016          | *                                    | *                   | *                                  | *                               | *                                      |

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. Please inquire with Administration.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.



**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

| Calendar Year | Graduate Employed in the Field 20-29 Hours Per Week | Graduates Employed in the Field at Least 30 Hours Per Week | Total Graduates Employed in the Field |
|---------------|---|--|---------------------------------------|
| 2015          | *   | *  | *                                     |
| 2016          | *   | *  | *                                     |

**Single Position vs. Concurrent Aggregated Position**

| Calendar Year | Graduates Employed in the Field in a Single Position | Graduates Employed in the Field in Concurrent Aggregated Positions | Total Graduates Employed in the Field |
|---------------|--|--|---------------------------------------|
| 2015          | *  | *  | *                                     |
| 2016          | *  | *  | *                                     |

**Self-Employed / Freelance Positions**

| Calendar Year | Graduates Employed who are Self-Employed or Working Freelance | Total Graduates Employed in the Field |
|---------------|---|---------------------------------------|
| 2015          | *   | *                                     |
| 2016          | *   | *                                     |

**Institutional Employment**

| Calendar Year | Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution. | Total Graduates Employed in the Field |
|---------------|--|---------------------------------------|
| 2015          | *  | *                                     |
| 2016          | *  | *                                     |

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.



**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual salary and wages reported for graduates employed in the field.**

| Calendar Year | Graduates Available for Employment | Graduates Employed in Field | \$20,001 - \$25,000 | \$35,001 - \$40,000 | \$40,001 - \$45,000 | \$45,001 - \$50,000 | No Salary Information Reported |
|---------------|------------------------------------|-----------------------------|---------------------|---------------------|---------------------|---------------------|--------------------------------|
| 2015          | *                                  | *                           | *                   | *                   | *                   | *                   | *                              |
| 2016          | *                                  | *                           | *                   | *                   | *                   | *                   | *                              |

A list of sources used to substantiate salary disclosures is available from the school. Please inquire with Administration.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018: \$29,870.00. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

**Federal Student Loan Debt**

| Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup> | The percentage of enrolled students in 2016 receiving federal student loans, in the program. | The average amount of federal student loan debt of 2016 graduates who took out federal student loans at this institution, in the program. | The percentage of graduates in 2016 with federal student loans as calculated by the institution. |
|---|--|---|--|
| *   | *  | *   | *  |

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**



This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

Date

School Official

Date

\* = This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data. This program was approved by the Bureau on 12/05/2017. As of 03/19/2020, two full years of data for this program will be available.

**Definitions**

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).



- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## **STUDENT'S RIGHT TO CANCEL**

You have the right have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Cancellation of this agreement can occur up to: \_\_\_\_\_

Date

- Cancellation may occur when the student provides a written notice of cancellation at the following address: 521 Green Street, Pasadena, CA 91101. This can be done by mail or by hand delivery.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
- If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration fee not to exceed \$85.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.





**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2015 & 2016**

**Career Pastry and Baking Arts Program - 610 Hours**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

| Calendar Year | Number of Students Who Began the Program | Students Available for Graduation | Number of On-Time Graduates | On-Time Completion Rate |
|---------------|--|-----------------------------------|-----------------------------|-------------------------|
| 2015          | *  | *                                 | *                           | *                       |
| 2016          | *  | *                                 | *                           | *                       |

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

| Calendar Year | Number of Students Who Began Program | Number of Graduates | Graduates Available for Employment | Graduates Employed in the Field | Placement Rate % Employed in the Field |
|---------------|--------------------------------------|---------------------|------------------------------------|---------------------------------|--|
| 2015          | *                                    | *                   | *                                  | *                               | *                                      |
| 2016          | *                                    | *                   | *                                  | *                               | *                                      |

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. Please inquire with Administration.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.



**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

| Calendar Year | Graduate Employed in the Field 20-29 Hours Per Week | Graduates Employed in the Field at Least 30 Hours Per Week | Total Graduates Employed in the Field |
|---------------|---|--|---------------------------------------|
| 2015          | *   | *  | *                                     |
| 2016          | *   | *  | *                                     |

**Single Position vs. Concurrent Aggregated Position**

| Calendar Year | Graduates Employed in the Field in a Single Position | Graduates Employed in the Field in Concurrent Aggregated Positions | Total Graduates Employed in the Field |
|---------------|--|--|---------------------------------------|
| 2015          | *  | *  | *                                     |
| 2016          | *  | *  | *                                     |

**Self-Employed / Freelance Positions**

| Calendar Year | Graduates Employed who are Self-Employed or Working Freelance | Total Graduates Employed in the Field |
|---------------|---|---------------------------------------|
| 2015          | *   | *                                     |
| 2016          | *   | *                                     |

**Institutional Employment**

| Calendar Year | Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution. | Total Graduates Employed in the Field |
|---------------|--|---------------------------------------|
| 2015          | *  | *                                     |
| 2016          | *  | *                                     |

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.



**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual salary and wages reported for graduates employed in the field.**

| Calendar Year | Graduates Available for Employment | Graduates Employed in Field | \$20,001 - \$25,000 | \$35,001 - \$40,000 | \$40,001 - \$45,000 | \$45,001 - \$50,000 | No Salary Information Reported |
|---------------|------------------------------------|-----------------------------|---------------------|---------------------|---------------------|---------------------|--------------------------------|
| 2015          | *                                  | *                           | *                   | *                   | *                   | *                   | *                              |
| 2016          | *                                  | *                           | *                   | *                   | *                   | *                   | *                              |

A list of sources used to substantiate salary disclosures is available from the school. Please inquire with Administration.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018: \$29,560.00. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Federal Student Loan Debt**

| Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup> | The percentage of enrolled students in 2016 receiving federal student loans, in the program. | The average amount of federal student loan debt of 2016 graduates who took out federal student loans at this institution, in the program. | The percentage of graduates in 2016 with federal student loans as calculated by the institution. |
|---|--|---|--|
| *   | *  | *   | *  |

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

\* = This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data. This program was approved by the Bureau 12/05/2017. As of 03/19/2020, two full years of data for this program will be available.

### **Definitions**

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).



- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Cancellation of this agreement can occur up to: \_\_\_\_\_  
Date

- Cancellation may occur when the student provides a written notice of cancellation at the following address: 521 Green Street, Pasadena, CA 91101. This can be done by mail or by hand delivery.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
- If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration fee not to exceed \$85.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.



**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2015 & 2016**

**Restaurant and Culinary Management Program - 316 Hours**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

| Calendar Year | Number of Students Who Began the Program | Students Available for Graduation | Number of On-Time Graduates | On-Time Completion Rate |
|---------------|--|-----------------------------------|-----------------------------|-------------------------|
| 2015          | *  | *                                 | *                           | *                       |
| 2016          | *  | *                                 | *                           | *                       |

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

| Calendar Year | Number of Students Who Began Program | Number of Graduates | Graduates Available for Employment | Graduates Employed in the Field | Placement Rate % Employed in the Field |
|---------------|--------------------------------------|---------------------|------------------------------------|---------------------------------|--|
| 2015          | *                                    | *                   | *                                  | *                               | *                                      |
| 2016          | *                                    | *                   | *                                  | *                               | *                                      |

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. Please inquire with Administration.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

| Calendar Year | Graduate Employed in the Field 20-29 Hours Per Week | Graduates Employed in the Field at Least 30 Hours Per Week | Total Graduates Employed in the Field |
|---------------|---|--|---------------------------------------|
| 2015          | *   | *  | *                                     |
| 2016          | *   | *  | *                                     |

**Single Position vs. Concurrent Aggregated Position**

| Calendar Year | Graduates Employed in the Field in a Single Position | Graduates Employed in the Field in Concurrent Aggregated Positions | Total Graduates Employed in the Field |
|---------------|--|--|---------------------------------------|
| 2015          | *  | *  | *                                     |
| 2016          | *  | *  | *                                     |

**Self-Employed / Freelance Positions**

| Calendar Year | Graduates Employed who are Self-Employed or Working Freelance | Total Graduates Employed in the Field |
|---------------|---|---------------------------------------|
| 2015          | *   | *                                     |
| 2016          | *   | *                                     |

**Institutional Employment**

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| 2015          | *  | *                                     |
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|---------------|------------------------------------|-----------------------------|---------------------|---------------------|---------------------|---------------------|--------------------------------|
| 2015          | *                                  | *                           | *                   | *                   | *                   | *                   | *                              |
| 2016          | *                                  | *                           | *                   | *                   | *                   | *                   | *                              |

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\_\_\_\_\_  
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Student Signature

\_\_\_\_\_  
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