Institute of Culinary Education

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ICE CAREER CATALOG

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INSTITUTE OF CULINARY EDUCATION
LOS ANGELES CAMPUS
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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
- Three Academic Classrooms
- 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:

Maya Aldy-Fletcher – Chef-Instructor
Education: Northeastern University, French Culinary Institute, Institute for Integrative Nutrition
Experience: GMP Jakarta, Multi Pangan, Hu'u Restaurant, Bouley by David Bouley
Nichole Basmajian – Chef-Instructor
Education: California Culinary Academy, Le Cordon Bleu Scottsdale
Experience: HH Cotton's, Surla's, Lincoln Cellar, St. Regis Monarch Beach, Institute of Technology
Stephen Chavez – Chef-Instructor
Education: California School of Culinary Arts, Le Cordon Bleu Scottsdale
Experience: BakeMark, Tierra Mia, Los Angeles Turf Club, Caffé Opera
Dustin Chen – Chef-Instructor
Education: Le Cordon Bleu Los Angeles
Experience: LA LGBT Center, Amity Foundation, Energy Bistro, PIRCH, Vertical Wine Bistro, Hot Stuff Café
Sohrob Esmaili – Chef-Instructor
Education: Culinary Institute of America, Le Cordon Bleu Los Angeles
Experience: San Francisco Proper Hotel, Grammercy Tavern, Untitled//Studio Café, The Harrrison, Jean-Georges
Peter George – Chef-Instructor
Education: Waltham Forest College, City & Guilds of London Institute, American InterContinental University
Experience: DoubleTree Hotels, Walt Disney Studios, Sheraton Hotels, Le Cordon Bleu
Andrey Godzhik – Instructor
Education: John Jay College of Criminal Justice
Experience: Smith & Wollensky, Pino Luongo Restaurants, Spago, CUT and SIDEbar, Wolfgang Puck, ROKU Sunset, Designed Hospitality Projects (owner)
Hervé Guillard – Director of Education, Dean of Students
Education: University of Grenoble, California School of Culinary Arts
Experience: Culinary Wonders, Le Cordon Bleu, College of the Canyons, University of Antelope Valley
Cyril Kabaoglu – Lead Chef-Instructor
Education: Apprenticeship – La Bourride, Normandy, France. CAP-BEP, Hotel de France, Normandy, France
Experience: ROOTDOWNLA, FIG Restaurant, Langham Huntington Hotel, Inn of the Seventh Ray, Abode Restaurant, Manhattan Country Club, Bastide, Four Oaks Restaurant.
Alan Kang – Chef –Instructor
Education: Le Cordon Bleu Los Angeles
Experience: Bon Temps, The Factory Kitchen, Cliff's Edge, Hinoki and the Bird, Republique, Drago Centro
Mishel LeDoux – Director of Hospitality & Restaurant Management
Education: West Valley College, San José State University
Experience: Spago, Wolfgang Puck's Grand Café, CUT, The Bazaar, LEDOUX Hospitality Consulting

Joy Meyer – Instructor
Education: Cypress College, Fullerton College
Experience: R.A. Patina Group, Vice Lounge, Racion, Colette, Trejo's Tacos Cantina
Eric Mickle – Chef-Instructor, Associate Dean of Students
Education: Art Institute of California, San Diego
Experience: Orange Hill Restaurant, Lou's on the Hill, Gordon Ramsay Steak, Seablue, Nobhill, Bourbon Steak, Four Seasons Resort Aviara
Sarah Rosenkrantz – Chef-Instructor
Education: California State Polytechic University, Pomona
Experience: Lucques, Trattoria Neapolis, Valley Hunt Club, FTM Hospitality
Eric Rowse – Chef-Instructor
Education: California Culinary Academy
Experience: Altaeats, Packing House Wines, Barcito, Claud & Co. Eatery
Norma Salazar – Chef-Instructor
Education: Long Beach City College
Experience: The Gilded Rose Catering Company (owner), Hyatt Regency Hotel, Hotel Queen Mary, The Beverly Hills Hotel and Bungalows, Le Cordon Bleu, Delicieux Simply Eggless Bakery
Missy Smith-Chapman – Lead Chef-Instructor
Education: Southern California School of Culinary Arts, Le Cordon Bleu
Experience: Taste Catering, Epicurean Life Catering, Patina, Artist Inn, Le Cordon Bleu, Edible Style
Bridget Vickers – Chef-Instructor
Education: Walden University, Le Cordon Bleu
Experience: Morongo Casino Resort and Spa, Creative Cakes, Good Neighbor Bakery, Cal Poly Corporation Campus Dining, New Frontiers Natural Food

ADMINISTRATION

Rick Smilow – Chairman and Chief Executive Officer (CEO)
Matt Petersen – President
Lachlan Sands –President, Los Angeles Campus and Chief Academic Officer (CAO)
Gabriela Arzate – Campus Director of Admissions
Rebecca Stinson – Campus Director of Career Services
Hervé Guillard – Director of Education/Dean of Students
Jesus Loa – Director of Stewarding and Facilities
Nora Semerdjian –Director of Business 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

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:
1747 N. Market Blvd, Suite 225
Sacramento, CA 95834
www.bppe.ca.gov
Phone: (916) 574-8900
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. See ***Student Complaint/Grievance Procedure*** for additional information.

CAREER CULINARY ARTS

CURRICULUM

This 642-hour diploma program consists of nine courses. The first eight courses are composed of 108 four-hour lessons held at ICE. The ninth course is an off-site externship. The program is constructed as follows.

Course 1: Culinary Fundamentals 1 - Kitchen Essentials – 60 Hours
Most culinarians begin their culinary journey by learning how to pare and prepare greens and vegetables. After a comprehensive introduction to knife skills and food safety, you'll use a range of methods for preparing vegetables, progressing from salads to complex vegetarian cuisine, as you begin to explore the techniques that underlie fine cooking.

Course Highlights:
Grilled Eggplant and Portobello Sandwich with Fresh Mozzarella and Romesco
Vegetarian Three-Bean Chili with Ancho and Sweet Chili Peppers
Grain Bowl with Quinoa/Lentil Pilaf and Roasted Vegetables

Course 2: Culinary Fundamentals 2 - Poultry, Pork & Lamb – 48 Hours
The first in a series of three courses on protein-based cuisine, this course will stress key techniques like sautéing, roasting, braising and grilling. With an emphasis on sustainability, you will fabricate the essential cuts and prepare stocks and sauces that completely utilize each ingredient. Then you'll prepare dishes to practice each technique and build your confidence and competence.

Course Highlights:
Sous Vide Chicken Breast with Jus Lie
Sautéed Duck Breast with Orange Gastrique
Pan Roasted Rack of Lamb with Red Wine pan sauce
Grilled Brined Pork Chop with Caramelized Onion and Bourbon Sauce

Course 3: Culinary Fundamentals 3 - Veal, Beef & Seafood – 56 Hours
Structured in the same way as Course 2, you'll fabricate steaks, paillards, cutlets and chops, and prepare soups, brown sauces and pan sauces as you continue to deepen your understanding of fundamental techniques. You'll also apply these methods to seafood, including flat fish, round fish and shellfish as you prepare dishes that highlight the special skills that these foods require.

Course Highlights:
Braised Osso Bucco with Risotto
Sautéed Filet Mignon with Bearnaise
Lobster Bisque
Grilled Swordfish with Beurre Rouge

Course 4: Plating & Restaurant Simulation – 52 Hours
In this final course of the series, you'll further refine your abilities as you focus on preparing game specialties like rabbit, quail and venison. You will also plate entrées as you simulate the experience of cooking in a restaurant.

Course Highlights:
Roast Squab with Dirty Rice and Pan Gravy
Braised Rabbit with Prosciutto and Red Onions
Pan Roasted Cod with Manilla Clams and Chorizo
Grilled Hangar Steak with Caramelized Shallots and Chive Mashed Potatoes

Course 5: Pastry & Baking – 52 Hours
The skills taught in this course are not just for desserts – they can be used in savory cooking as well. From custards and pizza to biscuits and frozen desserts, you will prepare specialties that can be part of exciting entrees or memorable finales to the dining experience.

Course Highlights:
Chocolate Soufflé
Sweet and Savory Quick Breads
Pizza and flatbreads
Crème Brulee

Course 6: International Cuisine 1 - Mediterranean, the Americas, & Asia – 56 Hours
Cuisine from the Mediterranean, from Greece to North Africa, exerts an important influence on the way many chefs cook nowadays. You will explore the staple ingredients, various flavor profiles and key dishes of the region, and use them as a portal to studying the foods of the Americas.
Asia: The panoply of Asian flavors and techniques exert a growing influence on culinary arts around the world. Understanding how to use the herbs, spices, ingredients and methods that characterize these cuisines is a necessity in today's global food scene. Centering on flavor profiles and specific techniques, this course acquaints students with the essential dishes of India, China, Japan, and Thailand.

Course Highlights:
Falafel
Roast Turkey with Mole Negro
Jamaican Jerk Chicken
Pad Thai
Northern Indian Lamb Curry
Sushi

Course 7: International Cuisine 2 - France, Italy & Garde Manger – 48 Hours
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 some of the most important culinary regions in the country: Provence, Burgundy, Normandy and Alsace.

Italy: Regionality is the essence of all things Italian and this concept is central to our presentation of Italian cuisine. We'll focus on Piedmont, Tuscany, Abruzzo, and other regions that comprise what we think of as modern-

day Italian cuisine. Using authentic recipes and ingredients, students come to appreciate the diversity and simplicity that characterize this important European cuisine.

Course Highlights:
Bouillabaisse with Rouille
Cassoulet
Fresh Egg Pasta with Pesto

Course 8: Advanced Cuisine – 60 Hours
Whether it's hydrocolloids, fermentation or zero-waste cooking, today's kitchens rely on innovative ideas and modern techniques to produce their signature dishes. In this course, you'll study the methods, and flavors that the best restaurants are using to take food to the next level, and create enjoyable dining experiences. Finally, with a basket of seasonal ingredients, students will work alone to create unique menus that demonstrate their skill and creativity.

Course Highlights:
Fermentation, Preserving and Pickling
Introduction to Hydrocolloids
Zero-Waste Cooking
Cooking of the Contemporary Masters

Course 9: Externship - 210 Hours
At the end of their in-class training, all students complete an externship course. While ICE strongly recommends that students extern in restaurant kitchens, they may request venues such as hotels, catering companies, corporate dining rooms, or test kitchens in accordance with their professional goals.

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

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

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 three or five days per week. The length of time noted below includes the 210-hour externship but does not include holidays or scheduled student breaks.

Schedule		Time	Duration
5 days	Morning	7:30am-11:30am	29 weeks (23 in-class, 6 extern.)
5 days	Afternoon	12pm-4pm	29 weeks (23 in-class, 6 extern.)
3 days	Evening	6pm-10pm	46 weeks (38 in-class, 8 extern.)

TOTAL INSTITUTIONAL CHARGES
For total institutional charges, please see the most recent catalog ADDENDUM I – PROGRAM PRICING at the end of this catalog.

ATTENDANCE
Lateness will affect participation grades and repeated lateness may result in dismissal.

Students must be present for 90% of their program. The Career Culinary Arts consists of two parts: in-class and externship. The in-class part is 108 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. While on externship students are generally required to average of 35 or more externship 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.
- Hybrid Schedule: This program structure is two (2) days per week, one (1) lesson on a weekday and two (2) lessons on a weekend day.

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. See ***Dress Code*** for details.
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.

CULINARY ARTS & FOOD OPERATIONS (ONLINE)

CURRICULUM

Courses are taken in the order below. Operations courses (marked with *) are taken concurrently with culinary courses. The externship occurs after the culinary and operations courses have been completed.

This 900-clock-hour, 63-week online program allows you to attend classes on your own schedule each week. The program comprises the following courses.

Introduction to Online Learning & Restaurant Realities – 13 hours
This course is designed to familiarize students with best practices for success in our online program and in the restaurant industry. Topics include learning management system use, internet research and time management. We also introduce the tenets of professionalism and the expectations of the food service industry.

Culinary Fundamentals 1 – 90 hours
Most culinarians begin their training by learning how to pare and prepare greens and vegetables. After a comprehensive introduction to knife skills and food safety, students will use a range of methods for preparing vegetables, progressing from salads to complex vegetarian cuisine, to explore the techniques that underlie fine cooking.

Concept Development & Menu Design – 21 hours*
This course is designed to acquaint students with the realities of a culinary business by exploring concept development from creativity to profitability. By surveying the industry, students explore many types of operations and analyze concepts, as well as research feasibility and location selection. Students should gain the knowledge required to develop and refine their ideas. This course also covers key aspects of menus, including planning, pricing, layout and design. Students prepare sample menus as a project.

Culinary Fundamentals 2 – 60 hours
The first in a series of three courses on protein-based cuisine, this poultry-based course will cover key techniques like sautéing, roasting, braising and grilling. Students will fabricate the essential cuts and prepare stocks and sauces that completely utilize each ingredient. The class will prepare dishes to practice each technique and build confidence and competence.

Foodservice Finance – 30 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 cost control and decision-making. The course progresses from training students to associate numbers with financial and logistical aspects of a foodservice business to an overview of budgets, industry standards and variation analysis. Case studies are used to provide real world examples.

Culinary Fundamentals 3 - 60 hours
Pork is one of the most versatile meats, providing diners with everything from sausage and chops, to ribs and medallions. All of these cuts offer the opportunity for students to advance their culinary skills while exploring new flavors and plating styles. Lamb is also featured in this comprehensive course.

Supervision - 27 hours*
People are the most important resource in any culinary business. This course focuses on the major functions of management communication, hiring practices, recruitment, training, discipline and staff organization.

Culinary Fundamentals 4 – 60 hours
In this final course on protein-based cuisine, students prepare grilled steak, braises and stews along with brown sauces and pan sauces aiming to deepen understanding of fundamental techniques. The class applies these methods to seafood, as students prepare dishes that highlight the special skills that these foods require.

Purchasing & Cost Control – 27 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.

Pastry & Baking – 90 hours
The skills taught in this course are not just for desserts – they can be used in savory cooking as well. From custards and pizza to biscuits and cakes, students prepare specialties that can be part of exciting entrees or memorable finales to the dining experience.

Communications, Social Media & Public Relations – 21 hours*
Effective communication is essential for success in all areas of food service, from management to menus. This course uses media, including reviews, blogs, tweets, videos and press releases, for students to explore the relationship between restaurants, communication and public relations.

Restaurant Essentials – 60 hours
Students explore important restaurant staples with an emphasis on lunch, brunch and breakfast specialties from biscuits and gravy to Eggs Benedict. There is also an extensive exploration of sandwiches, fresh and dry pasta, and sauces.

Leadership, Team Building & Change Management – 21 hours*
Great leadership goes beyond good management and permeates a culture. This course explores leadership variables and principles, the power of vision, the importance of ethics, the empowerment of people, understanding people, developing others, and performance management. Additionally, instructors help

students identify their own leadership styles and how best to utilize them to maximize leadership through organizational change and team building.

International Cuisine 1 – 60 hours
In the panoply of global flavors, Asian flavors and techniques exert a growing influence on culinary arts around the world. Understanding how to use the herbs, spices, ingredients and methods that characterize these cuisines is a necessity in today's food culture. This course acquaints students with the flavor profiles, specific techniques and essential dishes of Asia and the Americas.

International Cuisine 2 – 60 hours
Continuing the exploration of food from around the world, this course examines key dishes, ingredients, flavors and techniques from the Middle East, Europe and Africa.

Externship – 200 hours
This is the last course in the program where students have an opportunity to hone the skills they developed in a real-world setting. While ICE strongly recommends restaurant kitchen externships, students may request venues such as hotels, catering companies, corporate dining rooms or test kitchens in accordance with their professional goals.

EDUCATIONAL OBJECTIVES
Graduates of this program possess a thorough understanding of the primary techniques and principles of food preparation as well as a thorough understanding of the principles of management as it applies to various sectors of the food service industry. Graduates will be prepared for entry-level positions in the food service industry. Sample positions include garde-manger cooks, line cooks, commis cooks and catering assistants, assistant managers, floor managers, management trainees, hosts and reservationists.

The Department of Education 6-digit Classification of Instructional Programs (CIP) codes for this program are:
12.0503 – Culinary Arts/Chef Training
12.0504 – Restaurant, Culinary, and Catering Management/Manager

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
11-9051.00 – Food Service Managers
35-1012.00 – First-Line Supervisors of Food Preparation and Serving Workers

CLASS SIZE
ICE's system for distance education caps the size of a cohort at 100 students. Individual discussion sections are capped at 20 students.

PROGRAM DURATION
The program takes 63 weeks to complete.

TOTAL INSTITUTIONAL CHARGES
For total institutional charges, please see the most recent catalog ADDENDUM I – PROGRAM PRICING at the end of this catalog.

ATTENDANCE
Lateness of assignments will affect participation grades and repeated lateness may result in dismissal.

Students must be present for 90% of their program. The Culinary Arts & Food Operations program consists of two parts: in-class and externship. In-class work requires students to complete both the coursework and the required hours in a timely manner to be recorded as present. On externship, students must complete and submit weekly time sheets. While on externship students are generally required to average of 17 or more externship hours per week.

Students who exceed the 10% absence rate in class or on externship will face dismissal from their program and will be subject to ICE's refund policies as listed in this catalog.

EVALUATION CRITERIA

Examinations/Projects
At the end of each course there will be an examination (practical or written) or a research project. 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:

8. Uniform
    - Wears a complete, clean and unwrinkled uniform. See ***Dress Code*** for details.
9. 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
10. Preparation for Class
    - Demonstrates familiarity with recipes
    - Written assignments completed
    - Assigned reading done
11. 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
12. Skills
    - Works efficiently
    - Demonstrates appropriate knife skills for level of class

- Demonstrates an increasing level of technical competence
- Prepares food of acceptable quality

13. Punctuality
    - Submit work on time

Library & Written Assignments

Be sure to submit these assignments on or before the due date. Assignments must be completed before new lessons will become available so a missing assignment can put your grades in jeopardy and can result in possible course failure.

CULINARY ARTS & MANAGEMENT

CURRICULUM

This 62 credit hour (1348 contact hour) Associate of Occupational Studies program consists of 25 courses, including externship, taught over 60 weeks. The program is divided into 25 credit-hours of hands-on culinary arts training (including 8 credit hours of externship, 21 credit-hours of restaurant and culinary management training, and 16 credit-hours of applied general education asynchronous online courses which emphasize leadership and career skills. The final courses are an off-site externship. The program is constructed as follows.

Course 1: Culinary Fundamentals 1 - Kitchen Essentials – 2.5 Credit Hours
Most culinarians begin their culinary journey by learning how to pare and prepare greens and vegetables. After a comprehensive introduction to knife skills and food safety, you'll use a range of methods for preparing vegetables, progressing from salads to complex vegetarian cuisine, as you begin to explore the techniques that underlie fine cooking.

Course Highlights:
Grilled Eggplant and Portobello Sandwich with Fresh Mozzarella and Romesco
Vegetarian Three-Bean Chili with Ancho and Sweet Chili Peppers
Grain Bowl with Quinoa/Lentil Pilaf and Roasted Vegetables

Course 2: Culinary Fundamentals 2 - Poultry, Pork & Lamb – 2.0 Credit Hours
The first in a series of three courses on protein-based cuisine, this course will stress key techniques like sautéing, roasting, braising and grilling. With an emphasis on sustainability, you will fabricate the essential cuts and prepare stocks and sauces that completely utilize each ingredient. Then you'll prepare dishes to practice each technique and build your confidence and competence.

Course Highlights:
Sous Vide Chicken Breast with Jus Lie
Sautéed Duck Breast with Orange Gastrique
Pan Roasted Rack of Lamb with Red Wine pan sauce
Grilled Brined Pork Chop with Caramelized Onion and Bourbon Sauce

Course 3: Concept Development & Menu Design – 2.0 Credit 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 4: Purchasing & Cost Control – 3.0 Credit 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: Social Psychology and Interpersonal Relations – 3.0 Credit Hours
This course will examine social context and the way it influences our thoughts, feelings, and behaviors. Students will be encouraged to reflect on the application of social psychology concepts to real-world problems and to incorporate concepts explored in class to its relevance in their own lives.

Course 6: Marketing – 2.0 Credit 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 7: Service Management – 2.0 Credit 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 8: Business Communications – 3.0 Credit Hours
This course introduces students to the foundations of communication in a culinary business setting. This course will examine and apply the types and purposes of various business documents; create messages using appropriate channels for delivery based on context, audience and purpose; understand the effect of technology, such as social media, on business communication. Students will also explore written and verbal communication strategies as they relate to recipe writing, reviewing, food blogging and culinary demonstrations.

Course 9: Culinary Fundamentals 3 - Veal, Beef & Seafood – 2.0 Credit Hours
Structured in the same way as Course 2, you'll fabricate steaks, paillards, cutlets and chops, and prepare soups, brown sauces and pan sauces as you continue to deepen your understanding of fundamental techniques. You'll also apply these methods to seafood, including flat fish, round fish and shellfish as you prepare dishes that highlight the special skills that these foods require.

Course Highlights:

Braised Osso Bucco with Risotto
Sautéed Filet Mignon with Bearnaise
Lobster Bisque
Grilled Swordfish with Beurre Rouge

Course 10: Plating & Restaurant Simulation – 2.0 Credit Hours
In this final course of the series, you'll further refine your abilities as you focus on preparing game specialties like rabbit, quail and venison. You will also plate entrées as you simulate the experience of cooking in a restaurant.

Course Highlights:
Roast Squab with Dirty Rice and Pan Gravy
Braised Rabbit with Prosciutto and Red Onions
Pan Roasted Cod with Manilla Clams and Chorizo
Grilled Hanger Steak with Caramelized Shallots and Chive Mashed Potatoes

Course 11: Food Safety – 1.0 Credit 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 12: Finance & Accounting – 3.0 Credit 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 13: Supervisory Management & Food Service Law – 3.0 Credit 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 14: The History and Culture of Food – 2.0 Credit Hours
This course explores the importance of food and foodservice throughout history, from prehistoric times to the present. The historical influence on modern foodservice is analyzed, and culinary trends in history are identified and investigated. Topics will include the relation of food to personal and cultural identity, and the interconnections between cuisine, historical events and international locations.

Course 15: Pastry & Baking – 2.0 Credit Hours
The skills taught in this course are not just for desserts – they can be used in savory cooking as well. From custards and pizza to biscuits and frozen desserts, you will prepare specialties that can be part of exciting entrees or memorable finales to the dining experience.

Course Highlights:
Chocolate Soufflé
Sweet and Savory Quick Breads
Pizza and flatbreads
Crème Brulee

Course 16: International Cuisine 1 - Mediterranean, the Americas, & Asia – 2.0 Credit Hours
Cuisine from the Mediterranean, from Greece to North Africa, exerts an important influence on the way many chefs cook nowadays. You will explore the staple ingredients, various flavor profiles and key dishes of the region, and use them as a portal to studying the foods of the Americas.
Asia: The panoply of Asian flavors and techniques exert a growing influence on culinary arts around the world. Understanding how to use the herbs, spices, ingredients and methods that characterize these cuisines is a necessity in today's global food scene. Centering on flavor profiles and specific techniques, this course acquaints students with the essential dishes of India, China, Japan, and Thailand.

Course Highlights:
Falafel
Roast Turkey with Mole Negro
Jamaican Jerk Chicken
Pad Thai
Northern Indian Lamb Curry
Sushi

Course 17: Food and Applied Nutrition – 3.0 Credit Hours
An introductory course in the study of the principles of human nutritional needs. Students examine current dietary guidelines, the function of nutrients, and dietary preferences. Students will study menus and recipes for modifications to optimizing nutritional content and balance the current trends in nutritional study with culinary and baking techniques. The course highlights the relationship between diet, health, disease and how applied nutrition can benefit not only immune challenged populations, but average healthy populations as well.

Course 18: Beverage & Wine – 2.0 Credit 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 19: Facilities & Design – 2.0 Credit 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.

Course 20: International Cuisine 2 - France, Italy & Garde Manger – 2.0 Credit Hours
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 some of the most important culinary regions in the country: Provence, Burgundy, Normandy and Alsace.

Italy: Regionality is the essence of all things Italian and this concept is central to our presentation of Italian cuisine. We'll focus on Piedmont, Tuscany, Abruzzo, and other regions that comprise what we think of as modern-day Italian cuisine. Using authentic recipes and ingredients, students come to appreciate the diversity and simplicity that characterize this important European cuisine.

Course Highlights:
Bouillabaisse with Rouille
Cassoulet
Fresh Egg Pasta with Pesto

Course 21: Advanced Cuisine –2.5 Credit Hours
Whether it's hydrocolloids, fermentation or zero-waste cooking, today's kitchens rely on innovative ideas and modern techniques to produce their signature dishes. In this course, you'll study the methods, and flavors that the best restaurants are using to take food to the next level, and create enjoyable dining experiences. Finally, with a basket of seasonal ingredients, students will work alone to create unique menus that demonstrate their skill and creativity.

Course Highlights:
Fermentation, Preserving and Pickling
Introduction to Hydrocolloids
Zero-Waste Cooking
Cooking of the Contemporary Masters

Course 22: Career and Self-Management – 2.0 Credit Hours
This course is designed to enhance student success in transitioning to, and succeeding in, the hospitality industry by providing career planning tools, expected behaviors, and soft skills essential for career success. The course emphasizes three key areas for professional success—life planning, workplace skills, and career planning. Students learn how to connect personal, professional, and financial goals and understand how these goals ultimately contribute to career and personal success.

Course 23: Externship 1 – 4.0 Credit 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.

Course 24: Leadership, Team Building and Change Management – 3.0 Credit Hours
Great leadership goes beyond good management and permeates a culture. This course will explore leadership variables, the power of vision, the importance of ethics, the empowerment of people, leadership principles, understanding people, multiplying effectiveness, developing others, and performance management. Additionally, in this course students will identify their own leadership styles how best to utilize them to maximize leadership through organizational change and team building.

Course 25: Externship 2 – 4.0 Credit Hours
At the end of their in-class training, all students complete an externship course. While ICE strongly recommends that students extern in restaurant kitchens, they may request venues such as hotels, catering companies, corporate dining rooms, or test kitchens in accordance with their professional goals.

EDUCATIONAL OBJECTIVES

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

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
11-9051.00 – Food Service Managers
35-1012.00 –First-Line Supervisors of Food Preparation and Serving Workers

CLASS SIZE

The teaching kitchens in Los Angeles have a maximum capacity of 32 students and the academic classrooms 25.

PROGRAM DURATION

Program duration is 60 weeks including the externship. Students may be scheduled to attend class in person three or five days per week.

TOTAL INSTITUTIONAL CHARGES

For total institutional charges, please see the most recent catalog ADDENDUM I – PROGRAM PRICING at the end of this catalog.

ATTENDANCE

Lateness will affect participation grades and repeated lateness may result in dismissal.

Students must be present for 90% of their program. The Culinary Arts & Management AOS consists of three parts: in-class and externship. The in-class part is 268 lessons; therefore, a student may not be absent from more than twenty-six (26) lessons while completing this component of the program. While on the 360-hour externship, students must complete and submit weekly time sheets. While on externship students are generally required to average of 35 or more externship hours per week.

Any student that is not present for at least 50% of a scheduled 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. 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 instructor will be 50% of the grade. Evaluation grades are based on:

1. Uniform
    - Wears a complete, clean and unwrinkled uniform. See ***Dress Code*** for details.
2. Food Safety
    - Keeps work area sanitized
    - Does not cross-contaminate
    - Keeps food at 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.

CAREER PASTRY AND BAKING ARTS

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 and Ingredients Part 1 - 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 and Ingredients Part 2 - 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 and Other Yeast-Raised Doughs - 40 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 - 60 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, and hand-stretched classic strudel.

Course 5: Cakes, Fillings and Icings Part 1 - 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 and Icings Part 2 - 52 Hours

Batters produce more than the familiar cakes we often see: more complex techniques give us an international assortment of cakes and plated deserts. Covered here are:

Complex layered baked goods including plain and chocolate-nut sponges, génoise, and biscuit joconde.

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 chefs

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.

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 pasty assistants, pastry cooks, bakers and assistant chocolatiers.

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

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 noted below includes the 210-hour externship but does not include holidays or scheduled student breaks.

Schedule		Time	Duration
5 days	Morning	7:30am-11:30am	29 weeks (23 in-class, 6 extern.)
5 days	Afternoon	12pm-4pm	29 weeks (23 in-class, 6 extern.)
3 days	Evening	6pm-10pm	46 weeks (38 in-class, 8 extern.)

TOTAL INSTITUTIONAL CHARGES
For total institutional charges, please see the most recent catalog ADDENDUM I – PROGRAM PRICING at the end of this catalog.

ATTENDANCE
Lateness will affect participation grades and repeated lateness may result in dismissal.

Students must be present for 90% of their program. The Career Pastry and Baking Arts 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 eleven (11) lessons while completing this component of the program. While on the 210-hour externship, students must complete and submit weekly time sheets. While on externship students are generally required to average of 35 or more externship 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. See ***Dress Code*** for details.
2. Food Safety
    - Keeps work area sanitized
    - Does not cross-contaminate
    - Keeps food at safe temperature
    - Wears gloves when appropriate
    - Hair is restrained (hair nets are available in the kitchens); men are clean-shaven or have trimmed beards/moustaches 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.

PASTRY AND BAKING ARTS & MANAGEMENT

CURRICULUM

This 60 credit hour (1316 contact hour) Associate of Occupational Studies program consists of 25 courses, including externship, taught over 60 weeks. The program is divided into 23 credit-hours of hands-on culinary arts training (including 8 credit hours of externship, 21 credit-hours of restaurant and culinary management training, and 16 credit-hours of applied general education asynchronous online courses which emphasize leadership and career skills. The final courses are an off-site externship. The program is constructed as follows.

Course 1: Introduction to Baking Techniques and Ingredients Part 1 – 1.5 Credit 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 and Ingredients Part 2 – 2.0 Credit 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: Concept Development & Menu Design – 2.0 Credit 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 4: Purchasing & Cost Control – 3.0 Credit 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: Social Psychology and Interpersonal Relations – 3.0 Credit Hours

This course will examine social context and the way it influences our thoughts, feelings, and behaviors. Students will be encouraged to reflect on the application of social psychology concepts to real-world problems and to incorporate concepts explored in class to its relevance in their own lives.

Course 6: Marketing – 2.0 Credit 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 7: Service Management – 2.0 Credit 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 8: Business Communications – 3.0 Credit Hours

This course introduces students to the foundations of communication in a culinary business setting. This course will examine and apply the types and purposes of various business documents; create messages using appropriate channels for delivery based on context, audience and purpose; understand the effect of technology, such as social media, on business communication. Students will also explore written and verbal communication strategies as they relate to recipe writing, reviewing, food blogging and culinary demonstrations.

Course 9: Breads and Other Yeast-Raised Doughs – 1.5 Credit 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 10: Pastry Doughs – 2.5 Credit 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, and hand-stretched classic strudel.

Course 11: Food Safety – 1.0 Credit 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 12: Finance & Accounting – 3.0 Credit 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 13: Supervisory Management & Food Service Law – 3.0 Credit 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 14: The History and Culture of Food – 2.0 Credit Hours
This course explores the importance of food and foodservice throughout history, from prehistoric times to the present. The historical influence on modern foodservice is analyzed, and culinary trends in history are identified and investigated. Topics will include the relation of food to personal and cultural identity, and the interconnections between cuisine, historical events and international locations.

Course 15: Cakes, Fillings and Icings Part 1 – 2.0 Credit 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 16: Cakes, Fillings and Icings Part 2 -2.0 Credit Hours
Batters produce more than the familiar cakes we often see: more complex techniques give us an international assortment of cakes and plated deserts. Covered here are:
Complex layered baked goods including plain and chocolate-nut sponges, génoise, and biscuit joconde.
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 chefs.

Course 17: Food and Applied Nutrition – 3.0 Credit Hours
An introductory course in the study of the principles of human nutritional needs. Students examine current dietary guidelines, the function of nutrients, and dietary preferences. Students will study menus and recipes for modifications to optimizing nutritional content and balance the current trends in nutritional study with culinary and baking techniques. The course highlights the relationship between diet, health, disease and how applied nutrition can benefit not only immune challenged populations, but average healthy populations as well.

Course 18: Beverage & Wine – 2.0 Credit 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 19: Facilities & Design – 2.0 Credit 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.

Course 20: Chocolate Confections – 1.5 Credit 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 21: Cake Decorating – 2.0 Credit 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 22: Career and Self-Management – 2.0 Credit Hours
This course is designed to enhance student success in transitioning to, and succeeding in, the hospitality industry by providing career planning tools, expected behaviors, and soft skills essential for career success. The course emphasizes three key areas for professional success—life planning, workplace skills, and career planning. Students learn how to connect personal, professional, and financial goals and understand how these goals ultimately contribute to career and personal success.

Course 23: Externship 1 – 4.0 Credit 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.

Course 24: Leadership, Team Building and Change Management – 3.0 Credit Hours
Great leadership goes beyond good management and permeates a culture. This course will explore leadership variables, the power of vision, the importance of ethics, the empowerment of people, leadership principles, understanding people, multiplying effectiveness, developing others, and performance management. Additionally, in this course students will identify their own leadership styles how best to utilize them to maximize leadership through organizational change and team building.

Course 25: Externship 2 – 4.0 Credit Hours
At the end of their in-class training, all students complete an externship course. While ICE strongly recommends that students extern in restaurant kitchens, they may request venues such as hotels, catering companies, corporate dining rooms, or test kitchens in accordance with their professional goals.

EDUCATIONAL OBJECTIVES
Graduates of this program possess a thorough understanding of the 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 pasty assistants, pastry cooks, bakers and assistant chocolatiers. Graduates of this program also 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.

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
11-9051.00 – Food Service Managers
35-1012.00 –First-Line Supervisors of Food Preparation and Serving Workers

CLASS SIZE
The teaching kitchens in Los Angeles have a maximum capacity of 32 students and the academic classrooms 25.

PROGRAM DURATION
Program duration is 60 weeks including the externship. Students may be scheduled to attend class in person three or five days per week.

TOTAL INSTITUTIONAL CHARGES
For total institutional charges, please see the most recent catalog ADDENDUM I – PROGRAM PRICING at the end of this catalog.

ATTENDANCE
Lateness will affect participation grades and repeated lateness may result in dismissal.

Students must be present for 90% of their program. The Pastry and Baking Arts & Management AOS consists of three parts: in-class, online and externship. The in-class part is 260 lessons; therefore, a student may not be absent from more than twenty-six (26) lessons while completing this component of the program. While on the 360-hour

externship, students must complete and submit weekly time sheets. While on externship students are generally required to average of 35 or more externship hours per week.

Any student that is not present for at least 50% of a scheduled 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. 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 instructor will be 50% of the grade. Evaluation grades are based on:

1. Uniform
    - Wears a complete, clean and unwrinkled uniform. See ***Dress Code*** for details.
2. Food Safety
    - Keeps work area sanitized
    - Does not cross-contaminate
    - Keeps food at 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

CAREER HEALTH SUPPORTIVE CULINARY ARTS

CURRICULUM

This 632 clock-hour diploma program contains four modules divided into nine courses. The first eight courses are composed of 108 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: Fundamentals of Plant Based Cuisine - 52 Hours
Focusing on fundamental culinary techniques and criteria for selecting quality ingredients, this course will offer an introduction to the foundation for preparing health-supportive, whole-foods cuisine.

Course Highlights:
Knife skills training.
Principles of food science.
Culinary techniques including sauté, roast, blanch, braise and pressure cook.
Exploring the health benefits, healing qualities and versatility of sea vegetables and how to prepare them.
Dishes include: arame strudel, wakame salad with orange, and coconut-lime flan.

Course 2: Soy, Grains, and Legumes – 56 Hours
In this course, we continue your education on plant-forward cuisine to include a variety of bean and grain, stock, soup and sauce preparations. We also teach how to prepare eggs in a variety of savory and sweet applications.

Course Highlights:
Identifying and preparing a variety of beans in salads, purees, stews and soups.
Identifying and preparing whole grains using various techniques.
Preparing vegan and vegetarian stocks using traditional culinary techniques.
Preparing vegan and vegetarian versions of mother sauces and other modern vegan sauces.
Making seitan and tofu and preparing it in a variety of ways.
Dishes include: curried red lentil soup with coconut, and stuffed poblano chiles with browned tempeh.

Course 3: High-Protein Foods – 56 Hours
In this course, we prepare soups and stews highlighting whole grains, beans, vegetables and non-dairy alternatives. We teach how protein sources come in a variety of forms – both plant and animal. We also teach how to source and prepare poultry, fish and shellfish, as well as how to prepare soy foods in health-conscious, traditional forms.

Course Highlights:
Identifying and preparing traditional soy foods, such as tempeh, tofu, edamame, miso, shoyu and tamari.
Fabricating and preparing poultry, finfish and shellfish.
Making seitan and preparing it in a variety of ways.
Plating theory.
Dishes include: stuffed poblano chilies with browned tempeh, hazelnut-crusted flounder with mango salsa, and golden turmeric panna cotta with ginger-pepper lace cookies.

Course 4: Advanced Culinary Applications – 52 Hours
In this course, you will apply your growing command of health-supportive techniques to preparing salads, hors d'oeuvres, pâtés and terrines, and a buffet. In the career realm, you will hone your skills at menu planning and recipe writing while exploring career paths in personal and private cooking, catering and teaching. You will also study theoretical approaches to the energetics of food, factors that impact longevity, and the role of fats, protein and carbohydrates in a healthy, whole-foods diet.

Course Highlights:
Preparing pâtés and terrines.
Preparing salads that showcase whole, seasonal ingredients.
Writing and formatting a recipe properly.
Learning how to design menus that are nutritious and balanced according the program's criteria.
Preparing balanced, health-supportive buffet menu.
Dishes include: massaged kale salad with roasted chickpeas and pickled red onions, truffled portobello mousse with fig-thyme preserve, and Asian buckwheat noodle salad.

Course 5: Baking and Desserts – 56 Hours
The quality of our baking and desserts can benefit from using ingredients that are more natural, unprocessed and whole. In this course, we convert conventional baking recipes to alternatives featuring whole-grain flours and less-refined sweeteners, without sacrificing taste or texture. You will also prepare baked goods and desserts that meet special dietary needs, such as vegan, gluten-free and dairy-free.

Course Highlights:
Preparing pies, tarts and galettes using vegan ingredients.
Baking and decorating cakes.
Preparing vegan cookies, puddings and ice creams.
Preparing flourless desserts.
Understanding how to utilize sugar, butter and white-flour alternatives.
Dishes include: ginger cake with lemon coconut cream, and black sesame ice cream.

Course 6: Bread and Pasta – 52 Hours
As you continue to explore the art and science of baking, you will focus on yeasted breads, quick breads, pizza and focaccia with wheat-free and gluten-free options. This course also includes pasta making.

Course Highlights:
Preparing quick breads, scones, pancakes, crêpes, waffles and biscuits.
Preparing hearth and pan breads.
Using alternative flours and ingredients in bread baking.

Preparing ravioli, tortellini, fettucine and gnocchi.
Preparing and serving a healthful brunch à la minute.
Dishes include: herb ravioli with porcini mushroom pesto and tofu ricotta, wild rice pancakes, and bulgur raisin pan bread.

Course 7: Food and Healing 1 and Advanced Culinary Techniques – 52 Hours
The link between diet, lifestyle and wellness is well-established, and this course will provide perspectives on this relationship by looking at cardiovascular system health, the microbiome and detoxification systems. On the culinary side, we prepare raw foods, living foods, and spa and retreat specialties. You will also focus on improvisational cooking using seasonal ingredients and developing a vegan, four-course banquet project.

Course Highlights:
Improvisational cooking.
Preparing spa and retreat cuisine.
Preparing raw foods.
Recipe costing and testing.
Dishes include: pomegranate, blueberry and ginger elixir; vegetable and tempeh wraps with avocado-cilantro cream; and Mediterranean roasted black cod with muhammara.

Course 8: Food and Healing 2 and World Cuisines – 56 Hours
This course extends the emphasis on integrative health as it explores food and the immune system, kitchen pharmacy, diets designed to promote cancer prevention and treatment support, Ayurveda, and macrobiotics. You will also prepare specialty dishes from Asia, Mexico, India and Italy.

Course Highlights:
Preparing dishes and meals designed to boost immunity.
Preparing macrobiotic cuisine.
Preparing Ayurvedic cuisine.
Preparing world cuisine menus.
Presenting a four-course vegan banquet.
Dishes include hiziki with carrots, onions and agé tofu; burdock, carrot and onion kimpura; and eggplant buns with fermented plum condiment.

Course 9: Externship – 200 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.

Please note: Dishes are examples and are subject to change with curriculum updates, without notice.

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.

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

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 two or five days per week. The length of time noted below includes the 200-hour externship but does not include holidays or scheduled student breaks.

Schedule		Time	Duration
5 days	Morning	7:30am-11:30am	29 weeks (23 in-class, 6 extern.)
5 days	Afternoon	12pm-4pm	29 weeks (23 in-class, 6 extern.)
3 days	Evening	6pm-10pm	46 weeks (38 in-class, 8 extern.)

TOTAL INSTITUTIONAL CHARGES
For total institutional charges, please see the most recent catalog ADDENDUM I – PROGRAM PRICING at the end of this catalog.

ATTENDANCE
Lateness will affect participation grades and repeated lateness may result in dismissal.

Students must be present for 90% of their program. Career Health Supportive Culinary Arts consists of two parts: in-class and externship. The in-class part is 108 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 200-hour externship, students must complete and submit weekly time sheets. While on externship students are generally required to average of 35 or more externship 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.

Participation & Performance

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

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

Library & Written Assignments

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

HEALTH SUPPORTIVE CULINARY ARTS & MANAGEMENT

CURRICULUM

This 61 credit hour (1348 contact hour) Associate of Occupational Studies program consists of 25 courses, including externship, taught over 60 weeks. The program is divided into 24 credit-hours of hands-on culinary arts training (including 8 credit hours of externship, 21 credit-hours of restaurant and culinary management training, and 16 credit-hours of applied general education asynchronous online courses which emphasize leadership and career skills. The final courses are an off-site externship. The program is constructed as follows.

Course 1: Fundamentals of Plant Based Cuisine – 2.0 Credit Hours

Focusing on fundamental culinary techniques and criteria for selecting quality ingredients, this course will offer an introduction to the foundation for preparing health-supportive, whole-foods cuisine.

Course Highlights:
Knife skills training.
Principles of food science.
Culinary techniques including sauté, roast, blanch, braise and pressure cook.
Exploring the health benefits, healing qualities and versatility of sea vegetables and how to prepare them.
Dishes include: arame strudel, wakame salad with orange, and coconut-lime flan.

Course 2: Soy, Grains, and Legumes – 2.0 Credit Hours

In this course, we continue your education on plant-forward cuisine to include a variety of bean and grain, stock, soup and sauce preparations. We also teach how to prepare eggs in a variety of savory and sweet applications.

Course Highlights:
Identifying and preparing a variety of beans in salads, purees, stews and soups.
Identifying and preparing whole grains using various techniques.
Preparing vegan and vegetarian stocks using traditional culinary techniques.
Preparing vegan and vegetarian versions of mother sauces and other modern vegan sauces.
Making seitan and tofu and preparing it in a variety of ways.
Dishes include: curried red lentil soup with coconut, and stuffed poblano chiles with browned tempeh.

Course 3: Concept Development & Menu Design – 2.0 Credit 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 4: Purchasing & Cost Control – 3.0 Credit 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: Social Psychology and Interpersonal Relations – 3.0 Credit Hours

This course will examine social context and the way it influences our thoughts, feelings, and behaviors. Students will be encouraged to reflect on the application of social psychology concepts to real-world problems and to incorporate concepts explored in class to its relevance in their own lives.

Course 6: Marketing – 2.0 Credit 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 7: Service Management – 2.0 Credit 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 8: Business Communications – 3.0 Credit Hours

This course introduces students to the foundations of communication in a culinary business setting. This course will examine and apply the types and purposes of various business documents; create messages using appropriate channels for delivery based on context, audience and purpose; understand the effect of technology, such as social media, on business communication. Students will also explore written and verbal communication strategies as they relate to recipe writing, reviewing, food blogging and culinary demonstrations.

Course 9: High-Protein Foods – 2.0 Credit Hours

In this course, we prepare soups and stews highlighting whole grains, beans, vegetables and non-dairy alternatives. We teach how protein sources come in a variety of forms – both plant and animal. We also teach how to source and prepare poultry, fish and shellfish, as well as how to prepare soy foods in health-conscious, traditional forms.

Course Highlights:
Identifying and preparing traditional soy foods, such as tempeh, tofu, edamame, miso, shoyu and tamari.
Fabricating and preparing poultry, finfish and shellfish.
Making seitan and preparing it in a variety of ways.
Plating theory.
Dishes include: stuffed poblano chilies with browned tempeh, hazelnut-crusted flounder with mango salsa, and golden turmeric panna cotta with ginger-pepper lace cookies.

Course 10: Advanced Culinary Applications – 52 Hours
In this course, you will apply your growing command of health-supportive techniques to preparing salads, hors d'oeuvres, pâtés and terrines, and a buffet. In the career realm, you will hone your skills at menu planning and recipe writing while exploring career paths in personal and private cooking, catering and teaching. You will also study theoretical approaches to the energetics of food, factors that impact longevity, and the role of fats, protein and carbohydrates in a healthy, whole-foods diet.

Course Highlights:
Preparing pâtés and terrines.
Preparing salads that showcase whole, seasonal ingredients.
Writing and formatting a recipe properly.
Learning how to design menus that are nutritious and balanced according the program's criteria.
Preparing balanced, health-supportive buffet menu.
Dishes include: massaged kale salad with roasted chickpeas and pickled red onions, truffled portobello mousse with fig-thyme preserve, and Asian buckwheat noodle salad.

Course 11: Food Safety – 1.0 Credit 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 12: Finance & Accounting – 3.0 Credit 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 13: Supervisory Management & Food Service Law – 3.0 Credit 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 14: The History and Culture of Food – 2.0 Credit Hours
This course explores the importance of food and foodservice throughout history, from prehistoric times to the present. The historical influence on modern foodservice is analyzed, and culinary trends in history are identified and investigated. Topics will include the relation of food to personal and cultural identity, and the interconnections between cuisine, historical events and international locations.

Course 15: Baking and Desserts – 2.0 Credit Hours
The quality of our baking and desserts can benefit from using ingredients that are more natural, unprocessed and whole. In this course, we convert conventional baking recipes to alternatives featuring whole-grain flours and less-refined sweeteners, without sacrificing taste or texture. You will also prepare baked goods and desserts that meet special dietary needs, such as vegan, gluten-free and dairy-free.

Course Highlights:
Preparing pies, tarts and galettes using vegan ingredients.
Baking and decorating cakes.
Preparing vegan cookies, puddings and ice creams.
Preparing flourless desserts.
Understanding how to utilize sugar, butter and white-flour alternatives.
Dishes include: ginger cake with lemon coconut cream, and black sesame ice cream.

Course 16: Bread and Pasta – 2.0 Credit Hours
As you continue to explore the art and science of baking, you will focus on yeasted breads, quick breads, pizza and focaccia with wheat-free and gluten-free options. This course also includes pasta making.

Course Highlights:
Preparing quick breads, scones, pancakes, crêpes, waffles and biscuits.
Preparing hearth and pan breads.
Using alternative flours and ingredients in bread baking.
Preparing ravioli, tortellini, fettucine and gnocchi.
Preparing and serving a healthful brunch à la minute.
Dishes include: herb ravioli with porcini mushroom pesto and tofu ricotta, wild rice pancakes, and bulgur raisin pan bread.

Course 17: Food and Applied Nutrition – 3.0 Credit Hours
An introductory course in the study of the principles of human nutritional needs. Students examine current dietary guidelines, the function of nutrients, and dietary preferences. Students will study menus and recipes for modifications to optimizing nutritional content and balance the current trends in nutritional study with culinary and baking techniques. The course highlights the relationship between diet, health, disease and how applied nutrition can benefit not only immune challenged populations, but average healthy populations as well.

Course 18: Beverage & Wine – 2.0 Credit 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 19: Facilities & Design – 2.0 Credit 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.

Course 20: Food and Healing 1 and Advanced Culinary Techniques – 2.0 Credit Hours
The link between diet, lifestyle and wellness is well-established, and this course will provide perspectives on this relationship by looking at cardiovascular system health, the microbiome and detoxification systems. On the culinary side, we prepare raw foods, living foods, and spa and retreat specialties. You will also focus on improvisational cooking using seasonal ingredients and developing a vegan, four-course banquet project.

Course Highlights:
Improvisational cooking.
Preparing spa and retreat cuisine.
Preparing raw foods.
Recipe costing and testing.
Dishes include: pomegranate, blueberry and ginger elixir; vegetable and tempeh wraps with avocado-cilantro cream; and Mediterranean roasted black cod with muhammara.

Course 21: Food and Healing 2 and World Cuisines – 2.0 Credit Hours
This course extends the emphasis on integrative health as it explores food and the immune system, kitchen pharmacy, diets designed to promote cancer prevention and treatment support, Ayurveda, and macrobiotics. You will also prepare specialty dishes from Asia, Mexico, India and Italy.

Course Highlights:
Preparing dishes and meals designed to boost immunity.
Preparing macrobiotic cuisine.
Preparing Ayurvedic cuisine.
Preparing world cuisine menus.
Presenting a four-course vegan banquet.
Dishes include hiziki with carrots, onions and agé tofu; burdock, carrot and onion kimpura; and eggplant buns with fermented plum condiment.

Course 22: Career and Self-Management – 2.0 Credit Hours
This course is designed to enhance student success in transitioning to, and succeeding in, the hospitality industry by providing career planning tools, expected behaviors, and soft skills essential for career success. The course emphasizes three key areas for professional success—life planning, workplace skills, and career planning. Students learn how to connect personal, professional, and financial goals and understand how these goals ultimately contribute to career and personal success.

Course 23: Externship 1 – 4.0 Credit 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.

Course 24: Leadership, Team Building and Change Management – 3.0 Credit Hours
Great leadership goes beyond good management and permeates a culture. This course will explore leadership variables, the power of vision, the importance of ethics, the empowerment of people, leadership principles, understanding people, multiplying effectiveness, developing others, and performance management. Additionally, in this course students will identify their own leadership styles how best to utilize them to maximize leadership through organizational change and team building.

Course 25: Externship 2 – 4.0 Credit Hours
At the end of their in-class training, all students complete an externship course. While ICE strongly recommends that students extern in restaurant kitchens, they may request venues such as hotels, catering companies, corporate dining rooms, or test kitchens in accordance with their professional goals.

EDUCATIONAL OBJECTIVES

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

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
11-9051.00 – Food Service Managers
35-1012.00 –First-Line Supervisors of Food Preparation and Serving Workers

CLASS SIZE

The teaching kitchens in Los Angeles have a maximum capacity of 32 students and the academic classrooms 25.

PROGRAM DURATION

Program duration is 60 weeks including the externship. Students may be scheduled to attend class in person three or five days per week.

TOTAL INSTITUTIONAL CHARGES

For total institutional charges, please see the most recent catalog ADDENDUM I – PROGRAM PRICING at the end of this catalog.

ATTENDANCE

Lateness will affect participation grades and repeated lateness may result in dismissal.

Students must be present for 90% of their program. The Health Supportive Culinary Arts & Management AOS consists of three parts: in-class and externship. The in-class part is 268 lessons; therefore, a student may not be absent from more than twenty-six (26) lessons while completing this component of the program. While on the 360-hour externship, students must complete and submit weekly time sheets. While on externship students are generally required to average of 35 or more externship hours per week.

Any student that is not present for at least 50% of a scheduled 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. 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 instructor will be 50% of the grade. Evaluation grades are based on:

1. Uniform
    - Wears a complete, clean and unwrinkled uniform. See ***Dress Code*** for details.
2. Food Safety
    - Keeps work area sanitized
    - Does not cross-contaminate
    - Keeps food at 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

RESTAURANT AND CULINARY MANAGEMENT

CURRICULUM

This 316 clock-hour diploma program contains five modules that are divided into nine courses, which are divided into 158 lessons. 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: 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 3: 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 4: 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 5: 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 6: 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 7: 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 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.

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.

The Department of Education 6-digit Classification of Instructional Programs (CIP) code for this program is:
12.0504 – Restaurant, Culinary, and Catering Management/Manager

The Standard Occupational Classification (SOC) codes for this program are:
11-9051.00 – Food Service Managers
35-1012.00 –First-Line Supervisors of Food Preparation and Serving Workers

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	5pm-9pm	30 weeks at 12 hours per week

There is no externship requirement for this program.

TOTAL INSTITUTIONAL CHARGES

For total institutional charges, please see the most recent catalog ADDENDUM I – PROGRAM PRICING at the end of this catalog.

ATTENDANCE

Lateness will affect participation grades and repeated lateness may result in dismissal.

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

- Morning and Afternoon Schedules: Students must not exceed sixteen (16) 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.

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

See ***Dress Code***. (page 52).

RESTAURANT AND CULINARY MANAGEMENT – DISTANCE EDUCATION

CURRICULUM

This 316 clock-hour diploma program contains five modules that are divided into nine courses, which are divided into 158 lessons. Students take two courses simultaneously. The program is offered 100 online in a distance education format. 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: 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 3: 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 4: 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 5: 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 6: 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 7: 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 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.

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.

The Department of Education 6-digit Classification of Instructional Programs (CIP) code for this program is:
12.0504 – Restaurant, Culinary, and Catering Management/Manager

The Standard Occupational Classification (SOC) codes for this program are:
11-9051.00 – Food Service Managers
35-1012.00 –First-Line Supervisors of Food Preparation and Serving Workers

CLASS SIZE

ICE's system for distance education caps the size of a cohort at 100 students. Individual discussion sections are capped at 20 students.

PROGRAM DURATION
This program takes 7 months to complete.
There is no externship requirement for this program.

TOTAL INSTITUTIONAL CHARGES
For total institutional charges, please see the most recent catalog ADDENDUM I – PROGRAM PRICING at the end of this catalog.

ATTENDANCE
Lateness of assignments will affect participation grades and repeated lateness may result in dismissal.

Students must be present for 90% of their program. The Culinary Arts & Food Operations program consists of two parts: in-class and externship. In-class work requires students to complete both the coursework and the required hours in a timely manner to be recorded as present. On externship, students must complete and submit weekly time sheets. While on externship students are generally required to average of 17 or more externship hours per week.

Students who exceed the 10% absence rate in class or on externship will face dismissal from their program and will be subject to ICE's refund policies as listed in this catalog.

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
See ***Dress Code***. (page 52).

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), a copy of a high school transcript indicating the student's graduation date; or successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution; or enrollment in a bachelor's degree program where at least at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program; or a copy of a college diploma; or a copy of a college transcript indicating graduation from a post-secondary program (associate 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.

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 visas.

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

AOS students will be required to take the Wonderlic SLQ test, and a Distance-Learning Readiness Assessment.

Please contact Admissions for further details.

English Proficiency

All students are required to be proficient in the English language. Students whose first language is not English are required to prove proficiency by providing one of the following:

- Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (iBT) score of 61 or higher, Paper-Based Test score of 500 or higher, or Computer- Based Test (CBT) score of 173
- Advance Placement International English Language (APIEL) with a score of 173 or higher
- International English Language Testing System (IELTS) with a level of 6 or higher
- Common European Framework of Reference (CEFR) with a score of B2 or higher
- A grade of 'C' or better in an intermediate ESL course
- Graduation from an English-speaking secondary institution
- Evidence of having completed 12 semester hours or 18 quarter hours with at least a 'C' (70%) average at an accredited postsecondary institution in which English was the language of instruction
- Internal ESL Assessment (for Culinary and Career Pastry and Baking Arts students only) with a score of 42 points or higher. Students who previously failed any of the above exams are not eligible for this assessment.

TRANSFER CREDITS

Credits Transferred to ICE

Students who previously attended an accredited post-secondary school, College or University recognized by the U.S. Department of Education or U.S. Military Credits may be granted transfer credit, at the sole discretion of ICE. Courses taken at the previous institution must be determined by ICE to be sufficiently equivalent to courses offered at ICE. In addition, ICE must determine that those courses are applicable to their program of study at ICE. Only courses in which the student earned a grade of 'C' or above will be considered for transfer. Students seeking to transfer credit are responsible for having official transcripts forwarded to ICE for review. Students may also be required to submit a school catalog. Students must petition for transfer credit with the Registrar as soon as possible after application. It is recommended that all prior coursework be submitted prior to matriculation, but no later than the end of registration for the student's first module of study. Students who receive transfer credit will have the program tuition charge pro-rated based upon the remaining number of credits the student must earn in order to graduate. Student Financial Services will make the appropriate tuition adjustment. A maximum of 25% of any external program may be transferred in.

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 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 or ten (10) years for active students and graduates.

After you enroll, you may only defer your enrollment in the same program two times (i.e. reserve three total seats). Applicants who had two prior cancellations will be required to obtain permission from the Dean of Students to reapply for admission.

Late Enrollment Policy

Students who are unable to provide the required admissions documentation or complete financial packaging will be permitted to attend class under the following conditions:

- The enrollment must be completed within 6 calendar days of the start date of the class. This includes all required admissions documentation and financial packaging.
- The students must begin attending class no later than the second class in the program. Until enrollment is completed, students will be marked absent even though they attended class.
- After enrollment is completed, the Registrar will give the student a form that will confirm the days attended prior to registration. Students who did not attend the first day of class will be scheduled to attend remediation. The remediation may not overlap with the student's current schedule.
- If students are unable to complete the enrollment by the end of the sixth calendar day, they will be removed from the cohort.

FEES

A registration fee of $85.00 is due with the submission of an Application for Admission. This fee is non-refundable, except as described in the ***Refund Policy***. 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.

Possible additional fees not included in the total cost of attendance include parking ($40/month), replacement ID ($5), duplicate diploma ($10), and transcripts ($5 each).

TUITION & SUPPLIES

Total Institutional Charges 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, consisting of uniforms, books, knives, and tools (where applicable). For more information, please refer to the ***Total Institutional Charges*** and ***Supplies*** outlines in 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 ***Financial Services*** section for details.
2. Private Loans - Private student loans are available through a variety of lenders to qualified individuals. Some lenders require the student to complete a FASFA and/or accept all or portions of their eligible Title IV aid. Interest rates vary based on credit history and market interest rates. You can find detailed information on private student loans on the ICE website at ice.edu. Students are encouraged to shop for additional student loan options, as ICE's website is not an exhaustive resource.
3. 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 $75.
4. 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 opportunities to prospective students meeting eligibility criteria:

1. Dual 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 address at the time of application is more than 50 miles from the School will receive a discount of $2,500 applied to the Balance Due for their tuition for Career Culinary Arts, Career Pastry and Baking Arts, Career Health Supportive Culinary Arts, AOS in Culinary Arts & Management, AOS in Pastry and Baking Arts & Management, AOS in Health Supportive Culinary Arts & Management or $750 applied to the Balance Due for Restaurant and Culinary Management.
    - US Citizens & Permanent Residents: The student must provide proof of the out-of-area home address. Acceptable documentation includes, government-issued photo identification, utility bill, bank statement, or equivalent.
3. Military Discount – Students who present appropriate military or Veterans Administration documentation demonstrating that they served in the U.S. military will have a $2,500 discount applied to their Balance Due for Career Culinary Arts, Career Pastry and Baking Arts, and Career Health Supportive Culinary Arts after all applicable benefits have been applied. For Restaurant and Culinary Management, students will receive a $750 discount applied to their Balance Due.
4. Industry Discount – A $1,000 discount is applied to the Balance Due for Restaurant and Culinary Management 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.
5. Transfer Credit into AOS Discount - If a student who previously attended ICE, subsequently enrolls in an AOS program, and transfers credit into the AOS program, their tuition for the AOS may be discounted according to the following guidelines:
    - If a student has completed one or more transferable diplomas prior to AOS enrollment, the AOS tuition will be discounted by the total tuition cost paid for the transferable program(s).
    - If a student has successfully completed one or more classes at ICE that can be transferred into the AOS program, the tuition paid for those classes will be discounted from the AOS tuition.

    Individual classes transferred into the program must be in compliance with the Transfer Credit Policy on page 35 of this catalog.

The Dual 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. Prices range between $850/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.

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 high school, college or 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 or F-1 visa

Those international students who require a visa to attend must also submit the below documentation:

- Proof of financial resources demonstrating tuition plus $3,327.75 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 eligible for Career Culinary Arts, Career Pastry and Baking Arts, and Career Health Supportive Culinary Arts morning and afternoon classes (no alternative schedules). Restaurant and Culinary Management may also be taken in conjunction with Culinary, Pastry or Health Supportive Culinary Arts. F-1 students are eligible for all AOS programs. 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, 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) 345-6635. 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

The Institute of Culinary Education is committed to offering equal opportunity to all persons and, in accordance with federal and state laws and regulations, does not discriminate on the basis of race, color, ethnicity, creed, religion, national origin, age, sex, gender identity or expression, marital or partnership status, military or veteran status, disability, genetic information, or any other legally protected characteristic.

TITLE IX

The Institute of Culinary Education does not discriminate on the basis of sex in any of its education programs or activities, including in admissions and employment. Inquiries about the application of Title IX can be directed to ICE's Title IX Coordinator:

Los Angeles Campus
Herve Guillard
Director of Education
521 East Green Street, Pasadena, CA 91101
(626) 345-6635
hguillard@ice.edu

The U.S. Department of Education, Office for Civil Rights is a federal agency responsible for ensuring compliance with Title IX. OCR may be contacted at 400 Maryland Avenue, SW, Washington, DC 20202-1100, (800) 421-3481.

ICE's Title IX policy and grievance procedures, as well as materials used to train ICE's Title IX personnel may be found on our website at https://www.ice.edu/nondiscrimination-statement-title-ix-policy.

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 pay.ice.edu.

FEDERAL FINANCIAL AID PROGRAMS

Student Aid Eligibility

Students applying to Career Culinary Arts, Career Pastry and Baking Arts and Career Health Supportive Culinary Arts 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; 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 2020-2021 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?
For the maximum Pell Grant award for the current award year, please see the most recent ADDENDUM II – FINANCIAL AID at the end of this catalog.

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.

The most recent information on Pell Grants can be found at https://studentaid.gov/understand-aid/types/grants/pell

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 current undergraduate unsubsidized and subsidized Stafford Loans interest rates, please see the most current ADDENDUM II – FINANCIAL AID at the end of this catalog..

Current interest rates are at
https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized

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?
For current Direct PLUS Loans interest rates and fees, please see the most recent ADDENDUM II – FINANCIAL AID at the end of this catalog.

The most recent interest rate can also be found at https://studentaid.gov/understand-aid/types/loans/plus/parent

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.

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 Policy

The Return of Title IV Funds process at the Institute of Culinary Education (ICE) is monitored by the Bursar and reviewed by the Controller. Provided they are eligible, students attending ICE may determine to finance their education all, or in part, with the assistance of Federal Title IV financial aid funds ("Title IV Funds").[1] Title IV Funds are available to assist students in bridging the gap between their own resources and the amount needed to pay for the cost of attending an educational institution. In the event a student receiving Title IV Funds withdraws prior to completing his or her program, ICE may be required to return all or a portion of that student's Title IV Funds to the U.S. Department of Education ("ED"). This policy describes the federally mandated process pursuant to which ICE determine, in such circumstances, the portion of a student's Title IV Funds that must be returned.

If the student is a recipient of Title IV Funds and the student withdraws or is dismissed from school during a payment period in which the student began attendance, the student will have the amount of Title IV Funds the student "earned" calculated according to a specific formula set out in federal law. This calculation for the return of Title IV Funds will be completed within 30 days of the school's determination that the student has ceased attendance. If under the formula the student (or the school or the student's parent on their behalf) received **less** Title IV Funds than the amount the student earned during the payment period, the student may be able to receive those additional Title IV Funds (provided late disbursement and post withdrawal rules are met). On the other hand, if under the formula the student received **more** Title IV Funds than the student earned during the payment period, the excess funds must be returned to the U.S. Department of Education.

The Formula

If a student withdraws, the amount of Title IV Funds that the student has "earned" is determined on a pro rata basis, pursuant to a formula set out in federal law. Under the formula, if the student attended 60% or more of the payment period for which Title IV Funds were awarded, the student will have earned all scheduled Title IV Funds. However, if the student withdrew prior to completing 60% of the payment period, there will be an adjustment to the student's financial aid. If, for example, the student completed only 30% of the payment period prior to withdrawal, the student would "earn" only 30% of the Title IV Funds the student was scheduled to receive for that payment period, and a portion of the Funds the student received might need to be returned.

The federal formula, which looks at the actual number of days/hours the student attended, counts all calendar days of the payment period, including weekends and holidays, and only excludes scheduled breaks of five or more days **or** the days the student was on an approved leave of absence. The student's last day of attendance (LDA), which is used to determine the percentage of the payment period that has been completed, is the last recorded day the student attended class.

Post-Withdrawal Disbursements

If the student did not receive all of the scheduled Title IV Funds that were earned for the payment period in which the withdrawal occurs, the student may be eligible for a post-withdrawal disbursement. If the post-withdrawal disbursement includes eligible federal student **loan** funds, the school must obtain the student's permission (or parent's permission for a PLUS loan) before it can disburse the funds. The student may choose to decline some or all of the loan funds. The school is authorized to use all or a portion of any post-withdrawal **grant** funds for tuition, fees, books and supplies. However, to apply remaining post-withdrawal grant funds to other school-related charges, the school must obtain permission. In such cases, ICE **strongly** encourages students to consider whether it may be in their best interest to allow the school to keep the Title IV Funds to reduce any outstanding debt the student may owe the school.[2]

Excess Title IV Funds and Overpayments

If the student (or the school or the student's parent on their behalf) received excess Title IV Funds, the school must return a portion of the excess Title IV Funds equal to the lesser of:

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[1] Title IV programs include Federal Pell Grants, Direct Stafford Loans, Direct PLUS loans and Federal Supplemental Educational Opportunity Grants (FSEOG). To receive Title IV Funds administered by ICE, the student must have a high school diploma (or equivalent), be enrolled as a regular student in a Title IV eligible program, be enrolled at least half-time (for federal Direct loans), have a valid social security number, be a U.S. citizen or eligible non-citizen, and be making satisfactory academic progress toward completion of the student's program of study. The student also must be registered with the Selective Service (males) and the Immigration and Naturalization Service if required by law to do so. Finally, the student must **not** owe a refund on any federal grant, be in default on any federal student loan previously received; or be ineligible for federal aid as a result of a drug conviction.

[2] It should be noted that there are some Title IV Funds that students may be scheduled to receive, but that cannot be disbursed post-withdrawal because of separate federal laws. Post-withdrawal disbursements must meet all the federal regulations for both late disbursements and post-withdrawal disbursements.

1. The student's institutional charges multiplied by the unearned percentage of the Title IV Funds, or
2. The entire amount of excess Title IV Funds.

The school must return this amount even if it did not keep this amount of Title IV Funds. If the school is not required to return all of the excess Title IV Funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or the student's parent for a PLUS loan) must repay in accordance with the terms of the promissory note. That is, the borrower (student/parent) must make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds the student received or were scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. The student must make arrangements with the school or the U.S. Department of Education to return the unearned grant funds.

Order of Return of Title IV Funds

Title IV Funds credited to outstanding loan balances for the payment period for which a return of Title IV Funds is required are returned in the following order, in accordance with federal law:

1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Federal Direct PLUS loans

If Title IV Funds remain after repaying all loan amounts, those remaining Funds are credited in the following order:

1. Federal Pell Grants for the payment period for which a return of funds is required
2. Federal Supplemental Educational Opportunity (FSEOG) for which a return of funds is required
3. Other assistance for which a return of funds is required.

Refunds will be paid by the school within 45 days of the school's determination that the student has ceased attendance, or the timeframe established by applicable law, whichever is shorter.

School Refund Policy vs. Return of Title IV Funds Policy

It is important to understand that the requirements for the return of Title IV Funds, discussed above, are completely separate from the school's refund policy, which is set out in the school's career catalog, and which details the amount the student may owe the school if the student withdraws without having paid all amounts outstanding. It is possible, for example, that the student may still owe funds to the school to cover unpaid institutional charges, even after the student's Title IV Funds have been returned to the U.S. Department of Education in accordance with federal law. The student also should note that the school may charge the student for any Title IV Funds that the school was required to return. If the student withdrew and the withdrawal resulted in a reduction of institutional charges that was less than the amount of the Title IV Funds that were returned, the student might have an outstanding balance due to the school that was actually greater than that which was owed prior to withdrawal.

For additional information relating to the return of Title IV Funds, the student may contact the school's Office of Student Financial Services or call the Federal Student Aid Information Center at 1-800-4 Fed Aid (1-800-433-2143). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Veteran's Benefits

The Institute of Culinary Education is approved by the Department of Veterans Affairs under the provisions of Title 38, U.S. Code for VA educational benefits to train veterans and other eligible persons for approved programs and courses required for those programs. Students requesting the Montgomery GI Bill®, Post 9/11 GI Bill®, or Vocational Rehabilitation educational benefits must complete an application and provide additional forms to the Institute of Culinary Education Veteran Services representative. Applications can be completed online at: http://benefits.va.gov/gibill/apply.asp.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill.

The Department of Veteran Affairs requires that students who receive veteran's benefits make due progress toward the completion of a degree or certificate in order to continue receiving benefits. Information about satisfactory academic progress can be found in this catalog. Please contact the Student Financial Services office for detailed requirements to qualify for, and maintain veteran's benefits.

PRIVATE LOANS

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

What you may need to refer to when applying:

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

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

STATE-FUNDED GRANTS & LOANS

NJCLASS Loan

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

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

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 and Baking Arts, Career Health Supportive Culinary Arts, and Restaurant and 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 Career Culinary Arts, Career Pastry and Baking Arts, and Career Health Supportive Culinary Arts. Alternatively, the Balance Due must be paid 30 days prior to the end of Restaurant and Culinary Management. 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, as described below:

1. If a student is denied admission to the school, he/she will receive a refund of all monies paid.
2. If a student enrolls prior to visiting the school's facility, he/she may cancel within three (3) days of touring the school's facilities and inspecting the equipment and receive a refund of all monies paid.
3. If student cancels within three (3) days of signing the Enrollment Agreement, he/she will receive a refund of all monies paid.
4. If a student cancels within four to seven (4-7) days of signing the enrollment agreement, or on the first day of class, whichever is later, he/she will receive a refund of all monies paid except for the registration fee.
5. Refunds to students will be made within 45 days of receipt of cancellation notice.

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.

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 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 Policy***.

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 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

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 POLICIES

ATTENDANCE

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 50% lesson will be marked absent.

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

MAKE-UP POLICIES

Make-Up Classes

Make-up classes are only allowed at the discretion of the Dean of Students. Written approval must be obtained from the Dean of Students prior to make-up work being attempted.

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.

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

Students must successfully complete an externship to graduate from Career Culinary Arts, Career Pastry and Baking Arts, and Career Health Supportive Culinary Arts. There is no externship component for Restaurant and Culinary Management. Externships should begin immediately after the last day of class. Failure to commence externship timely may result in administrative dismissal.

Duration

The duration of the externship is 210 hours for the Career Culinary Arts and Career Pastry and Baking Arts. The externship is 200 hours for the Career Health Supportive Culinary Arts.

Attendance Journals

Daytime students are expected to complete at least 35 hours per week of attendance while on externship. Evening students are expected to attend their externship at least 24 hours per week. 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

While ICE will provide training, support and guidance, it is the student's responsibility, in cooperation with the site, to secure an externship. Students are required to investigate potential externship sites during their training and student preferences will be considered; 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.

Frequency of Evaluation

A written report card is issued at the end of each course that lists course grades, cumulative grade point average, and absences. Please see each program description for specific evaluation criteria.

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.

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.

Incompletes

Students who fail to meet the requirements of a course (written or practical examinations or projects, or externship hours or journals) 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, or externship hours or journals are not completed by the 14th day), the incomplete will become an F or revert to the earned grade.

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 200-hour or 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.

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, and who have not failed a course will be accorded highest honors. Students graduating with a final GPA between 3.33 and 3.66, 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.

Receipt of Diploma

Diplomas are issued approximately 6-8 weeks from the end date of externship (i.e. Graduation Date) for Career Culinary Arts, Career Pastry and Baking Arts, and Career Health Supportive Culinary Arts. For Restaurant and 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 ("SAP") in order to remain enrolled and to remain eligible for Federal Student Aid.
SAP is determined by measuring the student's qualitative (i.e. Cumulative Grade Point Average) which must be 2.0 or higher to remain eligible and considered to be maintaining SAP. Students will have SAP evaluated at the end of each Title IV financial aid payment period.
The following chart summarizes how each grade affects CGPA:

Letter Code	Grade Points	Included in Hours Earned	Included in Hours Attempted	Included in CGPA
A	4	Yes	Yes	Yes
A-	3.67	Yes	Yes	Yes
B+	3.33	Yes	Yes	Yes
B	3	Yes	Yes	Yes
B-	2.67	Yes	Yes	Yes
C+	2.33	Yes	Yes	Yes
C	2	Yes	Yes	Yes
C-	1.67	Yes	Yes	Yes
D+	1.33	Yes	Yes	Yes
D	1	Yes	Yes	Yes
F	0	Yes	Yes	Yes
I	n/a	No	Yes	No
W	n/a	No	Yes	No
AU	n/a	No	No	No
TC	n/a	Yes	Yes	No
L	n/a	No	No	No

HOW TRANSFER CREDITS, CHANGE OF PROGRAM, OR INCOMPLETES AFFECT SAP

Hours/Credits that have been transferred into the Institute by the student have no effect on the cumulative grade point average (CGPA) requirement for SAP. Transfer hours/credits are considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 clock hours earned at institution A into a program at institution B. The program requires 610 clock hours to graduate. Thus, the maximum timeframe for this student's new program at institution B will be one and half times (150%) x 610 = 915 clock hours. The 30 transfer hours will be added to the attempted and earned hours when the rate of completion and maximum timeframe are being calculated.
When a student elects to change a program at the Institute, the student's earned hours and grades will be transferred into the new program as applicable, including transfer hours/credits.
Associated courses - If any course taken in the original program is also part of the new program, that course will be associated with the new program, and those associated courses will be included when computing the CGPA, and maximum timeframe. This includes courses that were failed or withdrawn.
Transfer hours/credits - Transfer hours/credits from another institution, that are applicable to the new program of study will not be calculated in the CGPA, but those transfer hours/credits will be considered as hours attempted and earned in the maximum timeframe calculation.
For example, a student transfers from Program A to Program B, the student is able to transfer 30 hours an outside institution and 20 associated hours earned in Program A into Program B. Program B requires 642 clock hours to graduate. Thus, the maximum timeframe for this student's new program (Program B) will be one and a half times (150%) x 642 = 963 clock hours. The 30 transfer hours from the outside institution will be added to the attempted and earned hours when the rate of completion and maximum timeframe are being calculated; the 20 associated hours earned in Program A will be included in the CGPA, and the maximum timeframe calculations.
Incomplete grades – If an incomplete grade is required under the Incomplete Policy (See Academic Policies), an" I" grade will be assigned to the course. This grade will count for hours attempted but not for hours earned. It is not included in a student's CGPA. This grade may not remain in the student record for more than 14 days, and must be changed to an earned grade or an F by the end of day 14 after the last day of the class. Once changed from an I to an A-F grade, the A-F grade will count toward hours earned, hours attempted, and CGPA. The student's SAP standing will then be reevaluated.

Academic Standing

The Office of Student Financial Services calculates SAP at the scheduled end of each Title IV financial aid payment period. The payment period varies by student and program of study. Each student's CGPA is reviewed to determine whether the student is meeting the minimum SAP standards. The following terms are used to indicate each student's academic standing:

SAP: Met/Good-Standing is a status designated for a student who has met or achieved minimum SAP standards at the end of a payment period or Financial Aid Probation period. Students remain eligible for Federal Student Aid when SAP standards are met.

Academic Dismissal is a status designated for a student who has failed to achieve minimum SAP standards at the end of a payment period or Financial Aid Probation period and is academically dismissed. A student will also be dismissed at any time at which it becomes mathematically impossible to graduate with a CGPA of 2.0, or to complete the program within the 150% maximum timeframe. Students who are dismissed for not meeting SAP may not transfer programs and immediately regain eligibility for Federal Student Aid. Eligibility is only regained after a SAP appeal is approved.

Financial Aid Probation is a status designated for a student who has appealed and been granted an approved SAP Appeal. The Financial Aid Probation status is for one payment period. Students are eligible for Federal Student Aid during the probation period, as long as students are meeting the requirements outlined in their approved SAP Appeal which may include an academic plan.

SAP Appeal for Reinstatement

A student who has been academically dismissed due to SAP may submit an appeal. Appeals must be made in writing to the Director of Student Financial Services within 14 days. The appeal must assert a mitigating circumstance 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.

A student who incurs a second academic dismissal due to SAP may appeal, but the reason must be different from the reason asserted in the first appeal.

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*** on page 54 for appeal information.

ADMINISTRATIVE POLICIES

CLOCK HOUR

One clock hour defined as 50 minutes of instruction in a 60-minute period of time.

HOLIDAYS

For the academic calender, please see the most recent ADDENDUM III – ACADEMIC CALENDAR at the end of this catalog.

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.

DRESS CODE

Career Culinary Arts, Career Pastry and Baking Arts, and Career Health Supportive Culinary Arts

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. Black chef's pants clean and wrinkle-free.
4. White apron.
5. Black kitchen-safe 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 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.

Restaurant and Culinary Management

While business attire is not required, students are expected to dress in well-maintained, casual clothes. Tee shirts with messages, torn jeans, shorts, tank tops, bare midriffs and see-through attire are prohibited.

IDENTIFICATION BADGE POLICY

Students on campus 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. In extenuating circumstances, more than one leave may be granted, provided that the total does not exceed 180 days.
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.

*If the LOA request is due to COVID-19, the request may be made after the last date of attendance and applied retroactively to the last date of attendance.

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

Withdrawal

Students may withdraw from the school at any time by providing verbal or written notice of withdrawal to the Dean of Students and/or Registrar. Failure of a student to notify the Dean of Students or Registrar, in writing, of their intent to withdraw may delay any refund of tuition that may be due. The last date of physical attendance will be considered the actual date of withdrawal. If a student ceases attendance without withdrawing, ICE will dismiss the student when the maximum number of absences are accrued and initiate the refund policies mandated by California and Federal Title IV regulations. Withdrawn students are not eligible to partake in ***Student Services***, ex: volunteer opportunities.

Students with qualifying extenuating circumstances may be permitted to Withdraw without Prejudice, enabling them to apply for readmission without waiting 180 days.

Readmission after Withdrawal

Students who wish to return to the Los Angeles campus following withdrawal from a program, must apply for readmission through the Office of Student Affairs. Students who have withdrawn must wait a period of 180 calendars days from their date of withdrawal before reapplying (except those students who withdrew without prejudice). All students applying for readmission after 180 days will be required to participate in a skills assessment to determine the appropriate point of return. The actual date of return will be subject to class availability as determined by the Registrar. While ICE will make every effort to avoid reinstating a student into a class with higher tuition, it may not always be possible. In these cases, the Bursar or Office of Student Financial Services will review these details with students prior to final confirmation of the return date.

Students who apply for readmission a year or more after the date of withdrawal are generally required to retake the entire program. Those students will also be required to formally reapply with the Office of Admissions if their admissions application is more than two years old.

ICE reserves the right to decline to readmit students who withdraw after a prior dismissal. In all cases the student will require clearance from the Dean of Students prior to readmission.

ACADEMIC DISMISSAL

Students who fail to achieve SAP at the end of the probationary period will be dismissed. Students will also be academically dismissed at any time at which it becomes mathematically impossible to graduate with a CGPA of 2.0. See ***Satisfactory Academic Progress*** and ***Assessing Student Progress*** in the Academic Policies section for details.

Administrative (Disciplinary) 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. See the below ***Code of Conduct*** for additional information.

Attendance Dismissal

Students may be dismissed for the following attendance infractions:

1. Exceeding the allowable number of absences for their program. Specific ***Attendance*** policies may be found within the overview of each program.
2. Failure to begin externship immediately following the last day of the in-school portion of the program.
3. Failure to submit externship timesheets in a timely manner.

Reinstatement from Dismissal

Students who have been dismissed, regardless of the reason, may file an appeal via email to the Campus President explaining the circumstances that merit reconsideration within 14 days of the dismissal. ICE reserves the right to deny any appeal which is not received timely. Students appealing their dismissal are generally required to meet with the Appeals Committee to explain the circumstance surrounding their dismissal. Appeals will be usually be decided within 14 days of the meeting.

In the event the appeal is granted, the Office of Student Affairs will prepare a reinstatement plan detailing any requirements and setting the time and point of readmission. While ICE will make every effort to avoid reinstating a student into a class with higher tuition, it may not always be possible. In these cases, the Bursar or Office of Student Financial Services will review these details with students prior to final confirmation of the return date.

Students who have been dismissed from a program will not be eligible for re-instatement or re-enrollment unless they have successfully completed the appeals process.

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 Arts, Career Pastry and Baking Arts or Career Health Supportive Culinary Arts 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 Angles 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 phones, 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:
    a. Representing the ideas, expressions, or materials of another without due credit;
    b. Paraphrasing or condensing ideas from another person's work without proper citation; or
    c. 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:
    a. Fraud, deception, and the alteration of grades, timesheets, or official records;
    b. Changing examination solutions after the fact;
    c. Purchasing and submitting written assignments, homework, or examinations or passing off the work of others as your own;
    d. Reproducing or duplicating images, designs, or Web pages without giving credit to the developer, artist, or designer;
    e. Submitting work created for another course without instructor approval;
    f. Misrepresenting oneself or one's circumstance to gain an unfair advantage
    g. Collaborating with another person(s) without instructor approval; or
    h. 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.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Campus President or online at www.accsc.org.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 574-8900 or by completing a complaint form, which can be obtained on the bureau's website 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 outlined below. Note that students on a leave of absence or who have been withdrawn or dismissed are not eligible for student services.

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. If you think you may need assistance or have any questions, contact the Office of Student Affairs at LAstudentaffairs@ice.edu.

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 https://www.ice.edu/losangeles/explore-ice/demos-lectures. Email LAcredits@ice.edu to sign up.

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 free for current students and are offered on a variety of schedules to accommodate all students. To register, email LAcredits@ice.edu. A current listing of lectures may be found at https://www.ice.edu/losangeles/explore-ice/demos-lectures/meet-culinary-entrepreneurs.

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 at LAstudentaffairs@ice.edu.

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 at LAstudentaffairs@ice.edu.

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. Select scholarships are listed below. A full listing of available scholarships may be found on our website at https://www.ice.edu/losangeles/admissions-financial-aid/financial-aid/scholarships or by contacting the Office of Student Affairs at LAstudentaffairs@ice.edu.

C-CAP Scholarship

Four (4) scholarships are offered each year by ICE's Los Angeles campus through the C-CAP Scholarship Program:

1. One (1) full-tuition scholarship for Career Culinary Arts
2. One (1) full-tuition scholarship for Career Pastry and Baking Arts
3. One (1) full-tuition scholarship for the Career Health Supportive Culinary Arts
4. One (1) full-tuition scholarship for Restaurant and Culinary Management

The scholarship does not cover expenses for supplies such as uniforms and knives.

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

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

In addition to these three scholarships, the Los Angeles campus is also proud to offer all graduating Los Angeles area C-CAP students a scholarship to attend ICE in 2018. Graduates are eligible for a $5,000 scholarship for the Career Culinary Arts or Career Pastry and Baking Arts, or

a $3,500 scholarship for Restaurant and Culinary Management. To qualify, a recipient must:

- Be graduating from a southern California or Arizona high school that offered C-CAP related training in 2018
- Have at least a 2.75 GPA
- Use the scholarship for an ICE program that starts prior to the end of 2018
- Meet ICE's general admissions requirements

Speak with your Admissions Representative or visit our website for additional information.

ICE Cares Scholarship Program

The ICE Cares Scholarship is a need-based scholarship for Career Culinary Arts, Career Pastry and Baking Arts, and Career Health Supportive Culinary Arts applicants who have attempted but unsuccessfully completed the financing process. The value of the scholarship is up to $25,000 based on need, and up to twenty are awarded annually. In addition to answering the essay questions, applicants must submit a high school or college transcript indicating a GPA of at least 2.5, and completed and current award year FAFSA results demonstrating eligibility for Stafford loans and financial need. The ICE Cares Scholarship total amount will be established by subtracting TIV total eligibility plus $2,000 from the Total Institutional Charges for student's selected program. Scholarship recipients will still have a minimum $2,000 out-of-pocket requirement.

Applications are available in the Office of Admissions or the Office of Student Financial Services.

James Beard Foundation Scholarship

Each year, three (3) scholarships are offered by ICE through the James Beard Foundation Scholarship Program:

1. One (1) $3,500 tuition credit for the Career Culinary Arts Program
2. One (1) $3,500 tuition credit for the Career Pastry and Baking Arts
3. One (1) $2,500 tuition credit for Restaurant and Culinary Management *or* Hospitality Management Program

Scholarship applicants cannot be enrolled or current students of ICE, must be between 19-35 years of age, and must meet ICE's admissions requirements. Applications are typically accepted April through May annually and are available at https://www.jamesbeard.org/scholarships . Winners are typically announced in August and may elect to attend either the New York City or Los Angeles campus.

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 on the school computers in the library. For information regarding computer access in the library, please see ***Information Technology Policy***.

Hours of Operation:
Weekdays: 7AM-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.

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. 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

For the most recent placement and graduation statistics please see the most recent ADDENDUM IV – STUDENT OUTCOMES at the end of this catalog.

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 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 https://www.cityofpasadena.net/public-health/substance-abuse/.

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
- 1-800-662-HELP (English & Español)
- 1-800-487-4889 (TDD)

CAMPUS SECURITY POLICY

The Campus Crime Officer for the Los Angles 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.

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 for the last three calendar years 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: https://www.ice.edu/losangeles/career-programs/annual-security-report. The report is updated by October 1st of each year.

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

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 31st 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: https://www.usa.gov/register-to-vote

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.

ADDENDUM I – PROGRAM PRICING

Ver. 12-2-2021-01

CAREER CULINARY ARTS

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.

Registration Fee	$85.00
Tuition, Payment Period 1 – Hours 1-321	$17,211.08
Tuition, Payment Period 2 – Hours 322-642	$17,211.08
Supplies	$1,514.84
(See Supplies below for detail)	
Student Tuition Recovery Fund Fee**	$18.00
Total Charges*	$36,040.00

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- Parking $40/month
- 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 (page 52).

Chef Jackets	$52.00	3	$156.00
Chef Pants	$38.00	2	$76.00
Aprons	$6.00	5	$30.00
Hats	$9.00	2	$18.00
Shoes - Pair	$80.00	1	$80.00
	CA Sales Tax 10.25%		$36.90
	Total Price		$396.90

Tools & Knives

The following items are included in the Career Culinary Arts tool kit. The quantity of each number is one unless otherwise noted. The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit.

Bird's Beak Parer
4" Paring Knife
Sharpening Steel
9.5" Pastry Knife
7" Fillet Knife
8" Chef's Knife
5.5" Boning Knife
Take-Apart Shears
Backpack
4.5 X 1" KNIFE GUARD – 2 EA.
10.5 X 1" KNIFE GUARD
10.5 X 2" KNIFE GUARD
6.5 X 1" KNIFE GUARD
8.5 X 1" KNIFE GUARD
BENCH SCRAPER - BULK
8" OFFSET SPATULA - BULK
4-1/4" OFFSET SPATULA - BULK
18" DISP. PASTRY BAG-10 PACK
#802 PLAIN TUBE-LARGE
#806 PLAIN TUBE-LARGE
#824 STAR TUBE-LARGE
1" PASTRY BRUSH
2" PASTRY BRUSH
12" PIANO WIRE WHIP
PLASTIC BOWL SCRAPER
MEASURING SPOON SET
MEASURING CUP SET
15" SOLID METAL SPOON
15" SLOTTED METAL SPOON
2 OZ. LADLE
LARGE SPATULA-HEAT RESISTANT
SMALL SPATULA-HEAT RESISTANT
1 OZ. LADLE
DIGITAL THERMOMETER
FISH BONE TWEEZER - ANGLED TIP
SWIVEL PEELER-PLASTIC HANDLE
12" HI-TEMP TAN SPOON - BULK
HIGH HEAT FISH TURNER-BULK
RULER
KNIFE CUTS MODEL SET IV

12" LOCKING TONGS	
PLATING SPOON-SOLID- 7-7/8"	
PLATING SPOON-SOLID- 7-7/8"	
FINE ZESTER	
SIDE TOWELS	
MELON BALLER	
Subtotal	$800.00
CA Sales Tax 10.25%	$82.00
Total Price	$882.00

Books

The following books are utilized in the Career Culinary Arts. Students may elect to provide their own copies of the texts, should they choose to do so.

TITLE	ISBN	PRICE
Garde Manger, 4th Edition	9780470587805	$50.00
The Professional Chef , 9th Edition	9780470421352	$50.00
In the Hands of a Chef	9780470080269	$15.00
Creating Your Culinary Career	9781118116845	$24.00
ICE Readers - Courses 1-8	N/A	$70.00
	Shipping	$5.00
	CA Sales Tax 10.25%	$21.94
		$235.94

CULINARY ARTS & FOOD OPERATIONS (ONLINE) 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.

Registration Fee	$85.00
Tuition, Payment Period 1 – Hours 1-450	$8,375.83
Tuition, Payment Period 2 – Hours 451-900	$8,375.82
Supplies	$1,778.85
(See ***Supplies*** below for detail)	
Student Tuition Recovery Fund Fee**	$9.50
Total Charges*	$18,625.00

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- 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 (page 52).

Item	Price	Quantity	Total
Chef Jackets	$52.00	1	$52.00
Chef Pants	$38.00	1	$38.00
Aprons	$6.00	3	$18.00
Hats	$9.00	1	$9.00
Shoes - Pair	$80.00	1	$80.00
CA Sales Tax 10.25%			$20.19
Total Price			$217.19

Tools & Knives

The following items are included in the Career Culinary Arts tool kit. The quantity of each number is one unless otherwise noted. The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit.

Bird's Beak Parer
4" Paring Knife
Sharpening Steel

9.5" Pastry Knife	
8" Chef's Knife	
5.5" Boning Knife	
Take-Apart Shears	
Backpack	
4.5 X 1" KNIFE GUARD	
10.5 X 1" KNIFE GUARD	
10.5 X 2" KNIFE GUARD	
6.5 X 1" KNIFE GUARD	
8.5 X 1" KNIFE GUARD	
BENCH SCRAPER - BULK	
8" OFFSET SPATULA - BULK	
4-1/4" OFFSET SPATULA - BULK	
18" DISP. PASTRY BAG-10 PACK	
#802 PLAIN TUBE-LARGE	
#806 PLAIN TUBE-LARGE	
#824 STAR TUBE-LARGE	
1" PASTRY BRUSH	
12" PIANO WIRE WHIP	
PLASTIC BOWL SCRAPER	
MEASURING SPOON SET	
MEASURING CUP SET	
15" SLOTTED METAL SPOON	
2 OZ. LADLE	
LARGE SPATULA-HEAT RESISTANT	
SMALL SPATULA-HEAT RESISTANT	
DIGITAL THERMOMETER	
FISH BONE TWEEZER - ANGLED TIP	
SWIVEL PEELER-PLASTIC HANDLE	
12" HI-TEMP TAN SPOON - BULK	
HIGH HEAT FISH TURNER-BULK	
RULER	
KNIFE CUTS MODEL SET IV	
12" LOCKING TONGS	
PLATING SPOON-SOLID- 7-7/8"	
PLATING SPOON-SOLID- 7-7/8"	
FINE ZESTER	
Subtotal	$545.00
CA Sales Tax 10.25%	$55.86
Total Price	$600.86

Books

The following books are utilized in the Career Culinary Arts. Students may elect to provide their own copies of the texts, should they choose to do so.

TITLE	ISBN	PRICE
The Professional Chef, 9E	978-1-119-50152-7	$50.00
Management by Menu, 4E	978-1-118-43332	$65.00
Supervision in the Hospitality Industry, 9E	978-1-119-70550-5	$113.37
Food & Beverage Cost Control, 7E	978-1-119-52499-1	$93.43
Restaurant Financial Basics	978-0-470-88642-7	$35.00
The Restaurant Marketing Bible	9781700023636	$45.00
The Art of Leadership, 6E	9781259847981	$125.00
Chromebook		$350.00
	Shipping	$30.00
	CA Sales Tax 10.25%	$54.00
	Total	$960.80

CULINARY ARTS & MANAGEMENT (AOS)
TOTAL INSTITUTIONAL CHARGES

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

Registration Fee	$85.00
Tuition, Period 1 – Credit Hours 1-17	$12,969.23
Tuition, Period 2 – Credit Hours 18-34	$11,857.58
Tuition, Period 3 – Credit Hours 35-47.5	$9,634.29
Tuition, Period 4 – Credit Hours 48.5-62	$11,487.04
Supplies	$2,632.36
(See ***Supplies*** below for detail)	
Student Tuition Recovery Fund Fee**	$24.50
Total Charges*	$48,690.00

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- Parking $40/month
- 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 (page 52).

Item	Price	Quantity	Total
Chef Jackets	$52.00	3	$156.00
Chef Pants	$38.00	2	$76.00
Aprons	$6.00	5	$30.00
Hats	$9.00	2	$18.00
Shoes - Pair	$80.00	1	$80.00
CA Sales Tax 10.25%			$36.90
Total Price			$396.90

Tools & Knives

The following items are included in the Culinary Arts & Management tool kit. The quantity of each number is one unless otherwise noted. The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit.

Bird's Beak Parer
4" Paring Knife
Sharpening Steel
9.5" Pastry Knife
7" Fillet Knife
8" Chef's Knife
5.5" Boning Knife
Take-Apart Shears
Backpack
4.5 X 1" KNIFE GUARD – 2 EA.
10.5 X 1" KNIFE GUARD
10.5 X 2" KNIFE GUARD
6.5 X 1" KNIFE GUARD
8.5 X 1" KNIFE GUARD
BENCH SCRAPER - BULK
8" OFFSET SPATULA - BULK
4-1/4" OFFSET SPATULA - BULK
18" DISP. PASTRY BAG-10 PACK
#802 PLAIN TUBE-LARGE
#806 PLAIN TUBE-LARGE
#824 STAR TUBE-LARGE
1" PASTRY BRUSH
2" PASTRY BRUSH
12" PIANO WIRE WHIP
PLASTIC BOWL SCRAPER
MEASURING SPOON SET
MEASURING CUP SET
15" SOLID METAL SPOON
15" SLOTTED METAL SPOON
2 OZ. LADLE
LARGE SPATULA-HEAT RESISTANT
SMALL SPATULA-HEAT RESISTANT
1 OZ. LADLE
DIGITAL THERMOMETER
FISH BONE TWEEZER - ANGLED TIP
SWIVEL PEELER-PLASTIC HANDLE
12" HI-TEMP TAN SPOON - BULK
HIGH HEAT FISH TURNER-BULK
RULER
KNIFE CUTS MODEL SET IV
12" LOCKING TONGS
PLATING SPOON-SOLID- 7-7/8"
PLATING SPOON-SOLID- 7-7/8"
FINE ZESTER
SIDE TOWELS

MELON BALLER	
Subtotal	$800.00
CA Sales Tax 10.25%	$82.00
Total Price	$882.00

Books

The following books are utilized in Culinary Arts & Management. Students may elect to provide their own copies of the texts, should they choose to do so.

TITLE	ISBN	PRICE
Garde Manger, 4E	9780470587805	$50.00
The Professional Chef, 9E	9780470421352	$50.00
In the Hands of a Chef	9780470080269	$15.00
Creating Your Culinary Career	9781118116845	$24.00
ICE Readers,	N/A	$70.00
Management by Menu, 4th Edition	9780471475774	$65.00
Supervision In The Hospitality Industry, 9th Edition	9781119749202	$113.37
Food & Beverage Cost Control, 7th Edition	9781119524991	$93.43
The Bar & Beverage Book, 5th Edition	9780470248454	$66.59
Restaurant Financial Basics	9780471213796	$35.00
Setting the Table	9780060742768	$15.99
ServSafe Manager, 7th Edition	9780134812366	$80.00
The Restaurant Marketing Bible	9781700023636	$45.00
Principles of Social Psychology	Free Online Textbook	$0.00
Business Communication: A Problem-Solving Approach, 2E	9781260088359	$115.00
Nutrition for Foodservice and Culinary Professionals, 9E	978-1-119-19518-4	$112.50
The Art of Leadership, 7E	9781260681321	$125.00
Professionalism: Skills for Workplace Success, 4E	9780321959447	$92.14
Cuisine and Culture, 3E	9781118862308	$46.00
	Shipping	$15.00
	CA Sales Tax 10.25%	$124.44
		$1,353.46

CAREER PASTRY AND BAKING ARTS 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.

Registration Fee	$85.00
Tuition, Payment Period 1 – Hours 1-305	$16,474.38
Tuition, Payment Period 2 – Hours 306-610	$16,474.38
Supplies	$1,468.75
(See ***Supplies*** below for detail)	
Student Tuition Recovery Fund Fee**	$17.50
Total Charges*	$34,520.00

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- Parking $40/month
- 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 (page 52).

Item	Price	Quantity
Chef Jackets	$52.00	3
Chef Pants	$38.00	2
Aprons	$6.00	5
Hats	$9.00	2
Shoes - Pair	$80.00	1
CA Sales Tax 10.25%		
Total Price		

Tools & Knives

The following items are included in the Career Culinary Arts tool kit. The quantity of each number is one unless otherwise noted. The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit.

4" Paring Knife
8" Chef's Knife
11.5" Serrated Pastry Knife

Sharpening Steel	
Take-Apart Shears	
Backpack	
4.5 X 1” KNIFE GUARD.	
10.5 X 2” KNIFE GUARD – 2 EA.	
1" & 7/8" DOUBLE MELON BALLER	
BENCH SCRAPER - BULK	
8" OFFSET SPATULA - BULK	
4-1/4" OFFSET SPATULA - BULK	
12" STRAIGHT SPATULA - BULK PLAS HDLE	
#802 PLAIN TUBE-LARGE	
#804 PLAIN TUBE-LARGE	
#806 PLAIN TUBE-LARGE	
#824 STAR TUBE-LARGE	
SMALL DECORATING TUBE SET	
1" PASTRY BRUSH	
2" PASTRY BRUSH	
FONDANT SMOOTHER rectangle	
FONDANT SMOOTHER round	
#864 FRENCH STAR TUBE-LARGE	
8" PLASTIC ROLLING PIN	
#00 PLAIN TUBE	
14" FLEXIBLE PASTRY BAG	
10" PIANO WIRE WHIP	
12" PIANO WIRE WHIP	
PLASTIC BOWL SCRAPER	
MEASURING SPOON SET	
LARGE SPATULA-HEAT RESISTANT	
SMALL SPATULA-HEAT RESISTANT	
CANDY/DEEP FRY THERMOMETER	
Y PEELER, WHITE HANDLE, BULK	
12" HI-TEMP TAN SPOON - BULK	
12" PLASTIC RULER	
HOBBY KNIFE	
MODELING BONE TOOL	
ROSE PETAL CUTTER SET/5	
ROSE LEAF CUTTER SET/3	
MEXICAN FOAM PAD SET/2	
FINE ZESTER	
SIDE TOWELS	
INFRARED THERMOMETER	
PLATING SPOON-SOLID- 7-7/8"	
Subtotal	$675.00

CA Sales Tax 10.25%	$69.19
Total Price	$744.19

Books

The following books are utilized in the Career Pastry and Baking Arts. Students may elect to provide their own copies of the texts, should they choose to do so.

TITLE	ISBN	PRICE
Professional Baking, 7th Edition	978-1119148449	$125.75
Professional Cake Decorating, 2nd Edition	9780470380093	$41.50
Creating Your Culinary Career	9781118116845	$29.95
ICE Readers - Courses 1-8	N/A	$95.00
	Shipping	$5.00
	CA Sales Tax 10.25%	$30.46
		$327.66

PASTRY AND BAKING ARTS & MANAGEMENT (AOS) 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.

Registration Fee	$85.00
Tuition, Semester 1 – Credit Hours 1-16.5	$12,160.45
Tuition, Semester 2 – Credit Hours 17-32.5	$11,791.95
Tuition, Semester 3 – Credit Hours 33-45	$9,212.46
Tuition, Semester 4 – Credit Hours 46-62	$11,054.95
Supplies	$2,586.27
(See ***Supplies*** below for detail)	
Student Tuition Recovery Fund Fee**	$23.50
Total Charges*	$46,914.59

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- Parking $40/month
- 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 (page 52).

Item	Price	Quantity	Total
Chef Jackets	$52.00	3	$156.00
Chef Pants	$38.00	2	$76.00
Aprons	$6.00	5	$30.00
Hats	$9.00	2	$18.00
Shoes - Pair	$80.00	1	$80.00
CA Sales Tax 10.25%			$36.90
Total Price			$396.90

Tools & Knives

The following items are included in the Pastry and Baking Arts & Management tool kit. The quantity of each number is one unless otherwise noted. The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit.

4" Paring Knife
8" Chef's Knife
11.5" Serrated Pastry Knife
Sharpening Steel
Take-Apart Shears
Backpack
4.5 X 1" KNIFE GUARD.
10.5 X 2" KNIFE GUARD – 2 EA.
1" & 7/8" DOUBLE MELON BALLER
BENCH SCRAPER - BULK
8" OFFSET SPATULA - BULK
4-1/4" OFFSET SPATULA - BULK
12" STRAIGHT SPATULA - BULK PLAS HDLE
#802 PLAIN TUBE-LARGE
#804 PLAIN TUBE-LARGE
#806 PLAIN TUBE-LARGE
#824 STAR TUBE-LARGE
SMALL DECORATING TUBE SET
1" PASTRY BRUSH
2" PASTRY BRUSH
FONDANT SMOOTHER rectangle
FONDANT SMOOTHER round
#864 FRENCH STAR TUBE-LARGE
8" PLASTIC ROLLING PIN
#00 PLAIN TUBE
14" FLEXIBLE PASTRY BAG
10" PIANO WIRE WHIP
12" PIANO WIRE WHIP
PLASTIC BOWL SCRAPER
MEASURING SPOON SET
LARGE SPATULA-HEAT RESISTANT
SMALL SPATULA-HEAT RESISTANT
CANDY/DEEP FRY THERMOMETER
Y PEELER, WHITE HANDLE, BULK
12" HI-TEMP TAN SPOON - BULK
12" PLASTIC RULER
HOBBY KNIFE
MODELING BONE TOOL
ROSE PETAL CUTTER SET/5
ROSE LEAF CUTTER SET/3
MEXICAN FOAM PAD SET/2

FINE ZESTER	
SIDE TOWELS	
INFRARED THERMOMETER	
PLATING SPOON-SOLID- 7-7/8"	
Subtotal	$675.00
CA Sales Tax 10.25%	$69.19
Total Price	$744.19

Books

The following books are utilized in Culinary Arts & Management. Students may elect to provide their own copies of the texts, should they choose to do so.

TITLE	ISBN	PRICE
Professional Baking, 7th Edition	9781119373179	$125.75
Professional Cake Decorating, 2nd Edition	9780470380093	$41.50
Creating Your Culinary Career	9781118116845	$29.95
ICE Readers - Courses 1-8	N/A	$95.00
Management by Menu, 4th Edition	9780471475774	$65.00
Supervision In The Hospitality Industry, 9th Edition	9781119749202	$113.37
Food & Beverage Cost Control, 7th Edition	9781119524991	$93.43
The Bar & Beverage Book, 5th Edition	9780470248454	$66.59
Restaurant Financial Basics	9780471213796	$35.00
Setting the Table	9780060742768	$15.99
ServSafe Manager, 7th Edition	9780134812366	$80.00
The Restaurant Marketing Bible	9781700023636	$45.00
Principles of Social Psychology	Free Online Textbook	$0.00
Business Communication: A Problem-Solving Approach, 2E	9781260088359	$115.00
Nutrition for Foodservice and Culinary Professionals, 9E	9781119195184	$112.50
The Art of Leadership, 7E	9781260681321	$125.00
Professionalism: Skills for Workplace Success, 4E	9780321959447	$92.14
Cuisine and Culture, 3E	9781118862308	$46.00
	Shipping	$15.00
	CA Sales Tax 10.25%	$132.97
	Total	$1,445.19

CAREER HEALTH SUPPORTIVE CULINARY ARTS 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.

Registration Fee	$85.00
Tuition, Payment Period 1 – Hours 1-316	$16,477.96
Tuition, Payment Period 2 – Hours 317-632	$16,477.96
Supplies	$1,454.09
(See ***Supplies*** below for detail)	
Student Tuition Recovery Fund Fee**	$17.00
Total Charges*	$34,512.00

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- Parking $40/month
- Replacement ID $5
- Duplicate Diploma $10
- Transcript $5

SUPPLIES

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

Uniforms

The following components are included in the school-issued uniform. Please see ***Dress Code*** within Administrative Policies for additional uniform information (page 52)**Error! Bookmark not defined.**.

Item	Price	Quantity	Total
Chef Jackets	$52.00	3	$156.00
Chef Pants	$38.00	2	$76.00
Aprons	$6.00	5	$30.00
Hats	$9.00	2	$18.00
Shoes - Pair	$80.00	1	$80.00
CA Sales Tax 10.25%			$36.90
Total Price			$396.90

Tools & Knives

The following items are included in the Career Health Supportive Culinary Arts tool kit. The quantity of each number is one unless otherwise noted. The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit.

4" Paring Knife
7" Fillet Knife
5.5" Boning Knife

9.5" Pastry Knife	
8" Chef's Knife	
Sharpening Steel	
Take-Apart Shears	
Backpack	
4.5 X 1" KNIFE GUARD – 2 EA.	
10.5 X 1" KNIFE GUARD	
10.5 X 2" KNIFE GUARD	
6.5 X 1" KNIFE GUARD	
BENCH SCRAPER - BULK	
8" OFFSET SPATULA - BULK	
4-1/4" OFFSET SPATULA - BULK	
18" DISP. PASTRY BAG-10 PACK	
#802 PLAIN TUBE-LARGE	
#806 PLAIN TUBE-LARGE	
#824 STAR TUBE-LARGE	
1" PASTRY BRUSH	
2" PASTRY BRUSH	
12" PIANO WIRE WHIP	
PLASTIC BOWL SCRAPER	
MEASURING SPOON SET	
MEASURING CUP SET	
15" SOLID METAL SPOON	
15" SLOTTED METAL SPOON	
2 OZ. LADLE	
LARGE SCRAPER-HEAT RESISTANT	
SMALL SCRAPER-HEAT RESISTANT	
1 OZ. LADLE	
DIGITAL THERMOMETER	
SWIVEL PEELER-PLASTIC HANDLE	
12" HI-TEMP TAN SPOON - BULK	
HIGH HEAT FISH TURNER-BULK	
RULER	
KNIFE CUTS MODEL SET IV	
12" LOCKING TONGS	
PLATING SPOON-SOLID- 7-7/8"	
PLATING SPOON-SOLID- 7-7/8"	
FINE ZESTER	
FLOWER NAIL	
8 PIECE DECORATING KIT	
SIDE TOWELS	
MELON BALLER	
Subtotal	$750.00

CA Sales Tax 10.25%	$76.88
Total Price	$826.88

Books

The following books are utilized in the Career Health Supportive Culinary Arts Program. Students may elect to provide their own copies of the texts, should they choose to do so.

TITLE	ISBN	PRICE
In the Hands of a Chef	9780470080269	$13.90
Food and Healing	9780345303851	$20.00
ICE Readers - Courses 1-8	N/A	$135.00
The Complete Vegan	9781524759810	$35.00
	Shipping	$5.00
	CA Sales Tax 10.25%	$21.41
		$230.31

HEALTH SUPPORTIVE CULINARY ARTS & MANAGEMENT (AOS)

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.

Registration Fee	$85.00
Tuition, Semester 1 – Credit Hours 1-16.5	$12,603.40
Tuition, Semester 2 – Credit Hours 17-32.5	$11,862.03
Tuition, Semester 3 – Credit Hours 33-45	$9,637.90
Tuition, Semester 4 – Credit Hours 46-62	$11,120.65
Supplies	$2,571.61
(See ***Supplies*** below for detail)	
Student Tuition Recovery Fund Fee**	$24.00
Total Charges*	$47,904.59

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- Parking $40/month
- 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 (page 52).

Item	Price	Quantity	Total
Chef Jackets	$52.00	3	$156.00
Chef Pants	$38.00	2	$76.00
Aprons	$6.00	5	$30.00
Hats	$9.00	2	$18.00
Shoes - Pair	$80.00	1	$80.00
CA Sales Tax 10.25%			$36.90
Total Price			$396.90

Tools & Knives

The following items are included in the Culinary Arts & Management tool kit. The quantity of each number is one unless otherwise noted. The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit.

4" Paring Knife
7" Fillet Knife
5.5" Boning Knife
9.5" Pastry Knife
8" Chef's Knife
Sharpening Steel
Take-Apart Shears
Backpack
4.5 X 1" KNIFE GUARD – 2 EA.
10.5 X 1" KNIFE GUARD
10.5 X 2" KNIFE GUARD
6.5 X 1" KNIFE GUARD
BENCH SCRAPER - BULK
8" OFFSET SPATULA - BULK
4-1/4" OFFSET SPATULA - BULK
18" DISP. PASTRY BAG-10 PACK
#802 PLAIN TUBE-LARGE
#806 PLAIN TUBE-LARGE
#824 STAR TUBE-LARGE
1" PASTRY BRUSH
2" PASTRY BRUSH
12" PIANO WIRE WHIP
PLASTIC BOWL SCRAPER
MEASURING SPOON SET
MEASURING CUP SET
15" SOLID METAL SPOON
15" SLOTTED METAL SPOON
2 OZ. LADLE
LARGE SCRAPER-HEAT RESISTANT
SMALL SCRAPER-HEAT RESISTANT
1 OZ. LADLE
DIGITAL THERMOMETER
SWIVEL PEELER-PLASTIC HANDLE
12" HI-TEMP TAN SPOON - BULK
HIGH HEAT FISH TURNER-BULK
RULER
KNIFE CUTS MODEL SET IV
12" LOCKING TONGS
PLATING SPOON-SOLID- 7-7/8"
PLATING SPOON-SOLID- 7-7/8"
FINE ZESTER
FLOWER NAIL
8 PIECE DECORATING KIT
SIDE TOWELS

MELON BALLER	
Subtotal	$750.00
CA Sales Tax 10.25%	$76.88
Total Price	$826.88

Books

The following books are utilized in Culinary Arts & Management. Students may elect to provide their own copies of the texts, should they choose to do so.

TITLE	ISBN	PRICE
In the Hands of a Chef	9780470080269	$13.90
Food and Healing	9780345303851	$20.00
ICE Readers - Courses 1-8	N/A	$135.00
The Complete Vegan	9781524759810	$35.00
Management by Menu, 4th Edition	9780471475774	$65.00
Supervision In The Hospitality Industry, 9th Edition	9781119749202	$113.37
Food & Beverage Cost Control, 7th Edition	9781119524991	$93.43
The Bar & Beverage Book, 5th Edition	9780470248454	$66.59
Restaurant Financial Basics	9780471213796	$35.00
Setting the Table	9780060742768	$15.99
ServSafe Manager, 7th Edition	9780134812366	$80.00
The Restaurant Marketing Bible	9781700023636	$45.00
Principles of Social Psychology	Free Online Textbook	$0.00
Business Communication: A Problem-Solving Approach, 2E	9781260088359	$115.00
Nutrition for Foodservice and Culinary Professionals, 9E	978-1-119-19518-4	$112.50
The Art of Leadership, 7E	9781260681321	$125.00
Professionalism: Skills for Workplace Success, 4E	9780321959447	$92.14
Cuisine and Culture, 3E	9781118862308	$46.00
	Shipping	$15.00
	CA Sales Tax 10.25%	$123.91
		$1,347.83

RESTAURANT AND CULINARY MANAGEMENT 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	$85.00
Tuition	$12,876.38
Supplies	$572.62
(See ***Supplies*** below for detail)	
Student Tuition Recovery Fund Fee**	$7.00
Total Charges*	$13,541.00

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- Parking $40/month
- 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 Restaurant and Culinary Management. Students may elect to provide their own copies of the texts, should they choose to do so.

Management by Menu, 4th Edition	9780471475774	$65.00
Supervision In The Hospitality Industry, 9th Edition	9781119749202	$113.37
Food & Beverage Cost Control, 7th Edition	9781119524991	$93.43
The Bar & Beverage Book, 5th Edition	9780470248454	$66.59
Restaurant Financial Basics	9780471213796	$35.00
Setting the Table	9780060742768	$15.99
ServSafe Manager, 7th Edition	9780134812366	$80.00
The Restaurant Marketing Bible	9781700023636	$45.00
	Shipping	$5.00
	CA Sales Tax 10.25%	$53.24
	Total	$572.62

RESTAURANT AND CULINARY MANAGEMENT – DISTANCE EDUCATION

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	$85.00
Tuition	$12,876.38
Supplies	$572.62
(See ***Supplies*** below for detail)	
Student Tuition Recovery Fund Fee**	$7.00
Total Charges*	$13,541.00

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- Parking $40/month
- 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 Restaurant and Culinary Management. Students may elect to provide their own copies of the texts, should they choose to do so.

Management by Menu, 4th Edition	9780471475774	$65.00
Supervision In The Hospitality Industry, 9th Edition	9781119749202	$113.37
Food & Beverage Cost Control, 7th Edition	9781119524991	$93.43
The Bar & Beverage Book, 5th Edition	9780470248454	$66.59
Restaurant Financial Basics	9780471213796	$35.00
Setting the Table	9780060742768	$15.99
ServSafe Manager, 7th Edition	9780134812366	$80.00
The Restaurant Marketing Bible	9781700023636	$45.00
	Shipping	$5.00
	CA Sales Tax 10.25%	$53.24
	Total	$572.62

ADDENDUM II – FINANCIAL AID

Ver. 12-2-2021-01

Federal Pell Grant

The maximum Pell Grant award for the 2021-2022 award year (July 1, 2021 to June 30, 2022) is $6,495.

The most recent information on Pell Grants can be found at https://studentaid.gov/understand-aid/types/grants/pell

Current Stafford Loans Interest Rate

For all undergraduate unsubsidized and subsidized Stafford Loans disbursed on or after July 1, 2021 and before July 1, 2022, the interest rate is fixed at 3.73%.

Current interest rates are at https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized

Current PLUS Loans Interest Rate

Direct PLUS Loans first disbursed on or after July 1, 2021 and before July 1, 2022 have a fixed interest rate of 6.28%.
The most recent interest rate can be found at https://studentaid.gov/understand-aid/types/loans/plus/parent

Other than interest, is there a charge to get a PLUS Loan? Your parents will pay a fee of up to 4.228% 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.

ADDENDUM III – ACADEMIC CALENDAR

Ver. 12-2-2021-01

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

2022 - Calendar Year Holidays/Breaks*

1/1/2022	New Year's Day
1/17/2022	Martin Luther King Jr. Day
2/21/2022	President's Day
4/1/2022	Inservice (student-free day)
4/4/22—4/8/22	Spring Break
5/30/2022	Memorial Day
7/1/2022	Inservice (student-free day)
7/4/2022—7/8/22	Summer Break
9/5/2022	Labor Day
11/24/2022	Thanksgiving Holiday
11/25/2022	Thanksgiving Holiday
12/16/2022	Inservice (student-free day)
12/19/22—1/2/23	Winter Break

2023 - Calendar Year Holidays/Breaks*

1/2/2023	New Year's Day
1/16/2023	Martin Luther King Jr. Day
2/20/2023	President's Day
3/31/2023	Inservice (student-free day)
4/3/23—4/7/23	Spring Break
5/29/2023	Memorial Day
6/30/2023	Inservice (student-free day)
7/3/23—7/7/23	Summer Break
9/4/2023	Labor Day
11/23/2023	Thanksgiving Holiday
11/24/2023	Thanksgiving Holiday
12/21/2023	Inservice (student-free day)
12/25-23—1/5/24	Winter Break

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

ADDENDUM IV – STUDENT OUTCOMES

Ver. 12-6-2021-01

ICE's placement and graduation statistics as reported in 2021 to ACCSC for the 2019-2020 academic yeat are as follows:

Program Title	Length in Months	Report Population	Graduation Rate	Employment Rate
Career Culinary Arts	8	157	73%	71%
Career Culinary Arts	12	51	76%	76%
Career Pastry and Baking Arts	8	53	68%	85%
Career Pastry and Baking Arts	12	13	77%	70%
Health Supportive Culinary Arts	8	35	66%	55%
Health Supportive Culinary Arts	12	8	63%	60%
Restaurant and Culinary Management	7	68	79%	72%
Restaurant and Culinary Management	9	3	100%	100%

Institute of
Culinary Education

EST. 1975

NEW YORK | LOS ANGELES

THE INSTITUTE OF CULINARY EDUCATION
LOS ANGELES CAMPUS
521 East Green Street Pasadena,
CA 91101
ice.edu

ADDENDUM I – PROGRAM PRICING

Ver. 02-03-2022-01 – Charges effective for starts after 3/1/22

CAREER CULINARY ARTS

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.

Registration Fee	$85.00
Tuition, Payment Period 1 – Hours 1-321	$17,211.08
Tuition, Payment Period 2 – Hours 322-642	$17,211.08
Supplies	$1,514.84
(See Supplies below for detail)	
Student Tuition Recovery Fund Fee**	$90.00
Total Charges*	$36,112.00

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- Parking $40/month
- 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 (page **Error! Bookmark not defined.**).

Chef Jackets	$52.00	3	$156.00
Chef Pants	$38.00	2	$76.00
Aprons	$6.00	5	$30.00
Hats	$9.00	2	$18.00
Shoes - Pair	$80.00	1	$80.00
	CA Sales Tax 10.25%		$36.90
	Total Price		$396.90

Tools & Knives

The following items are included in the Career Culinary Arts tool kit. The quantity of each number is one unless otherwise noted. The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit.

Bird's Beak Parer
4" Paring Knife
Sharpening Steel
9.5" Pastry Knife
7" Fillet Knife
8" Chef's Knife
5.5" Boning Knife
Take-Apart Shears
Backpack
4.5 X 1" KNIFE GUARD – 2 EA.
10.5 X 1" KNIFE GUARD
10.5 X 2" KNIFE GUARD
6.5 X 1" KNIFE GUARD
8.5 X 1" KNIFE GUARD
BENCH SCRAPER - BULK
8" OFFSET SPATULA - BULK
4-1/4" OFFSET SPATULA - BULK
18" DISP. PASTRY BAG-10 PACK
#802 PLAIN TUBE-LARGE
#806 PLAIN TUBE-LARGE
#824 STAR TUBE-LARGE
1" PASTRY BRUSH
2" PASTRY BRUSH
12" PIANO WIRE WHIP
PLASTIC BOWL SCRAPER
MEASURING SPOON SET
MEASURING CUP SET
15" SOLID METAL SPOON
15" SLOTTED METAL SPOON
2 OZ. LADLE
LARGE SPATULA-HEAT RESISTANT
SMALL SPATULA-HEAT RESISTANT
1 OZ. LADLE
DIGITAL THERMOMETER
FISH BONE TWEEZER - ANGLED TIP
SWIVEL PEELER-PLASTIC HANDLE
12" HI-TEMP TAN SPOON - BULK
HIGH HEAT FISH TURNER-BULK

RULER	
KNIFE CUTS MODEL SET IV	
12" LOCKING TONGS	
PLATING SPOON-SOLID- 7-7/8"	
PLATING SPOON-SOLID- 7-7/8"	
FINE ZESTER	
SIDE TOWELS	
MELON BALLER	
Subtotal	$800.00
CA Sales Tax 10.25%	$82.00
Total Price	$882.00

Books

The following books are utilized in the Career Culinary Arts. Students may elect to provide their own copies of the texts, should they choose to do so.

TITLE	ISBN	PRICE
Garde Manger, 4th Edition	9780470587805	$50.00
The Professional Chef , 9th Edition	9780470421352	$50.00
In the Hands of a Chef	9780470080269	$15.00
Creating Your Culinary Career	9781118116845	$24.00
ICE Readers - Courses 1-8	N/A	$70.00
	Shipping	$5.00
	CA Sales Tax 10.25%	$21.94
		$235.94

CULINARY ARTS & FOOD OPERATIONS (ONLINE)
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.

Registration Fee	$85.00
Tuition, Payment Period 1 – Hours 1-450	$8,375.83
Tuition, Payment Period 2 – Hours 451-900	$8,375.82
Supplies	$1,778.85
(See ***Supplies*** below for detail)	
Student Tuition Recovery Fund Fee**	$47.50
Total Charges*	$18,663.00

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- 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 (page **Error! Bookmark not defined.**).

Item	Price	Quantity	Total
Chef Jackets	$52.00	1	$52.00
Chef Pants	$38.00	1	$38.00
Aprons	$6.00	3	$18.00
Hats	$9.00	1	$9.00
Shoes - Pair	$80.00	1	$80.00
CA Sales Tax 10.25%			$20.19
Total Price			$217.19

Tools & Knives

The following items are included in the Career Culinary Arts tool kit. The quantity of each number is one unless otherwise noted. The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit.

Bird's Beak Parer
4" Paring Knife
Sharpening Steel

9.5" Pastry Knife	
8" Chef's Knife	
5.5" Boning Knife	
Take-Apart Shears	
Backpack	
4.5 X 1" KNIFE GUARD	
10.5 X 1" KNIFE GUARD	
10.5 X 2" KNIFE GUARD	
6.5 X 1" KNIFE GUARD	
8.5 X 1" KNIFE GUARD	
BENCH SCRAPER - BULK	
8" OFFSET SPATULA - BULK	
4-1/4" OFFSET SPATULA - BULK	
18" DISP. PASTRY BAG-10 PACK	
#802 PLAIN TUBE-LARGE	
#806 PLAIN TUBE-LARGE	
#824 STAR TUBE-LARGE	
1" PASTRY BRUSH	
12" PIANO WIRE WHIP	
PLASTIC BOWL SCRAPER	
MEASURING SPOON SET	
MEASURING CUP SET	
15" SLOTTED METAL SPOON	
2 OZ. LADLE	
LARGE SPATULA-HEAT RESISTANT	
SMALL SPATULA-HEAT RESISTANT	
DIGITAL THERMOMETER	
FISH BONE TWEEZER - ANGLED TIP	
SWIVEL PEELER-PLASTIC HANDLE	
12" HI-TEMP TAN SPOON - BULK	
HIGH HEAT FISH TURNER-BULK	
RULER	
KNIFE CUTS MODEL SET IV	
12" LOCKING TONGS	
PLATING SPOON-SOLID- 7-7/8"	
PLATING SPOON-SOLID- 7-7/8"	
FINE ZESTER	
Subtotal	$545.00
CA Sales Tax 10.25%	$55.86
Total Price	$600.86

Books

The following books are utilized in the Career Culinary Arts. Students may elect to provide their own copies of the texts, should they choose to do so.

TITLE	ISBN	PRICE
The Professional Chef, 9E	978-1-119-50152-7	$50.00
Management by Menu, 4E	978-1-118-43332	$65.00
Supervision in the Hospitality Industry, 9E	978-1-119-70550-5	$113.37
Food & Beverage Cost Control, 7E	978-1-119-52499-1	$93.43
Restaurant Financial Basics	978-0-470-88642-7	$35.00
The Restaurant Marketing Bible	9781700023636	$45.00
The Art of Leadership, 6E	9781259847981	$125.00
Chromebook		$350.00
	Shipping	$30.00
	CA Sales Tax 10.25%	$54.00
	Total	$960.80

CULINARY ARTS & MANAGEMENT (AOS)
TOTAL INSTITUTIONAL CHARGES

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

Registration Fee	$85.00
Tuition, Period 1 – Credit Hours 1-17	$12,969.23
Tuition, Period 2 – Credit Hours 18-34	$11,857.58
Tuition, Period 3 – Credit Hours 35-47.5	$9,634.29
Tuition, Period 4 – Credit Hours 48.5-62	$11,487.04
Supplies	$2,632.36
(See ***Supplies*** below for detail)	
Student Tuition Recovery Fund Fee**	$122.50
Total Charges*	$48,788.00

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- Parking $40/month
- 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 (page **Error! Bookmark not defined.**).

Item	Price	Quantity	Total
Chef Jackets	$52.00	3	$156.00
Chef Pants	$38.00	2	$76.00
Aprons	$6.00	5	$30.00
Hats	$9.00	2	$18.00
Shoes - Pair	$80.00	1	$80.00
CA Sales Tax 10.25%			$36.90
Total Price			$396.90

Tools & Knives

The following items are included in the Culinary Arts & Management tool kit. The quantity of each number is one unless otherwise noted. The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit.

Bird's Beak Parer
4" Paring Knife
Sharpening Steel
9.5" Pastry Knife
7" Fillet Knife
8" Chef's Knife
5.5" Boning Knife
Take-Apart Shears
Backpack
4.5 X 1" KNIFE GUARD – 2 EA.
10.5 X 1" KNIFE GUARD
10.5 X 2" KNIFE GUARD
6.5 X 1" KNIFE GUARD
8.5 X 1" KNIFE GUARD
BENCH SCRAPER - BULK
8" OFFSET SPATULA - BULK
4-1/4" OFFSET SPATULA - BULK
18" DISP. PASTRY BAG-10 PACK
#802 PLAIN TUBE-LARGE
#806 PLAIN TUBE-LARGE
#824 STAR TUBE-LARGE
1" PASTRY BRUSH
2" PASTRY BRUSH
12" PIANO WIRE WHIP
PLASTIC BOWL SCRAPER
MEASURING SPOON SET
MEASURING CUP SET
15" SOLID METAL SPOON
15" SLOTTED METAL SPOON
2 OZ. LADLE
LARGE SPATULA-HEAT RESISTANT
SMALL SPATULA-HEAT RESISTANT
1 OZ. LADLE
DIGITAL THERMOMETER
FISH BONE TWEEZER - ANGLED TIP
SWIVEL PEELER-PLASTIC HANDLE
12" HI-TEMP TAN SPOON - BULK
HIGH HEAT FISH TURNER-BULK
RULER
KNIFE CUTS MODEL SET IV
12" LOCKING TONGS
PLATING SPOON-SOLID- 7-7/8"
PLATING SPOON-SOLID- 7-7/8"
FINE ZESTER

SIDE TOWELS	
MELON BALLER	
Subtotal	$800.00
CA Sales Tax 10.25%	$82.00
Total Price	$882.00

Books

The following books are utilized in Culinary Arts & Management. Students may elect to provide their own copies of the texts, should they choose to do so.

TITLE	ISBN	PRICE
Garde Manger, 4E	9780470587805	$50.00
The Professional Chef, 9E	9780470421352	$50.00
In the Hands of a Chef	9780470080269	$15.00
Creating Your Culinary Career	9781118116845	$24.00
ICE Readers,	N/A	$70.00
Management by Menu, 4th Edition	9780471475774	$65.00
Supervision In The Hospitality Industry, 9th Edition	9781119749202	$113.37
Food & Beverage Cost Control, 7th Edition	9781119524991	$93.43
The Bar & Beverage Book, 5th Edition	9780470248454	$66.59
Restaurant Financial Basics	9780471213796	$35.00
Setting the Table	9780060742768	$15.99
ServSafe Manager, 7th Edition	9780134812366	$80.00
The Restaurant Marketing Bible	9781700023636	$45.00
Principles of Social Psychology	Free Online Textbook	$0.00
Business Communication: A Problem-Solving Approach, 2E	9781260088359	$115.00
Nutrition for Foodservice and Culinary Professionals, 9E	978-1-119-19518-4	$112.50
The Art of Leadership, 7E	9781260681321	$125.00
Professionalism: Skills for Workplace Success, 4E	9780321959447	$92.14
Cuisine and Culture, 3E	9781118862308	$46.00
	Shipping	$15.00
	CA Sales Tax 10.25%	$124.44
		$1,353.46

CAREER PASTRY AND BAKING ARTS 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.

Registration Fee	$85.00
Tuition, Payment Period 1 – Hours 1-305	$16,474.38
Tuition, Payment Period 2 – Hours 306-610	$16,474.38
Supplies	$1,468.75
(See ***Supplies*** below for detail)	
Student Tuition Recovery Fund Fee**	$87.50
Total Charges*	$34,590.00

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- Parking $40/month
- 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 (page **Error! Bookmark not defined.**).

Item	Price	Quantity
Chef Jackets	$52.00	3
Chef Pants	$38.00	2
Aprons	$6.00	5
Hats	$9.00	2
Shoes - Pair	$80.00	1
CA Sales Tax 10.25%		
Total Price		

Tools & Knives

The following items are included in the Career Culinary Arts tool kit. The quantity of each number is one unless otherwise noted. The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit.

4" Paring Knife
8" Chef's Knife

11.5" Serrated Pastry Knife
Sharpening Steel
Take-Apart Shears
Backpack
4.5 X 1” KNIFE GUARD.
10.5 X 2” KNIFE GUARD – 2 EA.
1" & 7/8" DOUBLE MELON BALLER
BENCH SCRAPER - BULK
8" OFFSET SPATULA - BULK
4-1/4" OFFSET SPATULA - BULK
12" STRAIGHT SPATULA - BULK PLAS HDLE
#802 PLAIN TUBE-LARGE
#804 PLAIN TUBE-LARGE
#806 PLAIN TUBE-LARGE
#824 STAR TUBE-LARGE
SMALL DECORATING TUBE SET
1" PASTRY BRUSH
2" PASTRY BRUSH
FONDANT SMOOTHER rectangle
FONDANT SMOOTHER round
#864 FRENCH STAR TUBE-LARGE
8" PLASTIC ROLLING PIN
#00 PLAIN TUBE
14" FLEXIBLE PASTRY BAG
10" PIANO WIRE WHIP
12" PIANO WIRE WHIP
PLASTIC BOWL SCRAPER
MEASURING SPOON SET
LARGE SPATULA-HEAT RESISTANT
SMALL SPATULA-HEAT RESISTANT
CANDY/DEEP FRY THERMOMETER
Y PEELER, WHITE HANDLE, BULK
12" HI-TEMP TAN SPOON - BULK
12" PLASTIC RULER
HOBBY KNIFE
MODELING BONE TOOL
ROSE PETAL CUTTER SET/5
ROSE LEAF CUTTER SET/3
MEXICAN FOAM PAD SET/2
FINE ZESTER
SIDE TOWELS
INFRARED THERMOMETER
PLATING SPOON-SOLID- 7-7/8"

Subtotal	$675.00
CA Sales Tax 10.25%	$69.19
Total Price	$744.19

Books

The following books are utilized in the Career Pastry and Baking Arts. Students may elect to provide their own copies of the texts, should they choose to do so.

TITLE	ISBN	PRICE
Professional Baking, 7th Edition	978-1119148449	$125.75
Professional Cake Decorating, 2nd Edition	9780470380093	$41.50
Creating Your Culinary Career	9781118116845	$29.95
ICE Readers - Courses 1-8	N/A	$95.00
	Shipping	$5.00
	CA Sales Tax 10.25%	$30.46
		$327.66

PASTRY AND BAKING ARTS & MANAGEMENT (AOS)
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.

Registration Fee	$85.00
Tuition, Semester 1 – Credit Hours 1-16.5	$12,160.45
Tuition, Semester 2 – Credit Hours 17-32.5	$11,791.95
Tuition, Semester 3 – Credit Hours 33-45	$9,212.46
Tuition, Semester 4 – Credit Hours 46-62	$11,054.95
Supplies	$2,586.27
(See ***Supplies*** below for detail)	
Student Tuition Recovery Fund Fee**	$117.50
Total Charges*	$47008.59

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- Parking $40/month
- 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 (page **Error! Bookmark not defined.**).

Item	Price	Quantity	Total
Chef Jackets	$52.00	3	$156.00
Chef Pants	$38.00	2	$76.00
Aprons	$6.00	5	$30.00
Hats	$9.00	2	$18.00
Shoes - Pair	$80.00	1	$80.00
CA Sales Tax 10.25%			$36.90
Total Price			$396.90

Tools & Knives

The following items are included in the Pastry and Baking Arts & Management tool kit. The quantity of each number is one unless otherwise noted. The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit.

4" Paring Knife
8" Chef's Knife
11.5" Serrated Pastry Knife
Sharpening Steel
Take-Apart Shears
Backpack
4.5 X 1" KNIFE GUARD.
10.5 X 2" KNIFE GUARD – 2 EA.
1" & 7/8" DOUBLE MELON BALLER
BENCH SCRAPER - BULK
8" OFFSET SPATULA - BULK
4-1/4" OFFSET SPATULA - BULK
12" STRAIGHT SPATULA - BULK PLAS HDLE
#802 PLAIN TUBE-LARGE
#804 PLAIN TUBE-LARGE
#806 PLAIN TUBE-LARGE
#824 STAR TUBE-LARGE
SMALL DECORATING TUBE SET
1" PASTRY BRUSH
2" PASTRY BRUSH
FONDANT SMOOTHER rectangle
FONDANT SMOOTHER round
#864 FRENCH STAR TUBE-LARGE
8" PLASTIC ROLLING PIN
#00 PLAIN TUBE
14" FLEXIBLE PASTRY BAG
10" PIANO WIRE WHIP
12" PIANO WIRE WHIP
PLASTIC BOWL SCRAPER
MEASURING SPOON SET
LARGE SPATULA-HEAT RESISTANT
SMALL SPATULA-HEAT RESISTANT
CANDY/DEEP FRY THERMOMETER
Y PEELER, WHITE HANDLE, BULK
12" HI-TEMP TAN SPOON - BULK
12" PLASTIC RULER
HOBBY KNIFE
MODELING BONE TOOL
ROSE PETAL CUTTER SET/5
ROSE LEAF CUTTER SET/3
MEXICAN FOAM PAD SET/2

FINE ZESTER	
SIDE TOWELS	
INFRARED THERMOMETER	
PLATING SPOON-SOLID- 7-7/8"	
Subtotal	$675.00
CA Sales Tax 10.25%	$69.19
Total Price	$744.19

Books

The following books are utilized in Culinary Arts & Management. Students may elect to provide their own copies of the texts, should they choose to do so.

TITLE	ISBN	PRICE
Professional Baking, 7th Edition	9781119373179	$125.75
Professional Cake Decorating, 2nd Edition	9780470380093	$41.50
Creating Your Culinary Career	9781118116845	$29.95
ICE Readers - Courses 1-8	N/A	$95.00
Management by Menu, 4th Edition	9780471475774	$65.00
Supervision In The Hospitality Industry, 9th Edition	9781119749202	$113.37
Food & Beverage Cost Control, 7th Edition	9781119524991	$93.43
The Bar & Beverage Book, 5th Edition	9780470248454	$66.59
Restaurant Financial Basics	9780471213796	$35.00
Setting the Table	9780060742768	$15.99
ServSafe Manager, 7th Edition	9780134812366	$80.00
The Restaurant Marketing Bible	9781700023636	$45.00
Principles of Social Psychology	Free Online Textbook	$0.00
Business Communication: A Problem-Solving Approach, 2E	9781260088359	$115.00
Nutrition for Foodservice and Culinary Professionals, 9E	9781119195184	$112.50
The Art of Leadership, 7E	9781260681321	$125.00
Professionalism: Skills for Workplace Success, 4E	9780321959447	$92.14
Cuisine and Culture, 3E	9781118862308	$46.00
	Shipping	$15.00
	CA Sales Tax 10.25%	$132.97
	Total	$1,445.19

CAREER HEALTH SUPPORTIVE CULINARY ARTS 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.

Registration Fee	$85.00
Tuition, Payment Period 1 – Hours 1-316	$16,477.96
Tuition, Payment Period 2 – Hours 317-632	$16,477.96
Supplies	$1,454.09
(See ***Supplies*** below for detail)	
Student Tuition Recovery Fund Fee**	$85.00
Total Charges*	$34,580.00

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- Parking $40/month
- Replacement ID $5
- Duplicate Diploma $10
- Transcript $5

SUPPLIES

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

Uniforms

The following components are included in the school-issued uniform. Please see ***Dress Code*** within Administrative Policies for additional uniform information (page **Error! Bookmark not defined.**)**Error! Bookmark not defined.**.

Item	Price	Quantity	Total
Chef Jackets	$52.00	3	$156.00
Chef Pants	$38.00	2	$76.00
Aprons	$6.00	5	$30.00
Hats	$9.00	2	$18.00
Shoes - Pair	$80.00	1	$80.00
CA Sales Tax 10.25%			$36.90
Total Price			$396.90

Tools & Knives

The following items are included in the Career Health Supportive Culinary Arts tool kit. The quantity of each number is one unless otherwise noted. The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit.

4" Paring Knife
7" Fillet Knife

5.5" Boning Knife
9.5" Pastry Knife
8" Chef's Knife
Sharpening Steel
Take-Apart Shears
Backpack
4.5 X 1" KNIFE GUARD – 2 EA.
10.5 X 1" KNIFE GUARD
10.5 X 2" KNIFE GUARD
6.5 X 1" KNIFE GUARD
BENCH SCRAPER - BULK
8" OFFSET SPATULA - BULK
4-1/4" OFFSET SPATULA - BULK
18" DISP. PASTRY BAG-10 PACK
#802 PLAIN TUBE-LARGE
#806 PLAIN TUBE-LARGE
#824 STAR TUBE-LARGE
1" PASTRY BRUSH
2" PASTRY BRUSH
12" PIANO WIRE WHIP
PLASTIC BOWL SCRAPER
MEASURING SPOON SET
MEASURING CUP SET
15" SOLID METAL SPOON
15" SLOTTED METAL SPOON
2 OZ. LADLE
LARGE SCRAPER-HEAT RESISTANT
SMALL SCRAPER-HEAT RESISTANT
1 OZ. LADLE
DIGITAL THERMOMETER
SWIVEL PEELER-PLASTIC HANDLE
12" HI-TEMP TAN SPOON - BULK
HIGH HEAT FISH TURNER-BULK
RULER
KNIFE CUTS MODEL SET IV
12" LOCKING TONGS
PLATING SPOON-SOLID- 7-7/8"
PLATING SPOON-SOLID- 7-7/8"
FINE ZESTER
FLOWER NAIL
8 PIECE DECORATING KIT
SIDE TOWELS
MELON BALLER

Subtotal	$750.00
CA Sales Tax 10.25%	$76.88
Total Price	$826.88

Books

The following books are utilized in the Career Health Supportive Culinary Arts Program. Students may elect to provide their own copies of the texts, should they choose to do so.

TITLE	ISBN	PRICE
In the Hands of a Chef	9780470080269	$13.90
Food and Healing	9780345303851	$20.00
ICE Readers - Courses 1-8	N/A	$135.00
The Complete Vegan	9781524759810	$35.00
	Shipping	$5.00
	CA Sales Tax 10.25%	$21.41
		$230.31

HEALTH SUPPORTIVE CULINARY ARTS & MANAGEMENT (AOS)

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.

Registration Fee	$85.00
Tuition, Semester 1 – Credit Hours 1-16.5	$12,603.40
Tuition, Semester 2 – Credit Hours 17-32.5	$11,862.03
Tuition, Semester 3 – Credit Hours 33-45	$9,637.90
Tuition, Semester 4 – Credit Hours 46-62	$11,120.65
Supplies	$2,571.61
(See ***Supplies*** below for detail)	
Student Tuition Recovery Fund Fee**	$120.00
Total Charges*	$48,000.59

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- Parking $40/month
- 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 (page **Error! Bookmark not defined.**).

Item	Price	Quantity	Total
Chef Jackets	$52.00	3	$156.00
Chef Pants	$38.00	2	$76.00
Aprons	$6.00	5	$30.00
Hats	$9.00	2	$18.00
Shoes - Pair	$80.00	1	$80.00
CA Sales Tax 10.25%			$36.90
Total Price			$396.90

Tools & Knives

The following items are included in the Culinary Arts & Management tool kit. The quantity of each number is one unless otherwise noted. The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit.

4" Paring Knife
7" Fillet Knife
5.5" Boning Knife
9.5" Pastry Knife
8" Chef's Knife
Sharpening Steel
Take-Apart Shears
Backpack
4.5 X 1" KNIFE GUARD – 2 EA.
10.5 X 1" KNIFE GUARD
10.5 X 2" KNIFE GUARD
6.5 X 1" KNIFE GUARD
BENCH SCRAPER - BULK
8" OFFSET SPATULA - BULK
4-1/4" OFFSET SPATULA - BULK
18" DISP. PASTRY BAG-10 PACK
#802 PLAIN TUBE-LARGE
#806 PLAIN TUBE-LARGE
#824 STAR TUBE-LARGE
1" PASTRY BRUSH
2" PASTRY BRUSH
12" PIANO WIRE WHIP
PLASTIC BOWL SCRAPER
MEASURING SPOON SET
MEASURING CUP SET
15" SOLID METAL SPOON
15" SLOTTED METAL SPOON
2 OZ. LADLE
LARGE SCRAPER-HEAT RESISTANT
SMALL SCRAPER-HEAT RESISTANT
1 OZ. LADLE
DIGITAL THERMOMETER
SWIVEL PEELER-PLASTIC HANDLE
12" HI-TEMP TAN SPOON - BULK
HIGH HEAT FISH TURNER-BULK
RULER
KNIFE CUTS MODEL SET IV
12" LOCKING TONGS
PLATING SPOON-SOLID- 7-7/8"
PLATING SPOON-SOLID- 7-7/8"
FINE ZESTER
FLOWER NAIL
8 PIECE DECORATING KIT

SIDE TOWELS	
MELON BALLER	
Subtotal	$750.00
CA Sales Tax 10.25%	$76.88
Total Price	$826.88

Books

The following books are utilized in Culinary Arts & Management. Students may elect to provide their own copies of the texts, should they choose to do so.

TITLE	ISBN	PRICE
In the Hands of a Chef	9780470080269	$13.90
Food and Healing	9780345303851	$20.00
ICE Readers - Courses 1-8	N/A	$135.00
The Complete Vegan	9781524759810	$35.00
Management by Menu, 4th Edition	9780471475774	$65.00
Supervision In The Hospitality Industry, 9th Edition	9781119749202	$113.37
Food & Beverage Cost Control, 7th Edition	9781119524991	$93.43
The Bar & Beverage Book, 5th Edition	9780470248454	$66.59
Restaurant Financial Basics	9780471213796	$35.00
Setting the Table	9780060742768	$15.99
ServSafe Manager, 7th Edition	9780134812366	$80.00
The Restaurant Marketing Bible	9781700023636	$45.00
Principles of Social Psychology	Free Online Textbook	$0.00
Business Communication: A Problem-Solving Approach, 2E	9781260088359	$115.00
Nutrition for Foodservice and Culinary Professionals, 9E	978-1-119-19518-4	$112.50
The Art of Leadership, 7E	9781260681321	$125.00
Professionalism: Skills for Workplace Success, 4E	9780321959447	$92.14
Cuisine and Culture, 3E	9781118862308	$46.00
	Shipping	$15.00
	CA Sales Tax 10.25%	$123.91
		$1,347.83

RESTAURANT AND CULINARY MANAGEMENT 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	$85.00
Tuition	$12,876.38
Supplies	$572.62
(See ***Supplies*** below for detail)	
Student Tuition Recovery Fund Fee**	$35.00
Total Charges*	$13,569.00

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- Parking $40/month
- 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 Restaurant and Culinary Management. Students may elect to provide their own copies of the texts, should they choose to do so.

Management by Menu, 4th Edition	9780471475774	$65.00
Supervision In The Hospitality Industry, 9th Edition	9781119749202	$113.37
Food & Beverage Cost Control, 7th Edition	9781119524991	$93.43
The Bar & Beverage Book, 5th Edition	9780470248454	$66.59
Restaurant Financial Basics	9780471213796	$35.00
Setting the Table	9780060742768	$15.99
ServSafe Manager, 7th Edition	9780134812366	$80.00
The Restaurant Marketing Bible	9781700023636	$45.00
	Shipping	$5.00
	CA Sales Tax 10.25%	$53.24
	Total	$572.62

RESTAURANT AND CULINARY MANAGEMENT – DISTANCE EDUCATION

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	$85.00
Tuition	$12,876.38
Supplies	$572.62
(See ***Supplies*** below for detail)	
Student Tuition Recovery Fund Fee**	$35.00
Total Charges*	$13,569.00

*Estimated charges for the period of attendance and the entire program
** $0.50 for every $1,000, rounded to the nearest $1,000

Possible additional fees, as applicable:

- Parking $40/month
- 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 Restaurant and Culinary Management. Students may elect to provide their own copies of the texts, should they choose to do so.

Management by Menu, 4th Edition	9780471475774	$65.00
Supervision In The Hospitality Industry, 9th Edition	9781119749202	$113.37
Food & Beverage Cost Control, 7th Edition	9781119524991	$93.43
The Bar & Beverage Book, 5th Edition	9780470248454	$66.59
Restaurant Financial Basics	9780471213796	$35.00
Setting the Table	9780060742768	$15.99
ServSafe Manager, 7th Edition	9780134812366	$80.00
The Restaurant Marketing Bible	9781700023636	$45.00
	Shipping	$5.00
	CA Sales Tax 10.25%	$53.24
	Total	$572.62