



Institute of  
Culinary Education

EST. 1975

NEW YORK | LOS ANGELES

# ICE CAREER CATALOG

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## 2024

NEW YORK CAMPUS  
225 LIBERTY STREET, 3RD FLOOR  
NEW YORK, NY 10281

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## OVERVIEW

### 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

#### 1975-1995

The Institute of Culinary Education (ICE) was originally known as Peter Kump's New York Cooking School. Although the school has seen remarkable growth since its founding, it remains true to Peter Kump's commitment to good teaching and good food, as well as to his philosophy of studying the culinary arts through techniques, not recipes. His enthusiasm and passion, along with his discipline and energy, are still felt at the school today.

In 1975, Kump, an educator and entrepreneur with a great love of food, taught five students the basic techniques of cooking in the kitchen of his New York City apartment. Not long after, The New York Times wrote favorably of the new school. As a result of that article, Peter Kump's New York Cooking School was born. Soon thereafter the school opened its East 92nd Street location and began to flourish.

In 1983, Kump inaugurated the professional program to train aspiring chefs. He himself had learned from the best, and former teachers of his such as James Beard, Simone Beck, Marcella Hazan and Diana Kennedy all later came to teach classes at the school. Illustrious food-world figures such as Julia Child, James Peterson, Sara Moulton and David Bouley were frequently guest instructors. In 1986, chef and author Nick Malgieri, the former executive pastry chef at Windows on the World, launched the school's pastry and baking program.

Among his other activities, Kump, along with Julia Child and Jacques Pépin, went on to establish the James Beard Foundation in 1985. The organization inspires and showcases American chefs through dinners, publications, culinary festivals and its prestigious awards program. The school's ties to the Beard Foundation remain deep. When Peter Kump passed away in 1995, The New York Times proclaimed him, "one of the most influential figures on the American food scene."

#### 1995-2016

That year, Rick Smilow, an entrepreneur passionate about education and the culinary world, purchased the school. The Smilow family already actively engaged with the New York City restaurant scene, partnering with Chef Daniel Boulud and his restaurants, including Restaurant Daniel and the former Café Boulud. Today, Smilow has been the CEO and principal owner of the school for more than 25 years.

Since 1995, the school has grown tremendously in terms of enrollment, program breadth, physical space and stature. From 1999 to 2015, the campus comprised 43,000 square feet over six floors at 50 West 23rd Street. When the school outgrew this space, it relocated to Brookfield Place, a vibrant, 6-million-square-foot complex of offices, high-end retail, diverse dining and prominent public spaces, on the Hudson River in Lower Manhattan.

This campus opened in 2015, featuring 10 specially designed teaching kitchens, a culinary technology lab, bean-to-bar chocolate lab, mixology center, hydroponic farm and more. The 74,000-square-foot space is all on one floor, described by visitors as an unexpected "culinary village." The New York campus offers an abundance of opportunities for aspiring and developing chefs and was designed to promote community and inspiration.

In 2000, the school was accredited by the ACCSC (Accrediting Commission of Career Schools and Colleges) and we continue to meet accreditation standards with on-site evaluations every five years. In 2001 amid its growth and stature, we renamed the school the Institute of Culinary Education or ICE.

Program development has been another constant in ICE's growth over the decades with the additions of:

- Restaurant & Culinary Management in 2001
- Advanced Pastry Studies in 2005
- Tourism, Travel and Hospitality Management (formerly Hospitality & Hotel Management) in 2010

In addition to career programs, the school's recreational cooking program has grown to be one of the largest in the world. With over 1,800 hands-on cooking, baking, beverage and professional development classes per year, it offers breadth, depth and frequency that would be hard to find in any other school.

#### 2016-Present

The next major milestone was the March 2018 opening of a second campus in Los Angeles at 521 Green Street in Pasadena, the former site of the Le Cordon Bleu College of Culinary Arts. This campus has quickly gained recognition for culinary and restaurant education in Southern California.

In 2019, ICE introduced a Plant-Based Culinary Arts diploma program, adapted from the Natural Gourmet Institute (NGI), which closed its doors after 42 years. Plant-based cooking is on trend and the program has brought new perspectives, ingredients, instructors and students that reflect the evolution of America's culinary landscape on both campuses.

Most recently, ICE announced a licensing agreement with the New York City-based International Culinary Center (the former French Culinary Institute) to carry on the best elements of the school's legacy as it closed in 2020. This included the launch of Intensive Sommelier Training at ICE and many of ICC's

seasoned instructors and employees joining ICE's faculty and staff. Today, the spirit at ICE and the tenure in the kitchens combines the best elements of three institutions: ICE, ICC and NGI.

With growth, our career programs continued to evolve, and ICE's Los Angeles campus introduced Associate of Occupational Studies Degrees in 2021. Students in California can combine Culinary Arts, Plant-Based Culinary Arts or Pastry & Baking Arts with management training and applied general education online to earn their associates degree. The California branch campus is located at 521 East Green Street, Pasadena, CA 91101, and is regulated in that state by Bureau of Private and Post-Secondary Education (BPPE).

The Institute of Culinary Education is the largest culinary school in America's two largest cities — New York and Los Angeles. Now, more than ever, we can and do help people find their culinary voices!

## FACILITIES

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

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

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

## SCHOOL HOURS OF OPERATION

The Institute of Culinary Education operates Monday through Friday, from 7am to 11pm EST; Saturday and Sunday, 9am-5pm EST. A list of holidays may be found in the School Holidays addendum of this catalog.

## FACULTY

Below are our current faculty members and their qualifications.

### CAREER CULINARY ARTS

**Barbara Rich** – Assistant Director of Education

Education: Washington University, California Culinary Academy

Experience: Zuni Café, Savoy, Danal Restaurant, Creative Edge Parties, Art Institute, Natural Gourmet Institute

**Jamie Blatt** – Chef-Instructor

Education: The Culinary Institute of America

Experience: C3/SBE Restaurant Group, Mercado Little Spain - ThinkFoodGroup, Whole Foods

**Gill Boyd** – Chef-Instructor

Education: Johnson and Wales University, Cordon Bleu

Experience: Gills Healthy Food, Le Cordon Bleu LA, The Farmers Kitchen, Veg City Diner and Gills Coffee Bar & Catering

**Paul DiBari** – Chef-Instructor

Education: Johnson & Wales University

Experience: Harvest on Hudson, Mercer Street Hospitality Group, Wallse, Daniel, Pastis, Balthazar

**Leif Evans** – Chef-Instructor

Education: French Culinary Institute

Experience: International Culinary Center, L'ecole at ICC, Joanne Trattoria

**Remy Forgues** – Chef-Instructor

Education: Universitie Pantheon Assas, French School of Culinary Arts Gregoire Ferrandi

Experience: Restaurant L'Ami Jean, Al Fiori, All'onda, Le Rivage, Vaucluse

**David Gross** – Chef-Instructor

Education: Florida Atlantic University, Institute of Culinary Education

Experience: Public Hotel, The Standard Hotel, Saranac Waterfront Lodge, Jeffrey A. Miller Catering

**Ozmar Heredia** – Chef-Instructor

Education: Le Cordon Bleu College of Culinary Arts

Experience: Llama San Restaurant, Llama Inn, Craft, Gourmet Garage, L.A. Café, Green Street Tavern

**Herve Malivert** – Director of Culinary Relations

Education: Lycee Hotelerie DeBelgarde

Experience: International Culinary Center, Orsay Restaurant, Le Goulue

**Jessie Riley** – Chef-Instructor

Education: Institute of Culinary Education, New York University

Experience: Constant Cravings, Rustico Cooking, La Duchess Anne Patisserie

### CAREER PASTRY AND BAKING ARTS

**Richard Kennedy** – Lead Chef-Instructor

Education: New York City College of Technology, Argosy University

Experience: International Culinary Institute of Myrtle Beach, Iowa Western Community College, Art Institute, The Boathouse Café, The Mark Hotel, Windows on the World

**Jurgen David** – Director of Pastry Research and Development

Education: Patisserie of the Society of Viennese Hoteliers

Experience: International Culinary Center, Kvikne's Hotel, Confiserie Himmel

**Kierin Baldwin** – Chef-Instructor

Education: International Culinary Center, New York State College of Ceramics at Alfred University

Experience: Locanda Verde, The Dutch, A Voce, Café Boulud

**Sim Cass** – Dean, Artisan Bread Baking

Education: Thames Valley University (London)

Experience: Balthazar (founding baker), Lucky Strike, Carlton Tower Hotel (London), Park Lane Hotel (London)

**Luisa DeGirolamo** – Chef-Instructor  
Education: Culinary Academy of Long Island  
Experience: Creative Confections by Lu, Rustic Root Restaurant, Piping Rock Club, Cold Spring Country Club, Mill River Club, The Garden City Hotel

**Kathryn Gordon** – Chef-Instructor, CAPS Co-Chair  
Education: Vassar, New York University, Stern School of Business, L’Academie de Cuisine  
Experience: The Rainbow Room, Windows on the World, Le Cirque, Le Bernardin, Author

**Alex Orman** – Chef-Instructor  
Education: NYC Technical College  
Experience: Russian Tea Room, Glen Oaks Country Club, Alor Cheesecake, Alor Café, Alor Café Pasta

**Keiry Palma** – Chef-Instructor  
Education: Monroe College  
Experience: Ai Fiori, Marta, Keiry’s Cakes

**Sandra Palmer** – Chef-Instructor  
Education: Institute of Culinary Education  
Experience: One Girl Cookies, Ella’s Bellas Bakery, Three Tarts

**Pauline Balboa Pelea** – Chef-Instructor  
Education: De La Salle University, Culinary Institute of American, Center of Culinary Arts  
Experience: Bouchon Bakery, Kyotofu, Le Cirque

**Penny Stankiewicz** – Chef-Instructor  
Education: New York University, Institute of Culinary Education  
Experience: Spice Market, Sugar Couture (owner), 92nd St. Y, Sarah Lawrence College, Cakefest

**Ravindra Verma** – Chef-Instructor  
Education: IHMCTSAN Hotel Management  
Experience: Ritz Carlton

**Trung Vu** – Chef-Instructor  
Education: Le Cordon Bleu California  
Experience: Upland, David Burke fabrick, The Standard High Line

## PLANT-BASED CULINARY ARTS

**Scott Larson** – Lead Chef-Instructor  
Education: Culinary Institute of America  
Experience: International Culinary Center, Union Square Events, Vanderbilt at South Beach

**Celine Beitchman** – Director of Nutrition  
Education: Hunter College, Maryland University of Integrative Health  
Experience: Rakel’s, Life Café, Freelance Caterer, Natural Gourmet Institute

**Susan Greeley** – Chef-Instructor  
Education: Tufts University  
Experience: Castle Connolly, Atlantic Health System, FitBit

**Jason Hawk** – Chef-Instructor  
Education: Culinary Institute of America  
Experience: David Burke Tavern, The Cock and Bull, Claudette

**Richard LaMarita** – Chef-Instructor  
Education: Maharishi Vedic University, Institute of Culinary Education  
Experience: Maharishi College of Natural Law, Long Island College Hospital, Union Square Hospitality, Personal Chef, Natural Gourmet Institute

**Chayanin Pornsriniyom** – Chef-Instructor  
Education: Johnson and Wales University, Rhode Island

Experience: Dirty Candy, Ngam Restaurant, Performa Global PTY LTD

**Olivia Roszkowski** – Chef-Instructor  
Education: Columbia University, Natural Gourmet Institute, New York University  
Experience: Mercer Kitchen, Union Square Hospitality, Danny SEO Publications, Natural Gourmet Institute

**Jay Weinstein** – Chef-Instructor  
Education: Nassau Community College, Culinary Institute of America, New York University  
Experience: Jasper’s, Four Seasons Hotel, Bright Food Shop, Natural Gourmet Institute, Author

## RESTAURANT AND CULINARY MANAGEMENT

**Brian Konopka** – Lead Instructor, Management Studies  
Education: Culinary Institute of American, New England Culinary Institute  
Experience: Le Cirque, Masheta Management, Kobeyaki Restaurants

**Anthony Caporale** – Director of Spirits Education  
Education: Duke University  
Experience: Mesa Grill, Flip, Forty Eight, Art of the Drink TV

**Kimberly Lerner** – Instructor  
Education: Boston University  
Experience: Only Yummy Always; 232 Bleecker, RH Restaurants, Emma’s Torch

**Samantha Moretti** – Instructor  
Education: Columbia University  
Experience: The Hoxton Williamsburg, The Milling Room, Sauce & Barrel, Prime Meats

**Samantha Reiner** – Instructor  
Education: Thomas Edison State University, Institute of Culinary Education  
Experience: Porchlight, Union Square Hospitality Group

**David Turk** – Instructor  
Experience: Indiana Market & Catering, NYC

**Richard Vayda** – Director, Wine & Beverage Studies  
Education: New York University, Sommelier Society of America  
Experience: Art Institute of NYC, French Culinary Institute, New York Restaurant School, New York University, Caffeine, Le Cherche-Midi

**Alan Someck** – Instructor  
Education: California State University San Diego, Rensselaer Polytechnic Institute  
Experience: Millie’s Restaurant, Keystone Hospitality Solutions, Green Restaurant Initiative

**Stephen Zagor** – Lead Instructor  
Education: Tulane, Cornell University  
Experience: Marriott Hotels & Resorts, Universal Orlando, The Fireman Hospitality Group, Coopers & Lybrand, Laventhol & Horwath, New York University

## TOURISM, TRAVEL AND HOSPITALITY MANAGEMENT

**Katie Chamberlain** – Acting Dean, Hospitality Management; Director of Distance Education  
Education: California State University  
Experience: Richfield Hospitality, Planit Access, New York University

**Isabelle Gonzalez** – Instructor  
Education: Fashion Institute of Technology

Experience: Riverhead Business Improvement District, The Mansion at Glen Cove, Gurneys Montauk Resort & Spa, Accomodations Plus International, Long Island Convention and Visitors Bureau

**Grace Gordon** – Instructor

Education: The New School

Experience: Park Hyatt Beaver Creek Resort

**Robert Warman** – Instructor

Education: DePaul University

Experience: Langham Hotel Group, Capella Hotel Group, The Ritz-Carlton Hotel Company

**Nuntawan Vatcharasoontorn** – Instructor

Education: Fordham, New York University

Experience: Hotel 57, The James New York NoMad, Park Central Hotel

## ADMINISTRATION

**Rick Smilow** – Chairman & CEO

**Richard Simpson** – Vice President of Education

**Matt Petersen** – President

**Maureen Drum Fagin** – Director of Compliance

**Martha Cotto** – Chief Registrar

**Robin Hom** – Assistant Dean of Students

**Barry Tonkinson**, Vice President of Culinary Operations

**Nisha Hettiarachchi** – Controller

**Ama Adusei** – Director of Student Financial Services

**John Shields** – Director of Information Technology

**Orlando Mangual** – Regional Director of Admissions and Student Financial Services

**Rebecca Stinson**, National Director of Career Services

## LICENSURE

The Institute of Culinary Education is licensed by the New York State Education Department, Bureau of Proprietary School Supervision. For information on our license please contact the School Director.

## ACCREDITATION

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

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



## 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 and breakfast cookery, as you begin to explore the techniques that underlie fine cooking.

#### **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 3: Culinary Fundamentals 3 - Veal, Beef & Seafood – 56 Hours**

Structured in the same way as Course 2, you'll fabricate steaks, paillard, 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 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 boar. You will also plate entrées as you simulate the experience of cooking in a restaurant.

#### **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 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 7: International Cuisine 2 - France, Italy & Garde Manger – 48 Hours**

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.

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.

#### **Course 8: Advanced Cuisine – 60 Hours**

Whether it's hydrocolloids, fermentation or *au se bouche*, 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 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
- 35-1012.00 – First-Line Supervisors of Food Preparation and Serving Workers
- 35-2013.00 – Cooks, Private Household 35-2014.00 – Cooks, Restaurant
- 35-2019.00 – Cooks, All Other

## CLASS SIZE

The maximum class size for the Career Culinary Arts Program is 14-20 students.

## PROGRAM DURATION

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

Schedule		Duration
<b>8 Months</b>		
5 days	Morning or Afternoon	22 weeks at 20 hours per week*
<b>12 Months</b>		
3 days	Evening	37 weeks at 12 hours per week*
<b>11 Months</b>		
2 days	Weekend	28 weeks at 16 hours per week*

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

## TOTAL INSTITUTIONAL CHARGES

See Addendum I

## REQUIRED EQUIPMENT

A smart phone or tablet (i.e. iPad) is required. The device must be supplied by the student. It is recommended that you have a minimum of 8 gigs of available memory for the length of the program. Please see Addendum I for additional information about required supplies, books, uniforms, and associated charges.

## ATTENDANCE

Students must be present for 90% of their program. Please see the Academic Good Standing Evaluation section for more information.

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

## EVALUATION CRITERIA

### Examinations & Projects

At the end of each course there will be an examination (practical or written) or a research project. These assessments, along with homework, will be 60% of the course grade.

### Participation & Performance

A student's work in class as assessed by the Chef- Instructor will be 40% 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

Homework will be assigned throughout the program. 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 ICE. 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 such as sugar, dairy and fruit.
- Weights and measures, food safety, knife safety, sanitation, and equipment use and identification.
- Introduction to basic decorating skills, the use of a pastry bag, and making and utilizing cornets.
- Introduction to hydrocolloids, including pectin and gelatin for making items such as panna cotta, marshmallows, gelées and pate de fruit.
- Techniques for preparing fruit-based desserts, including poaching, roasting, macerating, drying and candying.
- The theory and practice of sugar cookery including the preparation of fudge, torrone, nougatine lollipops and brittle.

#### **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 via:

- Introduction to chocolate and tempering.
- The basics of custards and preparation of egg-based desserts like crème brûlée, crème caramel, bread pudding and pastry creams.
- Introduction to pate a choux to prepare items such as eclairs and Paris-Brest.
- The basics of egg and egg white theory to prepare desserts such as soufflés, meringues and buttercreams.
- How to prepare a variety of cheesecakes, including sour cream and mascarpone cheesecakes.
- Production of frozen desserts such as ice creams, sorbets and granitas.

#### **Course 3: Breads and Other Yeast-Raised Doughs - 40 Hours**

Bread is at the crossroads of the culinary and baking arts. At the heart of this deceptively simple food is some of the program's most challenging material. Highlights include:

- The technique and theory of working with yeasted doughs: fermentation, dough hydration,

temperature control, kneading, and formation methods.

- Application by baking a variety of yeast items including braided, olive and sourdough loaves along with brioche, bagels, baguettes, focaccia, pizza, pretzels and doughnuts.
- The techniques to create laminated doughs, such as croissant and Danish.

#### **Course 4: Pastry Doughs - 60 Hours**

Mixing, rolling, turning, and forming: these are the essential skills students should master as they're taught how to prepare the wide variety of doughs that are the basis of so many pastry items, including:

- Classic dough techniques, such as pâte brisée (flaky), pâte sucrée (sweet) and pâte sablée (cookie) to make tarts and pastries, scones, biscuits and shortcakes.
- Creation and utilization of laminated and layered doughs, including puff pastry, phyllo and hand-stretched strudel.
- Proper rolling and shaping 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 such as baklava, cannoli, linzer tortes and sfogliatelle.

#### **Course 5: Cakes, Fillings and Icings Part 1 - 48 Hours**

From pound cake to génoise, students go beyond the classic recipes to explore the theory and technique of cake making and expand their abilities to create original cakes. Highlights include:

- Butter-based and egg-foam cakes, including layered and rolled versions.
- The theory of batter balance for preparing 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.
- Cupcakes with advanced piping and gluten-free baking.
- A wide variety of cookies and bars, including biscotti, brownies, madeleines, macarons, rugelach, magic bars 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 desserts. Covered here are:

- Complex layered cakes utilizing an assortment of cake layers, including nut sponges, génoise mouseline, biscuit joconde and pain de gènes.
- An assortment of classic American and European cakes, including opera, miroir, tiramisu, crepe cake, mousse cakes, carrot, red velvet and German chocolate cake.
- Individual and entremet cakes.
- A plated dessert section that includes theory, preparation and presentation of multi-element, contemporary plated desserts. Students recreate and prepare recipes by award-winning chef and ICE Creative Director, Michael Laiskonis.

### Course 7: Chocolate Confections - 44 Hours

Of the various mediums used by pastry chefs to express their vision, none is more seductive than chocolate. This comprehensive course takes students beyond the basic techniques and allows them to experience the joy of creativity as they produce and assemble a chocolate showpiece. Highlights include:

- Chocolate production and tempering methods.
- Dipping and enrobing items such as truffles and framed centers.
- Preparation of chocolate bars and filled chocolates including a wide variety of bonbons.
- Creation of chocolate and isomalt showpieces.

### Course 8: Cake Decorating - 56 Hours

Cake decorating represents the ultimate fusion of art and craft. Effort and practice in prior classes are rewarded as students take their skills to a new level by preparing tiered cakes. Highlights include:

- Advanced buttercream flowers and borders, royal icing and rolled fondant decorations.
- Gum paste flowers, including peonies, lilies, roses and more.
- Floral arrangement and tiered cake assembly.
- Finishing techniques like petal dusting and tier assembly.
- The use of marzipan, white and dark modeling chocolate for making flowers, fruits, figurines and decorations.
- This course culminates in the creation of an original three-tiered celebration cake.

### Course 9: Externship - 210 Hours

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

### EDUCATIONAL OBJECTIVES

Graduates of this program possess a thorough understanding of the principles and techniques of pastry and bread production. Graduates will be prepared for an entry-level position in the foodservice industry. New Pastry graduates

find work as pastry assistants, pastry cooks, bakers and assistant chocolatiers.

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 maximum class size for the Career Pastry and Baking Arts Program is 18 students.

### PROGRAM DURATION

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

Schedule		Duration
<b>8 Months</b>		
5 days	Morning or Afternoon	23 weeks at 20 hours per week*
<b>11 Months</b>		
3 days	Evening	40 weeks at 12 hours per week
<b>10 Months</b>		
2 days	Weekend	35 weeks at 16 hours per week*

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

### TOTAL INSTITUTIONAL CHARGES

See Addendum I

### REQUIRED EQUIPMENT

A smart phone or tablet (i.e. iPad) is required. The device must be supplied by the student. It is recommended that you have a minimum of 8 gigs of available memory for the length of the program. Please see Addendum I for additional information about required supplies, books, uniforms, and associated charges.

### ATTENDANCE

Students must be present for 90% of their program. Please see the Academic Good Standing Evaluation section for more information.

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

## **EVALUATION CRITERIA**

### **Examinations & Projects**

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

### **Participation & Performance**

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

1. Uniform
  - Wears a complete, clean and unwrinkled uniform. (See dress code for details.)
2. Food Safety
  - Keeps work area sanitized
  - Does not cross-contaminate
  - 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**

Homework will be assigned throughout the program. 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 PLANT-BASED 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 Culinary Arts - 52 hours**

Focusing on fundamental culinary techniques and criteria for selecting quality ingredients, this course will offer an introduction to culinary technique as applied to plant-based foods. After an introduction to knife skills, sanitation, food and kitchen safety, culinary math, and nutrition science, the course teaches a broad range of cooking methodologies for preparing plant-based foods. This will begin an exploration of the techniques and methods that are the foundation of fine cooking.

#### **Course 2: Foundations of Plant-Based Culinary Arts1 – 56 hours**

In the course, we continue your education in plant-forward cuisine to include a variety of bean and grain, stock, sauce, and soup preparations. You will explore the health and culinary benefits of fermented foods and sea vegetables in sweet and savory dishes, create mixed and composed salads, and make classic vinaigrettes.

#### **Course 3: Foundations of Plant-Based Culinary Arts2: High-Protein Foods – 56 hours**

In this course we teach how plant-based protein sources come in a variety of forms. Students prepare plant-based dairy alternatives, make fresh seitan, and apply basic culinary techniques to a wide range of vegetable groups including roots, shoots, pods, and bulbs. Students will also explore the health benefits of protein-foods and create plant-based protein-rich meals.

#### **Course 4: Foundations of Plant-Based Culinary Arts3: Advanced Culinary Applications – 52 hours**

In this course, students explore advanced plant-forward techniques including sous vide and low-temperature cooking, preparing hors d'oeuvres, pâtés and terrines, a la carte cooking, sandwich production, and buffet presentation. We will also introduce menu planning and recipe writing while exploring career paths in personal and private cooking, and catering. Continuing our exploration of nutritional topics, we investigate the role of fats and oils in human health and in improvisational cooking. We will spotlight nutrients of concern for plant-based diets

#### **Course 5: Baking and Desserts – 56 hours**

This course explores the fundamentals of baking, from classic techniques to modern alternatives. Students prepare baked goods and desserts that meet special dietary needs, such as vegan, wheat-free, gluten-free, and dairy-free. We study the principles of converting conventional baking recipes to alternatives featuring whole-grain flours and less-refined sweeteners, without sacrificing taste or texture. Students

explore how to make yeasted breads, classic desserts, quick breads and cakes. The course concludes with the principles of the modern desert plate.

#### **Course 6: International Cuisines 1 – 52 hours**

In this course you will explore the fundamentals of pasta and noodles. Using your growing command of techniques and culinary skills, you will prepare fresh pasta sauces, vegan cheese, and seasonally inspired pasta fillings. The panoply of international flavors and techniques exert a tremendous 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 flavors from Europe, the Middle-East, and the Americas.

#### **Course 7: International Cuisines 2 – 52 hours**

In this course you will continue exploring world cuisines, including regional menus from China, India, and South East Asia. We will also prepare seasonally inspired Macrobiotic-style foods, raw foods, and spa and retreat specialties. You will develop and prepare seasonal menus and low-sodium, heart-healthy menus using seasonal ingredients.

#### **Course 8: Advanced Culinary Technique – 56 hours**

In this course you will continue to prepare menus for special diets, including gluten and lactose-free recipes. This course explores alternative proteins in the marketplace, the principles of Ayurvedic cooking, mindful eating, and foods for immune support. You will also focus on developing and presenting a vegan, four-course banquet project. In advanced restaurant-style lessons you will prepare and serve recipes inspired by contemporary chefs and, create and serve your own plant-forward entrees.

#### **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.

### 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
- 35-1012.00 – First-Line Supervisors of Food Preparation and Serving Workers

- 35-2013.00 – Cooks, Private Household
- 35-2014.00 – Cooks, Restaurant
- 35-2019.00 – Cooks, All Other

### CLASS SIZE

The maximum class size for the Career Plant-Based Culinary Arts Program is 14-20 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 normally required for completion of each schedule option is determined by calculating the average number of weeks including snow days and holidays.

Schedule		Duration
<b>8 Months</b>		
5 days	Morning or Afternoon	20 weeks at 24 hours per week
<b>13 Months</b>		
2 days	Evening/Weekend	45 weeks at 12 hours per week

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

### TOTAL INSTITUTIONAL CHARGES

See Addendum I

### REQUIRED EQUIPMENT

A smart phone or tablet (i.e. iPad) is required. The device must be supplied by the student. It is recommended that you have a minimum of 8 gigs of available memory for the length of the program. Please see Addendum I for additional information about required supplies, books, uniforms, and associated charges.

### ATTENDANCE

Students must be present for 90% of their program. Please see the Academic Good Standing Evaluation section for more information.

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

### EVALUATION CRITERIA

#### Examinations & Projects

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

#### Participation & Performance

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

1. Uniform

- Wears a complete, clean and unwrinkled uniform. (See dress code for details.)
2. Food Safety
    - Keeps work area sanitized
    - Does not cross-contaminate
    - 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

Homework will be assigned throughout the program. 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 – IN PERSON

### CURRICULUM

This 316 clock-hour diploma program contains five modules that are divided into nine courses, which are divided into 106 lessons.

#### **Course 1: Concept Development and 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 a sample menu and devise a concept as a project, which will become part of their final business plans.

#### **Course 2: Marketing - 30 Hours**

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

#### **Course 3: Food Safety - 16 Hours**

Proper food handling and safety procedures are important elements of a successful culinary business. In this course students earn the nationally recognized ServSafe certification while learning the essential principles of food safety.

#### **Course 4: Purchasing and Cost Control - 45 Hours**

Strategies for purchasing and control are vital for the success of any culinary operation. This course examines labor, food and beverage 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: Supervision, Staff Management and Legal Aspects of Culinary Businesses - 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, employees and operators. Topics include labor relations, employment law, real estate and contracts. Various business structures are also surveyed.

#### **Course 6: Service Management - 30 Hours**

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

#### **Course 7: Finance and 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, profit and loss statements (P&Ls), break-even analysis, cash flow and financing. Budgets, industry standards (critical KPIs) and variation analyses are emphasized. Actual case studies are used to provide real experience.

#### **Course 8: Beverage and 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 (ServSafe Alcohol).

#### **Course 9: Facilities and 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, engineers, 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 – Food Service Managers
- 35-1011 – Chefs and Head Cooks
- 35-1012 – First-Line Supervisors of Food Preparation and Serving Workers
- 35-2013 – Cooks, Private Household



## **CLASS SIZE**

The maximum class size for the Diploma in Restaurant and Culinary Management program is 25-30 students.

## **PROGRAM DURATION**

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

<b>Schedule</b>	<b>Duration</b>
<b>7 Months</b>	
4 days	Morning, 30 weeks at 12 hours per week Afternoon or Evening

## **TOTAL INSTITUTIONAL CHARGES**

See Addendum I

## **REQUIRED EQUIPMENT**

Students are required to have a laptop with a minimum of 8 GB of available storage for class purpose for the length of the program and have a current version of Microsoft Office (version 2016 or greater) including Word, Excel and PowerPoint.

## **ATTENDANCE**

Students must be present for 90% of their program. Please see the Academic Good Standing Evaluation section for more information.

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

## **EVALUATION CRITERIA**

Grades for courses 1-8 will be based 50% on participation and 50% on written examinations or projects. The grade for course 9 will be 25% participation, 25% written examinations/projects, and 50% final Business Plan (a progressive project submitted at the end of this course).

## RESTAURANT AND CULINARY MANAGEMENT - ONLINE

### CURRICULUM

This 316 clock-hour diploma program contains five modules that are divided into nine courses, which are divided into 106 lessons. This program is offered as synchronous distance education meeting via video conference software.

The program is constructed as follows:

#### **Course 1: Concept Development and 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 a sample menu and devise a concept as a project, which will become part of their final business plans. This course also includes an orientation to online learning.

#### **Course 2: Marketing - 30 Hours**

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

#### **Course 3: Food Safety - 16 Hours**

Proper food handling and safety procedures are important elements of a successful culinary business. In this course students earn the nationally recognized ServSafe certification while learning the essential principles of food safety.

#### **Course 4: Purchasing and Cost Control - 45 Hours**

Strategies for purchasing and control are vital for the success of any culinary operation. This course examines labor, food and beverage 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: Supervision, Staff Management and Legal Aspects of Culinary Businesses - 45 Hours**

People are the most important resource in any culinary business. In this course, students focus on 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, employees and operators. Topics include labor relations, employment law, real estate and contracts.

Various business structures are also surveyed.

#### **Course 6: Service Management - 30 Hours**

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

#### **Course 7: Finance and 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, profit and loss statements (P&Ls), break-even analysis, cash flow and financing. Budgets, industry standards (critical KPIs) and variation analyses are emphasized. Actual case studies are used to provide real experience.

#### **Course 8: Beverage and 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 (ServSafe Alcohol).

#### **Course 9: Facilities and 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, engineers, 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 – Food Service Managers
- 35-1011 – Chefs and Head Cooks
- 35-1012 – First-Line Supervisors of Food Preparation and Serving Workers
- 35-2013 – Cooks, Private Household

**CLASS SIZE**

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

**PROGRAM DURATION**

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

<b>Schedule</b>	<b>Duration</b>
<b>7 Months</b>	
4 days	Morning, Afternoon or Evening
	30 weeks at 12 hours per week

**TOTAL INSTITUTIONAL CHARGES**

See Addendum I

**REQUIRED EQUIPMENT**

Students are required to have a laptop with a minimum of 8 GB of available storage for class purpose for the length of the program and have a current version of Microsoft Office (version 2016 or greater) including Word, Excel and PowerPoint. The computers must be fully functioning with video and microphone capabilities and broadband internet access.

**ATTENDANCE**

To be considered present, a student must have their computer camera on and be visible for the duration of the class.

Students must be present for 90% of their program. Please see the Academic Good Standing Evaluation section for more information.

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

**EVALUATION CRITERIA**

Grades for courses 1-8 will be based 50% on participation and 50% on written examinations or projects. The grade for course 9 will be 25% participation, 25% written examinations/projects, and 50% final Business Plan (a progressive project submitted at the end of this course).

## TOURISM, TRAVEL AND HOSPITALITY MANAGEMENT

\*Curriculum replaces Hospitality and Hotel Management Diploma Program, as of starts on or after 9/1/24.

### CURRICULUM

This 638 clock-hour diploma program consists of six modules divided into 11 courses. The first 10 courses are held at ICE. The eleventh course is a 200-hour off-site externship. The program is constructed as follows:

#### **Course 1: Introduction to Tourism, Travel and Hospitality - 38 Hours**

This course is an introduction to the travel, tourism, and hospitality industry. It explores the many facets that comprise these interrelated industries including: transportation providers, hotels, resorts, cruise ships, travel agencies, tour packagers, eco-tourism and their roles and functions.

#### **Course 2: Guest Services and the Hospitality Mindset - 40 Hours**

The concept of service is at the core of all public-facing enterprises. Developing a mindset centered on providing customers and guests with a positive, individualized experience, building an inclusive service culture and balancing extraordinary service with the other imperatives of the organization are the focus of this course.

#### **Course 3: Financial Concepts in Tourism, Travel and Lodging - 50 Hours**

Like most industries, success in tourism industry depends on ambition, hard work and numbers. Essentials like profit and loss statements, breakeven analysis, revenue management, calculation and projection, budgeting and interpreting financial statements make up the core of this course.

#### **Course 4: Lodging Operations Management - 50 Hours**

Successfully managing a hotel requires an awareness of every transaction and process that takes place from the time a guest checks in to the time they check out. This course provides students with a comprehensive look at the rooms division and the front and back office. Topics include: PMS operation, reservation process, security, record keeping and audit procedures. Housekeeping and maintenance operations and the best practices for effectively managing a secure sustainable and eco-friendly environment for guests is also covered.

#### **Course 5: Food and Beverage Management - 40 Hours**

Restaurants, banquet halls, bars, and lounges are all a part of any tourism enterprise and they rely on the food and beverage division. This course explores menu design, purchasing, controls, dining room management, alcoholic beverage service and financial management tools.

#### **Course 6: Travel and Tourism Operations Management - 40 Hours**

Coordination of travel via plane, train, ship and vehicle is this focus of this course as it explores smart technology, artificial

intelligence, software, ticketing, reservations, customer service and logistics. Attractions, recreation and destinations are all key aspects of tourism. This course explores central concepts of tourism operations including modeling and forecasting tourism demand, the roles of destinations and attractions in the product mix and the interrelationship of industry sectors.

#### **Course 7: Human Resources and Supervision - 48 Hours**

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

#### **Course 8: Promotion, Sales and Marketing - 44 Hours**

Even the most extraordinary property can fail if it is not positioned and marketed properly. From marketing audits and evaluations to consumer targeting and strategic messaging, this course examines the sales office organization, sales cycle, technology tools for marketing, cross-promotions and sales force management required to optimize performance and reach the desired demographic. This course will also explore how digital marketing, including social media and influencer marketing, and public relations work together to enhance branding and messaging across a variety of channels.

#### **Course 9: Introduction to Tourism and Hospitality Law - 40 Hours**

This course provides an overview of the legal issues that confront hospitality and tourism businesses. Topics include: contracts, legality and public policy, and consumer protection. Particular attention is paid to the issue of liability. Cases are studied and presented for discussion.

#### **Course 10: Meeting and Events Planning - 48 Hours**

As the size and scale of conferences, conventions and galas grows, managers require complex management skills to create themes, organize timelines, and coordinate catering and technical resources that include special audio/visual effects and lighting. This course provides students with an in-depth look at budgeting, site selection, ADA compliance and marketing.

#### **Course 11: Externship - 200 Hours**

At the end of their in-class training, students complete an externship to apply the skills they have gained. Students may choose to complete their externship within a broad range of hospitality and tourism venues, such as hotels, events or catering companies.

### EDUCATIONAL OBJECTIVES

Graduates of this program possess a thorough understanding of the principles of management as they apply to various

sectors of the lodging sector. Graduates will be prepared for entry-level management positions in the hospitality industry. Recent graduates are employed as front desk agents, banquet events coordinators, housekeeping supervisors, night auditors, and food & beverage supervisors.

The Department of Education 6-digit Classification of Instructional Programs (CIP) code for this program is:

- 52.0904 – Hotel/Motel Administration/Management

The Standard Occupational Classification (SOC) codes for this program are:

- 11-9051.00 – Food Service Managers
- 11-9081.00 – Lodging Managers
- 11-3013 – Facilities Managers
- 13-3013.00 – Business Operations Specialists

### CLASS SIZE

The maximum class size for the Tourism, Travel and Hospitality Management Diploma Program is 25-30 students.

### PROGRAM DURATION

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

Schedule	Duration
<b>8 Months</b>	
5 days	Morning 34 weeks at 20 hours per week* or Afternoon

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

### TOTAL INSTITUTIONAL CHARGES

See Addendum I

### REQUIRED EQUIPMENT

Students are required to have a laptop with a minimum of 8 GB of available storage for class purpose for the length of the program and have a current version of Microsoft Office (version 2016 or greater) including Word, Excel and PowerPoint.

### COURSE CERTIFICATES

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

1. Financial Concepts in Tourism, Travel and Lodging
2. Lodging Operations Management
3. Food and Beverage Management
4. Human Resources and Supervision
5. Meeting and Events Planning

### ATTENDANCE

Students must be present for 90% of their program. Please see the Academic Good Standing Evaluation section for more information.

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

### EVALUATION CRITERIA

10% of a student's course grades will be based on participation and 90% on written examinations or projects.

# THE ART OF CAKE DECORATING

## CURRICULUM

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

This program is not designed to provide vocational training. Programs are intended for students pursuing continuing education. This program is outside the scope of the ICE's ACCSC institutional accreditation.

### Course 1 – Introduction to Butter Cream Piping - 40 Hours

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

Course Highlights:

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

### Course 2 – Introduction to Royal Icing, Rolled Fondant and Pastillage - 60 Hours

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

Course Highlights:

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

### Course 3 – Advanced Rolled Fondant and Hand Modeling– 40 Hours

This course will introduce students to the more advanced techniques of rolled fondant including ruffling, drapery, and ribbons. Students will also utilize hand skills to practice different writing techniques and marzipan modeling.

Course Highlights:

- Advanced rolled fondant techniques for ruffling, drapery, smocking, crimping and tassels
- The art of writing: alphabetic practice utilizing various mediums as well as greetings on cakes and sugar plaques made out of pastillage and gum paste
- Hand modeling using marzipan and chocolate
- Preparation and finishing of upscale decorated cupcakes and cookies

### Course 4 – Sugar Paste Flowers and Airbrushing - 60 Hours

This course covers all aspects of preparing a wide assortment of sugar paste flowers. Students will be introduced to the basic equipment needed, coloring techniques, petal dusting, and floral arrangement. Basic airbrush designs and airbrushing techniques for basic flowers will be covered.

Course Highlights:

- Gum paste blossoms, buds and foliage as well as gum paste flowers, including roses, carnations, daisies, lilies and cymbidium orchids
- Airbrush techniques

### Course 5 – Contemporary Cakes - 40 Hours

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

Each student will be responsible for four (4) projects:

- Three-tier cake (Styrofoam) iced in royal icing or rolled fondant and decorated in a classical or contemporary style
- Floral spray (made up of a variety of sugar flowers)
- Pastillage card or plaque with a handwritten greeting
- Six decorated cookies or cupcakes

## EDUCATIONAL OBJECTIVES

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

## CLASS SIZE

The maximum class size for The Art of Cake Decorating program is 18 students.

## PROGRAM DURATION

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

Schedule

Duration

5 days      Morning or      12 weeks at 20 hours per  
                 Afternoon      week

## TOTAL INSTITUTIONAL CHARGES

\*See Addendum

## ATTENDANCE

Students must be present for 90% of their program. Please see the Academic Good Standing Evaluation section for more information.

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

## EVALUATION CRITERIA

### Examinations & Projects

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

### Participation & Performance

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

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

## THE TECHNIQUES OF ARTISAN BREAD BAKING

### CURRICULUM

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

This program is not designed to provide vocational training. Programs are intended for students pursuing continuing education. This program is outside the scope of the ICE's ACCSC institutional accreditation.

#### Course 1 – Introduction to Bread - 40 Hours

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

Course Highlights:

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

#### Course 2 – Baguettes, Rolls and Loaf Breads - 40 Hours

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

Course Highlights:

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

#### Course 3 – Specialty Breads - 40 Hours

Course three explores bread baking with rye and different grains in depth. The student will also master ethnic favorites from Northern to Southern Europe.

Course Highlights:

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

#### Course 4 – Viennoiserie and Decorative Breads - 40 Hours

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

Course Highlights:

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

#### Course 5 – Natural Ferment, Sourdough and Rye Breads - 40 Hours

Course five teaches students how to utilize natural ferments. The student will prepare artisan breads using age-old techniques. There's ample opportunity to explore alternative forms of flour and rising in this course.

Students will be introduced to the business management aspect of opening their own bread bakery.

Course Highlights:

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



## EDUCATIONAL OBJECTIVES

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

## CLASS SIZE

The maximum class size for The Techniques of Artisan Bread Baking program is 18 students.

## PROGRAM DURATION

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

Schedule	Duration
5 days Morning or Afternoon	9 weeks at 25 hours per week

## TOTAL INSTITUTIONAL CHARGES

\*See Addendum

## ATTENDANCE

Students must be present for 90% of their program. Please see the Academic Good Standing Evaluation section for more information.

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

## EVALUATION CRITERIA

### Examinations & Projects

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

### Participation & Performance

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

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

## INTENSIVE SOMMELIER TRAINING

### CURRICULUM

This 200 clock-hour certificate program is divided into eight courses which include a combination of lecture, tasting, and the art of sales and service.

This program is not designed to provide vocational training. Programs are intended for students pursuing continuing education. This program is outside the scope of the ICE's ACCSC institutional accreditation.

#### Course 1 – Wine Foundation – 36 Hours

The Wine Foundation unit will prepare students for future classes on the wine regions of the world. The program begins with the basics of grape growing and winemaking. Students will study the physiology of taste and how to taste and talk about wines. They will blind taste and evaluate wine, using the Court of Master Sommeliers Deductive Tasting Method. This includes practice identifying flaws in wine. The class will discuss the effects of aging wines and proper cellar conditions. There will be a lecture on food and wine pairing and occasion to taste classic food and wine pairings. There will be a detailed hands-on session on professional wine service including sparkling wines and decantation. The class will culminate in an international overview of important wine regions that will be covered in greater depth during the program and closes with a final exam comprising a theory paper and blind tasting. After day one, an average of 6 to 8 wines will be tasted each day.

Students will be taught:

- How the senses of smell and taste are used in the analysis and evaluation of wines
- How the aging of wine affects its quality and appearance
- The service and sales aspect of the sommelier position
- The proper technique for decanting and why it is important
- The proper technique for the safe opening and service of sparkling wine.
- The basic principles of wine and food pairing
- Component tasting to explore your sensitivity to wine structure and begin blind tasting, using the tasting grid developed by the Court of Master Sommeliers
- The major wine-producing regions of the world

#### Course 2 – Wines of France – 44 Hours

The Wines of France unit begins with an overview of the quality levels of French wines, focusing on the AOC system. Students will be introduced to the major wine regions of France, their history, climates and terroir, wine styles, cuisine and customs. We will take a virtual and tasting tour of the wine regions of France, covering grape varieties, AOCs, styles of wine and labeling. The regions to be covered include: Alsace, Loire Valley, Burgundy, Rhône, Provence, Bordeaux, Languedoc-Roussillon, Southwest, Jura, Savoie and Champagne. An average of 6 to 8 wines will be tasted each day.

Students will be taught:

- The major growing regions and appellations of France
- How to taste, characterize and evaluate wines from Alsace
- How to taste, characterize and evaluate wines from the Loire Valley
- How to taste, characterize and evaluate wines from Burgundy, Jura and Savoie.
- How to taste, characterize and evaluate wines from the Rhône Valley and Provence.
- How to taste, characterize and evaluate wines from the Languedoc-Roussillon and Southwest.
- How to taste, characterize and evaluate wines from Bordeaux
- How to taste, characterize and evaluate wines from Champagne

#### Course 3 – New World Wine Regions – 28 Hours

The New World Wine Regions unit begins with an overview of the history and current law regarding wine in the United States. We then cover the wines of California, Oregon, Washington state and New York at length and touch on other commercially relevant states. We study the New World style, grape varieties planted, site selection and other winemaking decisions. The emerging markets of Canada and Mexico are discussed before we proceed to South America, studying the wine history of Chile, Argentina and Uruguay and covering a similar range of important topics. The important New World wine countries of Australia, New Zealand and South Africa are also taught with similar methodology. An average of 6 to 8 wines will be tasted each day.

Students will be taught:

- The major growing regions for New World wines
- How to taste, characterize and evaluate wines from California and New York
- How to taste, characterize and evaluate wines from the Pacific Northwest and Canada
- How to taste, characterize and evaluate wines from South America
- How to taste, characterize and evaluate wines from Australia, New Zealand and South Africa

#### Course 4 – Wines of Italy - 20 Hours

The Wines of Italy unit begins with an overview of the quality levels of Italian wine. Students will be introduced to the major wine regions of Italy, their history, climates and terroir, wine styles and cuisine. We will take a virtual and tasting tour of the wine regions of Italy, covering grape varieties, appellations, regulations and labeling. The regions to be covered include Piedmont and the rest of Northern Italy, Tuscany and the rest of Central Italy, Southern Italy, and the islands. An average of 6 to 8 wines will be tasted each day.

Students will be taught:

- The major growing regions of the Italian Peninsula
- How to taste, characterize and evaluate wines from Piedmont and Northern Italy

- How to taste, characterize and evaluate wines from Lombardy, Alto-Adige, Veneto and Tre Venezie
- How to taste, characterize and evaluate wines from Tuscany and Central Italy
- How to taste, characterize and evaluate wines from Southern Italy and Sicily

### **Course 5 – Wines of The Iberian Peninsula – 24 Hours**

The Wines of the Iberian Peninsula unit begins with an overview of the quality levels of Spanish wines. Students will be introduced to the major wine regions of Spain, their history, climates and terroir, wine styles and cuisine. We will take a virtual and tasting tour of the wine regions of Spain, covering grape varieties, appellation law, styles of wine and labeling. The regions to be covered include Rioja, Ribera del Duero, Navarra, Priorat, Rueda, Rías Baixas and others. We will also discuss and study Cava production methods. We will study the production method and styles of fortified wine, covering Sherry, Port and Madeira. We will also study the still wine regions of Portugal, covering its long history, grape varieties, appellation law, styles of wine and labeling. The regions to be covered include: Douro, Dão, Bairrada, Minho and others. An average of 6 to 8 wines will be tasted each day.

Students will be taught:

- The major growing regions of Spain
- The major growing regions of Portugal
- The production methods for Sherry
- The production methods for Port and Madeira
- How to taste, characterize and evaluate wines of Spain
- Taste, characterize and evaluate wines Portugal

### **Course 6 – Wines of Germany, Eastern Europe And The Levant – 20 Hours**

This unit begins with an overview of the geography of these varied regions. Students will be introduced to the major wine regions of Germany, their history, climates and terroir, quality levels and cuisine. We will take a virtual and tasting tour of the wine regions of Germany, covering grape varieties, appellation law, styles of wine and labeling. We will emphasize the wines of the Mosel, Rheingau, Pfalz, Rheinhessen and Nahe. This module will then study Austria, Hungary and Greece. We will also touch on the ancient wine regions of Israel and Lebanon. An average of 6 to 8 wines will be tasted each day.

Students will be taught:

- The major growing regions of Germany and the wine producing regions of Eastern Europe
- The specific grape varieties of German wines
- How to taste, characterize and evaluate wines from Mosel and Rheingau
- How to taste, characterize and evaluate wines from Austria
- How to taste, characterize and evaluate wines from Hungary
- How to taste, characterize and evaluate wines from Greece

### **Course 7 – Beer, Sake and Spirits – 16 Hours**

The Beers, Sakes and Spirits unit begins with beer production, terms and styles. We then cover the production of sake, the regions and basic terminology. We will then discuss distillation and whiskies from around the world. The great brandies of the world, liqueurs and other spirits will be covered as well. The program will conclude with a theory paper and sparkling wine service exam, adhering to the Court of Master Sommeliers service standards.

Students will be taught:

- The distillation processes by which all major spirits are produced
- The popular and premium spirits brands in today's market
- The traditional aperitifs and digestifs that begin a meal
- The great brandies of the world and their producers
- The great whiskies of the world and their producers
- The methods by which liqueurs are produced, how they are produced and from which region they originate
- Classic and modern cocktails

### **Course 8 – Wine Program Management – 12 Hours**

The Wine Program Management unit begins with creating a winning wine list including menu concept, pricing, variety of selections and creative marketing. Beverage cost control, vendor relations, cellar management and beverage law round out this module. The unit will conclude with a theory paper and decanting wine service exam, adhering to the Court of Master Sommeliers service standards.

Students will be taught:

- How to design a wine list for various types of service venues
- The proper formula for pricing
- The requirements for proper beverage and cellar management
- The steps necessary for maintaining control of wine program costs
- The implications of beverage laws to the sommelier position

### **EDUCATIONAL OBJECTIVES**

Graduates of this certificate program will possess a thorough understanding of the principal wine growing regions and varietals as well as principles of wine list design and service.

### **CLASS SIZE**

Class size is limited to 22 students.

### **PROGRAM DURATION**

Our program duration varies according to the schedule option selected. Students may attend class 3 or 5 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 inclement weather days and holidays.

<b>Schedule</b>		<b>Duration</b>
5 days	Morning	11 Weeks
3 days	Evening	17 Weeks

be assessed to make up a tasting exam.. The make-up must be completed within three class periods of the original exam.

(Note: The optional Introductory and Certified Sommelier exams are held after the official end of the program.)

## **TOTAL INSTITUTIONAL CHARGES**

\*See Addendum

## **ATTENDANCE**

Students must be present for at least 90% of the program. Please see the Academic Good Standing Evaluation section for more information.

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

## **EVALUATION CRITERIA**

At the end of Courses 1-6, students will be given a written theory exam (65% of course grade) and a tasting exam (25% of course grade). They will receive a performance evaluation grade (10% of course grade) that reflects their efforts in a combination of the following: attendance, participation, adherence to the dress code and overall professionalism.

The evaluation components for Courses 7-8 are: written theory exam (20%), service exam (40%), performance evaluation grade (10%), and assignments (30%).

## **COURT OF MASTER SOMMELIERS EXAMS**

Students in the Intensive Sommelier Training program must successfully complete the program in order to take the optional, onsite Court of Master Sommeliers Introductory and Certified exams, which are included in the course cost. No refunds will be given to students who do not take these exams. The Court exams are typically conducted within one week of graduation. Students must be at least 21 years of age to take the examination. Students who are under age must delay taking the examination until they are 21.

## **MAKE-UP WORK**

Students may retake the written theory portion of a course exam once in an effort to achieve a passing grade for the course. The grade for a retaken exam will replace the theory exam. The retake must be completed within three class periods of notification of a failing grade. In the event the grade of the retaken examination does not result in achieving a passing grade for the course, the student may withdraw without prejudice or will be administratively dismissed. Students who have withdrawn may enroll in a subsequent cohort and retake the failed course.

In extraordinary circumstances (for example: court date, medical condition, military duty, documentation required), students who are absent on the day of an end-of-course exam will be permitted to make up the examination. A fee of \$150 will be assessed to make up a service exam. A fee of \$125 will

## ADMISSIONS

### HOW TO CONTACT

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

### ENTRANCE REQUIREMENTS

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

We evaluate applications for admissions based on various factors. These include, but are not limited to, the demonstration of motivation and a likelihood of academic success. The Institute of Culinary Education reserves the right to deny or revoke admission or to deny re-admission or re-enrollment to anyone who does not meet these or any other factors used to evaluate applicants.

Student enrolling in online programs are required to complete an online readiness assessment to assure that they are prepared for distance education. In addition, the student must be located in New York or New Jersey while they are taking the program.

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

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

Please contact your Admissions Representative for further details.

### ENGLISH PROFICIENCY

All students are required to be proficient in the English language. Students 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
- Duolingo English Test score of at least 95.
- 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

Students who wish to have credit earned at another institution considered for transfer must submit to the Registrar: (1) an application; (2) an official transcript from the granting institution indicating the number of credit or clock hours awarded, the final grade, and a course syllabus describing the topics of instruction; and (3) any additional supporting documentation that may be requested by ICE in connection with the evaluation. For students intending to finance their education with VA education benefits, an evaluation of prior college credit is mandatory. Such students must submit the following: (1) a transfer credit application; (2) an official transcript from the granting institution indicating the number of credit or clock hours awarded, the final grade, and a course syllabus describing the topics of instruction; and (3) any additional supporting documentation that may be requested in connection with the evaluation.

As a threshold matter, credit earned for courses completed at another institution must satisfy the following, minimum requirements to be eligible for transfer:

1. The credit must have been granted by a postsecondary institution that, at the time the credit was granted, was accredited by a national or regional accrediting organization recognized by the U.S. Department of Education.
2. The student must have earned a minimum grade of 3.0, or the equivalent letter grade, on a scale of 0.0 – 4.0.

ICE will consider the following factors when determining whether credit earned for courses completed at another institution will be accepted for transfer:

1. Equivalence of course content
2. Rigor and level of instruction
3. Course length in hours
4. Age of course credits
5. Comparability of expected skills and competencies

The application for transfer credit will be evaluated by the Vice President of Education and the decision is final. Credits for internships of any kind are not transferable. In addition,

the total course credit accepted on transfer cannot exceed 25% of the individual's program. This restriction does not apply to students transferring from ICE's Pasadena Campus, who may transfer 100% of the programs that are offered at ICE NY.

The Institute will award transfer credit only for courses that are determined to be equivalent in rigor and content to courses in the programs offered by ICE. Prospective and current students should note that ICE considers its curriculum to be unique among culinary arts institutions, with the result that this standard can be difficult to satisfy.

**National College Credit Recommendation Service (NCCRS)**  
ICE is proud to have been evaluated by the National College Credit Recommendation Service (NCCRS), an organization chartered by the University of the State of New York to make college credit recommendations.

Currently, graduates of our diploma programs are eligible to receive up to the below number of college credits:

- Career Culinary Arts Program – 18
- Career Plant-Based Culinary Arts – 15-18
- Career Pastry and Baking Arts Program – 15-18
- Diploma in Restaurant and Culinary Management – 16
- Hospitality & Hotel Management Diploma – 24

### **NATIONAL COLLEGE CREDIT RECOMMENDATION SERVICE (NCCRS)**

NCCRS makes credit recommendations to 1,500 colleges and universities to use as a guide in granting college credit for courses taken at non-degree granting institutions.

ICE itself cannot award college credit, but cooperating colleges and universities may. Note that the actual amount of credit awarded is up to the awarding institution. For more information, please visit <http://www.nationalccrs.org/>.

### **COLLEGE CREDIT – DISCLAIMER STATEMENT**

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

### **HOW TO APPLY FOR ADMISSION**

1. Contact the Office of Admissions at (888) 997-CHEF to get started.
2. Visit the school for a personal tour and information session that will detail your education - with your career goals always in mind.
3. Fill out an application online at [www.ice.edu/APPLY](http://www.ice.edu/APPLY) for your desired program and select the schedule most convenient for you. Classes typically open for enrollment 6 months in advance of their start date.
4. If you need financial aid, be sure to ask your Admissions Representative to make an appointment with the Office of Student Financial

Services to explore and fully understand all the financing options that are available to you. Alternatively, they may be reached directly at [NYfinaid@ice.edu](mailto:NYfinaid@ice.edu) or at (212) 847-0765.

5. When you have completed both the admissions and finance processes, your Admissions Representative will enroll you. This will include signing your Enrollment Agreement, securing a deposit (if applicable), getting fitted for your chef's coat, and picking up your knives, books, and professional tool kit when applicable.

Please note that a limited number of spaces in each class prevents ICE from admitting as many prospective students as there are applicants. If you are not admitted to the program with the start date you desire, your initial tuition payment can be refunded or transferred to another start date. Applications remain on file with the New York 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 except for students paying by bank loan. The School will provide the student with a receipt. The initial tuition payment is not required for students whose Financial Aid will cover more than 90% of their institutional charges, provided the student has completed all required Financial Aid forms prior to the start of the enrollment period. An initial tuition payment is also not required where Veteran

Aid Benefits (current proof of award required) match or exceed 10% of the total charges.

Students paying by credit or debit card will be subject to a 2.5% service fee.

### **TUITION & SUPPLIES**

Total Institutional Charges includes all course expenses, food, Wine Essentials Series and class field trips (where applicable), guest lectures, registration fee and all applicable taxes.

Student supplies are also included, consisting where applicable of books, uniforms, knives and tools. For more information, please refer to the Total Institutional Charges and Supplies outlines in the Addendum.

### **TUITION PAYMENT OPTIONS OVERVIEW**

The below financial aid and payment options may be available to qualified individuals.

1. Federal Financial Aid – Title IV aid options include both need-based grants and loans administered by the US Department of Education.
2. Private Student Loans – Private student loans are available through a variety of lenders to qualified individuals. Some lenders require the student to complete a FASFA and/or accept all or portions of their eligible Title IV aid. Interest rates vary based on credit history and market interest rates. You can find detailed information on private student loans on the ICE website at ice.edu. Students are encouraged to shop for additional student loan options, as ICE’s website is not an exhaustive resource.
3. Payment Plan\* – Short-term tuition financing program originated by ICE/Tuition Flex and serviced by Launch Servicing, LLC. The loan must be repaid in full within 30 days after commencement of externship for those programs that have an externship, and within 30 days of the last day of class for those programs without externships. For students using this payment method, the Retail Installment Sale Agreement specifies the terms of the loan including term and interest rates.
4. Tuition Flex Loan\* – Long-term tuition financing program originated by ICE and serviced by Launch Servicing, LLC. There is a nonrefundable \$75 Application Processing Fee for the Tuition Flex loan and it is only available to students who have exhausted all other funding options at ICE. For students using this payment method, the Retail Installment Sale Agreement specifies the terms of the loan including term and interest rates.

Detailed descriptions of the above may be found in the Financial Services section of this Catalog.

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

### **TUITION DISCOUNTS**

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

1. Double Diploma Discount – Students enrolling in the second program after the date of their initial enrollment will receive the discount (if any) specified in the current enrollment agreement. Third enrollments are not eligible for this discount. Students who have been permitted to re-enter after graduation, withdrawal or dismissal will be ineligible for a Double Diploma Discount unless the Total Institutional Charges for the prior program have been paid in full.
  - Culinary Arts: Students enrolled in the Career Culinary Arts Program who enroll in the Career Pastry and Baking Arts, Career Plant-Based Culinary Arts, Diploma in Restaurant and Culinary Management, or Tourism, Travel and Hospitality Management Program will have a discount of \$4,000 applied to their Balance Due. Students enrolling in Cake Decorating, Bread Baking, or Intensive Sommelier will receive a discount of \$1,500 applied to their Balance Due.
  - Pastry and Baking Arts: Students enrolled in the Career Pastry and Baking Arts Program who enroll in the Career Culinary Arts, Career Plant-Based Culinary Arts, Diploma in Restaurant and Culinary Management, or Tourism, Travel and Hospitality Management Program will have a discount of \$4,000 applied to their Balance Due. Students enrolling in Cake Decorating, Bread Baking or Intensive Sommelier will receive a discount of \$1,500 applied to their Balance Due.
  - Plant-Based Culinary Arts: Students enrolled in the Career Plant-Based Culinary Arts Program who enroll in the Career Culinary Arts, Career Pastry and Baking Arts, Diploma in Restaurant and Culinary Management, or Tourism, Travel and Hospitality Management Program will have a discount of \$4,000 applied to their Balance Due. Students enrolling in Cake Decorating, Bread Baking or Intensive Sommelier will receive a discount of \$1,500 applied to their Balance Due.
  - Restaurant and Culinary Management: Students enrolled in the Diploma in Restaurant and Culinary Management program who enroll in the Career Culinary Arts, Career Pastry and Baking Arts, or Career Plant-Based Culinary Arts Program will have a discount of \$4,000 applied to their Balance Due.
  - Tourism, Travel and Hospitality Management: Students enrolled in the Tourism, Travel, and Hospitality Management Program who enroll in the Career Culinary Arts, Career Pastry and Baking Arts, or Career Plant-Based Culinary Arts Program will have a discount of \$4,000 applied to their Balance Due.
  - Cake Decorating: Students enrolled in The Art of Cake Decorating who enroll in the Career Culinary Arts, Career Pastry and Baking Arts, or Career Plant-Based Culinary Arts Program will have a discount of \$1,500 applied to their Balance Due.

- Bread Baking: Students enrolled in The Techniques of Artisan Bread Baking who enroll in the Career Culinary Arts, Career Pastry and Baking Arts, or Career Plant-Based Culinary Arts Program will have a discount of \$1,500 applied to their Balance Due.
  - Sommelier Program: Students enrolled in the Intensive Sommelier Training Program who enroll in the Career Culinary Arts, Career Pastry and Baking Arts, or Career Plant-Based Culinary Arts Program will have a Discount of \$1,500 applied to their Balance Due.
2. Out-of-Area Discount\*+— US Citizens & Permanent Residents whose permanent address is more than 100 miles from the School will receive a discount of \$2,500 applied to the Balance Due for their tuition for the Career Culinary Arts, Pastry and Baking Arts, and Career Plant-Based Culinary Arts Programs or \$750 applied to the Balance Due for the Diploma in Restaurant and Culinary Management and Tourism, Travel and Hospitality Management Programs. US Citizens & Permanent Residents: The student must provide proof of permanent home address in the form of government-issued photo identification that has not expired (e.g., driver’s license, deposits, energy bills, etc.) or US passport in addition to a recent utility bill or federal mail.
  3. Military Discount\* – Students who present appropriate military or Veterans Administration documentation will have a \$2,500 discount applied to their Balance Due for the Career Culinary Arts, Career Pastry and Baking Arts, and Career Plant-Based Culinary Arts after all applicable benefits have been applied. For the Diploma in Restaurant and Culinary Management and Tourism, Travel and Hospitality Programs, such students will receive a \$750 discount applied to their Balance Due.
  4. Pasco Shikishima Corporation Discount – A \$2,500 discount is applied to the balance due for employees of the Pasco Shikishima Corporation who are enrolling in The Techniques of Artisan Bread Baking program. Employment documentation is required from the company in order to receive discount.

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

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

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

## VACCINATION POLICY

The Institute of Culinary Education does not have an in-school vaccination program or provide students with vaccinations and does not require proof of vaccination as a condition of admission or continued attendance. We expect that all students are in good general health and are current with any vaccinations that are necessary to maintain good health.

Students wishing to be vaccinated should consult with a qualified health care professional.

## HOUSING

ICE does not own or operate its own dormitories. However, the Student Housing Program offers comfortable, convenient, fully furnished apartments in some of New York City's most exciting and vibrant communities through its third-party vendors. With ICE’s unique housing solutions, there is no need to worry about negotiating rent or short-term leases, securing a roommate (if you choose). Just open up your bags and dedicate your energy to your career goals, let us help you with the rest. Be sure to ask your Admissions Representative for details on ICE’s Out-of-Area Tuition Discount. For more information on these programs and more, please visit [ice.edu/HOUSING](http://ice.edu/HOUSING) or contact the Housing Coordinators at [NYhousing@ice.edu](mailto:NYhousing@ice.edu).

## INTERNATIONAL STUDENTS

All students who wish to attend ICE must first submit an Application for Admission and be accepted. Please note that all classes are taught in English.

Students enrolling in the Career Culinary Arts, Career Pastry and Baking Arts, Career Plant-Based Culinary Arts, or Tourism, Travel and Hospitality Management programs are typically required to obtain an M-1 visa. They must take morning or afternoon classes (no alternative schedules). Restaurant and Culinary Management may also be taken in conjunction with Culinary, Pastry or Plant-Based Culinary Arts.

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

- Proof of financial resources demonstrating availability of direct institutional expenses plus indirect living expenses.
- M-1 applicants must show financial resources covering the entire length of the programs. For current direct and indirect costs, contact your Admissions Representative. 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.

To qualify for an M-1 visa, international students must pay a 10% deposit and sign a Contract to Make Payment in Full Prior to Class Start Date before any student visa applications can be released. All international students (anyone who is not either a U.S. citizen or permanent resident) must pay a 10% deposit and sign a Contract to Make Payment in Full Prior to Class Start Date.

Please refer to our International Student Guidelines to help you understand the requirements of the M-1 visa process. ICE’s New York campus does not sponsor F-1 or other visas.

For more information please visit <https://www.ice.edu/prospective-students/international-students> or contact your Admissions Representative.



### **BACKGROUND CHECK**

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

### **DISABILITIES**

The Institute of Culinary Education is committed to providing qualified students with an equal opportunity to access the benefits, rights and privileges of its services, programs and activities in compliance with The 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 (212) 847-0732. If a request for a reasonable accommodation is not received by the Dean of Students, it may result in the denial or delay of services for students. ICE does not discriminate against qualified students based on disability. Any information on disabilities that an applicant chooses to disclose will be used only in reviewing an applicant's request for reasonable accommodations.

For more information, contact the Office of Student Affairs.

### **NONDISCRIMINATION STATEMENT**

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.

## FINANCIAL SERVICES

### HOW TO CONTACT

The Office of Student Financial Services may be reached at (212) 847-0765 or by email at [sfs@ice.edu](mailto:sfs@ice.edu). To make a payment, please contact the Bursar at (212) 847- 0749 or visit [pay.ice.edu](http://pay.ice.edu).

### FEDERAL FINANCIAL AID PROGRAMS

#### Student Aid Eligibility

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

- Demonstrate financial need (except for certain loans).
- Have a high school diploma or a General Education Development (GED) certificate.
- Be working toward 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).
- 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.

Even if you are ineligible for a federal grant or other federal aid, you should complete the FAFSA as you may be eligible for non federal 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 how much federal aid you are eligible for, which is calculated by a formula established by law. The SAI (Student Aid Index) is not the amount of money that your family must provide. Rather, you should think of the SAI 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 SAI is a certain number, you may be eligible for a Federal Pell

Grant assuming you meet all other eligibility requirements. You can get worksheets that show how the SAI is calculated by downloading them from <https://studentaid.gov/resources#fafsa>. Click on the award year appropriate to you under "SAI 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 SAI, 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. You may find direct and indirect costs of attendance at <https://www.ice.edu/tuition-financial-aid/tuition-fees-discounts/newyork>

#### Professional Judgement

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 SAI. The Student Financial Services Advisor can also change your status from dependent to independent but only under specific circumstances the aid administrator will explain.

1. **Special Circumstances** refer to financial situations (loss of a job, etc.) that justify an aid administrator adjusting data elements in the COA or in the SAI calculation.
2. **Unusual Circumstances** refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation (e.g., human trafficking, refugee or asylee status, parental abandonment, incarceration), more commonly referred to as a dependency override.

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.studentaid.gov/>. Select the 2024-2025 and 2025-2026 (when applicable) school year.
  - You will be asked to complete personal security questions and create a password. The password will allow you to return to a saved application or check the status of an application in process.
  - The ICE school code is: 041443.

- Be sure to use the “Next” and “Previous” buttons to move from page to page. (Using your web browser back and forward buttons may cause you to lose information.)
  - Save your data before moving to the next page!
3. For completing the 2024-2025 FAFSA, students and contributors must consent to share their Federal Tax Information.
  4. After submitting your FAFSA, please print a copy for your records and contact the Office of Student Financial Services for the next steps once you receive an email stating that your FAFSA was successfully processed.

## FEDERAL PELL GRANT

A Federal Pell Grant, unlike a loan, does not have to be repaid. At ICE, Pell Grants are awarded to undergraduate students who have not earned a bachelor's or a professional degree. Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added.

### How much can I get?

The maximum Pell Grant award for the 2024-2025 award year (July 1, 2024 to June 30, 2025) is \$7,395.

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

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

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

## FSEOG PROGRAM

The FSEOG Program provides need-based grants to help undergraduate students finance the costs of postsecondary education. When making FSEOG awards, the institution must give priority to those students with “exceptional need” (those with the lowest Expected Family Contributions (EFCs)/Student Aid Index (SAI), 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.

## DIRECT SUBSIDIZED & UNSUBSIDIZED LOANS

ICE participates in the Direct Loan Program. The U.S. Department of Education administers the William D. Ford Federal Direct Loan (Direct Loan) Program. The Direct Loan programs consist of what were formerly 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](http://ice.edu). Under the Direct Loan Programs, the funds for your loan come directly from the federal government. Eligibility rules and loan amounts are set by the Department of Education.

### How can I get a Direct Loan?

In order to apply for a Direct Loan, you must first fill out a FAFSA. After your FAFSA is processed, ICE will review the results and 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 Federal Loans.

### 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.

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

#### **How will I get the loan money?**

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

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

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

#### **What's the interest rate?**

For all undergraduate unsubsidized and subsidized Direct Loans disbursed on or after July 1, 2024 and before July 1, 2025, the interest rate is fixed at 6.53%.

<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 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 Loan. If you have an unsubsidized 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 Direct Loan ever be discharged (canceled)?**

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

#### **DIRECT PLUS LOANS (PARENT LOANS)**

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

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

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

application must be submitted to the Office of Student Financial Services.

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

#### **How much can my parents borrow?**

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

#### **Who gets my parents' loan money?**

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

#### **What's the interest rate?**

Direct PLUS Loans first disbursed on or after July 1, 2024 and before July 1, 2025 have a fixed interest rate of 9.08%.

<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.

#### **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.gov/understand-aid/types/loans/plus/parent#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 Student Financial Services at ICE.

### **GET YOUR LOAN INFORMATION**

The U.S. Department of Education's National Student Loan Data System (NSLDS) allows you to access information on loan and/or federal grant amounts, your loan status (including outstanding balances), and disbursements made. Go to [www.nsls.ed.gov](http://www.nsls.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 ICE, the financial institution that made or owns your loan and the federal government (your Direct Loan Lender) can take action to recover the money you owe.

Here are some consequences of default:

National credit bureaus can be notified of your default, which will harm your credit rating, making it hard to buy a car or a house.

You would be ineligible for additional federal student aid if you decided to return to school.

Loan payments can be deducted from your paycheck. State and federal income tax refunds can be withheld and applied toward the amount you owe.

You will have to pay late fees and collection costs on top of what you already owe.

You can be sued.

### **LOAN CONSOLIDATION**

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

### **RETURN OF TITLE IV FUNDS**

The law specifies how ICE must determine the amount of Title IV program aid that you are eligible for if you withdraw from school. The Title IV programs are the following: Federal Pell Grants, Stafford Loans, and PLUS Loans.

- When you withdraw, the amount of Title IV program aid that you have earned up to that point is determined by a specific formula. If your total disbursements exceed more than you are entitled to, based upon the calculations, the excess funds must be returned by the school, which may result in a remaining balance due to the school. You will be responsible for this balance.
- The amount of aid that you have entitled to keep is determined on the number of days in attendance. All ineligible funds must be returned either by the school, the student, or both. Federal software is used to calculate the amount of ineligible aid to be returned and by whom. Once you have completed more than 60% of the period of enrollment, you are entitled to receive all scheduled aid.
- If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, the school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. The school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition or fees.
- There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For

example, if you are a first-time, first-year student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct loan funds that you would have received had you remained enrolled past the 30th day.

- Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with the school or the Department of Education to return the unearned grant funds.
- The requirements for Title IV program funds when you withdraw are separate from the ICE New York campus refund policy. Therefore, you may still owe funds to ICE to cover unpaid institutional charges. ICE may also charge you for any Title IV program funds that ICE was required to return. The Bursar will notify you of any funds that were returned.
- Various departments can provide you with the requirements and procedures for officially withdrawing from school. They include the Registrar and Bursar.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## PRIVATE LOANS

The 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 cosigner 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.

With the Smart Option Student Loan, you can select from three repayment options. While in school, you can choose to make monthly interest payments or fixed \$25 payments,—or you can choose to defer payments until after school. The repayment option you choose applies during school and for six months after you leave school (your grace period). After that, you begin to make principal and interest payments. To understand these options, and to see which is best for you, please visit <http://www.salliemae.com/ctsmartloan>.

What you may need to refer to when applying:

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

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

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

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

## PAYMENT METHODS

**Payment in Full** – One payment by check/money order, credit/debit card or bank wire made at or before the time of enrollment. If payment is returned unpaid by payer's bank, the student may be charged \$35.00 or up to the greatest amount allowed by law.

**Contract to Make Payment in Full Prior to Class Start Date** – Payment(s) by check/money order, credit/debit card or bank wire such that the entire Unpaid Balance is satisfied prior to the first day of the program. The student will receive a signed copy of the Contract for Payment in Full Prior to Class Start Date.

**Payment Plan** – Short-term tuition financing program originated by ICE/Tuition Flex and serviced by Launch Servicing, LLC. The loan must be repaid in full within 30 days after commencement of externship for those programs that have an externship, and within 30 days of the last day of class for those programs without externships. For students using this payment method, the Retail Installment Sale Agreement specifies the terms of the loan including term and interest rates.

**Tuition Flex Loan** - Long-term tuition financing program originated by ICE and serviced by Launch Servicing, LLC. There is a non-refundable \$75 Application Processing Fee for the Tuition Flex loan and it is only available to students who have exhausted all other funding options to pay for tuition and supplies at ICE. For students using this payment method, the Retail Installment Sale Agreement specifies the terms of the loan including term and interest rates.

When you visit ICE, please bring the following:

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

## REFUND POLICY

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

1. Students may withdraw from the school at any time subject to the school's refund policy by providing



verbal or written notice of withdrawal to the Dean of Students and/or Registrar. The failure of a student to notify the Dean of Students or Registrar in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

2. If a student is denied admission to the school, he/she will receive a refund of all monies paid.
3. If a student enrolls prior to visiting the school's facility, he/she may cancel within three (3) days of touring the school's facilities and inspecting the equipment and receive a refund of all monies paid.
4. If a student cancels within three (3) days of signing the Enrollment Agreement, he/she will receive a refund of all monies paid except the cost of uniforms and e-books, provided that all other items received are returned in unused condition.
5. If a student cancels within four to seven (4-7) days of signing the enrollment agreement, but prior to the commencement of classes, he/she will receive a refund of all moneys paid, except for the registration fee and cost of uniforms and e-books, provided that all other items received are returned in unused condition. If a student cancels within four to seven (4-7) days of signing the enrollment agreement but after instruction has begun, he/she will receive a refund of all monies paid except for the registration fee and any amounts paid for materials received and personalized uniforms ordered.
6. Thereafter, a student is liable for:
  - The \$85 registration fee; plus
  - The cost of any texts, books, knives, equipment and tool kits received, food costs, and personalized uniforms ordered, whether or not received; plus
  - The tuition liability as of the student's last date of physical attendance as determined by the school's records. Tuition liability is divided by the number of quarters in the program in which a student is enrolled. Tuition liability is limited to the quarter during which the student withdrew or was dismissed plus tuition for any previous quarters completed.
7. If a student withdraws or is dismissed during the first quarter, the student's tuition liability for such quarter is as follows:
  - Prior to or during the first week 0%
  - During the second week 25%
  - During the third week 50%
  - During the fourth week 75%
  - After the fourth week 100%
8. If a student withdraws or is dismissed during any subsequent quarter, the student's tuition liability for such quarter is as follows:
  - Prior to or during the first week 25%
  - During the second week 50%
  - During the third week 75%
  - After the third week 100%
9. A refund may exceed the amount stated above if applicable state or federal law or accreditation

standards, as may be amended from time to time, provide for a greater refund.

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

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

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

### **TUITION REIMBURSEMENT ACCOUNT**

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

The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form.

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

### **WEEKLY TUITION LIABILITY CHARTS**

Please see Appendix B.



## ACADEMIC POLICIES

### ATTENDANCE

Students are required to maintain 90% attendance. Please see “Academic Good Standing Evaluation” for more information. Attendance is taken at the start of each lesson and some schedules meet for more than one lesson per day. In online courses delivered via video conference, the camera must be on at all times to verify student’s attendance.

### Absences and Lateness

A student who accrues five or more absences in a course will receive an automatic course failure. The student will be required to re-take the entire course, following the standard Course Repetition & Failure policy.

Students must not miss more than 30 minutes in any given class period. Any student who misses 30 minutes or more in a given class period will be marked absent.

Lateness is a disruption to the educational environment and will affect participation grades. Any combination of absences, lateness, or early departure totaling five occurrences or more in a course will result in grade reduction and may result in referral to the Disciplinary Committee. If these behaviors persist, the student may be subject to course failure or dismissal from the program.

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

### MAKE-UP POLICIES

#### Make-Up Classes

Make-up classes are available only to students who have not met the Academic Good Standing evaluation and require permission of the Dean of Students.

For online students, classes are recorded and are available for instructional purposes, however, the student will still be marked absent since they did not attend and participate in the live class.

#### Make-Up Written Examinations

Every instructor will provide you with his or her own make-up examination policy. Examinations are scheduled and administered by your course 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

The externship course is directly supervised by ICE, and is required for graduation for the following programs: Career Culinary Arts, Career Pastry and Baking Arts, Career Plant-Based Culinary Arts, and Tourism, Travel and Hospitality Management. The externship is overseen by a designated ICE career services advisor, and its planned program of activities is guided by ICE’s programmatic Skills Checklist. The onsite supervisor is directed to train the student on and assess the competencies found in the Skills Checklist. Externship-related assignments are also required for the assessment of this practical training course.

#### Commencement of Externship

Externships must begin within 7 days from the last day of class. Failure to commence externship within this timeframe may result in administrative dismissal. The student must successfully complete the externship to graduate from the Career Culinary Arts, Career Pastry and Baking Arts, Career Plant-Based Culinary Arts, and the Tourism, Travel and Hospitality Management Programs.

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

#### Duration

The duration of the externship is 210 hours for the Career Culinary Arts and Career Pastry and Baking Arts Programs, or 200 hours for the Career Plant-Based Culinary Arts and Tourism, Travel and Hospitality Management programs. All externships must last at least six weeks.

Students must complete a minimum of 12 hours and a maximum of 35 hours per week. No credit will be given for hours logged in excess of the 35-hour per week limit.

#### Attendance Journals

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

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

#### Evaluation

At the conclusion of the externship, ICE will send an evaluation form and skills checklist to the designated

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

### Student Feedback/Incidents

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

### Disciplinary Aspects

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

### Externship Placement

ICE offers training, guidance and support to assist students in securing an externship, however, placement is subject to the site's availability and the student's active and successful participation in the interview process.

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

### ASSESSING STUDENT PROGRESS

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

### Frequency of Evaluation

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

### Grades

The following grade scale will be used:

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

CGPA (Cumulative Grade Point Average) is weighted by course length.

### Incompletes

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

### Academic Good Standing Evaluation

Students will be evaluated at the midpoint and endpoint of each quarter on attendance and grade point average. Students are required to have 90% attendance and a cumulative grade point average of 2.0 or higher.

Students who fail to meet this standard will receive a warning and be offered an academic improvement plan, which will include counseling and remediation.

If the student fails to achieve 90% attendance and a cumulative grade point average of 2.0 at the next evaluation, the student will be placed on academic probation and will again be offered an academic improvement plan which will include counseling and remediation.

If the student fails to achieve 90% attendance and a cumulative grade point average of 2.0, at the next evaluation point, the student will be dismissed. If there are extraordinary circumstances, the Dean of Students may allow an additional 30 days after the evaluation for the student to make up assignments or instructional hours to achieve 90% attendance and 2.0 cumulative grade point average.

### 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 an in-person or video 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.

### Course Repetition & 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 ICE will initiate the refund policies mandated by New York State and Title IV regulations.

Typically, students retake a course while maintaining enrollment in their original cohort. 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 the repeated course since failure will result in dismissal. Any student who is absent more than one day during the retaken class will be dismissed and ICE will initiate the refund policies mandated by New York State and Title IV regulations.

In extraordinary cases, a student may be assigned to repeat a failed course via individual course retake. 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 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 ICE will initiate the refund policies mandated by New York State and Title IV regulations.

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

### Foreign Students

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

## GRADUATION

### Graduation Requirements

A student must meet the following criteria in order to graduate and qualify for a diploma:

1. Minimum GPA of 2.0.
2. Minimum attendance of 90% of scheduled classes.

3. Completion of all course requirements, including externship where applicable.
4. Satisfaction of all financial obligations to the school.
5. All courses successfully completed.

### Honors

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

### Graduation Ceremony

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

### Receipt of Diploma

Diplomas and final official transcripts 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, Career Plant-Based Culinary Arts, and Tourism, Travel and Hospitality Management programs. For both the in-person and online Diploma in Restaurant and Culinary Management students, diplomas and final written transcripts are issued approximately 6-8 weeks from the Graduation date.

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

Duplicate diplomas/certificates, and official transcripts are available upon request from the Registrar. Fees are:

Diploma/Certificate: \$10

Official Transcript: \$5

### 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 reviewing the student's 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.

### Maximum Timeframe

Students must complete their programs within 150% of the published program length measured in weeks. For example, a program that is 48 weeks in length must be completed within 72 weeks (48 x 150%). A program that is 32 weeks must be completed within 48 weeks (32 x 150%). At every SAP evaluation students must be on track to complete their program within the maximum timeframe.

The following chart summarizes how each grade affects CGPA:

Letter Code	Grade Points	Numerical Equivalent	Description	Included in Hours Earned	Included in Hours Attempted	Included in CGPA
	4	95-100	Extraordinary	Yes	Yes	Yes
A-	3.67	90-94	Excellent	Yes	Yes	Yes
B+	3.33	87-89	Very Good	Yes	Yes	Yes
B	3	84-86	Good	Yes	Yes	Yes
B-	2.67	80-83	Above Average	Yes	Yes	Yes
C+	2.33	77-79	Fair	Yes	Yes	Yes
C	2	74-76	Average	Yes	Yes	Yes
C-	1.67	70-73	Needs Improvement	Yes	Yes	Yes
D+	1.33	67-69	Below Average	Yes	Yes	Yes
D	1	65-66	Passing	Yes	Yes	Yes
F	0	0-64	Failing	Yes	Yes	Yes
I	n/a	n/a	Incomplete	No	Yes	No
W	n/a	n/a	Withdrawn	No	Yes	No
AU	n/a	n/a	Audit	No	No	No
TC	n/a	n/a	Transfer Credit	Yes	Yes	No
L	n/a	n/a	Leave of Absence	No	No	No

**GRADE SCALE**

### **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.

### **Financial Aid Probation**

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.

### Academic Plan

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.

## ADMINISTRATIVE POLICIES

### CLOCK HOUR

One clock hour is 50 minutes.

### HOLIDAYS

\*See Addendum II

### SCHOOL CLOSING

Students will be notified by text and email in the event of school closure. To find out if the school is closing for inclement weather or for any other reason, please see our website or call the school's general number: (212) 847-0700.

### DRESS CODE

**Career Culinary Arts, Career Pastry and Baking Arts, Career Plant-Based Culinary Arts, The Art of Cake Decorating, and The Techniques of Artisan Bread Baking Programs:**

Proper dress is an important aspect of professionalism. Students are required to come to campus in uniform. No one is permitted to change in the hallways or bathrooms. 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, oxford shoes or leather clogs with closed backs. Perforated clogs, plastic clogs or those with strap-backs are not permitted. All shoes must cover the entire top of the foot. Nonslip soles are required on all shoes. Only black shoes may be worn.
6. Socks.
7. Two school-issued blue side towels.

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

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. No hoop nose rings, lip rings or earrings are permitted.
5. 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.
6. Wear gloves when handling any food that will not undergo further cooking before being served.
7. Notify the Chef-Instructor if you cut or otherwise injure yourself and wear gloves when appropriate.
8. Be certain that your Instructor fills out an accident report in the event you are injured (see Student Injury Policy for additional information).
9. Notify the Chef-Instructor if you are ill. Students who appear to be ill may be sent home to avoid contagion.

### Diploma in Restaurant and Culinary Management, Intensive Sommelier Training Program and Tourism, Travel and Hospitality Management Program:

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, loungewear, bare midriffs and see-thru attire are prohibited.

### IDENTIFICATION BADGE POLICY

Students must be able to identify themselves at all times. A Building Access Badge is issued to students within five (5) days of starting the program.

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

Please report lost or stolen access badges to the Office of the Registrar immediately, who coordinates replacements with students. The replacement fee is \$30.

### CHOSEN NAME/LEGAL NAME CHANGE

The Institute of Culinary Education recognizes that some students choose to identify themselves by a name other than their legal name. Under ICE's Chosen Name policy, any student may request to be identified by a chosen first and/or middle name in addition to the legal last name.

The student's chosen name may be used in many of the institution's contexts, including class rosters, coursework, progress reports, ID cards and written correspondence while active in the program. However, ICE is legally required to use the student's legal name for all permanent records such as student financial services documentation, transcripts, academic certifications and diplomas.

ICE requires government-issued documentation to change your Legal Name on your student record. U.S. citizens and permanent residents must provide a passport, birth certificate, state-issued driver's license or court-issued document (such as a marriage or divorce certificate.) For further assistance with Chosen Name or Legal Name Change issues, please contact the Office of the Registrar.

### **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 service; 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 the possible return date(s). Due to space constraints, the student may be required to change their class schedule upon

return. The student will be notified of their new expected graduation date.

10. Failure to return from the LOA on the scheduled day will result in the student being dismissed as of the last date of attendance and subject to refund policies mandated by New York State and Federal Title IV regulations.
11. Funds that represent a credit balance may be paid to a student on a LOA.
12. A student who has federal financial aid is considered to be in continued enrollment during an approved LOA. However, if the student fails to return at the end of the leave, he or she is considered to have withdrawn as of the last date of attendance, and a return of federal funds calculation will be required. In addition, the student will be considered to have withdrawn as of the last date of attendance for purposes of the in-school loan deferment, and the 180-day grace period before repayment obligations begin will have started to run as of the beginning of the LOA. The student will be subject to refund policies mandated by New York State and Federal Title IV regulations.
13. Students on a LOA may not partake in Student Services.
14. Students returning from a LOA will typically not return in their original class cohort. Additionally, students are not guaranteed a return to their original schedule due to space and/or class availability. Additional tuition will not be charged if the student is transferred to a more expensive class, if that is the only class available. However, if a class of equal tuition is available, offered, and refused by the student, it is considered a voluntary transfer and is subject to pro-rata charges. Should the student be transferred to a less expensive class, the student will receive a pro-rata refund.

### **CLASS TRANSFERS**

#### **Voluntary Transfer**

A student may request and be granted a transfer of schedule if space is available, and provided the transfer does not cause the student to be out of attendance for more than fourteen days or exceed their absence limit. 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. Pursuant to Section 5002 of the Education Law, the 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 New York State and Federal Title IV regulations. Withdrawn students are not eligible to partake in Student Services.

Students with qualifying extenuating circumstances may be permitted to Withdraw without Prejudice.

### **Readmission after Withdrawal**

Students who wish to return to the New York 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 calendar days from their date of withdrawal before reapplying (except those students who Withdraw 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. The student will be notified of their new expected graduation date at the time of readmission.

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.

### **ADMINISTRATIVE DISMISSAL**

ICE reserves the right to terminate any student for maintaining poor academic standing, excessive absences, failure to comply with regulations of the School as stated in the current catalog, including the disruption of normal activities and the learning environment of the School, or for non-payment of tuition and fees when due.

### **Academic Dismissal**

See Academic Good Standing Evaluation and Satisfactory Academic Progress in the Academic Policies section for details.

### **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 percentage of absences for their program, per the Academic Good Standing Evaluation policy.
2. Failure to begin externship within 7 days from the last day of the in-school portion of the program.
3. Failure to submit externship timesheets in a timely manner.
4. Being out of attendance for more than 14 consecutive days.

### **Reinstatement from Dismissal**

Students who have been dismissed, regardless of the reason, may file an appeal via email to the Vice President of Education 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 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. The student will receive notice of their new expected graduation date at the time 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 reinstatement or re-enrollment unless they have successfully completed the appeals process.

Reinstatement will take a minimum of 30 days from the last date of attendance. Should a reinstated student be dismissed again, there is no right of appeal and the dismissal is final.

## **STUDENT CONDUCT POLICY**

### **Code of Conduct**

In order to assure that all our students benefit from a positive educational environment, we require all students to observe



the following rules. Compliance with them is reflected in performance evaluations. 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).

Violations of these rules may result in disciplinary action.

1. Students are expected to arrive on time for their lessons.
2. Students must bring their knives and tool kits to every class. Chef-Instructors will indicate additional items (digital curriculum, books, lessons) that are also required.
3. 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.
4. Students are required to practice safe food handling techniques at all times.
5. Students are required to prepare for all classes by familiarizing themselves with the recipes, doing the assigned reading, and completing the written assignments.
6. 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.
7. Students are required to work effectively with others. Teamwork is essential for success at the Institute.
8. Students are required to work in a neat and orderly manner.
9. Students are required to keep their work area clean and wash dishes as they go. Participation in kitchen clean- up is mandatory.
10. Cell phone use except for emergencies is prohibited during class.
11. iPads, laptops and other electronics may be used for class purposes only.
12. Smoking is prohibited on Institute property.
13. Students are prohibited from any solicitation activity on school premises. Students may not use class rosters or student lists for any form of solicitation.
14. 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.
15. 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.

16. 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.
17. Students are required to come to the school in appropriate mental and physical condition to participate in their classes. While at school, students may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted only if it does not impair a student's ability to function in a safe manner that does not endanger him or herself or other students.
18. Students who are judged to be under the influence of drugs or alcohol will be removed from class and a disciplinary report will be filed. A second incident will result in dismissal from the program. This policy also applies to career students taking recreational classes.
19. For those programs with an externship course, students are required to begin their externship within seven (7) days of the last day of class. Failure to do so may result in administrative dismissal.

### **Prohibited Conduct**

The following actions are grounds for immediate dismissal:

1. Behaving in a violent manner.
2. Disrupting the educational environment.
3. Engaging in hate speech relating to race, creed, color or sexual orientation.
4. Harassment (physical, verbal or sexual) of another person including, without limitation, taunting, mocking, mimicking or teasing.
5. Threatening or intimidating another person in any manner, including stalking.
6. Theft of school property or the property of another person.
7. Reckless damage to Institute property or the property of others.
8. Consuming alcohol except for approved class purposes is prohibited. No alcohol may be consumed by any student who is under 21 years of age.
9. Refusal to comply with the directives of the faculty or administration given in performance of their duties (insubordination).
10. Academic dishonesty (cheating, plagiarism, alteration of Institute records including externship attendance records, and unauthorized use of Institute documents).
11. Misrepresenting your identity or allowing another to do so.
12. Knowingly making false statements or knowingly submitting false information during grievance procedures.

### **Academic Honesty and Copyright Infringement Policy**

Academic honesty, integrity, and ethics are required of all students and employees of the Institute of Culinary Education.

ICE will not tolerate cheating, plagiarism, or other forms of dishonesty.

1. The school defines cheating as including but not limited to the following:
  - a. Using unauthorized materials such as books, notes, cell 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 – this includes AI-generated content;
  - 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, externship attendance journals 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.
  - i. Misrepresenting your identity or allowing another to do so.
4. Students may not make unauthorized copies of copyrighted material on or using the school computer systems, networks or storage media. Students may not store unauthorized copies of copyrighted works using school systems, networks and/or storage media. Students may not download, upload, transmit, make available or otherwise distribute copyrighted material without

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

5. The use of Artificial Intelligence (AI) is acknowledged by ICE as an established tool in the business-side of the hospitality sector. AI-generated content should be used as a source only, and integrated into your own work through editing, revision, rewriting, quotation, and citation. The submission of AI-generated content as one's own without citation and modification is considered plagiarism (see section 2).

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. The Chef-Instructor will collect the form and submit it to the appropriate parties.

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 PROCEDURE**

ICE encourages students to bring all complaints or grievances about school-related situations to its attention. All complaints will be promptly and fully investigated.

The process explained below is designed to provide a forum for students to address their dissatisfaction with the application of school policies or with interactions with staff, faculty, administrators or other students.

1. If the grievance is related to a class, a student should discuss the problem with the Instructor.
2. If the student is not satisfied with the action taken by the instructor, the student should inform the Office of Student Affairs (Dean of Students or Assistant Dean of Students). They will investigate and discuss the matter with the student and the Instructor and attempt to resolve the matter.
3. If a student is still dissatisfied with the handling of his/her grievance, he/she must submit a written request for a hearing to the Vice President of Education and School Director. A hearing panel will be convened consisting of the School Director, the relevant Dean and an Instructor. A final decision will be communicated to the student in writing within 10 working days.

### **Policies Pertaining to Grievances**

All information related to complaints and grievances will be held in strict confidence. The complaint will only be discussed with individuals who are directly involved.

Whenever two or more students have a common or similar grievance, the ICE may require the students to select a representative(s) for the group.

The final decision pertaining to the grievance will be binding on all members of the group. Decisions on grievances will not be precedent-setting or binding to future grievances unless they are officially adopted as ICE policy.

If a student feels that ICE has inadequately addressed a complaint or concern, the student may contact BPSS or ACCSC at any time:

The New York State Education Department Bureau of  
Proprietary School Supervision (BPSS)  
116 West 32nd Street, 5th Floor New York, NY 10001  
(212) 643-4760  
[www.acces.nysed.gov/bpss](http://www.acces.nysed.gov/bpss)

Or the

Accrediting Commission of Career Schools and Colleges  
(ACCSC)  
<http://www.accsc.org/>

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. 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. ICE will not retaliate against a student for lodging a complaint. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
<https://www.accsc.org/Student-Corner/Complaints.aspx>

Copies of the Commission complaint form are available at the school and may be obtained by contacting the school's Vice President of Education and School Director.

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

### **INFORMATION TECHNOLOGY POLICY**

ICE is pleased to offer its students computer access in our library. The primary purpose of the computers is to enable students to research topics related to their course of study. Students using the computers are required to comply with the following guidelines:

- Do not attempt to download any software onto the computers
- Do not copy any software from the computers
- Do not tamper with the settings of the computers
- Do not upload, download or copy material subject to copyright restrictions.

The following are items are deemed to be unacceptable use of the school's computer resources:

- Accessing pornographic material
- Hacking
- Transmitting obscene, harassing or threatening material
- Disseminating proprietary Institute of Culinary Education information or material
- Solicitation for political or religious activities
- Intentionally interfering with the operations of the school's computer infrastructure

The penalty for violation of this policy will be disciplinary action up to and including dismissal.

## STUDENT SERVICES

Being a student at ICE goes beyond daily classes. The New York campus is pleased to offer active 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.

### SCHOLARSHIPS

Below are the scholarships currently available to students of ICE's career-training programs. The list is subject to chance. Please visit <https://www.ice.edu/tuition-financial-aid/scholarships> for most up to date eligibility and award information, or contact the Office of Student Financial Services at [NYfinaid@ice.edu](mailto:NYfinaid@ice.edu).

#### The ICE Kevin Nurse Memorial Scholarship

This is an annual scholarship program offered by ICE in the form of a \$10,000 tuition credit for the Career Culinary Arts, Career Pastry and Baking Arts, or Career Plant-Based Culinary Arts Programs or a \$5,000 tuition credit for the Diploma in Restaurant and Culinary Management (online or on campus) or Tourism, Travel and Hospitality Management Program. The scholarship is intended for an incoming student who has overcome a medical hardship or who has a family member with a medical hardship.

Applicants are asked to submit a 1,000-word essay explaining their medical hardship, passion for cooking, and why he/she is deserving of the scholarship to [kevinnurse-memorial@ice.edu](mailto:kevinnurse-memorial@ice.edu).

The applications are typically accepted annually from January through March. The winner is typically announced each year in July.

#### ICE Cares Scholarship Program

The ICE Cares Scholarship was created to enable these applicants to enroll in Career Culinary Arts, Pastry & Baking Arts or Plant-Based Culinary Arts Programs by bridging the gap between financial aid and with a grant of up to \$25,000. Up to 20 scholarships will be awarded each year to academically qualified applicants who have completed the financial aid process but were unable to secure sufficient funds.

Applicants must:

1. Apply to ICE and pay the application fee.
2. Complete the ICE financial aid process including submitting a FAFSA (a copy must be submitted to the Institute of Culinary Education to demonstrate financial need) and have been disapproved by Plus, NJ Class, Sallie Mae and Tuition Flex.
3. Have a grade point average of at least 2.75 in high school or college. Applicants whose only academic qualification is a GED are not eligible for this scholarship.
4. Be planning a career in the culinary industry.
5. Satisfy the entrance requirements for the Institute of Culinary Education.
  - Applicants must be a high school graduate

- Those with international documentation must have an official certified translation indicating that the student completed the equivalent of at least a secondary school in the U.S.A.

6. The amount of the scholarship will depend on the amount of financial aid received. All financial aid must be applied to the cost of tuition, books, uniforms and equipment (as applicable) before utilizing the ICE Cares Scholarship funds to cover the remaining balance due. The maximum value of the Scholarship is \$25,000.

There is no deadline for this scholarship opportunity – awards are announced monthly. The scholarship will be in the form of a tuition credit applied to the student's Balance Due upon enrollment in the Career Culinary Arts, Career Pastry & Baking Arts or Career Plant-Based Culinary Arts Program. The scholarship must be redeemed within one year of being awarded and placement in class will be on a space-available basis. ICE will notify the student at least 30 days before the start date of an available class.

Please contact your Admissions Representative for additional information.

#### ICE Food Dreams Scholarship

This is an ongoing scholarship opportunity in partnership with the Jean-Georges Food Dreams Foundation.

Students who have received a scholarship directly from the Food Dreams Foundation may be eligible for an additional scholarship from ICE. Eligible applicants must satisfy the entrance requirements to ICE and have applied to the school but not yet enrolled. Scholarship value varies by program and class schedule selected. Up to 25 scholarships per year will be awarded.

Please visit [www.fooddreams.org](http://www.fooddreams.org) for additional information.

#### ICE High School Senior Scholarship

The ICE High School Senior Scholarship is intended for current high school senior applicants, and may be applied towards tuition for Career Culinary Arts, Career Pastry & Baking Arts, or Career Plant-Based Culinary Arts. Fifteen (15) scholarships will be awarded each year in the amount of \$5,000.

Applicants must:

1. Meet entrance requirements (except having a high school diploma)
2. Be in their senior year of high school at time of application (with documentation from their school)
3. Take the Wonderlic Basic Skills Test

The 15 highest scoring applicants on the Wonderlic Basic Skills Test will receive a scholarship. An applicant may take the examination only once. Scholarships will be awarded on the first Monday in August of each year. The scholarship is paid via a tuition credit issued by ICE to the student's account. The

credit is good for one year from the date of award and may not be transferred. In the event that an applicant fails to graduate from high school or is unable to utilize the scholarship, the scholarship will be awarded to the next highest-scoring applicant.

### James Beard Foundation Scholarship Program

The following scholarships are offered by ICE through the James Beard Foundation Scholarship Program:

1. Three (3) *General Tuition Waivers* are awarded each year, one for each of the below programs.
  - Career Culinary Arts Program, Career Plant-Based Culinary Arts Program **or** Career Pastry & Baking Arts Program. Amount: \$4,000
  - Diploma in Restaurant & Culinary Management **or** Tourism, Travel and Hospitality Management Program. Amount: \$2,500
  - Intensive Sommelier Training. Amount: \$2,500
2. One (1) *The Chef Mashama Bailey Tuition Waiver* is awarded each year for the Career Culinary Arts Program. Chef Mashama Bailey is a 2001 graduate of ICE's Culinary Arts program. She is the Executive Chef / co-owner of The Grey, in Savannah, GA and Austin, TX. In 2022, Chef Bailey won the James Beard Foundation's "Outstanding Chef in America" award, generally considered the most esteemed individual honor given annually to an American chef. This tuition waiver was established to honor her achievement. Amount: \$20,000
3. One (1) The FCI *Legacy of Excellence Tuition Waiver* is awarded each year for **one** of the below programs:
  - Career Culinary Arts Program
  - Career Plant-Based Culinary Arts Program
  - Career Pastry & Baking Arts Program
  - Diploma in Restaurant & Culinary Management
  - Tourism, Travel and Hospitality Management Program

The French Culinary Institute (FCI) was established in 1984 in New York City, with a focus on French technique as the foundation for teaching professional cooking. For many years, FCI was recognized as one of the nation's leading culinary institutes, and served as the training ground for Chefs Bobby Flay, David Chang, Dan Barber, Christina Tosi and Wylie Dufresne. At the same time, FCI had esteemed visiting Deans including the French born, but NY based Chefs Jacques Pepin, Alain Saignes and Andre Soltner.

In 2021, ICE acquired by license FCI, which had earlier changed its name to the International Culinary Center (ICC). This new tuition waiver was established to honor the legacy of FCI, and how that spirit and tradition of excellence lives on today at ICE.

Scholarship applicants cannot be enrolled or current students of ICE, must be between 18-32 years of age, and must meet ICE's admissions requirements. Applications are typically

accepted into April annually and are available at <https://www.jamesbeard.org/scholarships>. Winners are typically announced in August.

### Careers through Culinary Arts Program (C-CAP) Scholarship

One (1) scholarship is offered each year by ICE through the C-CAP Scholarship Program: one (1) tuition credit towards the Career Culinary Arts, Career Pastry and Baking Arts, or Career Plant-Based Culinary Arts Program. Scholarship amount varies by program and class schedule selected. The scholarship covers tuition only for the program selected; student's own funds must cover expenses for program supplies. The scholarship recipient will need to pay the \$85 application fee which will be refunded upon enrollment.

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 submitted through a student's culinary teacher or local C-CAP Coordinator (<https://ccapinc.org/who-we-are/our-team/>) and are accepted typically from September through December annually.

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

### C-CAP Diploma in Restaurant and Culinary Management Program Scholarship

One (1) tuition scholarship is awarded each year for the Diploma in Restaurant and Culinary Management Program in the amount of full tuition. The recipient will need to pay the \$85 application fee and be refunded upon enrollment. The scholarship does not apply to expenses for the program such as books and supplies. Applicants must be a current or past participant in C-CAP in high school.

Eligible applicants must apply through C-CAP. Visit <https://ccapinc.org/who-we-are/our-team/> to find your local C-CAP office. Winners are selected by C-CAP in April and October annually.

### Emma's Torch Scholarship Program

Each year, three (3) scholarships are offered by ICE through the Emma's Torch Scholarship Program. Scholarships may be applied to the Career Culinary Arts Program, Career Plant-Based Culinary Arts Program, Career Pastry and Baking Arts Program, Diploma in Restaurant and Culinary Management or Travel, Tourism and Hospitality Management Program.

Scholarship value varies by program and class schedule selected. Amount of scholarship includes full tuition, excluding books, uniforms, and supplies (where applicable) for the applicable program.

Scholarship applicants must be graduates of the Emma's Torch Program and meet their scholarship requirements. In

addition, the applicants must meet ICE's admissions requirements.

### **ProStart Competition Scholarship**

Applicants for the ProStart Competition Scholarship must have participated in the ProStart program in high school and won 1st, 2nd or 3rd prize in the National Invitational ProStart Culinary Competition or one of the following State level competitions: California, New Jersey, Pennsylvania, New York, or Vermont.

Up to 225 Scholarships will be awarded each year. Each member of the prize-winning teams will be eligible to receive the scholarship, if they plan to attend ICE. The scholarship may be applied to the following programs: Career Culinary Arts, Career Plant-Based Culinary Arts, Career Pastry and Baking Arts, Restaurant and Culinary Management or Tourism, Travel and Hospitality Management.

Amount of Scholarships

1. Up to 75 first prize scholarships of \$5,000 each
2. Up to 75 second prize scholarships of \$3,000 each
3. Up to 75 third prize scholarships of \$2,000 each.

Scholarships will be awarded at the end of the competition which is held annually.

### **HOUSING & TRANSPORTATION**

ICE does not own or operate its own student dormitories. Please see Housing within the Admissions section of this catalog for information on the types of housing available. Alternatively, you may visit [ice.edu/HOUSING](http://ice.edu/HOUSING) or contact [NYhousing@ice.edu](mailto:NYhousing@ice.edu).

ICE is conveniently located to a variety of public transportation options including NYC subways/buses, NJPATH trains, NY Waterway Ferries, the Staten Island Ferry, Metro-North, Long Island Rail Road, and more. For students wishing to drive to class, there are a number of parking structures in the area.

Visit [ice.edu/MAPS](http://ice.edu/MAPS) for information.

The Office of the Registrar provides student validation information for students to receive discounted transit options, where available. Contact (212) 847-0700 ext. 842 for additional information or email [CareerRegistrar@ice.edu](mailto:CareerRegistrar@ice.edu).

### **CHILDCARE**

ICE and Brookfield Place do not provide on-site childcare. To find childcare programs and resource for New York City residents, visit <https://www.nyc.gov/site/childcare/index.page>.

For your convenience, ICE offers a private Wellness Room for lactation and breastfeeding. Stop by the Office of Student Affairs for more information or email [studentaffairs@ice.edu](mailto:studentaffairs@ice.edu).

### **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.

### **LIBRARY**

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

The library also provides digital access to over 10,000 food-industry related journals, periodicals and texts via subscription databases that can be accessed online either on the school computers in the library or on their own devices. For information regarding computer access in the library, please see the Information Technology Policy.

Hours of Operation:

- Weekdays: 6AM-11PM
- Weekends: 8AM-6PM

Library materials are for reference only and may not be checked out. Photo copiers are provided.

### **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 an in-person or video conference with the Dean of Students 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 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 for any questions, please email [studentaffairs@ice.edu](mailto:studentaffairs@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 nominal fee. Students and alumni may sign up for the classes online or by emailing [NYcredits@ice.edu](mailto:NYcredits@ice.edu). To view a current listing of classes, visit [www.ice.edu/newyork/explore-ice/demos-lectures](http://www.ice.edu/newyork/explore-ice/demos-lectures). For online students many of the classes are available as live streams or recordings.

### **MEET THE CULINARY ENTREPRENEUR SERIES**

ICE 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 students and offered at a nominal fee to alumni. To register, email [NYcredits@ice.edu](mailto:NYcredits@ice.edu).

Visit [www.ice.edu/newyork/explore-ice/demos-lectures/meet-culinary-entrepreneurs](http://www.ice.edu/newyork/explore-ice/demos-lectures/meet-culinary-entrepreneurs) for a current listing of upcoming lectures.

For online students many of the classes are available as interactive live streams or recordings.

### **VOLUNTEER OPPORTUNITIES**

While the responsibilities of work, school and family may seem to leave little free time, we nonetheless encourage students to avail themselves of the many volunteer opportunities that the Institute offers. These events allow students to get firsthand experience of real-world food service and frequently involve working with some of the area's most noted chefs and experts. As an added bonus you get to support worthy charitable endeavors that need your help. Stop by the Office of Student Affairs for more information or email [studentaffairs@ice.edu](mailto:studentaffairs@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 stop by the Office of Student Affairs or email [studentaffairs@ice.edu](mailto:studentaffairs@ice.edu) for information.

### **MEDIA OPPORTUNITIES**

ICE is often contacted by casting agencies for major network and cable television shows like Top Chef, The Next Food Network Star and Hell's Kitchen. We are pleased to pass-on these opportunities to our students. For information, please contact the Office of Student Affairs at [studentaffairs@ice.edu](mailto:studentaffairs@ice.edu).

### **RECREATIONAL CLASS BENEFIT**

#### Wine Essentials

All eligible students are encouraged to take the six-session Wine Essentials course at no charge. (Culinary Management students have wine education built into their program and so are not eligible for this offering. Additionally, this benefit is not available for the certificate programs in The Art of Cake Decorating, The Techniques of Artisan Bread Baking, and Intensive Sommelier Training.) A student must be at least 21 years of age to take Wine Essentials or any course at the Institute that is based on alcohol. So long as Wine Essentials is still offered an underage student may subsequently elect to use their Wine Essentials credit within 6 months after turning 21. Students taking Wine Essentials are required to give 48-hours' notice if they are unable to attend a class. Failure to provide advance notice or failure to attend the first class of the course will result in forfeiture of the entire credit. Subsequent classes may be made up if a 48-hour notice is given, subject to availability.

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

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

### **GRADUATE EMPLOYMENT ASSISTANCE**

Beginning at the first week of enrollment, a member of our Career Services department will meet with each class either in-person or via video conference. 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. Following graduation, ongoing employment assistance is available. See Career Services for additional details.

## CAREER SERVICES

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

At the conclusion of externship, the Career Services Advisor continues to work with the graduate to secure employment by providing job listings and additional support with interviewing and resume writing as required. Examples of on-going services offered to graduates includes individual

advisement sessions, one-on-one resume writing assistance, recruiter visits, weekly job listing newsletter and bi-annual Career Fairs.

Graduate employment assistance is offered to all diploma recipients for a lifetime. See Educational Objectives within each program’s description for sample entry-level positions our students obtain.

### STUDENT ACHIEVEMENT OUTCOMES

Our most recent employment and graduation statistics as reported to our accreditor ACCSC are found in Addendum IV.

### OCCUPATIONAL EDUCATION DATA SURVEY (OEDS) STATISTICS

Our most recent graduation and employment statistics reported to OEDS are as follows:

#### OEDS Graduates between 7/1/2021 and 6/30/2022

##### Career Culinary Arts Program

Outcome Status As of June 30, 2022	Number of Students
Withdrawn/Dropped Out	68
Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	218
Graduates: Enrolled and graduated this reporting year	108
Continuing: Enrolled this reporting period and continuing into next reporting period	242

##### Graduation Follow-Up: Employment

	Number of Graduates
Employed In Occupation	231
Employed in Related Field	0
Employed in Unrelated Field	14
Seeking Employment	0
Status Unknown	62
Unavailable for Employment	19

##### Plant-Based Career Culinary Arts Program

Outcome Status As of June 30, 2022	Number of Students
Withdrawn/Dropped Out	14
Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	69
Graduates: Enrolled and graduated this reporting year	33
Continuing: Enrolled this reporting period and continuing into next reporting period	57

##### Graduation Follow-Up: Employment

	Number of Graduates
Employed In Occupation	66
Employed in Related Field	0
Employed in Unrelated Field	4
Seeking Employment	0
Status Unknown	19
Unavailable for Employment	13



Career Pastry and Baking Arts Program

Outcome Status As of June 30, 2022	Number of Students
Withdrawn/Dropped Out	30
Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	114
Graduates: Enrolled and graduated this reporting year	47
Continuing: Enrolled this reporting period and continuing into next reporting period	105
Graduation Follow-Up: Employment	
	Number of Graduates
Employed In Occupation	106
Employed in Related Field	0
Employed in Unrelated Field	5
Seeking Employment	3
Status Unknown	36
Unavailable for Employment	11

Diploma in Restaurant & Culinary Management

Outcome Status As of June 30, 2022	Number of Students
Withdrawn/Dropped Out	15
Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	33
Graduates: Enrolled and graduated this reporting year	55
Continuing: Enrolled this reporting period and continuing into next reporting period	38
Graduation Follow-Up: Employment	
	Number of Graduates
Employed In Occupation	47
Employed in Related Field	0
Employed in Unrelated Field	2
Seeking Employment	0
Status Unknown	22
Unavailable for Employment	17

Hospitality & Hotel Management Program (now Tourism, Travel and Hospitality Management Program)

Outcome Status As of June 30, 2022	Number of Students
Withdrawn/Dropped Out	8
Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	14
Graduates: Enrolled and graduated this reporting year	0
Continuing: Enrolled this reporting period and continuing into next reporting period	21
Graduation Follow-Up: Employment	
	Number of Graduates
Employed In Occupation	12
Employed in Related Field	0
Employed in Unrelated Field	0
Seeking Employment	0
Status Unknown	1
Unavailable for Employment	1

The Art of Cake Decorating

Outcome Status As of June 30, 2022	Number of Students
Withdrawn/Dropped Out	1
Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	0
Graduates: Enrolled and graduated this reporting year	11
Continuing: Enrolled this reporting period and continuing into next reporting period	0
Graduation Follow-Up: Employment	
	Number of Graduates
Employed In Occupation	7
Employed in Related Field	0
Employed in Unrelated Field	0
Seeking Employment	0
Status Unknown	2
Unavailable for Employment	20

The Techniques of Artisan Bread Baking

Outcome Status As of June 30, 2022	Number of Students
Withdrawn/Dropped Out	0
Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	10
Graduates: Enrolled and graduated this reporting year	18
Continuing: Enrolled this reporting period and continuing into next reporting period	9

Graduation Follow-Up: Employment	Number of Graduates
Employed In Occupation	6
Employed in Related Field	0
Employed in Unrelated Field	9
Seeking Employment	0
Status Unknown	7
Unavailable for Employment	6

Intensive Sommelier Training

Outcome Status As of June 30, 2022	Number of Students
Withdrawn/Dropped Out	4
Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	0
Graduates: Enrolled and graduated this reporting year	28
Continuing: Enrolled this reporting period and continuing into next reporting period	11

Graduation Follow-Up: Employment	Number of Graduates
Employed In Occupation	17
Employed in Related Field	0
Employed in Unrelated Field	1
Seeking Employment	0
Status Unknown	8
Unavailable for Employment	2

Status Unknown	64
Unavailable for Employment	21

**OEDS Graduates between 7/1/2022 and 6/30/2023**

Career Culinary Arts Program

Outcome Status As of June 30, 2023	Number of Students
Withdrawn/Dropped Out	63
Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	217
Graduates: Enrolled and graduated this reporting year	132
Continuing: Enrolled this reporting period and continuing into next reporting period	243

Graduation Follow-Up: Employment	Number of Graduates
Employed In Occupation	242
Employed in Related Field	1
Employed in Unrelated Field	17
Seeking Employment	4

Career Health Supportive Culinary Arts Program  
(now called Plant-Based Culinary Arts)

Outcome Status As of June 30, 2023	Number of Students
Withdrawn/Dropped Out	4
Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	52
Graduates: Enrolled and graduated this reporting year	22
Continuing: Enrolled this reporting period and continuing into next reporting period	39

Graduation Follow-Up: Employment

	Number of Graduates
Employed In Occupation	47
Employed in Related Field	0
Employed in Unrelated Field	7
Seeking Employment	2
Status Unknown	10
Unavailable for Employment	8

Diploma in Restaurant and Culinary Management

Outcome Status As of June 30, 2023	Number of Students
Withdrawn/Dropped Out	3
Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	23
Graduates: Enrolled and graduated this reporting year	36
Continuing: Enrolled this reporting period and continuing into next reporting period	19

Graduation Follow-Up: Employment

	Number of Graduates
Employed In Occupation	29
Employed in Related Field	0
Employed in Unrelated Field	3
Seeking Employment	2
Status Unknown	17
Unavailable for Employment	8

Career Pastry and Baking Arts Program

Outcome Status As of June 30, 2023	Number of Students
Withdrawn/Dropped Out	19
Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	100
Graduates: Enrolled and graduated this reporting year	58
Continuing: Enrolled this reporting period and continuing into next reporting period	81

Graduation Follow-Up: Employment

	Number of Graduates
Employed In Occupation	99
Employed in Related Field	0
Employed in Unrelated Field	8
Seeking Employment	4
Status Unknown	31
Unavailable for Employment	16

Diploma in Restaurant and Culinary Management - Online

Outcome Status As of June 30, 2023	Number of Students
Withdrawn/Dropped Out	4
Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	12
Graduates: Enrolled and graduated this reporting year	3
Continuing: Enrolled this reporting period and continuing into next reporting period	0

Graduation Follow-Up: Employment	Number of Graduates
Employed In Occupation	8
Employed in Related Field	0
Employed in Unrelated Field	3
Seeking Employment	0
Status Unknown	1
Unavailable for Employment	3

Hospitality and Hotel Management Diploma Program (now called Tourism, Travel and Hospitality Management Program)

Outcome Status As of June 30, 2023	Number of Students
Withdrawn/Dropped Out	5
Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	18
Graduates: Enrolled and graduated this reporting year	4
Continuing: Enrolled this reporting period and continuing into next reporting period	11

Graduation Follow-Up: Employment	Number of Graduates
Employed In Occupation	14
Employed in Related Field	0
Employed in Unrelated Field	0
Seeking Employment	0
Status Unknown	3
Unavailable for Employment	5

Intensive Sommelier Training

Outcome Status As of June 30, 2023	Number of Students
Withdrawn/Dropped Out	15
Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	7
Graduates: Enrolled and graduated this reporting year	46
Continuing: Enrolled this reporting period and continuing into next reporting period	9

Graduation Follow-Up: Employment	Number of Graduates
Employed In Occupation	23
Employed in Related Field	0
Employed in Unrelated Field	2
Seeking Employment	0
Status Unknown	27
Unavailable for Employment	0

The Art of Cake Decorating

Outcome Status As of June 30, 2023	Number of Students
Withdrawn/Dropped Out	0
Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	0
Graduates: Enrolled and graduated this reporting year	4
Continuing: Enrolled this reporting period and continuing into next reporting period	0

Graduation Follow-Up: Employment	Number of Graduates
Employed In Occupation	1
Employed in Related Field	0
Employed in Unrelated Field	0
Seeking Employment	0
Status Unknown	3
Unavailable for Employment	0

The Techniques of Artisan Bread Baking

Outcome Status As of June 30, 2023	Number of Students
Withdrawn/Dropped Out	1
Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	9
Graduates: Enrolled and graduated this reporting year	13
Continuing: Enrolled this reporting period and continuing into next reporting period	0

Graduation Follow-Up: Employment	Number of Graduates
Employed In Occupation	6
Employed in Related Field	0
Employed in Unrelated Field	1
Seeking Employment	0
Status Unknown	10
Unavailable for Employment	5

## DISCLOSURES & OTHER INFORMATION

### ALCOHOL AND DRUG ABUSE PREVENTION PROGRAM

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

#### Legal Penalties

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

New York State Alcohol Beverage Control law sets 21 as the minimum age to purchase or possess any alcoholic beverage. Parts of that law include:

- Fines of \$50 for possession of alcohol under the age of 21.
- Fines of \$100 and requirements of community service for fraudulently buying alcohol.
- Significant fines for selling, giving or serving alcohol to persons under 21 years of age.

Federal penalties for sale or possession of scheduled drugs range from fines to imprisonment, up to and including life imprisonment if someone you sell or give drugs to dies as a result. Penalties increase if you have more than one offense and are related to the amount and type of drug.

New York State Vehicle and Traffic Law sets the legal limit for driving while intoxicated (DWI) at .08% blood alcohol concentration (BAC) or higher for persons 21 and older. Driving while impaired by alcohol or drugs has serious consequences such as fines and license revocation. Visit [dmv.ny.gov](http://dmv.ny.gov) for more information.

#### 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 of drugs and alcohol, can be particularly dangerous.

#### Counseling, Treatment, and Rehabilitation Programs

There are many sources of help for persons with drug or alcohol abuse problems in and around New York City. The Substance Abuse and Mental Health Services Administration (SAMHSA) of the U.S. Department of Health and Human Services provides an online resource for locating drug and alcohol abuse treatment programs at <https://www.samhsa.gov/find-help>. The Substance Abuse Treatment Facility Locator lists:

- Private and public facilities that are licensed, certified, or otherwise approved for inclusion by their State substance abuse agency
- Treatment facilities administered by the Department of Veterans Affairs, the Indian Health Service and the Department of Defense

You may also call the Referral Helpline operated by SAMHSA's Center for Substance Abuse Treatment:

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

## CAMPUS SECURITY POLICY

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

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

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

### Local Police

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

### Notice of Availability of Annual Security Report

The Institute of Culinary Education's Annual Security Report includes statistics for the prior 3 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://ice.edu/newyork/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 Maintenance Ext. 783. Decision to evacuate will be made by FDNY in conjunction with the landlord's Fire Safety Director and ICE's Director of Facilities or their designate. The Director of Facilities (Ext. 783) or designate will immediately notify all faculty, students, guests and staff through email or public announcement by the landlord. Only those floors affected will be notified. All floor fire safety marshals will conduct a search of their designated floor/company to be sure all staff and students have been evacuated.

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

### Shelter in Place (Lockdown) Procedure

Situations that require in-place shelter:

Stranger in or near the building  
Presence of a person who is (possibly) armed  
Person who is behaving erratically in or near the building  
Demonstrations outside the building  
Violent weather

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

All faculty and floor fire marshals will quickly view the hallways and bring in any stray students, staff, or guests into their offices or classroom. All floor fire marshals and faculty will ensure all entrance ways are secured, close all shades/blinds, close all windows and turn out the lights. Faculty and floor fire marshals will use their personal cell phones, if available, only if medical assistance is needed or if the perpetrator(s) is trying to break into the room. It is important that classroom and office lines be kept open for emergency use only.

Faculty and floor fire marshals will not allow anyone to leave the room until notified that the danger has passed by law enforcement officials. Only law enforcement officials will notify or direct ICE to end Shelter in Place.

### Fire Safety Procedures

Situations that require fire safety procedures

- Smell smoke
- Detect fire

Anyone who sees fire or smells smoke should pull the red alarm or dial 911. The red alarm will trigger the lobby and 911. Use discretion. They should then dial x783 for the ICE Maintenance Department, who are fire safety trained and will liaise with the landlord and FDNY to inform them of situation. Evacuate down the nearest stairwell.

Floor fire safety marshals from other floors impacted will conduct a search of their designated floor/company to be sure all staff and students have been evacuated.

All faculty, students, guests and staff will go to the nearest stairwell and evacuate the building in an orderly fashion and

gather in front of the Liberty Street entrance of the building. Follow direction from the designate from Maintenance who will be receiving instructions from the building Fire Safety Director and FDNY.

### **Other Emergencies**

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

### **Catastrophic Events & Disaster Policy for Continuity of Operations**

In the event of a natural disaster, state of emergency, or another catastrophic event, ICE may need to implement temporary procedures that vary from the Catalog for a reasonable period of time. In such an event ICE shall document the procedural modifications and will provide notice to students as appropriate. ICE will follow the guidance of federal and state government entities, as well as regulatory and accrediting bodies, to minimize the length of time that students' educational activities are disrupted, and ensure the function of the institute for continued success of our students.

In the event a catastrophic event occurs, the institution has documented policies and practices for addressing student interruption of instruction. Impacted students will receive the services for which they have paid or reasonable financial compensation for those not received. In cases where the institution cannot fully deliver the instruction for which a student has contracted, it will provide a reasonable alternative for delivering the instruction, to include teach-out provisions and/or assistance with transfer to an institution capable of providing the contracted services or reasonable financial compensation for the education the student did not receive.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Institute of Culinary Education receives a request for access.
  - A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
  - If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the Institute of Culinary Education discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
    - The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.
    - A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute of Culinary Education has contracted as its agent to provide a service instead of using school employees or officials (collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
    - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Institute of Culinary Education.
    - Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
    - Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

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

### **Academic Records Policy:**

The New York campus maintains an official transcript for all formerly enrolled students indefinitely as a permanent student record. Other student records will be retained for a minimum of seven (7) years or as required by Federal law, if



longer than seven (7) years. Permanent student records shall be transferred upon school closure or discontinuance of operation, in accordance with section 5001(8) of New York State Education Law.

### HOW TO REGISTER TO VOTE

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

Please check with your home state for:

- Qualifications to register to vote
- How and where to register to vote (registration deadlines)
- Absentee voting and military and overseas voting
- How to make changes to your registration
- Information regarding Special, Primary or General Elections.

New York State residents, visit:

<http://www.elections.ny.gov/NYSBOE/download/voting/voteform.pdf>

For a national listing of how to register to vote, visit:

<https://www.eac.gov/voters/register-and-vote-in-your-state>

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

### STUDENT RIGHT-TO-KNOW

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

Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

Overall Graduation Rate for Students Who Began Their Studies in 2020-2021: 75%.

Transfer out rate: Not Applicable

Interpret data with caution. All of ICE's current programs are offered as part-time schedules (less than 24 clock hours per week). However, ICE offered a full-time program schedule during 2020-2021, with a very small number considered Full-Time First-Time. The Student Right-to-Know Graduation Rate, counts only this small group of Full-Time First-Time students

during this time period, and does not reflect the graduation rate for the vast majority of ICE's students.

The institution enrolled too few of such Full-Time First-Time students to disclose or report with confidence and confidentiality graduation rate information disaggregated by gender, by each major racial and ethnic subgroup, by recipients of a Federal Pell Grant, by recipients of a Federal Family Education Loan or a Federal Direct Loan who did not receive a Federal Pell Grant, and by recipients of neither a Federal Pell Grant nor a Federal Family Education Loan or a Federal Direct Loan.

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. Please see College Navigator:

<https://nces.ed.gov/collegenavigator/?q=457819>  
for more details.

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

### STUDENT BODY DIVERSITY

The most current information regarding ICE's student body diversity, including the percentage of enrolled, full-time students who are male/female, Pell grant recipients, and self-identified members of a major racial or ethnic group, is publicly available on College Navigator:

<https://nces.ed.gov/collegenavigator/?q=457819>

### 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:

Herve Guillard  
Director of Education  
(626)345-6635  
[hguillard@ice.edu](mailto: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>

## APPENDIX A

### VA PENDING PAYMENT COMPLIANCE

Facility Name: The Institute of Culinary Education, Inc. Facility Code: 2-5-3839-32

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11

G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to (check all that apply):

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.



## VETERANS CATALOG APPENDIX

### Externship

Most programs contain a required externship course during which students will work at an establishment related to their field of study. During the externship, student's duties at the site are governed by ICE's affiliation agreement. For the duration of the externship students are required to submit weekly attendance records and a journal entry describing their work and learning during the week. Completion of the journal entries is required to complete the course. Grades will be based on the evaluation of the site supervisor and the Career Services Advisor on the same grade scale as other courses. During the externship VA students are required to work at least as many hours per week as they spend in class. For additional information please contact the Career Services Department.

### Housing Benefits

Housing benefits are provided based on the hours per week actually spent in class; holidays and breaks in attendance are NOT counted for housing benefits. This means that in months where there are days off due to holidays or breaks, the housing allowance will be reduced proportionally. During externship, students must work at least 22 hours per week for Career Culinary Arts, Career Pastry and Baking Arts or Career Plant-Based Culinary Arts and 18 hours per week for Tourism, Travel and Hospitality Management to avoid a reduction in their monthly allowance. For further information please see the Bursar.

I hereby certify that prior to signing an enrollment agreement, I, the undersigned, received a copy of ICE's Veterans Catalog Addendum and I have met with ICE's Bursar. I further certify my understanding that I am responsible for any balance due to ICE for tuition, fees and supplies which includes books and any other education-related expenses I incur through the duration of my program.

\_\_\_\_\_  
Student Name (Print)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature  
(if Student is under 18 years of age)

\_\_\_\_\_  
Date

APPENDIX B

WEEKLY TUITION LIABILITY CHART

Effective for classes beginning September 1, 2024.

**Career Culinary Arts Program**

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

First Quarter		Subsequent Quarters	
Total Tuition \$42,419.39			
3 Quarters; Tuition per Quarter \$14,139.80			
Week 1	\$14,139.80	Week 1	\$10,604.85
Week 2	\$10,604.85	Week 2	\$7,069.90
Week 3	\$7,069.90	Week 3	\$3,534.95
Week 4	\$3,534.95	Weeks 4+	\$0
Weeks 5+	\$0		

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

First Quarter		Subsequent Quarters	
Total Tuition \$38,419.39			
4 Quarters; Tuition per Quarter \$9,604.85			
Week 1	\$9,604.85	Week 1	\$7,203.64
Week 2	\$7,203.64	Week 2	\$4,802.42
Week 3	\$4,802.42	Week 3	\$2,401.21
Week 4	\$2,401.21	Weeks 4+	\$0
Weeks 5+	\$0		

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

First Quarter		Subsequent Quarters	
Total Tuition \$38,419.39			
3 Quarters; Tuition per Quarter \$12,806.46			
Week 1	\$12,806.34	Week 1	\$9,604.85
Week 2	\$9,604.85	Week 2	\$6,403.21
Week 3	\$6,403.21	Week 3	\$3,201.60
Week 4	\$3,201.60	Weeks 4+	\$0
Weeks 5+	\$0		

**Career Pastry & Baking Arts Program**

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

First Quarter		Subsequent Quarters	
Total Tuition \$41,664.62			
2 Quarters; Tuition per Quarter \$20,832.31			
Week 1	\$20,832.31	Week 1	\$15,624.23
Week 2	\$15,624.23	Week 2	\$10,416.16
Week 3	\$10,416.16	Week 3	\$5,208.08
Week 4	\$5,208.08	Weeks 4+	\$0
Weeks 5+	\$0		

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

First Quarter		Subsequent Quarters	
Total Tuition \$37,664.62			
4 Quarters; Tuition per Quarter \$9,416.16			
Week 1	\$9,416.16	Week 1	\$7,062.12
Week 2	\$7,062.12	Week 2	\$4,708.08
Week 3	\$4,708.08	Week 3	\$2,354.04
Week 4	\$2,354.04	Weeks 4+	\$0
Weeks 5+	\$0		

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

First Quarter		Subsequent Quarters	
Total Tuition \$37,664.62			
3 Quarters; Tuition per Quarter \$12,554.87			
Week 1	\$12,554.75	Week 1	\$9,416.16
Week 2	\$9,416.16	Week 2	\$6,277.41
Week 3	\$6,277.41	Week 3	\$3,138.71
Week 4	\$3,138.71	Weeks 4+	\$0
Weeks 5+	\$0		

### Career Plant-Based Culinary Arts Program

Morning Schedule: 5 Days/Week in the Morning

Afternoon Schedule: 5 Days/Week in the Afternoon

The below chart illustrates what the student's refund should be in dollars if withdrawal or dismissal occurs

First Quarter		Subsequent Quarters	
Total Tuition \$39,135.40			
3 Quarters; Tuition per Quarter \$13,045.13			
Week 1	\$13,045.13	Week 1	\$9,783.85
Week 2	\$9,783.85	Week 2	\$6,522.56
Week 3	\$6,522.56	Week 3	\$3,261.28
Week 4	\$3,261.28	Weeks 4+	\$0
Weeks 5+	\$0		

Evening/Weekend Schedule: 1 Day/Week in the Evening and 1 Weekend Day

The below chart illustrates what the student's refund should be in dollars if withdrawal or dismissal occurs

First Quarter		Subsequent Quarters	
Total Tuition \$39,135.40			
4 Quarters; Tuition per Quarter \$9,783.85			
Week 1	\$9,783.85	Week 1	\$7,337.89
Week 2	\$7,337.89	Week 2	\$4,891.93
Week 3	\$4,891.93	Week 3	\$2,445.96
Week 4	\$2,445.96	Weeks 4+	\$0
Weeks 5+	\$0		

### Diploma in Restaurant & Culinary Management

Morning Schedule: 4 Days/Week in the Morning

Afternoon Schedule: 4 Days/Week in the Afternoon

The below chart illustrates what the student's refund should be in dollars if withdrawal or dismissal occurs

First Quarter		Subsequent Quarters	
Total Tuition \$15,379.47			
2 Quarters; Tuition per Quarter \$7,689.74			
Week 1	\$7,689.74	Week 1	\$5,767.30
Week 2	\$5,767.30	Week 2	\$3,844.87
Week 3	\$3,844.87	Week 3	\$1,922.43
Week 4	\$1,922.43	Weeks 4+	\$0
Weeks 5+	\$0		

Evening Schedule: 4 Days/Week in the Evening

The below chart illustrates what the student's refund should be in dollars if withdrawal or dismissal occurs

First Quarter		Subsequent Quarters	
Total Tuition \$13,919.47			
2 Quarters; Tuition per Quarter \$6,959.74			
Week 1	\$6,959.74	Week 1	\$5,219.80
Week 2	\$5,219.80	Week 2	\$3,479.87
Week 3	\$3,479.87	Week 3	\$1,739.93
Week 4	\$1,739.93	Weeks 4+	\$0
Weeks 5+	\$0		

### Tourism, Travel and Hospitality Management Program

Afternoon Schedule: 5 Days/Week in the Afternoon

The below chart illustrates what the student's refund should be in dollars if withdrawal or dismissal occurs

First Quarter		Subsequent Quarters	
Total Tuition \$14,615.00			
3 Quarters; Tuition per Quarter \$4,871.67			
Week 1	\$4,871.67	Week 1	\$3,653.75
Week 2	\$3,653.75	Week 2	\$2,435.83
Week 3	\$2,435.83	Week 3	\$1,217.92
Week 4	\$1,217.92	Weeks 4+	\$0
Weeks 5+	\$0		

### The Techniques of Artisan Bread Baking

Morning Schedule: 5 Days/Week in the Morning

Afternoon Schedule: 5 Days/Week in the Afternoon

If withdrawal or dismissal occurs, student's tuition liability is as follows:

First Quarter	
Total Tuition \$9,645.51	
1 Quarter; Tuition per Quarter \$9,645.51	
Week 1	\$9,645.51
Week 2	\$7,234.13
Week 3	\$4,822.76
Week 4	\$2,411.38
Weeks 5+	\$0

### The Art of Cake Decorating

Morning Schedule: 5 Days/Week in the Morning

Afternoon Schedule: 5 Days/Week in the Afternoon

If withdrawal or dismissal occurs, student's tuition liability is as follows:

#### First Quarter

Total Tuition \$13,676.00

1 Quarter; Tuition per Quarter \$13,676.00

Week 1 \$13,676.00

Week 2 \$10,257.00

Week 3 \$6,838.00

Week 4 \$3,419.00

Weeks 5+ \$0

### Intensive Sommelier Training

Morning Schedule: 5 Days/Week in the Morning

The below chart illustrates what the student's refund should be in dollars if withdrawal or dismissal occurs

#### First Quarter

Total Tuition \$10,466.42

1 Quarter; Tuition per Quarter \$10,466.42

Week 1 \$10,466.42

Week 2 \$7,849.82

Week 3 \$5,233.21

Week 4 \$2,616.61

Weeks 5+ \$0

Evening Schedule: 3 Days/Week in the Afternoon

The below chart illustrates what the student's refund should be in dollars if withdrawal or dismissal occurs

#### First Quarter

#### Subsequent Quarters

Total Tuition \$10,466.42

2 Quarters; Tuition per Quarter \$5,233.21

Week 1 \$5,233.21

Week 1 \$3,924.91

Week 2 \$3,924.91

Week 2 \$2,616.61

Week 3 \$2,616.61

Week 3 \$1,308.30

Week 4 \$1,308.30

Weeks 4+ \$0

Weeks 5+ \$0

## APPENDIX C

### **INFORMATION FOR STUDENTS - STUDENT RIGHTS**

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

#### **What is the purpose of this pamphlet?**

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

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

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

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

#### **Who can file a complaint?**

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

#### **What can a student or employee complain about?**

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

#### **How can a complaint be filed by a student or employee?**

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

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

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

#### **What is the Tuition Reimbursement Fund?**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is

able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

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

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

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

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

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

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

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

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

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

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

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

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

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



## ADDENDUM I – INSTITUTIONAL CHARGES

**Total Institutional Charges (Effective for starts on or after 9/1/23 through 8/31/24 only.)**

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

At times, supplies such as books, uniforms, knives and tools that might ordinarily be distributed on the first day of class may be delayed due to supply chain disruptions. In the event an item becomes unavailable, ICE will make diligent efforts to supply equivalent replacement items. Please report any missing items to ICE so that we may resolve the issue.

### CAREER CULINARY ARTS

Schedule		Time	Total Charges
5 days	Morning	7am-11am	\$43,250.00
5 days	Afternoon	11am-3pm or 3pm-7pm	\$43,250.00
3 days	Evening	7pm-11pm	\$39,000.00
3 days	Evening/ Weekend	6-10pm & 9am-5pm	\$39,000.00
2 days	Weekend	9am-5pm	\$39,000.00

### Supplies

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

Supplies	Total Price
Uniforms	\$296.33
Knives (includes NYS Sales Tax of 8.875%)	\$755.79
Tools (includes NYS Sales Tax of 8.875%)	\$494.86
Books	\$180.00
<b>Total</b>	<b>\$1,726.98</b>

### Books

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

be purchased from ICE as a bundle only and are not sold by ICE individually.

Title	ISBN	Price
Culinary Electronic Book Bundle		
Garde Manger, 4E	9781118558645	\$60.00
The Professional Chef, 9E	9781118558638	\$76.00
In the Hands of a Chef	9781118558676	\$20.00
Creating Your Culinary Career	9781118764633	\$24.00
<b>Total</b>		<b>\$180.00</b>

### CAREER PASTRY AND BAKING ARTS

Schedule		Time	Total Charges
5 days	Morning	7am-11am	\$42,500.00
5 days	Afternoon	11am-3pm or 3pm-7pm	\$42,500.00
3 days	Evening	7pm-11pm	\$38,250.00
2 days	Weekend	9am-5pm	\$38,250.00

#### Supplies

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

Supplies	Total Price
Uniforms	\$296.33
Knives (includes NYS Sales Tax of 8.875%)	\$390.09
Tools (includes NYS Sales Tax of 8.875%)	\$466.18
Books	\$188.50
<b>Total</b>	<b>\$1,341.10</b>

#### Books

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

Title	ISBN	Price
Pastry Electronic Book Bundle		
Professional Baking, 7E	97811119195320	\$112.50
Professional Cake Decorating, 2E	9781118327395	\$52.00
Creating Your Culinary Career	9781118764633	\$24.00
<b>Total</b>		<b>\$188.50</b>

### CAREER PLANT-BASED CULINARY ARTS

Schedule		Time	Total Charges
5 days	Morning	7am-11am	\$39,950.00
5 days	Afternoon	11am-3pm or 3pm-7pm	\$39,950.00
2 days	Evening/Weekend	7-11pm weekday + 9am-5pm weekend	\$38,950.00

#### Supplies

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

Supplies	Total Price
Uniforms	\$296.33
Knives (includes NYS Sales Tax of 8.875%)	\$694.87
Tools (includes NYS Sales Tax of 8.875%)	\$513.25
Books	\$220.97
<b>Total</b>	<b>\$1,725.42</b>

#### Books

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

Title	ISBN	Price
Professional Cooking, 9E	9781119399650	119.50
Nutrition for Foodservice and Culinary Professionals, 10E	9781119777175	101.47
<b>Total</b>		<b>\$220.97</b>

## DIPLOMA IN RESTAURANT AND CULINARY MANAGEMENT

Schedule		Time	Total Charges
4 days	Morning	8am-11am	\$15,550.00
4 days	Afternoon	11:30am - 2:30pm or 3:30pm-6:30pm	\$15,550.00
4 days	Evening	6:30pm-9:30pm	\$13,975.00
4 days	Morning-Online	8am-11am	\$15,550.00
4 days	Afternoon-Online	11:30am - 2:30pm or 3:30pm-6:30pm	\$15,550.00
4 days	Evening-Online	6:30pm-9:30pm	\$13,975.00

ServSafe Alcohol: Fundamentals of Responsible Alcohol Service w/ Answer Sheet, 3E	9780135190807	22.00
Setting the Table	9780060742768	12.99
Restaurant Owner Knowledge Matters Simulations		69.50
		50.75
<b>Total</b>		<b>\$646.99</b>

### Supplies

Supplies are included in the Total Institutional Charges and are required for the program. Online Diploma in Restaurant and Culinary Management students require a fully functioning computer with broadband internet access.

Supplies	Total Price
Student-Supplied Computer	N/A
Books	\$646.99
<b>Total</b>	<b>\$646.99</b>

### Books

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

Title	ISBN	Price
The Restaurant: From Concept to Operation, 9E	9781119762140	88.00
Supervision In The Hospitality Industry, 9E	9781119705505	119.50
Food & Beverage Cost Control, 7E	9781119524748	119.50
The Bar & Beverage Book, 5E	9780470913307	50.00
ServSafe Coursebook with Answer Sheet, 8E	9780866127417	114.75

## HOSPITALITY & HOTEL MANAGEMENT

Schedule		Time	Total Charges
3 days	Morning	8am-12pm	\$15,750.00
3 or 5 days	Afternoon	1pm-5pm	\$15,750.00
4 days	Evening	6pm-9pm	\$14,050.00

### Supplies

Supplies are included in the Total Institutional Charges and are required for the program. Online Hospitality & Hotel Management students require a fully functioning computer with broadband internet access.

Supplies	Total Price
Student-Supplied Computer	N/A
Books	\$861.24
<b>Total</b>	<b>\$861.24</b>

### Books

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

Title	ISBN	Price
ManageFirst: Hospitality Human Resources Management & Supervision, 2E	9780132175258	\$58.00
Introduction to Hospitality, 8E	9780135209813	\$133.30
Managing Housekeeping Operations, 3E	9780133097085	\$102.95
Math Principles for Food Service Occupations, 6E	9781435488823	\$90.05
Management of Food and Beverage Operations, 6E	9780866124775	\$98.51
Managing Front Office Operations, 10E	9780866125505	\$101.32
Special Events, 8E	9780133594508	\$66.39

Essentials of Professional Cooking, 2E	9781118998700	\$127.30
Hospitality Sales & Marketing, 6E	9780133594508	\$83.42
<b>Total</b>		<b>\$861.24</b>

## THE ART OF CAKE DECORATING

Schedule		Time	Total Charges
5 days	Morning	7am-11am	\$14,750.00
5 days	Afternoon	11am-3pm or 3pm-7pm	\$14,750.00
2 days	Weekend	9am-5pm	\$14,750.00

### Supplies

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

Supplies	Total Price
Uniforms	\$296.33
Knives (includes NYS Sales Tax of 8.875%)	\$316.96
Tools (includes NYS Sales Tax of 8.875%)	\$591.04
Books	\$99.45
<b>Total</b>	<b>\$1,303.78</b>

### Books

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

Title	ISBN	Price
Professional Cake Decorating, 2E	9780470380093	\$49.45
Wedding Cake Art and Design	9780470381335	\$50.00
<b>Total</b>		<b>\$99.45</b>

## THE TECHNIQUES OF ARTISAN BREAD BAKING

Schedule	Time		Total Charges
5 days	Morning	7:30am-12:30pm	\$10,250.00
5 days	Afternoon	12:30-5:30pm	\$10,250.00

### Supplies

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

Supplies	Total Price
Uniforms	\$296.33
Knives (includes NYS Sales Tax of 8.875%)	\$430.14
Tools (includes NYS Sales Tax of 8.875%)	\$333.36
Books	\$145.00
<b>Total</b>	<b>\$1,204.83</b>

### Books

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

Title	ISBN	Price
Advanced Bread & Pastry	9781418011697	96.54
Bread: A Baker's Book of Techniques & Recipes, 2E	9781118132715	48.46
<b>Total</b>		<b>\$145.00</b>

## INTENSIVE SOMMELIER TRAINING

Schedule	Time		Total Charges
5 days	Morning	10am-2pm	\$10,250.00
3 days	Evening	6-10pm	\$10,250.00

### Supplies

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

Supplies	Total Price
Tools (includes NYS Sales Tax of 8.875%)	\$36.89
Books	\$180.70
<b>Total</b>	<b>\$217.59</b>

### Books

The following books are utilized in the Intensive Sommelier Training program. Students may elect to provide their own copies of the texts, should they choose to do so.

Title	ISBN	Price
Secrets of the Sommeliers	9781580082983	\$35.00
The New Sotheby's Wine Encyclopedia	9781784726188	\$40.40
Tasting Booklets	N/A	\$105.30
<b>Total</b>		<b>\$180.70</b>

**Total Institutional Charges (Effective for starts on or after 9/1/24.)**

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

At times, supplies such as books, uniforms, knives and tools that might ordinarily be distributed on the first day of class may be delayed due to supply chain disruptions. In the event an item becomes unavailable, ICE will make diligent efforts to supply equivalent replacement items. Please report any missing items to ICE so that we may resolve the issue.

Title	ISBN	Price
Culinary Electronic Book Bundle		
Garde Manger, 4E	9781118692592	\$62.00
The Professional Chef, 9E	9781119501527	\$76.00
In the Hands of a Chef	9781118558676	\$26.95
Creating Your Culinary Career	9781118764596	\$50.00

### CAREER CULINARY ARTS

Schedule		Time	Total Charges
5 days	Morning	7am-11am	\$44,000.00
5 days	Afternoon	11am-3pm or 3pm-7pm	\$44,000.00
3 days	Evening	7pm-11pm	\$40,000.00
2 days	Weekend	9am-5pm	\$40,000.00

### Supplies

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

Supplies	Total Price
Uniforms	\$287.64
Knives (includes NYS Sales Tax of 8.875%)	\$482.88
Tools (includes NYS Sales Tax of 8.875%)	\$540.09
Books	\$185.00
<b>Total</b>	<b>\$1,495.61</b>

### Books

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

## CAREER PASTRY AND BAKING ARTS

Schedule		Time	Total Charges
5 days	Morning	7am-11am	\$43,000.00
5 days	Afternoon	11am-3pm or 3pm-7pm	\$43,000.00
3 days	Evening	7pm-11pm	\$39,000.00
2 days	Weekend	9am-5pm	\$39,000.00

### Supplies

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

Supplies	Total Price
Uniforms	\$287.64
Knives (includes NYS Sales Tax of 8.875%)	\$312.25
Tools (includes NYS Sales Tax of 8.875%)	\$460.49
Books	\$190.00
<b>Total</b>	<b>\$1,250.38</b>

### Books

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

Title	ISBN	Price
Pastry Electronic Book Bundle		
Professional Baking, 7E	97811119195320	\$103.95
Professional Cake Decorating, 2E	9780470382332	\$50.00
Creating Your Culinary Career	9781118764596	\$50.00

## CAREER PLANT-BASED CULINARY ARTS

Schedule		Time	Total Charges
5 days	Morning	7am-11am	\$40,750.00
5 days	Afternoon	11am-3pm or 3pm-7pm	\$40,750.00
2 days	Evening/Weekend	7-11pm weekday + 9am-5pm weekend	\$40,750.00

### Supplies

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

Supplies	Total Price
Uniforms	\$287.64
Knives (includes NYS Sales Tax of 8.875%)	\$444.03
Tools (includes NYS Sales Tax of 8.875%)	\$576.96
Books	\$220.97
<b>Total</b>	<b>\$1,529.60</b>

### Books

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

Title	ISBN	Price
Professional Cooking, 9E	9781119399650	\$121.95
Nutrition for Foodservice and Culinary Professionals, 10E	9781119777175	\$103.95

## DIPLOMA IN RESTAURANT AND CULINARY MANAGEMENT

Schedule		Time	Total Charges
4 days	Morning	8am-11am	\$16,000.00
4 days	Afternoon	11:30am - 2:30pm or 3:30pm-6:30pm	\$16,000.00
4 days	Evening	6:30pm-9:30pm	\$14,540.00
4 days	Morning-Online	8am-11am	\$16,000.00
4 days	Afternoon-Online	11:30am - 2:30pm or 3:30pm-6:30pm	\$16,000.00
4 days	Evening-Online	6:30pm-9:30pm	\$14,540.00

ServSafe Manager (Essentials) w/ Print Exam, 7E	9781582803319	\$72.99
ServSafe Alcohol: Fundamentals of Responsible Alcohol Service w/ Answer Sheet, 3E	9781582803623	\$22.00
Setting the Table	9780060742768	\$12.99
Burn the Boats	978063325616	\$19.34
Restaurant Owner		\$69.00
Knowledge Matters Simulations		\$39.00

### Supplies

Supplies are included in the Total Institutional Charges and are required for the program. Online Diploma in Restaurant and Culinary Management students require a fully functioning computer with broadband internet access.

Supplies	Total Price
Student-Supplied Computer	N/A
Books	\$535.53
<b>Total</b>	<b>\$535.53</b>

### Books

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

Title	ISBN	Price
The Restaurant: From Concept to Operation, 9E	9781119762140	\$89.95
Supervision In The Hospitality Industry, 9E	9781119705505	\$121.95
Food & Beverage Cost Control, 7E	9781119524748	\$121.95
The Bar & Beverage Book, 5E	9780470913307	\$50.95



## TOURISM, TRAVEL AND HOSPITALITY MANAGEMENT

Schedule		Time	Total Charges
3 days	Morning	8am-12pm	\$16,000.00
3 or 5 days	Afternoon	1pm-5pm	\$16,000.00

### Supplies

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

Supplies	Total Price
Student-Supplied Computer	N/A
Books	\$1,300.00
<b>Total</b>	<b>\$1,300.00</b>

### Books

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

Title	ISBN	Price
Introduction to Hospitality, 8E	9780135209813	\$186.65
Guest Service in the Hospitality Industry, 2E	9781118071809	\$206.16
Hospitality Industry Managerial Accounting, 9E	9780866127530	\$118.74
Management of Food and Beverage Operations, 6E	9780866124775	\$110.50
Managing Front Office Operations, 11E	9780866127646	\$131.50
Special Events, 8E	9781119345732	\$78.95
Tourism: The Business of Hospitality and Travel, 6E	9780137408023	\$186.65
Managing Hospitality Human Resources, 6E	9780866126243	\$122.50

Marketing for Hospitality and Tourism, 8E	9780135210093	\$79.99
Hotel, Restaurant, and Travel Law: A Preventive Approach, 9E	9781792464874	\$126.00
Knowledge Matters Simulations for Hospitality		N/A

## THE ART OF CAKE DECORATING

Schedule		Time	Total Charges
5 days	Morning	7am-11am	\$15,000.00
5 days	Afternoon	11am-3pm or 3pm-7pm	\$15,000.00

### Supplies

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

Supplies	Total Price
Uniforms	\$287.64
Knives (includes NYS Sales Tax of 8.875%)	\$209.32
Tools (includes NYS Sales Tax of 8.875%)	\$637.04
Books	\$105.00
<b>Total</b>	<b>\$1,239.00</b>

### Books

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

Title	ISBN	Price
Professional Cake Decorating, 2E	9780470380093	\$66.95
Wedding Cake Art and Design	9780470381335	\$53.00

## THE TECHNIQUES OF ARTISAN BREAD BAKING

Schedule	Time		Total Charges
5 days	Morning	7:30am-12:30pm	\$10,750.00
5 days	Afternoon	12:30-5:30pm	\$10,750.00

### Supplies

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

Supplies	Total Price
Uniforms	\$287.64
Knives (includes NYS Sales Tax of 8.875%)	\$291.35
Tools (includes NYS Sales Tax of 8.875%)	\$280.50
Books	\$160.00
<b>Total</b>	<b>\$1,019.49</b>

### Books

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

Title	ISBN	Price
Advanced Bread & Pastry	9781418011697	\$150.95
Bread: A Baker's Book of Techniques & Recipes, 2E	9781118132715	\$61.95

## INTENSIVE SOMMELIER TRAINING

Schedule	Time		Total Charges
5 days	Morning	10am-2pm	\$10,250.00
3 days	Evening	6-10pm	\$10,250.00

### Supplies

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

Supplies	Total Price
Tools (includes NYS Sales Tax of 8.875%)	\$36.89
Books	\$180.70
<b>Total</b>	<b>\$217.59</b>

### Books

The following books are utilized in the Intensive Sommelier Training program. Students may elect to provide their own copies of the texts, should they choose to do so.

Title	ISBN	Price
Message in the Bottle	9781955750479	\$29.99
The Wine Bible	9781523510092	\$39.99
Tasting Booklet (Unit 1)		\$17.28
Tasting Booklet (Unit 2)		\$22.75
Tasting Booklet (Unit 3)		\$17.28
Tasting Booklet (Unit 4-5)		\$21.48
Tasting Booklet (Unit 6)		\$17.85

**ADDENDUM II - SCHOOL HOLIDAYS**

**SCHOOL HOLIDAYS FOR STUDENTS 2024**

January 1	New Year's Day Holiday
January 15	Martin Luther King Holiday
February 7 No Afternoon Classes	Faculty Development Day
February 19	Presidents' Day Holiday
March 31	Easter Sunday
May 22 No Morning Classes	Anticipated Graduation Ceremony
May 25 – 27	Memorial Day Weekend
June 5 No Afternoon Classes	Faculty Development Day
June 19	Juneteenth
July 4 – July 7	Independence Day Holiday
August 31 – September 2	Labor Day Weekend
Eve of October 2 and Eve of October 3	Rosh Hashanah
Eve of October 11 and Eve of October 12	Yom Kippur
November 6 No Afternoon Classes	Faculty Development Day
Eve of November 27– December 1	Thanksgiving Weekend
December 24 – January 1, 2025	Winter/Holiday Break

**SCHOOL HOLIDAYS FOR STUDENTS 2025**

January 1	New Year's Day Holiday
January 20	Martin Luther King Holiday
February 5 No Afternoon Classes	Faculty Development Day
February 17	Presidents' Day Holiday
April 20	Easter Sunday
May 24 – 26	Memorial Day Weekend
June 4 No Afternoon Classes	Faculty Development Day
June 19	Juneteenth
June 24 No Morning Classes	Anticipated Graduation Ceremony
July 4 – July 6	Independence Day Holiday
August 30 – September 1	Labor Day Weekend
Eve of September 22 and Eve of September 23	Rosh Hashanah
Eve of October 1 and Eve of October 2	Yom Kippur
November 5 No Afternoon Classes	Faculty Development Day
Eve of November 26– November 30	Thanksgiving Weekend
December 24 – January 2, 2026	Winter/Holiday Break

## ADDENDUM III - HIGHER EDUCATION EMERGENCY RELIEF FUND (HEERF) DISCLOSURES

### HEERF DISCLOSURES

The Coronavirus Aid, Relief, and Economic Security Act or, CARES Act, provided fast and direct economic aid to Americans negatively impacted by the COVID-19 pandemic. Of that money, approximately \$14 billion was given to the Office of Postsecondary Education as the Higher Education Emergency Relief Fund, or HEERF. The Higher Education Emergency Relief Fund II (HEERF II), authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), provided an additional \$81.88 billion in support for education, while a third round of funding authorized by the American Rescue Plan (ARP), provided \$39.6 billion in support to institutions of higher

education to serve students and ensure learning continues during the COVID-19 pandemic.

To access the following reports disclosing ICE's utilization of HEERF funds, visit: <https://ice.edu/higher-education-emergency-relief-fund-heerf>

Reports and Disclosures:  
HEERF Quarterly Institutional Reports  
HEERF I (CARES)  
HEERF II (CRRSSA)/HEERF III (ARP)

**ADDENDUM IV - GRADUATION & EMPLOYMENT RATES**

**ICE 2022 ACCSC GRADUATION & EMPLOYMENT RATES**

<b>Program Version</b>	<b>Length (Months)</b>	<b>Total Starts</b>	<b>Graduation</b>	<b>Employment (in Field)</b>
Career Culinary Arts	8	206	89%	83%
Career Culinary Arts	11	36	94%	86%
Career Culinary Arts	12	43	88%	79%
Career Pastry & Baking Arts	8	87	92%	73%
Career Pastry & Baking Arts	10	16	87%	77%
Career Pastry & Baking Arts	11	28	90%	72%
Career Plant-Based Culinary Arts	7	32	88%	80%
Career Plant-Based Culinary Arts	8	22	95%	88%
Career Plant-Based Culinary Arts	13	39	94%	73%
Restaurant and Culinary Management	7	69	87%	75%
Restaurant and Culinary Management	10	8	100%	50%
Hospitality & Hotel Management*	12	15	80%	75%

**ICE 2023 ACCSC GRADUATION & EMPLOYMENT RATES**

<b>Program Version</b>	<b>Length (Months)</b>	<b>Total Starts</b>	<b>Graduation</b>	<b>Employment (in Field)</b>
Career Culinary Arts	8	272	87%	81%
Career Culinary Arts	11	57	93%	72%
Career Culinary Arts	12	57	80%	73%
Career Pastry & Baking Arts	8	113	91%	86%
Career Pastry & Baking Arts	10	34	79%	77%
Career Pastry & Baking Arts	11	31	81%	80%
Career Plant-Based Culinary Arts	8	73	93%	76%
Career Plant-Based Culinary Arts	13	28	85%	59%
Restaurant and Culinary Management	7	74	91%	76%
Restaurant and Culinary Management	10	9	89%	80%
Restaurant and Culinary Management - DE	7	7	100%	83%
Restaurant and Culinary Management - DE	10	5	60%	67%
Hospitality & Hotel Management*	8	5	60%	100%
Hospitality & Hotel Management*	12	24	71%	88%

\*This program has been renamed  
Tourism, Travel and Hospitality  
Management as of 9/1/24



**Institute of  
Culinary Education**

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NEW YORK LOS ANGELES

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