NOTICE:

The contents of this catalog represent the curriculums and information current at the time of printing. The International Culinary Center reserves the right to make changes to its content as a result of changes in the industry, availability of new technologies and equipment and changes in issues of compliance to the various regulating bodies governing the operation of the school. Any such changes will be found attached to this catalog in the form of catalog addendums. All photographs in this catalog have been taken at the campus of The International Culinary Center (NY or CA). Appropriate releases have been obtained from all individuals whose images are shown.

The International Culinary Center reserves the right to make changes in any of its curriculums, tuitions and fees and to change or reschedule posted class schedules.

Although The International Culinary Center is accredited by the Accrediting Commission of Career Schools and Colleges, amateur courses at The International Culinary Center do not fall within the scope of the commission’s accreditation.

The International Culinary Center of California is a private institution and is licensed to operate by the Bureau for Private Postsecondary Education (BPPE). Note that amateur courses do not fall within the BPPE’s scope of approval.

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

The International Culinary Center of California, LLC has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has a petition in bankruptcy been filed within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

STATEMENT OF OWNERSHIP
International Culinary Center of California, LLC, with main offices at 700 W. Hamilton Ave, Suite 300, Campbell, California 95008 • 866.318.2433 • www.internationalculinarycenter.com
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Welcome to The International Culinary Center! We are delighted that you chose to study with us and would like to take a few minutes to tell you about the philosophy of our School. At The International Culinary Center, we pride ourselves on quality, discipline and reality – our motto.

Quality is what we constantly strive for in our teaching methods, in the products we use, in the food we prepare, and in the services we provide. It is a value that we want you to embrace.

Discipline is what we expect from you as well as ourselves in order to strive to be the best in our profession.

Reality is the environment we provide so that your studies will prepare you for the rigors of the restaurant industry.

We feel the emphasis we place on these three important principles distinguishes The International Culinary Center from the other culinary institutions. They embody our philosophy and contribute to the success of our graduates. We know that if you take this motto to heart and work on it every day, in a very short time we will be proud to call you a graduate of the International Culinary Center. Best of luck to you in your studies!

Sincerely,

Dorothy Cann Hamilton
Founder/Chief Executive Officer
The International Culinary Center (hereinafter referred to as the School) is a culinary destination offering training for chefs and food enthusiasts of all levels. Students learn actively from experienced and distinguished instructors using the School's successful Total Immersion method, which is intensive and hands-on where appropriate. The School offers programs for students in topics including culinary arts, pastry arts, Italian studies, bread baking, culinary technology, wine studies, food writing, and restaurant management. The School was officially established as a school in 2006, offering programs in food journalism, as well as programs in culinary, pastry, bread, and beverage designed for non-career students. The School was established in New York in 1984, initially offering programs designed for career students.

The Classic French Studies career program, Classic Culinary Arts, was established in 1984 in alliance with the Chambre de Commerce et Industrie de Paris (CCIP), which supervises the curriculum of the Centre de Formations Technologiques des Métiers de l'Alimentation (Center for Technical Training in Food Preparation), the official Paris institution for training in the culinary arts. Through the Centre, we were furnished with a complete classic French culinary arts curriculum, as well as advice on the appropriate faculty and the requisite equipment and its installation. Because of this alliance, our students were assured from the beginning of a strong foundation in the skill and art of the classic French kitchen. Classic French Studies chose this alliance because we determined that cooking, and fine cooking in particular, must be grounded in the basic tenets of the classic French culinary repertoire. We further felt that, since America lacked the traditional French apprentice system, these tenets were best acquired and expanded in a collegial atmosphere accompanied by the hands-on work experience offered by our on-site restaurant kitchen. It is our continuing belief that once learned these classic French formulas are readily applied to advancing the culinary art of all cuisines.

The Classic Pastry Arts career program, established in 1994, has been devised by the internationally renowned master pastry artisan Jacques Torres, working in conjunction with some of the finest pastry chefs in the world. Among the members of the panel established to set the curriculum were Chefs Dan Budd, André Renard, Kurt Walrath, and Eric Gouteyron. These respected professionals brought years of experience in the pastry arts to define the requisites for well-structured lesson plans.

The Intensive Sommelier Training program is the first program in the world to be approved by the renowned Court of Master Sommeliers®. It combines lecture with intensive tastings, food pairings, and practice of service techniques. In as little as 11 weeks, students learn how to taste and evaluate bottles from around the world and have the option to take the Court of Master Sommeliers' Certified Sommelier Examination on-site at the end of the program.

The School, began operation in Campbell, California in November 2010, with the vision to combine the rigor and high quality education of this New York culinary school with the amazing breadth and quality of products that are grown and produced in the Bay Area. Since 1984 the School has provided exceptional culinary education to over 22,000 students in its years of operation.

International Culinary Center Mission:
We educate aspiring individuals to become the hospitality leaders of tomorrow.

International Culinary Center Vision
Our vision is to be recognized as the world-wide leader in culinary education.
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<th>COURSE SCHEDULE</th>
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| **CHARCUTERIE & PÂTÉS**  
(3 days of instruction) | **START** | **END** |
| Saturdays: 9:00 AM - 2:00 PM | October 12, 2013 | October 26, 2013 |
| **CHOCOLATE CANDY & CONFECTIONS**  
(5 days of instruction) | **START** | **END** |
| Saturdays: 9:00 AM - 2:00 PM | September 7, 2013 | October 5, 2013 |
| **COOKING CAMP FOR TEENS**  
(8 days of instruction) | **START** | **END** |
| Mon-Fri: 9:00 AM - 2:00 PM | July 15, 2013 | July 24, 2013 |
| Mon-Fri: 9:00 AM - 2:00 PM | August 5, 2013 | August 14, 2013 |
| **CULINARY TECHNIQUES**  
(22 days of instruction) | **START** | **END** |
| Mon-Fri: 9:00 AM - 2:00 PM | June 3, 2013 | July 2, 2013 |
| Tues-Thurs: 6:00 - 11:00 PM | September 12, 2013 | November 26, 2013 |
| Saturdays: 9:00 AM - 2:00 PM | October 12, 2013 | March 29, 2014 |
| **ESSENTIALS OF FINE COOKING**  
(8 days of instruction) | **START** | **END** |
| Saturdays: 9:00 AM - 2:00 PM | January 26, 2013 | March 23, 2013 |
| Tues-Thurs: 6:00 - 11:00 PM | June 4, 2013 | June 27, 2013 |
| Mon-Fri: 9:00 AM - 2:00 PM | July 15, 2013 | July 24, 2013 |
| Saturdays: 9:00 AM - 2:00 PM | September 7, 2013 | October 26, 2013 |
| **ESSENTIALS OF ITALIAN COOKING**  
(8 days of instruction) | **START** | **END** |
| Saturdays: 9:00 AM - 2:00 PM | April 13, 2013 | June 8, 2013 |
| **KNIFE SKILLS, DEBONING & FILLETING**  
(3 days of instruction) | **START** | **END** |
| Mon-Wed: 6:00 - 11:00 PM | August 26, 2013 | August 28, 2013 |
| **PASTRY TECHNIQUES**  
(20 days of instruction) | **START** | **END** |
| Tues-Thurs: 6:00 - 11:00 PM | September 10, 2013 | November 14, 2013 |
| **WINE FOUNDATION**  
(7 days of instruction) | **START** | **END** |
| Thurs: 6:00 - 10:00 PM | January 31, 2013 | March 14, 2013 |
| Mon-Fri: 6:00 - 10:00 PM | April 8, 2013 | April 16, 2013 |
| Thurs: 6:00 - 10:00 PM | July 11, 2013 | August 22, 2013 |
| Mon-Fri: 6:00 - 10:00 PM | September 16, 2013 | September 24, 2013 |
### ACADEMIC CALENDAR

This calendar is offered for planning purposes only and is subject to change without notice. Please see any addendums for changes or revisions.

#### 2013

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<td>Monday - Tuesday • December 31, 2012 - January 1, 2013</td>
<td>School Closed</td>
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<td><strong>Martin Luther King, Jr. Day</strong></td>
<td>Saturday - Monday • January 19 - 21, 2013</td>
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<td><strong>President’s Day Weekend</strong></td>
<td>Saturday - Monday • February 16 - 18, 2013</td>
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<td><strong>Spring Holiday Weekend</strong></td>
<td>Friday - Sunday • March 29 - 31, 2013</td>
<td>School Closed</td>
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<td>Saturday - Monday • May 25 - 27, 2013</td>
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<td><strong>Independence Day</strong></td>
<td>Thursday • July 4, 2013</td>
<td>School Closed</td>
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<tr>
<td><strong>Labor Day Weekend</strong></td>
<td>Saturday - Monday • August 31 - September 2, 2013</td>
<td>School Closed</td>
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<tr>
<td><strong>Thanksgiving Weekend</strong></td>
<td>Thursday-Sunday • November 28 - December 1, 2013</td>
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<tr>
<td><strong>Christmas</strong></td>
<td>Tuesday &amp; Wednesday • December 24 &amp; 25, 2013</td>
<td>School Closed</td>
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<tr>
<td><strong>New Years Eve</strong></td>
<td>Tuesday • December 31, 2013</td>
<td>School Closed</td>
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<tr>
<th>Event</th>
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<td>Wednesday • January 1, 2014</td>
<td>School Closed</td>
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<tr>
<td><strong>Martin Luther King, Jr. Day</strong></td>
<td>Saturday - Monday • January 18 - 20, 2014</td>
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<tr>
<td><strong>President’s Day Weekend</strong></td>
<td>Saturday - Monday • February 15 - 17, 2014</td>
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<tr>
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<tr>
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<td>School Closed</td>
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<td><strong>Independence Day Weekend</strong></td>
<td>Friday - Sunday • July 4 - 6, 2014</td>
<td>School Closed</td>
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<td><strong>Labor Day Weekend</strong></td>
<td>Saturday - Monday • August 30 - September 1, 2014</td>
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<td><strong>New Years Eve</strong></td>
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<td>School Closed</td>
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DOROTHY CANN HAMILTON  FOUNDER & CEO. As founder and CEO of the world-renowned International Culinary Center, Hamilton has educated over 15,000 students in the fundamentals of cuisine. The International Culinary Centers in New York City and Campbell, CA, and their predecessor schools, The French Culinary Institute, Professional Culinary Institute and The Italian Culinary Academy count many of America’s most prominent chefs among their graduates.

Hamilton’s distinguished career in vocational education and her outstanding reputation for creating innovative programs in gastronomy has earned her numerous awards including the 2006 IACP Award of Excellence for Vocational Cooking School and the prestigious Ordre National du Mérite (National Order of Merit Award) from the French government. Most recently, she was inducted into the Who’s Who of Food and Beverage in America by the James Beard Foundation and received the coveted Silver Spoon Award from Food Arts magazine, recognizing her as a leader in the American restaurant community.

Hamilton was also the creator and host of Chef’s Story, a 26-part television series, which debuted on PBS in April 2007, and the author of the companion book, Chef’s Story. The textbook she conceived for the school -- The Fundamental Techniques of Classic Cuisine - received James Beard Foundation Award in 2008. Her book on culinary careers, Love What You Do, and the school’s The Fundamental Techniques of Classic Pastry Arts, were both published in the fall of 2009.

Love What You Do was the recipient of the ForeWord Silver Award for Book of the Year in 2009, and The Fundamental Techniques of Classic Pastry Arts was honored in 2010 with awards from the James Beard Foundation, the IACP, and the New York Book Show.

Hamilton holds a BA with honours degree from the University of Newcastle-upon-Tyne, England and an MBA from New York University.

DEANS

JOSÉ ANDRÉS - DEAN OF SPANISH STUDIES. Named Outstanding Chef by the James Beard Foundation in 2011, José Andrés is an internationally recognized culinary innovator, passionate advocate for food and hunger issues, author, educator, television personality and chef/owner of ThinkFoodGroup. TFG is the team responsible for renowned dining concepts in Washington, DC, Las Vegas, Los Angeles, and soon Miami, including minibar by josé andrés, Jaleo at the Cosmopolitan of Las Vegas, and The Bazaar by José Andrés at the SLS Hotel Beverly Hills. Often credited with introducing Americans to both avant-garde and traditional Spanish cooking, José has played a crucial role in promoting the culture of his native Spain and popularizing its cuisine and classic ingredients in the U.S. for his efforts, the Government of Spain awarded him the prestigious Order of Arts and Letters medallion making him the first chef to receive this recognition. To further his role in helping promote and prosper Spanish cuisine in America, Andrés joined The International Culinary Center in 2012 as dean of Spanish Studies.

CESARE CASELLA  - DEAN OF ITALIAN STUDIES. Cesare Casella’s point of view that ingredient simplicity and freshness is the heart of Italian cuisine is what has made him one of New York City’s most renowned and sought-after Italian chefs. His entrée into the culinary world began at age 14, when he enrolled in the Culinary Institute Ferdinando Martinat, and following graduation transformed his family’s restaurant, Vipore, from a local hangout into a well-known regional destination earning it a Michelin star in 1993. Upon his arrival in New York, Chef Casella was named executive chef of New York’s Coco Pazzo and soon launched a sister restaurant, Il Toscanaccio. In March 2001, he opened his first solo restaurant, the critically acclaimed Beppe, followed by Maremma in 2005. It was also at this time that Chef Casella brought his vision and expertise to the students of The International Culinary Center as its Dean of Italian Studies, designing the curricula for the Italian Culinary Experience—a comprehensive study-abroad training program in Italian cuisine, culture, and language.

DAVID KINCH  DEAN OF CULINARY ARTS. A recipient of the Best Chefs in America award for the Pacific region from the James Beard Foundation and awarded two Michelin stars for five consecutive years, David Kinch is creating a legacy in the advancement of California cuisine in the 21st century. At Manresa, his restaurant in Los Gatos, California, where he is executive chef and proprietor, his philosophy is fostered by the terroir or
“sense of place” of the California Coast, and the kind of ingredient-driven cooking and modern technique he studied in France, Spain, Germany, Japan, and the United States. In 2006, he formed an exclusive partnership with Cynthia Sandberg of Love Apple Farm in the Santa Cruz Mountains, which supplies Manresa with year-round provisions and vegetables grown using biodynamic practices. By sustainably producing his own vegetables, he is creating a closed circle among guests, the garden and his highly personal cuisine. He joined the School of California as Dean in 2011.

EMILY LUCHETTI  DEAN OF PASTRY ARTS. The winner of numerous awards, including the San Francisco Chronicle’s 20 Visionary Chefs in the Bay Area, Emily Luchetti has taught pastry to dessert lovers across the country, sharing her philosophy that desserts increase the social experiences and interactions of friends and family as they gather around the table. A graduate of Denison University and the New York Restaurant School, she has more than 20 years experience as an executive pastry chef at acclaimed restaurants, including eight years at Jeremiah Tower’s Stars restaurant and the retail bakery StarBake. She is currently the executive pastry chef at Farallion and Waterbar, both located in San Francisco. An author of six cookbooks and a 2004 James Beard Award winner, Luchetti and her recipes have appeared regularly in national newspapers and magazines. She has been featured on The Food Network’s “The Ultimate Kitchen,” “Sweet Dreams,” “Cookin’ Live with Sara Moulton,” “Sara’s Secrets,” as well as “The Martha Stewart Show,” and was also the cohost of the PBS Series, “The Holiday Table.” She joined the School of California as Dean in 2011.

JACQUES PÉPIN  DEAN OF SPECIAL PROGRAMS. One of America’s most celebrated chefs. Prior to moving to the United States, he served as personal chef to Charles de Gaulle. In America he worked at the famed Le Pavillon before mastering the nuances of mass production, marketing, food chemistry, and American food tastes in research and development at the Howard Johnson chain. He earned a place in the James Beard Foundation’s Cookbook Hall of Fame, the Foundation’s Who’s Who of Food and Beverage in America, and captured its Lifetime Achievement Award in 2005. Chef Pépin won an Emmy for a television show he co-hosted with Julia Child, and he is among an elite group that has received the Chevalier de la Légion d’Honneur, one of the highest honors bestowed by the French government. He shares his knowledge through numerous cookbooks and TV series but most importantly, with the students at the School. He joined the School in 1988.

ALAIN SAILHAC  EXECUTIVE VICE PRESIDENT, DEAN EMERITUS. Chef Sailhac earned four stars from The New York Times at New York’s Le Cygne, three stars at the world-famous Le Cirque, and brings nearly 50 years of industry experience to the School. Chef Sailhac received the Silver Toque when he was named Chef of the Year by the Maîtres Cuisiniers de France (Master Chefs of France) in 1997, an award that places him among the world’s outstanding culinary artists. He has also been awarded the Chevalier du Mérite Agricole. Chef Sailhac is a member of numerous prestigious culinary organizations, including the Maîtres Cuisiniers de France and the Société Culinaire Philanthropique. He joined the School in 1991.

ANDRÉ SOLTNER  DEAN OF CLASSIC STUDIES. Chef Soltner has been awarded the James Beard Foundation’s Lifetime Achievement Award, Who’s Who of Food and Beverage in America, the Grande Médaille d’Or from the Académie Culinaire de France, and one of the highest honors from the French government, the Chevalier de la Légion d’Honneur. In 1995 he left his position as chef-owner of New York’s incomparable Lutèce, where he received a four-star rating from The New York Times and co-authored the Lutèce cookbook, and leapt straight from the sauté pan into the fire here at the School. Chef André shares his passion, philosophy, techniques, and artistry with our students through demos, hands-on classes, and invaluable one-on-one counseling. He joined the School in 1995.

JACQUES TORRES  DEAN OF PASTRY ARTS. Chef Torres designed and oversees the School’s Classic Pastry Arts program. Trained in France, he holds the title of Master Pastry Chef. He is the youngest chef ever to win the prestigious Meilleur Ouvrier de France Pâtissier competition. He has been honored with several awards, including the James Beard Foundation Pastry Chef of the Year, the Chartreuse Pastry Chef award, the Chefs of America Pastry Chef of the Year, and membership in the Académie Culinaire de France. In New York, he worked as corporate pastry chef for the Ritz-Carlton Hotel and as executive pastry chef at the legendary Le Cirque 2000 prior to launching his own wholesale business, Jacques Torres Chocolate and MrChocolate.com, producing specialty chocolates. He joined the School in 1993.

ADMINISTRATION

BRUCE W. McCANN  PRESIDENT/SCHOOL DIRECTOR. BA, English, University of California, Berkeley; MA, Language Arts and Literature, California State University, Sacramento; JD, Empire College, School of Law; LLM, Taxation, Golden Gate University, School of Law. Member, California State Bar; Corporate Counsel Registration, New York Bar; previously with Clouds Rest Wines; Once Wines; and Evening Land Vineyards. He joined The International Culinary Center in 2011.
KRISTINE BOUCHER  BURSAR / HR GENERALIST. AA in Paralegal Studies from DeAnza College. Graduate from the Professional Culinary Institute with diplomas in Essentials of Culinary Arts, Essentials of Baking & Pastry arts, and Intensive Sommelier programs. She joined PCI in 2005 which became a branch of The International Culinary Center in November 2010.

DANIELLE FERGUSON  REGISTRAR. AA in Liberal Arts from DeAnza College. She joined PCI in 2006 which became a branch of The International Culinary Center in November 2010.

NICOLE HARNETT  ASSOCIATE DIRECTOR OF CAREER SERVICES. BS in Mass Media and Communication from New York University. Graduate of The French Culinary Institute’s Classic Culinary Arts program. She joined The International Culinary Center in 2011.

LAURIE LINDRUP  DIRECTOR OF SPECIAL EVENTS. Grand diplôme from Ecole de Cuisine LaVarenne, a Cycle de Degustation from L’Académie du Vin, and a Certificate d’Attendance Pâtisserie from Le Cordon Bleu (all in Paris). She joined the PCI in 2010 which became a branch of The International Culinary Center in November 2010.

RACHEL LINTOTT  ASSISTANT DIRECTOR. BS in Anthropology from Santa Clara University. Joined The International Culinary Center in 2012.

RHONDA LYNN  DIRECTOR OF STUDENT AFFAIRS. BA in Psychology and Human Development from the University of Nebraska. Worked as Assistant Pastry Chef at Union Square Café. She joined The International Culinary Center in New York in 2004 and moved to the California branch in 2011.

KATIE MYERS  DIRECTOR OF ADMISSIONS. BA in English & Creative Writing from Dartmouth College. Graduate with distinction from The French Culinary Institute’s Classic Pastry Arts, Worked at Craft Restaurant in New York City and Peninsula Grill in Charleston, SC. She joined The International Culinary Center in New York in 2006 and moved to the California branch in 2010.

EMILY O MARA  CONCIERGE. Graduate from the International Culinary Center’s Intensive Sommelier Training program. She came on board with International Culinary Center in 2011.

SONIA PAPAMAKARIOU  ENROLLMENT COORDINATOR. BS in Business Administration from Boston University. Graduate of the French Culinary Institute’s Classic Culinary Arts program. She joined The International Culinary Center in 2012.

GILDARDO SANCHEZ  FACILITIES SUPERVISOR. Graduate from the Professional Culinary Institute with a diploma in Essentials of Culinary Arts. He joined PCI in 2005 which became a branch of The International Culinary Center in November 2010.

BILL SOUZA  ASSISTANT DIRECTOR OF ADMISSIONS. BA in History from California State University Chico. California Single-Subject Teaching Credential in Social Science from National University. He joined The International Culinary Center in 2011.

MARC TSUCHIYA  FINANCIAL SERVICES MANAGER. BA in Economics from San Jose State University. He joined PCI in 2008 which became a branch of The International Culinary Center in November 2010.

RACHEL THOMPSON  COMPLIANCE OFFICER. Graduate with distinction from The French Culinary Institute’s Classic Pastry Arts program, and Certificate with High Honors in Culinary Arts and Hospitality Management from Cabrillo College. She joined PCI in 2006 which became a branch of The International Culinary Center in November 2010.

FACULTY

CLASSIC CULINARY ARTS FACULTY

CHEF MARC PAVLOVIC  CULINARY COORDINATOR. Before joining The ICC, Marc Pavlovic was a personal chef whose style was hugely influenced by the fresh, bright flavors of Nice, his hometown on the French Riviera. Grilled, stuffed sea bass is one of his favorite dishes to cook. Chef Marc revels in the pressure of the kitchen and teaches his students to keep an open mind in school as well as throughout their careers. His favorite thing about working at The ICC is the opportunity to keep learning and sharing the knowledge with his students. Chef Marc joined The International Culinary Center in 2006.

CHEF TOMM JOHNSON  CHEF-INSTRUCTOR. Graduate of Culinary School of Connecticut Chef Johnson has trained and worked in Mexico, Italy and Thailand bringing his diverse background to students. Former Executive Chef of Becco Fino in Florence and La Sirena restaurant in Connecticut both specializing in Italian regional
CHEF BRUNO PONSOT  CHEF-INSTRUCTOR. Chef Bruno received his training for his CAP diploma in France and followed this training with specialized pastry classes at Gaston Lenotre in Paris. Experience highlights include working as Chef de Partie at La Tarasse with Alain Ducasse (France) and as Chef de Partie at Paul Bocuse Restaurant (Lyon, Franc). Chef Bruno also owned his own gourmet food business for 9 years in Stanford, Florida. He joined the faculty of the International Culinary Center in 2011.

CHEF UDO PRAMBS, CMC  CHEF-INSTRUCTOR. German Certified Master Chef holds diplomas as Master Restaurateur, Hospitality and Hospitality Business from Bavaria Hotelfach Schule. Chef Prambs worked throughout Europe and the Middle East including at the Kulm Hotel in Switzerland, Da-ivo in Italy and for Four Seasons in England. Chef Prambs joined PCI in 2005 which became a branch of The International Culinary Center in November 2010.

CHEF TIM SHAW  CHEF-INSTRUCTOR. A Graduate of The French Culinary Institute's Classic Culinary Arts program, a Masters Degree in Food Studies from New York University, and years of being an adjunct professor, Chef Tim brings experience, passion, and excitement to the classroom as the lead Nutrition, Sustainability, and Sanitation instructor. He joined the faculty of The International Culinary Center in 2005 and transferred to the California branch in 2011.

SALVADOR ARCINIEGA  CHEF-INSTRUCTOR. Chef Salvador has traveled and worked in restaurants on both coasts of the country and in Mexico chasing his passion for food. He has honed his craft working & learning at influential San Francisco restaurants and bay area urban farms. He was also the Marketing and Culinary Team Leader for Whole Foods Market helping form the vision for organic retail marketing in California's south bay. Chef Salvador holds a degree in Culinary Arts and Wine Appreciation from the Cordon Bleu California Culinary Academy in San Francisco.

CLASSIC PASTRY ARTS FACULTY

CHEF PETER BALDINO  PASTRY COORDINATOR. Chef Peter holds BFA from Pratt Institute in Brooklyn, NY. Graduate of The French Culinary Institute’s Classic Pastry Arts program. Worked in New York as a Pastry Chef from 2002 to 2008, at Bar Milano, Bar Americain, Mesa Grill, and Bolo. He joined The International Culinary Center in New York in 2008 and transferred to the California branch in 2011.

CHEF STEPHANY BUSWELL, CMB  CHEF-INSTRUCTOR. Certified Master Baker from the Retailer’s Bakery Association Chef Buswell has been a presence in the pastry community in Santa Cruz for 30 years. Chef Buswell has owned and operated a bakery and cake shop in Santa Cruz and has been teaching in the pastry arts since 1989. Chef Buswell joined PCI in 2005 which became a branch of The International Culinary Center in November 2010.

CHEF JOSEPH MOORHEAD  CHEF-INSTRUCTOR. A restaurant job held during college at New York University’s Tisch School of the Arts led Joseph Moorhead to pursue his interest in baking. Chef Joseph became pastry chef at the prestigious Bellevue Strafford Hotel in Philadelphia and later opened his own award-winning bakery, Petit 4 Pastry Studio. He earned three Best of Philadelphia awards from Philadelphia magazine and his bakery was featured as a hot destination spot in Travel + Leisure. His passion for pastry as a discipline and art form brings him to The International Culinary Center, where he helps students hone their pastry techniques. Chef Joseph joined The International Culinary Center in 2009 and transferred to the California branch in 2012.

CHEF JEANNE NEIVERT  CHEF-INSTRUCTOR. Chef Jeanne graduated from The International Culinary Center’s pastry program in 1998. Before returning to the school as an instructor, Chef Jeanne was the pastry chef for Spoon Catering and Tbsp Café. While studying in college to become a veterinarian, Chef Jeanne fell in love with the warm kitchen atmosphere and the infinite number of ways a simple dough can be transformed into a complex plated dessert. She is equally as energized by her well-respected colleagues and enthusiastic students and loves the interaction she has with students, as well as having the chance to meet so many wonderful people. Chef Jeanne joined The International Culinary Center in 2010 and transferred to the California branch in 2012.

INTENSIVE SOMMELIER TRAINING FACULTY

SCOTT CARNEY, MS  DIRECTOR OF WINE EDUCATION/WINE INSTRUCTOR (CA/NY). Scott Carney was born in Boston and, after graduating from Connecticut College, satisfied his curiosity about wine by taking a sommelier position at the Bay Tower Room in Boston’s financial district. As his curiosity grew into a passion, Scott move on to a full-time sommelier position at the venerable Harvest Restaurant in Harvard Square where
he also began a career in restaurant management. Recognizing a need to further his business skills, Scott enrolled in the Stern School of Business at New York University and after a stage in France, graduated with an MBA in Finance. Scott joined the Gotham Bar & Grill as business manager and spent 10 years overseeing affairs as the restaurant earned three consecutive three-star reviews from the New York Times. It was during his tenure at Gotham that Scott began his study for the title of Master Sommelier, which he earned in 1991. Since leaving Gotham Bar & Grill, Scott has worked in operations, beverage, and finance with a number of Manhattan’s leading restaurant groups, including The Glazier Group, Jean-Georges Management, and Les Halles Group. In 1998, he built and operated The Tonic in Chelsea, later selling his shares to his partner. He also consulted for such notable New York venues as Picholine and Tocqueville, and he oversaw the reopening of the famed Russian Team Room in 2006. He joined The International Culinary Center in 2011.

ROLAND MICU, MS - ASSOCIATE DIRECTOR OF WINE EDUCATION/WINE INSTRUCTOR. Roland is the first graduate of the Intensive Sommelier Training program to earn his Master Sommelier certification. He is currently also the youngest Master Sommelier, and was awarded the 2012 Top New Sommelier title, which is granted to the premiere sommelier under the age of 30. Roland focused his attention on wine in 2007 when he enrolled in the Intensive Sommelier Program with the intention of creating a career in fine dining.

Prior to earning his Master Sommelier certificate, Roland spent years working in the wine industry. First as a sommelier at Alexander’s Steak House, where he helped shape an award winning wine list with Master Sommelier, Eric Entrikin. After his time assisting with the wine program, Roland went on to become Wine Director at La Toque in Napa. In addition to managing a million dollar plus wine program, Roland’s interest in education was sparked as he taught wine education to guests and employees. Just prior to his position at the International Culinary Center, Roland was the Wine Director for the Daniel Patterson Group in San Francisco. Here, he was responsible for the wine program at the 2-Michelin starred restaurant, Coi. With a devotion to education and a passion for wine, Roland has returned to the International Culinary Center of California as the Associate Director of Wine Education and looks forward to contributing to the continued growth and success of the Intensive Sommelier Program.

ERIC ENTRIKIN, MS ADJUNCT WINE INSTRUCTOR. Eric started his career in the restaurant and wine industry working in various Los Angeles area locations including the Regency Club in Westwood where he worked for Chef Joachim Splichal. Chef Splichal asked Eric to follow him to his then new restaurant Patina where he worked as the assistant to the Maitre D and Sommelier. Eric has traveled extensively in the wine regions of France gaining first-hand knowledge of the wines of France. In 2005 he accepted the position of Sommelier at Cupertino’s Alexander’s Steakhouse. In 2008 the wine list was awarded the Wine Spectator’s Best Award of Excellence.

ALAN MURRAY, MS, AWS ADJUNCT WINE INSTRUCTOR. Native of Australia, Master Sommelier Alan Murray moved to San Francisco in 1998 where he took a job at Rubicon where he worked with the highly esteemed Master Sommelier Larry Stone who was running an ambitious wine program and had compiled an encyclopedic wine cellar. Under Stone’s tutelage Alan worked towards his master sommelier diploma from the Court of Master Sommeliers. He became Wine Director at Masa in 2001 and was awarded his Master Sommelier diploma in February 2005. Murray was the first Australian to earn that distinction.

MATT STAMP, MS ADJUNCT WINE INSTRUCTOR. Matt Stamp learned the wine and restaurant trade in his hometown of Omaha, Nebraska where he managed V. Mertz, a local fine-dining institution owned by his family. Matt built the restaurant’s award-winning wine list and earned the staff a semifinalist nod for a James Beard Award in Outstanding Wine Service. Matt has worked as a Sommelier at The Farmhouse Inn and Restaurant in California’s Russian River Valley and at The French Laundry in Yountville. Matt finished first in the inaugural TOP SOMM competition in 2010, earning the title of America’s Top Sommelier.
THE FACILITY

The School occupies 30,000 square feet on the second and third stories of one of the most prominent buildings in Campbell, located at 700 West Hamilton Ave. The third floor offers two demonstration kitchen theaters seating 35 students each, four culinary kitchen laboratory classes and two pastry kitchen laboratory classrooms. Also on this floor are the banquet/conference facility and 1 conventional classroom, and a resource Library with computers. The Library may be accessed by current students during business hours. In addition, the administrative offices are also found on the third floor. The second floor, which was renovated in 2007, houses the unique wine cellar classroom, an additional culinary kitchen laboratory, a dining room, and offices. The School uses all high grade equipment in its classes, with commercial grade oven ranges, convection ovens and salamanders to enhance our students experience. The Classic Pastry Arts program at The International Culinary Center embraces both the art and craft of baking and pastry. The program is delivered in two professionally appointed Pastry kitchens, each being approximately 1400 square feet in size. Both pastry kitchens are identically appointed with a commercial four tray rotating deck oven, a single door revolving oven with steam injection and a size burner range with conventional oven. Student stations are on stainless steel or butcher block counters. Each station has access to marble slab for tempering of chocolate and decorative sugar work. Each shop has and plenty of refrigeration and freezer space and access to a 24 inch electric sheeter. Both floor and bench mixers are available to each station and commercial grade small wares are stocked in each. Full proofing boxes are available to each kitchen for the fermentation of bread dough. The instructor’s demo station is equipped with overhead video so that students may observe the demonstration from anywhere in the pastry kitchen. In all, the facility is set to provide the best possible training to prepare our student for entry into the industry. The wine classroom is designed with individual stations for its students, with each station including a sink with running water, electrical outlets for laptops, and up and own lighting to analyze the color of wine. The classroom also includes a ceiling mounted projector, two plasma monitors, and video recording capabilities. Floor plans may be obtained from the School Director. The International Culinary Center of California is a branch campus of the International Culinary Center of New York. The International Culinary Center’s main campus is located at 462 Broadway, New York, NY 10013.

CITY OF CAMPBELL

The School is located in Campbell, California, on the border between San Jose to the east and the quaint town of Los Gatos to the west. With a population of 40,000, Campbell provides a small town feel, while being just 10 minutes to downtown San Jose and 20 minutes to the heart of Silicon Valley, and 45 minutes to San Francisco. Within an hour’s drive, students can enjoy a plethora of dining options with hundreds of ethnic restaurants, wonderful museums, wineries of the Santa Cruz Mountains, the world famous produce of the Salinas Valley and the sunny beaches of Santa Cruz.
THE LIBRARY

The Library is an important cornerstone of the overall educational experience at the school. Its mission is to support all of the programs of the school by providing faculty, students, and staff with materials covering all areas of the culinary, pastry, wine and hospitality fields. Located on the third floor, the library houses more than 1,000 volumes related to the culinary arts, pastry arts, wine, and the hospitality industries, as well as a varied selection of current periodicals. The library has about 50 DVDs, featuring guest chefs and the deans from the New York campus. The library is open Monday through Friday from 2:00 PM to 6:00 PM. Amateur students may use the library as a resource library (currently students in amateur courses are not allowed to check out books).

TECHNOLOGY

Computer use in the library is limited to the programs for which The School has valid user licenses. Any unauthorized software will be deleted upon detection without notification. The use of all computer resources implies acceptance of, and agreement to the complete Responsibilities of The International Culinary Center Computer and Network Users which follows.

The library computing resources include Windows-capable multimedia computers, and run the Microsoft Office suite of products, including word processing, spreadsheet, and presentation software. Other library resources include databases, popular food magazine databases, and third-party instructional materials.

RESPONSIBILITY OF THE SCHOOL’S COMPUTER AND NETWORK USERS

Access to, and use of, computing resources at The School are privileges extended to members of The International Culinary Center community. Access to The School’s computing resources is limited to authorized users and is for approved purposes only. Such resources include computer hardware and software and computer-based files and data. Approved purposes are those consistent with the broad instructional and culinary goals of the School. Some users may be assigned an individual user account, while others will simply access a stand-alone computer that is not connected to the broader network. The following policies pertain to both types of users.

All students have the responsibility to use the resources referred to above in an ethical and legal manner and agree to the following as a condition for use of the account:

- Students’ access to The School computing resources is for the sole purpose of facilitating their work as students. Faculty and staff, including chef-instructors, are held to the same use.
- Students will respect the privacy and reasonable preferences of other users (both at the School and elsewhere on all connected networks), including the privacy of their accounts and data.
- Students will respect the integrity and security of the system and networks, and will exercise care to maintain this security.
- Students will take precautions to safeguard passwords and other privileged information to which they have been given access. Any passwords or verification codes assigned to a student are for the individual’s use only.
- Students will regard these passwords or verification codes as personal identifiers of their computer use, similar to the individual signature on a document.
- An account holder is responsible for all actions performed from that account.
- A student will not attempt to monitor any other individual’s computer or network use nor will a student attempt to obtain another individual’s password or other private information.
- In the event that a student gains access to confidential or privileged information relating to the institution, or to students, employees, or other individuals, they will respect the confidentiality of all information to which they have access, neither divulging confidential information without appropriate consent nor seeking to obtain access to confidential information to which they are not entitled.
- Students will not make unauthorized copies of software or perform unauthorized installations of software or reconfigurations of systems.
- Students use of computing resources, whether provided by organizations within or outside of The School, may be subject to additional norms of behavior or regulations specific to the resource, which they agree to follow.
• All persons accessing The School's computing resources will be held accountable for their conduct. As a matter of routine, use of The School's computer systems and network is monitored and recorded by authorized staff members in order to safeguard the security and smooth operation of these resources.

Any abuse or violation of the rules outlined here (or of other rules and practices governing the use of computer networks to which The School is attached) will lead to account suspension and immediate review, with the possibility of account revocation, further disciplinary action in accordance with The School rules and procedures, and/or probation and/or dismissal from school.

PERSONAL FILES AND PROGRAMS
Under no circumstances are students permitted to install any program that has not been purchased and approved by The International Culinary Center. These include, but are not limited to, games and screen savers. Virus-scanning software is provided on each library terminal and students should familiarize themselves with this software for the purposes of scanning media brought from home that are being used to transport a résumé, school project, or other type of school-related file. Questions should be directed to the Vice President of Information Technology.
STUDENT AFFAIRS

MISSION STATEMENT

The Office of Student Affairs (Student Affairs) works collaboratively with The International Culinary Center’s students, alumni, faculty, administration, and food industry professionals to provide student-centered services of the highest quality. As education professionals and advocates, we provide the challenges, tools, and resources that enhance the classroom experience and foster ongoing career development of students and alumni. While building a community, Student Affairs develops lifelong relationships that bridge the gap between The International Culinary Center and the professional world, and that promote the success of the School.

OFFICE OF STUDENT AFFAIRS

The International Culinary Center endeavors to create a positive learning environment for its students. Student Affairs has as its primary function the assistance of students on all matters relating to their status as members of The International Culinary Center community, including:

Registrar
The Registrar’s functions include, but are not limited to:
- Maintenance of attendance and grade records
- Preparation of letters for unemployment benefits and loan deferrals for prior school loans
- Preparation of letters verifying student status at The International Culinary Center
- Maintenance of transcripts
- Issuance of diplomas

Transcripts
Transcripts are not available to amateur students.

Lockers
There are limited lockers available for students in amateur courses where the chef instructor requires students to change into their uniform on site. Lockers are to be used on a day-to-day basis. The International Culinary Center is not responsible for any items lost or stolen from a locker. All lockers must be emptied at the end of each day.

Lost & Found
All lost or found items are to be reported to the main reception desk on the 2nd floor.

Health Insurance
The International Culinary Center does not provide students with any type of health insurance. We strongly recommend that each student obtain an individual insurance policy in case of emergency. Please see Student Affairs staff for information on private health insurance companies. The School maintains an accident insurance policy that provides insurance for accidents occurring on the School premises requiring medical attention. This policy is secondary to any other coverage the student may have. It does not provide coverage for illness.

Housing
Student housing is not available to students in amateur classes. Students are responsible for making their own housing arrangements.

Career Services
Job placement assistance is not available for courses without a vocational objective. However, students enrolled in amateur courses may take advantage of volunteer opportunities with culinary organizations.
ADMISSIONS REQUIREMENTS & PROCEDURES

All applicants are strongly encouraged to visit The School as part of the application process. The Office of Admission is located at 700 West Hamilton Ave, Campbell CA 95008. Applicants are encouraged to contact the office and arrange an interview with an admission representative by calling 1-866-318-CHEF.

In order to enroll in the courses listed in this catalog, applicants must be at least 16 years of age on the first day of the course (except for the Cooking Camp for Teens for which applicants must be at least 13 years of age). See additional requirements below for specific courses.

In order to initiate the admissions process to The International Culinary Center a prospective student must submit:

- A completed application for admission.
- A non-refundable application fee. See tuition and fees section for each course's application fee. The application fee will be applied to the cost of the course.

Applicants must finish their application for enrollment by completing the following prior to beginning coursework:

- A signed enrollment agreement which includes a consent and release.
- A uniform order form (when applicable).
- Tuition must be paid in full prior to the first day of class.

Applicants must submit admission documents within 30 days of application as outlined above. Failure to do so will result in cancellation of the enrollment agreement. Students wishing to postpone their class start date must sign a new enrollment agreement.

Additional requirements for WINE FOUNDATION:

- Must be 21 years of age or older.

Additional requirements for COOKING CAMP FOR TEENS:

- Applicants to the Teen Cooking Camp must have parental permission to take the class. A parent's signature must be on the Enrollment Agreement
- A personal interview is required.

Graduates of The International Culinary Center applying to a second course will be credited as already having paid the application fee. Other applicants applying to The International Culinary Center for a second time must pay the application fee if it has been more than three years from the date of original application.

LATE APPLICANTS

Students applying within 60 days of a class start will not be regarded as confirmed in a particular class start until admission/enrollment paperwork is complete and tuition has been paid.

- Students who initiate the admission process as outlined above, fewer than 61 days but more than 14 days prior to class start date, have 14 days to provide admission documents and pay the cost of attendance. Failure to comply within 14 days will result in cancellation of the enrollment agreement. Students wishing to enroll in a later class start must sign a new enrollment agreement.
- Applicants who make a deposit within 14 days of the class start of a class have no claim to a seat in the class until they have supplied the required admission documents and have paid the cost of attendance. Failure to comply with these rules by the first day of class will result in cancellation of the enrollment agreement. Students wishing to enroll in a later class start must sign a new enrollment agreement.

ENGLISH LANGUAGE PROFICIENCY

If English is not your first language, you must demonstrate English language proficiency. English language proficiency can be demonstrated by earning a score of at least 530 (paper version), 197 (computerized version),
or 71 (iBT) on the test of English as a foreign language (TOEFL). TOEFL scores may be submitted directly to The International Culinary Center through the Educational Testing Service (TOEFL code for CA: 3271). Applicants who have a bachelor’s degree or higher from a college or university in the United States and who submit an official transcript will be regarded as having demonstrated English proficiency. Note that all courses are taught in English.

LATE STARTS
A student enrolling in a course that is six weeks or less in duration may be permitted to begin instruction within the first 10% of scheduled course hours (subject to the discretion of the President). A student enrolling in a course that is more than six weeks in duration may be permitted to begin instruction up to one week after the course has started, subject to the discretion of the President. The School shall provide remediation for students entering after the official start date of the class. A student entitled to a refund as a result of withdrawal from the course will have the refund calculation based on his or her actual start, not the official course start.

NON-DISCRIMINATION POLICY
The International Culinary Center admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability or any other factor prohibited by law. In the case of mental or physical disability, each application is assessed on a case-by-case basis, taking into account the physical and mental demands of typical entry level positions in any of the industries that The International Culinary Center provides training for.

ADVANCED STANDING

CULINARY TECHNIQUES
A graduate of the Culinary Techniques course may be granted advanced standing to enroll in the Classic Culinary Arts career program, subject to space availability. Once eligible for advanced standing, a student will enter the program at the 101st hour of coursework. Students should be aware that some lessons in Level 2 of Classic Culinary Arts will duplicate some material covered in Culinary Techniques. Students will be required to attend these classes.

In order to enter the Classic Culinary Arts (6-level) program with advanced standing, a student must:

- Successfully complete Culinary Techniques
- Meet all admission requirements for Classic Culinary Arts
- Pass both a comprehensive written and a practical examination
- Make up any missed hours in Culinary Techniques.

Failure to meet any of these conditions will prevent the student from entering the career program. Students who feel that they qualify for advanced standing are advised to meet with the Student Affairs to discuss eligibility and procedures.

Students seeking advanced standing for Classic Culinary Arts have the option of making up hours for ServSafe and taking the ServeSafe exam (subject to space availability). Please contact the Director of Student Affairs for details.

STUDENTS WITH DISABILITIES

LEARNING DISABILITIES
Any student with a learning disability who requires a reasonable accommodation should contact Rhonda Lynn, Director of Student Affairs at 408-370-5566.

OTHER DISABILITIES
Students requiring reasonable accommodation for a learning disability or any disability covered under the Americans with Disabilities Act should contact the Director of Student Affairs at 408-370-5566.

Disability means:
- A physical or mental impairment that substantially limits one or more major life activities; or
• A record of such impairment; or
• Being regarded as having such impairment (i.e., as a result of the attitudes of others toward such impairment).

Any information provided about a student’s disability will be used only by the appropriate office and will not prejudice that student’s application. Students are not required to disclose a disability to the Office of Admission.
COURSE OFFERINGS

Note: each instructional hour consists of 55 minutes.

CHARCUTERIE & PÂTÉS (15 HOURS)

Five hours per day for 3 days of instruction

Using the Total Immersion approach, the student begins cooking hands-on in the first session. This course provides an introduction to charcuterie skills. Topics of study will begin with an introduction to the professional kitchen, and will include lectures on the history of charcuterie, charcuterie techniques, and pig butchery/anatomy. Students will learn grinding and emulsifying meats, binding, and making sausages and forcemeats. There will be product tasting incorporated into the class to help students understand textural and flavor contrasts.

Skills Acquired
Recognition of: basic ingredients for creating charcuterie products; pig anatomy; specific cooking skills used for a variety of dishes; organization and cleanliness.

Knowledge of: the techniques used to create different end products; proper charcuterie processes; care and maintenance of professional equipment.

Understanding of: the organization of a work station; the importance of a team environment.

This course has been designed for the personal development and enjoyment of the serious amateur and the professional. Charcuterie & Pâtés is not intended to provide instruction which will result in the student's acquisition of occupational skills.

Segment Structure
Each student is expected to arrive on time, properly attired, and ready to accomplish the tasks of the day. The Chef-Instructor will begin each class with a lecture and discussion on the day's subject. Students will then be given the materials and a schedule of the day's work plan. Students will work on a specific recipe or recipes. Throughout the session, individual feedback from the Chef-Instructor is available. The finished product(s) and its components are presented for feedback. Before class dismissal, the kitchen is cleaned and organized.

CHOCOLATE CANDY & CONFECTIONS (25 HOURS)

Five hours a day for five days of instruction

Working in the kitchens used for our professional courses, students will gain an understanding of chocolate from harvest to manufacture, along with the techniques needed to create hand dipped and molded chocolates and the assembly of pieces and decorations.

Skills Acquired
Recognition of: the proper use of tools used for chocolate work; the basics of chocolate manufacturing.

Knowledge of: tempering methods, dipping candies, making molded chocolate candies, assembling a display box, and decorating techniques.

Understanding of: the principles of kitchen hygiene and kitchen order.

This course has been designed for the personal development and enjoyment of the serious amateur and the professional. Chocolate Candy & Confections is not intended to provide instruction which will result in the student's acquisition of occupational skills.

Segment Structure
Each student is expected to arrive on time, properly attired, and eager to accomplish the tasks of the day. The Chef-Instructor will begin each class with a lecture and discussion on the day's subject. Students will work on a specific recipe or recipes after they have been demonstrated by the Chef-Instructor. Throughout the class period, one-on-one coaching from the Chef-Instructor is available. The finished product and its components are presented for constructive criticism by the Chef-Instructor. Time will be left for clean-up at the end of each class.
COOKING CAMP FOR TEENS (40 HOURS)

Five hours a day for eight days of instruction

This 40-hour course is designed to expose students to the essential techniques and theories behind methods of cooking vegetables, fish, meats, and desserts. Students will receive instruction on identifying/understanding ingredients, and on the application of those ingredients in savory and sweet preparations.

Skills Acquired

Recognition of: cooking techniques and theories related to a variety of vegetables, fish, meats, and desserts.

Knowledge of: basic hygiene; working with vegetables; preparing rice and pastas; identifying, and cooking fish; introduction to poultry; identifying and cooking meats, including pork and veal; understanding crustaceans; and preparing batters and doughs. General techniques covered include baking, braising, broiling, filleting, grilling, and basic knife work.

Cooking Camp for Teens is not intended to provide instruction that will result in the student's acquisition of occupational skills.

Segment Structure

On each class day, after attendance, the Chef-Instructor will lecture on the day’s subject with a question and answer period to follow. A mise en place (put in place) of the work plan for the day will be given. Students will then work on a specific recipe. Throughout the course and specifically throughout each recipe, individual feedback from the Chef-Instructor will be available. The finished product will be presented for critique, discussion, and tasting by the Chef-Instructor. Finally, itemized clean-up ends the session.

CULINARY TECHNIQUES (110 HOURS)

Five hours a day for twenty-two days of instruction

In this intense course, a student is given an overview of the concepts and techniques that characterize the classical French culinary repertoire. The novice cook is taken through the basic stocks and sauces, meats, fowl, seafood, and pastry by the Chef-Instructors who monitor progress, moment-by-moment, in the kitchen classroom setting. In the very first class, students begin cooking, following The International Culinary Center’s belief that the best environment for learning is one in which students are actively involved in the kitchen. Each student is expected to enter class properly attired and eagerly and openly prepared to accomplish the tasks at hand. The Chef-Instructors immediately begin schooling in classic culinary terminology and equipment as the students quickly become adept at the primary elements of the art of classical cooking.

Skills Acquired

Knowledge of: the correct method of washing and peeling vegetables, preparation of basic stocks and sauces, correct execution of a few basic classic French techniques and recipes, and the correct methods of preserving food.

Understanding of: basic knife skills, principles of kitchen hygiene, and principles of kitchen order. This course has been designed for the personal development and enjoyment of the serious avocational cook.

Culinary Techniques is not intended to provide instruction which will result in the student's acquisition of occupational skills.

Segment Structure

The 22 classes are divided by subject, ranging from Introduction to the Professional Kitchen to Pâte à Choux and Pastry Cream, with each unit devoted to the discussion of a clearly defined topic.

ESSENTIALS OF FINE COOKING (40 HOURS)

Five hours a day for eight days of instruction

This course teaches students the basics of fine cooking. In just eight sessions (40 hours) students learn 25 recipes and the fundamentals they need to develop their culinary skills and confidence. The eight sessions taught are: basic kitchen skills and preparation; marinades; stocks, soups, and sauces; seafood, flat fish and round fish; poultry, roasting, sautéing and pan sauces; white meats, sautéing, and braising; red meats, roasting, grilling, and mixed methods; shellfish, lobster, mussels, and scallops.
Skills Acquired
Recognition of: basic knife skills, hygiene, proper storage and handling, basic French cooking terms.

Knowledge of: kitchen safety and hygiene, limited classic French preparations of meats, fish, poultry, basic preparation of marinades, stocks, and sauces. This course has been designed for the personal development and enjoyment of the avocational cook.

Essentials of Fine Cooking is not intended to provide instruction which will result in the student's acquisition of occupational skills.

Segment Structure
Each student is expected to arrive on time, properly attired, and eager to accomplish the tasks of the day. The Chef-Instructor will begin each class with a lecture and discussion on the day's subject. Students will work on a specific recipe or recipes after they have been demonstrated by the Chef-Instructor. Throughout the class period, one-on-one coaching from the Chef-Instructor is available. The finished product and its components are presented for constructive criticism by the Chef-Instructor. Time will be left for clean-up at the end of each class.

ESSENTIALS OF ITALIAN COOKING (40 HOURS)
Five hours a day for eight days of instruction

Using the Total Immersion approach, the student begins cooking at the first session. This course provides the foundations to Italian cuisine. Topics of study will begin with an introduction to the professional kitchen and sanitation. Students will learn how to prepare vegetables, fish, shellfish and meats, along with dried and fresh pastas, classic sauces, pizza and grains, all framed by an exposure to Italian culinary terms and culture.

Skills Acquired
Recognition of: ingredients used in Italian cuisine (e.g. pasta, grains, legumes, poultry, meat, fish, and other specialty items); proper preparation of sauces; specific cooking skills used for a variety of dishes; organization and cleanliness; a variety of recipes from the Italian cuisine repertoire.

Students will learn about the essential components of the Italian kitchen, including equipment and their use. This course illustrates the fundamentals of Italian cooking philosophy, from the selection to the preparation of key ingredients.

Knowledge of: basic sanitation/food safety principles; ingredient selections and purchasing; cooking techniques; care and maintenance of professional equipment (including knives).

Understanding of: the organization of a work station.

Essentials of Italian Cooking is not intended to provide instruction that will result in the student's acquisition of occupational skills.

Segment Structure
After attendance during each class day, the chef-instructor will demonstrate the day's dishes and discuss their place in Italian cuisine. A work plan for the day will be given. Students will then work in teams on specific recipes and create finished dishes. Throughout the progression of the recipe, chef-instructors will provide individual attention and feedback.

KNIFE SKILLS, DEBONING & FILLETING (15 HOURS)
Five hours a day for three days of instruction

Using the Total Immersion approach, the student begins cooking hands-on at the first session. This course provides an introduction to knife and other kitchen skills. Topics of study will begin with an introduction to the professional kitchen and sanitation, and will include lectures on knife identification and care, basic cuts, and basic butchering skills. Students will learn how to properly hold a knife and sharpen the knife. In addition, students will gain the fundamentals of proper chicken and fish butchery.

Skills Acquired
Upon completion of this course, each student will be able to:

Recognition of: different knives and sharpening implements (steel and stones); proper cuts (vegetables, fruits, fish, and poultry); specific cooking skills used for a variety of dishes; organization and cleanliness
Knowledge of: the uses of different knives; basic sanitation/food safety principles; care and maintenance of professional equipment (including knives)

Understanding of: the organization of a work station; the importance of a team environment

Knife Skills, Deboning & Filleting is not intended to provide instruction which will result in the student’s acquisition of occupational skills.

Segment Structure

After attendance during each class day, the chef-instructor will lecture and do a demonstration on the day’s subject, followed by a question and answer period. A work plan for the day will be given. Students will then work in teams on specific recipes and create finished dishes. Throughout the progression of the recipe, chef-instructors will provide individual attention and feedback. Students will learn about the essential components of the kitchen, including equipment and their use. This course illustrates the fundamentals of knife skills that will aid the student in most kitchen preparations.

PAstry Techniques (100 Hours)

Five hours a day for twenty days of instruction

In this course a student is given an introduction to the basics of French pastry making. Students work in a well-equipped kitchen that allows for complete hands-on training. Under the direction of the Chef-Instructor, students are taught to prepare and use batters and dough for the creation of a variety of tarts, cream puffs, puff pastry, brioche, petits fours, plated desserts, and cakes. On the first day, students are given an introduction to the terms and skills used in a French pastry kitchen and then begin making pastry.

Skills Acquired

Recognition of: proper use of baking equipment, basic knife skills, the principles of kitchen hygiene, and basic techniques of French pastry making.

Knowledge of: tarts and the various tart dough, pâte a choux, puff pastry making and its use in dessert and savory pastries, yeast dough, petits fours, an introduction into working with chocolate to create candies, hot and cold plated desserts, cakes from classic génoise to an elaborate two-day project to create a special occasion cake.

This course has been designed for the personal development and enjoyment of the serious avocational pastry cook. Pastry Techniques is not intended to provide instruction which will result in the student’s acquisition of occupational skills.

Segment Structure

Each student is expected to arrive on time, properly attired, and eager to accomplish the tasks of the day. The Chef-Instructor will begin each class with a lecture and discussion on the day’s subject. Students will then be given the materials and a schedule of the work plan for the day. Students will work on a specific recipe or recipes. Throughout the class period, individual feedback from the Chef-Instructor will be available. The finished product and its components are presented for constructive criticism by the Chef-Instructor. Finally, the kitchen is cleaned.

Wine Foundation (28 Hours)

Four hours a day for seven days of instruction

In this class, students are taught viticulture & viniculture basics, wine tasting techniques, wine service, wine storage, wine & food pairing basics, how to read wine labels, introduction to major wine varietals and growing regions.

Skills Acquired

Recognition of: the major wine-producing grapes and their characteristics, basic flavor elements, climate and geographical effects, and characteristics of regional wines.

Knowledge of: styles, regions, and prices; classic and contemporary food pairings; the relationship between label descriptions and flavors; handling, storage, and inventory; restaurant wine service; wine quality.

Wine Foundation is not intended to provide instruction which will result in the student’s acquisition of occupational skills.
Segment Structure
Each class will be taught through lecture, written materials, in-depth tastings, and visual aids.
The following tuition and fees are effective solely for the indicated dates. Tuition and fees are subject to change.

Pricing Chart for January 1, 2013 to December 31, 2013:

<table>
<thead>
<tr>
<th>Course</th>
<th>Tuition</th>
<th>Application Fee (Non-Refundable)</th>
<th>Books &amp; Supplies</th>
<th>CA Sales Tax</th>
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Tuition is applicable to all students.

The books and supplies charge includes the charges for required books, tools, uniforms, and daily supplies. If a student chooses to purchase additional supplies, he or she will be charged accordingly.

Family member pricing is available for family members of graduates of Classic Culinary Arts, Classic Pastry Arts or Intensive Sommelier Training programs. Family members are limited to a documented spouse, registered domestic partner, child or sibling.

Alumni pricing is available to graduates of a course/program of study at The International Culinary Center that is 90 hours or longer in length.

Current Student/Recent Alumni pricing is available to a student currently enrolled in, or who has graduated from a course/program of study at the International Culinary Center that is 90 hours or longer in length within the twelve months preceding the start date of this class.

Miscellaneous Fees
- A fee of $15 for any check returned to the School from the bank, for any reason, will be charged to the individual student’s account.
- A fee of $20 will be charged for replacement of a certificate.
- The cost of all required curriculum books is included in the materials fee. Replacement books are available. A schedule of fees for replacement books is available. Please check with the Bursar.
FINANCIAL AID

The Financial Services Department is available to assist students in securing a means of paying for their training. The International Culinary Center works in co-operation with Sallie Mae, a lender specializing in education lending.

If a student secures a loan to pay for educational expenses it is the responsibility of the student to repay the full amount of the loan plus interest, less the amount of any refunds.

The International Culinary Center’s financial aid representative is Marc Tsuchiya. He can be reached at 408-370-5507

**Smart Option Loan**

The SallieMae Smart Options Loan can finance the entire cost of your education if necessary. This loan opportunity offers competitive rates with the option to make interest only payments while in school. The better your credit and if needed your co-signers credit, the lower your interest rate will be. Easy, secure online applications with immediate credit decision and electronic signature. Repayment can be made over a 10 year term.
SCHOOL POLICIES

GRADING SYSTEM: AMATEUR CLASSES

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<th>DESCRIPTION</th>
<th>LETTER</th>
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<tr>
<td>Pass</td>
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<tr>
<td>Drop</td>
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</tbody>
</table>

ATTENDANCE

The instructor is responsible for maintaining the class attendance roster, which is kept at the school at all times. In the event that a substitute instructor is used, the substitute must initial the day’s attendance roster. Attendance is taken at the beginning and end of each class. Any student who arrives after attendance has been taken must notify the instructor upon his/her arrival to class and the arrival time will be noted in the attendance roster. The departure time of any student who leaves prior to the end of class will be noted on the attendance roster. Students should also keep track of any missed hours from class.

HOURLY ATTENDANCE OBLIGATIONS

The School’s policy is that a student should not miss classes. If unavoidable, however, a student may miss a maximum of 20% of scheduled course hours.

Students will receive a certificate of completion if 80% of the scheduled clock hours have been completed. If a student does not meet these attendance requirements, he or she will be withdrawn on the last day of the course. All students are required to attend 80% of scheduled classes in order to receive a certificate of completion.

ATTENDANCE DISCREPANCIES

After an instructor has submitted attendance to the Office of the Registrar, the attendance record may be changed only with the approval of the School Director. If there has been a clerical error, or the student feels the attendance record is inaccurate, the student should first discuss the discrepancy with the Chef-Instructor. If there are further questions, the student can file an attendance appeal with the School Director. A student has up to four weeks from the date in question to file an attendance appeal. No appeals will be considered after four weeks. If an attendance change is approved, the School Director will authorize a change request to the Registrar for processing into the student’s permanent record.

MAKE-UP CLASSES

Make-up classes are not available for most amateur courses. Make-up classes are available to students who have completed 75% or more of scheduled course hours for the following courses only (subject to space availability and on a first-come, first-served basis): Culinary Techniques, and Pastry Techniques*.

A student missing in excess of 20% of scheduled course hours, but not more than 25% of scheduled course hours in the Culinary Techniques and Pastry Techniques courses will have 14 days from the last day of class to complete the make-up classes necessary to achieve 80% attendance. Failure to complete makeup classes within 14 days will result in withdrawal from the course.

*There will be a $75 charge per make-up for Culinary Techniques and Pastry Techniques. This fee will be automatically added to a student’s account. Students will be charged if they miss a scheduled make-up class if they have not canceled the makeup class prior to 24 hours before the scheduled make-up class.
TARDINESS
The Chef-Instructor records arrival and departure time for each student. Continued tardiness will be considered disruptive to the class and may result in disciplinary action. The Chef-Instructor has the right to refuse admission to anyone who is more than one hour late to class or is disruptive to the class by repeated tardiness. Time missed due to arriving late or leaving early is deducted from total hours attended.

RELIGIOUS OBSERVANCE
All absences, regardless of circumstance or merit, are recorded daily, and become part of a student’s permanent attendance record. With proper planning, a student should be able to observe religious holidays within the attendance policy of the School.

PROBATION
A student may be placed on probation during their course for failing to meet attendance requirements, for misconduct, or for failing to meet financial obligations to the School. Students are notified of their probationary status by mail.

- Conduct Probation: A student who violates the code of conduct (see code of conduct section) or otherwise exhibits a poor or disruptive attitude (such as ignoring a directive or placing individual concerns above the group) may be placed on probation, or dismissed from the School.
- Tardiness/Attendance: A student who is excessively late or absent may be placed on probation, and/or dismissed from the School.
- Bursar: All students are required to meet financial obligations to the School. Failure to make payments as required will result in immediate withdrawal from the course, or the student may be placed on probation for a period of time, determined by the Director of Financial Aid. If the student’s account is not current at the end of the probationary period, the student will be withdrawn from the course. Specific cases are subject to the discretion of the Director of Financial Aid.

WITHDRAWAL
A student may be withdrawn from The International Culinary Center for failure to meet the terms of probation, violation of the Code of Conduct, unexcused absence, academic failure as described herein, or failure to fulfill tuition payments or other financial obligations. A student’s financial obligations to The International Culinary Center are as provided in the executed Enrollment Agreement. The International Culinary Center reserves the right to, at its discretion, withdraw any student whose continued enrollment, in the judgment of the School, is not in the best interest of either the student or The International Culinary Center.

DEPARTING SCHOOL
Students wishing to withdraw from a course at The International Culinary Center must:

1. Confer with Student Affairs
2. Place the request in writing stating the reason(s) necessitating departure
3. Schedule an exit interview with the Director of Student Affairs or President.

Any refund or payment due will be calculated and paid within 45 days of the student’s last day of attendance.

COMPLETION OF COURSE

REQUIREMENTS FOR COMPLETION OF AMATEUR COURSES:

1. Complete at least 80% of the required total hours of instruction
2. Have paid, in full, all tuition and fees

A certificate will be presented to all students of amateur courses who meet the above requirements.
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 school receives a request for access. A student should submit to the Registrar or President a written request that identifies the record(s) the student wishes to inspect. The 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 International Culinary Center to amend a record should write to 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 International Culinary Center decides not to amend the record as requested, The International Culinary Center 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 International Culinary Center discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The International Culinary Center 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 International Culinary Center 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 International Culinary Center has contracted as its agent to provide a service instead of using The International Culinary Center employees or officials (such as an attorney, auditor, or 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 International Culinary Center.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University 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

The items listed below are designated as Directory Information and may be released for any purpose at the discretion of The International Culinary Center:

- Student’s name
- Student’s permanent and temporary address
- Student’s permanent and temporary telephone number
- Student’s date and place of birth
- Enrollment status
- Student’s course of study, dates of attendance, and completion or termination date
- Honors & awards received
- Certificate awarded
- Student’s email address

Under the provisions of the Family Educational Rights and Act (FERPA) of 1974, as amended, a student has the right to withhold disclosure of Directory Information. This request must be made in writing to the Registrar’s Office at The International Culinary Center.
EMERGENCY PROCEDURES & SCHOOL CLOSINGS

In the event of an emergency, the school may be required to close. Students must complete a certain number of hours in order to receive a diploma (different for all courses/programs). If school closure has caused a student to fall short of his or her total number of required hours, he or she must schedule a makeup class with the Office of Student Affairs. Students are also advised to contact the Office of Student Affairs if they are unsure of their total class hours. Students may call 1.408.800.6455 for school closing information. When and if an emergency occurs at The International Culinary Center, please look to your Chef-Instructor for instructions and guidance. A copy of The School emergency procedures is available from the Registrar. The following are guidelines to use in case of an emergency. There are two definite considerations: 1) no two emergencies are alike; therefore, these guidelines are merely suggestions for possible actions; 2) your own personal safety is your highest priority.

- When there is fire or smoke in the building look for the nearest exit and leave immediately. Signs showing emergency exits are posted throughout The International Culinary Center; become familiar with these exits.
- Carry your keys, some cash, and an ID with you at all times in case you need to leave the school and cannot get back into the building.
- If a dangerous situation presents itself in the classroom/kitchen, leave immediately.
- If possible create a buddy system with someone else in your class. Another person looking out for you can make the difference between life and death.
- If you suspect or hear of a food contamination possibility, please tell your Chef-Instructor or the police (if after hours) as soon as possible.
- If you have to leave the building immediately, do not worry about what is in the oven. Only turn off the oven if you know for sure that we are having a drill.
- If an emergency situation occurs, please call your parents, relatives and friends as soon as you can. It is not always possible for The International Culinary Center s personnel to staff telephones or reach you.
- Never leave the school without telling your Chef Instructor or a School official.
- If you have a disability that may affect your reaction to an emergency or response during an emergency, please inform your Chef-Instructors and the Director of Student Affairs.
- Be sure that Student Affairs has an emergency contact for you on file. If this information changes while you re in school, let us know as soon as possible.
- Early dismissal is not always a given. Your Chef Instructor will let you know if the School is closing.
- If you witness a crime or drug use, please report what you have seen to the President.
- In the event of a weather emergency, natural disaster or other reason that causes the school to be closed, classes will not be rescheduled but we will integrate the material into the existing class hours.

STUDENT CODE OF ETHICS

ACADEMIC INTEGRITY. Strive for success. Set a good example for other students. Put in the time you need to succeed. Remember that you are evaluated based on your own performance, not based on the performance of others. These are challenging courses/programs, but they should not be competitive.

RESPECT FOR YOUR PEERS. Offer a helping hand to a classmate who needs it. Understand that students will perform at different speeds and skill levels; this will be true throughout your career in this industry. Learn how to be a team player.

RESPECT FOR YOUR INSTRUCTORS. Let your instructors do their jobs. Even if you disagree with their method or technique, remember that they have knowledge to share. The school s instructors come from restaurant backgrounds. Be respectful of their positions and their expertise.

RESPECT FOR THE SCHOOL S POLICIES AND REPUTATION. You will represent the school in the future, and our reputation depends on every graduate s performance and ethics in the field. Our strict policies exist to create a positive learning environment where all students are treated fairly.
BEING A GOOD CITIZEN. Above all, strive to be a good citizen. Always take the high road, and avoid engaging in gossip or exclusion. Remember that this is a school, and you are a student. The most important lesson you can learn is how to work well with others.

GENERAL STATEMENT OF CONDUCT POLICIES

Each applicant for enrollment agrees to be governed by the regulations respecting admission and conduct prescribed in the current catalog and by such other regulations respecting enrollment and conduct as may be reasonably established by the school from time to time. The continuation of enrollment for each student, his or her progress, and the conferring upon the student of any diploma is subject to the disciplinary powers of the School.

CODE OF CONDUCT

The International Culinary Center is an adult vocational education institution, and there is an expectation that, as adults, students will conduct themselves in a professional and businesslike manner. Membership in the school's community is accompanied by a responsibility to maintain and foster an environment characterized by freedom of expression, inquiry and exchange of ideas, and the respect for the dignity and uniqueness of each individual. All members of the School community have the right to seek action on matters of concern by appropriate means. In order to preserve an atmosphere in which a free exchange of ideas may flourish, it is necessary that standards of behavior be maintained to ensure the safety of all members of the School community as well as the unimpeded operation of the institution.

Engaging in any of the following conduct will constitute a violation of the rules and regulations of The International Culinary Center and shall be considered sufficiently serious to warrant disciplinary action up to and including dismissal:

- All types of theft, willful destruction, damage, or misuse of any School property or property owned by students, faculty, administrators, community members, or guests.
- Sale, purchase, possession, or use, on the school's property, of any incendiary devices, explosives, dangerous weapons, or illegal drugs.
- Obstruction of the normal processes and activities essential to the function of the School community.
- Disruptive behavior in the classroom or kitchen.
- Interference with freedom of speech including not only disruption of a class, but also interference with the freedom of any speaker or chef invited by the School community.
- Any deliberate action or reckless conduct that causes or might cause injury to oneself or another person, or persons, including actions that tend to cause physical or mental pain or social deprivation. This includes violence, threat of force or violence, harassment (including but not limited to sexual harassment), and the verbal abuse of any community member or guest.
- Failure to comply with the instructions of a School administrator or other duly authorized agent of the school, including failure to present identification when required.
- Use of obscene or abusive language.
- Violation of the Drug-Free Schools policy as set forth in this document.
- Gambling anywhere on school property or at any school-sponsored event.
- Loitering in the hallways before, during, or after class sessions.
- Misuse of the computer system or violation of the computer policy as set forth in the Technology section.
- Falsification of school documents.
- Conducting oneself off-campus (away from the school) in a manner that reflects adversely on the good name and reputation of the school.
- Failure to observe appropriate hygienic standards.
- Failure to comply with student rules and regulations.
- Any conduct that recklessly or intentionally endangers or threatens the health, safety, or welfare of any person on school-owned or operated property or at school-sponsored activities is expressly prohibited.
• Failure to abide by all standards for appropriate attire.
• Cheating of any kind, including plagiarism.
• The examples listed above are not necessarily all-inclusive. In general, any student who engages in unacceptable behavior may be subject to immediate removal from the premises and/or dismissal from The International Culinary Center.

The International Culinary Center reserves the right, at its discretion and without prior notice, to change existing regulations, requirements, and policies or to promulgate new regulations, requirements and policies having to do with conditions respecting enrollment of students and the relationship between the school and the students, to terminate the enrollment of any student, and to cancel or postpone an announced course.

STUDENT RULES AND REGULATIONS

The following student rules and regulations must be adhered to or disciplinary action may be taken.

CONTACT INFORMATION

Students must provide a current address, telephone number, and e-mail address. Any change to this information must be reported to the Registrar’s office within 10 days. International students are additionally required to report change of address the International Student Advisor and USCIS. Free e-mail addresses are available from websites such as yahoo.com, gmail.com, and hotmail.com.

ATTIRE FOR KITCHEN CLASSES:

• Uniforms: A cleaned and pressed uniform must be worn daily. Maintenance of the uniform is the responsibility of each student.
• Footwear: Durable, solid, polished black leather shoes are required. Socks are also required. Sandals, canvas shoes, or sneakers MAY NOT be worn.
• Hair: Hair that covers the collar must either be cut or restrained in a neat pony tail, braid, or net. Hair must be immaculately clean. Male students with facial hair may be asked to wear a beard guard.
• Nails: Nails must be clean, short, and without polish.
• Makeup: Heavy makeup, perfume, or aftershave is inappropriate and may not be worn in class.
• Hands: Students are required to wash their hands before starting class, after using the bathroom, after smoking, and as necessary to maintain sanitary conditions during food preparation.
• Jewelry: No hoops (facial and earring). If you can see through the hoop, it is unacceptable; no wrist jewelry allowed except for wristwatches; no shanks on stud earrings. Wedding rings are acceptable. Items listed are not permitted in the classroom or kitchen as they constitute a safety hazard.

CLASSROOM CONDUCT

The International Culinary Center prepares students for employment as culinary professionals and expects students to treat their academic colleagues in the same manner as professional colleagues. This includes but is not limited to:

• Treating instructors, staff and students with respect.
• Notifying instructors prior to leaving the classroom.
• Following rules for proper attire and hygiene at all times.

SCHOOL PROVISIONS

All food prepared at The International Culinary Center is the property of the school. Students may NOT remove any prepared foods or provisions from the school unless permission has been obtained from the Chef-Instructor.

GUEST POLICY

Students are not permitted to bring children or other adults to The International Culinary Center during scheduled school hours. This holds true for day, afternoon, and evening classes. Students can request a waiver from the Office of Admission for an adult who might be interested in enrolling at The International Culinary Center.
CELL PHONE POLICY
Use of cellular telephones, including text messaging and checking email, is prohibited except in designated cell phone areas. Beepers are also prohibited. On the rare occasion that a student cannot wait until the end of class time to make a telephone call or send/receive a message, students must receive permission from the Chef-Instructor to leave the classroom. Designated cell phone areas are limited to the student lounge and locker rooms.

PHOTOGRAPH & VIDEO POLICY
Students may take photographs of completed dishes with permission from their Chef-Instructor, and only if doing so will not interfere with or interrupt any student’s work, including their own. Filming any portion of class is not permitted.

CRIME AWARENESS AND SECURITY

Federal law enacted the Crime Awareness and Campus Security Act of 1990 which states educational institutions must publish and distribute an annual security report containing campus security policies and procedures, as well as campus crime statistics.

The annual security report is distributed to each student at orientation or on the first day of class and updated and distributed each year in October. Please see the Registrar for a copy of the report.

SECURITY AND ACCESS
- Please do not leave anything of value in your locker. Take all cash, cell phones, etc. to class; the School is not responsible for theft in the locker rooms.
- If you see anything suspicious, please report it to a School official or your instructor immediately.

The International Culinary Center of California is located on two floors in one building with no residents. The building hours are as follows:

KITCHENS:  
Monday to Friday: 7:00 am to 11:00 pm  
Saturday: as need

ADMINISTRATION:  
Monday to Friday: 8:30 am to 7:00 pm

When the building is closed for a holiday, notices are posted at the entrance.

TIMELY WARNINGS
In the event that a situation arises, either on or off campus, that, in the judgment of the School Director/Director of Student Affairs, constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. The warning will be issued through the School’s email system to students, faculty, and staff. Depending upon the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, the School Director/Director of Student Affairs may also post a notice on the front door, in locker rooms and at student housing apartments.

GENERAL REPORTING PROCEDURES
Security problems and violations cannot be handled in a constructive manner unless School management knows of their occurrences. Accurate and prompt reports of all criminal activity, acts of violence, and other emergencies should be made to the School Director/Director of Student Affairs or for student housing, to the Director of Student Affairs/Housing Director. The Director of Culinary and Pastry Arts and the appropriate police agency should be notified. School officials promptly respond to all reported criminal activity or other emergencies and take whatever corrective action is necessary.

CONFIDENTIAL REPORTING PROCEDURES
If you are the victim of a crime and do not want to pursue action within the School’s disciplinary system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the School Director/Director of Student Affairs can file a report on the details of the incident without revealing your
identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the School can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the School community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the School.

SECURITY AWARENESS & CRIME PREVENTION PROGRAMS

Upon enrolling at The International Culinary Center, students are informed of the rules and regulations regarding security to which they must adhere. These rules and regulations are shared with students prior to the first day of class.

Employees, at the time of hire, are informed of the rules and regulations regarding security procedures and practices. Employees and students are encouraged to be responsible for their own security and that of other employees and students.

The School does not have a security policy regarding off campus locations of student organizations as we are in a one building facility and have no off campus locations.

The School enforces all state and federal laws regarding the possession, use, and sale of alcoholic beverages and illegal drugs and regarding underage drinking. The School prohibits as part of any school-sponsored activities the unlawful manufacture, distribution, possession, or use of a controlled substance. Consumption of alcohol while under legal age is also prohibited at the School.

The School has a drug and alcohol abuse advisor who provides students and employees desiring treatment with referrals to outside treatment programs and centers. Referral information can be obtained from Rhonda Lynn, Director of Student Affairs, at 408-370-5566.

The School prohibits the possession of firearms and other weapons in any of the School facilities and Student Housing. This includes School-sponsored activities or events.

The School prohibits the unlawful carnal knowledge by an individual upon the person of another individual. If a sex offense occurs on campus and so as to preserve necessary evidence to prove a criminal offense has occurred, the victim should contact immediately thereafter a School official to report the incident. If requested by the victim, who retains the option of having the police notified, the School official shall notify the police and seek medical attention for the victim. The School has a sexual offense advisor who can provide victims with referrals to off-campus counseling centers. If requested and reasonably available, the option for the victim of transferring between day and evening schedules or taking a leave of absence for one level will be provided by the School.

In all cases of alleged sex offenses, the School shall convene a Board of Inquiry to determine what disciplinary action will be taken, if any. The accuser and the accused are entitled to have other concerned individuals present at this hearing. The accuser and the accused shall be informed of the determination of the Board. The Board may impose sanctions such as, but not limited to, suspension and termination upon the accused.

Safety is everyone's responsibility, but it must start with you. By following all security policies and using common sense safety practices, you can help promote a crime-free campus environment. The following security considerations are offered to assist both students and School personnel in the prevention of crime:

GENERAL PRECAUTIONS

- **BE ALERT:** Be aware of any suspicious persons or activities. Be conscious of areas such as entrances/exits, stairwells, parking areas and walkways. Trust your instincts and react to any signs that make you uneasy.
- **REDUCE YOUR RISK:** If you have any doubt as to what you should or shouldn't be doing, put yourself in the place of the potential criminal. From that viewpoint, does your appearance, attitude or presence increase your chances of being a potential victim?
- **THINK AHEAD:** Get into the habit of asking yourself if you are going about your business safely.
- **AVOID ALCOHOL AND DRUGS:** People under the influence are more likely to be victims of crimes.
- **AVOID ISOLATION:** After dark, try to be with others. Use well-lit areas when leaving the School.

**NOTIFY A SCHOOL OFFICIAL IF ANY PERSON OR ACTIVITY AROUSES YOUR SUSPICION!**

**IN ELEVATORS**

- Get on with a group of people; always stand near the control panel, where you have access to the alarm and floor buttons.
If you are on the elevator with someone who makes you feel uncomfortable, get off at the next floor.
If you are waiting for an elevator with someone who makes you feel uncomfortable, do not get on.

PUBLIC TRANSPORTATION
- TRAINS and LIGHT RAILS: Wait in well-lit areas near other people. Stay alert. If someone bothers you, make noise so that other passengers know.
- BUSES: Wait near others. Sit in an aisle seat, near the driver, if possible.
- TAXIS: Have the driver wait until you are safely inside your destination.

IF YOU ARE FOLLOWED
- ACT SUSPICIOUS: Turn to look at the person. This gives you time to plan your strategy and lets the person know you won’t be taken by surprise.
- CHANGE DIRECTIONS: If someone is following you on foot, cross the street and vary your pace. If the person is in a car, turn and walk in the opposite direction.

GO INTO THE NEAREST PUBLIC PLACE AND ASK TO USE THE PHONE TO CALL THE POLICE.

RESPONDING TO AN ATTACK
- EVALUATE THE SITUATION: Look around; are there sources of help available? What state of mind is the attacker in?
- STAY ALERT: Listen and observe carefully so you can make the best decision at the time and provide important evidence later.
- DECIDE HOW YOU WANT TO RESPOND: All situations and people are different. Be realistic about your ability to protect yourself. Screaming, hitting, or biting may give you a chance to escape, but these actions can expose you to greater harm.
- GIVE UP YOUR VALUABLES: If the attacker only wants your valuables, give them up. Valuables can be replaced, your life cannot.

MOTOR VEHICLES
- Keep your vehicle locked and the windows rolled up tightly. Take your key with you.
- Never leave your vehicle running when it is unattended.
- All valuables should be locked in the trunk.
- Park in well-lit areas.
- When returning to your vehicle, hold keys in your hand so that you can open the door as quickly as possible.
- Check the back seat and the immediate area to see if anyone is hiding.

BELOW ARE THE STATISTICS FOR INTERNATIONAL CULINARY CENTER OF CALIFORNIA FOR 2010 CALENDAR YEARS:

<table>
<thead>
<tr>
<th>Crime Occurrences</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
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<td>0</td>
</tr>
<tr>
<td>Sexual Offenses</td>
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<td>0</td>
</tr>
<tr>
<td>a) Forcible</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b) Non-Forcible</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Arrests</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
None of the criminal occurrences or arrests listed above manifested any evidence of racial, religious, sexual or ethnic prejudice.

SUBSTANCE ABUSE/ALCOHOLIC BEVERAGES POLICIES

I. STANDARDS OF CONDUCT: The following are The School’s Statements of Policy on Substance Abuse and on Alcoholic Beverages.

We believe that the best way to maintain an appropriate campus environment with respect to drugs and alcohol is through preventive education about the dangers of drug abuse and compassionate attention to the needs of those who may require help with alcohol or other drug-related problems. To that end, the Office of Student Affairs is available to meet with students and provide information about services that are available in the local community.

A. STATEMENT OF POLICY ON SUBSTANCE ABUSE

In addition to policies and practices that emphasize concern for the welfare of individuals, the School also recognizes the importance of maintaining the safety and well-being of the community as a whole. The School therefore adheres to the following guidelines concerning the unlawful possession, use, or distribution of drugs:

1. The unlawful possession, use, or distribution of drugs will not be tolerated on School premises.
2. Upon finding evidence of the unlawful possession, use, or distribution of drugs on its premises by any student, the School will take appropriate disciplinary action, including, but not limited to, probation or expulsion.
3. Using regularly established procedures, the School will take disciplinary action, up to and including discharge, against any member of the faculty or staff found to be unlawfully using, possessing, or distributing drugs on School premises.

Faculty, staff, and students should also be aware that, in addition to School sanctions, they may be subject to criminal prosecution under federal and state laws that specify fines or imprisonment or loss of federal financial student aid for conviction of drug-related offenses. Where appropriate or necessary, the School will cooperate fully with law enforcement agencies.

B. STATEMENT OF POLICY ON ALCOHOLIC BEVERAGES

1. Persons under the age of 21 years are prohibited from possessing any alcoholic beverage at The School or at any event sponsored by the School or by a School organization, whether the event is at the School or not. Students are prohibited from consuming alcoholic beverages before and during scheduled class time. All students are prohibited from possessing any alcoholic beverage at The School during scheduled class times, including breaks.
2. The following rules are applicable to all events at which alcoholic beverages are served or sold at The School and to all events or activities, whether or not at the School, which are sponsored by the School or by a School organization.
   a. No person shall be sold or served any alcoholic beverage:
      i. If that person is, or appears to be, under the legal drinking age of 21
      ii. If that person is, or appears to be, intoxicated, or is known to the server or seller to be a problem drinker.
   b. Drinking age verification
      i. No person under the age of 21 years shall present any written evidence of his or her age that is false, fraudulent, or not actually his or her own in order to purchase or be served, or to try to purchase or be served, any alcoholic beverage or in order to gain access, or to

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1 To serve alcoholic beverages shall mean to give away, deliver, or otherwise provide alcoholic beverages to any person by any means other than by sale to such person.
try to gain access, to any event or activity at which any alcoholic beverage is being sold or served.

ii. No person shall in any way misrepresent the age of any other person or help any other person to misrepresent the age of any other person or help any other person to misrepresent his or her age so that such person can purchase or be served, or try to purchase or be served, any alcoholic beverage or gain access, or try to gain access, to any event or activity at which any alcoholic beverage is being served or sold.

c. No alcoholic beverage shall be sold to any person unless:
   i. A license or permit sanctioning the sale of such alcoholic beverage has been obtained by the seller; and
   ii. The license or permit sanctioning such sale and any posters, signs, notices, or other material or information required by applicable law or by the State Liquor Authority are prominently displayed at the site of such sale.

3. The individual or group(s) sponsoring an event or activity at which any alcoholic beverage is to be sold or served (the sponsor) shall be responsible to make sure that all California laws and regulations and all The School rules and regulations regarding the sale, use, service, possession, and consumption of alcoholic beverages are observed at such event or activity. This responsibility shall include, without being limited to, the following:
   a. complying with items 1 and 2 above, including examining attendees evidences of age;
   b. notifying either the Office of Student Affairs (when the sponsor is a student group) or the Director of Student Affairs (when the sponsor is a non-student group prior to each school related event at which alcoholic beverages are to be sold or served; and
   c. instructing the person or persons actually selling or serving alcoholic beverages at the event not to sell or serve alcoholic beverages to any person who is or appears to be intoxicated, or whom such server or seller knows to be a problem drinker, or who is or appears to be under the legal drinking age.

In addition, specific policies, procedures, and regulations governing particular facilities or populations will be developed by the persons or offices authorized to do so, in conjunction with the School Director/Director of Student Affairs.

Violation of the School’s Policy on Alcoholic Beverages will be addressed pursuant to applicable School disciplinary codes and policies. Sanctions which may be imposed against violators include: for students, probation, suspension or expulsion; for employees, discharge; and for student clubs, loss of privileges, probation, suspension or expulsion.

Faculty, staff, and students should also be aware that, in addition to School sanctions, they may be subject to criminal penalties under certain circumstances for the possession, service, or sale of alcoholic beverages, particularly for serving or selling an alcoholic beverage to a person under the age of 21 years. Where appropriate or necessary, the School will cooperate fully with law enforcement agencies.

II. SCHOOL SANCTIONS

Any member of the faculty, administration, or staff or any student may file a complaint against a student if he or she knows or believes that a student has violated the School’s Policy on Substance Abuse or its Policy on Alcoholic Beverages.

If you are alleged to have violated either or both of these policies, you may be placed on probation pending a hearing under the circumstances as described in the School’s Student Disciplinary Procedures. Moreover, if it is determined that you have violated either or both of these policies, the consequences may be severe. Sanctions can include dismissal (i.e., expulsion) from the School, suspension from classes and

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2 Sales of liquor include, without being limited to, cash bars, events to which admission tickets are sold or for which fees are charged, either by the event or for a period of time (e.g., entertainment charge or annual dues), entitling the purchaser access to an open bar, and parties at which alcoholic beverages are served and for which contributions or donations to offset the costs of the party are sought.
other activities or privileges, or other penalties permitted by School codes. For example, you can be expelled from School housing or barred from participating in extracurricular activities.

Students may also be required to undergo evaluation and/or participate in and satisfactorily complete an appropriate counseling or rehabilitation program. Sanctions may become part of a student's permanent academic record.

If School policies are violated at a student outing/event, that student may lose the privilege of attending other outings/events and be subject to probation, suspension or expulsion.

III. CRIMINAL SANCTIONS

The unlawful possession, use, or distribution of illicit drugs and alcohol is punishable by criminal sanctions authorized by the Federal government and by the State of California. These sanctions can include imprisonment, fines, assigned community service, and loss of federal student financial aid eligibility.

Section 484(r) of the Higher Education Act of 1998 provides that a student’s eligibility for federal student aid be suspended if that student is convicted under federal or state law of any offense involving the possession or sale of a controlled substance (not including alcohol or tobacco). The suspension of eligibility ranges from as much as one year to an indefinite period of time, depending upon the number and type of convictions. A student may regain eligibility early by completing a drug rehabilitation program that meets certain statutory and regulatory requirements or if the conviction is overturned.

Regarding illicit drugs, the seriousness of the offense and the penalty imposed upon conviction usually depend upon the individual drug and the amount of the drug held or sold.

Under federal law, possession of illicit drugs can be punished by jail terms of up to twenty years and minimum fines ranging from $1,000 to $5,000. Federal possession and trafficking convictions can also lead to the forfeiture of property (including your car), the denial of federal benefits such as student loans and grants, and the loss or denial of certain federal licenses such as pilot licenses. Moreover, having been convicted of a felony will prevent you from entering many careers.

A person need not be in actual physical possession of a controlled substance to be guilty of a crime. The unlawful presence of a controlled substance in an automobile is presumptive evidence of knowing possession of such substance by each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances, including marijuana, in open view in a room under circumstances demonstrating an intent to prepare the substance for sale is presumptive evidence of knowing possession of such substance by anyone in close proximity.

Criminal penalties also may result from the misuse of alcoholic beverages or the sale of alcoholic beverages without a license.

If you are under the age of 21, you are prohibited from possessing an alcoholic beverage with the intent to consume it. Each violation is punishable by a fine of up to $50 and/or completion of an alcohol awareness program and/or up to 30 hours of appropriate community service. Illegally possessed alcoholic beverages also may be seized and destroyed by the School or external authorities. You can also be fined up to $100 and/or be required to perform community service and/or be required to complete an alcohol awareness program if you are under 21 and present falsified proof when purchasing or attempting to purchase alcoholic beverages. Your driver’s license may be suspended for three months if you are under 21 and use a driver’s license to try to purchase alcohol illegally. Fines and license suspension periods may increase with subsequent violations.

These are only examples of the penalties that can be assessed against you for the illegal possession, use, or distribution of alcoholic beverages and/or drugs. You should also know that it is the School’s policy to discourage violations of Federal, State, and City laws by its students. Where appropriate, the School will refer students who violate such laws for prosecution by the relevant government authorities and will cooperate fully with such authorities.

IV. HEALTH RISKS ASSOCIATED WITH ILLICIT DRUG USE & ALCOHOL ABUSE

<table>
<thead>
<tr>
<th>DRUG</th>
<th>DEPENDENCE</th>
<th>POSSIBLE EFFECTS</th>
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<tbody>
<tr>
<td></td>
<td>PHYSICAL</td>
<td>PSYCHOLOGICAL</td>
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<tr>
<td>NARCOTICS:</td>
<td>High</td>
<td>High</td>
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<tr>
<td>Opium</td>
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<td></td>
</tr>
<tr>
<td>Drug</td>
<td>Mild</td>
<td>Moderate</td>
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<tr>
<td>-------------------------------</td>
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</tr>
<tr>
<td>Morphine</td>
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<tr>
<td>Codeine</td>
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<td>Methadone</td>
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<tr>
<td>Other Narcotics</td>
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<td>High-Low</td>
</tr>
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</table>

### DEPRESSANTS:

<table>
<thead>
<tr>
<th>Drug</th>
<th>Mild</th>
<th>Moderate</th>
</tr>
</thead>
<tbody>
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<td>Chloroform Hydrate</td>
<td>Moderate</td>
<td>Moderate</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>High-Moderate</td>
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<tr>
<td>Benzodiazepines</td>
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<tr>
<td>Methaqualone</td>
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<tr>
<td>Glutethimide</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Other Depressants</td>
<td>Moderate</td>
<td>Moderate</td>
</tr>
</tbody>
</table>

### STIMULANTS:

<table>
<thead>
<tr>
<th>Drug</th>
<th>Mild</th>
<th>Moderate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine/Crack</td>
<td>Possible</td>
<td>High</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>Possible</td>
<td>High</td>
</tr>
<tr>
<td>Phenmetrazine</td>
<td>Possible</td>
<td>High</td>
</tr>
<tr>
<td>Methyphenidate</td>
<td>Possible</td>
<td>High</td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>Possible</td>
<td>High</td>
</tr>
</tbody>
</table>

### HALLUCINOGENS:

<table>
<thead>
<tr>
<th>Drug</th>
<th>Mild</th>
<th>Moderate</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSD</td>
<td>None</td>
<td>Unknown</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substance</td>
<td>Abuse Potential</td>
<td>Dependence Potential</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Mescaline/Peyote</td>
<td>None</td>
<td>Unknown</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>Phencyclidine Analuges</td>
<td>Unknown</td>
<td>High</td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>None</td>
<td>Unknown</td>
</tr>
</tbody>
</table>

**CANNIBIS:**

<table>
<thead>
<tr>
<th>Substance</th>
<th>Abuse Potential</th>
<th>Dependence Potential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>Unknown</td>
<td>Moderate</td>
</tr>
<tr>
<td>Tetrahydrocannabinis</td>
<td>Unknown</td>
<td>Moderate</td>
</tr>
<tr>
<td>Hashish</td>
<td>Unknown</td>
<td>Moderate</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>Unknown</td>
<td>Moderate</td>
</tr>
</tbody>
</table>

**OTHER:**

<table>
<thead>
<tr>
<th>Substance</th>
<th>Abuse Potential</th>
<th>Dependence Potential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Moderate</td>
<td>High</td>
</tr>
<tr>
<td>Anabolic Steroids</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>Inhalants</td>
<td>Unknown</td>
<td>High</td>
</tr>
<tr>
<td>Caffeine</td>
<td>Unknown</td>
<td>High</td>
</tr>
<tr>
<td>Nicotine</td>
<td>High</td>
<td>High</td>
</tr>
</tbody>
</table>

- **Euphoria, relaxed inhibitions, increased appetite, disoriented behaviors.**
- **Reduced coordination and alertness; large doses can cause unconsciousness, hypothermia, respiratory arrest, death.**
- **Liver and kidney dysfunction, testicular atrophy, premature closure of bone growth plates, hair loss, acne, heart failure.**
- **Nausea, nosebleeds, loss of consciousness (at high doses); damage to organ and nervous system (long-term use).**
- **Nausea, diarrhea, sleeplessness, headache, trembling.**
- **Cancer of lungs, larynx, mouth.**

### V. COUNSELING AND SUPPORT PROGRAMS

The abuse of alcohol or other drugs among students is often related to a personal crisis or problem such as relationship difficulties, feelings of isolation at school, identity confusion, academic or financial pressures, conflicts at home, or drastic change such as an unwanted pregnancy or loss of a loved one. A number of free or low cost programs are available through agencies and community organizations for individuals who may have developed an alcohol or other drug-related problem, suspect they are at risk for such problems, are affected by the drug or alcohol abuse of others, or seek information about illegal or controlled substances. These programs are voluntary and confidential.

The decision to seek information about substance abuse-related problems is often a complicated one. They offer non-judgmental assistance with locating resources for students, including those who are ambivalent about their own or someone else's alcohol or drug-related problems. A student can gain access to alcohol and other drug-related services by contacting the Director of Student Affairs.
DISCIPLINARY PROCEDURES

Upon request, detailed procedural guidelines are available for review in the Office of the President.

INFORMAL RESOLUTION ATTEMPT

A good-faith attempt will be made to resolve all problems informally, initially by the appropriate administrator or faculty member. This may include informal discussions with the alleged violator and faculty members, deans, or administrators. If the matter is not resolved by an informal resolution attempt, the alleged violator shall be requested to designate whether he/she wishes to have the charge determined by a formal hearing pursuant to The International Culinary Center’s procedures for a disciplinary hearing. Upon such designation, in writing, within 14 school/business days, a formal hearing will be set.

RELEASING DISCIPLINARY INFORMATION

Details relating to any disciplinary proceedings, the decision, and the names of individuals involved will not be made available except as required for internal School purposes as required by law, or when charges are made, or proceedings instituted by or against The International Culinary Center or any member of the School community in courts of law or by governmental agencies.

ANTI-HARASSMENT POLICY

STATEMENT OF POLICY

The School is committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment - an environment that supports, nurtures, and rewards career and educational advancement on the basis of ability and performance.

Harassment based upon race, gender and/or gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship status, or any other legally protected basis is prohibited by law and undermines the character and purpose of the School. Such harassment is illegal and against School policy and it will not be tolerated.

This policy covers all members of the School community and those who affect the School community such as vendors or visitors. The School encourages everyone to report all incidents of harassment regardless of who the offender may be.

I. DEFINITION OF HARASSMENT

Prohibited harassment is conduct based on race, gender and/or gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship status, or any other legally protected status when:

(1) submission to or rejection of the conduct is either an explicit or implicit term or condition of employment, basis for participation or advancement in an academic program, or basis for participation in a School activity or benefit; or
(2) such conduct creates an intimidating, hostile or offensive work, academic or residential environment; or
(3) such conduct otherwise adversely affects employment or academic opportunities.

Examples of such prohibited conduct when based upon a legally protected status include, but are not limited to:

Verbal abuse or hostile behavior such as insulting, teasing, mocking, degrading, or ridiculing another person or group;
Unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets, or demands;
Physical assault or stalking;
Displays or electronic transmission of derogatory, demeaning or hostile materials;
Unwillingness to train, evaluate, assist, or work with an employee, faculty member, or student.
Harassment is unacceptable in the workplace, classroom, student and faculty housing, School facilities, and in other School-related settings, such as School-sponsored social functions and events. This behavior violates School policy even when it may not be sufficiently severe or pervasive to constitute a violation of law.

II. RESPONSIBILITIES TO REPORT

All members of the School community should report incidents of harassment in order to support the School policy. In order to ensure that the School is free of prohibited harassment, School officers, deans, program directors, faculty members, and supervisors are required to report all incidents of harassment that they may have witnessed or have been advised of.

The most appropriate recipients of reports are:

(1) Rhonda Lynn, Director of Student Affairs
(2) Cindy Whitaker, Director of Human Resources

It is not always easy to interpret words or actions that may be ambiguous and one may think are inappropriate. Therefore, the offices noted above are available to discuss the circumstances and address matters before they become severe or pervasive.

If a report is made to any of these offices, and that is not the appropriate office to receive the report, it becomes the responsibility of that office to forward the report to the appropriate office. If any of the persons at these offices is implicated in the harassment, or if a conflict of interest arises, the report should be made to the School Director.

III. REPORTING A HARASSMENT COMPLAINT

All individuals who believe they have been harassed should file a complaint with the appropriate individuals or offices cited above. Verbal complaints should be reduced to writing by either the complainant or the individual who receives the complaint in order to preserve an accurate record. The written complaint should identify the parties involved; describe the harassing behavior; when and where it occurred; and identify by name or description any witnesses.

Complaints should be promptly reported so that appropriate action may be taken in a timely manner. However, the late reporting of complaints may not prevent appropriate remedial action. Any conduct that may be in violation of this policy will be investigated, regardless of whether a complaint is filed, and appropriate remedial action will be initiated.

Effort shall be made to complete the investigation of a complaint within thirty (30) days of the report of the harassment. Extensions of the time frame may be necessary in some circumstances. The complainant and alleged harasser will be notified of the extension.

IV. CONFIDENTIALITY

The School will maintain the confidentiality of the complaint to the greatest extent consistent with our goal of conducting a thorough and complete investigation. Effort will be made to safeguard the privacy and rights of all persons involved.

V. INVESTIGATION AND DISPOSITION OF THE COMPLAINT

The investigator will conduct a prompt, thorough and impartial investigation of the complaint in the manner he or she deems necessary. The parties to the complaint will each have an opportunity to be heard during the investigation. The parties will also be informed of the status of the investigation as deemed appropriate. The investigation process is strictly internal to the School, so the presence of outside legal counsel or third parties is not permitted at any stage of the process unless otherwise required by law. If it is determined that a violation of the School's harassment policy has occurred, prompt remedial action shall be taken. The nature of the remedial action and the process for its implementation will depend upon the particular facts and circumstances. If remedial action involves the imposition of sanctions, appropriate disciplinary procedures will be used. Sanctions imposed may be appealed through the appropriate appeals process depending on the status of the accused. The findings and intended actions shall be communicated to the complainant and the alleged harasser. If it is determined that no violation has occurred, such findings shall be communicated to the complainant and the alleged harasser.

If the results of an investigation show that the complainant knowingly filed false accusations of harassment, or that a witness gave false statements, such individuals will be subject to the appropriate disciplinary action.
VI. RETALIATION

The School will take every step necessary to protect the complainant and any witnesses against retaliation for reporting the harassment or for participating in the investigation of a complaint. Any employee, faculty member, or student who retaliates against an individual who complains of harassment, witnesses harassment, or participates in the investigation of a harassment complaint violates School policy and may be subject to sanctions. Complaints of retaliation should be reported as violations of this policy.

VII. SEXUAL ASSAULT

Sexual assault is a sexual act against the will and without the consent of the victim or where the victim is incapable of giving consent. This includes conduct that would be considered criminal under the California State Penal Code. Since the medical, emotional, and legal needs of a sexual assault complainant may differ from those of other harassment complaints, sexual assault victims should, in addition to filing a School complaint, report the assault to the police and pursue services available at the School.

VIII. CONSENSUAL RELATIONSHIPS

Sexual behavior that is welcome or consensual does not constitute sexual harassment under the law. However, romantic relationships in situations where one individual has greater power or authority over another frequently result in claims of harassment when the relationship ends and a perception of favoritism while the relationship continues. Such relationships are inappropriate. A “consensual” relationship between a professor and his or her student, or a supervisor and a subordinate are examples of inappropriate relationships. If a consensual relationship occurs, any situation of authority must be discontinued and appropriate action may be taken.

IX. EDUCATION

The School supports a complete program for the education of its community with respect to the meaning and implementation of this policy. Training will be scheduled accordingly.

X. AIDS/HIV POLICY

The AIDS/HIV policy held by The School is kept on file in the Office of the School Director at all times and may be obtained by request.

This policy does not form a contract

GRIEVANCE

The International Culinary Center views students as responsible citizens who are integral members of the School community. Policies and practices pertaining to student relations and services should reflect this point of view. School officers continue to seek to ensure that this philosophy is implemented. Even with this philosophy in place, complaints and misunderstandings may arise. It is the purpose of these grievance procedures to ensure that any problem is dealt with promptly and confidentially.

INFORMAL REVIEW

- Discuss the problem informally, with the student, faculty member, dean, or staff member involved.
- A student should not consider a formal review unless an informal review has occurred.

FORMAL REVIEW

- Obtain, complete, and return a student grievance form to the Education Director within 30 days of the incident.
- Upon receipt of the form, a prompt investigation of the facts related to the nature of the grievance will be conducted. After thoughtful consideration, a decision will be made.
- The student will be advised of the decision and resulting action to be taken within five school days.
• If, for any reason, the student is not satisfied with the results of the investigation conducted, the student may ask the Education Director to submit the matter to the President for review.
• The student will be advised of the decision and resulting action to be taken within ten school days.

If after the above Grievance Procedure has been exhausted and the student still feels that the grievance was not adequately addressed they may contact the Bureau for Private Post-secondary Education (BPPE) or the Department of Consumer Affairs, BPPE physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov  Tel: (916) 431-6959 Toll Free: (888) 370-7589 Fax Number: (916) 263-1897.

COMPLAINTS

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

BPPE - A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site www.bppe.ca.gov.
CANCELLATION, WITHDRAWAL & REFUND POLICIES

Read and understand The International Culinary Center’s policy regarding tuition refunds and cancellations on these pages before you sign an enrollment agreement.

CANCELLATION AND WITHDRAWAL

A student may cancel their enrollment in a class by notice in writing delivered to the School, attention Enrollment Coordinator.

Withdrawal from a class may be effectuated by the student’s written notice delivered to the School, attention of the Director of Student Affairs, or by the student’s conduct, including, but not necessarily limited to, the student’s lack of attendance.

REFUND POLICY

A student who cancels within 7 days of signing the enrollment agreement but before instruction begins will receive the return of all amounts paid with the exception of the non-refundable Application Fee. Due to their personal nature, uniforms are not returnable.

Thereafter, the student will be liable for:

- The non-refundable Application Fee, plus
- The cost of materials accepted and not returned in unused condition within 20 days after the student withdrawal from the school, plus
- Tuition liability as of the student’s last day of physical attendance. Tuition liability is determined by the percentage of the course offered to the student determined as follows:
  
  If termination occurs:
  
<table>
<thead>
<tr>
<th>Percentage of Course</th>
<th>School May Keep</th>
<th>Student Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15%</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>16-30%</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>31-45%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>46-60%</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>After 60%</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

- If the School rejects this agreement, all payments made under this agreement shall be refunded in full except the application fee and the cost of materials accepted and not returned in unused condition within 20 days of rejection.

- In case of injury, prolonged illness or other circumstances beyond the student’s control which render it impracticable for the student to continue in the school, the school will, within 30 days after notice of the circumstances, propose and will thereafter make a settlement of the student’s obligation to the school which is fair and reasonable to the student and the school.

- The student refund may be more than stated above if an applicable accrediting agency policy results in a greater refund.

- Amounts paid in excess of the charges as determined above will be refunded within 45 days of the date on which the student gives the school written notice of withdrawal or if the student does not give written notice, within 45 days of the date that the school determines that the Student has withdrawn.
The International Culinary Center of California is a new branch of the International Culinary Center and has not yet accumulated any data showing enrollment, completion and placement rates. No data has been reported to the Occupational Education and Data System (OEDS) as of the time of publication.

Please check with the School Director for updated information.