



culinary tech center<sub>LLC</sub>

# SCHOOL CATALOG

**VOLUME IV  
2018-2019**

Main Campus  
460 West 34<sup>rd</sup> Street  
New York, NY 10001  
646-559-8551

Branch Campus  
303 Quarropas Street  
White Plains, NY 10601  
914-207-7801

[www.culinarytechcenter.edu](http://www.culinarytechcenter.edu)

## TABLE OF CONTENTS

ACCREDITATION, LICENSURE AND APPROVAL .....	3
OWNED AND OPERATED .....	3
MESSAGE FROM CULINARY TECH CENTER .....	4
NEW YORK CITY ADVISORY BOARD MEMBERS .....	4
WHITE PLAINS ADVISORY BOARD MEMBERS .....	5
DISCLOSURE STATEMENTS .....	5
MISSION .....	9
VISION .....	9
INSTITUTIONAL OBJECTIVES .....	9
FACILITIES AND EQUIPMENT .....	9
ADMISSIONS .....	10
GENERAL REQUIREMENTS FOR ADMISSIONS .....	10
EXCEPTION TO H.S. CREDENTIAL REQUIREMENT FOR STATE AGENCY REFERRALS .....	10
PERSONAL ADMISSIONS INTERVIEW.....	10
TRANSFER ADMISSION.....	11
APPLICATION PROCEDURE .....	11
REQUIRED DOCUMENTATION .....	11
CONDITIONAL ADMISSION .....	11
HOME-SCHOOLED STUDENTS .....	11
SATISFACTORY PAYMENT ARRANGEMENTS .....	11
ACADEMIC POLICIES .....	12
<i>GRADING POLICIES</i> .....	12
<i>GRADUATION REQUIREMENTS</i> .....	12
<i>STUDENT TRANSCRIPTS AND DUPLICATE CERTIFICATES</i> .....	12
<i>TRANSFER OF STUDENTS BETWEEN PROGRAMS</i> .....	13
<i>ATTENDANCE POLICY</i> .....	13
<i>TARDINESS POLICY</i> .....	13
<i>EXCUSED ABSENCE</i> .....	13
<i>LEAVE OF ABSENCE</i> .....	13
<i>OFFICIAL WITHDRAWAL POLICY</i> .....	14
<i>ACADEMIC PROGRESS</i> .....	14
<i>COURSE PROGRESS POLICY</i> .....	14
<i>ACADEMIC PROGRESS POLICY</i> .....	14
<i>CONSISTENCY WITH ACADEMIC POLICIES</i> .....	15
<i>PAYMENT PERIODS</i> .....	15
<i>COMPLETED/ATTEMPTED CLOCK HOURS</i> .....	15
<i>TRANSFER STUDENTS</i> .....	15
<i>RETURN AFTER AN ABSENCE</i> .....	15
<i>ACADEMIC AND FINANCIAL AID WARNING STATUS</i> .....	15
<i>REGAINING ACADEMIC ELIGIBILITY</i> .....	16
STUDENT SERVICES.....	16
COUNSELING AND STUDENT SUPPORT .....	16

JOB PLACEMENT ASSISTANCE.....	16
GENERAL PRIVACY POLICY .....	16
STUDENTS' RIGHTS/PRIVACY OF STUDENT RECORDS AND FERPA .....	17
<b>FINANCIAL INFORMATION .....</b>	<b>17</b>
PROGRAM TUITION, FEES, AND OTHER COSTS .....	18
FINANCIAL AID .....	18
TUITION REFUND POLICY .....	19
TUITION AND FEES REFUND POLICY .....	20
REFUND PROCESSING.....	20
PROGRAM CANCELLATION .....	20
FAILURE TO RETURN FROM LOA.....	20
BOOKS AND SUPPLIES.....	20
RETURN TO TITLE IV (R2T4) .....	20
<b>GENERAL POLICIES AND DISCLOSURES .....</b>	<b>21</b>
CONSUMER INFORMATION.....	22
DRUG AND ALCOHOL POLICY .....	22
STUDENT CONDUCT.....	23
STANDARDS OF CONDUCT .....	23
STUDENT DISMISSAL PROCEDURE AND APPEALS PROCESS .....	23
GRIEVANCE PROCEDURE .....	24
<b>CAREER PROGRAMS AND COURSE DESCRIPTIONS .....</b>	<b>25</b>
COMMERCIAL COOKING PLUS EXTERNSHIP .....	25
COMMERCIAL COOKING AND CATERING PLUS EXTERNSHIP .....	26
HOSPITALITY OPERATIONS .....	27
HOTEL OPERATIONS (White Plains only)	
.....	28
FACULTY AND STAFF NYC CAMPUS .....	29
PROGRAM TUITION NYC CAMPUS .....	30
FACULTY AND STAFF WHITE PLAINS CAMPUS .....	31
PROGRAM TUITION WHITE PLAINS CAMPUS .....	32

## **ACCREDITATION, LICENSURE AND APPROVAL**

Culinary Tech Center New York City and Culinary Tech Center White Plains are licensed by New York State Education Department Bureau of Proprietary School Supervision and are accredited by the Council on Occupational Education (COE). The Culinary Tech Centers in New York City and White Plains are also approved by New York State Education Department / ACCES-VR (Adult Career & Continuing Education Services).

## **OWNED AND OPERATED**

The Culinary Tech Center, LLC, is owned by Educational Training Institute, which is wholly owned by Oak Tree Educational Partners, Inc. Oak Tree Educational Partners, Inc. is a Delaware corporation with principal offices located at 424 West 33<sup>rd</sup> Street, New York, New York 10001.

## **Message from Culinary Tech Center**

Dear Student,

Welcome to the Culinary Tech Center. You are now part of a student body who is eager and ready to acquire practical skills for employment in the culinary and hospitality fields. You have a wonderful opportunity to meet new classmates and make new acquaintances, some of whom could become lifelong friends and colleagues.

While you are enrolled at the Culinary Tech Center, you will meet staff and faculty who are here to help and mentor you in both academics and career opportunities. As you apply what you have learned in your extern/ internship, you will begin to incorporate skills and theory into a level of professionalism that will help you become successful in your chosen career.

I am looking forward to getting to know you and assist in any way possible. My door is always open to you.

Director  
Culinary Tech Center

### **New York City, Main Campus, Advisory Board Members**

Robert Gaeta  
General Manager, Best Western Plus Hospitality House  
145 East 49<sup>th</sup> Street  
New York, NY 10017  
212-753-8781

David Paulstich  
Executive Chef, Knickerbocker Club  
807 5<sup>th</sup> Avenue  
New York, NY 10065  
212-838-6700

Andrew Martinez  
Food Service Manager, Hudson Guild  
441 West 26<sup>th</sup> Street  
New York, New York 10001  
212-760-9800

Felix Castro  
Pastry Chef, Coppelia  
207 W 14<sup>th</sup> Street  
New York, New York 10011  
212-858-5001

Shaunette Oudkerk  
District Food Service Manager  
New York City Department of Education  
40 Irving Place, 8<sup>th</sup> Floor, Room 849  
New York, New York 10003  
212-254-5295

Doris Rios  
Housekeeping Manager, YOTEL  
570 10<sup>th</sup> Avenue  
New York, New York 10036  
646-449-7700

Larry Vanderpool  
Housekeeping Manager, ROW Hotel  
700 8<sup>th</sup> Avenue  
New York, New York 10036  
888-352-3650

Cary Blenner  
Human Resources Director, Jolly Madison Hotel  
22 E 38<sup>th</sup> Street  
New York, New York 10016  
212-802-0600

### **White Plains, Branch Campus, Advisory Board**

Taylor Boynton  
Operating Partner, Meridian Dining Group  
66 Mamaroneck Avenue  
White Plains, NY 10601  
914-522-4878  
[tboynton@meridiandining.com](mailto:tboynton@meridiandining.com)

Daniel Reid  
Executive Chef, Chartwells  
Pace University Law School  
78 North Broadway  
White Plains, NY 10605  
914-422-4119

Carol Ann Chun  
Banquet Manager, Crowne Plaza  
66 Hale Avenue  
White Plains, NY 10601  
914-682-0050  
[carolann.chun@ihg.com](mailto:carolann.chun@ihg.com)

Eric Wang  
Director, Human Resources, Ritz Carlton  
3 Renaissance Square  
White Plains, NY 10601  
914-467-5852  
[eric.s.wang@ritzcarlton.com](mailto:eric.s.wang@ritzcarlton.com)

dreid013@gmail.com

Chef Peter Kelley  
Owner, Xaviers Group of Restaurants  
Water Grant Street  
Yonkers, NY 10601  
914-965-1111  
xaviers@aol.com

Chef Dave DeBari  
Owner, The Cookery & The Parlor Restaurants  
39 Chestnut Street  
Dobbs Ferry, NY 10522  
[events.thecookery@yahoo.com](mailto:events.thecookery@yahoo.com)

Sean Meade  
General Manager  
Cambria Suites  
250 Main Street  
White Plains, NY 10601  
[smeade@cswwhiteplains.com](mailto:smeade@cswwhiteplains.com)

Peter Giannini  
Director of Catering and Events  
Gaucho Grill  
1 North Broadway  
White Plains, NY 10601  
914-437-9966  
chefgiannini@gmail.com

## **DISCLOSURE STATEMENTS**

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

Culinary Tech Center reserves the right to make changes in its policies and procedures. The institution further reserves the right to limit student registration for classes, to discontinue classes for lack of enrollment with full tuition refunds to enrolled students, to revise tuition rates, and to change class times and teacher assignments.

## ***Information for Students Student Rights***

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

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

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

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

Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

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

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

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

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

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

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

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

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

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

1.

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

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

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

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

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

Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

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

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

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

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

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

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

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

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

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

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

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

Contact the New York State Education Department at:

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



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

## **MISSION**

The Culinary Tech Center believes that quality career education can lead to a successful and rewarding future. Our programs are designed to help students learn the skills needed for entry level employment in the culinary and hospitality fields as well as to develop the habits of lifelong learning needed in today's ever-changing job market.

## **VISION**

At the Culinary Tech Center, our vision is to help you to achieve your career goals. All of our faculty and staff are dedicated to helping students succeed.

## **INSTITUTIONAL OBJECTIVES**

- To recruit and maintain faculty who are excellent and inspiring teachers.
- To provide an environment that promotes close student-teacher relations.
- To graduate students who are employable.
- To assure that courses meet the standards for entry into the work world.
- To incorporate an ethical philosophy in practice throughout the school and in the curriculum in order for students to become responsible members of the workforce.
- To recruit and retain students who support the mission, objectives, and goals of the school.
- To create and maintain those services and facilities that assist faculty, staff, and students to achieve personal growth and professional competence.

## **FACILITIES AND EQUIPMENT**

### **New York City, Main Campus**

The Culinary Tech Center, New York City is conveniently located near Penn Station in Manhattan on the ground floor of a modern office building. The school is 7,800 square feet and houses 2 fully operational commercial kitchens, three classrooms, a stewarding area, administrative office, faculty room, and student lounge. Students have access to supplementary materials and books available in the classroom/media center.

### **White Plains, Branch Campus**

Culinary Tech Center, White Plains Branch is located on the ground floor of a modern educational/training complex. CTC is approximately 4,000 square feet and provides two classrooms, administrative workspace, a fully equipped commercial kitchen, and a student lounge area. Students have access to supplementary materials and books in the classroom/media center.

## **ADMISSIONS**

Culinary Tech Center maintains appropriate admissions standards, policies, and procedures designed to ensure that all enrolled students have the ability and the opportunity to succeed, both at the school and in their chosen careers.

### ***Non-Discrimination in Admissions Policy***

In accordance with Title IX of the Education Amendments Act of 1972, Culinary Tech Center does not discriminate in admission or any other aspect of our programs on the basis of race, religion, ethnicity, sex, age, disability, sexual preference, or national origin.

Applicants with disabilities must be physically able to complete the training program with reasonable accommodations. Further, certain physical and intellectual abilities are bona fide occupational qualifications

and thus certain disabilities might disqualify a student from any potential employment. Applicants having a disability that might interfere with their ability to succeed in their chosen field should discuss any physical limitations with the Admissions Office prior to enrollment.

## **General Requirements for Admission**

In order to be accepted to Culinary Tech Center as a regular student, an applicant must:

- Express a desire to pursue higher education, and to pursue an associated career,
- Possess a valid high school credential (diploma), or equivalent credential, and/or have been referred by an appropriate State agency,
- Participate in a Personal Admission Interview and campus tour (see details below),
- Be a U.S. Citizen, legal resident, or otherwise legally eligible to study in the United States,
- Be at least eighteen years of age as of the class start date or seventeen years of age and have the legal permission of a parent or legal guardian, and
- Pay the appropriate Registration Fee.

## **Exception to H.S. Credential Requirement for State Agency Referrals**

Culinary Tech Center is approved by the *New York State Education Department Bureau of Proprietary School Supervision* for Specialized Vocational Training (SVT). This approval allows the school to admit students who have been referred by an appropriate State Agency regardless of whether the student has earned a high school diploma or equivalency. Since a high school credential (diploma) or equivalent is required for the receipt of federal student aid, students admitted under this provision who do not possess a H.S. Diploma or equivalent are not eligible to receive federal student aid (financial aid), and are generally funded by a combination of State agency funding and other non-federal resources. Students who possess a H.S. Diploma or equivalent may be eligible for a combination of both financial aid and agency funding.

## **Personal Admission Interview**

Each individual who seeks admission to Culinary Tech Center will be interviewed by an Admissions Representative prior to acceptance. The interview is designed to:

- Explore the prospective student's background and interest as they relate to the programs offered at Culinary Tech Center,
- Assist prospective students in identifying an appropriate area of study consistent with their interests and abilities,
- Provide general information concerning the school, its facilities, its policies, and the available support services for students, and
- Determine the prospective student's level of motivation and evaluate whether the candidate possesses the minimum verbal and written communication skills required for success in the program.

Prospective students will also tour the campus at the time of the Personal Admission Interview. Arrangements for an interview and tour of Culinary Tech Center may be made by contacting the Admissions Department.

## **Transfer Admission**

Culinary Tech Center welcomes applications for admission from students who have studied at other accredited post-secondary education institutions. Transfer applicants are subject to the regular admission requirements of the school.

Culinary Tech Center will accept transfer credits from post-secondary institutions accredited by an agency recognized by the U.S. Department of Education, and legitimate foreign institutions as determined by the school. Transfer credits will be granted on a course-by-course basis based upon substantially equivalent course content. No course for which a student received a grade of less than 2.0 ("C" or equivalent) will be accepted for transfer. Culinary Tech Center reserves the right to validate the student's knowledge through assessment mechanisms prior to accepting transfer credit.

Regardless of how many credits a student may obtain through transfer or other means, each student must earn at least 50% of all non-externship clock hours and 100% of all externship hours in their chosen program "in-residence" at Culinary Tech Center.

## Application Procedure

Students who choose to enroll must complete an Enrollment Agreement. The student will generally complete the Agreement when visiting the campus for the personal interview and campus tour.

## Required Documentation

Prior to beginning classes at Culinary Tech Center, an applicant must provide the following documents (as appropriate to the individual applicant):

- Signed Enrollment Agreement (parent signature require if under eighteen),
- Official high school transcript, copy of high school diploma, home-schooling documentation, copy of GED Certificate (as appropriate), or approval from an appropriate State agency, and
- Official college/higher education transcript (for transfer credit only).

## Conditional Admission

If the applicant is unable to provide one or more of the above documents, the School Director may allow the applicant to be “conditionally admitted” to the school. A student who is conditionally admitted is granted additional time (up to ten days after the start of classes) to provide the appropriate documentation.

Conditionally admitted applicants will not be fully admitted to a program of study until all missing documentation has been provided, reviewed by the school, and been found to be acceptable. No financial aid will be disbursed or released until the student has been fully admitted.

If the student fails for any reason, whether or not under his/her control, to provide the missing documents by the deadline date, the conditional admission will be revoked and the student’s enrollment will be terminated. Upon such revocation, the student will not be liable for tuition expenses, but will be responsible for any other charges, costs, or expenses due to the school.

## Home-Schooled Students

Students who received their high school education through home-schooling must submit documentation appropriate under laws of the State in which the home-schooling occurred.

## Satisfactory Payment Arrangements

No student will be allowed to begin classes at Culinary Tech Center without making satisfactory arrangements to pay for the training provided. Satisfactory arrangements may include a combination of methods, including: financial aid (including Federal Pell grants, federal student loans and federal parent loans, etc.), veterans’ benefits, State agency funding, other outside aid, institutional grants, private education loans, payment plans, and/or personal payment (cash, check, money order or credit card).

# **ACADEMIC POLICIES**

## Grading Policies

Official grades are reported at the end of each course. Grades for programs are reported at the middle and end of each term. Grades are based on class participation, tests, and practical assignments. The following is our grading scale:

PERCENTAGE	GPA	MEANING
91-100	4.0	Honors
86-90	3.5	Excellent
81-85	3.0	Good

76-80	2.5	Above Average
70-75	2.0	Average
65-69	1.5	Passing
Below 65	0	Fail
Other Grades: W = Withdrew      INC = Incomplete (temporary)      L OA = Leave of Absence T = Terminated		

An incomplete grade is given at the discretion of the instructor in cases of a documented emergency. A student who receives an incomplete grade must remedy the deficiency within 60 days or the grade converts to an F.

At the end of each academic term, the student receives a grade report showing his/her grades for that particular term. At the end of the program, the student receives a transcript of his/her grades.

### Graduation Requirements

All programs at Culinary Tech Center award a Certificate of Completion. To meet requirements for graduation, students must have:

- A grade of at least 65% in each course,
- A cumulative grade point average (CGPA) of not less than 2.0, 70%,
- Completed at least 85% of class and practical hours for each course (after any makeup hours),
- Completed all assignments,
- Completed the appropriate externship, and
- Fulfilled all financial obligations to the school and/or funding agency.

### Student Transcripts and Duplicate Certificates

Official requests for transcripts or duplicate certificates must be in writing and accompanied by a \$5 processing fee for each document. All requests are to be addressed to the Administrative Office, Culinary Tech Center, 460 West 34<sup>th</sup> Street, New York, NY 10001 (Attention: Transcripts). Transcripts and/or Certificates will not be released without written permission of the student, graduate, or legal guardian.

### Transfer of Student Between Programs at Culinary Tech Center

Culinary Tech Center does not permit transfer of students between programs.

### Attendance Policy

All instructors will record hourly attendance in each classroom or lab (kitchen) session. Attendance in externship is reported by the employer (and monitored by a member of the staff). Students are expected to attend and actively participate in all instructional sessions and are expected to notify their instructor or the School Director's Office prior to class if they will be absent, late, or leaving early.

Students are required to be in attendance for at least 85% of all scheduled hours in each course. Students whose attendance is less than this standard will not be allowed to receive a passing grade for the course until the student has attended sufficient "make-up" hours to meet the standard. All make-up hours must be completed within the first ten class days of the subsequent course. **Students are only eligible for make-up hours when they exceed 15% and bring legitimate documentation for those hours over the maximum allowance, or at the discretion of the instructor. If approved, student will be provided with a make-up assignment/class equal the number of hours needed to comply with the 15% maximum rule. It is at the sole discretion of the School Director to determine the number of make up hours allowed.**

Students are expected to complete 100% of all required hours in any externship course, hence any hours of

absence must be “made-up” with additional externship hours. No student will be allowed to graduate without the required externship hours, except upon approval of the School Director in exceptional circumstances.

Students may enroll no later than the 6<sup>th</sup> day after a program start date; however, any missed hours must be completed within 30 days.

**Tardiness Policy**

Students who arrive late to a classroom or laboratory session, leave earlier than their scheduled departure time or are late returning back from established breaks will have the missed time charged against their attendance for the Attendance Policy (above). Excessive incidents of tardiness within the same course may result in academic and disciplinary action, including required professionalism counseling and/or additional assignments, homework, or lab hours.

**Excused Absences**

Students with a legitimate reason for missing class may be granted an “excused absence” for one day. Excused absences are not charged against a student in the attendance policy, and make-up hours are not required. In general, excused absences require advance notice and approval by the School Director. Except in unusual circumstances, excused absences will not be granted retroactively. A student’s total excused absences may not exceed one day **in any payment period**. Excused absences are not permitted during an externship. (All absences from internship hours must be made-up).

**Leave of Absence**

Occasionally students encounter a medical, personal, or family crisis that requires an extended absence from classes. A student in this situation may be granted a Leave of Absence (LOA) for a period of time not to exceed 180 days at the discretion of the School Director. A Leave of Absence (LOA) is a planned absence. A student must request an LOA by providing a written, signed, and dated request, which must include the reason for the request. The LOA request must be approved by the School Director (or designee) prior to the first day of absence for the leave. However, if extreme and unforeseen circumstances prevent a student from providing a prior written request, the School Director may grant the student’s request for an LOA up to fourteen days after the first day of absence for the leave. The return date from the LOA shall be established upon the granting of the leave, and shall be designed for the student to re-join the school in a subsequent class cohort at a point in the program no further ahead than the point at which the leave began. A student who fails to return by the established return date is considered withdrawn from the school.

**Official Withdrawal Policy**

A student who intends to withdraw from the school is expected to notify the Registrar of his/her intent to withdraw. Whenever possible, the notification shall be either in written or in-person format. Withdrawal notifications by telephone, e-mail, or other communications method are deemed an “official withdrawal” based upon the credibility of the communication in the judgment of an appropriate school official. In rare cases, the school may accept third-party notifications, particularly when the student may be incapacitated or otherwise unable to communicate with the school. Students who are absent from classes/externship for a consecutive fourteen calendar day period shall be deemed to have “unofficially withdrawn,” and will be administratively withdrawn from the school.

**Academic Progress**

The Satisfactory Academic Progress (SAP) policy applies to all students registered in any program at Culinary Tech Center. Each student is required to make satisfactory academic progress towards the completion of their program. Academic progress is measured both by grade point average (qualitative standard), and by the number of hours of attendance in the program of study (quantitative standard).

**Course Progress Policy**

All of the programs at Culinary Tech Center are technical in nature and the achievement of both a passing grade and technical proficiency in each academic subject is required for graduation, as follows:

<b>Program Progress Policy</b>	<b>Minimum Course Grade</b>	<b>Minimum Course Attendance</b>	<b>Minimum Cumulative Grade Point Average</b>
--------------------------------	-----------------------------	----------------------------------	---

<b>End of each course</b>	1.5 (65%)	85 percent	2.0 (70%)
---------------------------	-----------	------------	-----------

Students are expected to maintain appropriate attendance and passing grades in each and every course, along with an acceptable cumulative grade point average (GPA) at the end of every course except for their first course of enrollment.

A student who fails to meet the minimum attendance in a course may be allowed to continue to the subsequent course at the discretion of the School Director while actively pursuing make-up hours. All make-up hours must be completed within the first ten class days of the subsequent course if possible.

Students who have a cumulative GPA of less than 2.0 as of the end of any course except the first course attended will be placed on probation for the following course. Students on probation who fail to raise their GPA to the minimum standard by the end of a probationary course will be suspended from the school. Students who fail a course (earn a grade of less than 1.5) may also be suspended depending on the nature of the failure and the availability of remedial/make up time.

Suspended students may request re-admission by attending an academic counseling session with the School Director. Based upon the results of the counseling session, the suspended student may be permitted to return to the school, including return in a subsequent class cohort at the discretion of the School Director.

### **Academic Progress Policy**

In addition to the requirements of the Program Progress Policy (which measures progress in each individual course), each student must meet cumulative Academic Progress Standards throughout his/her program. The cumulative standards are measured each "payment period" (see definition below) and are designed on the premise that each student's average performance over a series of courses will be substantially higher than the minimum standard for each individual course.

<b>Academic Progress Standards</b>	<b>Minimum Cumulative Grade Point Average</b>	<b>Cumulative Clock Hours Completed/ Attempted</b>
<b>End of any payment period</b>	2.00	85 percent
<p><u>Additional "Maximum Timeframe" Standard:</u> Eligibility is also limited to students completing their programs within one and one-half times the normal program length. The maximum timeframe is reached when the student has exceeded one and one-half times the number of scheduled weeks required to graduate from his/her program. For example, for students with standard enrollment (no transfer or proficiency credit), the maximum timeframe to complete a twenty-four week program is thirty-six weeks (excluding periods of non-enrollment).</p>		

### **Consistency with Academic Policies**

For purposes of Academic Progress measurement, all issues of grading policy, Grade Point Average (GPA) calculation, attendance, etc., are calculated in accordance with the general academic policies of the school.

### **Payment Periods**

Academic Progress shall be measured at the end of each "payment period". A "payment period" is defined as one-half (as measured in both weeks and instructional hours) of the student's program (or remaining period of the program for any student attending less than the entire program length). For students who are eligible for Federal Title IV Financial Aid, these correspond to the "payment periods" for financial aid.

### **Completed/Attempted Clock Hours**

"Attempted Clock Hours" means the number of scheduled instructional hours (clock hours) in the program as listed in the Culinary Tech Center calendar for the enrolled program. "Completed Clock Hours" means the number of "attempted" clock hours a student actually attended or for which he/she received an excused absence.

### **Transfer Students**

Accepted transfer credit shall be considered as completed coursework for purposes of this policy. However, since no grades are assigned to transfer credit, it will not impact the student's GPA. Payment periods for transfer students shall be defined individually based upon the remaining period of instruction.

### **Return after an Absence**

A student who returns after a withdrawal, dismissal, approved Leave of Absence (LOA), or other absence of 180 calendar days or less, shall be evaluated in the same manner as if the absence had not occurred, with the exception of any necessary changes to the start and end dates of a planned payment period.

A student, who returns after a withdrawal, dismissal, or other absence of more than 180 days, shall be measured in a manner consistent with a transfer student as noted above. Regardless of the duration of an absence or LOA, the Culinary Tech Center reserves the right to evaluate any returning student's knowledge retention and place the student appropriately.

### **Academic and Financial Aid Warning Status**

#### **ONLY CULINARY TECH CENTER NEW YORK CITY IS ELIGIBLE FOR TITLE IV FINANCIAL AID.**

Students who fail to meet the standards defined above will be placed on **Academic and Financial Aid Warning Status** for the following payment period. Students in Academic and Financial Aid Warning Status remain eligible for federal student aid.

If a student has not returned to "good" academic standing (according to the standards in the chart) by the end of the Warning Status payment period, the student will be academically dismissed from the school and lose eligibility for federal student aid from that point forward. Such dismissal/loss of eligibility may be subject to appeal (see below).

### **Regaining Academic Eligibility**

#### ***Mitigating Circumstances Appeal***

A dismissal (and loss of eligibility for federal financial aid) may be appealed based on mitigating circumstance(s). A mitigating circumstance is defined as an exceptional or unusual event(s) beyond the student's direct control, which contributed to or caused the academic difficulty. Examples include: the death of a relative, an injury or illness of the student, or other special circumstances. Appeal letters should be addressed to the Financial Aid Director and must include a complete description of the circumstances that led to the academic difficulty, how those circumstances have changed, and a plan for future academic success. Copies of supporting documentation should be included. All appeals are reviewed by a committee of academic and administrative staff whose determination is final.

A student for whom a mitigating circumstance appeal is approved will be placed in **Academic and Financial Aid Probation Status** for one payment period. If the student has not returned to good academic standing (according to the chart) by the end of the subsequent (probation) payment period, the student will be dismissed from Culinary Tech Center and lose eligibility for future financial aid.

## **STUDENT SERVICES**

### **Counseling and Student Support**

At Culinary Tech Center, we measure our success by your success. Our faculty and staff are dedicated to help you succeed. Instructors are always ready to help with academic questions and problems. The school administration is available to help any student with issues regarding school policies or requirements.

A student experiencing academic difficulties in a particular subject may arrange for extra help through the instructor of the course or the Director of the school. Additional practice time is also available to students without additional charge.

### **Job Placement Assistance**

Culinary Tech Center programs include employment readiness training that covers job search procedures, resume preparation, job application, and interview techniques.

When you graduate, our Placement Office helps to refer you to potential employers at no additional charge.

Our placement services are available any time during office hours to help you with the process of finding a job.

## **General Privacy Policy**

Culinary Tech Center carefully protects all nonpublic personal information in our possession regarding students and their families. The school will not release nonpublic, private, personal, or financial information about our students or applicants to any third party, except as specifically provided in this policy. The school will release certain nonpublic personal information to federal and state agencies, government contractors, student loan providers/servicers, and other parties as necessary for the administration of the federal student aid programs, for enforcement purposes, for litigation, and for use in connection with audits or other investigations. Disclosure is permitted to law enforcement or emergency services agencies in the performance of their duties or when student safety or health may be in jeopardy. The school will not sell or otherwise make available personal information for marketing purposes to any third party at any time.

### ***Protection of Personally Identifiable Information***

The school employs office procedures and password-protected computer systems to ensure the security of paper and electronic records. The school does not disclose specifics of its internal security procedures to students or the general public to protect the effectiveness of those procedures.

Access to social security numbers and other Personally Identifiable Information (PII) is strictly limited to those School Officials (see definition below) with a need-to-know. Each department director is responsible for enforcement of this policy with regard to the information within his/her office. The School Director will be responsible for overall control of information release and will resolve any disagreements and make final decisions as necessary in accordance with this Policy.

### ***School Official***

A "School Official" is a person employed by the school in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the school has contracted (such as an attorney, auditor or accrediting agency); a person serving on the Board of Directors; or a student serving in an official position/capacity, or assisting a School Official in performing his/ her tasks.

A School Official can access a student's record when and if the School Official has a legitimate educational interest in order to fulfill his/her professional responsibility (need-to-know). Such access does not constitute authorization to share that information with a third party without the student's written consent.

### ***Financial Aid Information***

Certain information necessary for the processing of federal financial aid programs may be disclosed to parents of dependent students. In order for a person to be considered a "parent" for this purpose, the individual must be listed as such on the student's FAFSA application. Further, certain information necessary for the administration of Federal Student Aid may be released to federal and state agencies, government contractors, student loan providers/servicers, and other parties.

### ***Directory Information***

School Officials may not disclose personally identifiable information about a student nor permit inspection of student records without the student's written permission, unless such action is covered by certain exceptions permitted by FERPA. Under the provisions of the Act, the school may disclose information about a student if it has designated that the information is "Directory Information." Culinary Tech Center has designated the following as Directory Information:

- student's name,
- major field of study,
- participation in officially recognized activities and sports,
- dates of attendance,
- most recent previous educational institution attended,
- grade level or enrollment status (e.g., full-time or part-time), and
- degrees, honors, and awards received.



The school will honor requests from students who seek a higher level of privacy by not disclosing Directory Information (upon written request by the student to the Admissions Director).

## **Privacy of Student Records and FERPA**

### ***Right to Review Educational Records***

FERPA affords students certain rights with respect to their educational records. Students have the right to review their educational records within 45 days of the day the school receives a written request for access. Students requesting a review should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will notify the student of the time and place where the records may be inspected. If the records are not maintained in the office of the Registrar, the student will be advised of the correct official to whom the request should be addressed.

### ***Right to Request an Amendment***

Students have the right to request an amendment to educational records that are believed to be inaccurate. Students requesting a change must write to the staff member responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If Culinary Tech Center decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her 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.

### ***Right to Consent to Disclosures***

Students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Disclosure without consent is permitted to law enforcement agencies or emergency services agencies in the performance of their duties or when student safety may be in jeopardy. Students wishing to provide a general release of information to a specific person or persons may complete a FERPA Release Form and submit it to the Registrar. Students requesting a higher level of privacy should also contact the Registrar.

### ***Right to File Complaint***

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Culinary Tech Center 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*

### ***Employee Policies***

All employees are strictly enjoined to protect the personal information of students, including adherence to the following:

- Student PII shall not be removed from the premises or transported to other sites except with specific permission of the President. This includes not only paper documents but also student PII in laptop files or other forms of electronic media/storage.
- Employees shall utilize secure (complex) passwords for all electronic systems, and shall not store printed or written notes of passwords in their desk or work area.
- Employees shall not leave any documents or folders containing PII in any public areas of the campus, nor shall they leave such documents unattended within an unlocked office.

## **FINANCIAL INFORMATION**

### **Program Tuition, Fees, and Other Costs**

Detailed information on student costs at Culinary Tech Center is contained in the addendum to this catalog.

## Financial Aid

### ONLY CULINARY TECH CENTER NEW YORK CITY IS ELIGIBLE FOR TITLE IV FINANCIAL AID.

Detailed and current information on financial aid programs, eligibility, award amounts, and application procedures are available on the financial aid pages of the Culinary Tech Center website at <http://www.culinarytechcenter.com/financial-aid>.

Culinary Tech Center participates in the Federal Student Aid Programs authorized under Title IV of the Higher Education Act of 1965 (as amended) and administered by the U.S. Department of Education. The school participates in the Federal Pell Grant, Federal Direct Stafford Loan and Federal Direct PLUS loan programs.

Culinary Tech Center New York City is approved for the training of veterans and other eligible persons in accordance with the provisions of Section 3675, Title 38, U.S. code, and will certify eligible students for VA Educational Benefits.

Culinary Tech Center students/applicants are encouraged to submit their Free Application for Federal Student Aid (FAFSA) on-line at [www.fafsa.gov](http://www.fafsa.gov) as soon as possible to expedite the financial aid process. Of course, the dedicated, professional, Financial Aid Office staff is available by telephone or in-person if questions arise during the application process, and detailed instructions are available on the Culinary Tech Center website at <http://www.culinarytechcenter.com/financial-aid>.

## Tuition Refund Policy

Students should *read and understand* the school's policy regarding tuition refund and cancellation prior to signing an Enrollment Agreement. Applicants who do not understand it or are confused by the school's explanation can get help before signing from the New York State Education Department, Bureau of Proprietary School Supervision, 116 West 32<sup>nd</sup>. Street, 5<sup>th</sup>. Floor, New York, NY 10001, or by telephone at (212) 643-4760.

The failure of a student to immediately notify the School Director in writing of the student's intent to withdraw may delay refund of tuition due to the student pursuant to section 5002(3) of the Education Law.

## Tuition and Fees Refund Policy

The following refund policy applies to students who withdraw, cancel their Enrollment Agreement, have their enrollment terminated by the school, or otherwise discontinue attendance at Culinary Tech Center. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.

Thereafter, a student will be liable for the non-refundable registration fee, the cost of any textbooks or supplies accepted, and tuition liability as of the student's last date of physical attendance. Refunds are calculated based upon the "term" or the "quarter", which is generally equivalent to one-half of the program. Tuition liability is divided by the number of terms/quarters in the program, as follows:

<i>NYS Refund Policy</i>	Type	Number Of Terms/ Quarters	Term/Quarter Length In weeks
Commercial Cooking and Catering Plus Externship	Term	2	18
Commercial Cooking Plus Externship	Quarter	2	12
Hotel Operations	Quarter	2	12

Total tuition liability is limited to the term/quarter during which the student withdrew or was terminated, and any previous terms/quarters completed, as follows:

<b>(a) First Term or Quarter:</b>				<b>(b) Second and Subsequent Terms or Quarters:</b>			
LDA Week:		School Retains:		LDA Week:		School Retains:	
	<i>Type:</i>	<i>Term:</i>	<i>Quarter:</i>		<i>Type:</i>	<i>Term:</i>	<i>Quarter:</i>
One		0%	0%	One		20%	25%
Two		20%	25%	Two		35%	50%
Three		35%	50%	Three		50%	75%
Four		50%	75%	Four		70%	100%
Five		70%	100%	After 4th Week		100%	100%
After 5th Week		100%	100%				

### Refund Processing

All refunds will be issued within thirty days after the school has determined that the student has withdrawn. Refunds to students who officially withdraw or are terminated once classes have begun will be made within 30 days from the last date of attendance (LDA).

### Program Cancellation

If the school cancels or discontinues a program for any reason, the school shall refund all monies paid for tuition and fees (to all students currently enrolled in the affected program). Such refund will be made no more than 30 days from the notice of cancellation.

### Failure to Return from LOA

Refunds to students who are terminated because of failure to return as scheduled from a Leave of Absence will be calculated from the last day of attendance (LDA) and paid within 30 days of the scheduled last day of Leave of Absence.

### Books and Supplies

Books and supplies are included in the student's total tuition. All text book and kit item sales are final. The replacements costs of any lost books or kit items are the responsibility of the student. Students are encouraged to return any unused books and supplies in new, reusable condition.

### Return To Title IV (R2T4)

#### **ONLY CULINARY TECH CENTER NEW YORK CITY IS ELIGIBLE FOR TITLE IV FINANCIAL AID.**

When a student withdraws or his/her enrollment is otherwise terminated, the school will not only calculate the amount of tuition/fees that will be refunded to the student (if any), but also the amount of federal student financial aid ("Title IV") that must be returned to the Federal Student Aid Programs (if any). This process is referred to as "Return to Title IV" (R2T4). The calculation of R2T4 has no relationship to the tuition and fees that the student may owe to the school. The R2T4 calculation is performed using forms and/or software provided by the U.S. Department of Education for that purpose, and all transactions shall be completed within forty-five days after the school becomes aware of the student's withdrawal/termination (Date of Determination).

#### **R2T4 Calculation Information**

Title IV funds are earned in a prorated manner based upon calendar days. R2T4 is required up to the 60% point in the payment period based upon the pro-rata methodology. (A "payment period" is generally one-half of the student's period of enrollment at Culinary Tech Center – consult with the Financial Aid Office for more information). After the 60% point in the payment period, a student is considered to have earned 100% of the federal student financial aid funds they were eligible to receive.

The percentage of the payment period completed is the total number of scheduled clock hours (in the payment period for which financial aid has been awarded) that have already occurred as of the Withdrawal Date, divided by the total number of scheduled clock hours in that payment period (usually 450 clock hours). If, based on the calculation, the student has earned less than the amount of Title IV funds disbursed, the unearned funds must be returned. The school must return the lesser of:

- the amount of federal student financial aid funds that the student has not earned, or
- the amount of institutional charges that the student incurred for the payment period multiplied by

the percentage of federal student financial aid funds that was not earned.

The student (or parent, in the case of a PLUS loan) must return or repay, as appropriate:

- any Federal Direct Student Loan Program or Federal PLUS funds in accordance with the contracted terms of the loan, and
- the remaining unearned federal grant funds (not to exceed 50% of the grant owed) as an “overpayment” of the grant (see below).

Refunds are calculated according to applicable federal laws. All returned funds for which the school is responsible will be issued promptly after the school has determined that the student has withdrawn and the applicable return calculations have been completed.

### **Overpayments**

Any amount of unearned federal grant funds that a student must return directly is called an “overpayment”. The maximum amount of a grant overpayment is one half of the grant funds received or scheduled to be received. While this occurs very rarely, students in this circumstance must make arrangements with the school and/or the U.S. Department of Education to return the unearned grant funds. Failure to do so will result in loss of future eligibility for Federal Student Aid, and potential other legal actions by the U.S. Department of Education.

### **Financial Aid Programs R2T4 Refund Sequence**

Unearned funds returned by the school must be credited to outstanding balances on Title IV loans made to the student or on behalf of the student for the payment period for which a return of funds is required. Those funds will be credited to outstanding balances in the following order:

1. Unsubsidized Federal Direct Stafford Loan,
2. Subsidized Federal Direct Stafford Loan, and
3. Federal Direct PLUS Loan received on behalf of the student.

If unearned funds remain to be returned after repayment of all outstanding loan amounts for the payment period, the remaining excess must be credited to any amount awarded for the payment period in the following order:

1. Federal Pell Grant,
2. Federal SEOG, and
3. Other grant or loan assistance authorized by Title IV of the Higher Education Act.

### **Post-Withdrawal Disbursement**

The school will disburse Federal Pell Grant funds that had not yet been disbursed at the time of the student’s withdrawal/termination, but for which the student remains eligible under the R2T4 calculation. In the case of student or parent loan funds, the school will calculate the student (or parent’s) eligibility for a “post-withdrawal disbursement”. The Financial Aid Office will advise the student and/or parent borrower of the amount(s) available and the fourteen calendar day deadline to accept or decline the post-withdrawal disbursement. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds, the school will not request the funds from Title IV programs. If the post-withdrawal disbursement is accepted, the funds will first be used to settle any outstanding financial obligation to the school.

## **GENERAL POLICIES AND DISCLOSURES**

### **Consumer Information**

The Culinary Tech Center website contains consumer information mandated by numerous governmental agencies. The consumer webpage can be accessed at:  
<http://www.culinarytechcenter/consumer.com>

### **Jeanne Clery Campus Security Report and Policy**

This Report contains an itemized listing of crimes and certain other offenses committed on the campus and the adjacent public areas in the past three years. The Policy highlights Culinary Tech Center’s methods for protecting student security, and for informing the students and the campus community of any crimes that

may pose a threat to safety. The Report and Policy can be found at: <http://www.culinarytechcenter/consumer/campus-security>

### ***Drug and Alcohol Policy***

Culinary Tech Center maintains a drug and alcohol policy which prohibits the illegal possession sale, or distribution of controlled substances or alcohol on the premises or at school events. The Policy and significant information about the hazards of drug abuse, the effects of specific substances, and links to local rehabilitation service organizations can be found at:  
<http://www.culinarytechcenter/consumer/drug-alcohol-policy>

### ***Other Consumer Information Available on our Website***

(<http://www.culinarytechcenter/consumer.com>)

Detailed information on Financial Aid Programs (including government maximum awards)  
Student Loan Requirements  
Satisfactory Academic Progress for Financial Aid  
Cost of Attendance and Net Price Calculator  
Withdrawal, Refund and Return to Title IV Policies  
Transfer of Credit Policy and Transferability Disclosure  
Copyright Infringement/Internet Use Policy  
Facilities and Services Available to Students with Disabilities  
Completion, Graduation and Placement Disclosures (Including Student Right-To-Know Act)  
Voter Registration/Constitution Day

Printed copies of any of the consumer information contained on the Culinary Tech Center's website can be obtained by contacting the CTC New York City Financial Aid Office at 646-668-4493.

## **Scholarships**

Scholarship applications will only be considered if the candidate does not have eligibility from other sources such as but not limited VA and ACCES-VR. Scholarships cannot be combined. Candidates will be approved based on the scholarship criteria in addition to *Culinary Tech Center's admissions criteria*. A tuition credit of up to \$1,500.00 will be posted on the student's ledger card within the first day of attendance after Title IV funding has been applied. Scholarships funding may not be applied if it will result in a credit balance. Students must maintain a GPA of 2.0 while in school. Failure to maintain the required GPA will result in the student being placed on probation for one module. If the student is not able to achieve the GPA requirement by the end of the probationary period, it will result in loss of scholarship funds. The scholarship will then be applied to the modules completed successfully. Students must adhere to all of CTC's school policies including attendance, class make up, conduct and satisfactory academic progress.

Culinary Tech Center offers the following scholarships:

### ***Academic Honors***

For the Academic Honors Scholarship, applicants must complete an application and submit an official high school transcript stating a GPA of 90% or above or GED equivalent, using the GED/GPA conversion.

### ***Financial Hardship***

For the Financial Hardship Scholarship, applicants must complete an application as well as a FAFSA and provide an essay with information/documentation on income and expenses as well as circumstances demonstrating financial need.

### ***Community Contributions***

For the Community Contributions Scholarship, applicants must complete an application and submit documentation to support outstanding contributions to the community (minimum of 250 hours-completed prior to application) demonstrating community based activities such as but not limited to letters/awards/

attendance certificates/verification of volunteerism along with a 500 word essay.

## **Student Conduct**

Professional attitude is essential to a successful career. Students are expected to conduct themselves in a way that reflects such at all times. This conduct includes abiding by school rules and regulations, operating equipment with care and safety, being courteous and cooperative, dressing in a suitable manner, and performing school assignments carefully and promptly. Conduct that is detrimental to the school's reputation, inappropriate behavior, cheating, or the use of illegal drugs or alcohol will not be tolerated and constitute grounds for immediate dismissal.

## **Standards of Conduct**

- Students must appear well-groomed at all times.
- Uniform attire must be worn as specified by program of study. Use of all personal entertainment or communication electronic devices is prohibited during class hours.
- Instructor lectures may not be recorded by any device.
- Smoking is prohibited throughout school facilities.
- Eating or drinking is not permitted in classrooms.
- Students must safeguard personal property; the school cannot be responsible for personal loss.
- Except for emergencies, personal calls cannot be received and transmitted by the school switchboard.
- Children are not permitted in the facility and visitors are restricted to the reception area unless escorted by an administrator.
- Loud voices, physical contact, and inappropriate language will not be permitted in the school and will lead to disciplinary actions.
- Conduct threatening the safety or integrity of the school, students, or staff including sexual harassment, physical violence or threats of violence, use or possession of drugs, alcohol, or weapons, theft, or defacing school property will lead to summary dismissal without the right to appeal.
- Students are expected to meet financial obligations as specified in the enrollment agreement or payment plan and adhere to the sponsoring agencies' rules and regulations.
- Persistent tardiness, early leave, or lateness returning from breaks will lead to a warning and possible dismissal.

## **Student Dismissal Procedure and Appeals Process**

Students who are dismissed from school shall be notified in writing via certified mail. A student has the right to appeal the school's dismissal decision and must appeal the decision in writing by requesting an appeals hearing. The request must be received by the School Director within 30 days from the date of notification of dismissal.

Upon receipt, a review by the School Director will be conducted as to the validity of the appeal. If the School Director determines that a hearing is warranted, a committee will be established at the school to hear the student's appeal for reinstatement. The student will be notified and given the opportunity to present at that hearing. A decision will be made within five (5) working days of the hearing, and the student will be notified of the decision in writing via certified mail.

If the student disagrees with the decision of the committee, the student may request a review of the dismissal and its consequent appeal by the Culinary Tech Center Education Office. The appeal must be in writing and received within 30 days of the date of notification of the appeal committee decision. Upon receipt the Education Office will review the circumstances surrounding the dismissal, the appeal, and the committee hearing and will notify the student of its decision in writing via certified mail. All decisions by the Culinary Tech Center corporate Education Office concerning a student's appeal are final.

## **GRIEVANCE PROCEDURE**

All students are encouraged to discuss concerns, academic issues or issues with Culinary Tech Center's

faculty or staff. Problems involving classroom or academic matters should first be discussed with the Program Director. The Program Director will make appropriate inquiries and recommend a resolution within 15 days of receiving the grievance. Unresolved concerns should be referred to:

Education Training Institute  
Administration Office  
424 West 33<sup>rd</sup> Street  
New York, New York 10001

Students may also file a complaint with the following agencies:

Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta GA 30350  
(800) 917-2081 or (770) 396-3898  
Fax: (770) 396-3790

New York State Education Department  
Bureau of Proprietary School Supervision  
116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor  
New York, New York 10001  
(212) 643-4760  
Fax 212-643-4760

# **CAREER PROGRAMS AND COURSE DESCRIPTIONS**

## **COMMERCIAL COOKING PLUS EXTERNSHIP 600 hours**

This program emphasizes “learning by doing” with special attention given to the practical side of commercial food preparation. Graduates prepare for careers in restaurants, corporate and other food service departments. Entry-level positions include sous chef, garde manger, pantry person, short-order or line cook, among others.

### **Skills Development**

**100 hours**

This course is an introduction to commercial cooking. It covers culinary basics from measuring and knife skills to a wide variety of cooking techniques.

Prerequisite: None

### **Food Preparation**

**100 hours**

The ABCs of the commercial kitchen including equipment and procedures used in professional food establishments are covered in this course. Curriculum topics include mastering the practical skills of food selection, handling, and cooking as well as displaying and serving prepared foods in an attractive and appetizing manner.

Prerequisite: Skills Development

### **Catering**

**75 hours**

This course includes planning, preparing, and presenting foods for catered affairs such as parties, receptions, and business conferences. Students will learn and practice techniques of cooking and packaging prepared foods for remote service or as “food to go.”

Prerequisite: Skills Development

### **Food Sanitation**

**25 hours**

In this course, students will learn about maintaining proper health and sanitation standards in a food service establishment.

Prerequisite: None

### **Quantity Food Production**

**100 hours**

In this course, students will learn to plan, prepare, and serve large numbers of people while controlling food quality and quantity. Students will also learn and practice working as a team member in a busy commercial kitchen.

Prerequisite: Skills Development

### **Externship**

**200 hours**

This course provides students with on-the-job, practical experience in a working foodservice establishment. This externship is a continuation of the in-school learning process, giving students the opportunity to sharpen and expand their cooking skills in a real-world environment.

Prerequisite: Skills Development, Food Preparation, Catering, Food Sanitation, Quantity Food Production.



## **COMMERCIAL COOKING AND CATERING PLUS EXTERNSHIP**

### **900 hours**

This program combines theory with the practical application of commercial food preparation. Graduates prepare for careers in restaurants, bakeries, corporate and other food service departments as well as the rapidly expanding fields of catering. Entry-level positions include garde manger, pantry person, roundsperson, salad prep, prep cook, grill cook, short-order or line cook.

#### **Skills Development**

**100 hours**

This course is an introduction to commercial cooking. It covers culinary basics from measuring and knife skills to a wide variety cooking techniques.

Prerequisite: None

#### **Food Preparation**

**100 hours**

The ABCs of the commercial kitchen including equipment and procedures used in professional food establishments are included in this course. Curriculum topics include mastering the practical skills of food selection, handling, and cooking as well as displaying and serving prepared foods in an attractive and appetizing manner.

Prerequisite: Skills Development

#### **Baking & Cake Decorating**

**100 hours**

In this course, students will bake breads, rolls, cakes, pies, and pastries effectively in quantity. They will develop the art of decorating cakes with color and form to create a professional-looking product.

Prerequisite: Skills Development

#### **Catering**

**100 hours**

This course includes planning, preparing, and presenting foods for catered affairs such as parties, receptions, and business conferences. Students will learn and practice techniques of cooking and packaging prepared foods for remote service or as "food to go."

Prerequisite: Skills Development

#### **Restaurant Management: Food Sanitation**

**30 hours**

In this course, students will learn how to maintain proper health and sanitation standards in a food service establishment.

Prerequisite: None

#### **Restaurant Management: Food Purchasing**

**35 hours**

This course provides students with the information necessary to maintain, order, receive and store inventory for foodservice establishments. Students will learn how to order according to the needs of the establishment.

Prerequisite: None

#### **Restaurant Management: Restaurant Operations**

**35 hours**

In this course, students will learn the fundamentals of operating a food service establishment.

Prerequisite: None

#### **Quantity Food Production**

**100 hours**

In this course, students will learn to plan, prepare, and serve large numbers of people while controlling food quality and quantity. Students will also learn and practice working as a team member in a busy commercial kitchen.

Prerequisite: Skills Development

#### **Externship**

**300 hours**

This externship provides students with on-the-job, practical experience in a working foodservice establishment. This course is a continuation of the in-school learning process and gives students the opportunity to sharpen and expand their cooking and baking skills in a real-world environment.

Prerequisite: Skills Development, Food Preparation, Baking and Cake Decoration, Catering, Restaurant Management: Food Sanitation, Food Purchasing, Restaurant Operations, Quantity Food Production

## **HOSPITALITY OPERATIONS**

### **600 hours**

This program emphasizes a hands-on approach to learning by doing with special attention given to the practical side of hotel operations. Students receive the training to develop their skills in the field of their choice, as well as the support of the faculty and administration to reach their goals. With the assistance of our job placement department, students learn how to develop resumes and build their interviewing skills to help them gain and maintain permanent employment in entry level positions in the hospitality industry.

### **Hospitality Overview**

**25 hours**

Students will learn the structure of the hospitality industry, hotel organization and staffing as well as operational functions of each department as well as basic technology for the hotel.

### **Hospitality Supervision, Leadership and Marketing**

**100 hours**

This course covers the various organizational charts of different facilities as well as reporting structures. The course introduces the students to management and leadership concepts and strategies necessary to run successful operations within the hospitality industry. Students also learn the functions of the human resources department and its functions as well as an overview of the basics of capital and operational budgeting. Students will learn the role of the sales and marketing departments, including the importance of social media and marketing in the hospitality industry.

### **Front Office Operations**

**75 hours**

Students will understand reservations functions, room types and rates, guest procedures and effective guest relations. Students will also become familiar with the common front desk reports, controls and their management function.

### **NYC Tourism and Concierge Operations**

**25 hours**

This course provides an overview of essential knowledge and tools of the NYC tourism industry as well as strategies to customize and enhance the guest experience.

### **Housekeeping & Facilities Management**

**60 hours**

Students will be able to describe staffing responsibilities and organization of the housekeeping engineering and security departments.

### **Food and Beverage Operations and Event Planning**

**90 hours**

Students in this course learn the basics of food service, from table setting, menu concepts to order taking, students learn the fundamentals of food and beverage service. Students learn about the various food and beverage outlets, flow charts and organizational structure as well as purchasing procedures for the food and beverage outlets. Students will also learn basic meeting and event terminology and event planning process.

### **Professional Development in the Hospitality**

**25 hours**

Students will develop cover letter and resume writing, job search skills and successful interview techniques. Ethical and legal considerations for the work place and how to get ahead in the job. Students will role play in mock interviews both as interviewers and employers.

### **Externship**

**200 hours**

The internship is a continuation of the school learning process, giving the student the opportunity to sharpen and expand their skill in a real-world environment.

Prerequisites: Introduction to Hospitality, Food and Beverage Operations, Hospitality Purchasing, Front Office Operations, Hospitality Supervision and Leadership, Housekeeping and Facilities Management, Career Planning in the Hospitality Industry.

## **HOTEL OPERATIONS \*\*\***

### **600 hours**

This program emphasizes a hands-on approach to learning by doing with special attention given to the practical side of hotel operations. Students receive the training to develop their skills in the field of their choice, as well as the support of the faculty and administration to reach their goals. With the assistance of our job placement department, students learn how to develop resumes and build their interviewing skills to help them gain and maintain permanent employment in entry level positions in the hospitality industry.

### **Introduction to Hospitality**

**30 hours**

Students will learn the structure of the hospitality industry, hotel organization and staffing, and operational functions of each department as well as basic technology for the hotel.

### **Hospitality Supervision and Leadership**

**90 hours**

This course covers the various organizational charts of different facilities as well as reporting structures. The course introduces the students to management and leadership concepts and strategies necessary to run successful operations within the hospitality industry. Students also learn the functions of the human resources and sales and marketing departments.

### **Front Office Operations**

**100 hours**

Students will understand reservations functions, room types and rates, guest procedures and effective guest relations. Students will also become familiar with the common front desk reports, controls and their management function.

### **Housekeeping & Facilities Management**

**90 hours**

Students will be able to describe staffing responsibilities and organization of the housekeeping engineering and security departments.

### **Food and Beverage Operations**

**60 hours**

Students in this course learn the basics of food service, from table setting, menu concepts to order taking, students learn the fundamentals of food and beverage service. Students learn about the various food and beverage outlets, flow charts and organizational structure.

### **Hospitality Purchasing**

**100 hours**

This course explains procedures for purchasing items in the various departments of a hotel, including food and beverage outlets. Students learn the governmental regulations and food purchasing cycle as well as inventory and quality controls.

### **Career Planning in the Hospitality Industry**

**30 hours**

Students will develop cover letter and resume writing, job search skills and successful interview techniques. Ethical and legal considerations for the work place and how to get ahead in the job. Students will role play in mock interviews both as interviewers and employers.

### **Externship**

**100 hours**

The internship is a continuation of the school learning process, giving the student the opportunity to sharpen and expand their skill in a real-world environment.

Prerequisites: Introduction to Hospitality, Food and Beverage Operations, Hospitality Purchasing, Front Office Operations, Hospitality Supervision and Leadership, Housekeeping and Facilities Management, Career Planning in the Hospitality Industry.

\*\*\*White Plains Only



Culinary Tech Center, New York City, NY  
Supplement to 2018-2019 Catalog

## **FACULTY AND STAFF**

### ***Staff***

**Adriana Tortorello, School Director**

Bachelor of Science, Hotel and Restaurant Management  
New York University, New York, NY

**Lisette Rosell, Director of Admissions**

Bachelor of Arts, Business Administration  
Bernard Baruch College, NY, NY

**Beverly Johnson, Director of Placement**

Bachelor of Science, Business  
Winston Salem State University, Winston Salem, NC

**Yazz Pena, Financial Aid Director**

**Kameisha Davis, Student Services/Registrar**

### ***Faculty-Full Time***

**Jorge Bruderer, Culinary Arts Instructor & Chairperson**

Certificate in Culinary Arts and Pastry Arts  
New York Restaurant School, New York, NY

**Diego Biondi, Culinary Arts/Hospitality Operations Instructor**

-Bachelor in Hospitality Management  
Swiss American Hospitality Institute, Buenos Aires-Argentina  
-Bachelor in Culinary Arts and Hospitality Operations  
International Buenos Aires Hotel and Restaurant School, Buenos Aires-Argentina

**Lee Youngsun, Culinary Arts Instructor**

Certificate in Culinary Arts  
Institute of Culinary Education, New York, NY



## PROGRAM TUITION

### **COMMERCIAL COOKING PLUS EXTERNSHIP-600 HOURS-DAY SESSION (morning and afternoon)**

Tuition	\$13,950.00
Registration Fee	\$100.00
Books	\$150.00
Kit and Uniform	\$595.00
Lab and Fee	\$1455.00
<hr/>	
Total Charges	\$16,250.00

### **COMMERCIAL COOKING PLUS EXTERNSHIP-600 HOURS EVENING SESSION**

Tuition	\$12,095.00
Registration Fee	\$100.00
Books	\$150.00
Kit and Uniform	\$595.00
Lab and Fee	\$1055.00
<hr/>	
Total Charges	\$13,995.00

### **Hospitality Operations-600 HOURS**

Tuition	\$11,565.00
Registration Fee	\$100.00
Books	\$375.00
Kit and Uniform	\$160.00
Lab and Fee	\$295.00
<hr/>	
Total Charges	\$12,495.00



Culinary Tech Center, White Plains, NY  
Supplement to 2018-19 Catalog

## **FACULTY AND STAFF**

### ***Staff***

*Elizabeth Evans, School Director*

Bachelor of Science, Business Economics/French  
State University of New York, Oneonta, NY

*Karen Alvarado, Student Services Coordinator/Registrar*

Bachelor of Tech, Hospitality Management  
New York City College of Technology, New York, NY

*Jennifer Maryyanek, Placement Coordinator*

Masters, Counseling Education  
Herbert Lehman College, Bronx, NY

### ***Faculty-Full Time***

*Karen Alvarado, Hospitality Operations*

Bachelor of Tech, Hospitality Management  
New York City College of Technology, New York, NY

*Joseph Brefere, Commercial Cooking Plus Externship*

Certificate in Culinary Arts and Pastry Arts  
The Culinary Institute of America, Hyde Park, NY



## PROGRAM TUITION

### COMMERCIAL COOKING PLUS EXTERNSHIP-600 HOURS

Tuition	\$13,950.00
Registration Fee	\$100.00
Books	\$150.00
Kit and Uniform	\$595.00
Lab and Fee	\$1455.00
<hr/>	
Total Charges	\$16,250.00

### Hotel Operations-600 HOURS

Tuition	\$11,565.00
Registration Fee	\$100.00
Books	\$375.00
Kit and Uniform	\$160.00
Lab and Fee	\$295.00
<hr/>	
Total Charges	\$12,495.00