

Le Cordon Bleu College of Culinary Arts in Boston

2016-2017 Catalog

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for Le Cordon Bleu College of Culinary Arts, Inc. A Private Two-Year College (Le Cordon Bleu College of Culinary Arts) to make changes to this catalog due to the requirements and standards of the school's accrediting body, state licensing agency, U.S. Department of Education, or due to market conditions, employer needs or other reasons. Le Cordon Bleu College of Culinary Arts reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, the school calendar and other dates, and other provisions. Le Cordon Bleu College of Culinary Arts also reserves the right to make changes in equipment and instructional materials, to modify curriculum and to combine or cancel classes.

Photographs

While not all photographs in this publication were taken at Le Cordon Bleu College of Culinary Arts, they do accurately represent the general type and quality of equipment and facilities found at Le Cordon Bleu College of Culinary Arts. All photographs of the physical facilities of any of the institutions are captioned to identify the particular institution depicted.

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Message from our Master Chef

This academic year is a new opportunity to nourish the creative passions of our students. At Le Cordon Bleu, we recognize that our students need more than a well-rounded education in order to pursue success in today's competitive world. They desire the sense of accomplishment that comes through constant practice, refinement, and exposure to new experiences.

Our schools are affiliated with Le Cordon Bleu international schools located across five continents, including the original Le Cordon Bleu School in Paris. Le Cordon Bleu is dedicated to preserving and passing on the mastery and appreciation of the culinary arts. Each year, over 20,000 students who attend one of the Le Cordon Bleu family of schools worldwide receive hands-on training and unrivalled experiences in culinary arts, pâtisserie and baking arts, and hospitality and restaurant management. Our philosophy of pursuing excellence is one that remains strong. Whether you plan to move on to restaurants, hotels or other venues in the hospitality and foodservice industry, Le Cordon Bleu will encourage you to strive for your best, so that you can follow your passion towards achieving whatever you set out to do.

Le Cordon Bleu fosters a unique multi-cultural and educational environment, encouraging you to learn and grow in the lessons you undertake in the fundamentals of classical cooking. It is our privilege to be able to give students from all walks of life the opportunity to overcome your toughest challenges and embrace your creative passion, while working alongside our dedicated professional chefs. We're delighted to provide an environment that encourages students with unparalleled facilities and with a focus on your ability to pursue great things upon graduation.

We invite you to share our knowledge and look forward to working with you as you challenge yourself and explore where your passion can take you.

Chef Daryl Shular, CMC

Director of Education, Le Cordon Bleu College of Culinary Arts, Atlanta

Le Cordon Bleu – an international passport since 1895

History of Le Cordon Bleu

Few institutions of any kind possess the prestigious reputation of Le Cordon Bleu. This internationally renowned culinary arts school is synonymous with expertise, innovation, tradition, and refinement – qualities that are meticulously nurtured by Le Cordon Bleu.

The Rich Heritage of Le Cordon Bleu

The name “Cordon Bleu” (meaning Blue Ribbon) is rich with history and heritage. It has been synonymous with excellence since 1578, when King Henry III created the “L’Ordre des Chevaliers du Saint Esprit” (The Order of the Holy Spirit). It was the most exclusive order in France until 1789. Because the members, royalty included, were awarded with the Cross of the Holy Spirit, which hung from a blue ribbon, they were called “Cordon Bleus”. The sumptuous banquets which accompanied their award ceremonies became legendary.

In 1895, Marthe Distel, a French journalist, founded a weekly culinary publication entitled “La Cuisinière Cordon Bleu,” which was published over the next seventy years and became the basis and reference for what is now perhaps one of the largest recipe collections in the world. It contributed to the codification of French Cuisine and in essence established some of the guiding principles of Le Cordon Bleu: informative demonstrations, hands-on teaching by experienced instructors, fine ingredients, and foundational techniques.

Following the popularity of the publication, the first Le Cordon Bleu School officially opened its doors as a culinary school in Paris in 1895. The first Cordon Bleu cooking class was held on January 14, 1896, in the Palais Royal. From the beginning, celebrated Chefs of the time came to teach at Le Cordon Bleu in Paris, including the legendary Chef Henri-Paul Pellaprat. The cooking classes were an immediate success. The reputation of the school spread rapidly worldwide. Students in the United States have been able to locally participate in Le Cordon Bleu inspired cooking courses since 1998 and share in this rich heritage.

Today, there are 30 Le Cordon Bleu schools worldwide, spanning 5 continents, including 16 campuses throughout the United States, each with students and alumni from culturally diverse backgrounds. Le Cordon Bleu in North America ushers in a new educational era in culinary arts, pâtisserie and baking, and hospitality & restaurant management that combines classical European techniques with contemporary American technology and training. As a result, students are afforded opportunities to acquire the knowledge and skills necessary in the culinary, pastry and baking, and hospitality world.

As a testament to their accomplishment, graduates will receive a coveted Le Cordon Bleu Diplôme, in addition to the specialized degree, diploma or certificate awarded by Le Cordon Bleu.

About Le Cordon Bleu

Message from the President

Imagine yourself working in the culinary or hospitality industry; an industry characterized by passion, creativity, drive and determination. Now, don't just imagine it. Make it a reality with Le Cordon Bleu training at Le Cordon Bleu College of Culinary Arts, where the classic culinary curriculum of Le Cordon Bleu is combined with modern American technology and training.

At Le Cordon Bleu, you will train in our facility with experienced and supportive chef instructors, faculty, and staff. Our broad and challenging hands-on curriculum draws on Le Cordon Bleu's century-old tradition of immersion in the culinary and hospitality world and instruction that emphasizes demonstration followed by practical application. By studying this curriculum, you will have the opportunity to learn the skills you need effectively and efficiently, so that when you complete the program, you will be prepared to pursue a career in the culinary or hospitality industries. You will find that our dedicated Career Services department will be an invaluable aid for your search to find career opportunities. To put it simply, our only purpose is to help you reach your career goals. We are a student-centered institution, and we are very proud of that commitment. I hope you will join us at Le Cordon Bleu College of Culinary Arts. Together, we can work toward fulfilling your goal of joining the culinary or hospitality industry.

Mission and Objectives

Le Cordon Bleu College of Culinary Arts is an institution of higher learning for students who share a passion for the culinary and hospitality arts. We are dedicated to providing quality career education that integrates the classic culinary curriculum of Le Cordon Bleu in combination with modern technology and innovation in global cuisine.

Objectives:

- To provide a creative and supportive community guided by knowledgeable chef instructors, faculty and staff; a community where you can immerse yourself in the culinary or hospitality arts in order to develop skills by watching chef demonstrations and then performing the same tasks yourself.
- To provide you the opportunity to spend time in industry-equipped kitchens working alongside chef instructors and learning the skills necessary to explore your passion and pursue your goal of a career in the culinary or hospitality industry.
- To introduce you to various techniques and expose you to the preparation of international cuisine throughout your training.
- To provide you the theoretical foundation and technical skills that can be applied to the preparation of many cuisines.
- To offer a dedicated Career Services department to assist you and support you in your career aspiration to help you achieve your goal of a career in the culinary or hospitality industries.

Integrity Statement

Academic integrity is a basic guiding principle for all educational activities at Le Cordon Bleu College of Culinary Arts and all members of the community are expected to adhere to this principle. Specifically, academic integrity is the pursuit of educational activity in an open, honest, and responsible manner. It includes a commitment not to engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts violate the fundamental ethical principles of the Le Cordon Bleu College of Culinary Arts community and the American Culinary Federation's Culinarian's Code and undermine the efforts of others. Honor and integrity are essential ingredients for our academic programs. We will be guided by the quest for truth. We maintain that trust fosters a free exchange of ideas. We respect each individual's ideas and opinions and endeavor to foster an atmosphere of fairness, equality, and responsibility.

History

The college was established in January 2008 to bring the **Le Cordon Bleu Culinary Arts** program to the Boston area, where the first class of students began studies in April 2008 in the Associate in Applied Science in Le Cordon Bleu Culinary Arts program. In March, 2009 the college's student-run restaurant, Technique, first opened. In February 2010, the college began offering a Certificate in Le Cordon Bleu Culinary Arts, a Certificate in Le Cordon Bleu Pâtisserie & Baking and a 21-month option of the Associate in Applied Science in Le Cordon Bleu Culinary Arts. The college's association with Le Cordon Bleu in Paris represents a union of one of the finest in European and North American culinary arts training programs available today, resulting in a comprehensive, challenging, and hands on education.

Faculty

Our faculty members are the keystone of Le Cordon Bleu College of Culinary Arts' quality. Members of the faculty bring industry or professional experience to the classroom. Through our faculty's guidance and instruction, you will be introduced to theoretical, practical and creative applications that will help you succeed in the culinary or hospitality industry.

Le Cordon Bleu College of Culinary Arts faculty members are dedicated to academic achievement, professional education, individual attention, and to helping you prepare for your chosen career and reach your potential. In essence, they practice what they teach. A listing of our faculty may be found in the addendum to this catalog.

Accreditation and Affiliations

ACICS

Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Certificates and Associate Degrees.

Accrediting Council for Independent Colleges and Schools

750 First Street, NE Suite 980

Washington, D.C. 20002-4241

(202) 336-6780

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

ACCSC

Le Cordon Bleu College of Culinary Arts, Inc., A Private Two-Year College in Boston, MA is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) as a branch location of Le Cordon Bleu College of Culinary Arts in Scottsdale, AZ.

Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd. / Suite 302

Arlington, VA 22201

(703) 247-4212

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

MBHE

The Le Cordon Bleu College of Culinary Arts, A Private Two-Year College, is approved by the Massachusetts Board of Higher Education to offer the Associate in Applied Science in Le Cordon Bleu Culinary Arts, Certificate in Le Cordon Bleu Culinary Arts, and Certificate in Le Cordon Bleu Patisserie and Baking. Additional information regarding this institution may be obtained by contacting:

Massachusetts Board of Higher Education

One Ashburton Place, Room 1401

Boston, MA 02108-1696

(617) 994-9650

Statement of Ownership

Le Cordon Bleu College of Culinary Arts, Inc., A Private, Two-Year College is owned by Scottsdale Culinary Institute, Ltd. Which is ultimately wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at:

231 North Martingale Road
Schaumburg, Il 60173-2007
Phone: (847) 781-3600

Executive Officers/Board of Directors

Members of the CEC Board of Directors are:

Thomas B. Lally (Chairman)

Dennis H. Chookaszian

Patrick W. Gross

Gregory L. Jackson

Ronald D. McCray

Todd S. Nelson

Leslie T. Thornton

Richard D. Wang

The executive officers of Career Education Corporation are:

Todd Nelson,
President and Chief Executive Officer

David Rawden,
Interim Senior Vice President and Chief Financial Officer

Institutional Governance

The President of the college is responsible for the overall operation and governance of the institution. The President is appointed by the Board of Trustees, which is charged with providing an educational vision for the college and safeguarding its mission and academic integrity. The President provides local leadership and managerial oversight. The Executive Chef, who reports to the President, is responsible for academic governance at the college. The administration of the academic programs of the college and the hiring and supervision of the faculty are a function within academic governance. Faculty members participate in the governance structure through program evaluation and through participation on the Program Advisory Board, which is appointed by the President to review the college's programs and ensure its relevance to the culinary industry. Students participate in governance activities through end of course/module/block evaluations of instruction and of course and program content. The governance processes have been designed to ensure an educational environment in which students can pursue their career of choice and develop skills that will help them achieve success.

Administrative Staff

James Dunleavy, President

Earle Test, Director of Education & Executive Chef

Nicole Backstrom, Campus Business Operations Manager

Stephen Faulkner, Director of Career Services

Lynda Bonneau, Associate Registrar

Cynthia Reid, Librarian

Lynda Bonneau, ADA / 504 Coordinator

Nicole Backstrom, Title IX Coordinator

Member of the Board of Trustees

Chuck Leonardo

Director of Sales & Culinary

Costa Fruit and Produce

Louisa Kasdon
Founder and CEO-Let's Talk About Food

Bob Luz
President
Massachusetts Restaurant Association

Nick Calias
Director of F&B Operations/Corporate Executive Chef
Colonnade Hotel

Ed Doyle
President
Real Food Consulting

George Tagarelis
VP of Research and Development
99 Restaurant Group

Jeff Gates
Partner
Aquitaine Restaurant Group

Jeff Ayers
Senior Vice President
General Counsel and Corporate Secretary
Career Education Corporation

Anna Vasquez
VP Operations- Le Cordon Bleu North America
Career Education Corporation

Program Offerings

Definitions of Academic Calendar

- The term “block” refers to a consecutive 12-week grouping of classes commencing with the student’s start date.
- The term “module” refers to a consecutive 6-week grouping of classes commencing with the student’s start date.

Certificate Program in Le Cordon Bleu Culinary Arts

The Certificate in Le Cordon Bleu Culinary Arts is designed to prepare students with the skills appropriate for basic positions in professional food preparation. Students begin their program with classes in basic and fundamental concepts of the culinary profession and build to more advanced topics as the program progresses. The program features lecture and laboratory formats. The program concludes with an externship experience that gives students a chance to practice skills taught throughout the course of their studies. Prior to starting an externship, a student must have a cumulative grade point average (CGPA) of 2.0 or better or Director of Education approval..

Program outcomes include:

- Demonstrate professional-level cooking techniques.
- Demonstrate sanitation principles as they apply to the professional kitchen.
- Demonstrate professionalism appropriate to the hospitality industry.

The program consists of 55 quarter credits, 940 contact hours, and 12 months of instruction.

Upon completion of the program the graduate should have the skills needed to begin their career in the culinary and/or hospitality industries at an entry level. Examples of some job titles for graduates include Cook, Line Cook, Catering Assistant, Banquet Cook, and Prep Cook. The various titles of “chef” generally apply to more advanced roles in a professional kitchen (for example, Sous Chef, Executive Chef).

Graduates should not expect to become chefs upon graduation but are encouraged to work toward becoming a chef through the course of their careers.

The jobs mentioned are examples of certain potential jobs, and are not a representation that these outcomes are more probable than others. Le Cordon Bleu College of Culinary Arts cannot guarantee employment or salary.

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC132	Culinary Foundations III	7.0
LCBC152	Baking and Pastry	7.0
LCBC212	Cuisine Across Cultures	8.0
LCBC222	Catering and Buffets	7.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Quarter Credits Required for Graduation		55.0

Certificate Program in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts offers an intensive program for those interested in a professional baking career. The program includes hands-on teaching of fundamental baking skills and the theoretical knowledge that forms basic competency in the field. The Certificate in Le Cordon Bleu Pâtisserie and Baking offers a comprehensive course of study in the fundamentals, and exposes students to the different styles of the school's chef-instructors, a wide variety of industry-current equipment, and various facets of the foodservice industries.

Possible outcomes include:

- Demonstrate professional-level pâtisserie and baking techniques.
- Demonstrate sanitation principles as they apply to the professional kitchen.
- Demonstrate professionalism appropriate to the hospitality industry.

The program consists of 55 quarter credits, 940 contact hours and 12 months of instruction and concludes with an externship. Prior to starting an externship, a student must have a cumulative grade point average (CGPA) of 2.0 or better or Director of Education approval.

Upon completion of the program the graduate should have the skills needed to begin their career in the culinary and/or hospitality industries at an entry level. Examples of some job titles for graduates include Pastry Assistant, Bakery Assistant, Baker, Assistant Pastry Cook, Pastry Cook, Bread Baker, and Cake Decorator. The various titles of "pastry chef" generally apply to more advanced roles in a professional kitchen (for example Pastry Sous Chef, Executive Pastry Chef).

Graduates should not expect to become chefs upon graduation but are encouraged to work toward becoming a chef through the course of their careers.

The jobs mentioned are examples of certain potential jobs, and are not a representation that these outcomes are more probable than others. Le Cordon Bleu College of Culinary Arts cannot guarantee employment or salary.

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBK102	Introduction to Pâtisserie and Baking Techniques	7.0
LCBK112	Baking Principles and Viennoiserie	7.0
LCBK122	International Pâtisserie, Cake Formula, and Assembly	7.0
LCBK212	Advanced Pâtisserie and Chocolate Techniques	8.0
LCBK222	Centerpiece and Cake Decoration Techniques	7.0
LCBK250	Externship I	6.0
LCBK255	Externship II	6.0
Total Quarter Credits Required for Graduation		55.0

Associate in Applied Science in Le Cordon Bleu Culinary Arts

The Le Cordon Bleu Culinary Arts program is a 21 month, 1550 contact hour, 107 quarter credit culinary arts training program leading to an Associate in Applied Science degree. The program consists of culinary laboratory, restaurant management and general education courses.

Program outcomes include:

- Demonstrate professional-level cooking techniques.
- Demonstrate sanitation principles as they apply to the professional kitchen.
- Demonstrate professionalism appropriate to the hospitality industry.
- Apply basic management principles to the demands of a hospitality business.
- Exhibit college-level reasoning skills.

Upon completion of the program the graduate should have the workforce skills appropriate for entry level positions in the culinary and/or hospitality industries. Examples of some job titles for graduates include Cook, Line Cook, Catering Assistant, Banquet Cook, Garde Manger, Rounds man and Prep Cook. The various titles of “chef” generally apply to more advanced roles in a professional kitchen (for example, Sous Chef, Executive Chef). Graduates should not expect to become chefs upon graduation but are encouraged to work toward becoming a chef through the course of their careers. The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. Le Cordon Bleu cannot guarantee employment or salary.

A general education is an important aspect of higher learning and a valuable asset in today’s highly competitive world. General education coursework is designed to ensure that students have the cognitive abilities crucial to their success in the workplace. The program was designed to represent a complete, well rounded curriculum that provides a foundation for students to enter the foodservice industry in any of a multitude of positions.

Prior to starting an externship, a student must have a cumulative grade point average (CGPA) of 2.0 or better or Director of Education approval. A student transferring from any Le Cordon Bleu College of Culinary Arts who has earned a grade below 2.0 in any course will need to be retake that course, or an equivalent course, earning a course grade of 2.0 or higher prior to enrollment into the Associate in Applied Science in Le Cordon Bleu Culinary Arts program.

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC132	Culinary Foundations III	7.0
LCBC135	Nutrition	3.0
LCBC152	Baking and Pastry	7.0
LCBC212	Cuisine Across Cultures	8.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBC222	Catering and Buffets	7.0
LCBC225	Wine and Beverage	3.0
LCBC232	Contemporary Cuisine	4.0
LCBC240	Restaurant Rotation	8.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Required Core Curriculum Credits		82.0

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
ART252	Art Appreciation	5.0
COM115	Communication Methods	5.0
ENG105	English Composition	5.0
MTH122	College Math	5.0
SOC222	Cultural Diversity	5.0
Total Required General Education Credits		25.0
Total Quarter Credits Required for Graduation		107.0

Course Descriptions

Course Numbering System

Le Cordon Bleu College of Culinary Arts uses a course numbering system that consists of a three- or four-letter prefix followed by three numbers and indicates both the area of study and general freshman or sophomore level of the course.

Courses numbered 100-199 are generally taken during a student's first academic year. Courses numbered 200-299 are generally taken during a student's second academic year.

Although the course number indicates the general level of study, courses may be completed out of sequence with a student's current study level, upon approval from the Director of Education. The unit of credit is the quarter credit hour.

Note: The institution reserves the right to reschedule any course that is selected by fewer than ten students. Due to course scheduling and student demand, not all courses are available or offered every module.

Course prefixes are explained below.

General Education Courses

Prefix	Discipline
ART	Art
COM	Communications
ENG	English
MTH	Math
SOC	Sociology

Core Courses (Required and Elective)

Prefix	Discipline
LCBC	Le Cordon Bleu Culinary Arts
LCBK	Le Cordon Bleu Patisserie and Baking

ART252 – Art Appreciation

5 Credits; Prerequisite: None

This course is a survey of art throughout history with focus on the analysis of art forms, technical procedures, subject matter, composition and their cultural and social influences. Students will be encouraged to question the nature of art and its relevance to daily life as they explore the relationship of art and artists to past cultures as well as the relevance of the visual arts in our time.

COM115 – Communication Methods

5 Credits

Prerequisite: None

The course will emphasize the skills and techniques of effective communication and the application of those skills in a variety of contexts. Topics include the processes and barriers of human communication, the effects of self-perception, culture, gender, verbal and nonverbal messages on the process, and the impact of the communication process on teamwork and conflict. The course will provide students the opportunity to progress in gradual stages, gaining an understanding of the communication process along with confidence and experience in public speaking, listening and group interactions.

ENG105 – English Composition

5 Credits

Prerequisite: None

This course will focus upon the writing process, including planning, development, and revision. Informative, narrative, and persuasive writing styles will be introduced. Additionally, composition principles including tone, grammar, punctuation utilization of effective research methods, source validity, and accurate methods of citation will be incorporated into the course.

LCBC100 – College Success and Career Portfolio

1 Credit

Prerequisite: None

This College Success class combines insight specific to both student success habits and gaining entry into the foodservice profession. The compilation of documents for inclusion in either print-based or digital portfolios is the capstone project in this Le Cordon Bleu course. Resume cover letter and reference page development for employment seeking presentation encompasses student outcomes. Strategies for note taking, reading for comprehension and test taking are explored, interviewing skills, stress management, time management and personal finance management are discussed.

LCBC105 – Food Safety and Sanitation

3 Credits

Prerequisite: None

This course covers the principles of safe food handling, the types of hazards, and the most common causes of food borne illness. A focus is placed on standards for safe food handling throughout the industry and the principles for managing sanitation in a foodservice operation. The course introduces students to the seven principles of HACCP and familiarizes students with the functions of various governing bodies that service this aspect of the industry. Students discuss how to handle food safely from acquisition to service and are shown areas of opportunity to prevent food borne illness throughout the flow of food. Students will take a CFP/ANSI nationally accredited food safety exam for certification.

LCBC110 – Culinary Foundations I

4 Credits

Prerequisite: None

In this introductory course to the culinary arts, students will have the opportunity to learn basic principles guiding professional introductory cooking techniques. Lecture topics will include the history of the foodservice industry, culinary terminology, standards of professionalism, organization of working kitchens and volume food preparation.

Key components of the course include discussion of chef tools, commercial equipment and its intended uses. Basic food science principles, recipe use, menu genres, introduction to the elements of taste and flavor also drive daily lessons. The foundation for Le Cordon Bleu stocks and sauces are introduced in this class. The course also covers introduction to commercial kitchen cleaning and builds understanding for clean facilities as students complete their food safety and sanitation course.

LCBC122 – Culinary Foundations II

7 Credits

Prerequisites: LCBC105, LCBC110

This hands-on course builds on the techniques and principles presented in Culinary Foundations I. Students will have the opportunity to apply introductory level culinary techniques as a component of a Le Cordon Bleu culinary education. Classical knife cuts and French classical cuisine terminology is built upon in this hands-on course. Proper use of commercial equipment and understanding of measurement, formulas, and recipe adherence culminate a solid foundation for furthering basic competencies. Foundations include stocks, mother sauces, soups, vegetables, grains, and egg cookery, speed and accuracy. As with the entire Le Cordon Bleu curriculum desired sanitation, professionalism, and respect for the craft continue to enhance the student's educational experience.

LCBC125 – Cost Control and Purchasing

3 Credits

Prerequisite: MTH122

This course provides students with an understanding of cost control and purchasing as it applies to managing a professional foodservice operation. Lectures focus on the design and implementation of cost control measures and effective purchasing procedures. The budget on both a daily basis and a per event basis will be analyzed. Students will be exposed to a base understanding of profit and loss statements and how to track cost as it relates to the flow of food in various styles of industry establishments. Le Cordon Bleu curriculum components will include analysis of the benefits of fabrication versus value added product purchasing and will encompass the student's individual industry goals with simulated business modeling exercises.

LCBC132 – Culinary Foundations III

7 Credits

Prerequisites: LCBC122

This course builds on the techniques and principles demonstrated in previous courses. Students will have the opportunity to develop skills in the identification, butchery, and fabrication used in cooking of a variety of meat and seafood products. Small sauce production, from the classical Le Cordon Bleu techniques taught earlier, is enhanced in this stage of further advanced culinary training. Charcuterie methods including curing, smoking, forcemeats, and sausage production are introduced and practiced. Students will have the opportunity to apply introductory plating techniques utilized in the foodservice industry and may begin to realize their own style as the taught Le Cordon Bleu techniques become more familiar.

LCBC135 – Nutrition

3 Credits

Prerequisite: None

This course is an introductory course in the study of the principles of human nutritional needs. Current dietary guidelines, the function of nutrients, and dietary fads will be discussed. Students will be expected to examine menus and recipes for modifications to optimizing nutritional content and balance the current trends in nutritional study with classical Le Cordon Bleu cuisine techniques. Emphasis will be placed on the relationship between diet, health, disease, and how a food-science foundation can benefit not only immune challenged populations, but the average healthy populations as well.

LCBC152 – Baking and Pastry

7 Credits

Prerequisites: LCBC105, LCBC110

This course covers the fundamentals of baking and pastry arts, which include terminology, technology, equipment, measurement, and recipe costing and analysis. Different classical mixing methods along with standard recipe adherence principles, bakery sanitation, and product storage are discussed. Students have the opportunity to produce a variety of rich, lean and laminated doughs, cakes, icings, cookies, tarts, quick breads, stirred and baked custards, frozen desserts, chocolates, candies and plated desserts. Industry applications are emphasized as described by both classical Le Cordon Bleu cuisine techniques and customer demand in the modern-day bakery.

LCBC212 – Cuisine Across Cultures

8 Credits

Prerequisite: LCBC132 or Director of Education Consent

This hands-on lab course traces common global ingredients used in many regional dishes. It combines lecture, demonstration, production, and presentation as a means to explore other cultures through the understanding of global culinary heritages. The attitudes and tastes of the more global and knowledgeable customer sets a greater expectation of balance in a professional culinarian's repertoire. Students examine food in the context of culture, geography, history and the influences cuisines have had on each other.

LCBC215 – Hospitality Supervision and Entrepreneurship

5 Credits

Prerequisite: None

This course provides fundamental principles in business plan development with areas concentrating on hospitality financials, menu mechanics, staff training, and development of employees. The course also addresses current legal issues that employers face, how to schedule full- and part-time employees for staff retention and maximum scheduling efficiency, and the benefits of fixed, and variable cost management throughout the foodservice industry. Students in this course will have an opportunity through research to better understand the demands of managing people in today's diverse workforce.

LCBC222 – Catering and Buffets

7 Credits

Prerequisites: LCBC132

Introductory, classical and contemporary garde manger techniques are emphasized in this course. Students prepare and serve food in a variety of settings. This hands-on production course covers three major areas in buffet and catering operations: business, preparation, and execution. The course approaches these operations in the areas of catering, theme parties, weddings, holidays, and special events. Additional topics include cyclical menu development and business aspects of a catering operation. Students will have an opportunity to combine taught kitchen skills with a sense of business and creativity. This course also provides an opportunity for students to find their own style and further their depth of knowledge regarding how to transition what they see in the kitchen and what the customer sees in delivering of the final product.

LCBC225 – Wine and Beverage

3 Credits

Prerequisite: None

This course provides the student with the foundations necessary to understand and appreciate beverage alcohol service, a major profit center for the industry. Exploration into the various types of beverage service is emphasized. Focuses include wine, mixed drinks, coffees and teas, specialty beverages and how a beverage type can identify an establishment. Students are instructed in the art of wine evaluation, food pairing, and the basic understanding of the geography and history of wine. Other key components of the course include discussions on the processes involved in wine and spirit making including distillation, pasteurization, and wood aging. The course shows the importance of responsible alcohol service and the management of the responsibility that stems from operating a foodservice establishment which operates with a liquor license.

LCBC232 – Contemporary Cuisine

4 Credits

Prerequisite: LCBC132 or Director of Education Consent

This course will focus on the evolution of cuisine from classical methods to contemporary methods. The student will have the opportunity to broaden his/her sensory development and use critical thinking to formulate his/her own conclusions about flavor profiling. This course will also involve the exploration of culinary trends such as use of local ingredients, food preservation, and alternative diets through recipe design. Honing the technical skills and creative interpretation of plate presentation are among the applications highlighted in this course. Upon completion of this course, the student should be able to create and execute a nutritionally balanced menu that targets a particular customer profile with an emphasis on flavor, balance, and harmony, while honoring the classical techniques even if using a more modern-day delivery presentation.

LCBC240 – Restaurant Rotation

8 Credits

Prerequisites: LCBC152, LCBC212, and LCBC222 or Director of Education consent

In this final on-campus course, students apply specific skills taught throughout the curriculum in a series of modern food service applications and competency-based assessments. Student groups will design a food service operation and formally present a business plan that includes a concept, layout, menu design with cost breakdown, and a marketing plan. Individually, students will perform restaurant firing exercises in both kitchen and dining room tableside environments with an emphasis on satisfactorily demonstrating learned competencies with a sense of urgency. Students will also practice an American Culinary Federation practical cooking exam that is highly respected in the foodservice industry for professional certification.

LCBC250 – Externship I

6 Credits

Prerequisites: All other required program courses must be completed with a cumulative grade point average (CGPA) of 2.0 or higher prior to taking either of the externship courses unless permission is granted by the Director of Education.

The externship is the final applied component of the Le Cordon Bleu culinary program. The student will have the opportunity to further develop and refine their culinary skills with 180 hours of progressive industry experience alongside school-approved foodservice professionals.

LCBC255 – Externship II

6 Credits

Prerequisites: All other required program courses must be completed with a cumulative grade point average (CGPA) of 2.0 or higher prior to taking either of the externship courses unless permission is granted by the Director of Education.

The externship is the final applied component of the Le Cordon Bleu culinary program. The student will have the opportunity to further develop and refine their culinary skills with 150 hours of progressive industry experience alongside school approved foodservice professionals.

LCBK102– Introduction to Pâtisserie and Baking Techniques

7 Credits

Prerequisite: None

The course introduces the fundamental concepts, skills and techniques of basic baking. Special emphasis placed on the study of ingredient functions, product identification, and weights and measures as applied to baking. Students will have the opportunity to apply basic baking techniques in the preparation of cookies, cakes, muffins, tarts basic custards and petit fours. Traditional meringues, butter creams and Génoise sponge will be included.

LCBK112 – Baking Principles and Viennoiserie

7 Credits

Prerequisite: LCBK102

Students will have the opportunity to develop the knowledge, skills and techniques required for the production and presentation of basic yeast products. Emphasis on the application of ingredient functions, product

identification and recipe interpretation occurs throughout the module. Students will have the opportunity to apply their acquired understanding of basic baking concepts and techniques to the preparation of breads, enriched doughs and various artisan breads. Focus will also be given to phyllo dough, sweet dough, and Brioche; with emphasis on the method and production of Danish and croissant dough. Consistency of product, timing of production, and recipe development will be included.

LCBK122 – International Pâtisserie, Cake Formula, and Assembly

7 Credits

Prerequisite: LCBK102

Students will explore pâte à choux, stirred and baked custards, Bavarians and mousses. The fundamental production of classical European desserts, crêpes, soufflé, sabayon and frozen desserts are included. Students will also have the opportunity to develop their skills and understanding of creamed, two-stage, and foamed cake methods. The student will have the opportunity to gain practical experience in the production, assembly, finish and decoration of cakes with various fillings and icings.

LCBK212 – Advanced Pâtisserie and Chocolate Techniques

8 Credits

Prerequisite: LCBK122 or Director of Education consent.

This course focuses on concepts, procedures and techniques to produce plated desserts. The course emphasizes the preparation and assembly of finished desserts, tempering chocolate, sauce preparation, and garnishes.

LCBK222 – Centerpiece and Cake Decoration Techniques

7 Credits

Prerequisite: LCBK212

The course introduces students to the concepts, procedures and techniques necessary to produce elaborate celebration cakes. Students will practice piping and décor appropriate to the production and decoration of wedding cakes.

LCBK250 – Externship I

6 Credits

Prerequisites: All other required program courses must be completed with a cumulative grade point average (CGPA) of 2.0 or higher prior to taking either of the externship courses unless permission is granted by the Director of Education.

The externship is the final applied component of the Le Cordon Bleu Pâtisserie and Baking program. The student will have the opportunity to develop and refine their pâtisserie and baking skills further with 180 hours of progressive industry experience alongside school approved foodservice professionals.

LCBK255 – Externship II

6 Credits

Prerequisites: All other required program courses must be completed with a cumulative grade point average (CGPA) of 2.0 or higher prior to taking either of the externship courses unless permission is granted by the Director of Education.

The externship is the final applied component of the Le Cordon Bleu Pâtisserie and Baking program. The student will have the opportunity to develop and refine their pâtisserie and baking skills further with 180 hours of progressive industry experience alongside school approved foodservice professionals.

MTH122 – College Math

5 Credits

Prerequisite: None

This course is designed to teach mathematical concepts that are a basic necessity for dealing with contemporary problems and issues. The course provides students with the opportunity to learn mathematical systems, work with sets, and solve problems through logic.

ORI101 – Orientation

0 Credits

Prerequisite: None

Students will identify resources and services available through the campus that will support their educational experience. Students will make connections with faculty, staff and other students through participation in community-building and networking activities. Students will complete an assessment that identifies their preferred learning style. Using self-assessment results, students will identify obstacles which could affect their success, as well as strategies to help them succeed as learners.

SOC222-Cultural Diversity

5 Credits

Prerequisite: None

Students study the skills and techniques needed to understand cultural diversity as a source of exchange, innovation and creativity. This course will explore how we responsibly recognize and respond to diversity in our rapidly changing world. This diversity often refers to the co-existence and uniqueness of differences in behavior, traditions, customs and identities of the groups that make up society. Students will have the opportunity to develop increased diversity awareness, resulting in patterns of perception and thinking that will enable them to communicate more effectively across cultural boundaries. Topics will include an overview of culture, diversity, cross-cultural communication, cultural orientations, managing diverse workforces, history, identity development theories, religions, conflicts and conflict resolution, immigration and citizenship and globalization.

ADMISSIONS INFORMATION

Le Cordon Bleu College of Culinary Arts is no longer accepting new student applications.

Admissions Policy

Students should apply for admission as soon as possible in order to be accepted for a specific program and start date. All applicants are required to complete a personal interview with an admissions representative, either in person or by telephone, depending upon the distance from the school. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the school's equipment and facilities and to ask questions relating to the school's curriculum and career objectives. Personal interviews also enable school administrators to determine whether an applicant is a strong candidate for enrollment into the program.

In addition, each applicant must:

- Complete an Application form
- Execute all enrollment documents including the Application form and Enrollment Agreement (if applicant is less than 18 years of age, applicable enrollment documents must also be signed by a parent or guardian)
- Possess a standard high school diploma or recognized equivalent, or completion of a home education program pursuant to the requirements of the state of residence
- Sign a request for high school or GED transcript (and official college transcripts, where applicable)
- Complete the Wonderlic Exam
- Pay applicable application fee (non-refundable unless applicant is denied admission or cancels application within three (3) business days of the school's receipt of the application and fee)

The school reserves the right to reject applicants if the items listed above are not successfully completed.

Application Fee Waiver Policy

Application fees are waived under the following circumstances:

- For prospective students who have previously paid an application fee at a Career Education owned school and that fee was not refunded;
- For a prior graduate from any Career Education Corporation owned school;
- For a prospective student who is active duty military, a veteran, a reservist or a spouse or dependent of any of the former;
- For all CEC employees, spouses and dependents enrolling as a Le Cordon Bleu North America student;
- For a prospective student who is eligible for Native American tribal education benefits;

For prospective students qualified to receive the Corporate Alliance Grant.

Proof of High School Graduation

LCB does not accept ability to benefit students.

Acceptable documentation of high school graduation (called Proof of Graduation) must be received by the institution prior to the first day of the student's first scheduled class of the program start. It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency. Students may be asked to provide additional documentation to support the validity of their Proof of Graduation. Any student who does not provide valid documentation of high school graduation or its equivalent within this timeframe will be unregistered from all classes and their program of study. Until valid proof of graduation is received and approved no grades or credits will be available. No Federal Financial Aid funds will be disbursed to a student's account until a valid proof of high school graduation or its equivalent is received, reviewed and confirmed.

Wonderlic Exam

Applicants applying to Le Cordon Bleu College of Culinary Arts must take the Wonderlic® Scholastic Level Exam

(SLE). Students applying from outside the campus' region who are not available for immediate onsite testing may be required to take the Wonderlic® Scholastic Level Exam Quick test (SLE-Q).

Those applying to a certificate program, who have earned an associate degree or higher from an accredited institution recognized by the U.S. Department of Education, and have provided official copies of their transcripts, will be exempt from taking the Wonderlic® exam. Those applying to an associate degree program, who have earned a bachelor degree or higher from an accredited institution recognized by the U.S. Department of Education and have provided official copies of transcripts, will be exempt from taking the Wonderlic® exam. International students are exempt from taking the Wonderlic® Exam.

The score of the Wonderlic Exam is not used to determine eligibility for enrollment.

Criminal Conviction Policy

In an effort to maintain a safe educational and working environment for students and staff, Le Cordon Bleu College of Culinary Arts does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to Le Cordon Bleu College of Culinary Arts are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. Le Cordon Bleu College of Culinary Arts reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate.

Students will be denied admission if they have a Tier 1 criminal conviction in the last 5 years. For a list of Tier 1 convictions, please speak with your Admissions Representative.

English Proficiency

Le Cordon Bleu College of Culinary Arts does not provide English-as-a-second language instruction. Students are required to speak English in classes that are taught in English. Students whose native language is not English are required to provide proof of English proficiency by one of the following:

- Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (iBT) score of 61 or higher, Paper-Based Test score of 500 or higher, or Computer- Based Test (CBT) score of 173
- Advance Placement International English Language (APIEL) with a score of 173 or higher
- International English Language Testing System (IELTS) with a level of 6 or higher
- A grade of C or better in an intermediate ESL course
- Graduation from an English-speaking secondary institution
- Evidence of having completed 12 semester hours or 18 quarter hours with at least a C (70%) average at an accredited postsecondary institution in which English was the language of instruction

Students or Graduates who have been previously enrolled in a Le Cordon Bleu Spanish program who chose to transfer to a non-Spanish program will need to meet the English Proficiency requirements.

Admissions Procedures for International Students

International students who are eligible for the issuance of an I-20 may enroll directly into an Associate degree at the Non-Resident tuition and fee level. International students are exempt from taking the Wonderlic® Exam. No English language services are provided by the school. Instruction is conducted in English.

Non-Discrimination

The school 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.

Re-Entering Students

Students who have previously attended Le Cordon Bleu College of Culinary Arts but did not graduate, and are returning within 364 days of their withdrawal date, at a minimum will be subject to the following admission requirements and procedures as new applicants: Enrollment Agreement, General Student Disclosure Form, Programmatic Disclosure Form (as applicable), and Background Check. Payment of the application fee is not required. Additional Financial Aid forms may also be required for those wishing to apply for financial aid. Students planning to return to the institution in a program of study that is different from the one they previously attended may be subject to additional admissions requirements.

Students who have previously attended Le Cordon Bleu College of Culinary Arts but did not graduate, and whose recorded withdrawal date is greater than 364 days, are subject to all admissions requirements in effect at the time of re-entry. All re-entering students will be charged the rate of tuition and fees in effect at the time of re-entry.

Policy on Forged/Altered Academic Documents from Foreign Institutions

Foreign and Domestic Documents

Le Cordon Bleu College of Culinary Arts follows strict policies concerning academic integrity. Students with foreign educational credentials must submit authentic foreign academic documents from all upper-secondary and postsecondary educational institutions. Foreign educational credentials will be verified through an approved foreign credential evaluation agency. Foreign credentials will be evaluated to ensure they are equivalent to a high school diploma. This evaluation will be paid for by Le Cordon Bleu.

Forged Documents

Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the school and will not be returned to the prospective student. These students will not be considered for admission. If the situation occurs that a student is already attending classes at Le Cordon Bleu College of Culinary Arts and verification of forged credentials arrives, the following applies: If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the institution. If the forged document was not used to admit the student, but was used to gain possible transfer credit, the student may be dismissed from school or placed on probation and any transfer credit already awarded from the forged credential will be taken away.

FINANCIAL INFORMATION

Financial Assistance

Financial Aid is available for those who qualify. Le Cordon Bleu College of Culinary Arts participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs in order to participate. Le Cordon Bleu College of Culinary Arts administers financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, students must maintain satisfactory academic progress as defined in this catalog. It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on an award year basis; therefore, depending on the length of the program it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.

How to Apply

Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on-line at Le Cordon Bleu College of Culinary Arts' website (www.chefs.edu) or at <http://fafsa.ed.gov>. The FAFSA applications are processed through the Department of Education and all information is confidential. Students must be accepted at Le Cordon Bleu College of Culinary Arts before financial aid packages can be estimated and processed. In addition to the catalog, tuition and fee information can also be found on the Le Cordon Bleu website.

Disbursement of Title IV Credit Balance (Books)

Regulations require that certain Pell Grant eligible students be provided by the 7th day of classes a means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required title IV financial aid paperwork at least 10 days before the beginning of classes and who are anticipated to have a credit balance, and is subject to certain other conditions. The amount advanced (or books provided) to eligible students for such purchases is the lesser of: the standard estimated book costs used in the school's Cost of Attendance, or the student's anticipated Title IV credit balance for the block/ module (excluding Stafford Loans for first year- first time borrowers). Determination of delivery of books or of the credit balance is determined by the school. Students may opt out of using the way the school has chosen to fulfill this requirement, simply not accepting the books or credit balance. However, keep in mind that opting out does not require the school to provide the student with an alternative delivery method. Books and supplies are billed to the student's account each payment period. Books, kits, and uniforms are provided by the second day of class to registered students who have submitted all required FA paperwork.

Financial Aid Programs

Federal Pell Grant

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard federal formula, which takes into consideration family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students

with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the school will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, FSEOG award resources are exhausted early in the year.

Loans

Federal Student and Parent Loans

The Department's major form of self-help aid includes loans to students and parents through the William D. Ford Federal Direct Loan (Direct Loan) Program. Direct Loans include Federal Stafford, Federal Parent-PLUS, Federal Grad- PLUS and Federal Consolidation Loans and are available through the U.S. Government.

Federal Direct Stafford

Federal Direct Stafford loans are low-interest loans that are made to the student. The loan must be used to pay for direct (tuition and fees, books and supplies) and indirect (room, board, transportation and personal expenses) education related expenses. Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Federal Direct Parent-PLUS

The William D. Ford Federal Direct Parent -PLUS loan is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request a deferment of payments while the student is attending at least half time.

Federal Work Study (FWS)

FWS is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending school. Positions may either be on-campus, off-campus, or community service related. A candidate must demonstrate financial need to be awarded FWS. The number of positions available may be limited depending upon the institution's annual funding allocation from the federal government.

Private Loans

Some lending institutions offer loans to help cover the gap between the cost of education and the amount of federal aid eligibility. A co-signer may be required to meet the program's credit criteria. Interest rates are variable and are typically based on the prime rate or the Treasury bill rate. Contact the specific lender for more information.

State Grants/State Scholarships

Massachusetts State Grant/Massachusetts State Aid

The Massachusetts State Grant Program offers grants to financially needy students to be used toward educational expenses. The Office of Student Financial Assistance determines eligibility for this program and will notify students of their award by mail. The Massachusetts State No Interest Loan (NIL) program offers a zero interest, long-term student loan to financially needy students for assistance in meeting educational expenses. Students may check with their financial planning officer for details of this program.

For Massachusetts's residents, completion and submission of the Free Application for Federal Student Aid before the priority deadline of May 1 of a given year are required for consideration for the Massachusetts State Grant and the Massachusetts No Interest Loan program. Out-of-state residents should consult their state programs to determine if they are eligible to "carry" state scholarship awards into another state.

BLEU Grant

Le Cordon Bleu offers institutional grants to students who have financial need, as determined by the U.S. Department of Education based on information provided on the Free Application for Federal Student Aid (FAFSA), and who are enrolled in one the following programs: Certificate/ Diploma in Le Cordon Bleu Culinary Arts,

Certificate/ Diploma in Le Cordon Bleu Pâtisserie and Baking, and Associate in Le Cordon Bleu Culinary Arts. Grants are typically in the range of \$50 to \$9,010.

Program Details and Eligibility Requirements:

- The BLEU Grant is renewable each academic year.
- Students will automatically be considered for a BLEU Grant upon completion of the admissions and financial aid application process, including completing the Free Application for Federal Student Aid (FAFSA).
- The BLEU Grant does not supplant the student's eligibility for Pell Grant.
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the grant.
- If a student receives supplemental funding after the BLEU Grant has been awarded, the BLEU Grant may be reduced to prevent the student from entering into a disallowed overaward situation.
- If this grant is combined with other federal, state or institutional aid resources, the total combined amount cannot exceed the student's direct cost of attendance (tuition, books and fees).
- The BLEU Grant will not be awarded to the student, in whole or in part, as a cash payment.

Le Cordon Bleu makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be available to otherwise eligible students. For the 2016 calendar year, \$3,750,000 has been budgeted for new BLEU Grants. Student must be in good financial standing with the institution to receive eligible BLEU Grant disbursements.

Le Cordon Bleu Corporate Educational Alliance Grant

Le Cordon Bleu has established a grant* in the name of its Corporate Educational Alliances in order to assist eligible students and their immediate family members** with the opportunity to attend a certificate, diploma or degree program of study at Le Cordon Bleu. To be eligible for the Corporate Educational Alliances Grant, a candidate must be accepted for admission to the College, complete the Corporate Educational Alliances Attestation form and must also allow for verification of eligibility. Verification of eligibility may require the student to submit documentation of proof of employment with the corporation. Attestation may be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office.

The conditions are as follows:

- The Corporate Educational Alliances Grant is used exclusively towards tuition.
- The grant is awarded proportionately over each applicable academic year and the grant percentage will be applied to the academic year tuition costs.
- Qualifying students must be an employee of the corporate educational alliance member or an employee's immediate family member**.
- Candidates must apply and be accepted for admission to the College to be eligible to receive the grant.
- If this grant is combined with other federal, state, or institutional aid resources, the grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This grant will not, in whole or in part, be awarded to the student as a cash payment.
- Students selected for employment verification must provide documentation before the grant is applied. Documentation must show the effective date of employment, and be submitted prior to the first day of class.
- All of the conditions must be fulfilled before the grant can be disbursed.

If this grant is combined with other federal, state, or institutional aid resources, the total combined amount cannot exceed the student's direct cost of attendance (tuition, books, and fees).

*Please note that grant percentages may vary (ranging anywhere from 5% - 20% of the tuition costs) by Corporate Educational Alliance. Please contact the Financial Aid Office to determine the exact grant percentage for which you may qualify.

** Immediate family members: Spouse (life partner) or dependent children only. Siblings, cousins, etc. are not considered an immediate family member.

Note: The Corporate Educational Alliances Grant funding is limited. For 2016 \$50,000 has been budgeted for the Corporate Educational Alliances Grant. If funding for the Educational Alliances Grant is exhausted, otherwise eligible students may not be awarded the grant.

Le Cordon Bleu Scholarships

All applicants of the following scholarships must be enrolled full-time. Non-resident international students are not eligible. Effective January 2016 there will be no new institutional scholarship awards.

Alumni Referral Scholarship

Le Cordon Bleu offers the Alumni Referral Scholarships to students who submit a letter of recommendation from a confirmed alumnus of Le Cordon Bleu. Each qualifying applicant will be eligible for an award of up to \$1,000. Students will be considered for the Le Cordon Bleu Alumni Referral Scholarship once they have completed the admissions application process and have submitted both the Le Cordon Bleu Alumni Referral Scholarship application and their recommendation letter. Applications may be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office.

Program Details and Eligibility Criteria:

Applications are due by the end of the add/drop period for the student's first class (or classes).

The scholarship will be awarded over the length of the program. The scholarship funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each Payment Period until the award is exhausted.

Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship award.

If this scholarship is combined with other federal, state or institutional aid resources, the scholarship cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Scholarship will not, in whole or in part, be awarded to the student as a cash payment.

Le Cordon Bleu makes available a limited amount of money each year for the Alumni Referral Scholarship. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. For the 2015 calendar year, \$150,000 has been budgeted for new Alumni Referral Scholarships.

Best of the Best Scholarship

Le Cordon Bleu offers the Best of the Best Scholarship to students who graduate high school or have graduated from a prior college certificate or degree program with a GPA of 3.5 or higher (on a 4.0 grading scale). Each qualifying applicant will be eligible for a scholarship award of up to \$1,500. Students will be considered for the Best of the Best Scholarship once they have completed the admissions application process and have submitted the Best of the Best Scholarship application and their high school/college transcript. Applications may be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office.

Program Details and Eligibility Criteria:

- Applications are due by the end of the add/drop period for the student's first class or classes.
- The scholarship will be awarded over the length of the program. The scholarship funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each Payment Period until the award is exhausted.
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.
- If this scholarship is combined with other federal, state or institutional aid resources, the scholarship cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Scholarship will not, in whole or in part, be awarded to the student as a cash payment.

Le Cordon Bleu makes available a limited amount of money each year for the Best of the Best Scholarship. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. For the 2015 calendar year, \$150,000 has been budgeted for new Best of the Best Scholarships.

Life Long Learning Scholarship

Le Cordon Bleu offers the Lifelong Learning Scholarship to Le Cordon Bleu Certificate, Diploma and Associate graduates pursuing a second credential at the same or higher level at Le Cordon Bleu. The scholarship cannot be used to satisfy outstanding balances accrued during enrollment for a prior credential or degree. Applications may be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office.

Certificate/Diploma Graduates

- Certificate or Diploma program graduates pursuing an additional certificate or diploma are eligible for up to \$500.
- Certificate or Diploma program graduates pursuing an associate degree are eligible for up to \$1000.
- Associate degree graduates pursuing a certificate or diploma in another culinary program or specialty are eligible for \$500.
- Associate degree graduates pursuing an additional associate's degree or an LCB Online bachelor's degree are eligible for \$1000.

Program Details and Eligibility Criteria:

- Student must successfully complete 18 credits with a GPA of at least 3.0 in their additional program prior to disbursement of the scholarship. The scholarship will be awarded and disbursed in full at that time.
- If this scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Scholarship will not, in whole or in part, be awarded to the student as a cash payment.

Le Cordon Bleu makes available limited funding each year for the Lifelong Learning Scholarship. Once it is determined that available funding has been exhausted, scholarships will not be available to otherwise eligible students. For the 2015 calendar year, \$300,000 has been budgeted for new Lifelong Learning Scholarships.

Le Cordon Bleu Tuition Reimbursement/Employer Match Scholarship

Le Cordon Bleu offers a matching scholarship award to students whose employers participate in a tuition reimbursement program. We applaud employers who invest in their employees and want to match the contribution they make. This scholarship is available to students who enroll at Le Cordon Bleu in a certificate, associate or bachelor program and are receiving tuition assistance or tuition reimbursement from their employer. The scholarship will match the employer assistance up to \$1,500 for certificate/diploma programs and \$2,500 for associate programs. Students who continue from an associate degree to a bachelor degree program, and who continue to receive tuition support from their employer will be eligible for a second award. Eligible students must present signed documentation from their employer confirming their employment and eligibility for tuition assistance. Applications may be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office. Conditions of the Tuition Reimbursement/Employer Match Scholarship are as follows:

- Applications and supporting documentation are due by the end of the add/drop period of the first class.
- Recipients must complete the standard application process and enroll in a certificate, associate or bachelor's degree program at the Le Cordon Bleu United States Campus of his or her choice and meet all admissions and eligibility requirements thereof.
- Student must provide signed written confirmation of employment and participation in an employer-provide tuition assistance or reimbursement program. The documentation must either be on the employer's letterhead, or from an e-mail address that is associated with the employer, and must include the signature of the student's supervisor, human resources professional or other authorized individual at the company or employing organization. The document must also describe the requirements for continuing participation in the program, as well as the disbursement schedule for tuition assistance or reimbursement. Matching funds will be awarded only after employer funds are received.
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.
- Scholarship funds will be applied towards tuition only and awarded over the length of the program
- If this scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Scholarship will not, in whole or in part, be awarded to the student as a cash payment.

The College makes available a limited amount of money each year for the Tuition Reimbursement/Employer Match Scholarships. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. For 2015, \$50,000 has been budgeted for the Tuition Reimbursement/Employer Match Scholarship.

The Le Cordon Bleu Future Chef of America Competition Scholarship

Effective January 2016 there will be no new Competition Scholarship awards.

Le Cordon Bleu offers The Future Chef of America Competition Scholarship. High school seniors may qualify for the scholarship as outlined in the program rules and requirements. Application, program rules and requirements may be obtained by contacting a financial aid advisor or visiting the financial aid office.

Scholarship Awards

Campus Competitions

To apply for this scholarship, high school seniors must submit an essay explaining why they want to pursue a postsecondary education and a career in the culinary profession and must complete all application requirements prior to the established due dates. Please review the complete rules for the scholarship and competitions as

outlined in the application and eligibility materials.

The scholarship awards will be applied towards tuition costs for a Le Cordon Bleu associate or bachelor's degree program.

1st Place Award – \$5,000

2nd Place Award – \$2,000

3rd Place Award – \$1,000

All competition participants not placing for the Future Chefs of America Scholarship award will receive a \$500 Scholarship to be applied toward tuition at any Le Cordon Bleu campus within the United States.

National Competition

The 1st place recipient from each campus competition will be invited to participate in a national competition among all Le Cordon Bleu campuses in the United States. Please review the complete rules for the scholarship and competitions as outlined in the application and eligibility materials. Travel expenses related to participation in the competition will not be covered by Le Cordon Bleu.

The national scholarship awards can be applied towards tuition costs for a Le Cordon Bleu associate or bachelor degree program.

1st Place Award – \$40,000

2nd Place Award – \$19,500

3rd Place Award – \$10,000

Program Details and Eligibility Criteria:

- The student must enroll and begin their program of study at the Le Cordon Bleu campus in the United States within one calendar year from the date of the award. Failure to do so will void the scholarship.
- Recipients must complete the standard application process and meet all admissions and eligibility requirements thereof.
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.
- The scholarship will be applied towards tuition only and will be paid in equal amounts each term for the published length of the program.

If this scholarship is combined with other federal, state or institutional aid resources, the total scholarship cannot exceed the student's cost to attend school. The scholarship will not, in whole or in part, be awarded to the student as a cash payment.

Veterans' Educational Benefits

Le Cordon Bleu College of Culinary Arts is approved by the applicable State Approving Agency for Veterans Affairs and participates in many Veterans Educational Benefit programs. Students interested in Veterans' Educational

Benefits should contact either the campus certifying official or the Financial Aid Department. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at (800)827-1000, or (888) GI Bill-1 [(888)442-4551], or go to <http://www.benefits.va.gov/gibill/>. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans' Education Benefits.

Select programs of study at Le Cordon Bleu College of Culinary Arts are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10. USC.

Any veteran receiving GI Bill benefits while attending Le Cordon Bleu College of Culinary Arts is required to obtain transcripts from all previously attended schools and submit them to the College for review of prior credit.

This institution maintains a written record of previous education and training of the veteran or eligible person which clearly indicates that appropriate credit has been given by the institution for previous education and training, with the training period (or length of degree program) shortened proportionately, and the veteran notified accordingly.

Le Cordon Bleu College of Culinary Arts does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Effective January 2016 there will be no new Military, Veteran, or Veteran Spouse Grant awards

Yellow Ribbon Grant

In accordance with the VA - Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, Le Cordon Bleu College of Culinary Arts has established a Yellow Ribbon Grant.

Eligibility and amounts are determined on an annual basis and are subject to change. To be eligible for the grant a candidate must be accepted for admission to Le Cordon Bleu College of Culinary Arts, be eligible for Chapter 33 Post 9/11 veterans benefits at the 100% rate, as determined by the Department of Veterans Affairs, complete the appropriate Le Cordon Bleu College of Culinary Arts attestation form and allow for the verification of his/her Chapter 33 Post-9/11 eligibility via a DD-214 Member-4, Certificate of Eligibility or comparable government document. The conditions are as follows:

- Candidates must be either an eligible Veteran or a Dependent of an eligible Veteran who meets the Chapter 33 Post-9/11 GI Bill Transferability requirements (www.gibill.va.gov).
- Candidates must apply and be accepted for admission to Le Cordon Bleu College of Culinary Arts to be eligible.
- The Yellow Ribbon Grant is applied as a credit to the student's account and no cash payments will be awarded to the student.
- The Yellow Ribbon Grant is used exclusively towards prior or current program charges.
- The Yellow Ribbon grant is awarded for each period in the program that the student is determined eligible and where the grant is needed.
- The Yellow Ribbon Grant is non-transferrable and non-substitutable and cannot be combined with any other institutional grant at Le Cordon Bleu College of Culinary Arts.

Le Cordon Bleu College of Culinary Arts is committed to assisting military students in determining the best options available to them. To receive additional information on Veterans Educational Benefits eligibility, please contact the Veterans Administration at 1-800-827-1000 or 1-888-GI Bill-1 (1-888-442-4551). You may also visit the VA website at www.gibill.va.gov.

Le Cordon Bleu Military Grant

Le Cordon Bleu has established a Military Grant** for our Active Duty, Drilling National Guard and Drilling Reservist Service Members of the U.S. Military to assist in providing the opportunity to attend a program of study at Le Cordon Bleu. Applicants may be eligible for a one-time grant in the amount of \$2,000 to be applied toward tuition costs. To be eligible for the grant, a candidate must be accepted for admission, allow for the verification of their military status via a current Leave and Earnings Statement, or comparable government document. Application forms may be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office.

Program Conditions and Eligibility Criteria:

- Qualifying candidates must be Active Duty, Drilling National Guard or Drilling Reservist Service Members of the U.S. Military.
- Candidates must apply and be accepted for admission to be eligible to receive the grant.
- The grant is applied exclusively toward direct program costs (tuition and fees).
- The scholarship will be awarded over the length of the program. The grant funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each Payment Period until the award is exhausted.
- If this grant is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Grant will not, in whole or in part, be awarded to the student as a cash payment. Applications and supporting documentation are due by the end of the add/drop period of the first class.

**Note: New Le Cordon Bleu Military Grant, Le Cordon Bleu Veteran's Grant and Le Cordon Bleu Veteran Spouse's Grant funding is limited to a combined amount of \$200,000 for the 2015 calendar year. Once it is determined that available funding for grants is exhausted, grants will not be available to otherwise eligible students.

Le Cordon Bleu Veteran's Grant

Le Cordon Bleu has established a Veteran's Grant** to assist Veteran service members attending a program of study at Le Cordon Bleu. Applicants may be eligible for a grant in the amount of \$2,000 to be applied toward tuition costs. To be eligible for the grant, a candidate must be accepted for admission, allow for the verification of their veteran status via a DD-214 Member-4, or comparable government document. Application forms can be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office.

Program Conditions and Eligibility Criteria:

- Qualifying candidates must be Veterans of the U.S. Military who have a discharge status other than dishonorable.
- Candidates must apply and be accepted for admission to be eligible to receive the grant.
- The Le Cordon Bleu Veteran's Grant is applied exclusively toward direct program costs, including tuition and fees.
- The grant is awarded over the length of the program. The grant funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each payment period until the award is exhausted.
- If this grant is combined with other federal, state or institutional aid resources, the grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Grant will not, in whole or in part, be awarded to the student as a cash

payment. Applications and supporting documentation are due by the end of the add/drop period of the first class.

****Note:** New Le Cordon Bleu Military Grant, Le Cordon Bleu Veteran's Grant and Le Cordon Bleu Veteran Spouse's Grant funding is limited to a combined amount of \$200,000 for the 2015 calendar year. Once it is determined that available funding for this program is exhausted, grants will not be available to otherwise eligible students.

Le Cordon Bleu Veteran Spouse's Grant

Le Cordon Bleu has established a Veteran Spouse's Grant** to assist spouses of Veteran service members attend a program of study at Le Cordon Bleu. Applicants may be eligible for a grant in the amount of \$2,000 to be applied toward tuition costs. To be eligible for the Le Cordon Bleu Veteran Spouse's Grant, a candidate must be accepted for admission and provide evidence to verify their spouse's veteran status, such as a DD-214 Member-4, or comparable government document. Application forms may be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office.

Program Conditions and Eligibility Criteria:

- Qualifying candidates must be spouses of Veterans of the U.S. military.
- Candidates must apply and be accepted for admission to be eligible to receive the grant.
- Candidates selected for verification must provide documentation before the grant is applied. Those that are not able to provide documentation will also be required to pay the application fee.
- The Le Cordon Bleu Veteran Spouse's Grant is applied exclusively toward direct program costs, including tuition and fees.
- The grant is awarded over the length of the program. The grant funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each payment period until the award is exhausted.
- If this grant is combined with other federal, state or institutional aid resources, the grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Grant will not, in whole or in part, be awarded to the student as a cash payment.
- Applications and supporting documentation are due by the end of the add/drop period of the first class.

****Note:** New Le Cordon Bleu Military Grant, Le Cordon Bleu Veteran's Grant and Le Cordon Bleu Veteran Spouse's Grant funding is limited to a combined amount of \$200,000 for the 2015 calendar year. Once it is determined that available funding for this program is exhausted, grants will not be available to otherwise eligible students.

Careers through Culinary Arts Programs (C-CAP)

Le Cordon Bleu provides Scholarships to students associated with the National C-CAP organization. Student(s) who earn the scholarship may attend the Le Cordon Bleu campus of their choice in the United States. Scholarship will be applied to the students account while enrolled in a Certificate or Associates program offering at the Le Cordon Bleu school of enrollment. Application, program rules and requirements may be obtained online at www.ccapinc.org/scholarships2010.php, by contacting a financial aid advisor or visiting the financial aid office.

C-CAP Competition Scholarships

Le Cordon Bleu in agreement with Careers through Culinary Arts Programs (C-CAP) provides winners of any of the eight regional C-CAP Competitions the option to use their C-CAP scholarship when they select to attend any Le

Le Cordon Bleu campus in the United States.

- 4 Full Tuition Scholarships for Certificate/Diploma program valued at \$19,500 each.
- 4 Full Tuition Scholarships for Associates program valued at \$40,000 each.

If this scholarship is combined with other federal, state or institutional aid resources, the scholarship cannot exceed the student's cost to attend school. This Scholarship will not, in whole or in part, be awarded to the student as a cash payment.

C-CAP Student Member Scholarship

\$2,000 Scholarship – requires an application, essay and proof of membership in the national student C-CAP organization. The essay should be attached to the application and explain how the applicant will benefit from the scholarship award. Application forms may be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office.

Program Conditions and Eligibility Criteria are as follows:

- Applications and supporting documentation are due by the end of the add/drop period for the student's first class or classes.
- Competition Scholarship recipients must enroll and begin the program of study within one calendar year of their high school graduation date or GED completion date. Failure to do so will void the scholarship.
- Recipients must complete the standard application process and enroll in a certificate/diploma or associates level program at the Le Cordon Bleu United States Campus of his or her choice and meet all admissions and eligibility requirements thereof.
- Competition Scholarship recipients must maintain 3.0 GPA and have less than 100 hours of absences during the course of the program to maintain eligibility.
- The scholarship is awarded over the length of the program. The scholarship funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each payment period.
- If this scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Scholarship will not, in whole or in part, be awarded to the student as a cash payment. C-CAP Student Member Scholarship may not be combined with competition scholarships.

Scholarships will be awarded on a first-come, first-serve basis until funds for this program are exhausted. For 2016 calendar year, \$50,000 has been budgeted for the C-CAP Student Member Scholarship.

National Restaurant Association Educational Foundation – ProStart™

ProStart@ High school Completion Scholarship

Le Cordon Bleu offers a ProStart™ Completion Scholarship to high school graduates who have successfully completed Level 1 and Level 2 of the ProStart™ high school curriculum. In addition Le Cordon Bleu offers a ProStart™ Collegiate Passport Scholarship to high school graduates who have successfully completed Level 1, Level

2 and 400 externship hours approved by ProStart™ which will entitle them to the ProStart™ National Certificate of Achievement (COA). The COA must be presented at the time of application for the Le Cordon Bleu ProStart™ Collegiate Passport Scholarship. Application, program rules and requirements may be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office.

ProStart™ Level 1 & 2 Completion Scholarship - \$1,500

ProStart™ Collegiate Passport Scholarship - \$2,000

ProStart™ State and National Competition Scholarship

These scholarships are awarded by Le Cordon Bleu at state and national competitions. Student(s) who earn the scholarship may attend the Le Cordon Bleu United States campus of their choice. Scholarship recipients must apply and begin their program of study within one calendar year of their high school graduation date or GED Completion date. ProStart™ students typically compete in teams of five. All five team members are awarded a scholarship in a predetermined amount.

State level competitions, the scholarship awarded is:

First Place: \$5,000 Scholarship

Second Place: \$2,500 Scholarship

Third Place: \$1,000 Scholarship

National competition, the scholarship award is:

First Place: Full Tuition Scholarship, up to the tuition charge for an associate degree program or equal to tuition of certificate/diploma program

Second Place: \$10,000 Scholarship

Third Place: \$7,500 Scholarship

Program Conditions and Eligibility Criteria of the ProStart™ Scholarships are as follows:

- Applications and supporting documentation are due by the end of the add/drop period for the student's first class or classes.
- Competition Scholarship recipients must enroll and begin the program of study within one calendar year of their high school graduation date or GED completion date. Failure to do so will void the scholarship.
- Recipients of the competition scholarships must complete the standard application process and meet all admissions and eligibility requirements
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.
- The scholarship is awarded over the length of the program. The scholarship funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each payment period.
- If the Completion scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB

will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. These Grants/Scholarships will not, in whole or in part, be awarded to the student as a cash payment.

- If the Competition scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's cost to attend school. These Scholarships will not, in whole or in part, be awarded to the student as a cash payment.

The College makes available a limited amount of money each year for the ProStart™ Scholarships. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. For the 2016 calendar year, \$100,000 has been budgeted for the ProStart™ High School Completion and Collegiate Passport Scholarships.

Family, Career and Community Leaders of America (FCCLA)

Le Cordon Bleu offers Scholarships to students associated with the National FCCLA organization. Student(s) who earn the scholarship may attend the Le Cordon Bleu campus of their choice in the United States. Scholarship will be applied to the students account while enrolled in an associate program offering at the school of enrollment. Application, program rules and requirements may be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office. Additional information about FCCLA can be obtained at <http://fcclainc.org/>.

National FCCLA National competition:

First Place- Full Tuition Scholarship for an associate program valued at \$40,000

National FCCLA Student Member Scholarship

\$2,000 Scholarship - Application, essay and proof of membership in the national student organization are required. The essay should be attached to the application and explain how the applicant will benefit from the scholarship award.

Program Conditions and Eligibility Criteria of the FCCLA Scholarships are as follows:

- Applications and supporting documentation are due by the end of the add/drop period for the student's first class or classes.
- Competition Scholarship recipients must enroll and begin the program of study within one calendar year from the date of the competition. Failure to do so will void the scholarship.
- Recipients must complete the standard application process and enroll in an associate level program at the Le Cordon Bleu United States Campus of his or her choice and meet all admissions and eligibility requirements thereof.
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.
- The scholarship is awarded over the length of the program. The scholarship funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each payment period.
- If the FCCLA Member Scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. These Scholarships will not, in whole or in part, be awarded to the student as a cash payment.
- If the FCCLA Competition scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's cost to attend school. These Scholarships will not, in whole or in part, be awarded to the student as a cash payment.
- Student member essay contest scholarships may not be combined with competition scholarships.

The College makes available a limited amount of money each year for the FCCLA Scholarships. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. For the 2016 calendar year, \$50,000 has been budgeted for the FCCLA Student Member Scholarship.

Skills USA

Le Cordon Bleu offers scholarships to students associated with the National Skills USA organization. Student(s) who earn the scholarship may attend the Le Cordon Bleu campus of their choice in the United States. The scholarship will be applied to the students account while enrolled in an associate or a bachelors program offering at the school of enrollment. Application, program rules and requirements may be obtained by contacting a financial aid advisor or visiting the financial aid office. Additional information about National Skills USA can be obtained at <http://skillsusa.org/>. National Skills USA Student Member Scholarship

\$2,000 Scholarship - Application, essay and proof of membership in the national student organization are required. The essay should be attached to the application and explain how the applicant will benefit from the scholarship award.

Program Conditions and Eligibility Criteria of the Skills USA Scholarships are as follows:

- Applications and supporting documentation are due by the end of the add/drop period for the student's first class or classes.
- Recipients must complete the standard application process and enroll in an associate or bachelor level program at the Le Cordon Bleu United States Campus of his or her choice and meet all admissions and eligibility requirements.
- Student must maintain 3.0 GPA and have less than 100 hours of absences during the course of the program to maintain eligibility.
- The scholarship is awarded over the length of the program. The scholarship funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each payment period.
- If this scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow the standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. These Scholarships will not, in whole or in part, be awarded to the student as a cash payment.

The College makes available a limited amount of money each year for the Skills USA Scholarships. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. For the 2016 calendar year, \$50,000 has been budgeted for the Skills USA Student Member Scholarship.

Agency Funding

Le Cordon Bleu is approved for participation in several educational programs offered by various agencies. These include Vocational Rehabilitation, Veterans Vocational Rehabilitation, Workforce Investment Act, and several programs sponsored by state agencies for unemployed or underemployed workers. Information can be obtained from the agencies themselves or from the school's Financial Assistance Office. If you are eligible for the Workforce Investment Act, you may be entitled to receive a matching grant from Le Cordon Bleu. For more information, please seek additional information from the school's Financial Aid Office.

Cancellation Policies

A Student who cancels the Enrollment Agreement within 3 business days (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Enrollment Agreement will receive a refund of all monies

paid. Students who have not visited the College facility prior to enrollment will have the opportunity to withdraw without penalty within 3 business days following attendance at a regularly scheduled orientation or following a tour of the College facilities and inspection of equipment. A Student who cancels after 3 business days but prior to the Student's first day of class attendance will receive a refund of all monies paid, except for the nonrefundable Application Fee. If the Enrollment Agreement is not accepted by College or if College cancels the Enrollment Agreement prior to the first day of class attendance, all monies, including the Application Fee, will be refunded. All requests for cancellation by the Student must be made in writing and mailed or hand delivered to the Director of Admissions:

Le Cordon Bleu College of Culinary Arts
Director of Admissions
215 First Street
Cambridge, MA 02142

Refund Policy

After the last day of the add/drop period for each payment period no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at Le Cordon Bleu College of Culinary Arts. Refunds are made for a student who withdraws or is withdrawn from the College prior to the completion of his/her program and is based on the tuition billed for the payment period in which the student withdraws, according to the campus schedules set forth below. For the purposes of calculating a refund, the payment period is defined as the period of enrollment in which tuition is billed. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any payment period beyond the payment period of withdrawal will be refunded in full. Any books, equipment, and/or uniforms that have been issued are nonrefundable. In addition, there are no refunds on books and/or supplies provided to the student, or fees charged for any student who starts classes at the College and then withdraws or is later dismissed for any reason.

If withdrawal occurs, a pro-rata amount will be refunded for withdrawals based on days completed up to 60% of the payment period. At 60% or above, there will be no tuition refund.

When a Student withdraws from the institution, he/she must complete a student withdrawal form with the Director of Education. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution.

If a student withdraws or is withdrawn prior to the end of the payment period, they are subject to the Return of Title IV Funds policy noted below which may increase the balance due to the College. If there is a balance due to the College after all Title IV funds have been returned, this balance will be due immediately, unless a cash payment agreement for this balance has been approved by the College.

Credit balances due to the Student of less than \$1 (after all refunds have been made) will not be refunded to the Student/lender unless requested by the Student.

Return of Title IV Funds

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school (see withdrawal policy), or the date of dismissal for a student who is dismissed by the institution.

The period of time in which Title IV financial aid is earned for a payment period or period of enrollment is the number of calendar days the student has been enrolled for the payment period or period of enrollment up to the day the student withdrew, divided by the total calendar days in the payment period or period of enrollment. The

percentage is multiplied by the amount of Title IV financial aid for the payment period or period of enrollment for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the payment period or period of enrollment, and must be returned, is the complement of the amount earned. The amount of Title IV financial aid earned and the amount of the Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed for the payment period or period of enrollment upon which the calculation was based. A student will have earned 100% of the Title IV financial aid disbursed for the payment period or period of enrollment if the student withdrew after completing more than 60% of the payment period or period of enrollment.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the payment period or period of enrollment. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew or was dismissed. Upon withdrawal, all unearned Title IV financial aid funds disbursed for the payment period or period of enrollment must be returned to the Department of Education in the following order:

1. Loans
 - a. Unsubsidized Federal Direct Stafford Loans.
 - b. Subsidized Federal Direct Stafford Loans.
 - c. Federal Direct PLUS loans received on behalf of the student.
2. Federal Pell Grants.
3. Federal SEOG.
4. Other grants or loan assistance authorized by Title IV of the HEA.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal Parent-PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal Parent-PLUS Loan) will be notified of the amount that must be returned or paid back, as appropriate.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at Le Cordon Bleu College of Culinary Arts is the date indicated in written communication by the student to the Academic office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records. For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process. Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.

ACADEMIC INFORMATION

Definition of a Grading Period

A grading period is defined as one (1)-six week module.

Unit of Credit

The quarter credit hour is the unit of academic measurement used by Le Cordon Bleu College of Culinary Arts. A minimum of 10 lecture hours of not less than 50 minutes each plus outside reading and/or preparation; 20 laboratory hours; or 30 externship hours; or an appropriate combination of all three constitutes one quarter credit hour.

Definition of a Credit Hour

The institution awards quarter credit hours to reflect the successful completion of predetermined course learning objectives and requirements. A quarter credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. The institution has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 10 - 12 weeks, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Enrollment Status

To be consistent with the U.S. Department of Education guidelines, Le Cordon Bleu College of Culinary Arts has defined a full-time student as someone enrolled in 36 Quarter Credit hours per academic year. A student's enrollment status for a term or payment period is based on the Quarter Credit hours enrolled in the term or payment period divided by the number of Quarter Credit hours required for full-time status in the term or payment period.

Transfer of Credit to Le Cordon Bleu

Students who previously attended an accredited College or University recognized by the U.S. Department of Education may be granted transfer credit, at the sole discretion of Le Cordon Bleu College of Culinary Arts. Courses taken at the previous institution must be determined by Le Cordon Bleu College of Culinary Arts to be sufficiently equivalent to courses offered at Le Cordon Bleu College of Culinary Arts. In addition, Le Cordon Bleu College of Culinary Arts must determine that those courses are applicable to their program of study at Le Cordon Bleu College of Culinary Arts. Only courses in which the student earned a grade of 'C' or above will be considered for transfer. Students seeking to transfer credit are responsible for having official transcripts forwarded to Le Cordon Bleu College of Culinary Arts for review.

Students may also be required to submit a school catalog. Students must petition for transfer credit with the Associate Registrar as soon as possible after admission. It is recommended that all prior coursework be submitted prior to matriculation, but no later than prior to externship. Students who receive transfer credit will have the program tuition charge pro-rated based upon the remaining number of credits the student must earn in order to graduate. The Business Office will make the appropriate tuition adjustment. LCB does not offer experiential credit.

Transfer of Credit to Other Schools

Le Cordon Bleu College of Culinary Arts does not imply or guarantee that credits completed at Le Cordon Bleu College of Culinary Arts will be accepted by or transferable to any other college, university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions such as

Le Cordon Bleu College of Culinary Arts. Students seeking to transfer credits earned at Le Cordon Bleu College of Culinary Arts to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer.

Residency

Students are required to earn a minimum of 50 percent of their credits in residence at Le Cordon Bleu College of Culinary Arts. Students transferring from another Le Cordon Bleu College of Culinary Arts campus in North America may be allowed to carry in more program credits at the discretion of the Director of Education but would be required to earn a minimum of 25 percent of their credits in residence.

Attendance

Regular classroom attendance is not only an essential ingredient for academic achievement, but is also a fundamental building block for success in the hospitality industry after graduation. As part of the course requirements, students must attend at least 80 percent of the scheduled time for each course in order to achieve satisfactory attendance. Students in any of the externship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 21 consecutive calendar days, not including scheduled College holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the College.

Make-up Policy

Le Cordon Bleu College of Culinary Arts encourages every student to attend all educational activities. If a student is unable to attend scheduled activities for any reason the following policy applies: with Lead Instructor or Director of Education Approval it is at the discretion of the instructor to give the original work or any modified work for any missed projects, practical work, or exams. The scheduling of the make-up work is at the discretion of the instructor based on his/ her availability. It is the student's responsibility to seek out the instructor to make up missed work. Excused absences are those that are documented cases of jury duty, illness, family medical care, military duty. "Documented" means the student must produce documentation—a jury duty summons, doctor's note or copy of military orders.

Students with an excused absences resulting in a missed quiz, test, practical or oral presentation will be given the opportunity to take a make-up version of the assignment/s at the instructor's earliest convenience for up to 100% of the possible points. Students with an un-excused absences resulting in a missed quiz, practical or oral presentation will be given the opportunity to take a make-up version of the assignment/s at the instructor's earliest convenience for up to 90% of the possible points.

In the event of an absence, it is the student's responsibility to obtain the information missed by either asking a fellow student for the missed information or meeting with the Instructor. If the student is absent from class, points may be lost in one or all of the days grading criteria, depending on the day's lesson plan. The student should check with their instructor immediately following an absence to obtain any necessary information.

Grading System

Grade reports are available to students online through the Student Portal at the completion of each (module). Course grades are based on the quality of work as shown by written tests, laboratory work, papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of 'B' would earn 12.0 quality points [credit value of course (4) times quality point value of 'B' (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by

the total credits completed.

Application of Grades and Credits

The grade chart above describes the impact of each grade on the student's academic progress. For calculating rate of progress, grades of 'F' (failure) and, 'W' (withdrawn are counted as hours attempted, but are not counted as hours successfully completed). Students who wish to withdraw from a course at any time need to fill out a Course Withdrawal Form available in the Registrar's office. Courses the student officially drops during the add/drop period will have no record of the course on their transcript.

A "W" Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of "W". Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade.

"W" Grades are also awarded when students do not complete externship courses within a school's designated grading period; when students do not successfully meet course attendance requirements; and when students do not return to school from a leave of absence. Please refer to the individual Externship Management, Attendance, and Leave Of Absence policies for details.

The student must repeat any required course in which a grade of F or W is received. **Students will only be allowed to repeat courses in which they received a D or below**, if their CGPA is <2.0 before going out on Externship or <2.0 by the time they complete the program and cannot graduate, **or with Director of Education approval**. In the case of a D or F, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course.

A fee will be charged to repeat a class (see addendum for details).

To receive an Incomplete (I) grade, the student must petition the course Instructor to receive an extension to complete the required coursework. The Instructor must approve the request within three business days of the student's written request, but no later than the last day of class. The student must be satisfactorily passing the course at the time of petition. Should a student fail to complete the unfulfilled coursework requirements within 14 calendar days from the start of the subsequent grading period, the Incomplete grade will be converted to the grade the student earned in the class, inclusive of "0" points for the incomplete work.

A student who disagrees with a grade received should contact the course Instructor immediately to discuss the concern. If the dispute is unresolved, the student may submit a written appeal. If the student submits a written appeal this must include the reason why with supporting documentation, if applicable and should be signed and dated. A decision regarding the appeal will be made within five business days of receipt. Students will be notified in writing of the decision.

TC and PR credits are included in the maximum time frame in which to complete and the rate of progress calculation, but are not counted in the CGPA.

Grade Scale and Standards of Satisfactory Academic Progress (SAP)

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Quality Points
A	A	Yes	Yes	Yes	4.00
B	B	Yes	Yes	Yes	3.00
C	C	Yes	Yes	Yes	2.00
D	D	Yes	Yes	Yes	1.00
F	F	No	Yes	Yes	0.00
I	Incomplete	No	Yes	No	n/a
W	Withdrawn	No	Yes	No	n/a
AU	Audit	No	No	No	n/a
P	Pass	Yes	Yes	No	n/a
TC	Transfer	Yes	Yes	No	n/a
PR	Proficiency Credit	Yes	Yes	No	n/a
L	Leave of Absence	No	No	No	n/a

Proficiency Credit

Proficiency credit, recorded as 'PR' on the transcript, may be granted in certain core courses if the student has completed previous coursework at another Le Cordon Bleu International location at the sole discretion of Le Cordon Bleu College of Culinary Arts. Courses taken at the previous institution must be determined by Le Cordon Bleu College of Culinary Arts to be sufficiently equivalent to courses offered at Le Cordon Bleu College of Culinary Arts. Students should submit documentation of previous coursework to the Associate Registrar for evaluation prior to the end of the first academic module.

National Proficiency Exams

Proficiency credit, recorded as 'PR' on the transcript, for certain courses may be granted to students who achieve acceptable scores on specific nationally recognized exams such as CLEP, Advanced Placement (AP), and DANTES. The American Council on Education (ACE) recommendations are used when awarding CLEP or DANTES credit. Credit for AP coursework is based solely upon the student's performance on the national examination administered by the College Board. A score of three (3) or higher on the AP examination is required for proficiency credit.

Auditing a Course

If space permits, a graduate may audit any course within his/her program of study. With consent from the Director of Education, current students may audit a class outside of their program of study if space permits and if taken concurrently with a program course. Students auditing courses are expected to fully participate in the course and class attendance is required. Tuition for auditing a course is waived for graduates of the College. Current students taking a course outside of their program will pay tuition at the current rate for the course they audit. Students may be required to purchase tools, textbooks, uniforms, etc. for the audited course. Financial aid is not applicable. Courses students audit will be reflected with an 'AU' grade on the transcript.

Non-Degree Seeking Students

In select cases as allowed by Le Cordon Bleu College of Culinary Arts, a graduate or enrolled student may be allowed to take a course outside of a program of study subject to space and prerequisite allowances. A student enrolled outside of a specific program is considered to be a non-degree seeking student. Non-degree seeking students are subject to campus policies and attendance is required. Students auditing a course as graduates or current students are subject to audit restrictions described in the catalog. Enrolled students taking the course as a prerequisite for matriculation to a program will be subject to the grading scale for the course and will be subject to tuition at the current rate for the course they are auditing. Students or graduates may be required to purchase tools, textbooks, uniforms, etc. for the audited course. Financial aid is not applicable.

Standards of Satisfactory Academic Progress (SAP)

All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic progress must be maintained in order to maintain eligibility to receive financial assistance (e.g., federal and state aid). Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program at the end of each grading period. A grading period is defined as one six week module. These are outlined below. Both the CGPA and ROP standards must be met in order to be considered making satisfactory academic performance.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet minimum CGPA requirements at specific points throughout the program in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each 12 week block after grades have been posted to determine if the student's CGPA is in compliance. Once the student reaches a review point, the minimum CGPA for that level must be maintained until the next level of review.

Rate of Progress (RO P) Toward Completion Requirements

In addition to the CGPA requirements, a student must maintain the minimum rate of progress percentage requirement in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. Credits attempted are defined as those credits required in the students program of study including credits that were transferred from other approved institutions and proficiency credits earned. As with the determination of CGPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily.

CERTIFICATE PROGRAMS		
Quarter Hours		
Credits Attempted	ROP	CGPA
0-17	60%	1.5
18+	66.67%	2.0

ASSOCIATE PROGRAMS		
Quarter Hours		
Credits Attempted	ROP	CGPA
0-15	50%	1.6
16-30	55%	1.75
31-45	60%	1.9
46+	66.67%	2.0

Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

Programs	Maximum Allowable Credits
Associate in Applied Science in Le Cordon Bleu Culinary Arts	160
Certificate in Le Cordon Bleu Culinary Arts	82
Certificate in Le Cordon Bleu Patisserie and Baking	82

How Transfer Credit and Change of Program Affect SAP

Credit that has been transferred into the institution by the student is included in the Rate of Progress calculation; however has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum timeframe for this student's new program at institution B will be one-and-a-half times $(150\%) \times 180 = 270$ credits. The 30 transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress is being calculated.

When a student elects to change a program or enroll in an additional program or higher credential at Le Cordon Bleu College of Culinary Arts the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times $(150\%) \times 180 = 270$ credits. The 30 external transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

Warning and Probationary Periods

At the end of each 12-week block, after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on FA Warning immediately after the first block in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next block, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded.
- A student who continues to fall below the specified values will be required to successfully appeal in order to maintain eligibility for financial assistance under a FA Probation status.
- A student who successfully appeals and is on FA Probation will be evaluated at the end of the second block of monitoring.
- A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and rate of progress requirements are not met at the time of evaluation; the student will be placed of FA Dismissal Status and will be dismissed from school unless terms of the academic plan are met.
- Students enrolled in a program of more than two academic years, and receiving federal financial aid, must meet the CGPA standards at the end of the second year. Students who are unable to meet this standard will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. A student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes

other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

During the period of FA Warning, which lasts for one payment period only the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid.

A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Appeal

A student who has been placed on FA Probation may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Review Committee within 5 days of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The decision of the Academic Review Committee is final and may not be further appealed.

For the appeal of non-academic dismissals, please refer to the grievance policy within this catalog.

Reinstatement

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the Appeals Committee. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and financial aid may be available to those who qualify.

Add/Drop Period

Within the add/drop period students are allowed to make modifications to their schedules without incurring any academic or financial penalty. The add/drop period of each module is five (5) business days.

Graduation Requirements

To graduate, a student must have earned a minimum of a 2.0 Cumulative Grade Point Average and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations to receive official transcripts.

In order to be eligible to participate in the graduation ceremony, students must have completed all the requirements for graduation. Exceptions to this may be made for students who are scheduled to complete the published requirements for graduation within the grading period following the graduation ceremony. The actual college degree and official transcript will not be issued until all final credits are completed and graduation requirements have been fulfilled.

Academic Honors

Academic honors are a formal recognition of academic achievement in a particular academic progress period (herein identified as "block") or upon graduation from an undergraduate program of study. Graduation honor status is noted on the student's transcript.

Block Honors

A student achieving a block grade point average (GPA) of 3.5 – 4.0 is recognized by the institution as receiving honors. To be eligible for honors status, a student must be enrolled in classes applicable toward graduation at least on a half-time basis. Non-degree seeking students are not eligible for academic honors. The following indicates the various block honors categories and their requirements:

President's List 4.00 Block GPA

Honor Roll 3.50 – 3.99 Block GPA

Graduation Honors

A graduate that has a cumulative grade point average (CGPA) of at least 3.50 is eligible to graduate "with Honors":

High Honors 3.75 – 4.00 CGPA

Honors 3.50 – 3.74 CGPA

Graduation Documents

Le Cordon Bleu Diplôme in Culinary Arts

Le Cordon Bleu Diplôme in Pâtisserie and Baking

Associate in Applied Science Degree in Le Cordon Bleu Culinary Arts

Certificate in Le Cordon Bleu Culinary Arts

Certificate in Le Cordon Bleu Pâtisserie and Baking

Leave of Absence

An approved Leave of Absence (LOA) is a temporary interruption in a student's academic attendance for a specific period of time in an ongoing program.

Leave of Absence Conditions

The following conditions may qualify a student for a leave of absence:

- Medical Leave (including pregnancy)
- Family Care (childcare issues, loss of a family member, or medical care of family)
- Military Duty
- Jury Duty

The following requirements apply:

- A student may be granted a Leave of Absence (LOA) if he or she meets the following requirements:
- A written LOA request, which includes the reason for the request, is submitted in writing within 5 calendar days of the student's last day of attendance, or within the first 5 calendar days of the start of new module.
- A student may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.
- The student must have successfully completed a minimum of one module before being eligible to apply for an LOA.
- A student must have completed his or her most recent module and received an academic grade or grades (A-F, P) for that module.
- The student must be in good academic standing in order to be eligible to take an LOA. Students with a SAP status of FA Probation, and FA Dismissal are not eligible for LOAs nor can the student take an LOA if the result will be the student falling into one of those SAP statuses prior to return.

Failure to return from an approved leave of absence, or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school, may have an impact on his or her federal student aid, loan repayment and exhaustion of the loan grace period. Students in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

STUDENT SERVICES INFORMATION

Academic Assistance

Students seek help and advice during their education for many reasons. At Le Cordon Bleu College of Culinary Arts, the student comes first. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance. The Director of Education is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may also be provided as needed. The administrative staff and the faculty are also available for advising assistance.

Career Services

During the admissions interview, prospective students are advised of the many career paths that are available to them upon graduation. The Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

Students enrolled in Le Cordon Bleu College of Culinary Arts has many opportunities for part-time employment while they pursue their studies. It is important to note that this assistance is available to all students who make satisfactory academic progress. The Director of Career Services is the liaison between students and employers, serving the students by promoting Le Cordon Bleu College of Culinary Arts to prospective employers. These employers are assisted by the referral of qualified candidates from Le Cordon Bleu College of Culinary Arts. The graduate employment assistance process intensifies as students near graduation. The Director of Career Services assists students with resume writing, interviewing skills and professional networking techniques. Students may interview both on and off campus, until they have secured an appropriate position. Externship is an important part of the learning experience, and as the last official class a student takes, the culmination of many months of study. Students are encouraged to explore externship opportunities early and shall take an active part in the search for employment.

Examples of assistance may include, but are not limited, to contacting employers to inquire what specific skills and experience levels they are seeking, what specific job duties and schedule requirements are expected, and preferred methods of contact from the potential employee. Career Service staff will conduct a series of in class presentations on career skills topics such as resume writing, job searching techniques, and interview skills. Additionally, Career Services Staff will meet with students to ascertain skill levels and learn about initial expectations the student has for employment. The information collected is used to assist the Career Services Director and staff to help facilitate connections between students and potential employers. Le Cordon Bleu College of Culinary Arts cannot guarantee employment or salary.

Background Checks

Agencies and institutions that accept our students for internship/externship and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for internship/externship or employment following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Employment and internship decisions are outside the control of Le Cordon Bleu College of Culinary Arts. Le Cordon Bleu College of Culinary Arts cannot guarantee employment or salary.

Plans to Improve Academic Programs

Le Cordon Bleu College of Culinary Arts reviews its academic programs on a regular basis to ensure relevancy with current employment requirements and market needs. As deemed appropriate, Le Cordon Bleu College of Culinary Arts may change, amend, alter or modify program offerings and schedules to reflect this feedback. If you have questions about this process or any plan to improve academic programs, contact the Education Department.

Cybrary / Library Information

Cybrary

The Cybrary is an Internet-accessible information center committed to facilitating the lifelong learning and achievement of the Career Education Corporation community. This “virtual library” contains a collection of full-text journals, books, and reference materials, links to Websites relevant to each curricular area, instructional guides for using electronic library resources and much more.

The “virtual” collection is carefully selected to support students as they advance through their programs of study and include quality, full-text, peer-reviewed articles from scholarly journals and full-text electronic books. Instructional materials for students and faculty are designed to enhance information literacy skills.

A full-time librarian located at corporate headquarters manages the Cybrary. The librarians at the various CEC colleges participate in selecting the electronic resources and website links, and help prepare the instructional materials that are on the website.

Students at all CEC colleges have access to the Cybrary from their campus location and from home, if they have an Internet service provider.

To access the Cybrary students may log on to their My Campus portal and access the Library Link. On this library page are links to all virtual resources as well as the information of the online librarian and a Live Chat link. Hours of operation for these services are available on the Library page of the My Campus Portal. The Cybrary is available online 24 hours per day 7 days per week. If students need assistance with their My Campus user name and password log in information they may contact the local My campus Portal Administrator at their campus or online Technical Support at portalsupport@careered.com or call 1- 800-840-8968.

Library/Resource Center

Le Cordon Bleu College of Culinary Arts maintains a Library and Resource Center (“LRC”) at the campuses which contain computers for students to access the Cybrary. The LRC is available to all students in full uniform during posted hours. The Le Cordon Bleu College of Culinary Arts campus library provides materials to support the mission and curriculum and assists each student to attain his/her educational goals. The electronic collection includes books, an assortment of current periodicals, and videos. The library, which provides academic assistance to students, is open during posted hours.

Student Services

Le Cordon Bleu College of Culinary Arts welcomes students to discuss any issues or concerns with any member of the faculty or staff. Students are encouraged to discuss academic as well as job-related concerns with either the Director of Education or Director of Career Services. The staff of Le Cordon Bleu College of Culinary Arts is also available on a daily basis to assist students with financial aid, employment assistance, and academic advisement. Students are welcome on the campus any time during office hours to take advantage of the variety of services provided by Le Cordon Bleu College of Culinary Arts. Le Cordon Bleu College of Culinary Arts encourages students to network with graduates as well as instructors and peers in their classes, thus enhancing their networking opportunities in the industry.

Housing and Transportation

Le Cordon Bleu College of Culinary Arts does not provide on-campus housing, but does assist students with information on area housing.

Student Orientation

Prior to beginning classes at Le Cordon Bleu College of Culinary Arts, all new students attend an orientation program, ORI101. Orientation facilitates a successful transition into Le Cordon Bleu College of Culinary Arts. New students are required to attend regardless of their prior college experience. At orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers. The directors of the administrative departments explain the ways in which they assist students and clarify students’ rights and responsibilities.

Student Portal

The student portal is a secure website that allows a student access to his or her information including schedule, grades, account balance and activity, school events, school contact information, and much more. Le Cordon Bleu College of Culinary Arts offers this capability so that it's easy for our students to be in touch with us and enhance their college experience. Upon acceptance to Le Cordon Bleu College of Culinary Arts, students will be issued a Student Number that can be used to gain access to the student portal.

Student Record Retention

Le Cordon Bleu College of Culinary Arts maintains student records at the campus for a minimum of five (5) years. Le Cordon Bleu College of Culinary Arts student transcripts are retained indefinitely.

Transcripts

An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. Le Cordon Bleu College of Culinary Arts will supply official transcripts to whomever the student or graduate designates.

Transcript requests are fulfilled through Parchment, a leading company in secure transcript. Transcript fees are assessed regardless of transcript hold status. If you have an outstanding balance preventing release of your transcript, we will not be able to issue your official transcript.

- \$10 – Transcripts (electronic or paper) requested electronically through Parchment
- \$15 – Transcripts ordered through the campus
- \$35 – Overnight/U.S. Mail delivery

Additional information on the electronic transcript service can be found on the student portal.

Uniform Policy

The uniform policy can be found in the Le Cordon Bleu College of Culinary Arts. The Student Handbook is distributed to students upon admission to the school.

Health Services

The college does not provide health services to students. Student needing assistance in this regard are referred to their own personal physicians. Should the student not possess a personal physician, college staff can provide a list of physicians in the area. Massachusetts law (M.G.L.c.15A, §18) requires that students enrolled in a certificate-, diploma- or degree granting program in a Massachusetts college, university or other institution of higher learning participate in a school-sponsored qualifying student health insurance program ("QSHIP") or an alternate health plan with comparable coverage. The Division of Health Care Finance and Policy has issued student health regulations at 114.6 CMR 3.00. The college requires a signed waiver from those students who have health insurance through a source other than the college. This waiver must be completed each academic year. Students unable to demonstrate health insurance coverage will automatically be enrolled in the college's health insurance program and charged for the purchase of the health insurance policy. No refunds will be issued. Refer to the tuition and fees addendum to the catalog for current rates.

GENERAL INFORMATION

Campus Security

Le Cordon Bleu College of Culinary Arts publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the President's office during regular business hours. In addition to the annual security report, Le Cordon Bleu College of Culinary Arts maintain a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours at President's office. Le Cordon Bleu College of Culinary Arts reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Conduct Policy

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local governments, and for conducting themselves in a manner consistent with the best interests of Le Cordon Bleu College of Culinary Arts and of the student body.

A student who was previously dismissed for violations of the conduct policy may apply for reinstatement to the institution by submitting a written appeal to the Appeals Committee. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The appeal must be submitted within 10 business days of receiving notification of his/her dismissal. Dismissed students who are readmitted will sign a new Enrollment Agreement; will be charged tuition consistent with the existing published rate. Students who are interested in applying for federal financial aid may do so at this time.

Code of Conduct

Students, staff, faculty and guests follow a Code of Conduct adhering to a socially responsible and ethical approach to the educational mission of the institution. Rights of students are protected through the Grievance Process, which is addressed within this section, but responsibilities are addressed within the Code of Conduct Policy. Following is a set of guiding principles for behavior which is based on the values of honesty, respect, responsibility, fairness and trust (Center For Academic Integrity, 1999). It is a commitment that the members of the community will treat everyone with these characteristics promoting the highest standards of a safe and healthy environment. Individuals will not conduct themselves in any manner that might damage the reputation of, or otherwise harm the organization. Access to school premises is reserved for currently enrolled students, guests of the institution or approved visitors. Rules of Conduct include the following actions by officers of the institution: a) oversee behavior b) investigate violations and c) manage judgment through administrative agreement and sanctions. Attendance at this institution is a privilege, not a right; therefore, students whose behavior may be detrimental to other members of the community may be officially warned, sanctioned through an informed process, suspended and/or dismissed from the institution. Behavior that infringes upon rights, safety, or privileges, or which impedes the educational process or the institution's right to conduct its business is prohibited. Such infractions include but are not limited the following:

Respect

- Deliberate disruptive, profane or disrespectful words, actions, violence or physical interference with the rights of faculty, staff, other students or with any institutional facilities, externship site, or with any authorized function being carried out on the premises or at any institution sponsored event or activity
- Harassment of any member of the community based on race, national origin, ethnicity, color, creed, gender, sexual orientation; disposition, age, religion, marital or veteran status, genetic predisposition or carrier status, or any other basis protected by applicable local, state or federal laws. Engagement in self-initiated physical violence, bodily harm, or injury towards any member of the community or willful participation in a physical altercation.

Responsibility

- Failure to comply with the reasonable direction or lawful requests of officials (including, but not limited to faculty, administrators, and security personnel) or law enforcement officers acting in the performance of their duties or obey directives or orders expressed by such officials to cease and desist from any inappropriate act.

Honesty

• Students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Submission of work from another person, using unauthorized notes, having someone else take an examination in a student's place, copying from another or a published document without citing sources or submitting the same paper to multiple courses without the knowledge of the all instructors involved constitute violations of academic honesty. Plagiarism is any stealing of intellectual content and is not affected by intentionality.

Trust

• Students, staff and faculty trust that individuals will voluntarily follow the Code of Conduct as well as adhere to expectations voiced by the institution. Student expectations are provided during student orientation. Faculty and staff expectations are provided during faculty and staff orientations as well as provided on individual job descriptions. The standards of the institution are established by the residing state as well as the accreditation agency and the expectation is that the entire community trusts in them and adheres to them as part of both the Code of Conduct and the integrity of the institution.

Fairness

• Students, faculty and staff will be treated fairly based on their role within the organization. Should an exception be granted for any person in any circumstance, that exception will be well documented with both the rationale and all supporting evidence.

Drug-Free Environment

As a matter of policy, Le Cordon Bleu College of Culinary Arts prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. The only exception is authorized wine tasting within the classroom. Further information on the school's policies can be found in the Student Handbook. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the President's Office.

Facility Information

The educational facility and administrative offices of the college are located in a convenient urban setting in Cambridge, Massachusetts. The campus location is adjacent to major thoroughfares and is accessible from all parts of the metro area. Housing, public transportation and nearby shopping malls allow the students to live, commute, and work nearby. The campus occupies approximately 40,000 square feet in the building known historically as The Athenaeum Press Building. Students will find at this beautiful campus setting:

- Classrooms designed to facilitate learning, which consist of lecture rooms and instructional kitchens.
- Kitchen labs equipped with stoves, ovens, and the food preparation equipment found in the industry. A wide range of small wares is provided for the students' use in practicing a variety of culinary skills and techniques. The programs are supported by food storage facilities that reflect those found in the industry.
- Computer labs equipped with personal computers used for instruction and research.
- A library which houses books, periodicals, pamphlets, articles, and CD-ROM support materials geared to supplement the program, plus well rounded support for the general education courses. The Cybrary, an Internet-based electronic library, access to the Internet, and various indexes and catalogs are available through computer use in the library.
- Admissions, academic and administrative staff offices.

Hours of Operation, Instructional Hours & Class Scheduling

Le Cordon Bleu College of Culinary Arts' hours of operation are 9:00 AM to 5:00, Monday through Friday, unless posted otherwise. Instructional Hours of operation are from 7:00 AM to 11:10 PM, Monday through Thursday and 7:00 AM to 10:35 PM on Friday. An instructional hour is defined as each scheduled 50-minute period.

All student schedules are issued at the discretion of Le Cordon Bleu College of Culinary Arts. Student work schedules must be made around assigned class hours. Courses are normally scheduled to begin six-week intervals. Le Cordon Bleu College of Culinary Arts reserves the right to change, delete or schedule additional courses whenever necessary. To accommodate the changing industry environment, Le Cordon Bleu College of Culinary Arts reserves the right to alter or substitute courses whenever necessary. Changes will not negatively affect currently enrolled students.

Schedule of Course Offerings

The chief academic officer or designee is responsible for developing schedules of course offerings each block and making them available to all necessary parties. Not all courses may be offered every module/block. Last minute changes to schedules are to be avoided whenever possible, but may be necessary to accommodate staffing and class size. The chief academic officer or designee is responsible for making the final decision to add, cancel, combine or split courses based on enrollment, academic effectiveness and other factors. Students will be given prompt notification of schedule changes.

Class Size

The skills needed for a particular program are reinforced with relevant instruction. Le Cordon Bleu College of Culinary Arts instructors provide supervision and guidance, which promotes confidence and support.

Laboratory Classes – Students attend laboratory classes for their program with class sizes not to exceed 24 students.

Lecture Classes – Students attend lecture classes for their program with class sizes not to exceed 50 students.

School Closing Information – General Information

Scheduled school closings can be found in the academic calendar. In the event of a weather related closing, students will be notified via a global alert system that contacts their email and phone numbers provided to the school.

Grievance Policy

Internal Grievance Policy

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure first.

Please note that this grievance procedure is intended for problems concerning a student's recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance, or the educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.

Le Cordon Bleu College of Culinary Arts and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Le Cordon Bleu College of Culinary Arts administration against any party involved. We will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Lead Instructor. Alternatively, the student may submit the complaint to the campus Director of Education.

Step 2 – If the matter is not resolved to the student's satisfaction in Step 1, the student may submit a written, dated and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the next level of authority directly or through the President.

Step 3 – If the matter is not resolved to the student's satisfaction in Step 2, the student's next step is to submit a written, dated and signed statement to the campus President. Within five (5) days of the President's receipt of the written statement, the President will arrange to preliminarily meet with the student to discuss the grievance, and the President will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The President will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the President's findings, conclusions, and reasoning. The President's decision will be final. The student's written complaint, together with the President's decision, will become a permanent part of the files of the parties involved.

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the

student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by Le Cordon Bleu College of Culinary Arts. If the school fails to act within the time frames described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student's Enrollment Agreement. The time periods set forth in these procedures can be extended by mutual consent of Le Cordon Bleu College of Culinary Arts and the student.

Students may also contact the following agencies:

The Accrediting Council for Independent Colleges and Schools (ACICS)

750 First Street, NE Suite 980
Washington, DC 20002-4241
Phone: (202) 336-6780

The Accrediting Commission of Career Schools and Colleges (ACCSC)

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

ACCSC
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
Phone: (703) 247-4212
www.accsc.org

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

The student may also contact:
The Massachusetts Board of Higher Education
One Ashburton Place, Room 1401
Boston, MA 02108-1696
Phone: (617) 994-6950

Family Educational Rights and Privacy Act Notice

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Le Cordon Bleu College of Culinary Arts receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from the portal and submit to the 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. Students are not entitled to inspect and review financial records of their parents. 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 is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the President, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Le Cordon Bleu College of Culinary Arts discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Le Cordon Bleu College of Culinary Arts who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 institution. Parental access to a student's record will be allowed by Le Cordon Bleu College of Culinary Arts without prior consent if:

- a) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or
- b) the information is needed to protect the health or safety of the student or other individuals in an emergency. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Le Cordon Bleu College of Culinary Arts 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

Below is a listing of the disclosures that postsecondary institutions may make without consent:

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within Le Cordon Bleu College of Culinary Arts whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to:
 - (a) develop, validate, or administer predictive tests;
 - (b) administer student aid programs; or
 - (c) improve instruction. To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information" may be released at the school's discretion. Le Cordon Bleu College of Culinary Arts has defined directory information as the student's name, address(es), telephone number(s), e-mail address, student IDs, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the President within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out

to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

Reasonable Accommodations Policy – Individuals with Disabilities

Le Cordon Bleu College of Culinary Arts does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by Le Cordon Bleu College of Culinary Arts. To request an auxiliary aid or service please contact the ADA/504 coordinator at the institution.

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable Le Cordon Bleu College of Culinary Arts to timely provide an auxiliary aid or service, Le Cordon Bleu College of Culinary Arts requests that individuals complete and submit the Application for Auxiliary Aid six weeks before the first day of classes, or as soon as practicable. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to Le Cordon Bleu College of Culinary Arts' grievance procedures.

School Policies

Students are expected to be familiar with the information presented in this school catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling in Le Cordon Bleu College of Culinary Arts, students agree to accept and abide by the terms stated in this catalog and all school policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

Responsibility for Personal Property

Le Cordon Bleu College of Culinary Arts assumes no responsibility for loss or damage to personal property through fire, theft, or other causes.

Termination Policy

The Le Cordon Bleu College of Culinary Arts reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the Le Cordon Bleu College of Culinary Arts community, or failure to comply with the policies and procedures of the Le Cordon Bleu College of Culinary Arts. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the school. The institution will also determine if any Title IV funds need to be returned (see Financial Information section of this catalog).

Unlawful Harassment Policy

Le Cordon Bleu College of Culinary Arts is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the President and/ or the Director of Education.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

Catalog Addendum

See the catalog addendum for current information related to the school calendar, tuition and fees, listing of faculty, and other updates.

Le Cordon Bleu College of Culinary Arts, Inc. A Private, Two-Year College

215 First Street | Cambridge, MA 02142 | 617.218.8000 | Chefs.edu/Boston

Le Cordon Bleu College of Culinary Arts is no longer accepting new student applications.

Tuition and Fees

As of 02/15/2016 Start

Associate in Applied Science in Le Cordon Bleu Culinary Arts (Resident Students)	
Tuition	\$40,000
Application Fee (non-refundable)	\$50
Total Cost	\$40,050

Associate in Applied Science in Le Cordon Bleu Culinary Arts (Non-Resident Students)	
Tuition	\$42,500
Application Fee (non-refundable)	\$50
Total Cost	\$42,550

Certificate in Le Cordon Bleu Culinary Arts (Resident Students)	
Tuition	\$19,500
Application Fee (non-refundable)	\$50
Total Cost	\$19,550

Certificate in Le Cordon Bleu Patisserie and Baking (Resident Students)	
Tuition	\$19,500
Application Fee (non-refundable)	\$50
Total Cost	\$19,550

Tuition charges include books, supplies, and uniforms. The tuition listed above is for the total length of the program. Reduced tuition charges apply in the case of repeated courses.

Reduced Tuition Charge for Repeat Course Work (per credit hour)

Lecture and Lab Courses	\$100
Externship Courses	\$ 50

Le Cordon Bleu reserves the right to increase all fees and tuition without notice, at its discretion. Once a student completes and Enrollment Agreement, the tuition and fees charges stated on that Enrollment Agreement will not change provided the Student starts classes as scheduled and continues without interruption.

Student Insurance

Blue Cross Blue Shield of MA Quote

Effective Date: 4/7/16-4/6/2017

Blue Care Elect Preferred 80/60 with copayment (PPO)		
	9 Month Rate	Annual Rate
Student	\$1,243.00	\$1,656.00
Student + Spouse	\$2,341.00	\$3,119.00
Student + Child(ren)	\$2,233.00	\$2,976
Student + Family	\$3,815.00	\$5,085.00

The above student rates includes a \$5 fee for travel assistance coverage though AIG.

A monthly charge for parking will be charged if a student chooses to use the designated facility.

Calendar

As of 12/30/16

21 Month | 84 Week Programs

-Associate in Applied Science Degree in Le Cordon Bleu Culinary Arts

Start Date	Anticipated Completion Date
05/18/2015	02/17/2017
07/06/2015	03/31/2017
08/17/2015	05/19/2017
09/28/2015	06/30/2017
11/09/2015	08/18/2017

Note: All programs may not be offered on all dates listed above.

2017 Academic Calendar

Module Start Date	Module End Date
01/09/2017	02/17/2017
02/20/2017	03/31/2017
04/10/2017	05/19/2017
05/22/2017	06/30/2017
07/10/2017	08/18/2017
08/21/2017	09/29/2017

Classes are offered on days marked with an "x":

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	X	X	X	X	X	

2017 Observed Holidays-No Classes

Holiday	Date(s) of Break: Classes Resume:
Winter Break	Saturday 12/17/2016 to Sunday 01/08/2017 Classes Resume on Monday 01/09/2017
Martin Luther King Jr. Day	Monday 01/16/2017 Classes Resume on Tuesday 01/17/2017
In-Service Day*	Friday 02/17/2017 Classes Resume on Monday 02/20/2017
In-Service Day*	Thursday 03/30/2017 to Friday 03/31/2017
Spring Break	Saturday 04/01/2017 to Sunday 04/09/2017 Classes Resume on Monday 04/10/2017
Patriots' Day	Monday 04/17/2017 Classes Resume on Tuesday 04/18/2017
In-Service Day*	Friday 05/19/2017 Classes Resume on Monday 05/22/2017
Memorial Day	Monday 05/29/2017 Classes Resume on Tuesday 05/30/2017
In-service Day*	Friday 06/30/2017
Summer Break	Saturday 07/01/2017 to Sunday 07/09/2017 Classes Resume on Monday 07/10/2017
In-Service Day*	Thursday 08/17/2017 and Friday 08/18/2017 Classes Resume on Monday 08/21/2017
Labor Day	Monday 09/04/2017 Classes Resume on Tuesday 09/05/2017

*Students attending on-campus courses are not required to report to classes on published in-service days. Please see your course syllabi for specific class dates.

Faculty

Faculty – as of 12/30/16

Name	Discipline	Education & Professional Licensure/Certification	Full/Part Time
Buonomo, Mark	Culinary Arts	<ul style="list-style-type: none"> M.B.A., International Business, Texas Tech University B.A., Public Policy and Social Change, Bentley University 	Part-Time
D'Addario, Albert	Culinary Arts	<ul style="list-style-type: none"> M.Ed., School Administration, American International College B.S., Culinary Management, Newbury College A.O.S., Culinary Arts, Culinary Institute of America 	Full-Time
Henry, James	Culinary Arts	<ul style="list-style-type: none"> A.O.S., Culinary Arts, Johnson & Wales University 	Full-Time
Herron, Matt	Culinary Arts	<ul style="list-style-type: none"> B.A., Psychology, Penn State University B.S., Culinary Arts, Johnson & Wales University A.S., Culinary Arts, Johnson & Wales University 	Full-Time
Mills, Robbi	Patisserie and Baking	<ul style="list-style-type: none"> B.S., Food Service Management, Johnson & Wales University 	Full-Time

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		<ul style="list-style-type: none"> • A.S., Baking and Pastry Arts, Johnson & Wales University 	
Swanda, Tereza	General Education	<ul style="list-style-type: none"> • M.F.A., Visual Art, Vermont College of Fine Arts • B.F.A., Painting, Massachusetts College of Art and Design • B.F.A., Sculpture, Massachusetts College of Art and Design 	Part-Time
Swan, Betsy	Culinary Arts	<ul style="list-style-type: none"> • B.S., Design and Merchandising, Drexel University 	Full-Time
Ullman, Eric	Culinary Arts	<ul style="list-style-type: none"> • A.A.S., Culinary Arts, Johnson and Wales University 	Full-Time

Catalog Revisions and Updates

Page #	Policy/Section	Effective Date
2	INTRODUCTION	4/29/2016

In December 2015 LCB announced that it is winding down operations and engaging in a teach-out of the institution. LCB anticipates that the institution will close in September 2017. As of January 5, 2016, LCB is no longer offering any programs listed in this catalog to new students. LCB is allowing current students to complete their existing program of study and international students not eligible to participate in Federal Student Aid programs to reenter. LCB is no longer allowing any other former students to re-enroll. The LCB teach-out notification and each student's Program Completion Plan supersedes policies contained in this catalog.

Page #	Policy/Section	Effective Date
10	Accreditation and Affiliations	12/12/2016

Revised as follows:

Accredited by the Accrediting Council for Independent Colleges and Schools to award Certificates, Diplomas, Associate Degrees and Bachelor's Degrees.

Accrediting Council for Independent Colleges and Schools
 750 First Street, NE Suite
 980 Washington, DC 20002-4241
 (202) 336-6780

Page #	Policy/Section	Effective Date
10	History	

Remove reference: (ACCSC Accredited Campuses)

Page #	Policy/Section	Effective Date
10	Accreditation and Affiliations	

Remove the following sections in their entirety:

ACCSC – Main Campuses
 ACCSC – Branch Campuses

Page #	Policy/Section	Effective Date
All	Throughout	5/1/2016

Replace all references to Director of Education with Campus President/Director as applicable.

Page #	Policy/Section	Effective Date
Page 11	Administrative Staff	4/1/16

Earle Test, Campus Director
 Nicole Backstrom, Campus Business Operations Manager
 Marvin Sabido, Campus Director of Career Services
 Lynda Bonneau, Associate Registrar
 Cynthia Reid, Librarian
 Lynda Bonneau, ADA / 504 Coordinator
 Nicole Backstrom, Title IX Coordinator

Page #	Policy/Section	Effective Date
11	CEC Board of Directors	10/26/16

Add the following:

Kenda Gonzales

Page #	Policy/Section	Effective Date
11	Executive officers/board of Directors	4/1/2016

Replace:
 David Rawden, Interim Senior Vice President and Chief Financial Officer

With:
 A.J. Cederroth, Senior Vice President and Chief Financial Officer

Delete:
 Ronald D McCray

Page #	Policy/Section	Effective Date
24	ADMISSIONS INFORMATION	4/29/2016

Add:

LCB is no longer enrolling new students into any of its programs. This includes returning graduates, re-entering students and current students desiring to continue into an additional program at LCB. International students not eligible to participate in Federal Student Aid programs to are permitted to reenter

Page #	Policy/Section	Effective Date
26	Re-entering students	4/29/2016

LCB is no longer enrolling new students into any of its programs. This includes returning graduates, re-entering students and current students desiring to continue into an additional program at LCB. International students not eligible to participate in Federal Student Aid programs to are permitted to reenter

Page #	Policy/Section	Effective Date
45	APPLICATION OF GRADES AND CREDITS	12/16/2015

For all campuses except those in California, replace current policy with the following (new language is underlined):

Le Cordon Bleu® and the Le Cordon Bleu logo are registered marks of Career Education Corporation in North America for educational services.

The grade chart above describes the impact of each grade on the student's academic progress. For calculating rate of progress, grades of 'F' (failure) and, 'W' (withdrawn are counted as hours attempted, but are not counted as hours successfully completed). Students who wish to withdraw from a course at any time need to fill out a Course Withdrawal Form available in the Registrar's office. Students who withdraw from a course may not be able to complete their program of study before the campus closes based on course offerings and/or the expected date of campus closure. Courses the student officially drops during the add/drop period will have no record of the course on their transcript.

A "W" Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of "W". Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade.

"W" Grades are also awarded when students do not complete externship courses within a school's designated grading period; when students do not successfully meet course attendance requirements; and when students do not return to school from a leave of absence. Please refer to the individual Attendance and Leave Of Absence policies for details.

The student must repeat any required course in which a grade of 'F' or 'W' is received. However, failing to successfully complete a class when offered will likely prevent a student from graduating before the campus closes. Since Le Cordon Bleu is winding down operations, once a course is offered for the final time, it will NOT be offered again. Students will only be allowed to repeat courses in which they received a 'D' or below, if their CGPA is <2.0 before going out on Externship or <2.0 by the time they complete the program and cannot graduate, or with Director of Education Approval. In the case of a 'D' or 'F', the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course.

A fee will be charged to repeat a class (see addendum for details). To receive an Incomplete (I) grade, the student must petition the course Instructor to receive an extension to complete the required coursework. The Instructor must approve the request within three business days of the student's written request, but no later than the last day of class. Should a student fail to complete the unfulfilled coursework requirements within 14 calendar days from the start of the subsequent grading period, the Incomplete grade will be converted to the grade the student earned in the class, inclusive of "0" points for the incomplete work.

A student who disagrees with a grade received should contact the course Instructor immediately to discuss the concern. If the dispute is unresolved, the student may submit a written appeal. If the student submits a written appeal this must include the reason why with supporting documentation, if applicable and should be signed and dated. A decision regarding the appeal will be made within five business days of receipt. Students will be notified in writing of the decision.

'TC' and 'PR' credits are included in the maximum time frame in which to complete and the rate of progress calculation, but are not counted in the CGPA.

Page #	Policy/Section	Effective Date
45	Externship Management / Academic Information	12/16/2015

Add the following policy:

Le Cordon Bleu® and the Le Cordon Bleu logo are registered marks of Career Education Corporation in North America for educational services.

Externship Management

If the student requires more than the allotted time to complete the externship, an “I” grade can be awarded if the student petitions 2 days prior to the course end date and had been approved for the “I” grade by the campus official. “W” Grades are awarded when students do not complete externship course(s) within a school’s designated grading period at the time grades are due if he student have not petitioned and received approval for an “I” grade. If a student is terminated or quits their externship, they are awarded an “F” grade, unless there are documented extended circumstances. Students that are awarded an “F” or “W” grade for externship are rescheduled for the same externship course and their anticipated graduation date is updated accordingly.

Page #	Policy/Section	Effective Date
47	STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) – MAXIMUM TIME IN WHICH TO COMPLETE	12/16/2015

Replace current policy with the following (new language is underlined):

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

In addition, since the campus is in teach-out and, some students attending during the teach-out will not have the opportunity to attempt up to 150% of the number of credits in their program of study. If a student does not complete their program requirements as detailed on their Program Completion Plan, it is highly unlikely that they will complete their program of study before the campus closes. If a student does not complete their program of study before the campus closes, they will be unable to earn a credential from Le Cordon Bleu.

Page #	Policy/Section	Effective Date
48	STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) – WARNING AND PROBATIONARY PERIODS	12/16/2015

Replace current policy with the following (new language is underlined):

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements or complete their program of study within the teach-out period, the student will be dismissed from the school. Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for nonacademic reasons. A tuition refund may be due in accordance with the institution’s stated refund policy.

Page #	Policy/Section	Effective Date
49	REINSTATEMENT	4/29/2016

Replace current policy with the following:

LCB will no longer consider students who were previously academically dismissed for reinstatement (with the exception of international students not eligible to participate in Federal Student Aid programs. As of April 29, 2016

LCB is no longer enrolling re-entering students other than international students not eligible to participate in Federal Student Aid programs.

Page #	Policy/Section	Effective Date
50	Leave of Absence	5/12/2016

The current policy language is replaced with the following:

An approved Leave of Absence (LOA) is a temporary interruption in a student's academic attendance for a specific period of time in an ongoing program.

Leave of Absence Conditions

A student may be eligible for a Leave of Absence if one of the following conditions applies:

- Medical Leave (including pregnancy)
- Family Care (childcare issues, loss of family member, or medical care of family)
- Military Duty
- Jury Duty
- Courses Not Offered/College Related

The following requirements apply:

A student may be granted a Leave of Absence (LOA) if:

- A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student's last date of attendance, or within the first 5 calendar days of the start of a new module.
- If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student's last day of attendance, the institution may still be able to grant the student's request. A signed LOA request must be provided by the last day in the school's attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.
- The student must have successfully completed a minimum of one module.
- The student must have successfully completed a minimum of one module before being eligible to apply for an LOA.
- Prior to applying for an LOA, the student must have completed his or her most recent module and received an academic grade or grades (A-F, P) for that module.
- The student must be in good academic standing in order to be eligible to take an LOA. Students with a SAP status of FA Probation, and FA Dismissal are not eligible for LOAs nor can the student take an LOA if the result will be the student falling into one of those SAP statuses prior to return.
- The student must be able to return from the LOA and complete their program requirements as detailed on their Program Completion Plan within the teach-out period based upon scheduled course offerings.

Failure to return from an approved leave of absence or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. If a student does not complete their

program requirements as detailed on their Program Completion Plan, it is highly unlikely that they will complete their program of study before the campus closes. If a student does not complete their program of study before the campus closes, they will be unable to earn a credential from Le Cordon Bleu. A student in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of an LOA on financial aid.

Page #	Policy/Section	Effective Date
53	TRANSCRIPTS	12/16/2015

Add the following:

After LCB completes its teach-out and closes its campus, alumni and students may request transcripts in several ways:

- online at www.chefs.edu;
- by mailing a request to Career Education Corporation- Closed School Records, P.O. Box 681129, Schaumburg, Illinois;
- by calling 1-866-470-7445; or
- by submitting a request to records@careered.com.

Page #	Policy/Section	Effective Date
53	STUDENT RECORD RETENTION	12/16/2015

Replace with:

LCB maintains student records at the campus for active students. LCB student transcripts are retained indefinitely.

Page #	Policy/Section	Effective Date
55	Drug-Free Environment	12/16/2016

Replace with:

As a matter of policy, Le Cordon Bleu College of Culinary Arts prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol or marijuana, marijuana accessories, or marijuana products by students and employees on its property and at any school activity. The only exception is authorized wine tasting within the classroom. Any violation of these policies will result in appropriate disciplinary actions up to and including dismissal in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug free awareness program and drug and alcohol abuse prevention program may be obtained from the Director of Education and/or President's Office.

Page #	Policy/Section	Effective Date
56	Grievance Policy	

Remove the section titled: THE ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES (ACCSC)