



**Institute of  
Culinary Education**

EST. 1975

ICE CAREER CATALOG  
2021

INSTITUTE OF CULINARY EDUCATION NEW YORK CAMPUS  
225 Liberty Street, 3rd Floor New York, NY 10281  
[ice.edu](http://ice.edu)

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NEW YORK CAMPUS  
225 Liberty Street, 3rd Floor New York, NY 10281

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## **OVERVIEW**

### **MISSION STATEMENT**

The Institute of Culinary Education and its campuses are dedicated to inspiring our students to reach their full potential through an education that emphasizes technique and professionalism. We accomplish this in a passionate, disciplined environment that fosters excellence, critical thinking and creativity in students, faculty and staff. The Institute of Culinary Education is committed to ongoing assessment and institutional improvement for the benefit of our students, staff, faculty and administration.

### **HISTORY**

#### **1974-1995**

The Institute of Culinary Education (ICE) was originally known as Peter Kump's New York Cooking School. Although the school has seen remarkable growth since its founding over 40 years ago, it remains true to Peter Kump's commitment to good teaching and good food, as well as to his philosophy of studying the culinary arts through techniques, not recipes. His enthusiasm and passion, along with his discipline and energy, are still felt at the school today.

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

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

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

#### **1995-2016**

That year, Rick Smilow, an entrepreneur passionate about education and the culinary world, purchased the school. The Smilow family already actively engaged with the New York

City restaurant scene, partnering with Chef Daniel Boulud and his restaurants, including Restaurant Daniel and the former Café Boulud. Today, Smilow has been the CEO and principal owner of the school for more than 25 years.

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

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

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

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

- Restaurant & Culinary Management in 2001
- Advanced Pastry Studies in 2005
- Hospitality & Hotel Management in 2010

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

#### **2016-Present**

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

In 2019, ICE introduced a Health-Supportive Culinary Arts diploma program, adapted from the Natural Gourmet Institute (NGI), which closed its doors after 42 years. Plant-based cooking is on trend and the program has brought new perspectives, ingredients, instructors and students that reflect

the evolution of America's culinary landscape on both campuses.

Most recently, ICE announced a licensing agreement with the New York City-based International Culinary Center (the former French Culinary Institute), to carry on the best elements of the school's legacy as it closed in 2020. This included the launch of Intensive Sommelier Training at ICE and many of ICC's seasoned instructors and employees joining ICE's faculty and staff. Today, the spirit at ICE and the tenure in the kitchens combines the best elements of three institutions: ICE, ICC and NGI.

With growth, our career programs continued to evolve, and ICE's Los Angeles campus introduced Associate of Occupational Studies Degrees in 2021. Students in California can combine Culinary Arts, Health-Supportive Culinary Arts or Pastry & Baking Arts with management training and applied general education online to earn their associates degree.

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

## **FACILITIES**

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

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

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

## **FACULTY**

Below are our current faculty members and their qualifications.

### **Career Culinary Arts**

Barbara Rich – Lead Chef

Education: Washington University, California Culinary Academy

Experience: Zuni Café, Savoy, Danal Restaurant, Creative Edge Parties, Art Institute, Natural Gourmet Institute  
Barry Tonkinson – Director of Culinary Research and Development

Education: Blackwell Sixth Form College, Westminster Kingsway College

Experience: The Lanesborough, The Bath Priory, Apsleys, Spring Summer Associates

Chris Arturo – Chef-Instructor

Education: International Culinary Center (ICC) Experience: ICC, Saddle River Inn, Ani Ramen House

Leif Evans – Chef-Instructor

Education: French Culinary Institute

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

Remy Forgues – Chef-Instructor

Education: Universitè Pantheon Assas, French School of Culinary Arts Gregoire Ferrandi Experience: Restaurant L'Ami Jean, Al Fiori, All'onda, Le Rivage, Vaucluse

Michael Garrett – Chef-Instructor

Education: Baltimore International Culinary School

Experience: Coco Pazzo, Aquavit, Red Rooster

Michael Handal – Chef-Instructor

Education: Fordham University, The Culinary Institute of America

Experience: La Côte Basque, The Helmsley Palace

Scott Larson – Chef-Instructor

Education: Culinary Institute of America Experience: International Culinary Center, Union Square Events, Vanderbilt at South Beach

Herve Malivert – Director of Culinary Relations Education: Lycee Hotelier DeBelgarde Experience: International Culinary Center, Orsay Restaurant, Le Goulue

Frank Proto – Director of Culinary Operations Education: Nassau Community College, The Culinary Institute of America Experience: Benchmark Restaurant Group, Barcelona Wine Bar, Layla

Joshua Resnick – Chef-Instructor

Education: International Culinary Center (ICC) Experience: ICC, Tokyo Record Bar and Air's Champagne Parlor

Ted Siegel – Chef-Instructor

Education: The New School, Franconia College, The Culinary Institute of America

Experience: Chez Panisse, L'Acajou, Washington Square Hotel, Orso, Kuletos, Coco Pazzo

Tracy Zimmerman – Chef-Instructor Education: Culinary Institute of America

Experience: Monroe College, Culinary Institute of New York; Zwilling J.A.Henckels Cooking School; Chef Works Cooking School

### **Career Pastry and Baking Arts**

Jeffrey Yoskowitz – Lead Chef, Career Pastry and Baking Arts

Education: New York City Technical College Experience:

Maurice Pastry (owner), Les Friandises, Atrium Club, Alazurra

Jurgen David – Director of Pastry Research and Development

Education: Patisserie of the Society of Viennese Hoteliers

Experience: International Culinary Center, Kvikne's Hotel, Confiserie Himmel  
 Natsume Aoi – Chef-Instructor Education: Le Cordon Bleu, Tokyo  
 Experience: Mochidoki, Morimoto, Mercato by Jean- Georges, Shanghai  
 Carmine Arroyo – Chef-Instructor Education: Art Institute of NYC  
 Experience: Tabla, Ellabess, The Chocolate Room Sim Cass – Dean, Artisan Bread Baking  
 Education: Thames Valley University (London) Experience: Balthazar (founding baker), Lucky Strike, Carlton Tower Hotel (London), Park Lane Hotel (London)  
 Kathryn Gordon – Chef-Instructor, CAPS Co-Chair Education: Vassar, New York University, Stern School of Business, L'Academie de Cuisine Experience: The Rainbow Room, Windows on the World, Le Cirque, Le Bernardin, Author  
 Alex Orman – Chef-Instructor Education: NYC Technical College  
 Experience: Russian Tea Room, Glen Oaks Country Club, Alor Cheesecake, Alor Café, Alor Café Pasta  
 Sandra Palmer – Chef-Instructor  
 Education: Institute of Culinary Education  
 Experience: One Girl Cookies, Ella's Bellas Bakery, Three Tarts  
 Joseph Settepani – Chef-Instructor Education: Culinary Institute of America  
 Experience: Bruno Bakery & Restaurant, French Pastry School, Emporio Rulli  
 Anthony Smith – Chef-Instructor  
 Education: New York City College of Technology Experience: The Cosmopolitan Club, City Tech Hospitality Department, Ida Mae Kitchen-N-Lounge  
 Penny Stankiewicz – Chef-Instructor  
 Education: New York University, Institute of Culinary Education  
 Experience: Spice Market, Sugar Couture (owner), 92nd St. Y, Sarah Lawrence College, Cakefest  
 Trung Vu – Chef-Instructor  
 Education: Le Cordon Bleu California Experience: Upland, David Burke fabrick, The Standard High Line  
 Vicki Wells – Chef-Instructor Education: Hotel de Paris  
 Experience: Hunt and Fish Club, L'Arte della Pasticceria, Buddakan New York  
 Tracy Wilk – Chef-Instructor  
 Education: Natural Gourmet Institute Experience: ABC Kitchen, David Burke Kitchen, Burke's Aspen Kitchen and SaltBrick Tavern

### **Health Supportive Culinary Arts**

Elliot Prag – Lead Chef  
 Education: Wayne State University, Natural Gourmet Institute, International Culinary Center Experience: Personal Chef, Siegfried & Prag Caterers (owner), Kibea Restaurant, Natural Gourmet Institute  
 Celine Beitchman – Director of Nutrition

Education: Hunter College, Maryland University of Integrative Health  
 Experience: Rakel's, Life Café, Freelance Caterer, Natural Gourmet Institute  
 Susan Greeley – Chef-Instructor Education: Tufts University  
 Experience: Castle Connolly, Atlantic Health System, FitBit  
 Jason Hawk – Chef-Instructor  
 Education: Culinary Institute of America Experience: David Burke Tavern, The Cock and Bull, Claudette  
 Richard LaMarita – Chef-Instructor  
 Education: Maharishi Vedic University, Institute of Culinary Education  
 Experience: Maharishi College of Natural Law, Long Island College Hospital, Union Square Hospitality, Personal Chef, Natural Gourmet Institute  
 Olivia Roszkowski – Chef-Instructor  
 Education: Columbia University, Natural Gourmet Institute, New York University  
 Experience: Jasper's, Four Seasons Hotel, Bright Food Shop, Natural Gourmet Institute, Author  
 Ann Ziata – Chef-Instructor  
 Education: Natural Gourmet Institute Experience: Ravens' Restaurant, First Descents, Natural Gourmet Institute

### **Restaurant and Culinary Management**

Rick Camac – Dean of Restaurant & Hospitality Management  
 Education: State University of NY at Oswego, New York University  
 Experience: 5 Ninth (owner), Fatty Crab, Fatty 'Cue, Pig & Khao, Makers Bar  
 Anthony Caporale – Director of Spirits Education Education: Duke University  
 Experience: Mesa Grill, Flip, Forty Eight, Art of the Drink TV  
 Richard Vayda – Director, Wine & Beverage Studies  
 Education: New York University, Sommelier Society of America  
 Experience: Art Institute of NYC, French Culinary Institute, New York Restaurant School, New York University, Caffeine, Le Cherche-Midi  
 Alan Someck – Instructor  
 Education: California State University San Diego, Rensselaer Polytechnic Institute  
 Experience: Millie's Restaurant, Keystone Hospitality Solutions, Green Restaurant Initiative  
 Stephen Zagor – Lead Instructor Education: Tulane, Cornell University  
 Experience: Marriott Hotels & Resorts, Universal Orlando, The Fireman Hospitality Group, Coopers & Lybrand, Laventhol & Horwath, New York University

### **Hospitality and Hotel Management**

Andrew Catalano – Instructor Education: University of Phoenix  
 Experience: Sodexo, Compass Group North America, SUNY Downstate, City University of New York, Strategic Management Consultants



Katie Chamberlain – Instructor Education: California State University

Experience: Richfield Hospitality, Planit Access, New York University

Irma Gianni - Instructor

Education: NYC Technical College

Experience: St Moritz on the Park, The Michelangelo Hotel, NYC Department of Education

Grace Gordon – Instructor Education: The New School

Experience: Park Hyatt Beaver Creek Resort Robert Warman – Instructor

Education: DePaul University

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

Experience: Mercer Kitchen, Union Square Hospitality, Danny SEO Publications, Natural Gourmet Institute

Jay Weinstein – Chef-Instructor

Education: Nassau Community College, Culinary Institute of America, New York University

#### **ADMINISTRATION**

Rick Smilow – Chairman & CEO

Richard Simpson – Vice President of Education

Matt Petersen – President

Maureen Drum Fagin – Director of Compliance

Martha Cotto – Chief Registrar

Abbe Baker – Content Director

David Janke – Director of Career Services

Lorne Feldman – Dean of Students Glen Gordon – Controller

Ama Adusei – Director of Student Financial Services

Heather Litt– Director of Human Resources

John Shields – Director of Information Technology

Hillery Wheeler Hargadine – Director of Admissions

#### **LICENSURE**

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

#### **ACCREDITATION**

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

#### **DISCLAIMER**

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

**CAREER DIPLOMA PROGRAMS**  
**CAREER CULINARY ARTS**

**CURRICULUM**

This 650 clock-hour diploma program consists of six modules which are divided into 13 courses. The first 12 courses are composed of 110 four-hour lessons held at ICE. The 13th course is an off-site externship. The program is constructed as follows:

**Course 1: Culinary Fundamentals - 28 Hours**

Great cuisine hinges on the mastery of seemingly simple preparations and techniques that determine the quality of the final product. The most crucial of these are knife skills, which students start learning right at the beginning of their studies.

Course Highlights:

- Knife skills
- Food safety and sanitation
- Culinary math
- Product identification
- Palate development
- Ingredient pairing

**Course 2: Introduction to Fish, Poultry and Meat - 28 Hours**

When consumers purchase a steak or fillet of fish, few suspect the skill required to prepare them. In this course students are immersed in the techniques of protein fabrication. All types of meat and fish are included.

Course Highlights:

- Beef/veal identification and fabrication
- Pork fabrication
- Poultry fabrication
- Fish and shellfish

**Course 3: Sauces and Soups - 32 Hours**

Chefs take great pride in the sauces that transform a good meal into a great dining experience. From the classic sauces of France to modern salsas, relishes, infused oils, and coulis, you will explore all the diverse expressions of the saucier's art. These sauces form the basis for an exploration of a full range of soups.

Course Highlights:

- Grand sauces
- Compound sauces
- Emulsified sauces
- Contemporary sauces
- Consommé
- Vegetable-based soups
- Reductions
- Roux-based soups and bisques

**Course 4: Dry-Heat Cooking Methods - 36 Hours**

The mastery of cooking technique is an essential yet difficult aspect of the culinary craft. Whenever a chef turns and faces the stove, the outcome is wholly dependent on a few basic skills — sautéing, grilling, and frying among them. These dry-heat methods are taught comprehensively and meticulously, giving students an opportunity for continued practice that ensures competency and confidence.

Course Highlights:

- Sautéing proteins, starches and vegetables
- Pan-frying proteins, starches and vegetables
- Deep-frying proteins, starches and vegetables
- Grilling proteins, starches and vegetables
- Roasting proteins, starches and vegetables

**Course 5: Moist-Heat Cooking Methods, Vegetables, Grains and Legumes - 36 Hours**

Moist-heat cooking produces some of the great treasures of the kitchen. Profound flavors and comforting textures make braises and stews some of the highlights of cuisines around the world. Poached and steamed dishes have come into their own and now form the basis of many of today's wellness-centered dishes.

Course Highlights:

- Braising proteins and vegetables
- Stewing proteins, starches and vegetables
- Shallow poaching proteins
- Steaming proteins and vegetables
- Deep-poaching proteins and vegetables

**Course 6: Breakfast Cookery, Salads and Sandwiches - 32 Hours**

Dinner is the main meal associated with being a chef. But over 30% of all meals eaten in restaurants are breakfast, brunch and lunch. This course explores the techniques and ingredients used in those meals, from egg cookery and crêpes to sandwiches, vinaigrettes and dressings.

Legume and grain techniques are also part of this course.

Course Highlights:

- Egg specialties
- Griddle specialties
- Cereals
- Crêpes
- Breakfast meats
- Simple and composed salads
- Dressings and vinaigrettes
- Assorted sandwiches
- Grains and legumes

**Course 7: French Regional Cooking; Italian Regional Cooking – 48 Hours**

Cuisine of France: France is considered the touchstone for all western cuisines – and for good reason. In this course students become familiar with characteristic ingredients, methods and dishes from Provence, Burgundy, Normandy, and Alsace.

Cuisine of Italy: Piedmont, Tuscany, Abruzzo, and 17 other regions comprise what we think of as Italian food. Regionality is the essence of all things Italian and this concept is central to our presentation of this exciting cuisine. Using authentic recipes and ingredients students come to appreciate the diversity and simplicity that characterize this popular European cuisine.

**Course 8: Cuisines of Asia; Advanced Cooking, Plating and Presentation – 48 Hours**

Cuisine of Asia: The panoply of Asian flavors and techniques exert a growing influence on all types of food. Chefs commonly borrow spices, herbs, and other ingredients from this region as they seek to create a more global approach to cuisine. Centering on flavor profiles and specific techniques, this course acquaints students with the essential dishes of India, China, Japan, and Thailand.

Advanced Culinary Applications: Successful multitasking is one of the hallmarks of a successful chef. The challenges of bringing together all the components of an entrée require rigorous attention to timing and proper sequencing of tasks. This course is designed to enable students to assimilate these skills as they learn how to prepare and plate contemporary entrées.

**Course 9: Pastry and Baking Essentials - 40 Hours**

Even the most basic preparations in the pastry chef’s repertoire require practice and skill to master. Silky custards, delicate tarts, and flaky croissants all rely on mastery of the essential skills of rolling, kneading, mixing, and forming. These concepts are emphasized in the comprehensive introduction to baking basics.

Course Highlights:

- Soufflés
- Custards
- Tarts
- Doughs (brisée, sucrée, Danish, puff, phyllo and bread)

**Course 10: Contemporary Desserts - 40 Hours**

Complex, multi-element plates have become the norm in the best kitchens of today. Texture, flavor, and form combine to create memorable finales to the dining experience. Students explore the interrelation between these concepts as they learn to prepare the components of plated desserts.

Course Highlights:

- Chocolate tempering

- Pizza
- Confections
- Cakes
- Plated desserts

**Course 11: Charcuterie and Hors D’Oeuvres - 32 Hours**

Hors d’oeuvres and appetizers challenge the chef to create miniature masterpieces. Whether they’re as simple as a crab cake or as modern as a sphere or a foam, they require skill and a discerning palate. Charcuterie, the art of curing and preserving meat, has existed throughout the world for thousands of years. The 21st century has seen a resurgence in these artisanal, “house-made” delicacies. This course will cover both the preparation and presentation of contemporary and classic charcuterie: pates, sausages, terrines, fermented foods, pickles, smoking and curing.

**Course 12: Culinary Masters and Market Basket - 40 Hours**

As cuisine has evolved and transformed over time, certain chefs have come to the fore as innovators, visionaries, and artists. Many are eager to share their culinary gifts with tomorrow’s chefs and ICE is proud to have collaborated with some of the most celebrated chefs: Marcus Samuelsson, Daniel Boulud, Michael White, Alex Stupak, Anita Lo and Thomas Keller. By preparing recipes specially selected by the chefs, students come to understand the unique perspective of each and glean ideas that will spark their own creativity.

The course concludes with market basket cooking classes where students individually express their interpretation of the master’s lessons. With a basket of seasonal ingredients, students work alone to create a unique menu without using recipes and practice plating, timing, consistency, and creativity.

**Course 13: Externship - 210 Hours**

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

**EDUCATIONAL OBJECTIVES**

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

The Department of Education 6-digit Classification of Instructional Programs (CIP) code for this program is: 12.0503 – Culinary Arts/Chef Training

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

35-1011.00 – Chefs and Head Cooks  
 35-2013.00 – Cooks, Private Household 35-2014.00 – Cooks, Restaurant  
 35-2019.00 – Cooks, All Other

**CLASS SIZE**

The maximum class size for the Career Culinary Arts Program is 18 students.

**PROGRAM DURATION**

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

Schedule Duration

5 days	Morning or Afternoon	26 weeks at 20 hours per week*
3 days	Evening	46 weeks at 12 hours per week*
3 days	Hybrid	33 weeks at 16 hours per week*
2 days	Weekend	38 weeks at 16 hours per week*

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

**TOTAL INSTITUTIONAL CHARGES**

**\*See Addendum**

**ATTENDANCE**

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

We encourage students to come to class even if they will be late, but be advised that lateness will affect participation grades. Students who are late more than five (5) times in a module will be referred to the Disciplinary Committee and may be subject to grade reduction, course failure or dismissal. Any student that is not present for at least two hours in a class will be marked absent.

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

**EVALUATION CRITERIA**

**Examinations & Projects**

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

**Participation & Performance**

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

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

**Library & Written Assignments**

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

## CAREER PASTRY AND BAKING ARTS

### CURRICULUM

This 610 clock-hour diploma program contains five modules that are divided into nine courses. The first eight courses are composed of 100 four-hour lessons that are held at ICE. The ninth course is an off-site externship.

The program is constructed as follows:

#### **Course 1: Introduction to Baking Techniques and Ingredients Part 1 - 44 Hours**

The program begins by giving students an in-depth understanding of the ingredients, techniques, and procedures they will use throughout the program, including:

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

#### **Course 2: Introduction to Baking Techniques and Ingredients Part 2 - 56 Hours**

All well-executed desserts rely on a mastery of fundamental techniques. In this course students begin the journey toward that goal via:

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

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

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

- The technique and theory of working with yeasted doughs: fermentation, dough hydration, temperature control, kneading, and formation methods.
- Application by baking a variety of yeast items including braided, olive and sourdough loaves along with brioche, bagels, baguettes, focaccia, pizza, pretzels and doughnuts.
- The techniques to create laminated doughs, such as croissant and Danish.

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

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

- Classic dough techniques, such as pâte brisée (flaky), pâte sucrée (sweet) and pâte sablée (cookie) to make tarts and pastries, scones, biscuits and shortcakes.
- Creation and utilization of laminated and layered doughs, including puff pastry, phyllo and hand-stretched strudel.
- Proper rolling and shaping techniques for preparing tarts, galettes, pies (single-crust, two-crust, and lattice), palmiers, mille-feuille, fruit strips, pithiviers, croissants, pains au chocolat and a variety of Danish specialties.
- Specialty pastry shop items such as baklava, cannoli, linzer tortes and sfogliatelle.

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

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

- Butter-based and egg-foam cakes, including layered and rolled versions.
- The theory of batter balance for preparing cakes using various mixing techniques including: one-stage, high-ratio, and creaming method. Cakes prepared include carrot, pound, white, yellow, crumb, and chocolate along with muffins. Egg-foam cakes such as angel food, chiffon, and génoise are also included.
- Cupcakes with advanced piping and gluten-free baking.
- A wide variety of cookies and bars, including biscotti, brownies, madeleines, macarons, rugelach, magic bars and rainbow cookies.

#### **Course 6: Cakes, Fillings and Icings Part 2 - 52 Hours**

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

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

**Course 7: Chocolate Confections - 44 Hours**

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

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

**Course 8: Cake Decorating - 56 Hours**

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

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

**Course 9: Externship - 210 Hours**

At the end of their in-class training, all students are assigned an externship. While the Institute of Culinary Education recommends that students extern in restaurant kitchens, they may request venues such as hotels, catering companies,

corporate dining rooms or pastry shops in accordance with their professional goals.

**EDUCATIONAL OBJECTIVES**

Graduates of this program possess a thorough understanding of the principles and techniques of pastry and bread production. Graduates will be prepared for an entry-level position in the foodservice industry. New Pastry graduates find work as pastry assistants, pastry cooks, bakers and assistant chocolatiers.

The Department of Education 6-digit Classification of Instructional Programs (CIP) code for this program is: 12.0501 – Baking and Pastry Arts/Baker/Pastry Chef

The Standard Occupational Classification (SOC) codes for this program are:  
35-1011.00 – Chefs and Head Cooks 51-3011.00 – Bakers

**CLASS SIZE**

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

**PROGRAM DURATION**

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

Schedule	Duration	
5 days	Morning or Afternoon	23 weeks at 20 hours per week*
3 days	Evening	40 weeks at 12 hours per week
2 days	Weekend	35 weeks at 16 hours per week*

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

**TOTAL INSTITUTIONAL CHARGES**

**\*See Addendum**

**ATTENDANCE**

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

We encourage students to come to class even if they will be late, but be advised that lateness will affect participation grades. Students who are late more than five (5) times in a module will be referred to the Disciplinary Committee and may be subject to grade reduction, course failure or dismissal.

Any student that is not present for at least two hours in a class will be marked absent.

assignment can put your grades in jeopardy and can result in possible course failure.

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

## **EVALUATION CRITERIA**

### **Examinations & Projects**

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

### **Participation & Performance**

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

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

### **Library & Written Assignments**

Homework will be assigned throughout the program. Be sure to hand these assignments in on the due date. A missing

## CAREER HEALTH SUPPORTIVE CULINARY ARTS

### CURRICULUM

This 632 clock-hour diploma program contains four modules divided into nine courses. The first eight courses are composed of 108 four-hour lessons that are held at on campus. The ninth course is an off-site externship. The program is constructed as follows:

#### **Course 1: Fundamentals of Plant-Based Cuisine - 52 hours**

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

##### Course Highlights:

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

#### **Course 2: Grains, Beans and Stews – 56 hours**

In this course, we continue your education on plant- forward cuisine to include a variety of bean and grain, stock and sauce preparations. We also prepare soups and stews highlighting whole grains, beans, vegetables and non-dairy alternatives.

##### Course Highlights:

- Identifying and preparing a variety of beans in salads, purees, stews and soups.
- Identifying and preparing whole grains using various techniques.
- Preparing vegan and vegetarian stocks using traditional culinary techniques.
- Preparing vegan and vegetarian versions of mother sauces and other modern vegan sauces.
- Preparing soufflés, custards and emulsified sauces.
- Dishes include: beet borscht with tofu sour cream; shiitake broth with shrimp, soba and baby bok choy curried red lentil soup with coconut; and baked quinoa with fresh peas and herbs.

#### **Course 3: High-Protein Foods – 56 hours**

In this course, we teach how protein sources come in a variety of forms – both plant and animal. We teach how to source and prepare poultry, fish and shellfish, as well as how to prepare seitan and soy foods in health-conscience, traditional forms.

##### Course Highlights:

- Identifying and preparing traditional soy foods, such as tempeh, tofu, edamame, miso, shoyu and tamari.

- Fabricating and preparing poultry, fin fish and shellfish.
- Making seitan and preparing it in a variety of ways.
- Modern plating styles and theory.
- Dishes include: stuffed poblano chilies with browned tempeh; sweet potato bisque with cashew crème fraîche and candied pecans; and hazelnut-crusting flounder with mango salsa.

#### **Course 4: Advanced Culinary Applications – 52 hours**

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

##### Course Highlights:

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

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

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

##### Course Highlights:

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



### Course 6: Bread and Pasta – 52 hours

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

#### Course Highlights:

- Preparing quick breads, scones, pancakes, crêpes, waffles and biscuits.
- Preparing hearth and pan breads.
- Using alternative flours and ingredients in bread baking.
- Preparing ravioli, tortellini, fettucine and gnocchi.
- Preparing appetizers, entrees and desserts to order.
- Dishes include: herb ravioli with porcini mushroom pesto and tofu ricotta; wild rice pancakes; and bulgur raisin pan bread.

### Course 7: Food and Healing 1 and Advanced Culinary Techniques – 52 hours

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

#### Course Highlights:

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

### Course 8: Food and Healing 2 and World Cuisines – 56 hours

This course extends the emphasis on integrative health as it explores food and the immune system, kitchen pharmacy, diets designed to promote cancer prevention and treatment support, Ayurveda, and Macrobiotics. You will also prepare specialty dishes from Asia, Mexico, India and Italy.

#### Course Highlights:

- Preparing dishes and meals designed to boost immunity.
- Preparing Macrobiotic cuisine.
- Preparing Ayurvedic cuisine.
- Preparing world cuisine menus.
- Presenting a four-course vegan buffet.

- Dishes include hiziki with carrots, onions and agé tofu; burdock, carrot and onion kimpura; and eggplant buns with fermented plum condiment.

### Course 9: Externship – 200 Hours

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

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

### EDUCATIONAL OBJECTIVES

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

The Department of Education 6-digit Classification of Instructional Programs (CIP) code for this program is: 12.0503 – Culinary Arts/Chef Training

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

- 35-1011.00 – Chefs and Head Cooks
- 35-2013.00 – Cooks, Private Household
- 35-2014.00 – Cooks, Restaurant
- 35-2019.00 – Cooks, All Other

### CLASS SIZE

The maximum class size for the Career Health Supportive Culinary Arts Program is 18 students.

### PROGRAM DURATION

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

Schedule		Duration
5 days	Morning or Afternoon	20 weeks at 24 hours per week
2 days	Hybrid	45 weeks at 12 hours per week

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

### TOTAL INSTITUTIONAL CHARGES

**\*See Addendum**

**ATTENDANCE**

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

We encourage students to come to class even if they will be late, but be advised that lateness will affect participation grades. Students who are late more than five (5) times in a module will be referred to the Disciplinary Committee and may be subject to grade reduction, course failure or dismissal. Any student that is not present for at least two hours in a class will be marked absent.

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

**EVALUATION CRITERIA**

**Examinations & Projects**

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

**Participation & Performance**

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

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

- Hair is restrained (hair nets are available in the kitchens); men are clean-shaven or have trimmed beards/moustaches; no nail polish or long fingernails
3. Clean Up
    - Participates in cleaning during and after class
  4. Preparation for Class
    - Demonstrates familiarity with recipes
    - Written assignments completed
    - Assigned reading done
  5. Professionalism
    - Takes direction and accepts criticism
    - Is prepared for class
    - Works effectively with classmates
    - Works in a neat and orderly manner
    - Demonstrates an eagerness to learn
  6. Skills
    - Works efficiently
    - Demonstrates appropriate knife skills for level of class
    - Demonstrates an increasing level of technical competence
    - Prepares food of acceptable quality
  7. Punctuality
    - Arrives on time and stays until class is dismissed

**Library & Written Assignments**

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

## RESTAURANT AND CULINARY MANAGEMENT – IN PERSON

### CURRICULUM

This 316 clock-hour diploma program contains five modules that are divided into nine courses, which are divided into 158 lessons (106 lessons in evening classes). In morning and afternoon schedules, students take two courses simultaneously. The program is constructed as follows:

#### **Course 1: Concept Development and Menu Design - 45 Hours**

This course is designed to acquaint students with the realities of a culinary business concept — from creativity to profitability. By surveying the industry, students explore all types of operations and analyze concepts, as well as research feasibility and location selection.

Students gain the knowledge required to develop and refine their ideas. This course also gives a comprehensive view of key aspects of the menu, including planning, pricing, layout, and design. Students prepare a sample menu and devise a concept as a project, which will become part of their final business plans.

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

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

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

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

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

Strategies for purchasing and control are vital for the success of any culinary operation. This course examines labor, food and beverage costs, and revenue control.

Purchasing guidelines, inventory and control, employee-performance standards, productivity and scheduling, use of point-of-sale systems, computers, and new technology are also reviewed.

#### **Course 5: Supervision, Staff Management and Legal Aspects of Culinary Businesses - 45 Hours**

People are the most important resource in any culinary business. In this course students focus on the major functions of management, including leadership, motivation, communication, hiring practices, recruitment, training, discipline, and staff organization. In addition, this course focuses on the legal rights and responsibilities of owners,

employees and operators. Topics include labor relations, employment law, real estate and contracts. Various business structures are also surveyed.

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

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

#### **Course 7: Finance and Accounting - 45 Hours**

A working understanding of numbers is critically important to culinary success. The curriculum for this course focuses on the use of financial statements as a tool for control and decision-making. Topics include balance sheets, profit and loss statements (P&Ls), break-even analysis, cash flow and financing. Budgets, industry standards (critical KPIs) and variation analyses are emphasized. Actual case studies are used to provide real experience.

#### **Course 8: Beverage and Wine – 30 Hours**

Beverage sales is a challenging business. This course explores all areas of beverage service, including wine, spirits, beer, mixology, nonalcoholic drinks, and bar design. Wine tasting and appreciation is included.

Students will study proper alcohol service and receive safe beverage service certification (ServSafe Alcohol).

#### **Course 9: Facilities and Design - 30 Hours**

This course examines how to bring a concept to life, from design through construction and final inspection.

Whether planning to renovate or build a restaurant from scratch, students gain insight into capital costs and budgeting, as well as how to work with architects, engineers, designers and contractors. Topics include equipment and systems basics, space analysis, product and people flows, kitchen and interior design.

### EDUCATIONAL OBJECTIVES

Graduates of this program possess a thorough understanding of the principles of management as it applies to various sectors of the foodservice industry. Graduates will be prepared for an entry-level management position in the foodservice industry. Recent graduates are employed as assistant managers, floor managers, management trainees, hosts and reservationists.

### CLASS SIZE

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

### PROGRAM DURATION

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

Schedule		Duration
3 days	Morning or Afternoon	30 weeks at 12 hours per week
3 days	Evening	42 Weeks at 9 hours per week

### TOTAL INSTITUTIONAL CHARGES

Total Institutional Charges at ICE includes all course expenses, elective classes, field trips, guest lectures, registration fee and all applicable taxes. Student supplies are also included, consisting of iPad, keyboard and books.

3 days	Morning	8am-12pm	\$15,530.00
3 days	Afternoon	1pm-5pm	\$15,530.00
3 days	Evening	6pm-9pm	\$13,980.00

### SUPPLIES

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

#### iPad

All course materials and most texts will be delivered via iPad. An iPad with a minimum of 8 gigs of available memory and iOS of 6.0 or greater is required for the program. Students may purchase an iPad at enrollment or use one that they already own. Due to the nature of the proprietary content delivery system, students must use an iPad — other tablets or e-readers are not compatible.

It is essential that students bring their fully-charged iPad to class each day. For security reasons, iPads should never be stored in lockers and should be taken home each day. If you are having problems with the operation of your iPad or with the ICE proprietary content, please contact T2 Computing at icehelpdesk@t2computing.com or (212)220-9600 x376. For problems with e-books, please contact the help center at Vital Source. ICE does not provide technical or content support nor is it responsible for the loss or damage of student's iPads.

ICE strives to issue the most current version of the iPad to its students. At this time, Diploma in Restaurant and Culinary Management students receive the below items:

Item	Price
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iPad Bundle (includes 10.5" iPad Air Wi-Fi 64GB and Otterbox Case for iPad)	\$578.09*
Bluetooth Keyboard	\$33.21*
Service and Support	\$176.38*

\*includes applicable NYS sales tax of 8.875%

Service and Support for the iPad covers the costs for configuring and shipping the device, AirWatch licensing for one device and includes one year of technical support from our partner T2 Computing. AppleCare+ (hardware coverage) is not included, but may be purchased separately at [www.apple.com](http://www.apple.com).

#### Books

The following books are utilized in the Diploma in Restaurant and Culinary Management program.

Students may elect to provide their own copies of the texts, should they choose to do so. At this time, electronic books may be purchased from ICE as a bundle only and are not sold by ICE individually.

Title	ISBN	Price
Culinary Management Electronic Book Bundle		
Management by Menu, 4E	9781118433324	\$50.00
Supervision in the Hospitality Industry, 8E	9781119191964	\$50.00
Food & Beverage Cost Control, 6E	9781119029991	\$50.00
The Bar & Beverage Book, 5E	9780470913307	\$50.00
ServSafe Coursebook, 7E	9780134764214	\$92.00
ServSafe Alcohol, 3E	9781582803623	\$30.00
		<b>\$322.00</b>

#### ATTENDANCE

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

We encourage students to come to class even if they will be late, but be advised that lateness will affect participation grades. Students who are late more than five (5) times in a module will be referred to the Disciplinary Committee and may be subject to grade reduction, course failure or dismissal. In all schedules, students who miss more than 50% of a class will be marked absent for the entire class.

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

#### **EVALUATION CRITERIA**

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

## ONLINE RESTAURANT AND CULINARY MANAGEMENT

This program will be offered as a synchronous program meeting 3 times per week via video conference software.

### CURRICULUM

This 316 clock-hour diploma program contains five modules that are divided into nine courses, which are divided into 158 lessons (106 lessons in evening classes). In morning and afternoon schedules, students take two courses simultaneously. The program is constructed as follows:

#### **Course 1: Concept Development and Menu Design - 45 Hours**

This course is designed to acquaint students with the realities of a culinary business concept — from creativity to profitability. By surveying the industry, students explore all types of operations and analyze concepts, as well as research feasibility and location selection.

Students gain the knowledge required to develop and refine their ideas. This course also gives a comprehensive view of key aspects of the menu, including planning, pricing, layout, and design. Students prepare a sample menu and devise a concept as a project, which will become part of their final business plans. This course also includes an orientation to online learning.

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

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

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

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

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

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

#### **Course 7: Finance and Accounting - 45 Hours**

A working understanding of numbers is critically important to culinary success. The curriculum for this course focuses on the use of financial statements as a tool for control and decision-making. Topics include balance sheets, profit and loss statements (P&Ls), break-even analysis, cash flow and

financing. Budgets, industry standards (critical KPIs) and variation analyses are emphasized. Actual case studies are used to provide real experience.

#### **Course 8: Beverage and Wine – 30 Hours**

Beverage sales is a challenging business. This course explores all areas of beverage service, including wine, spirits, beer, mixology, nonalcoholic drinks, and bar design. Wine tasting and appreciation is included.

Students will study proper alcohol service and receive safe beverage service certification (ServSafe Alcohol).

#### **Course 9: Facilities and Design - 30 Hours**

This course examines how to bring a concept to life, from design through construction and final inspection.

Whether planning to renovate or build a restaurant from scratch, students gain insight into capital costs and budgeting, as well as how to work with architects, engineers, designers and contractors. Topics include equipment and systems basics, space analysis, product and people flows, kitchen and interior design.

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

Strategies for purchasing and control are vital for the success of any culinary operation. This course examines labor, food and beverage costs, and revenue control.

Purchasing guidelines, inventory and control, employee-performance standards, productivity and scheduling, use of point-of-sale systems, computers, and new technology are also reviewed.

#### **Course 5: Supervision, Staff Management and Legal Aspects of Culinary Businesses - 45 Hours**

People are the most important resource in any culinary business. In this course, students focus on functions of management, including leadership, motivation, communication, hiring practices, recruitment, training, discipline, and staff organization. In addition, this course focuses on the legal rights and responsibilities of owners, employees and operators. Topics include labor relations, employment law, real estate and contracts.

Various business structures are also surveyed. The major certification.

### EDUCATIONAL OBJECTIVES

Graduates of this program possess a thorough understanding of the principles of management as it applies to various sectors of the foodservice industry. Graduates will be prepared for an entry-level management position in the foodservice industry.

Recent graduates are employed as assistant managers, floor managers, management trainees, hosts and reservationists.

**CLASS SIZE**

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

**PROGRAM DURATION**

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

Schedule		Duration
3 days	Morn or Aft	30 weeks at 12 hours per week
3 days	Evening	42 weeks at 9 hours per week

**TOTAL INSTITUTIONAL CHARGES**

Total Institutional Charges at ICE includes all course expenses, elective classes, field trips, guest lectures, registration fee and all apical taxes. Student supplies are also included, consisting of iPad, keyboard and books.

3 days	Morning	8am-12pm	\$15,530.00
3 days	Afternoon	1pm-5pm	\$15,530.00
3 days	Evening	6pm-9pm	\$13,980.00

**Books**

The following books are utilized in the Diploma in Restaurant and Culinary Management program.

Students may elect to provide their own copies of the texts, should they choose to do so. At this time, electronic books may be purchased from ICE as a bundle only and are not sold by ICE individually.

Title	ISBN	Price
Culinary Management		

Electronic Book Bundle		
Management by Menu, 4E	9781118433324	\$50.00
Supervision in the Hospitality Industry, Current Edition	9781119191964	\$50.00
Food & Beverage Cost Control, Current Edition	9781119029991	\$50.00
The Bar & Beverage Book, 5E	9780470913307	\$50.00
ServSafe Coursebook, 7E	9780134764214	\$92.00
ServSafe Alcohol, 3E	9781582803623	\$30.00
		<b>\$322.00</b>

**ATTENDANCE**

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

We encourage students to come to class even if they will be late, but be advised that lateness will affect participation grades. Students who are late more than five (5) times in a module will be referred to the Disciplinary Committee and may be subject to grade reduction, course failure or dismissal. In all schedules, students who miss more than 50% of a class will be marked absent for the entire class.

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

**EVALUATION CRITERIA**

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

## HOSPITALITY & HOTEL MANAGEMENT

### CURRICULUM

This 638 clock-hour diploma program consists of six modules divided into 11 courses. The first 10 courses are composed of 219 lessons (150 lessons in evening classes) held at ICE. In morning and afternoon schedules, students take two courses simultaneously. The eleventh course is a 200-hour off-site externship. The program is constructed as follows:

#### **Course 1: Introduction to Hospitality, Travel and Tourism - 40 Hours**

From marketing and management to food costs and event planning, this first course introduces students to the wide world of hospitality management. Students will receive an overview of the functions and structures within a typical hospitality enterprise.

#### **Course 2: Human Resources and Supervision - 44 Hours**

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

#### **Course 3: Rooms Division and Facility Management - 48 Hours**

A hospitality enterprise's room division is responsible for meeting guests' expectations for a clean, safe and secure environment. This course provides students with an understanding of the essential safety policies and procedures associated with OSHA safety regulations, laundry and maintenance operations and the best practices for effectively managing a secure environment for your guests.

#### **Course 4: Mathematical and Financial Concepts for Hospitality - 44 Hours**

Like most industries, success in the hospitality management industry depends on ambition, hard work and numbers.

Menu pricing, profit and loss statements (P&Ls), and occupancy rates are just a few of the topics covered in this course, which teaches students how to accurately and efficiently associate numbers with both the financial and logistical aspects of hospitality management.

#### **Course 5: Food and Beverage Management - 44 Hours**

Restaurants, banquet halls, in-room dining services and lounges are all a part of any top-level hospitality enterprise. They rely on the food and beverage division. This course explores menu design, restaurant public relations, dining room management, alcoholic beverage service and financial management tools.

#### **Course 6: Hotel Operations: Front and Back Office Management - 50 Hours**

Successfully managing a hotel requires an awareness of every transaction and process that takes place from the time a guest checks in to the time they check out. This course provides students with a comprehensive look at both front and back office management responsibilities including reservation, security, record keeping and audit procedures.

#### **Course 7: Sales and Marketing - 44 Hours**

Even the most extraordinary property can fail if it is not positioned and marketed properly. From marketing audits and evaluations to consumer targeting and evaluation, this course examines the sales office organization, telemarketing, cross-promotions and sales force management required to optimize a property's performance and reach a targeted demographic.

#### **Course 8: Food Production and Kitchen Management – 40 Hours**

The best hotels typically boast excellent food venues. Being equipped to manage kitchens efficiently and understand food production is a valuable skill that is essential in today's cost-sensitive environment. The food production course will explore this important department from inventory, to purchasing, storing, menu design and preparation, to plate presentation, planning and operations. Students will examine kitchen operations in a professional environment.

#### **Course 9: Event Management and Conference Planning - 44 Hours**

As the hospitality management industry grows, so too does the size and scale of conferences, conventions and galas. Large-scale events require complex management skills to create themes, organize timelines, and coordinate catering and technical resources that include special audio/visual effects and lighting. This course provides students with an in-depth look at event and conference planning through interactive lectures and group discussions.

#### **Course 10: Property Management Systems and Technology - 40 Hours**

The digital age hasn't left the hospitality management industry behind. An ever-increasing number of hotels and resorts rely on key property management systems to control everything from reservations and energy management to security and event catering. This course familiarizes students with the industry-leading Micros OPERA System by training them in the uses and functions of technology within hospitality management.

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



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

1. Housekeeping
2. Front Office
3. Food & Beverage Management
4. Sales & Marketing
5. Human Resources & Supervision

**EDUCATIONAL OBJECTIVES**

Graduates of this program possess a thorough understanding of the principles of management as they apply to various sectors of the lodging sector. Graduates will be prepared for entry-level management positions in the hospitality industry. Recent graduates are employed as front desk agents, banquet events coordinators, housekeeping supervisors, night auditors, and food & beverage supervisors.

The Department of Education 6-digit Classification of Instructional Programs (CIP) code for this program is: 52.0904 – Hotel/Motel Administration/Management

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

- 11-9051.00 – Food Service Managers
- 11-9081.00 – Lodging Managers
- 39-9041.00 – Residential Advisors

**CLASS SIZE**

The maximum class size for the Hospitality & Hotel Management Diploma Program is 25 students.

**PROGRAM DURATION**

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

Schedule		Duration
5 days	Afternoon	34 weeks at 20 hours per week*
4 days	Evening	41 weeks at 12 hours per week*

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

**TOTAL INSTITUTIONAL CHARGES**

**\*See Addendum**

**COURSE CERTIFICATES**

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

**ATTENDANCE**

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

We encourage students to come to class even if they will be late, but be advised that lateness will affect participation grades. Students who are late more than five (5) times in a module will be referred to the Disciplinary Committee and may be subject to grade reduction, course failure or dismissal. Any student that is not present for at least two hours in a class will be marked absent for the entire day.

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

**EVALUATION CRITERIA**

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

## PROFESSIONAL DEVELOPMENT CERTIFICATE PROGRAMS

### THE ART OF CAKE DECORATING

#### CURRICULUM

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

This program is not designed to provide vocational training. Programs are intended for students pursuing continuing education.

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

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

##### Course Highlights:

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

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

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

##### Course Highlights:

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

work, Lambeth pipework, freehand embroidery and intricate filigree lace

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

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

##### Course Highlights:

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

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

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

##### Course Highlights:

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

#### **Course 5 – Contemporary Cakes - 40 Hours**

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

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

- Three-tier cake (Styrofoam) iced in royal icing or rolled fondant and decorated in a classical or contemporary style
- Floral spray (made up of a variety of sugar flowers)

- Pastillage card or plaque with a handwritten greeting
- Six decorated cookies or cupcakes

**EDUCATIONAL OBJECTIVES**

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

**CLASS SIZE**

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

**PROGRAM DURATION**

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

Schedule		Duration
5 days	Morn or Aft	15 weeks at 20 hours per week
3 days	Evening	24 weeks at 12 hours per week
2 days	Weekend	20 weeks at 16 hours per week

**TOTAL INSTITUTIONAL CHARGES**

\*See Addendum

- Wears a complete, clean and unwrinkled uniform. (See dress code for details.)
- Food Safety
    - Keeps work area sanitized
    - Does not cross-contaminate
    - Wears gloves when appropriate
    - Hair is restrained (hair nets are available in the kitchens); men are clean-shaven or have trimmed beards/moustaches; no nail polish or long fingernails
  - Clean Up
    - Participates in cleaning during and after class
  - Preparation for Class
    - Demonstrates familiarity with recipes
    - Written assignments completed
    - Assigned reading done

**ATTENDANCE**

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

We encourage students to come to class even if they will be late, but be advised that lateness will affect participation grades. Students who are late more than five (5) times in a module will be referred to the Disciplinary Committee and may be subject to grade reduction, course failure or dismissal. Any student that is not present for at least two hours in a class will be marked absent.

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

**EVALUATION CRITERIA**

**Examinations & Projects**

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

**Participation & Performance**

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

- Uniform
- Professionalism
  - Takes direction and accepts criticism
  - Is prepared for class
  - Works effectively with classmates
  - Works in a neat and orderly manner
  - Demonstrates an eagerness to learn
- Skills
  - Works efficiently
  - Demonstrates appropriate knife skills for level of class
  - Demonstrates an increasing level of technical competence
  - Prepares food of acceptable quality
- Punctuality
  - Arrives on time and stays until class is dismissed

## Techniques & Art of Professional Bread Baking Certificate Program

### CURRICULUM

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

This program is not designed to provide vocational training. Programs are intended for students pursuing continuing education.

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

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

##### Course Highlights:

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

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

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

##### Course Highlights:

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

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

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

##### Course Highlights:

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

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

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

##### Course Highlights:

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

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

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

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

##### Course Highlights:

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

### EDUCATIONAL OBJECTIVES

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

**CLASS SIZE**

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

**PROGRAM DURATION**

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

Schedule		Duration
5 days	Morn or Aft	9 weeks at 25 hours per week

**TOTAL INSTITUTIONAL CHARGES**

\*See Addendum

**ATTENDANCE**

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

We encourage students to come to class even if they will be late, but be advised that lateness will affect participation grades. Students who are late more than five (5) times in a module will be referred to the Disciplinary Committee and may be subject to grade reduction, course failure or dismissal. Any student that is not present for at least two hours in a class will be marked absent.

3. Clean Up
  - Participates in cleaning during and after class
4. Preparation for Class
  - Demonstrates familiarity with recipes
  - Written assignments completed
  - Assigned reading done
5. Professionalism
  - Takes direction and accepts criticism
  - Is prepared for class
  - Works effectively with classmates
  - Works in a neat and orderly manner
  - Demonstrates an eagerness to learn
6. Skills
  - Works efficiently
  - Demonstrates appropriate knife skills for level of class
  - Demonstrates an increasing level of technical competence
  - Prepares food of acceptable quality
7. Punctuality
  - Arrives on time and stays until class is dismissed

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

**EVALUATION CRITERIA****Examinations & Projects**

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

**Participation & Performance**

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

1. Uniform
  - Wears a complete, clean and unwrinkled uniform. (See dress code for details.)
2. Food Safety
  - Keeps work area sanitized
  - Does not cross-contaminate
  - Wears gloves when appropriate
  - Hair is restrained (hair nets are available in the kitchens); men are clean-shaven or have trimmed beards/moustaches; no nail polish or long fingernails

## **INTENSIVE SOMMELIER TRAINING**

### **CURRICULUM**

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

This program is not designed to provide vocational training. Programs are intended for students pursuing continuing education.

Students must be at least 21 years of age to enroll in this program.

### **COURSE 1 – WINE FOUNDATION – 36 HOURS**

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

Students will be taught:

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

### **COURSE 2 – WINES OF FRANCE – 44 HOURS**

The Wines of France unit begins with an overview of the quality levels of French wines, focusing on the AOC system. Students will be introduced to the major wine regions of France, their history, climates and terroir, wine styles, cuisine

and customs. We will take a virtual and tasting tour of the wine regions of France, covering grape varieties, AOCs, styles of wine and labeling. The regions to be covered include: Alsace, Loire Valley, Burgundy, Rhône, Provence, Bordeaux, Languedoc-Roussillon, Southwest, Jura, Savoie and Champagne. An average of 6 to 8 wines will be tasted each day.

Students will be taught:

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

### **COURSE 3 – NEW WORLD WINE REGIONS – 28 HOURS**

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

Students will be taught:

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

- How to taste, characterize and evaluate wines from South America
- How to taste, characterize and evaluate wines from New Zealand and South Africa

#### **COURSE 4 – WINES OF ITALY - 20 HOURS**

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

Students will be taught:

- The major growing regions of the Italian Peninsula
- How to taste, characterize and evaluate wines from Piedmont and Northern Italy
- How to taste, characterize and evaluate wines from Lombardy, Alto-Adige, Veneto and Tre Venezie
- How to taste, characterize and evaluate wines from Tuscany and Central Italy
- How to taste, characterize and evaluate wines from Sicily and southern islands

#### **COURSE 5 – WINES OF THE IBERIAN PENINSULA – 24 HOURS**

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

Students will be taught:

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

#### **COURSE 6 – WINES OF GERMANY, EASTERN EUROPE AND THE LEVANT – 20 HOURS**

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

Students will be taught:

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

#### **COURSE 7 – BEER, SAKE AND SPIRITS – 16 HOURS**

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

Students will be taught:

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

#### **COURSE 8 – WINE PROGRAM MANAGEMENT – 12 HOURS**

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

Students will be taught:

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

### EDUCATIONAL OBJECTIVES

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

### CLASS SIZE

Class size is limited to 22 students.

### PROGRAM DURATION

Our program duration varies according to the schedule option selected. Students may attend class 3 or 5 days per week.

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

eks): Monday through Friday, 10

Schedule		Duration
5 days	Morning	11 Weeks
3 days	Evening	17 Weeks

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

The Intensive Sommelier Training is a 200 clock-hour program. This program may be taken on a full-time schedule allowing the student to complete their training in 10 weeks, or as a part-time schedule allowing the student to complete in 17 weeks. There are 50 class periods of 4 hours. Upon successful completion, students will receive a certificate from ICE. Graduation from the program allows students the opportunity to take the three-day Introductory and Certified Examinations administered by the Court of Master Sommeliers-Americas™.

### TOTAL INSTITUTIONAL CHARGES

Total Institutional Charges at ICE includes all course expenses, wine, food, registration fee, one-year membership with the Guild of Sommeliers, all applicable taxes. Student supplies are also included consisting of tools and books.

5 days	Morning	10:00am-2:00pm	\$10,876
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3 days	Evening	6:00-10:00pm	\$9,950
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### Supplies

Supplies are included in the total institutional charges and are required for the program

### Tools

It is mandatory to purchase the toolkit from ICE.

Aroma Wheel	\$5.00
Table Crumber	\$1.07
Microfiber Cloth	\$11.45
Wine Key	\$3.98
	<b>\$21.50</b>

### Books

Title		ISBN	Cost
Secrets of the Sommeliers	Yes	9781607740919	\$34.54
The World Atlas of Wine, 8th Edition	Yes	9781784726188	\$41.46
Sommelier Tasting Notes: Unit 1	No*	N/A	
Sommelier Tasting Notes: Unit 2	No*	N/A	
Sommelier Tasting Notes: Unit 3	No*	N/A	
Sommelier Tasting Notes: Unit 4-5	No*	N/A	
Sommelier Tasting Notes: Unit 6	No*	N/A	
			<b>\$76.00</b>



**Attendance**

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

We encourage students to come to class even if they will be late, but be advised that lateness will affect participation grades. Students who are late more than five (5) times in a module will be referred to the Disciplinary Committee and may be subject to grade reduction, course failure or dismissal. Any student that is not present for at least two hours in a class will be marked absent.

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

**Evaluation Criteria**

At the end of each module, students will be given a written exam, a tasting exam and a module evaluation grade that reflects their efforts in a combination of the following: attendance, participation, adherence to the dress code and overall professionalism. Students must achieve an overall minimum grade of 70% for the first module (Wine

Students may not retake the tasting or service portion of an exam.

Students who are absent on the day of an end-of-module exam must have a documented medical reason for their absence in order to make it up. A fee of \$150 will be assessed to make up a service exam, and a fee of \$75 will be assessed to make up a tasting exam. The make-up must be completed within three class periods of the original exam.

Foundation), or they will be withdrawn from the program. Students failing to achieve a passing grade in any subsequent module will be placed on probation and may be required to repeat the section, subject to schedule and space availability. Students must also have a cumulative grade of 70% or higher at the midpoint and at the end of the program, or they will be withdrawn.

**Court of Master Sommeliers Exams**

Students in the Intensive Sommelier Training program must successfully complete the program in order to take the optional, onsite Court of Master Sommeliers Introductory and Certified exams, which are included in the course cost. No refunds will be given to students who do not take these exams. The court exams are typically conducted within one week of graduation.

**Make-Up Work**

Students may retake the written portion of a module exam once in an effort to achieve a passing grade for the module. The grade for a retake exam will be considered pass/fail and a maximum score of 70% will be recorded for a passing grade. The retake must be completed within three class periods of notification of a failing grade.

## **ADMISSIONS**

### **HOW TO CONTACT**

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

### **ENTRANCE REQUIREMENTS**

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

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

Student enrolling in online programs are required to complete an online readiness assessment to assure that they are prepared for distance education. In addition, the student must be located one of the states listed in the addendum while they are taking the program.

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

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

Students enrolling in the Intensive Sommelier Training Program must be at least 21 years of age to enroll.

Please contact your Admissions Representative for further details.

### **TRANSFER CREDITS**

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

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

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

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

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

The application for transfer credit will be evaluated by the Vice President of Education and the decision is final. Credits for internships of any kind are not transferable. In addition, the total course credit accepted on transfer cannot exceed 25% of the individual's program.

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

National College Credit Recommendation Service (NCCRS) ICE is proud to have been evaluated by the National College Credit Recommendation Service (NCCRS), an organization

chartered by the University of the State of New York to make college credit recommendations.

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

- Career Culinary Arts Program – 16-19
- Career Pastry and Baking Arts Program – 15-18
- Diploma in Restaurant and Culinary Management – 16
- Hospitality & Hotel Management Diploma Pro. – 24

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

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

### **College Credit – Disclaimer Statement**

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

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

1. Contact the Office of Admissions at (888) 997-CHEF to get started.
2. Visit the school for a personal tour and information session that will detail your education - with your career goals always in mind.
3. Fill out an application online at [www.ice.edu/APPLY](http://www.ice.edu/APPLY) for your desired program and select the schedule most convenient for you. Classes typically open for enrollment 6 months in advance of their start date.
4. If you need financial aid, be sure to ask your Admissions Representative to make an appointment with the Office of Student Financial Services to explore and fully understand all the financing options that are available to you. Alternatively, they may be reached directly at [NYfinaid@ice.edu](mailto:NYfinaid@ice.edu) or at (212) 847-0765.
5. When you have completed both the admissions and finance processes, your Admissions Representative will enroll you. This will include signing your Enrollment Agreement, securing a deposit (if applicable), getting fitted for your chef's coat, and picking up your knives, books, and professional tool kit when applicable.

Please note that a limited number of spaces in each class prevents ICE from admitting as many prospective students as there are applicants. If you are not admitted to the program

with the start date you desire, your initial tuition payment can be refunded or transferred to another start date. Applications remain on file with the New York campus for a period of two years or ten (10) years for active students and graduates.

After you enroll, you may only defer your enrollment in the same program two times (i.e. reserve three total seats).

Applicants who had two prior cancellations will be required to obtain permission from the Dean of Students to reapply for admission.

### **Late Enrollment Policy**

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

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

### **FEES**

A registration fee of \$85.00 is due with the submission of an Application for Admission. This fee is non-refundable, except as described in the Refund Policy. An initial tuition payment of 10% of the total charges must be paid by check or credit card at the time of enrollment except for students paying by bank loan. The School will provide the student with a receipt. The initial tuition payment is not required for students whose Financial Aid will cover more than 90% of their institutional charges, provided the student has completed all required Financial Aid forms prior to the start of the enrollment period. An initial tuition payment is also not required where Veteran Aid Benefits (current proof of award required) match or exceed 10% of the total charges.

### **TUITION & SUPPLIES**

Total Institutional Charges includes all course expenses, food, Wine Essentials Series class field trips (where applicable), guest lectures, registration fee and all applicable taxes. Student supplies are also included, consisting where applicable of books, uniforms, iPad, knives and tools. For more information, please refer to the Total Institutional Charges and Supplies outlines in the overview of each program.

## TUITION PAYMENT OPTIONS OVERVIEW

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

1. Federal Financial Aid – Title IV aid options include both need-based grants and loans administered by the US Department of Education.
2. Private Student Loans – Private student loans are available through a variety of lenders to qualified individuals. Some lenders require the student to complete a FASFA and/or accept all or portions of their eligible Title IV aid. Interest rates vary based on credit history and market interest rates. You can find detailed information on private student loans on the ICE website at ice.edu. Students are encouraged to shop for additional student loan options, as ICE's website is not an exhaustive resource.
3. Enrollment Agreement Payment Plan\* – An approved payment plan with final payment due one month prior to the end of the final class instruction.
4. Tuition Flex Loan\* – Long-term tuition financing program originated by ICE and serviced by Launch Servicing, LLC. There is a nonrefundable \$75 Application Processing Fee for the Tuition Flex loan and it is only available to students who have exhausted all other funding options at ICE.

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

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

## TUITION DISCOUNTS

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

1. Double Diploma Discount – Students enrolling in the second program after the date of their initial enrollment will receive the discount (if any) specified in the current enrollment agreement. Students who have been permitted to re-enter after graduation, withdrawal or dismissal will be ineligible for a Double Diploma Discount unless the Total Institutional Charges for the prior program have been paid in full.

Culinary Arts: Students enrolled in the Career Culinary Arts Program who enroll in the Career Pastry and Baking Arts, Career Health Supportive Culinary Arts, Diploma in Restaurant and Culinary Management, or Hospitality & Hotel Management Diploma Program will have a discount equal to 10% of the tuition of the highest priced program applied to their Balance Due. Students enrolling in Cake Decorating or Bread Baking will

receive a discount equal to 10% of the tuition of the lowest priced program.

Pastry and Baking Arts: Students enrolled in the Career Pastry and Baking Arts Program who enroll in the Career Culinary Arts, Career Health Supportive Culinary Arts, Diploma in Restaurant and Culinary Management, or Hospitality & Hotel Management Diploma Program will have a discount equal to 10% of the tuition of the highest priced program applied to their Balance Due. Students enrolling in Cake Decorating or Bread Baking will receive a discount equal to 10% of the tuition of the lowest priced program.

Health Supportive Culinary Arts: Students enrolled in the Career Health Supportive Culinary Arts Program who enroll in the Career Culinary Arts, Career Pastry and Baking Arts, Diploma in Restaurant and Culinary Management, or Hospitality & Hotel Management Diploma Program will have a discount equal to 10% of the tuition of the highest priced program applied to their Balance Due. Students enrolling in Cake Decorating or Bread Baking will receive a discount equal to 10% of the tuition of the lowest priced program.

Culinary Management: Students enrolled in the Diploma in Restaurant and Culinary Management program who enroll in the Career Culinary Arts, Career Pastry and Baking Arts, or Career Health Supportive Culinary Arts Program will have a discount equal to 10% of the tuition of the highest priced program applied to their Balance Due.

Hospitality Management: Students enrolled in the Hospitality & Hotel Management Diploma Program who enroll in the Career Culinary Arts, Career Pastry and Baking Arts, or Career Health Supportive Culinary Arts Program will have a discount equal to 10% of the tuition of the highest priced program applied to their Balance Due.

Cake Decorating: Students enrolled in The Art of Cake Decorating who enroll in the Career Culinary Arts, Career Pastry and Baking Arts, or Career Health Supportive Culinary Arts Program will have a discount equal to 10% of the tuition of the lowest priced program applied to their Balance Due.

Bread Baking: Students enrolled in The Techniques of Artisan Bread Baking who enroll in the Career Culinary Arts, Career Pastry and Baking Arts, or Career Health Supportive Culinary Arts Program will have a discount equal to 10% of the tuition of the lowest priced program applied to their Balance Due.

Sommelier Program: Students enrolled in the Intensive Sommelier Training Program who enroll in the Career Culinary Arts, Career Pastry and Baking Arts, or Career Health Supportive Culinary Arts Program will have a Discount equal to 10% of the tuition of the lowest priced program applied to their Balance Due.

2. Out-of-Area Discount\*+– Students whose permanent address is more than 100 miles from the School will receive a discount of \$2,500 applied to the Balance Due for their tuition for the Career Culinary Arts, Pastry and Baking Arts, and Career Health Supportive Culinary Arts Programs or \$750 applied to the Balance Due for the Diploma in Restaurant and Culinary Management and Hospitality & Hotel Management Diploma Programs.
3. Military Discount\* – Students who present appropriate military or Veterans Administration documentation will have a \$5,000 discount applied to their Balance Due for the Career Culinary Arts and Career Pastry and Baking Arts after all applicable benefits have been applied. For the Diploma in Restaurant and Culinary Management and Hospitality & Hotel Management Diploma Programs, such students will receive a \$750 discount applied to their Balance Due.
4. Natural Gourmet Institute (NGI)/French Culinary Institute (FCI)/ International Culinary Center (ICC) Alumni Discounts – A \$2,500 discount is applied to the balance due for graduates of an accredited Arts program at the above schools who are enrolling in the Career Culinary Arts, Career Pastry and Baking Arts or the Career Health Supportive Culinary Arts programs. A \$750.00 discount is applied to the balance due for graduates of an accredited Arts program at the above schools who are enrolling in either the Restaurant and Culinary Management or Hospitality and Hotel Management programs. A discount equal to 10% of the cost of tuition for either the Artisan Bread, Art of Cake Decorating or Intensive Sommelier programs (excluding all other costs including application fee, equipment tax, books and ipad) is applied to the balance due for graduates of an accredited Arts program at the above schools enrolling in Artisan Bread, Art of Cake Decorating or Intensive Sommelier programs.

- a. DOCUMENTATION OF TRANSCRIPT OR DIPLOMA IS REQUIRED FROM PRIOR SCHOOL IN ORDER TO RECEIVE DISCOUNT.
- b. GRADUATES FROM NGI/ICC/FCI MAY NOT COMBINE THE DOUBLE DIPLOMA DISCOUNT WITH ANY OTHER DISCOUNT.

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

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

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

#### **VACCINATION POLICY**

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

We strongly encourage students to receive COVID Vaccination. This is especially important since it is required for employment/externships in many municipalities including New York City.

#### **HOUSING**

The Student Housing Program offers comfortable, convenient, fully furnished apartments in some of New York City's most exciting and vibrant communities. With ICE's unique housing solutions, there is no need to worry about negotiating rent or short-term leases, securing a roommate (if you choose). Just open up your bags and dedicate your energy to your career goals, let us help you with the rest. Be sure to ask your Admissions Representative for details on ICE's Out-of-Area Tuition Discount. For more information on these programs and more, please visit [ice.edu/HOUSING](http://ice.edu/HOUSING) or contact the Housing Coordinators at [NYhousing@ice.edu](mailto:NYhousing@ice.edu).

US Citizens & Permanent Residents: The student must provide proof of permanent home address in the form of government-issued photo identification that has not expired (e.g., driver's license, deposits, energy bills, etc) or U.S. passport in addition to a recent utility bill or federal mail.

International students are eligible for a discount of **\$5,000** applied to the Balance Due for Career Culinary Arts and Pastry and Baking Arts Program classes beginning between January 1, 2022 and July 31, 2022. Copy of valid passport and visa will be required.

### **INTERNATIONAL STUDENTS**

All students who wish to attend ICE must first submit an Application for Admission and be accepted. Please note that all classes are taught in English. To qualify for an M-1 visa, international students must pay a 10% deposit and sign a Contract to Make Payment in Full Prior to Class Start Date before any student visa applications can be released. All international students (anyone who is not either a U.S. citizen or permanent resident) must pay a 10% deposit and sign a Contract to Make Payment in Full Prior to Class Start Date.

ICE sponsors M-1 visas for certain programs and schedules. Please refer to our International Student Guidelines to help you understand the requirements of the M-1 visa process. ICE does not sponsor F-1 or other visas.

For more information please visit <https://www.ice.edu/newyork/admissions-financial-aid/international> or contact your Admissions Representative.

### **BACKGROUND CHECK**

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

### **DISABILITIES**

The Institute of Culinary Education is committed to providing qualified students with an equal opportunity to access the benefits, rights and privileges of its services, programs and activities in compliance with The American with Disabilities Act as amended and Section 504 of the Rehabilitation Act of 1973. We offer reasonable and appropriate accommodations to support students and facilitate their success at the Institute of Culinary Education.

If you are an applicant or student with an impairment or disability and would like to request a reasonable accommodation, please contact the Dean of Students at (212) 847-0732. If a request for a reasonable accommodation is not received by the Dean of Students, it may result in the denial or delay of services for students. ICE does not discriminate against qualified students based on disability. Any information on disabilities that an applicant chooses to disclose will be used only in reviewing an applicant's request for reasonable accommodations.

For more information, contact the Office of Student Affairs.

### **NONDISCRIMINATION STATEMENT**

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

## FINANCIAL SERVICES

### HOW TO CONTACT

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

### FEDERAL FINANCIAL AID PROGRAMS

#### Student Aid Eligibility

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

- Demonstrate financial need (except for certain loans).
- Have a high school diploma or a General Education Development (GED) certificate.
- Be working toward certificate in an eligible program.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number (unless you're from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau).
- Maintain satisfactory academic progress once in school.
- Certify that you are not in default on a federal student loan and do not owe money on a federal student grant.
- Certify that you will use federal student aid only for educational purposes.

Even if you are ineligible for a federal grant or other federal aid, you should complete the FAFSA as you may be eligible for non federal aid from states and private institutions. If you regain eligibility during the award year, notify your financial aid administrator immediately. If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you might be liable for returning any financial aid you received during a period of ineligibility. If you have a question about your citizenship status, contact the Office of Student Financial Services.

#### How will I know what I'm eligible for?

The information you reported on your FAFSA is used to determine your Expected Family Contribution (EFC), which is calculated by a formula established by law. The EFC is not the amount of money that your family must provide. Rather, you should think of the EFC as an index used to determine how

much financial aid (grants, loans or work-study) you would receive if you were to attend school. If your EFC is below a certain number, you'll be eligible for a Federal Pell Grant assuming you meet all other eligibility requirements. You can get worksheets that show how the EFC is calculated by downloading them from <https://studentaid.ed.gov/sa/resources>. Click on the award year appropriate to you under "EFC Formula." You may be required to submit additional documents at a later date, upon request of the Office of Student Financial Services. The amount of your Pell Grant depends on your EFC, your cost of attendance, your enrollment status (full time), and your program choice.

A Student Financial Services Advisor will explain how we calculate your cost of attendance. Costs unrelated to the completion of a student's course of study are not included in calculating that student's cost of attendance. A Student Financial Services Advisor can consider special or unusual circumstances and can adjust your cost of attendance or some of the information used to calculate your EFC. The Student Financial Services Advisor can also change your status from dependent to independent but only under specific circumstances the aid administrator will explain. You'll have to provide documentation to justify any change. The decision to change or not to change your dependency status is based on the aid administrator's judgment, and it's final. It can't be appealed to the U.S. Department of Education.

#### How to Apply for Financial Aid

1. Create an FSA ID for student and parent (if student is under 24) at <https://fsaid.ed.gov>.
2. Then, fill out the FAFSA (it'd be helpful to have previously filed tax documents on-hand at the time) online at <http://www.fafsa.ed.gov/>. Select the 2021-2022 and 2022-2023 school year.
  - a. You will be asked to complete personal security questions and create a password. The password will allow you to return to a saved application or check the status of an application in process.
  - b. The ICE school code is: 041443.
  - c. Be sure to use the "Next" and "Previous" buttons to move from page to page. (Using your web browser back and forward buttons may cause you to lose information.)
  - d. Save your data before moving to the next page!
3. Students should utilize the IRS Data Retrieval Tool when at all possible. This will ensure accurate submission of required income and tax information. If you are unsuccessful in using this tool, please request an official detailed Tax Transcript from the

IRS and submit to the Office of Student Financial Services upon request.

4. After submitting your FAFSA, please print a copy for your records and contact the Office of Student Financial Services for the next steps once you receive an email stating that your FAFSA was successfully processed.

### **Federal Pell Grant**

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

#### How much can I get?

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

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

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

### **FSEOG Program**

The FSEOG Program provides need-based grants to help undergraduate students finance the costs of postsecondary education. When making FSEOG awards, the institution must give priority to those students with "exceptional need" (those with the lowest Expected Family Contributions, or EFCs, at the institution) and those who are also Federal Pell Grant recipients. To get an FSEOG, you must fill out the Free Application for Federal Student Aid (FAFSA) so that the Office of Student Financial Services can determine how much financial need you have. Students who will receive Federal Pell Grants and have the most financial need will receive FSEOGs first.

The FSEOG does not need to be repaid. Each year, the school receives a certain amount of FSEOG funds from the U.S. Department of Education's office of Federal Student Aid. Once the full amount of the school's FSEOG funds has been awarded to students, no more FSEOG awards can be made for that year.

### **Direct Stafford Loans**

ICE participates in the Direct Loan Program. The U.S. Department of Education administers the William D. Ford Federal Direct Loan (Direct Loan) Program. The Direct Loan programs consist of what are generally known as Stafford Loans (for students) and PLUS Loans for parents. You can find detailed information about federal loans on our website at ice.edu. Under the Direct Loan Programs, the funds for your loan come directly from the federal government. Eligibility rules and loan amounts are set by the Department of Education.

#### How can I get a Direct Loan?

In order to apply for a Direct Loan, you must first fill out a FAFSA. After your FAFSA is processed, ICE will review the results and will inform you about your loan eligibility. You will need to complete an Entrance Counseling Session, which explains among other things, your repayment responsibilities. You also will have to sign a Master Promissory Note, a binding legal document that lists the conditions under which you're borrowing and the terms under which you agree to repay your loan. The loan application and Master Promissory Note are completed on-line. You will need to submit confirmation of the application to the Office of Student Financial Services. The U.S. Department of Education is your lender for Direct Stafford Loan.

#### How much can I borrow?

A subsidized loan is awarded on the basis of financial need. If you are eligible for a subsidized loan, the government will pay (subsidize) the interest on your loan while you're in school, and if you qualify to have your payments deferred. Depending on your financial need, you may borrow subsidized money for an amount up to the annual loan borrowing limit for your level of study.

- You might be able to borrow loan funds beyond your subsidized loan amount even if you don't have demonstrated financial need. In that case, you'd receive an unsubsidized loan. ICE will subtract the total amount of your other financial aid from your cost of attendance to determine whether you're eligible for an unsubsidized loan. Unlike a subsidized loan, you are responsible for the interest from the time the unsubsidized loan is disbursed until it's paid in full. You can choose to pay the interest or allow it to accrue (accumulate) and be capitalized (that is, added to the principal amount of your loan).
- Capitalizing the interest will increase the amount you have to repay.
- You can receive a subsidized loan and an unsubsidized loan for the same enrollment period as long as you don't exceed the annual loan limits.
- If you're a dependent undergraduate student (excluding students whose parents cannot borrow PLUS Loans), each year you can borrow up to: \$5,500 (for loans first disbursed on or after July 1, 2008) if you're a first-year student enrolled in a program of study that is at least a full academic year.



No more than \$3,500 of this amount can be in subsidized loans. The amount will be prorated downward for a program, such as those at ICE, which is less than a full academic year.

- If you're an independent undergraduate student (or a dependent student whose parents have applied for but were unable to get a PLUS Loan), each year you can borrow up to: \$9,500 if you're a first-year student enrolled in a program of study that is at least a full academic year. No more than \$3,500 of this amount may be in subsidized loans. The amount will be prorated downward for a program, such as those at ICE, which is less than a full academic year.

These amounts are the maximum yearly amounts you can borrow in subsidized and unsubsidized Direct Loans.

Because you can't borrow more than your cost of attendance, minus the amount of any Federal Pell Grant you're eligible for and minus any other financial aid you'll get, you may receive less than the annual maximum amount.

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

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

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

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

#### What's the interest rate?

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

New interest rate cap for military members Interest rate on a borrower's student loan may be changed to six percent during the borrower's active duty military service. Additionally, this law applies to borrowers in military service as of August 14, 2008. Borrower must contact the creditor (loan holder) in writing to request the interest rate adjustment and provide a copy of the borrower's military orders.

#### When do I pay back my loans?

After you graduate, leave school, or drop below half-time enrollment, you will have a six-month "grace period" before you begin repayment. During this period, you'll receive repayment information, and you'll be notified of your first payment due date. You're responsible for beginning repayment on time, even if you don't receive this information. Payments are usually due monthly.

#### How do I pay back my loans?

You'll repay your Direct Loan to the U.S. Department of Education's Direct Loan Servicing Center. The Direct Loan program offer four repayment plans you can choose from, but the terms differ slightly. You will receive more detailed information on your repayment options during entrance and exit counseling sessions your school will provide.

#### What if I have trouble repaying the loan?

Under certain circumstances, you can receive a deferment or forbearance on your loan, as long as it's not in default. During a deferment, no payments are required. You won't be charged interest for a subsidized Direct Stafford loan. If you have an unsubsidized Stafford Loan, you are responsible for the interest during deferment.

If you're temporarily unable to meet your repayment schedule (for example due to poor health or other unforeseen personal problems), but you're not eligible for a deferment, your lender might grant you forbearance for a limited and specified period. If you are considering a deferment or forbearance, you must contact your lender. You may need to submit additional documents as well.

You must continue to make payments until you receive confirmation of approval from the lender.

#### Can my Stafford Loan ever be discharged (canceled)?

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

#### **Direct PLUS Loans (Parent Loans)**

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

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

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

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

#### How much can my parents borrow?

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

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

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

#### What's the interest rate?

Direct PLUS Loans first disbursed on or after July 1, 2021 and before July 1, 2022 have a fixed interest rate of 6.28%.

Other than interest, is there a charge to get a PLUS Loan? Your parents will pay a fee of up to 4.228% of the loan, deducted proportionately each time a loan disbursement is made. For a Direct PLUS Loan, the entire fee goes to the government to help reduce the cost of the loans. Also, your parents may be charged collection costs and late fees if they don't make their loan payments when scheduled.

#### When do my parents begin repaying the loan?

For PLUS loans made to parents disbursed on or after July 1, 2008, the borrower has the option of beginning repayment on the PLUS loan either 60 days after the loan is fully disbursed, or to wait until six months after the dependent student on whose behalf the parent borrowed ceases to be enrolled on at least a half-time basis.

#### How do my parents pay back these loans?

They'll repay their Direct PLUS Loan to the U.S. Department of Education's Direct Loan Servicing Center. To read more about repayment options, visit <https://studentaid.ed.gov/sa/types/loans/plus#repayment-plans>.

#### Is it ever possible to postpone repayment of a PLUS Loan?

Yes, under certain circumstances, your parents can receive a deferment on their loans.

If they temporarily can't meet the repayment schedule, they can also apply for forbearance on their loan, as long as it isn't in default. During forbearance, their payments are postponed or reduced.

Generally, the conditions for eligibility and procedures for requesting a deferment or forbearance apply to both Stafford Loans and PLUS Loans. However, since all PLUS Loans are unsubsidized, your parents will be charged interest during periods of deferment or forbearance. If they don't pay the interest as it accrues, it will be capitalized (that is, added to the principal amount of the loan, and additional interest will be based on that higher amount). If your parents are considering a deferment or forbearance, they must contact the lender. They may need to submit additional documents as well. They must continue to make payments, aside from the interest, until they receive confirmation of approval from the lender.

#### Can a PLUS Loan be discharged (canceled)?

Yes, under certain conditions. A discharge (cancellation) releases your parents from all obligations to repay the loan. If your parents are considering a discharge of a loan, they must contact the Lender directly. Payments must be continued until approval has been received. Additional documents may need to be submitted.

Your parent's PLUS Loan can't be canceled if:

- You didn't complete your program of study at your school (unless you couldn't complete the program for a valid reason—because the school closed, for example)
- You didn't like the school or the program of study
- You didn't obtain employment after completing the program of study

For more information about loan discharge or repayment: Parents should contact the Direct Loan Servicing Center at 1-800-848-0779, or go to <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation>.

#### **Repayment Information**

After you graduate or leave school, you have a period of time before you have to begin repayment. This "grace period" is six months for a Federal Stafford Loan.

The repayment period for all PLUS Loans begins on the date the loan is fully disbursed, and the first payment is due within 60 days of the final disbursement. Parent PLUS Loan borrowers whose loans were first disbursed on or after July 1, 2008, may choose to have repayment deferred while the student for whom the parent borrowed is enrolled at least half-time and for an additional six months after that student is no longer enrolled at least half-time. Interest that accrues

during these periods will be capitalized if not paid by the borrower.

### Exit Counseling

You'll receive information about repayment, and your loan provider will notify you of the date loan repayment begins. It's extremely important to make your current loan payment due on time either monthly (which is usually when you'll pay) or according to your repayment schedule. If you don't, you could end up in default, which has serious consequences. Student loans are real loans— just like car loans or mortgages. You have to pay back your student loans. Find out about your obligations in this section so you can stay on top of your loans. The Exit Counseling Session must be completed at least one month prior to the start of your externship. For more information regarding this process, you will need to contact Student Financial Services at ICE.

### Get Your Loan Information

The U.S. Department of Education's National Student Loan Data System (NSLDS) allows you to access information on loan and/or federal grant amounts, your loan status (including outstanding balances), and disbursements made. Go to [www.nsls.ed.gov](http://www.nsls.ed.gov).

### Paying Back Your Loan(s)

You have a choice of repayment plans. How much you pay and how long you take to repay your loans will vary depending on the repayment plan you choose. There are several repayment plans available: Standard, Extended, Graduated, Income Based Repayment (IBR), and the Income Contingent Repayment (ICR).

Go to the Repayment Plans and Calculators page on the Department of Education web site (<https://studentaid.ed.gov/sa/repay-loans/understand/plans>) for more information about the various repayment plans and to calculate your estimated repayment amount under each of the different plans.

The Publication Funding Education Beyond High School: The Guide to Federal Student Aid provides additional information on repayment options, with examples of monthly payments for different loan amounts, and covers other topics you need to consider when managing your loans. You can see the entire publication at <https://studentaid.ed.gov/sa/sites/default/files/funding-your-education.pdf>.

### Trouble Making Payments

If you're having trouble making payments on your loans, contact your lender as soon as possible. Your lender will work with you to determine the best option for you. Options include:

- Changing repayment plans.
- Deferment - If you meet certain requirements. A deferment allows you to temporarily stop making payments on your loan.

- Forbearance - If you don't meet the eligibility requirements for a deferment but are temporarily unable to make your loan payments. Forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. Read more about deferments and forbearance options at <https://studentaid.ed.gov/sa/repay-loans/deferment-forbearance>

If you stop making payments and don't get a deferment or forbearance, your loan could go into default, which has serious consequences. Contact your lender regarding options for postponing repayment if you are having trouble making payments.

### Default

If you default, it means you failed to make payments on your student loan according to the terms of your promissory note, the binding legal document you signed at the time you took out your loan. In other words, you failed to make your loan payments as scheduled. Both ICE, the financial institution that made or owns your loan and the federal government (your Direct Loan Lender) can take action to recover the money you owe.

Here are some consequences of default:

- National credit bureaus can be notified of your default, which will harm your credit rating, making it hard to buy a car or a house.
- You would be ineligible for additional federal student aid if you decided to return to school.
- Loan payments can be deducted from your paycheck. State and federal income tax refunds can be withheld and applied toward the amount you owe.
- You will have to pay late fees and collection costs on top of what you already owe.
- You can be sued.

### Loan Consolidation

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

### Return of Title IV Funds

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

- When you withdraw, the amount of Title IV program aid that you have earned up to that point is determined by a specific formula. If your total disbursements exceed more than you are entitled to, based upon the calculations, the excess funds must

be returned by the school, which may result in a remaining balance due to the school. You will be responsible for this balance.

- The amount of aid that you have entitled to keep is determined on the number of days in attendance. All ineligible funds must be returned either by the school, the student, or both. Federal software is used to calculate the amount of ineligible aid to be returned and by whom. Once you have completed more than 60% of the period of enrollment, you are entitled to receive all scheduled aid.
- If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, the school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. The school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition or fees.
- There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct loan funds that you would have received had you remained enrolled past the 30th day.
- Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with the school or the Department of Education to return the unearned grant funds.
- The requirements for Title IV program funds when you withdraw are separate from the ICE New York campus refund policy. Therefore, you may still owe funds to ICE to cover unpaid institutional charges. ICE may also charge you for any Title IV program funds that ICE was required to return. The Bursar will notify you of any funds that were returned.
- Various departments can provide you with the requirements and procedures for officially withdrawing from school. They include the Registrar and Bursar.

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

## PRIVATE LOANS

The Smart Option Student Loan is a private, credit-based student loan through Sallie Mae. This loan helps students save money, build good credit and pay off their student loan debt faster. Students who apply with a creditworthy cosigner benefit from low interest rates. Interest rates vary and are reset on a monthly basis. Borrowers may apply for a co-signer release upon successful completion of their program.

Monthly interest-only payments are required during the in school period and during the six-month grace period. Both interest and principal are due following the six-month grace period. Please visit <http://www.salliemae.com/ctsmartloan> to get started.

Sallie Mae Parent Loan: For parents or other creditworthy individuals who want to take responsibility for financing the student's education. Please visit <https://www.salliemae.com/parent/04144300> to get started.

What you may need to refer to when applying:

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

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

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

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

## PAYMENT PLAN

Both require a 10% deposit

1. Short-term payment plan - for the length of the program before you go on externship, originated and serviced by Launch, Inc. with a 2.9% annualized interest rate.
2. Payment In full – Remaining balance is paid by the 1st day of class.

When you visit ICE, please bring the following:

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

## REFUND POLICY

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

1. Students may withdraw from the school at any time subject to the school's refund policy by providing verbal or written notice of withdrawal to the Dean of Students and/or Registrar. The failure of a student to notify the Dean of Students or Registrar in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.
2. If a student is denied admission to the school, he/she will receive a refund of all monies paid.
3. If a student enrolls prior to visiting the school's facility, he/she may cancel within three (3) days of touring the school's facilities and inspecting the equipment and receive a refund of all monies paid.
4. If a student cancels within three (3) days of signing the Enrollment Agreement, he/she will receive a refund of all monies paid except the cost of uniforms and e- books, provided that all other items received are returned in unused condition.
5. If a student cancels within four to seven (4-7) days of signing the enrollment agreement, but prior to the commencement of classes, he/she will receive a refund of all moneys paid, except for the registration fee and cost of uniforms and e-books, provided that all other items received are returned in unused condition. If a student cancels within four to seven (4-7) days of signing the enrollment agreement but after instruction has begun, he/she will receive a refund of all monies paid except for the registration fee and any amounts paid for materials received and personalized uniforms ordered.
6. Thereafter, a student is liable for:
  - a. The \$85 registration fee; plus
  - b. The cost of any texts, books, knives, equipment and tool kits received, food costs, and personalized uniforms ordered, whether or not received; plus
  - c. The tuition liability as of the student's last date of physical attendance as determined by the school's records. Tuition liability is divided by the number of quarters in the program in which a student is enrolled. Tuition liability is limited to the quarter during which the student withdrew or was

dismissed plus tuition for any previous quarters completed.

7. If a student withdraws or is dismissed during the first quarter, the student's tuition liability for such quarter is as follows:
  - Prior to or during the first week 0%
  - During the second week 25%
  - During the third week 50%
  - During the fourth week 75%
  - After the fourth week 100%
8. If a student withdraws or is dismissed during any subsequent quarter, the student's tuition liability for such quarter is as follows:
  - Prior to or during the first week 25%
  - During the second week 50%
  - During the third week 75%
  - After the third week 100%
9. A refund may exceed the amount stated above if applicable state or federal law or accreditation standards, as may be amended from time to time, provide for a greater refund.
10. If a student withdraws for any reason, any refund owed to the student will be paid within 45 days of the school's receipt of written notice of withdrawal, or, if no such notice is provided, within 45 days of the date on which the student is deemed to have withdrawn pursuant to section 5001 of the New York Education Law. If the school dismisses the student for any reason, any refund owed to the student will be paid within 45 days of dismissal.

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

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

## Tuition Reimbursement Account

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

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

New York State Education Department 116 West 32nd Street,  
5th Floor  
New York, New York 10001

Attention: Bureau of Proprietary School Supervision (212)  
643-4760

**WEEKLY TUITION LIABILITY CHARTS**

Please see Appendix A.

## **ACADEMIC POLICIES**

### **ATTENDANCE**

Lateness will affect participation grades. Students who are late more than five (5) times in a module will be referred to the Disciplinary Committee and may be subject to grade reduction, course failure or dismissal. Attendance is taken prior to the start of each lesson and some schedules meet for more than one lesson per day. Any student that is not present for at least two hours in a four-hour lesson or at least one hour in a two-hour lesson will be marked absent.

In online courses delivered via video conference, the camera must be on at all times to verify student's attendance.

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

### **MAKE-UP POLICIES**

#### **Make-Up Classes**

Generally, ICE does not offer make-up classes, however, at the discretion of the Dean of Students, in extraordinary circumstances, make-up work may be permitted.

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

#### **Make-Up Written Examinations**

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

#### **Make-Up Practical Examinations**

Make-up practical examinations require the permission of the Office of Student Affairs (documentation of the reason for missing the exam may be required). A student must demonstrate extenuating circumstances as cause for missing a practical. It is your responsibility to contact the Office of Student Affairs to discuss a make-up practical exam and make-ups must be scheduled within 14 days of the missed exam. A student may only make up one practical examination during the entire program.

### **MAXIMUM TIME TO COMPLETE PROGRAM**

All aspects of the program (in-class and externship) must be completed within 150% of the program length.

### **EXTERNSHIP**

The externship course is directly supervised by ICE, and is required for graduation for the following programs: Career Culinary Arts, Career Pastry and Baking Arts, Career Health Supportive Culinary Arts, and Hospitality and Hotel Management. The externship is overseen by a designated ICE

career services advisor, and its planned program of activities is guided by ICE's programmatic Skills Checklist. The onsite supervisor is directed to train the student on and assess the competencies found in the Skills Checklist. Externship-related assignments are also required for the assessment of this practical training course.

#### **Commencement of Externship**

Externships must begin within 7 days from the last day of class. Failure to commence externship within this timeframe may result in administrative dismissal. The student must successfully complete the externship to graduate from the Career Culinary Arts, Career Pastry and Baking Arts, Career Health Supportive Culinary Arts, and the Hospitality & Hotel Management Diploma Programs.

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

#### **Duration**

The duration of the externship is 210 hours for the Career Culinary Arts and Career Pastry and Baking Arts Programs, or 200 hours for the Career Health Supportive Culinary Arts and Hospitality & Hotel Management Programs. All externships must last at least six weeks.

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

#### **Attendance Journals**

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

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

#### **Evaluation**

At the conclusion of the externship, ICE will send an evaluation form and skills checklist to the designated representative of the site who will grade the student on key performance areas including reliability, work habits, and technical abilities. This evaluation together with satisfactory completion of all externship-related assignments and policy

compliance constitutes the final assessment of the externship course.

### **Student Feedback/Incidents**

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

### **Disciplinary Aspects**

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

### **Externship Placement**

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

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

### **ASSESSING STUDENT PROGRESS**

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

#### **Grades**

The following grade scale will be used:

D+	1.33	67-69	Below Average
D	1.0	65-66	Poor
F	0	0-64	Failing

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

### **Incompletes**

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

### **Academic Standing Evaluation**

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

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

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

If the student fails to achieve 90% attendance and a cumulative grade point average of 2.0, at the next evaluation point, the student will be dismissed. If there are extraordinary circumstances, the Dean of Students may allow an additional 30 days after the evaluation for the student to make up assignments or instructional hours to achieve 90% attendance and 70% cumulative average.

### **Academic Support Program**

The OSA works closely with at-risk students. Students whose Cumulative Grade Point Average (CGPA) is below 2.0 or other students whose grades indicate difficulty with the course work, will be scheduled for an in-person or video conference with the OSA to determine the nature of the problem and arrive at an improvement plan. This may include practical tutorials which will give a student an opportunity to repeat techniques that the student has not mastered. The number of sessions required and subject matter to be covered will be determined by the OSA, with input from the Chef-Instructor and the student. Necessarily, these tutorials will be offered outside of class time.

### **Course Repetition & Failure**

Students who fail a course must repeat it. The grade for the retake will be the course grade. A course may be retaken only once. Students who fail the course for a second time or who fail to attend a scheduled retake of the course will be dismissed and a refund issued in accordance with New York State and Title IV regulations.



5. All courses successfully completed.

Typically, students retake a course while maintaining enrollment in their original cohort. The student will be assigned to retake the failed course in a different class with a schedule that will not conflict with the original class. Repeat classes are assigned based on space availability and delays are possible. It is essential to attend all classes in the repeated course since failure will result in dismissal. Any student who is absent more than once during the retaken class will be dismissed and a refund will be issued in accordance with New York State and Title IV regulations.

In extraordinary cases, a student may be assigned to repeat a failed course via individual course retake. In such cases, a student will work with an instructor in a small group or individual setting. Students who fail their externship course must begin a new externship. The externship must be restarted within 14 days of the LDA (last date of attendance) at the prior externship. The grade for the retake will be the course grade.

In all cases, a student must successfully complete all the courses that comprise their program within 150% of program length (including any retaken courses). If at any time it becomes impossible for a student to complete the program within the 150% limit, the student will be dismissed and a refund issued in accordance with New York State and Title IV regulations.

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

### **Foreign Students**

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

## **GRADUATION**

### **Graduation Requirements**

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

1. Minimum GPA of 2.0.
2. Minimum attendance of 90% of scheduled classes.
3. Completion of all course requirements, including externship where applicable.
4. Satisfaction of all financial obligations to the school.

## **GRADE SCALE**

### **Honors**

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

### **Graduation Ceremony**

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

### **Receipt of Diploma**

Diplomas are issued approximately 6-8 weeks from the end date of externship (i.e. Graduation Date) for Career Culinary Arts, Career Pastry and Baking Arts, Career Health Supportive Culinary Arts, and Hospitality & Hotel Management Diploma Programs. For both the in-person and online Diploma in Restaurant and Culinary Management students, diplomas are issued approximately 6-8 weeks from the Graduation date.

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

### **Satisfactory Academic Progress**

All students are required to maintain Satisfactory Academic Progress ("SAP") in order to remain enrolled and to remain eligible for Federal Student Aid.

SAP is determined by reviewing the student's Cumulative Grade Point Average which must be 2.0 or higher to remain eligible and considered to be maintaining SAP. Students will have SAP evaluated at the end of each Title IV financial aid payment period.

### **MAXIMUM TIMEFRAME**

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

The following chart summarizes how each grade affects CGPA.

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

**How Transfer Credits, Change of Program, or Incompletes Affect SAP**

Hours/Credits that have been transferred into the Institute by the student have no effect on the cumulative grade point average (CGPA) requirement for SAP. Transfer hours/credits are considered when computing the maximum timeframe allowed for a program of study.

For example, a student transfers from institution A to institution B. The student is able to transfer 30 clock hours earned at institution A into a program at institution B. The program requires 610 clock hours to graduate. Thus, the maximum timeframe for this student's new

program at institution B will be one and half times (150%) x 610 = 915 clock hours. The 30 transfer hours will be added to the attempted and earned hours when the rate of completion and maximum timeframe are being calculated.

When a student elects to change a program at the Institute, the student's earned hours and grades will be transferred into the new program as applicable, including transfer hours/credits.

Associated courses - If any course taken in the original program is also part of the new program, that course will be associated with the new program, and those associated courses will be included when computing the CGPA, and maximum

timeframe. This includes courses that were failed or withdrawn.

Transfer hours/credits - Transfer hours/credits from another institution, that are applicable to the new program of study will not be calculated in the CGPA, but those transfer hours/credits will be considered as hours attempted and earned in the maximum timeframe calculation.

For example, a student transfers from Program A to Program B, the student is able to transfer 30 hours an outside institution and 20 associated hours earned in Program A into Program B. Program B requires 642 clock hours to graduate. Thus, the maximum timeframe for this student's new program (Program B) will be one and a half times  $(150\%) \times 642 = 963$  clock hours. The 30 transfer hours from the outside institution will be added to the attempted and earned hours when the rate of completion and maximum timeframe are being calculated; the 20 associated hours earned in Program A will be included in the CGPA, and the maximum timeframe calculations.

Incomplete grades – If an incomplete grade is required under the Incomplete Policy (See Academic Policies), an "I" grade will be assigned to the course. This grade will count for hours attempted but not for hours earned. It is not included in a student's CGPA. This grade may not remain in the student record for more than 14 days, and must be changed to an earned grade or an F by the end of day 14 after the last day of the class. Once changed from an I to an A-F grade, the A-F grade will count toward hours earned, hours attempted, and CGPA. The student's SAP standing will then be reevaluated.

#### **Academic Standing**

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

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

remain eligible for Federal Student Aid when SAP standards are met.

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

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

#### **SAP Appeal for Reinstatement**

A student who has been academically dismissed due to SAP may submit an appeal. Appeals must be made in writing to the Director of Student Financial Services within 14 days. The appeal must assert a mitigating circumstance for the inability to meet SAP including student injury or illness, death of relative or other special circumstances and explain what has changed that will allow the student to achieve SAP at the next evaluation. In deciding the appeal, the Director will consult with the Dean of Students. If the appeal is granted, the Director of Student Financial Services will reinstate the student's Title IV aid for one payment period. The student will be notified by the Office of Student Financial Services within 48 hours of the decision.

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

## ADMINISTRATIVE POLICIES

### **CLOCK HOUR**

One clock hour is 50 minutes.

### **HOLIDAYS**

**\*See Addendum**

### **SCHOOL CLOSING**

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

### **DRESS CODE**

Career Culinary Arts, Career Pastry and Baking Arts, Career Health Supportive Culinary Arts, The Art of Cake Decorating, and The Techniques of Artisan Bread Baking Programs  
Proper dress is an important aspect of professionalism. Moreover, in the food service industry, uniforms are mandated by the New York City Health Code. Students are required to be in uniform (including hats) whenever they are in class. Students may change their clothes in either the locker rooms or the bathrooms. No one is permitted to change in the hallways. Student uniform includes:

1. White commis cap
2. Institute white chef's coat, clean and wrinkle-free and buttoned to the top.
3. Black chef's pants clean and wrinkle-free.
4. White apron.
5. Black, oxford shoes or leather clogs with closed backs. Perforated clogs, plastic clogs or those with strap-backs are not permitted. All shoes must cover the entire top of the foot. Nonslip soles are required on all shoes. Only black shoes may be worn.
6. Socks.
7. Two school-issued blue side towels.

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

Replacement hats, towels, aprons, jackets and pants are available for purchase at the reception desk.

The New York City Health Code prohibits wearing kitchen uniforms outside the kitchen. Please do not wear the uniform when traveling to or from the Institute.

### Hygiene

The obligation to prepare wholesome food in a safe, hygienic manner is a serious one and the Institute is committed to teaching its students to comply with all health code

regulations. In keeping with these standards, students are required to observe the following hygiene guidelines:

1. Men must be clean-shaven or have neatly trimmed beards and mustaches.
2. All hats must cover a student's hair. The hat must come down over the top of the head exposing the forehead with no hair showing. All hair, front back and sides must be under the hat. No ponytails, locks or braids may be outside of the hat for both men and women. For those that have exceptionally long hair, there are special stocking caps that are commercially available. No handkerchiefs may be used in lieu of a hair net or stocking cap.
3. Nails must be free of polish and trimmed short.
4. No jewelry beyond smooth-surfaced rings, studs and stud-type earrings may be worn. No hoop nose rings, lip rings or earrings are permitted.
5. Wash your hands whenever you enter the kitchen, before beginning to cook and after you touch any potentially hazardous food. It is also important to wash your hands after you touch your mouth, face or hair and after using the toilet. Use hand sanitizer frequently.
6. Wear gloves when handling any food that will not undergo further cooking before being served.
7. Notify the Chef-Instructor if you cut or otherwise injure yourself and wear gloves when appropriate.
8. Be certain that your Instructor fills out an accident report in the event you are injured (see Student Injury Policy for additional information).
9. Notify the Chef-Instructor if you are ill. Students who appear to be ill may be sent home to avoid contagion.

COVID Restrictions – See Addendum

**Diploma in Restaurant and Culinary Management, Intensive Sommelier Training Program and Hospitality & Hotel Management Diploma Programs:** While business attire is not required, students are expected to dress in well-maintained, casual clothes. Tee shirts with messages, torn jeans, shorts, tank tops, bare midriffs and see-thru attire are prohibited.

### **IDENTIFICATION BADGE POLICY**

Students must be able to identify themselves at all times. There are two (2) forms of identification that are issued to students within five (5) days of starting the program:

1. Building Access Badge (\$30 replacement fee)

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

Please report lost or stolen ID and access badges to the Office of the Registrar immediately, who coordinates replacements with students.

### **LEAVE OF ABSENCE POLICY**

In order to derive the maximum benefit from our educational experience it is important to take the program as an uninterrupted whole. Extended absences greatly reduce the retention of information and interfere with effective learning. For these reasons, the Institute of Culinary Education discourages students from taking leaves of absence. However, the school recognizes that events occasionally occur that require a student to interrupt his or her education. A student may request a Leave of Absence (LOA) from the Office of Student Affairs (OSA) only under the following policy:

1. The student must request the LOA in writing and must explain the reason for the requested leave.
2. The student must request the LOA on or before their last date of attendance in class. A form requesting a leave may be obtained from the OSA.
3. Student must demonstrate serious circumstance. Acceptable reasons include, but are not limited to, personal illness or illness of a close relative, bereavement, financial hardship or military service; verifying documentation is required. Leaves will not be granted for vacations or other frivolous reasons.
4. The period of the LOA may not begin until the student has submitted and the school has approved a written and signed request for an approved leave of show that the LOA could not have been requested in advance. In these instances, the effective date of the LOA period can be no earlier than the date that the circumstance prevented the student from attending school.
5. The student must specify the length of leave requested.
6. If the request is granted, the school will provide a written approval to the student. LOAs are granted in increments of no more than 30 days. For leaves in excess of 30 days, the student must contact the OSA prior to the expiration of the leave to request a renewal.
7. If circumstances warrant, leaves may be extended up to 180 days from the last date of attendance, upon approval from OSA. An LOA may not exceed 180 days within any 12-month period.
8. In extenuating circumstances, more than one leave may be granted, provided that the total does not exceed 180 days.
9. The registrar will determine the possible return date(s). Due to space constraints, the student may be required to change their class schedule upon return.
10. Failure to return from the LOA on the scheduled day will result in the student being dismissed as of the last date of attendance and subject to refund policies

mandated by New York State and Federal Title IV regulations.

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

### **CLASS TRANSFERS**

#### **Voluntary Transfer**

A student may request and be granted a transfer of schedule if space is available, and provided the transfer does not cause the student to be out of attendance for more than fourteen days or exceed their absence limit. Any student, who voluntarily elects to transfer to a different class schedule, will be charged pro-rata the tuition difference (if any). Should the student elect to transfer to a less expensive class, the student will receive a pro-rata refund.

#### **Involuntary Transfer**

Students returning from a leave of absence may be unable to return to a class meeting on their original schedule due to a lack of space. In these cases, the student will not be charged any additional tuition. Should the student be transferred to a less expensive class the student will receive a pro-rata refund. If a class of equal tuition is available, offered, and refused by

the student, it is considered a voluntary transfer and is subject to pro-rata charges.

## **WITHDRAWAL, DISMISSAL & REINSTATEMENT POLICIES**

### **Withdrawal**

Students may withdraw from the school at any time by providing verbal or written notice of withdrawal to the Dean of Students and/or Registrar. Pursuant to Section 5002 of the Education Law, the failure of a student to notify the Dean of Students or Registrar, in writing, of their intent to withdraw may delay any refund of tuition that may be due. The last date of physical attendance will be considered the actual date of withdrawal. If a student ceases attendance without withdrawing, ICE will dismiss the student when the maximum number of absences are accrued and initiate the refund policies mandated by New York State and Federal Title IV regulations. Withdrawn students are not eligible to partake in Student Services .

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

### **Readmission after Withdrawal**

Students who wish to return to the New York campus following withdrawal from a program, must apply for readmission through the Office of Student Affairs.

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

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

ICE reserves the right to decline to readmit students who withdraw after a prior dismissal.

In all cases the student will require clearance from the Dean of Students prior to readmission.

### **Academic Dismissal**

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

### **Administrative Dismissal**

Students who commit infractions of the conduct code (other than those that result in immediate dismissal) will receive progressive discipline. The first infraction results in a written warning from the Office of Student Affairs. A second infraction will result in the student being placed on behavioral probation and a third infraction may result in dismissal. See the below Code of Conduct for additional information.

### **Attendance Dismissal**

Students may be dismissed for the following attendance infractions:

1. Exceeding the allowable number of absences for their program. Specific Attendance policies may be found within the overview of each program.
2. Failure to begin externship within 7 days from the last day of the in-school portion of the program.
3. Failure to submit externship timesheets in a timely manner.

### **Reinstatement from Dismissal**

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

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

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

Reinstatement will take a minimum of 30 days from the last date of attendance.

## **STUDENT CONDUCT POLICY**

### **Code of Conduct**

In order to assure that all our students benefit from a positive educational environment, we require all students to observe the following rules. Compliance with them is reflected in performance evaluations. Consistent violations of these rules may result in disciplinary action.

All students are bound by the rules and regulations as stated in the Student Handbook including all Code of Conduct policies. These guidelines also apply while on trails, externship or any school-related activity (i.e. volunteering).

Violations of these rules may result in disciplinary action and/or suspension of student services.

1. Students must bring their knives and tool kits to every class. Chef-Instructors will indicate additional items (iPads, books, lessons) that are also required.
2. Students are required to be in full uniform whenever they are in the kitchens. In compliance with the health code, no students will be permitted to participate in career cooking classes while in street clothes.
3. Students are required to practice safe food handling techniques at all times.
4. Students are required to prepare for all classes by familiarizing themselves with the recipes, doing the assigned reading, and completing the written assignments.
5. Students are required to behave in a polite, courteous manner. Rude, vulgar or abusive language will not be tolerated. Cursing in the classroom is not allowed and such activity will result in disciplinary action which could cause suspension and ultimately lead to dismissal.
6. Students are required to work effectively with others. Teamwork is essential for success at the Institute.
7. Students are required to work in a neat and orderly manner.
8. Students are required to keep their work area clean and wash dishes as they go. Participation in kitchen clean-up is mandatory.
9. Cell phone use except for emergencies is prohibited during class.
10. iPads, laptops and other electronics may be used for class purposes only.
11. Smoking is prohibited on Institute property.
12. Students are prohibited from any solicitation activity on school premises. Students may not use class rosters or student lists for any form of solicitation.
13. Students are encouraged to share their experience in class through social media and personal websites, blogs and videos, but may not disseminate or otherwise make public any proprietary information of the Institute of Culinary Education. Prohibited activities include posting Institute recipes on the internet (including on personal websites, blogs or videos) without the prior written consent of the school.
14. Students may only take home food prepared in class. These items must be taken immediately at the end of class and not left in the refrigerators. All raw ingredients and supplies are school property and may not be taken.

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

#### **Prohibited Conduct**

The following actions are grounds for immediate dismissal:

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

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

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

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

1. The school defines cheating as including but not limited to the following:
  - a. Using unauthorized materials such as books, notes, cell phones, or crib sheets to answer examination questions;
  - b. Taking advantage of information considered unauthorized by one's instructor regarding examination questions;
  - c. Copying another student's homework, written assignments, examination answers, electronic media, or other data;
  - d. Assisting or allowing someone else to cheat; or
  - e. Failure to report cheating to an academic official of the school.

2. The school defines plagiarism as including but not limited to the following:

- a. Representing the ideas, expressions, or materials of another without due credit;
- b. Paraphrasing or condensing ideas from another person's work without proper citation; or
- c. Failing to document direct quotations and paraphrases with proper citation.

3. The school defines other forms of academic dishonesty as including but not limited to the following:

- a. Fraud, deception, and the alteration of grades, externship attendance journals (timesheets) or official records;
- b. Changing examination solutions after the fact;
- c. Purchasing and submitting written assignments, homework, or examinations or passing off the work of others as your own;
- d. Reproducing or duplicating images, designs, or Web pages without giving credit to the developer, artist, or designer;
- e. Submitting work created for another course without instructor approval;
- f. Misrepresenting oneself or one's circumstance to gain an unfair advantage
- g. Collaborating with another person(s) without instructor approval; or
- h. Selling or providing papers, course work, or assignments to other students.
- i. Misrepresenting your identity or allowing another to do so.

4. Students may not make unauthorized copies of copyrighted material on or using the school computer systems, networks or storage media. Students may not store unauthorized copies of copyrighted works using school systems, networks and/or storage media. Students may not

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

There are four possible consequences for violating the academic honesty and copyright infringement policy:

1. Failure of the assignment
2. Failure of the course
3. Expulsion from the school
4. Rescinding a diploma or certificate

It is entirely within the discretion of the Institute of Culinary Education to determine the appropriate consequence for any violation of this policy.

#### **STUDENT INJURY POLICY**

The Institute of Culinary Education carries an Excess Student Insurance Policy which provides additional coverage for those students injured on-premises or at school-related events. If an incident occurs, the student must complete a Student Injury Claim Form at or near the time of the injury. The Chef-Instructor will collect the form and submit it to the appropriate parties.

When seeking medical coverage, the student must submit their own insurance information as the "primary insurer," as well as submit copies of any medical bills and

explanation of benefits to the school insurance provider. If a student does not submit these documents, they may be required to assume responsibility for some or all of the related costs.

For these students, the school will serve as the "secondary" or "supplementary insurer." In the event the student is without personal coverage, the school plan will serve as the primary insurer.

#### **STUDENT COMPLAINT PROCEDURE**

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

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



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

### **Policies Pertaining to Grievances**

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

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

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

If a student feels that ICE has inadequately addressed a complaint or concern, the student may contact:

The New York State Education Department Bureau of Proprietary School Supervision (BPSS)  
 116 West 32nd Street, 5th Floor New York, NY 10001  
 (212) 643-4760  
[www.acces.nysed.gov/bpss](http://www.acces.nysed.gov/bpss) Or the  
 Accrediting Commission of Career Schools and Colleges (ACCSC)  
<http://www.accsc.org/>

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting

Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

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

### **INFORMATION TECHNOLOGY POLICY**

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

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

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

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

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

## **STUDENT SERVICES**

Being a student at ICE goes beyond daily classes. The New York campus is pleased to offer active students and alumni opportunities to expand their horizons by participating in the services outlined below. Note that students on a leave of absence or who have been withdrawn or dismissed are not eligible for student services.

### **SCHOLARSHIPS**

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

#### **The ICE Kevin Nurse Memorial Scholarship**

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

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

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

#### **ICE Cares Scholarship Program**

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

Applicants must:

1. Apply to ICE and pay the application fee.
2. Complete the ICE financial aid process including submitting a FAFSA (a copy must be submitted to the Institute of Culinary Education to demonstrate financial need) and have been disapproved by Plus, NJ Class, Sallie Mae and Tuition Flex.
3. Have a grade point average of at least 2.5 in high school or college.
4. Be planning a career in the culinary industry.

5. Satisfy the entrance requirements for the Institute of Culinary Education.
  - a. Applicants must be a high school graduate or have a GED
  - b. Those with international documentation must have an official certified translation indicating that the student completed the equivalent of at least a secondary school in the U.S.A.
6. The amount of the scholarship will depend on the amount of financial aid received. All financial aid must be applied to the cost of tuition, books, uniforms and equipment (as applicable) before utilizing the ICE Cares Scholarship funds to cover the remaining balance due. The maximum value of the Scholarship is \$25,000.

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

Please contact your Admissions Representative for additional information.

#### **ICE Food Dreams Scholarship**

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

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

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

#### **James Beard Foundation Scholarship Program**

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

1. One (1) \$3,500 tuition credit for the Career Culinary Arts Program or Career Health Supportive Culinary Arts Program, and
2. One (1) \$3,500 tuition credit for the Career Pastry and Baking Arts Program, and
3. One (1) \$2,500 tuition credit for the Diploma in Restaurant and Culinary Management or Hospitality & Hotel Management Diploma Program.

Scholarship applicants cannot be enrolled or current students of ICE, must be between 19-35 years of age, and must meet

ICE's admissions requirements. Applications are typically accepted April through May annually and are available at [www.scholarsapply.org/jamesbeard](http://www.scholarsapply.org/jamesbeard). Winners are typically announced in August.

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

Two (2) scholarships are offered each year by ICE through the C-CAP Scholarship Program: one (1) tuition credit for the Hospitality & Hotel Management Diploma Program and one (1) tuition credit towards the Career Culinary Arts, Career Pastry and Baking Arts, or Career Health Supportive Culinary Arts Program. Scholarship amount varies by program and class schedule selected. The scholarship covers tuition only for the program selected; student's own funds must cover expenses for program supplies.

Applicants must be currently attending a C-CAP partner public high school or after school program and must complete the C-CAP Competition application process.

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

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

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

Three (3) tuition scholarships are awarded each year for the Diploma in Restaurant and Culinary Management Program in the value of up to \$15,530. Applicants must be a current or past participant in C-CAP in high school.

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

### **Les Dames d'Escoffier Scholarship Program**

This is an annual scholarship offered by ICE through the Les Dames d'Escoffier Scholarship Program. Four (4) scholarships are awarded each year: one (1) \$2,500 tuition credit towards the Career Culinary Arts Program, one (1) \$2,500 tuition credit towards the Career Pastry and Baking Arts Program, one (1) \$1,500 tuition credit towards the Diploma in Restaurant and Culinary Management program and one (1) \$1,500 tuition credit towards the Hospitality & Hotel Management Diploma Program.

The scholarship program is open to females who are residents of New York, New Jersey or Connecticut and who are active students during Jan-March of the application year.

Applications are available at [www.ldny.org/scholarshipapplication.php](http://www.ldny.org/scholarshipapplication.php) and should be

submitted to the Dean of Students at [studentaffairs@ice.edu](mailto:studentaffairs@ice.edu). Applications are accepted annually from January through March. Winners are typically notified by mid-June each year.

### **Emma's Torch Scholarship Program**

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

Scholarship value varies by program and class schedule selected.

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

### **Aarón Sanchez Scholarship Fund**

Aarón Sánchez is an award-winning chef, author and philanthropist who's dedicated to preserving his family's legacy through food. The Aarón Sánchez Scholarship Fund (ASSF) empowers aspiring chefs by awarding successful applicants with full culinary scholarships to ICE, along with ongoing mentorship.

Each scholarship recipient receives:

- One full scholarship to culinary school in New York City
- Eleven months room and board in New York City
- All of the supplies needed for school
- A monthly unlimited metro card
- Flights and ground transportation to and from New York for the start and end of the program
- Local mentorships during the program
- Culinary industry experience

*Please note that the scholarship entry for period 2021 has passed.*

**For Scholarship info, guidelines and applications go to:**

<https://www.aaronsanchezsponsorshipfund.com/>

### **Application:**

Interested students must complete the online application at <https://www.aaronsanchezsponsorshipfund.com/apply>.

## **HOUSING & TRANSPORTATION**

Please see Housing with the Admissions section of this catalog for information on the types of housing available.

Alternatively, you may visit [ice.edu/HOUSING](http://ice.edu/HOUSING) or contact [NYhousing@ice.edu](mailto:NYhousing@ice.edu).

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

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

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

## **CHILDCARE**

ICE and Brookfield Place do not provide on-site childcare. To find childcare programs and resource for New York City residents, visit [www1.nyc.gov/site/acs/early-care/acs-child-care-options.page](http://www1.nyc.gov/site/acs/early-care/acs-child-care-options.page).

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

## **LIBRARY**

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

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

Hours of Operation:  
Weekdays: 6AM-11PM  
Weekends: 8AM-6PM

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

## **ACADEMIC SUPPORT PROGRAM**

The Institute of Culinary Education works closely with at-risk students. Students whose CGPA is below 2.0 or other students whose grades indicate difficulty with the course work, will be

scheduled for an in-person or video conference with the Dean of Students to determine the nature of the problem and arrive at an academic improvement plan. This may include practical tutorials which will give a student an opportunity to repeat techniques that the student has not mastered. The number of sessions required and subject matter to be covered will be determined by the Dean, with input from the Chef-Instructor and the student. Sessions will be held outside of the student's normal class time. If you think you may need assistance or for any questions, please email [studentaffairs@ice.edu](mailto:studentaffairs@ice.edu).

## **ENRICHMENT CLASSES**

While our programs are comprehensive, there is always more to learn and we are pleased to offer students the opportunity to take enrichment classes on a wide variety of topics. These classes are often taught by guest instructors who offer students unique expertise and perspective. These classes are offered free of charge or at a nominal fee. Students and alumni may sign up for the classes online or by emailing [NYcredits@ice.edu](mailto:NYcredits@ice.edu). To view a current listing of classes, visit [www.ice.edu/newyork/explore-ice/demos-lectures](http://www.ice.edu/newyork/explore-ice/demos-lectures). For online students many of the classes are available as live streams or recordings.

## **MEET THE CULINARY ENTREPRENEUR SERIES**

ICE is proud to offer this monthly lecture series to its students and alumni. This series features successful entrepreneurs who are actively involved in the ownership or management of culinary-related enterprises. These classes provide valuable insight into the real-world, operational aspect of the industry, and often provide students with networking connections and inspiration. Lectures are free for students and offered at a low cost to alumni. To register, email [NYcredits@ice.edu](mailto:NYcredits@ice.edu).

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

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

## **VOLUNTEER OPPORTUNITIES**

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

## **CONTESTS & COMPETITIONS**

Competition can be a powerful vehicle for skill improvement and advancement. It gives students an opportunity to apply

their academic and technical skills in a creative endeavor that offers possibilities of prizes and publicity. Often faculty serve as coaches to student- contestants. Please stop by the Office of Student Affairs or email [studentaffairs@ice.edu](mailto:studentaffairs@ice.edu) for information.

#### **MEDIA OPPORTUNITIES**

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

#### **RECREATIONAL CLASS BENEFIT**

All eligible students are encouraged to take the six-session Wine Essentials course at no charge. (Culinary Management students have wine education built into their program and so are not eligible for this offering.) A student must be at least 21 years of age to take Wine Essentials or any course at the Institute that is based on alcohol. So long as Wine Essentials is still offered an underage student may subsequently elect to use their Wine Essentials credit within 6 months after turning 21. Students taking Wine Essentials are required to give 48-hours' notice if they are unable to attend a class. Failure to provide advance notice or failure to attend the first class of the course

will result in forfeiture of the entire credit. Subsequent classes may be made up if a 48-hour notice is given, subject to availability.

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

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

#### **GRADUATE EMPLOYMENT ASSISTANCE**

Beginning at the first week of enrollment, a member of our Career Services department will meet with each class either in-person or via video conference. From that point on, this advisor will work with the class, one-on-one and as a group, from start to finish. The advisor will assist in resume writing, communication and interview skills, and provide professional leads to secure their externship. Following graduation, ongoing employment assistance is available. See Career Services for additional details.

**CAREER SERVICES**

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

At the conclusion of externship, the Career Services Advisor continues to work with the graduate to secure employment by providing job listings and additional support with interviewing and resume writing as required. Examples of on-going services offered to graduates includes individual advisement sessions, one- on-one resume writing assistance, recruiter visits, weekly job listing newsletter and bi-annual Career Fairs.

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

**PLACEMENT STATISTICS**

Our most recent placement and graduation statistics as reported (2021) to our accreditor ACCSC are as follows:

**OEDS Graduates between 7/1/2018 and 6/30/2019**

**Career Culinary Arts Program**

Outcome Status As of June 30, 2019	Continuing into 2019-2020	Non-Completers	Graduates
Full Time Program	0	0	0
Part Time Program	168	38	249

**Graduation Follow-Up: Employment**

	Full Time Program	Part Time Program	Total Graduates
Employed In Occupation	0	162	162
Employed in Related Field	0	0	0
Employed in Unrelated Field	0	17	17
Seeking Employment	0	4	4
Status Unknown	0	34	34
Unavailable for Employment	0	31	31

**Career Pastry and Baking Arts Program**

Outcome Status As of June 30, 2019	Continuing into 2019-2020	Non-Completers	Graduates
Full Time Program	0	0	0

Part Time Program	80	8	104
<b>Graduation Follow-Up: Employment</b>			
	<b>Full Time Program</b>	<b>Part Time Program</b>	<b>Total Graduates</b>
Employed In Occupation	0	77	77
Employed in Related Field	0	0	0
Employed in Unrelated Field	0	6	6
Seeking Employment	0	1	1
Status Unknown	0	11	11
Unavailable for Employment	0	9	9

**Career Health Supportive Culinary Arts**

Outcome Status As of June 30, 2019	<b>Continuing into 2019-2020</b>	<b>Non-Completers</b>	<b>Graduates</b>
Full Time Program	15	0	0
Part Time Program	23	0	0

<b>Graduation Follow-Up: Employment</b>			
	<b>Full Time Program</b>	<b>Part Time Program</b>	<b>Total Graduates</b>
Employed In Occupation	0	0	0
Employed in Related Field	0	0	0
Employed in Unrelated Field	0	0	0
Seeking Employment	0	0	0
Status Unknown	0	0	0
Unavailable for Employment	0	0	0

**Diploma in Restaurant and Culinary Management**

Outcome Status As of June 30, 2019	<b>Continuing into 2019-2020</b>	<b>Non-Completers</b>	<b>Graduates</b>
Full Time Program	0	0	0
Part Time Program	72	14	102

<b>Graduation Follow-Up: Employment</b>			
	<b>Full Time Program</b>	<b>Part Time Program</b>	<b>Total Graduates</b>
Employed In Occupation	0	61	61
Employed in Related Field	0	0	0

Employed in Unrelated Field	0	8	8
Seeking Employment	0	1	1
Status Unknown	0	13	13
Unavailable for Employment	0	19	19

**Hospitality & Hotel Management Diploma Program**

Outcome Status As of June 30, 2019	Continuing into 2019-2020	Non-Completers	Graduates
Full Time Program	0	0	0
Part Time Program	44	7	15

Graduation Follow-Up: Employment	Full Time Program	Part Time Program	Total Graduates
Employed In Occupation	0	12	12
Employed in Related Field	0	0	0
Employed in Unrelated Field	0	0	0
Seeking Employment	0	1	1
Status Unknown	0	2	2
Unavailable for Employment	0	0	0

**The Art of Cake Decorating**

Outcome Status As of June 30, 2019	Continuing into 2019-2020	Non-Completers	Graduates
Full Time Program	0	0	0
Part Time Program	0	0	16

Graduation Follow-Up: Employment	Full Time Program	Part Time Program	Total Graduates
Employed In Occupation	0	7	7
Employed in Related Field	0	0	0
Employed in Unrelated Field	0	3	3
Seeking Employment	0	0	0
Status Unknown	0	4	4
Unavailable for Employment	0	2	2



**The Technique of Artisan Bread Baking**

Outcome Status As of June 30, 2019

Continuing into 2019-2020    Non-Completers    Graduates

Full Time Program	4	0	7
Part Time Program	0	0	0

Graduation Follow-Up: Employment

Full Time Program    Part Time Program    Total Graduates

Employed In Occupation	3	0	3
Employed in Related Field	0	0	0
Employed in Unrelated Field	0	0	0
Seeking Employment	0	0	0
Status Unknown	2	0	2
Unavailable for Employment	2	0	2

**OEDS Graduates between 7/1/2019 and 6/30/2020**

**Career Culinary Arts Program**

Outcome Status As of June 30, 2020

Continuing into 2020-2021    Non-Completers    Graduates

Full Time Program	0	0	0
Part Time Program	150	59	158

Graduation Follow-Up: Employment

Full Time Program    Part Time Program    Total Graduates

Employed In Occupation	0	111	111
Employed in Related Field	0	0	0
Employed in Unrelated Field	0	11	11
Seeking Employment	0	4	4
Status Unknown	0	19	19
Unavailable for Employment	0	13	13

**Career Pastry and Baking Arts Program**

Outcome Status As of June 30, 2020

Continuing into 2020-2021    Non-Completers    Graduates

Full Time Program	0	0	0
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Part Time Program	56	25	82
<b>Graduation Follow-Up: Employment</b>			
	<b>Full Time Program</b>	<b>Part Time Program</b>	<b>Total Graduates</b>
Employed In Occupation	0	41	41
Employed in Related Field	0	0	0
Employed in Unrelated Field	0	8	8
Seeking Employment	0	3	3
Status Unknown	0	15	15
Unavailable for Employment	0	15	15

**Career Health Supportive Culinary Arts**

Outcome Status As of June 30, 2020	<b>Continuing into 2020-2021</b>	<b>Non-Completers</b>	<b>Graduates</b>
Full Time Program	5	19	26
Part Time Program	29	15	0

<b>Graduation Follow-Up: Employment</b>			
	<b>Full Time Program</b>	<b>Part Time Program</b>	<b>Total Graduates</b>
Employed In Occupation	14	0	14
Employed in Related Field	0	0	0
Employed in Unrelated Field	0	0	0
Seeking Employment	0	0	0
Status Unknown	6	0	6
Unavailable for Employment	6	0	6

**Diploma in Restaurant and Culinary Management**

Outcome Status As of June 30, 2020	<b>Continuing into 2020-2021</b>	<b>Non-Completers</b>	<b>Graduates</b>
Full Time Program	0	0	0
Part Time Program	22	10	106

<b>Graduation Follow-Up: Employment</b>			
	<b>Full Time Program</b>	<b>Part Time Program</b>	<b>Total Graduates</b>
Employed In Occupation	0	59	59
Employed in Related Field	0	0	0

Employed in Unrelated Field	0	7	7
Seeking Employment	0	1	1
Status Unknown	0	19	19
Unavailable for Employment	0	20	20

**Hospitality & Hotel Management Diploma Program**

Outcome Status As of June 30, 2020	Continuing into 2020-2021	Non-Completers	Graduates
Full Time Program	0	0	0
Part Time Program	19	13	37

Graduation Follow-Up: Employment	Full Time Program	Part Time Program	Total Graduates
Employed In Occupation	0	25	25
Employed in Related Field	0	0	0
Employed in Unrelated Field	0	3	3
Seeking Employment	0	2	2
Status Unknown	0	6	6
Unavailable for Employment	0	1	1

**The Art of Cake Decorating**

Outcome Status As of June 30, 2020	Continuing into 2020-2021	Non-Completers	Graduates
Full Time Program	0	0	0
Part Time Program	0	0	0

Graduation Follow-Up: Employment	Full Time Program	Part Time Program	Total Graduates
Employed In Occupation	0	0	0
Employed in Related Field	0	0	0
Employed in Unrelated Field	0	0	0
Seeking Employment	0	0	0
Status Unknown	0	0	0
Unavailable for Employment	0	0	0

**The Technique of Artisan Bread Baking**

Outcome Status As of June 30, 2020

Continuing into 2020-2021    Non-Completers    Graduates

Full Time Program

5	0	12
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Part Time Program

0	0	0
---	---	---

Graduation Follow-Up: Employment

Full Time Program    Part Time Program    Total Graduates

Employed In Occupation

2	0	2
---	---	---

Employed in Related Field

0	0	0
---	---	---

Employed in Unrelated Field

1	0	1
---	---	---

Seeking Employment

0	0	0
---	---	---

Status Unknown

5	0	5
---	---	---

Unavailable for Employment

4	0	4
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## **DISCLOSURES & OTHER INFORMATION**

### **ALCOHOL AND DRUG ABUSE PREVENTION PROGRAM**

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

Consumption of alcohol by a student under the age of 21 is strictly forbidden. Violations of the drug and alcohol prohibitions are grounds for immediate dismissal or other disciplinary action.

#### **Legal Penalties**

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

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

Parts of that law include:

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

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

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

#### **Health Risks Associated with Drug Abuse**

There are both immediate and long-term problems that can be associated with drug and alcohol abuse. An acute problem can result from a single episode of drug/alcohol use such as sudden heart failure (cocaine use) or an automobile accident (alcohol or drug use). While under the influence of alcohol or drugs, a person is not mentally sharp and physical reflexes may be slowed. Because Arts students use knives, hot liquids, ovens and other potentially dangerous items, violation of the drug and alcohol abuse policy at school is particularly dangerous.

Chronic problems can result from long-term abuse of alcohol or drugs. These include liver problems, cognitive deficits, and physical tremors as well as behavior problems and difficulty concentrating or holding a job. Using drugs can lead to addiction, impairment, and death.

Symptoms of addiction may include:

- Drinking or getting high daily
- The need to drink more or take larger amounts of drugs to get an effect
- Feeling guilt or remorse about drinking/drug use or things you do while drinking or high
- Anxiety or depression (which could be a cause or effect of the substance abuse)
- Complaints from family, friends, or colleagues about drinking or drug use
- Decline in performance or increase in absences at school or work
- Inability to remember what happened when drinking (blackouts)
- Drug abuse does not just include illegal drugs. Legal prescription drugs are not something to fool around with. Neither are some over-the-counter medications like cough syrup. Just because a doctor prescribed them to a relative or a friend doesn't make them safe for you. Just because something comes from a drug store doesn't make it safe to abuse. Combinations of drugs, or of drugs and alcohol, can be particularly dangerous.

#### **Counseling, Treatment, and Rehabilitation Programs**

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

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

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

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

### **CAMPUS SECURITY POLICY**

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

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

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

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

### **Notice of Availability of Annual Security Report**

The Institute of Culinary Education's Annual Security Report includes statistics since October 1st, 2011 concerning reported crimes that occurred on-campus; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Office of Student Affairs or the Office of Human Resources or by accessing the following web site: <https://ice.edu/newyork/career-programs/annual-security-report>  
The report is updated by October 1st of each year.

### **Evacuation Procedure**

Situations that require building evacuation:

- Bomb threat
- Fire
- Gas leak / water main break
- Explosion
- Building collapse

Anyone who discovers any of the above situations should call 911 immediately followed by a call to Maintenance Ext. 783.

Decision to evacuate will be made by FDNY in conjunction with the landlord's Fire Safety Director and ICE's Director of Facilities or their designate. The Director of Facilities (Ext. 783) or designate will immediately notify all faculty, students, guests and staff through email or public announcement by the landlord. Only those floors affected will be notified. All floor fire safety marshals will conduct a search of their designated floor/company to be sure all staff and students have been evacuated.

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

### **Shelter in Place (Lockdown) Procedure**

Situations that require in-place shelter:

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

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

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

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

### **Fire Safety Procedures**

Situations that require fire safety procedures

- Smell smoke
- Detect fire

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

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

All faculty, students, guests and staff will go to the nearest stairwell and evacuate the building in an orderly fashion and gather in front of the Liberty Street entrance of the building. Follow direction from the designate from Maintenance who will be receiving instructions from the building Fire Safety Director and FDNY.

#### **Other Emergencies**

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

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

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

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

#### **FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the day the Institute of Culinary Education receives a request for access.
  - a. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
  - a. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
  - b. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the Institute of Culinary Education discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. 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.
  - b. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute of Culinary Education has contracted as its agent to provide a service instead of using school employees or officials (collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance

- committee, or assisting another school official in performing his or her tasks.
- c. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Institute of Culinary Education.
  - d. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
  - e. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

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

**Academic Records Policy:**

The New York campus maintains an official transcript for all formerly enrolled students indefinitely as a permanent student record. Other student records will be retained for a minimum of seven (7) years or as required by Federal law, if longer than seven (7) years. Permanent student records shall be transferred upon school closure or discontinuance of operation, in accordance with section 5001(8) of New York State Education Law.

**HOW TO REGISTER TO VOTE**

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

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

New York State residents, visit:  
<http://www.elections.ny.gov/NYSBOE/download/voting/voteform.pdf>

For a national listing of how to register to vote, visit:  
<http://www.eac.gov/assets/1/Documents/national%20mail%20voter%20registration%20form%20english%20February%2015%2020111.pdf>

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

**STUDENT RIGHT-TO-KNOW**

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

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

This institution did not admit full-time first-time undergraduate-level students in the cohort year, therefore graduation rate information was not reported.

The information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation, completion and transfer-out status of students who enrolled during the referenced school year and for whom 150% of the normal time-to- completion has elapsed. Please see College Navigator: <https://nces.ed.gov/collegenavigator/> for more details.

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

**TITLE IX**

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

Lorne Feldman  
 Dean of Students  
 225 Liberty Street, New York, NY 10281  
 (212) 847-0732  
[lfeldman@ice.edu](mailto:lfeldman@ice.edu)

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

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





## Appendix to Catalog

### VA Pending Payment Compliance

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

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

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

However, to qualify for this provision, such students may be required to:

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

**Addendum**

**Total Institutional Charges**

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

**Classic Culinary Arts**

Schedule		Time	Total Charges
5 days	Morning	8am-12pm	\$40,660.00
5 days	Afternoon	1pm-5pm	\$40,660.00
3 days	Evening	6pm-10pm	\$36,050.00
3 days	Hybrid	6-10p.m. & 9am-5pm	\$36,050.00
2 days	Weekend	9am-5pm	\$36,050.00

**SUPPLIES**

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

**Uniforms**

The following components are included in the school- issued uniform. Please see Dress Code within Administrative Policies for additional uniform information.

Item	Price Each	Quantity	Total Price
Chef Jackets	\$50.00	3	\$150.00
Chef Pants	\$36.00	2	\$72.00
Aprons	\$5.00	5	\$25.00
Hats	\$6.00	2	\$12.00
Shoes	\$80.00	1 pair	\$80.00
			<b>\$339.00</b>

**Knives**

The following items are included in the Career Culinary Arts knife kit, which is mandatory to purchase from ICE. All items are from Wüsthof.

Item #	Item Name	Price
4062	Classic 2 ¾" Peeling Knife	\$40.00
4066/9	Classic 3 ½" Paring Knife	\$43.00
4410/16	Gourmet 6" Kitchen Fork	\$30.00
4493/32	12" Sharpening Steel	\$46.00
4517/15	Gourmet 10" Confectioner's Knife	\$57.00

4550/18	Classic 7" Flexible Fish Fillet Knife	\$83.00
4596/23	Classic IKON 9" Cook's Knife	\$144.00
4602	Classic 5" Boning Knife	\$74.00
5558-1	Come-Apart Kitchen Shears	\$19.00
7372/8	Cordura Knife Roll, 8-pocket	\$28.00
N/A	Blue Kitchen Towels – 10	N/A
	NYS Sales Tax of 8.875%	\$50.06
		<b>\$614.06</b>

Students may provide their own knife kit, but must adhere to specifications. In general, knives should be:

- High-carbon stainless steel
- Forged (except for Confectioner's, Paring and Peeling knives)
- Have rivets, a full tang and a taper-ground edge
- Be suitable for sharpening with a water-stone

Recommended brands include Wüsthof, J.A. Henckels, Shun and Saba tier. Please see your Admissions Representative for additional guidelines. ICE does not sell all the knives included in the kit. However, select knives from the Wüsthof Classic series are available for purchase. Please contact Customer Service at(212) 847-0770 for additional information.

#### Tools

The following items are included in the Career Culinary Arts tool kit, which is mandatory to purchase from ICE. The quantity of each item is one unless otherwise noted.

Item #	Item Name
D362	European Style Peeler
IC02	Offset Spatula 8"
IC03	Pastry Brush 1"
IC04	Pastry Brush 2"
IC05	Metal Bench Scraper
IC06	Plastic Bowl Scraper
IC07	Plain Tip #2
IC08	Plain Tip #6
IC09	Star Tip #4
IC16	Offset Spatula 4.25"
IC20	Ladle 1oz.
IC21	Ladle 2oz.

IC22	Saucing Spoon – 2 ea.
IC23	Measure Cup Set
IC25	Slotted Spoon 15”
IC26	Solid Spoon 15”
IC27	Medium Whisk
IC28	Tool Bag
IC29	Peppermill 4”
IC43	Water-Stone 220/1000
IC45	Thermometer with Probe
IC48	Matfer Kitchen Spoon 15”
IC55	Peltex Spatula
IC57	High Heat Spatula 14”
IC58	Heavy Duty Tongs 12”
IC59	Reamer
IC61	High Heat Spatula 10.5”
IC62	Measure Spoon Set
IC64	Fish Bone Tweezers
IC66	Conical Mesh Strainer 5.5”
IC73	Precision Pocket Scale 100g
IC75	Culinary Ruler
IC76	Taylor 9842 Digital Thermometer
IC77	Curved Extra Fine Tip Tweezers
M964 A	4.5 X 1” Knife Guard – 2 Ea.
M964 B	10.5 X 1” Knife Guard
M964 E	10.5 X 2” Knife Guard
M964 G	6.5 X 1” Knife Guard
M964 I	8.5 X 1” Knife Guard
U746	Microplane Grater
N/A	OXO 11-lb Scale
N/A	Sauce Cups – 10 Ea.

Subtotal	\$500.00
NYS Sales Tax of 8.875%	\$44.38
<b>Total Price</b>	<b>\$544.38</b>

The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit.

### iPad

All course materials and most texts will be delivered via iPad. An iPad with a minimum of 8 gigs of available memory and iOS of 6.0 or greater is required for the program. Students may purchase an iPad at enrollment or use one that they already own. Due to the nature of the proprietary content delivery system, students must use an iPad — other tablets or e-readers are not compatible.

It is essential that students bring their fully-charged iPad to class each day. For security reasons, iPads should never be stored in lockers and should be taken home each day. If you are having problems with the operation of your iPad or with the ICE proprietary content, please contact T2 Computing at [icehelpdesk@t2computing.com](mailto:icehelpdesk@t2computing.com) or (212) 220-9600 x376. For problems with e-books, please contact the help center at Vital Source. ICE does not provide technical or content support nor is it responsible for the loss or damage of student's iPads.

ICE strives to issue the most current version of the iPad to its students. At this time, students receive the below items:

Item	Price
iPad Bundle (10.5" iPad Air Wi-Fi 64GB, Otterbox Case for iPad)	\$578.09*
Service & Support	\$176.38

*\*includes applicable NYS sales tax of 8.875%*

Service and Support for the iPad covers the costs for configuring and shipping the device, AirWatch licensing for one device and includes one year of technical support from our partner T2 Computing. AppleCare+ (hardware coverage) is not included, but may be purchased separately at [www.apple.com](http://www.apple.com).

### Books

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

Title	ISBN	Price
Culinary Electronic Book Bundle		
Garde Manger, 4E	9781118558645	\$38.00
The Professional Chef, 9E	9781118558638	\$43.00
In the Hands of a Chef	9781118558676	\$21.00
Creating Your Culinary Career	9781118764633	\$25.00
Meat Fabrication Charts	N/A	\$11.00
Vegetable Cuts Kit IV	69548954329	\$16.00

		<b>\$154.00</b>
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**Pastry & Baking Arts**

Schedule		Time	Total Charges
5 days	Morning	8am-12pm	\$39,900.00
5 days	Afternoon	1pm-5pm	\$39,900.00
3 days	Evening	6pm-10pm	\$33,950.00
2 days	Weekend	9am-5pm	\$33,950.00

**SUPPLIES**

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

**Uniforms**

The following components are included in the school- issued uniform. Please see Dress Code within Administrative Policies for additional uniform information.

Item	Price Each	Quantity	Total Price
Chef Jackets	\$50.00	3	\$150.00
Chef Pants	\$36.00	2	\$72.00
Aprons	\$5.00	5	\$25.00
Hats	\$6.00	2	\$12.00
Shoes	\$80.00	1 pair	\$80.00
			<b>\$339.00</b>

**Knives**

The following items are included in the Career Culinary Arts knife kit, which is mandatory to purchase from ICE. All items are from Wüsthof.

Item #	Item Name	Price
4066/9	Classic 3 ½” Paring Knife	\$43.00
4493/32	12” Sharpening Steel	\$46.00
4517/15	Gourmet 10” Super Slicer	\$65.00
4596/23	Classic IKON 9” Cook’s Knife	\$144.00
5558-1	Come-Apart Kitchen Shears	\$19.00
7372/8	Cordura Knife Roll, 8-pocket	\$28.00
N/A	Blue Kitchen Towels – 10	N/A
	NYS Sales Tax of 8.875%	\$50.06

		\$375.62
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Students may provide their own knife kit, but must adhere to specifications. In general, knives should be:

- High-carbon stainless steel
- Forged (except for Confectioner's, Paring and Peeling knives)
- Have rivets, a full tang and a taper-ground edge
- Be suitable for sharpening with a water-stone

Recommended brands include Wüsthof, J.A. Henckels, Shun and Saba tier. Please see your Admissions Representative for additional guidelines. ICE does not sell all the knives included in the kit. However, select knives from the Wüsthof Classic series are available for purchase. Please contact Customer Service at(212) 847-0770 for additional information.

**Tools**

The following items are included in the Career Pastry & Baking Arts tool kit, which is mandatory to purchase from ICE. The quantity of each item is one unless otherwise noted.

Item #	Item Name
D362	European Style Peeler
IC02	Offset Spatula 8"
IC05	Metal Bench Scraper
IC06	Plastic Bowl Scraper
IC07	Plain Tip #2
IC08	Plain Tip #6
IC09	Star Tip #4
IC10	Plain Tip #4
IC15	Decorating Set
IC16	Offset Spatula 4.25"
IC17	Spatula 12"
IC18	Plastic Rolling Pin
IC28	Tool Bag
IC30	Plastic Ruler
IC31	X-Acto Knife
IC33	Bone Tool
IC34	Rose Petal Cutter Set
IC35	Rose Leaf Cutter Set
IC37	Mexican Foam Pad
IC40	Azalea Cutter



IC48	Matfer Kitchen Spoon 15"
IC49	Pocket Thermometer
IC57	High Heat Spatula 14"
IC61	High Heat Spatula 10.5"
IC63	Fondant Smoother – 2 Ea.
IC67	French Style Pastry Tip Size 4
IC69	Pastry Brush 1"
IC70	Pastry Brush 2"
IC71	French Whip 10"
IC72	French Whip 12"
IC73	Precision Pocket Scale 100g
IC80	OXO Melon Baller
IC82	Quenelle Plating Spoon
M964 A	4.5 X 1" Knife Guard
M964 E	10.5 X 2" Knife Guard – 2 Ea.
U746	Microplane Grater
N/A	Infrared Thermometer
N/A	OXO 11-lb Scale
Subtotal	\$400.00
NYS Sales Tax of 8.875%	\$35.50
<b>Total Price</b>	<b>\$435.50</b>

The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit.

### iPad

All course materials and most texts will be delivered via iPad. An iPad with a minimum of 8 gigs of available memory and iOS of 6.0 or greater is required for the program. Students may purchase an iPad at enrollment or use one that they already own. Due to the nature of the proprietary content delivery system, students must use an iPad — other tablets or e-readers are not compatible.

It is essential that students bring their fully-charged iPad to class each day. For security reasons, iPads should never be stored in lockers and should be taken home each day. If you are having problems with the operation of your iPad or with the ICE proprietary content, please contact T2 Computing at [ichelpdesk@t2computing.com](mailto:ichelpdesk@t2computing.com) or (212) 220-9600 x376. For problems with e-books, please contact the help center at Vital Source. ICE does not provide technical or content support nor is it responsible for the loss or damage of student's iPads.

ICE strives to issue the most current version of the iPad to its students. At this time, students receive the below items:

Item	Price
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iPad Bundle (10.5" iPad Air Wi-Fi 64GB, Otterbox Case for iPad)	\$578.09*
Service & Support	\$176.38*

\*includes applicable NYS sales tax of 8.875%

Service and Support for the iPad covers the costs for configuring and shipping the device, AirWatch licensing for one device and includes one year of technical support from our partner T2 Computing. AppleCare+ (hardware coverage) is not included, but may be purchased separately at [www.apple.com](http://www.apple.com).

### Books

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

Title	ISBN	Price
Pastry Electronic Book Bundle		
Professional Baking, 7E	9781119195320	\$60.00
Professional Cake Decorating	9781118327395	\$33.00
Creating Your Culinary Career	9781118764633	\$25.00
		<b>\$154.00</b>

### Health-Supportive Culinary Arts Program

Schedule		Time	Total Charges
5 days	Morning	8am-12pm 5/wk + 1-5pm 1/wk	\$34,500.00
5 days	Afternoon	1-5pm 5/wk + 8am-12pm 1/wk	\$34,500.00
2 days	Hybrid	6-10pm weekday + 9am-5pm weekend	\$30,500.00

### SUPPLIES

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

### Uniforms

The following components are included in the school- issued uniform. Please see Dress Code within Administrative Policies for additional uniform information.

Item	Price Each	Quantity	Total Price
Chef Jackets	\$50.00	3	\$150.00
Chef Pants	\$36.00	2	\$72.00
Aprons	\$5.00	5	\$25.00

Hats	\$6.00	2	\$12.00
Shoes	\$80.00	1 pair	\$80.00
			<b>\$339.00</b>

### Knives

The following items are included in the Career Culinary Arts knife kit, which is mandatory to purchase from ICE. All items are from Wüsthof.

Item #	Item Name	Price
4062	Classic 2 ¾" Peeling Knife	\$40.00
4066/9	Classic 3 ½" Paring Knife	\$43.00
4493/32	12" Sharpening Steel	\$46.00
4517/15	Gourmet 10" Confectioner's Knife	\$57.00
4596/23	Classic IKON 9" Cook's Knife	\$144.00
4602	Classic 5" Boning Knife	\$74.00
5558-1	Come-Apart Kitchen Shears	\$19.00
7372/8	Cordura Knife Roll, 8-pocket	\$28.00
	NYS Sales Tax of 8.875%	\$40.03
		<b>\$491.03</b>

Students may provide their own knife kit, but must adhere to specifications. In general, knives should be:

- High-carbon stainless steel
- Forged (except for Confectioner's, Paring and Peeling knives)
- Have rivets, a full tang and a taper-ground edge
- Be suitable for sharpening with a water-stone

Recommended brands include Wüsthof, J.A. Henckels, Shun and Saba tier. Please see your Admissions Representative for additional guidelines.

ICE does not sell all the knives included in the kit. However, select knives from the Wüsthof Classic series are available for purchase. Please contact Customer Service at (212) 847-0770 for additional information.

### Tools

The following items are included in the Career Health Supportive Culinary Arts tool kit, which is mandatory to purchase from ICE. The quantity of each item is one unless otherwise noted.

Item #	Item Name
B671	Coupler
B672 7	Flower Nail

D312	Channel Knife
D362	European Style Peeler
IC02	Offset Spatula 8"
IC03	Pastry Brush 1"
IC04	Pastry Brush 2"
IC05	Metal Bench Scraper
IC07	Plain Tip #2
IC08	Plain Tip #6
IC09	Star Tip #4
IC16	Offset Spatula 4.25"
IC20	Ladle 1oz.
IC21	Ladle 2oz.
IC22	Saucing Spoon – 2 ea.
IC23	Measure Cup Set
IC25	Slotted Spoon 15"
IC26	Solid Spoon 15"
IC27	Medium Whisk
IC28	Tool Bag
IC29	Peppermill 4"
IC43	Water-Stone 220/1000
IC48	Matfer Kitchen Spoon 15"
IC55	Peltex Spatula
IC57	High Heat Spatula 14"
IC58	Heavy Duty Tongs 12"
IC59	Reamer
IC61	High Heat Spatula 10.5"
IC62	Measure Spoon Set
IC75	Culinary Ruler
IC76	Taylor 9842 Digital Thermometer
IC77	Curved Extra Fine Tip Tweezers

M964 A	4.5 X 1” Knife Guard – 2 Ea.
M964 B	10.5 X 1” Knife Guard
M964 E	10.5 X 2” Knife Guard
M964 G	6.5 X 1” Knife Guard
U746	Microplane Grater
N/A	OXO 11-lb Scale
N/A	8-Piece Decorating Set
N/A	Blue Kitchen Towels
N/A	Sauce Cups
N/A	Vegetable Cuts Kit IV
Subtotal	\$490.00
NYS Sales Tax of 8.875%	\$43.49
<b>Total Price</b>	<b>\$533.49</b>

The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit.

### iPad

All course materials and most texts will be delivered via iPad. An iPad with a minimum of 8 gigs of available memory and iOS of 6.0 or greater is required for the program. Students may purchase an iPad at enrollment or use one that they already own. Due to the nature of the proprietary content delivery system, students must use an iPad — other tablets or e-readers are not compatible.

It is essential that students bring their fully-charged iPad to class each day. For security reasons, iPads should never be stored in lockers and should be taken home each day. If you are having problems with the operation of your iPad or with the ICE proprietary content, please contact T2 Computing at [ichelpdesk@t2computing.com](mailto:ichelpdesk@t2computing.com) or (212) 220-9600 x376. For problems with e-books, please contact the help center at Vital Source. ICE does not provide technical or content support nor is it responsible for the loss or damage of student’s iPads.

ICE strives to issue the most current version of the iPad to its students. At this time, students receive the below items:

Item	Price
iPad Bundle (10.5” iPad Air Wi-Fi 64GB, Otterbox Case for iPad)	\$578.09*
Service & Support	\$176.38

*\*includes applicable NYS sales tax of 8.875%*

Service and Support for the iPad covers the costs for configuring and shipping the device, AirWatch licensing for one device and includes one year of technical support from our partner T2 Computing. AppleCare+ (hardware coverage) is not included, but may be purchased separately at [www.apple.com](http://www.apple.com).

### Books

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

Title	ISBN	Price
Culinary Electronic Book Bundle		
Garde Manger, 4E	9781118558645	\$38.00
The Professional Chef, 9E	9781118558638	\$43.00
In the Hands of a Chef	9781118558676	\$21.00
Creating Your Culinary Career	9781118764633	\$25.00
Meat Fabrication Charts	N/A	\$11.00
Vegetable Cuts Kit IV	69548954329	\$16.00
		<b>\$154.00</b>

### Hospitality & Hotel Management

Schedule		Time	Total Charges
3 days	Morning	8am-12pm	\$15,990.00
3 or 5 days	Afternoon	1pm-5pm	\$15,990.00
4 days	Evening	6pm-9pm	\$13,990.00

### SUPPLIES

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

### Books

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

Title	ISBN	Price
ManageFirst: Hospitality Human Resources		
Management & Supervision, 2E	9780132175258	\$65.00
Introduction to Hospitality, 7E	978133762761	\$128.00
Managing Housekeeping Operations, 3E	9780133097085	\$85.00
Math Principles for Food Service Occupations, 6E	9781435488823	\$96.00
Management of Food and Beverage Operations, 6E	9780866124775	\$95.00
Managing Front Office Operations, 10E	9780866125505	\$95.00

Special Events, 7E	9781118626771	\$60.00
Essentials of Professional Cooking, 2E	9781118998700	\$64.00
Hospitality Sales & Marketing, 6E	9780133594508	\$91.00
		\$779.00

### The Art of Cake Decorating

5 days	Afternoon	1pm-5pm	\$13,790.00
3 days	Evening	6pm-10pm	\$13,790.00
2 days	Weekend	9am-5pm	\$13,790.00

### SUPPLIES

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

### Uniforms

The following components are included in the school- issued uniform. Please see Dress Code within Administrative Policies for additional uniform information.

Item	Price Each	Quantity	Total Price
Chef Jackets	\$50.00	3	\$150.00
Chef Pants	\$36.00	2	\$72.00
Aprons	\$5.00	5	\$25.00
Hats	\$6.00	2	\$12.00
Shoes	\$80.00	1 pair	\$80.00
<b>TOTAL</b>			\$339.00

### Knives

The following items are included in the Cake Decorating knife kit, which is mandatory to purchase from ICE.

Item #	Item Name	Price
4066-9	Classic 3 ½" Paring Knife	\$43.00
4519	Gourmet 10" Super Slicer	\$65.00
N/A	Knife Guards – 2	-
N/A	Blue Kitchen Towels – 5	-
	NYS Sales Tax of 8.875%	\$9.59
		\$117.59

## Tools

The following items are included in the Cake Decorating tool kit, which is mandatory to purchase from ICE. The quantity of each item is one unless otherwise noted.

Qty	Item Name
1	12" Whisk-French
1	Angular Tweezer
2	Ateco 14" Flex Bag
1	Ateco 29-Piece Decorating Set
1	Ateco Flat Brush 1"
1	Ateco Flat Brush 1 ½"
1	Ateco Flat Brush 2"
1	Ateco Fluted Cutters Set
1	Ateco Standard Coupler
1	Ateco Tip #3
1	Ateco Tip #5
1	Candy Thermometer
1	Disposable Pastry Bags – 100 ct.
1	Dry Measuring Cup Set
1	FMM Cymbidium Orchid Cutter
1	FMM Daisy Cutter Set
1	FMM Rose Calyx Cutter Set
1	FMM Rose Leaf Cutter Set
1	FMM Rose Petal Cutter Set
1	Holland Tulip Silicone Mold & Cutter Set
1	Liquid Measuring Cup, 2 Cup Silicone
1	Makin's Clay Extruder
1	Measuring Spoon Set
1	Microplane Grater
1	NY Cake 9" White Rolling Pin
1	NY Cake All Purpose Leaf Silicone Press
1	NY Cake Ball Tool Set
1	NY Cake Calla Lily Cutter, Small
1	NY Cake Foam Pad
1	NY Cake Fondant Smoother, Rectangle
1	NY Cake Fondant Smoother, Round
1	NY Cake Ivy Leaf Red Veiner
1	NY Cake James Roselle Lily Cutter
1	NY Cake Large Offset Spatula 8"
1	NY Cake Large Straight Spatula 8"
2	NY Cake Offset Spatula 4" – 1 Wood, 1 Plastic
1	OXO Digital Scale
1	Plastic Scraper
1	PME Cone & Serrated Tool
1	PME Craft Knife, Size 11
1	PME Dogbone Tool
1	PME Ivy Leaf Cutter Set
1	PME Metal Bar 16"
1	PME Quilting Wheel Tool
1	PME Side Scraper for Royal Icing
2	PME Tips "0"
1	Sharp Point Scissors 4"
1	Silicone Coated Colored Spatula
1	Silicone Spatula 10"
1	Silicone Spatula 14"
1	Small Ruler 12"
1	Tool Bag



1	Wilton Paintbrush Set		
2	X-Acto Knives		
	Subtotal	\$600.00	
	NYS Sales Tax of 8.875%	\$53.25	
	Total Price		\$653.25

The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit. If you need a replacement item, please contact NY Cake and Baking Supply Co. at (212) 675-CAKE.

**Books**

The following books are utilized in The Art of Cake Decorating course. Students may elect to provide their own copies of the texts, should they choose to do so.

Title	ISBN	Price
Professional Cake Decorating, 2E	9780470380093	\$35.00
Wedding Cake Art and Design	9780470381335	\$35.00
		<b>\$70.00</b>

**Techniques & Art of Professional Bread Baking Certificate Program**

5 days	Afternoon	12:30-5:30pm	\$9,150.00
5 days	Morning	7:30am-12:30pm	\$9150.00

**SUPPLIES**

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

**Uniforms**

The following components are included in the school- issued uniform. Please see Dress Code within Administrative Policies for additional uniform information.

Item	Price Each	Quantity	Total Price
Chef Jackets	\$50.00	3	\$150.00
Chef Pants	\$36.00	2	\$72.00
Aprons	\$5.00	5	\$25.00
Hats	\$6.00	2	\$12.00
Shoes	\$80.00	1 Pair	\$80.00
			<b>\$339.00</b>

**Knives**

The following items are included in the Bread Baking knife kit, which is mandatory to purchase from ICE.

Item #	Item Name	Price
4066-9	Classic 3 ½” Paring Knife	\$43.00

4519	Gourmet 10" Super Slicer	\$65.00
4582-23	Classic 9" Cook's Knife	\$113.00
4448-1	Come-Apart Kitchen Shears	\$19.00
N/A	Knife Guards – 3	-
N/A	Blue Kitchen Towels – 5	-
	NYS Sales Tax of 8.875%	\$21.30
		<b>\$261.30</b>

### Tools

The following items are included in the Bread Baking tool kit, which is mandatory to purchase from ICE. The quantity of each number is one unless otherwise noted.

<u>Qty</u>	<u>Item Name</u>	
2	Bench Scraper	
1	Bowl Scraper	
1	OXO 11-LB Scale	
1	Calculator	
1	Measuring Spoons	
1	Instant-Read Thermometer	
1	Pastry Brush 2"	
1	Dry Brush 4"	
1	Whisk	
1	Wooden Ruler 18"	
1	High Heat Spatula 14"	
1	High Heat Spatula 10"	
2	Lame (with Removable/Replaceable Blades)	
1	Pack of Replacement Blades	
2	Flexible Pastry Bag 14"	
1	Offset Spatula – Large	
1	Offset Spatula – Small	
1	Microplane Grater	
1	Reamer	
1	Matfer Kitchen Spoon 15"	
1	X-Acto Knife	
1	Long Wooden Dowel – ¾"X18"	
1	Small Spray Bottle	
	Subtotal	\$230.00
	NYS Sales Tax of 8.875%	\$20.41
	Total Price	\$250.41

The tool kit is purchased as one bulk item; ICE does not sell individual items from the kit. If you need a replacement item, please contact NY Cake and Baking Supply Co. at (212) 675-CAKE.

### Books

The following books are utilized in the Bread Baking course. Students may elect to provide their own copies of the texts, should they chose to do so.

Title	ISBN	Price
Advanced Bread & Pastry	9781418011697	\$95.00

Bread: A Baker's Book of Techniques & Recipes, 2E	9781118132715	\$30.00
		<b>\$125</b>

## ADMINISTRATIVE POLICIES

### HOLIDAYS

#### School Holidays for Students—2022

January 1-2	New Year's Day Holiday Weekend
January 17	Martin Luther King Holiday
February 7 – No Afternoon Classes	Faculty Development Day (Proposed)
February 21	Presidents' Day Holiday
April 17	Easter Sunday
May 10 – No Morning Classes	Anticipated Graduation Ceremony
May 28 – 30	Memorial Day Weekend
June 6 – No Afternoon Classes	Faculty Development Day (Proposed)
June 19	Juneteenth
July 2 – July 4	July 4th Holiday
September 3 – September 5	Labor Day Weekend
Eve of Sept 25 and Eve of Sept 26	Rosh Hashanah
Eve of Oct 4 and Eve of Oct 5	Yom Kippur
November 7 – No Afternoon Classes	Faculty Development Day (Proposed)
Eve of November 23 – November 27	Thanksgiving Weekend
December 24 - December 31	Winter/Holiday Break

# **Insert 1 Addendum**

## **CRRSAA/HEERF II Disclosures**

1. An acknowledgement that the institution signed and returned to the Department the Certification and Agreement and the assurance that the institution has used, or intends to use the funds designated under the CRRSAA and ARP(a)(1) and (a)(4) programs to provide Emergency Financial Aid Grants to students.

**The Institute of Culinary Education (ICE) acknowledges that it signed and returned the federal Certification and Agreement to receive CRRSAA Act funding on February 17, 2021 and has used all CRRSAA such funds to provide Emergency Financial Grants to students.**

2. The total amount of funds that the institution will receive or has received from the Department pursuant to the institution's Certification and Agreement for Emergency Financial Aid Grants to Students under the CRRSAA and ARP (a)(1) and (a)(4) programs

**ICE received \$414,948 from the US Department of Education for CRRSAA Emergency Financial Aid Grants to be distributed to students.**

3. The total amount of Emergency Financial Aid Grants distributed to students under the CRRSAA and ARP (a)(1) and (a)(4) programs as of the date of submission (i.e., as of the initial report and every calendar quarter thereafter).

**January 1, 2021 – March 31, 2021:                 \$0**

**April 1, 2021 – June 30, 2021:                 \$414,909**

4. The estimated total number of students at the institution that are eligible to receive Emergency Financial Aid Grants to Students under the CRRSAA and ARP (a)(1) and (a)(4) programs.

**ICE had approximately 269 students eligible to receive Emergency Financial Aid Grants under the CRRSAA and ARP (a)(1) and (a)(4) programs.**

5. The total number of students who have received an Emergency Financial Aid Grant to students under the CRRSAA and ARP (a)(1) and (a)(4) programs.

**As of March 31, 2020, ICE had distributed CRRSAA funds to 0 students. As of June 30, 2021, ICE had distributed CRRSAA funds to 269 students.**

6. The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive under the CRRSAA and ARP (a)(1) and (a)(4) programs.

**ICE determined each grant amount based on the Expected Family Contribution “EFC” listed in the Student Aid Report of a student eligible to receive an Emergency Financial Aid Grant. The awards will be determined based using the scale below:**

- Eligible students with an EFC between \$0 - \$5,500 received an award of \$1,600
- Eligible students with an EFC between \$5,501 - \$9,999 received an award of \$1,450
- Eligible students with an EFC between \$10,000 - \$15,000 received an award of \$1,345

**ICE assessed eligibility using the following criteria:**

- 2020-2021 FAFSA on file and need within thresholds for state and federal need- based grants programs.
- Enrolled or on an approved leave of absence as of April 21, 2021.
- Not enrolled in an exclusively online program.
- Not an international or undocumented student.

7. Any instructions, directions or guidance provided by the institution to students concerning the Emergency Financial Aid Grants.

**Students received an email informing them that ICE had received CRRSAA funds and would distribute automatic grants in the amount of \$1,600, \$1,450 or \$1,345. The email also contained the following instructions:**

**Please note that, in accordance with the CRRSAA, grants may be used for “any component of the student’s cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.”**

**Addendum – p. 40**  
**Tuition Discounts**

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

Double Diploma Discount – Students enrolling in the second program after the date of their initial enrollment will receive the discount (if any) specified in the current enrollment agreement. Third enrollments are not eligible for this discount. Students who have been permitted to re-enter after graduation, withdrawal or dismissal will be ineligible for a Double Diploma Discount unless the Total Institutional Charges for the prior program have been paid in full.

Additional eligible program:

- Sommelier Program: Students enrolled in the Intensive Sommelier Training Program who enroll in the Career Culinary Arts, Career Pastry and Baking Arts, or Career Health Supportive Culinary Arts Program will have a Discount equal to 10% of the tuition of the lowest priced program applied to their Balance Due.

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

Out-of-Area Discount\*+ – International students are eligible for a discount of \$2,500 applied to the Balance Due for Career Culinary Arts and Pastry and Baking Arts Program classes beginning between January 1, 2022 and July 31, 2022. Copy of valid passport and visa will be required.

Additional Tuition Discount: Natural Gourmet Institute (NGI)/French Culinary Institute (FCI)/ International Culinary Center (ICC) Alumni Discounts – A \$2,500 discount is applied to the balance due for graduates of an accredited Arts program at the above schools who are enrolling in the Career Culinary Arts, Career Pastry and Baking Arts or the Career Health Supportive Culinary Arts programs. A \$750.00 discount is applied to the balance due for graduates of an accredited Arts program at the above schools who are enrolling in either the Restaurant and Culinary Management or Hospitality and Hotel Management programs. A discount equal to 10% of the cost of tuition for either the Artisan Bread, Art of Cake Decorating or Intensive Sommelier programs (excluding all other costs including application fee, equipment tax, books and ipad) is applied to the balance due for graduates of an accredited Arts program at the above schools enrolling in Artisan Bread, Art of Cake Decorating or Intensive Sommelier programs.

Documentation of transcript or diploma is required from prior school in order to receive.

Graduates from NGI/ICC/FCI may not combine the double diploma discount with any other discount.

**Addendum – p. 14, 18, 25, 54, 57**

**Lockers**

The following sentences are deleted or amended, as indicated, from the catalog:

For security reasons, iPads ~~should never be stored in lockers and~~ should be taken home each day. (p. 14, 18, 25)

Students may change their clothes in ~~either the locker rooms or~~ the bathrooms. (p. 54)

~~Eating or loitering in the locker rooms is prohibited.~~ (p. 57)