

ICE CAREER CATALOG

2024

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

> ice.edu (888) 354-3433

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OVERVIEW

MISSION STATEMENT

The Institute of Qulinary 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 Qulinary Education is committed to ongoing assessment and institutional improvement for the benefit of our students, staff, faculty and administration.

HISTORY

1975-1995

The Institute of Culinary Education (ICE) was originally known

school has seen remarkable growth since its founding, it remains true t

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 Oty apartment. Not long after, The New York Times wrote favorably of the new school. As a result of th 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

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

The Institute of Oulinary Education is the largest culinary New York and Los Angeles. Now, more than ever, we can and do help people find their culinary voices!

FACILITIES

of education and administrative space. The facility is located at 225 Liberty Breet, 3rd floor, and features the following:

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

including gas and induction ranges, convection ovens, refrigerators, dishwashers, salamanders and char broilers. Kitchens also contain commercial appliances including food processo7429.91 Tm0 g0 GA5(n)]TJETQq0.00000912 0 612 792 reW* nBT/F1 8.52 Tf1 0 TJETQq0.00000912 0 612 792 reW* nBT/F1 8.52 Tf1 0 0 1 214.49 . 7

HOSPITALITY AND HOTEL MANAGEMENT Katie Chamberlain Acting Dean, Hospitality Management; Director of Distance Education Education: California State University Experience: Richfield Hospitality, Planit Access, New York University Andrew Catalano

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 Oulinary Arts Program is 14-20 students.

PROGRAM DURATION

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

Schedule		Duration
5 days	Morning or Afternoon	22 weeks at 20 hours per week*
3 days	Evening	37 weeks at 12 hours per week*
2 days	Weekend	28 weeks at 16 hours per week*

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

TOTAL INSTITUTIONAL CHARGES

See Addendum I

REQUIRED EQUIPMENT

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

ATTENDANCE

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

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

EVALUATION CRITERIA

Examinations & Projects

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

Participation & Performance

will be 40% of the grade. Evaluation grades are based on:

- Instructor

1. Uniform

Wears a complete, dean and unwrinkled uniform. (See dress code for details.)

2. Food Safety

Keeps work area sanitized Does not cross-contaminate Keeps food at a safe temperature

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

Participation & Performance

- 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

CAREER PLANT-BASED CULINARY ARTS

CURRICULUM

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

Course 1: Fundamentals of Culinary Arts - 52 hours

Focusing on fundamental culinary techniques and criteria for selecting quality ingredients, this course will offer an introduction to culinary technique as applied to plant-

35-2013.00

RESTAURANT AND CULINARY MANAGEMENT

CLASS SIZE

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

PROGRAM DURATION

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

Schedule Duration 4 days Morning, 30 weeks at 12 hours per week Afternoon or Evening

TOTAL INSTITUTIONAL CHARGES

See Addendum I

REQUIRED EQUIPMENT

Students are required to have a laptop with a minimum of 8 GB of available st-2(18r)-2(ag)6(e)8(f)-3(o)6(rd)4(d)6(as)-2(sp-3(d)5(u)4(p)-2(n)4G(s)-2ze)8(f)-3(o)6(r)-2(thG(1)5(e)5(n)4(g)6(t)-2()-2()-12(o)6(f)-2(th(1))T_{c})-2(ab)(f)-2(ab)(

RESTAURANT AND CULINARY MANAGEMENT - ONLINE

CURRICULUM

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

Course 1: Concept Development and Menu Design - 45 Hours

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

CLASS SIZE

The maximum class size for the Diploma in Restaurant and Oulinary 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.

Duration

Schedule 4 days Morning,

Afternoon or Evening

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-

HOSPITALITY & HOTEL MANAGEMENT-HYBRID

CURRICULUM

This 638 clock-hour diploma program consists of six modules divided into 11 courses. The first 10 courses are held at ICE. This program is offered as synchronous distance education meeting via video conference software. The eleventh course is a 200-hour off-site externship. The program is constructed as follows:

Course 1: Introduction to Hospitality, Travel and Tourism -

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

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 dusters, 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, forgetme-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,

CLASS SIZE

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

PROGRAM DURATION

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

 Schedule
 Duration

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

TOTAL INSTITUTIONAL CHARGES

* See Addendum

ATTENDANCE

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

Students who exceed the 10% absence rate in class 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

- Instructor will be 50% of the grade. Evaluation grades are based on:

1. Uniform

Wears a complete, dean and unwrinkled uniform. (See dress code for details.)

2. Food Safety

Keeps work area sanitized Does not cross-contaminate Keeps food at a safe temperature Wears gloves when appropriate Hair is restrained (hair nets are available in the kitchens); men are clean-shaven or have trimmed beards/moustaches; no nail polish or long fingernails

3. Clean Up

Participates in cleaning during and after class

- 4. Preparation for Class Demonstrates familiarity with recipes Written assignments completed Assigned reading done
- 5. Professionalism

Skills

6.

7.

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

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 an

Arrives on time and stays until class is dismissed

INTENSIVE SOMMELIER TRAINING

CURRICULUM

This 200 dock-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.

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.

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.)

TOTAL INSTITUTIONAL CHARGES

* See Addendum

ATTENDANCE

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

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

EVALUATION CRITERIA

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

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

COURT OF MASTER SOMMELIERS EXAMS

HOW TO CONTACT

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

ENTRANCE REQUIREMENTS

To qualify for acceptance, a prospective student must be a high school graduate or have a GED or other state-certified high school equivalency test, for which documentation is required. Acceptable documentation includes a copy of the - IEP), an official high

school transcript indicating the studen

transcript indicating graduation from a post-secondary program at a regionally-accredited institution, or a copy of the - certified high school equivalency

test (ex. NYSTASC Exam). Career Development Occupational Studies (ODOS) Commencement Oredential and Skills and Achievement Commencement Oredentials (SAOC) do not meet the requirements for Admission to IOE 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 reenrollment to anyone who does not meet these or any other factors used to evaluate applicants.

Student enrolling in online programs, Restaurant and Qulinary Management-Online or Hospitality & Hotel Management-Hybrid are required to complete an online readiness assessment to assure that they are prepared for distance education. In addition, the student must be located in New York or New Jersey while they are taking the program.

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

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

have a discount of \$1,500 applied to their Balance Due.

Bread Baking: Students enrolled in The Techniques of Artisan Bread Baking who enroll in the Career Oulinary Arts, Career Pastry and Baking Arts, or Career Plant-Based Oulinary Arts Program will have a discount of \$1,500 applied to their Balance Due.

Sommelier Program: Students enrolled in the Intensive Sommelier Training Program who enroll in the Career Culinary Arts, Career Pastry and Baking Arts, or Career Pant-Based Culinary Arts Program will have a Discount of \$1,500 applied to their Balance Due.

 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 Qulinary Arts, Pastry and Baking Arts, and Career Plant-Based Qulinary Arts Programs or \$750 applied to the Balance Due for the Diploma in Restaurant Those international students who require a visa to attend must also submit the below documentation:

Proof of financial resources demonstrating availability of direct institutional expenses plus indirect living expenses.

M-1 applicants must show financial resources covering the entire length of the programs. For current direct and indirect costs, contact your Admissions Representative. If funds are in an

from said individual(s) will be required indicating that the funds may be used for education and living expenses.

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

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

For more information please visit

https://www.ice.edu/prospective-students/internationalstudents or contact your Admissions Representative.

BACKGROUND CHECK

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

DISABILITIES

The Institute of Qulinary 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 Qulinary 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

accommodations.

For more information, contact the Office of Student Affairs.

NONDISCRIMINATION STATEMENT

The Institute of Qulinary 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.

buttons to move from page to page. (Using your web browser back and forward buttons may cause you to lose information.) Save your data before moving to the next page!

- Students should utilize the IRS Data Retrieval Tool when at all possible when completing the 2023-2024 FAFSA. 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. For completing the 2024-2025 FAFSA, students must consent to share their Federal Tax Information.
- 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 2023-2024 award year (July 1, 2023 to June 30, 2024) is \$7,395.

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

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 post secondary education. When making FSEOG awards, the institution must

with the lowest Expected Family Contributions (EFCs)/Student Aid Index (SAI), at the institution) and those who are also Federal Pell Grant recipients. To get an FSEOG, you must fill out the Free Application for Federal Student Aid (FAFSA) so that the Office of Student Financial Services can determine how much financial need you have. Students who will receive Federal Pell Grants and have the most financial need will receive FSEOGs first.

The FSEOG does not need to be repaid. Each year, the school receives a certain amount of FSEOG funds from the U.S.

the full amount of the sc

awarded to students, no more FSEOG awards can be made for that year.

DIRECT SUBSIDIZED & UNSUBSIDIZED LOANS

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

How can I get a Direct Loan?

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

How much can I borrow?

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

You 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 vear vou 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 PLUSLoan), 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 vear.

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?

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. loan is credit-based, parents must have an acceptable credit history.

How do my parents get a loan?

Your parents must complete a Direct PLUSLoan 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?

may automatically use all or a portion of your postwithdrawal 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.

PRIVATE LOANS

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

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

What you may need to refer to when applying: Your Social Security Card

te 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 NJCLASSIoan. There are no annual and/or aggregate Ioan limits. NJCLASSIoan be used for school related expenses including tuition and fees, books, and supplies, as well as room and board. HESAA reduces the interest rate during school and for the first 48 monthly payments of principal and interest.

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

PAYMENT METHODS

Payment in Full One payment by check/money order, credit/debit card or bank wire made at or before the time of

the student may be charged \$35.00 or up to the greatest amount allowed by law.

Contract to Make Payment in Full Prior to Class Start Date Payment(s) by check/money order, credit/debit card or bank wire such that the entire Unpaid Balance is satisfied prior to the first day of the program. The student will receive a signed copy of the Contrac(n)4(t)ETQq0 receive a signed 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 sub

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.

 If a student is denied admission to the school, he/she will receive a refund of all monies paid.
 3.

facility, he/she may cancel within three (3) days of touring

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 dasses, 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.
- Thereafter, a student is liable for: The \$85 registration fee; plus The cost of any texts, books, knives, equipment and tool kits received, food costs, and personalized uniforms ordered, whether or not received; plus

date of physical attendance as determined by bility 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

quarter is as follows:

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

participation in the interview process.

Students are required to investigate potential externship sites during their training at IOE and student preferences will be considered in determining where students will extern. However, the final approval regarding placement rests with

Supervision (BPSS). The externship must be completed at a site in New York State, within commutable distance from IOE Students interested in externing at a site outside this area are required to apply to BPSS for a waiver and site approval. An externship must be completed in its entirety at a single site unless extenuating circumstances exist, in which case the student may make a request to their career services advisor for a reassignment to another externship site. Students requesting an externship at a site that compensates externs must hold valid U.S work authorization.

ASSESSING STUDENT PROGRESS

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

Frequency of Evaluation

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

Grades

The following grade scale will be used:

Letter Grade	Grade Points	Numerical Equivalent	Explanation
А	4.00	95-100	Extraordinary
A-	3.67	90	

once. Students who fail the course for a second time or who fail to attend a scheduled retake of the course will be

GRADE SCALE

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

Hours/ Oredits that have been transferred into the Institute by the student have no effect on the cumulative grade point average (OGPA) 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

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, <u>and</u> grades will be transferred into the new program as applicable, including transfer hours/ credits.

<u>Associated courses</u> - 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.

<u>Transfer hours/credits</u> - 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

a half times (150%) x 642 = 963 clock hours. The 30 transfer hours from the outside institution will be added to the attempted and earned hours when the rate of completion and maximum timeframe are being calculated; the 20 associated hours earned in Program A will be included in the CGPA, and the maximum timeframe calculations.

Incomplete grades If an incomplete grade is required under

will be assigned to the course. This grade will count for hours attempted but not for hours earned. It is not included in a

record for more than 14 days, and must be changed to an earned grade or an Fby 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 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. wed to determine whether the student is meeting the minimum SAP standards. The following terms are used to indicate each student's academic standing:

<u>SAP: Met/Good-Standing</u> is a status designated for a student who has met or achieved minimum SAP standards at the end of a payment period or <u>Financial Aid Probation</u> period. Students remain eligible for Federal Student Aid when SAP standards are met.

Financial Aid Probation

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

Academic Plan

Financial Aid Probation is a status designated for a student who has appealed and been granted an approved SAP Appeal. The Financial Aid Probation

ADMINISTRATIVE POLICIES

CLOCK HOUR

One clock hour is 50 minutes.

HOLIDAYS

*See Addendum II

SCHOOL CLOSING

Students will be notified by text and email in the event of school dosure. To find out if the school is closing for indement weather or for any other reason, please see our -0700.

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

LEAVE OF ABSENCE POLICY

In order to derive the maximum benefit from our educational experience it is important to take the program as an uninterrupted whole. Extended absences greatly reduce the retention of information and interfere with effective learning. For these reasons, the Institute of Oulinary 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.
- Student must demonstrate serious circumstance. Acceptable reasons include, but are not limited to, personal illness or illness of a close relative, bereavement, financial hardship or military service; verifying documentation is required. Leaves will not be granted for vacations or other frivolous reasons.
- 4. The period of the LOA may not begin until the student has submitted and the school has approved a written and signed request for an approved leave of absence, except in those cases where unforeseen circumstances prevent a student from submitting a request in advance. In such cases, the student must be able to provide, at a later date, the request and the reason(s) for the LOA along with documentation to show that the LOA could not have been requested in advance. In these instances, the effective date of the LOA period can be no earlier than the date that the circumstance prevented the student from attending school.
- 5. The student must specify the length of leave requested.
- 6. If the request is granted, the school will provide a written approval to the student. LOAs are granted in increments of no more than 30 days. For leaves in excess of 30 days, the student must contact the OSA prior to the expiration of the leave to request a renewal.
- 7. If circumstances warrant, leaves may be extended up to 180 days from the last date of attendance, upon approval from OSA. An LOA may not exceed 180 days within any 12-month period.
- In extenuating circumstances, more than one leave may be granted, provided that the total does not exceed 180 days.
- 9. The registrar will determine the possible return date(s). Due to space constraints, the student may be required to change their class schedule upon

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

 Failure to return from the LOA on the scheduled day will result in the studemn a612 792 reW* n-8(d)4[)4(e)7(st)-5(u)4(d)

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

Students who apply for readmission a year or more after the date of withdrawal are generally required to retake the entire program. Those students will also be required to formally

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 schoola. Using unauthorized materials such as

3. If a student is still dissatisfied with the handling of his/her grievance, he/she must submit a written request for a hearing to the Vice President of Education and School Director. A hearing panel will be convened consisting of the School Director, the relevant Dean and an Instructor. A final decision will be communicated to the student in writing within 10 working days.

Policies Pertaining to Grievances

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

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

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

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

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

Or the

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

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. ICE will not retaliate against a student for lodging a complaint. Please direct all inquiries to:

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

Copies of the Commission complaint form are available at the

President of Education and School Director.

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

INFORMATION TECHNOLOGY POLICY

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

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 -training programs. The list is subject to chance. Please visit <u>https://www.ice.edu/tuition-financial-</u> aid/scholarships for most up to date eligibility and award information, or contact the Office of Student Financial Services at <u>NYfinaid@ice.edu</u>.

The ICE Kevin Nurse Memorial Scholarship

This an annual scholarship program offered by ICE in the form of a \$10,000 tuition credit for the Career Qulinary Arts, Career Pastry and Baking Arts, or Career Plant-Based Qulinary Arts Programs or a \$5,000 tuition credit for the Diploma in Restaurant and Qulinary 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.

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 Oulinary Arts, Pastry & Baking Arts or Plant-Based Oulinary 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.
- Complete the ICE financial aid process including submitting a FAFSA (a copy must be submitted to the Institute of Oulinary Education to demonstrate financial need) and have been disapproved by Plus, NJClass, Sallie Mae and Tuition Flex.
- Have a grade point average of at least 2.75 in high school or college. Applicants whose only academic qualification is a GED are not eligible for this scholarship.
- 4. Be planning a career in the culinary industry.
- 5. Satisfy the entrance requirements for the Institute of Oulinary Education.

Applicants must be a high school graduate

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

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

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

Please contact your Admissions Representative for additional information.

ICE Food Dreams Scholarship

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

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

Please visit www.fooddreams.org for additional information.

ICE High School Senior Scholarship

The ICE High School Senior Scholarship is F1 8.52 Tf1 0 06(1)5(S)-4(e)5(n)4(0 1 90.02

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

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

 Three (3) are awarded each year, one for each of the below programs. Career Oulinary Arts Program, Career Plant-Based Oulinary Arts Program or Career Pastry & Baking Arts Program. Amount: \$4,000 Diploma in Restaurant & Oulinary Management or requirements.

ProStart Competition Scholarship

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

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

Amount of Scholarships

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

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

HOUSING & TRANSPORTATION

ICE does not own or operate its own student dormitories. Please see Housing within the Admissions section of this catalog for information on the types of housing available. Alternatively, you may visit ice.edu/HOUSING or contact Nyhousing@ice.edu. Visit www.ice.edu/newyork/explore-ice/demoslectures/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

Military	0	0	0
Seeking Employment	0	1	1
Pursuing Additional Education	0	0	0
Status Unknown	0	15	15
Unavailable for Employment	0	3	3

Career Plant-Based Culinary Arts

Part Time Program	15	12	15					
Graduation Follow-Up: Employment								
	Full Time Program	Part Time Program	Total Graduates					
Employed In Occupation	0	11	11					
Employed in Related Field	0	0	0					
Employed in Unrelated Field	0	0	0					
Military	0	0	0					
Seeking Employment	0	0	0					
Pursuing Additional Education	0	0	0					
Status Unknown	0	,	1 1					

Status Unknown	9	0	9			
Unavailable for Employment	0	0	0			
Intensive Sommelier Training						
Outcome Status As of June 30, 2021	Continuing into 2020-2021	Non-Completers	Graduates			
Full Time Program	0	0	0			
Part Time Program	0	2	24			
Graduation Follow-Up: Employment						
	Full Time Program	Part Time Program	Total Graduates			

Employed In Occupation

The Techniques of Artisan Bread Baking

Outcome Status As of June 30, 2022

Number of Students

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 ities 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

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)

APPENDIX A

VA PENDING PAYMENT COMPLIANCE

Facility Name: The Institute of Oulinary 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:

VETERANS CATALOG APPENDIX

Externship

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

Housing Benefits

Housing benefits are provided based on the hours per week actually spent in class; holidays and breaks in attendance are NOT counted for housing benefits. This means that in months where there are days off due to holidays or breaks, the housing allowance will be reduced proportionally. During externship, students must work at least 22 hours per week for Career Qulinary Arts, Career Pa(e)4(792 reW* n2(3TQq0.000007(e)W* nBT/F1 9.96 Tf1 0.0

APPENDIX B

WEEKLY TUITION LIABILITY CHART

Effective for classes beginning September 1, 2023.

Career Culinary Arts Program

Morning Schedule:5 Days/Week in the MorningAfternoon Schedule:5 Days/Week in the AfternoonThe below chart illustrates what the student s refund shouldbe in dollars if withdrawal or dismissal occursFirst QuarterSubsequent QuartersTotal Tuition \$41,438.023 Quarters; Tuition per Quarter \$13,812.67

Week 1	\$13,812.67	Week 1	\$10,359.51
Week 2	\$10,359.51	Week 2	\$6,906.33
Week 3	\$6,		

The Techniques of Artisan Bread Baking

<u>Morning Schedule:</u> 5 Days/Week in the Morning <u>Afternoon Schedule:</u> 5 Days/Week in the Afternoon If withdrawal or dismissal occurs, student stuition liability is as follows:

First Quarter

Total Tuition \$8,960.17 1 Quarter; Tuition per Quarter \$8,960.17		
Week 1	\$8,960.17	
Week 2	\$6,720.13	
Week 3	\$4,480.09	
Week 4	\$2,240.04	
Weeks 5+	\$0	

The Art of Cake Decorating

<u>Morning Schedule</u>: 5 Days/Week in the Morning <u>Afternoon Schedule</u>: 5 Days/Week in the Afternoon If withdrawal or dismissal occurs, studen stuition liability is as follows:

 First Quarter

 Total Tuition \$13,172.

 1 Quarter; Tuition per Quarter \$13,172.73

 Week 1
 \$13,172.73

 Week 2
 \$9,879.55

 Week 3
 \$6,586.37

 Week 4
 \$3,293.18

 Weeks 5+
 \$0

Intensive Sommelier Training

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

 Total Tuition \$9,769.00

 1 Quarter; Tuition per Quarter \$9,769

 Week 1
 \$9,769.00

 Week 2
 \$7,326.75

 Week 3
 \$4,884.50

 Week 4
 \$2,442.25

 Weeks 5+
 \$0

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

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

What is the tuition refund and cancellation policy?

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

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

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the

CAREER PASTRY AND BAKING ARTS

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

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

Supplies	Total Price
Uniforms	\$296.33
Knives (includes NYS Sales Tax of 8.875%)	\$390.09
Tools (includes NYS Sales Tax of 8.875%)	\$466.18
Books	\$188.50

HOSPITALITY & HOTEL MANAGEMENT

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

Supplies

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

Supplies	Total Price
Student-Supplied Computer	N/A
Books	\$861.24
Total	\$861.24

Books

The following books are utilized in the Hospitality & Hotel Management Diploma Program. Students may elect to provide their own copies of the texts, should they choose to do so.

Title	ISBN	Price
ManageFirst: Hospitality Human Resources Management & Supervision, 2E	9780132175258	\$58.00
Introduction to Hospitality, 8E	9780135209813	\$133.30

Managing Housekeeping 9780133097085 Operations, 3E

THE TECHNIQUES OF ARTISAN BREAD BAKING

Schedule	Time	Total Charges
5 days	Morning	

ADDENDUM II - SCHOOL HOLIDAYS

SCHOOL HOLIDAYS FOR STUDENTS 2024

January 1	
January 15	Martin Luther King Holiday
February 7 No Afternoon Classes	Faculty Development Day
February 19	

March 31

ADDENDUM III - HIGHER EDUCATION EMERGENCY RELIEF FUND (HEERF) DISOLOSURES

HEERF DISCLOSURES

The Coronavirus Aid, Relief, and Economic Security Act or, CARES Act, provided fast and direct economic aid to Americans negatively impacted by the COVID-19 pandemic. Of that money, approximately \$14 billion was given to the Office of Postsecondary Education as the Higher Education Emergency Relief Fund, or HEERF. The Highhe Higher Education

ADDENDUM IV - GRADUATION & EMPLOYMENT RATES

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