CULINARY ARTS & PASTRY ARTS

Auguste Escoffier School of Culinary Arts
STUDENT CATALOG
2015

6020-B Dillard Circle, Austin, Texas 78752
(512) 451-5743 Office ■ (512) 467-9120 Facsimile ■ 866-552 (CHEF) 2433 Toll-Free

Board of Directors, Faculty and Staff, Advisory Board, Programs, Tuition and Textbooks and School Calendar are contained in the “Supplement to the School Catalog” immediately following the “Student Catalog”

Auguste Escoffier School of Culinary Arts is accredited and/or approved by the following:

Texas Workforce Commission Career Schools and Colleges
Council on Occupational Education
American Culinary Federation Education Foundation for the Culinary Arts Program
World Association of Chef Societies
CULINARY ARTS & PASTRY ARTS

Auguste Escoffier School of Culinary Arts
STUDENT CATALOG
2015
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHILOSOPHY</td>
<td>7</td>
</tr>
<tr>
<td>GOAL</td>
<td>7</td>
</tr>
<tr>
<td>MISSION</td>
<td>7</td>
</tr>
<tr>
<td>HISTORY</td>
<td>7</td>
</tr>
<tr>
<td>FROM THE SCHOOL</td>
<td>7</td>
</tr>
<tr>
<td>LOCATION</td>
<td>8</td>
</tr>
<tr>
<td>CONTACT INFORMATION</td>
<td>8</td>
</tr>
<tr>
<td>HOURS OF OPERATION</td>
<td>8</td>
</tr>
<tr>
<td>FACULTY AND STAFF</td>
<td>8</td>
</tr>
<tr>
<td>CORPORATE STRUCTURE AND GOVERNANCE</td>
<td>8</td>
</tr>
<tr>
<td>BOARD OF DIRECTORS</td>
<td>8</td>
</tr>
<tr>
<td>ADVISORY BOARD</td>
<td>8</td>
</tr>
<tr>
<td>LICENSING, ACCREDITATIONS AND AFFILIATIONS</td>
<td>8</td>
</tr>
<tr>
<td>ADMISSIONS REQUIREMENTS</td>
<td>8</td>
</tr>
<tr>
<td>TRANSFER OF CLOCK HOURS</td>
<td>9</td>
</tr>
<tr>
<td>ATTENDANCE REQUIREMENTS</td>
<td>9</td>
</tr>
<tr>
<td>ATTENDANCE POLICY</td>
<td>9</td>
</tr>
<tr>
<td>INCOMPLETES, WITHDRAWALS, REPETITIONS, MAKE-UP WORK, RE-ENTRY</td>
<td>10</td>
</tr>
<tr>
<td>INCOMPLETE (I) GRADE REQUEST AND PETITION PROCESS</td>
<td>10</td>
</tr>
<tr>
<td>LEAVE OF ABSENCE</td>
<td>10</td>
</tr>
<tr>
<td>MAKE-UP WORK POLICY</td>
<td>11</td>
</tr>
<tr>
<td>STANDARD FOR SATISFACTORY ACADEMIC PROGRESS</td>
<td>11</td>
</tr>
<tr>
<td>NUMBER OF CLOCK HOURS ATTEMPTED/EARNED</td>
<td>11</td>
</tr>
<tr>
<td>FAILURES AND COURSE REPEAT POLICY</td>
<td>13</td>
</tr>
<tr>
<td>GRADING SYSTEM</td>
<td>13</td>
</tr>
<tr>
<td>EXTERNSHIPS</td>
<td>14</td>
</tr>
<tr>
<td>GRIEVANCE POLICY</td>
<td>14</td>
</tr>
<tr>
<td>TERMINATION DUE TO POLICY INFRACTIONS</td>
<td>14</td>
</tr>
<tr>
<td>RE-ADMITTANCE</td>
<td>15</td>
</tr>
<tr>
<td>RULES OF CONDUCT</td>
<td>15</td>
</tr>
<tr>
<td>CANCELLATION POLICIES</td>
<td>15</td>
</tr>
<tr>
<td>INSTITUTIONAL REFUND POLICY</td>
<td>15</td>
</tr>
<tr>
<td>REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE</td>
<td>16</td>
</tr>
<tr>
<td>RETURN OF TITLE IV FUNDS</td>
<td>17</td>
</tr>
<tr>
<td>FINANCIAL AID OFFICIAL, UNOFFICIAL, AND POST-WITHDRAWALS POLICY</td>
<td>18</td>
</tr>
<tr>
<td>GRADUATION REQUIREMENTS</td>
<td>18</td>
</tr>
<tr>
<td>DIPLOMA OF COMPLETION</td>
<td>18</td>
</tr>
<tr>
<td>MAXIMUM ALLOWABLE TIME FRAME</td>
<td>18</td>
</tr>
<tr>
<td>CAMPUS SECURITY POLICY</td>
<td>18</td>
</tr>
<tr>
<td>STUDENTS WITH DISABILITIES POLICY</td>
<td>19</td>
</tr>
<tr>
<td>PROGRAMS AND COURSE DESCRIPTIONS</td>
<td>19</td>
</tr>
<tr>
<td>TUITION AND FEES</td>
<td>24</td>
</tr>
<tr>
<td>BOOKS, UNIFORMS, TOOLS, FEES</td>
<td>24</td>
</tr>
<tr>
<td>STUDY ABROAD</td>
<td>24</td>
</tr>
<tr>
<td>STUDENT-AT-LARGE</td>
<td>24</td>
</tr>
<tr>
<td>STUDENT CONSUMER INFORMATION</td>
<td>25</td>
</tr>
<tr>
<td>STUDENT FINANCIAL AID ASSISTANCE</td>
<td>25</td>
</tr>
<tr>
<td>STUDENTS RIGHTS AND RESPONSIBILITIES IN RECEIVING AID.</td>
<td>26</td>
</tr>
<tr>
<td>COST OF ATTENDANCE (COA)</td>
<td>26</td>
</tr>
<tr>
<td>ENTRANCE AND EXIT STUDENT LOAN COUNSELING</td>
<td>27</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)</td>
<td>27</td>
</tr>
<tr>
<td>EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT</td>
<td>29</td>
</tr>
<tr>
<td>PLACEMENT</td>
<td>29</td>
</tr>
<tr>
<td>ORIENTATION</td>
<td>29</td>
</tr>
<tr>
<td>HEALTH SERVICES</td>
<td>29</td>
</tr>
<tr>
<td>STUDENT HOUSING</td>
<td>29</td>
</tr>
<tr>
<td>TRUE AND CORRECT STATEMENT</td>
<td>30</td>
</tr>
</tbody>
</table>
The philosophy of the Auguste Escoffier School of Culinary Arts is to provide practical culinary experience in a setting where food, fun, and learning are synonymous. By combining both theory and technical cooking skills, students build a solid foundation for individual creativity in the culinary arts. Professionalism in the foodservice industry and kitchen skills are the focal points of the programs. Areas of particular emphasis include menu planning, restaurant and catering management, pastry and baking arts, knife skills, sanitation and safety, and universal cooking methods. Graduates acquire both essential kitchen skills and an appreciation of the rich tradition of the culinary arts profession.

The goal of the institution is to produce competent professionals for entry-level employment as cooks, chefs, pastry chefs, caterers, and foodservice managers. Among the possibilities are line cook, sous chef, executive chef, corporate caterer, demonstration chef, recipe developer, sales representative, restaurant owner, culinary educator, food writer, stylist, and photographer, etc. The Auguste Escoffier School of Culinary Arts provides the educational training to take students where their skills and imagination lead them.

Auguste Escoffier School of Culinary Arts empowers students to achieve their potential in the culinary and pastry arts through small class sizes and individual, modernized instruction in the techniques developed by the King of Chefs, Auguste Escoffier. Students are trained to understand where their food comes from and to develop respect for local resources and sustainable practices. Graduates enter the workforce with a balance of practical skills, humility and dependability.

This mission is attained by:

- Providing small class sizes averaging 16 students to 1 instructor.
- Sufficient time in a commercial kitchen perfecting the techniques that are taught.
- Affordable tuition.
- Five (5)-day-a-week classes.
- Employing instructors that have substantial prior experience in the culinary and pastry professions.

The core objectives are:

- Train individuals in Culinary Arts and Pastry Arts.
- Offer short courses and continuing education programs.
- Provide demonstration and participation classes for the food enthusiast.
- Serve as a resource center for culinary education.
- Promote the foodservice and hospitality industries.

The Auguste Escoffier School of Culinary Arts, formerly known as the Culinary Academy of Austin, was founded in 1997 in an effort to provide comprehensive culinary arts training and education in the dynamic setting of an operational commercial kitchen.

In 2010, Triumph Higher Education Group, LLC acquired the School.

Welcome to the Auguste Escoffier School of Culinary Arts. Here you will get thorough, realistic training and guidance to launch your career in the culinary arts and foodservice profession. Our instructors are dedicated to training our students in a manner that will make it possible for them to succeed in this industry.

Our students are trained with hands-on experience instruction carried out in the kitchen/lab. With this training and our commitment to assist our students with employment in the industry, we believe that Auguste Escoffier School of Culinary Arts gives our students the tools they need to succeed.

At the Auguste Escoffier School of Culinary Arts, our staff makes great mentors. Our students are trained and graduate with a practical and realistic expectation of what the culinary profession requires and what potential employers are looking for in their employees.

Sincerely,

Marcus McMellon
Campus Director
LOCATION
The Auguste Escoffier School of Culinary Arts (AESCA) is located at 6020-B Dillard Circle, Austin, Texas, 78752. Auguste Escoffier School of Culinary Arts is located with easy access to major highways and public transportation, including the Highland-Metro Rail stop. The one-story 7,320 square foot instructional space includes instructor offices, classrooms, full-scale operational culinary and pastry commercial kitchens and a student library/resource room with access to computers.

CONTACT INFORMATION
Auguste Escoffier School of Culinary Arts mailing address is 6020-B Dillard Circle, Austin, Texas 78752. The telephone number for the Admissions Office and Financial Aid Office is 512-451-5743 or 866-552 (CHEF) 2433. The fax number is 512-467-9120.

HOURS OF OPERATION
The AESCA Administrative office hours are as follows:
Monday–Thursday: 9:00 a.m.–8:00 p.m.
Friday: 9:00 a.m.–5:00 p.m.

FACULTY AND STAFF
Please refer to the “Supplemental Catalog” located in the back of this catalog.

CORPORATE STRUCTURE AND GOVERNANCE
The Auguste Escoffier School of Culinary Arts is a private corporation under the laws of the state of Texas. The Governing Board manages the school and is solely responsible for the policies and financial integrity of the School.

BOARD OF DIRECTORS
John M. Larson
Robert Saiz

ADVISORY BOARD
Please refer to the “Supplemental Catalog” located in the back of this catalog.

LICENSING, ACCREDITATIONS AND AFFILIATIONS
• The Auguste Escoffier School of Culinary Arts is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges.
• The Auguste Escoffier School of Culinary Arts is nationally accredited by the Council on Occupational Education and the accrediting commission is listed by the U.S. Department of Education as a recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code and subsequent legislation.
• The Auguste Escoffier School of Culinary Arts is an approved school by the World Association of Chef Societies (WACS) in recognition of quality culinary education.
• The Culinary Arts Diploma Program is accredited by the American Culinary Federation Education Foundation (ACFEF).

School Membership
• National Restaurant Association
• Texas Restaurant Association
• Chamber of Commerce
• National Association of Student Financial Aid Administrators
• Association of Private Sector Colleges and Universities

ADMISSIONS REQUIREMENTS:
• Application for Admission
• AESCA Enrollment Agreement
• Approved High School Diploma or GED or Approved Home School Certificate of Completion
• Under the age of 18 requires written permission from a parent or a guardian and must have completed High School or GED
• Tour of Facility
• Record of Previous Education & Training (PS010)
• Receipt of Enrollment Policies (PS005)
• Information Release Form (FERPA)
• Admissions Interview
• Registration Fee: $50.00

The school reserves the unqualified right and absolute discretion to refuse admission to any prospective student who has been convicted of a violent crime or state or federal felony offense and upon any other basis
not prohibited by law. In determining whether a prospective student with a conviction shall be admitted, the school shall consider the nature and seriousness of the crime, how long it has been since the conviction, and the potential employment placements available to the prospective student upon completion of the program.

Non-Discrimination

Auguste Escoffier School of Culinary Arts does not discriminate on the basis of: race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, status as a parent, marital status or political affiliation in the administration of its educational or admissions policies, financial assistance programs, job placement services, or any other school sponsored program. Admission of applicants is based solely on the potential of the applicant to succeed in the foodservice industry or benefit from the course of study.

Non-English and/or Foreign Diplomas

Prospective students applying to Auguste Escoffier School of Culinary Arts who possess a non-English and/or foreign high school diploma (or its equivalent) will be required to provide a certified English translation or pay the expense incurred by AESCA to have it translated on the student’s behalf.

TRANSFER OF CLOCK HOURS

- Students interested in transferring from their current program of study to another program of study at the institution are required to meet with the Registrar to complete the required paperwork. Students who have earned credit in other Auguste Escoffier School of Culinary Arts programs may, in some cases, transfer clock hours applicable to the new program as determined by the Campus Director.
- Students interested in transferring coursework from another institution must supply an official college transcript from the institution from which they are seeking credit. Transcripts will be reviewed by the AESCA Registrar regarding transferability of credit. Considerations include, but are not limited to, the transferred course(s) having the same or more clock hour/credit hours and the content of a transferred course(s) must cover the same competencies. Transferred coursework must have occurred within the last five years. Only coursework with a grade of “C” or better will be accepted. Acceptance of transfer credit is at the sole discretion of AESCA.

ATTENDANCE REQUIREMENTS

Attendance is an extremely important part of the programs and mandatory at the Auguste Escoffier School of Culinary Arts. Students are expected to attend all classes and to be on time. Class cuts are not permitted and will be recorded as absences. The minimum attendance rate of 80% is required to be eligible for the diploma. Eligibility for financial aid, federal and institutional, is also dependent on the student’s attendance rate. Students with excessive absences are strongly recommended to meet with the Student Finance Department for review of continued financial aid eligibility.

If a student is unable to attend class, the student is required to call his or her instructor to inform the instructor of his or her pending absence.

Students whose attendance falls below 80% during a term/class block will be placed on attendance probation. They will remain on probation for the subsequent term. If the student’s attendance does not improve to at least 80% by the end of the student’s probationary term, the student may be dismissed from the institution.

Students who are dismissed for attendance may reapply for admission for the next term. Attendance will be monitored daily and at the end of each term to ensure student compliance. A term spans a different amount of time (weeks) based on the material covered in that section of the program.

ATTENDANCE POLICY

Auguste Escoffier School of Culinary Arts will terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:

- A student will be terminated if they miss more than ten (10) consecutive days of class.
- Any student who misses more than 20% of the total course time hours in their respective program, either culinary or pastry.
- Any number of days if the student fails to return as scheduled from an approved LOA (Leave of Absence).
**Tardiness**
The Auguste Escoffier School of Culinary Arts expects students to be on time for all classes, activities, appointments and events. Attendance is recorded in increments of minutes (present or absent). Tardiness is defined as reporting for a class late or leaving early.

**INCOMPLETES, WITHDRAWALS, REPETITIONS, MAKE-UP WORK, RE-ENTRY**
Students with course incompletes, withdrawals, repetitions, make-up work and those doing remedial work are eligible to continue to receive financial aid if the following conditions are met:

- The student is otherwise making satisfactory progress, which may include being on probation.
- The time needed to make up and complete the coursework is within the program timeframe.

Students who withdraw from Auguste Escoffier School of Culinary Arts may petition for program re-entry.

**INCOMPLETE (I) GRADE REQUEST AND PETITION PROCESS**
A grade of Incomplete may be assigned for a course when circumstances beyond a student’s control—such as death of a close relative, illness, injury, or family emergency—prevent the student from completing the course work on time.

The student must be achieving at least a “C” (70%-79%) grade in order to apply for an Incomplete. Arrangements must be made to complete the make-up work within two weeks of the end of the course of study. An Incomplete status (I) grade, when granted, will be converted to a failing grade (F) if no arrangements are made.

Under Texas Education Code § 132.061(f) a student who is obligated for the full tuition may request a grade of “incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status. A student receiving a grade of incomplete may be allowed to re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

**LEAVE OF ABSENCE**
Any gap in your training is always discouraged. Certain mitigating circumstances may arise which might necessitate a student's prolonged absence from school. Any student requesting a Leave of Absence must submit the request in writing to the Campus Director and must include an effective date, anticipated return date, and student signature. The Campus Director considers leaves on a case-by-case basis. Failure to return as scheduled without written notification and approval will result in dismissal. Leaves of absence may not exceed accumulative period of 180 days. The school reserves the right to make exceptions to this policy on an individual basis if extenuating circumstances exist. Students who are on a LOA cannot receive federal funds until they return from their LOA.

**Effects of a Leave of Absence**
Students who contemplate requesting a Leave of Absence should consider the following factors that may affect their eligibility to graduate within the maximum program time frame:

1. Students returning from a Leave of Absence are not guaranteed that the course required to maintain the normal progression in their training program will be available at the time of reentry.
2. Students may have to wait for a course to be offered.
3. Students will be required to repeat all courses from which they elect to withdraw from, prior to receiving a final grade.
4. Financial aid and/or tuition cost may be affected.
5. Students who are on a Leave of Absence will not be eligible to receive federal funding.
MAKE-UP WORK POLICY

No more than 5% of the total clock hours for a program may be made up.

The highest letter grade that can be earned for any make-up work is a B, 80-89% regardless of the circumstances and/or quality or quantity of the make-up work. Due to the nature of the accelerated program and the emphasis placed on both individual and team work, make-up work may only be completed the next time the missed lesson is offered at Auguste Escoffier School of Culinary Arts.

1. All make-up work/time shall be supervised by an approved instructor of Auguste Escoffier School of Culinary Arts and that instructor shall be approved for the particular subject being made-up.

2. The cost of make-up work is at an additional expense to the student of $35.00 per session. A session is defined as any scheduled make-up event/session/hour or time allocated to accomplish the make-up work. Only one subject of coursework that is missed, can be made up at one time.

3. For all make-up work/time the student will need to demonstrate the same level of knowledge or competence expected of a student who attended the scheduled class sessions.

4. The Student must petition the instructor and campus Executive Chef for the “Make-up Form,” BEFORE the end of the course. The $35.00 make-up fee must be paid to the business office at the time of the make-up lesson. Receipt will be required to permit student into class.

Examination Make-up Policy

Make-up for written and practical exams is allowed only in the instance of injury, illness or family tragedy and documentation must be supplied to request a make-up of a practical or written exam. For missed practical or written exams, the student must apply through the instructor to schedule a make-up for the missed exam. The practical must be completed during a regularly scheduled make-up day. The highest letter grade that can be earned for make-up practical or written examinations is a B, 80-89%.

STANDARD FOR SATISFACTORY ACADEMIC PROGRESS

Federal and state regulations require all schools participating in state and federal financial aid programs to have a Standard of Satisfactory Academic Progress (SAP). The standard is applied to all students, regardless of financial aid status. Failure to maintain Satisfactory Academic Progress (SAP) may result in loss of any financial aid, and/or dismissal from the institution.

Three Measures of the Standard

There are three components of the SAP requirements that all students must meet to remain an active student.

1. Qualitative Standard (GPA) – In order to meet the qualitative standard for SAP, students must maintain a cumulative GPA of 2.0.

2. Quantitative Standard (Completion Ratio) – A student must receive passing grades in a minimum of 70% of all courses. Courses receiving grades of W, F, and I are not considered completed hours.

3. Time Frame Standard (Maximum Number of Clock Hours) – A student may attempt a maximum of 150% of the total number of clock hours required for his/her program. A student who exceeds this maximum without successfully completing all coursework will be dismissed from school. Furthermore, a student whose progress to date will not enable him/her to graduate from the program within this maximum timeframe will be dismissed from school.

Measurement Periods

Students pursuing a Diploma will be evaluated in periods of every six to eight weeks by the administration.
Failure to Meet Satisfactory Academic Progress Requirements Process

Auguste Escoffier School of Culinary Arts shall place a student making unsatisfactory academic progress for the program at the end of a progress evaluation period on academic warning (probation) for the next progress evaluation period. When a student is placed on warning (probation), that student will be counseled, and the date action taken, and terms of the warning (probation) shall be clearly indicated on the appropriate permanent records. When placed on warning, a student must improve his/her academic performance so as to be removed from warning (probation) by the end of the next grading period. A student who fails to be removed from warning (probation) by the end of the next grading period will be dismissed from the school.

Appeals and Probation

A student who is dismissed from school for failing to make Satisfactory Academic Progress may appeal the decision by submitting an Appeal Letter to the Campus Director. The letter must describe the extenuating circumstances that caused the student to be unable to make Satisfactory Academic Progress and must be accompanied by documentation of the circumstances. Such circumstances are limited to the death of a close relative, illness, injury, and/or family emergency. The letter must also describe what will change in the student’s situation and explain how the student will be able to make Satisfactory Academic Progress if allowed to continue in the program. Such a letter must be submitted within seven (7) calendar days of receiving the dismissal letter.

A Progress Review Committee appointed by the Campus Director will act upon the student’s appeal within five (5) school days of the filing of the appeal. IT IS IMPORTANT FOR THE STUDENT TO CONTINUE ATTENDING CLASS WHILE HIS/HER APPEAL IS UNDER REVIEW. If the appeal is successful, the student will be placed on probation and will be required to agree to and sign a Plan for Improving Academic Performance – a plan which states what the student will do which will enable him or her to regain Satisfaction Academic Progress by the end of the next grading period. A student may appeal dismissal only once.

A student may continue to receive financial aid assistance for one payment period while on probation. If a student’s lack of Satisfactory Academic Progress affects his or her financial aid eligibility, the school’s Student Finance staff will notify the student of the effects by the second day of the next grading period.

This standard assesses academic progress for classes taken at the Auguste Escoffier School of Culinary Arts only, and includes all courses, regardless of whether financial aid was received for all classes taken.

Financial Aid Considerations

A student who fails to make Satisfactory Academic Progress after one grading period will be placed on Warning (Probation) status by the school and be permitted to continue to receive financial aid. However, such a student may continue to receive financial aid only for one grading period unless the student successfully regains Satisfactory Academic Progress by the end of that grading period.

A student who fails to make Satisfactory Academic Progress after a period on Warning (Probation) and successfully appeals will have his or her financial aid reinstated and be placed on continued probation. Such a student may continue to receive financial aid for only one grading period unless the student successfully regains Satisfactory Academic Progress by the end of that grading period.

A student following an approved academic plan will continue to be eligible for financial aid as long as all of the conditions of the plan are met by the student.

Other Considerations

Contact hours transferred in from another institution, in accordance with the transfer policy at the Auguste Escoffier School of Culinary Arts, will count towards the calculation of Satisfactory Academic Progress. Such transferred-in contact hours will count as contact hours attempted and earned. No grade(s) will be factored in to the cumulative grade average for transferred hours.

Students with a course Incomplete, a course Withdrawal, or a course Repetition are eligible to continue to receive financial aid if the following conditions are met:

• The student is otherwise making Satisfactory Academic Progress, which may include being on probation.
• The time needed to make up and complete the coursework is within the program’s maximum timeframe for completion.
A student who withdraws from the school may apply for re-admittance to the program. Acceptance for re-admittance includes a probationary period of one grading period. A student on such a probationary period is eligible for financial aid. At the end of this probationary period, a Progress Review Committee appointed by the Campus Director will decide whether to allow the student to continue on a full-time basis.

**NUMBER OF CLOCK HOURS ATTEMPTED/EARNED**

This standard requires students to successfully complete (with letter grade of A, B, C, D, or P) a minimum of 70% of the total number of clock hours attempted for each term. Attempted clock hours include all clock hours in which a student is enrolled at the end of the add/drop period. Letter grades of F or W will not be considered as credits successfully completed or earned. Students who repeat a course for any reason should be aware that each time you enroll in a course it counts as an attempt, but only one attempt is considered earned. Repeated courses will have an impact on the student’s ability to complete their program within the required maximum time frame.

**FAILURES AND COURSE REPEAT POLICY**

No student is permitted to graduate from the Auguste Escoffier School of Culinary Arts with a cumulative GPA less than or below a 2.0. In addition, all courses must be passed with a grade of “D” or better. A student must repeat any course in which he/she has earned an “F.” A student must maintain the 80% attendance rate during the retaken course. The student will be responsible to pay for costs associated with the delivery and conduct of the course, not to exceed the clock per hour rate. When a student repeats a course, the grades for both appear on the student’s transcript. However, only the grade earned for the repeated course is factored into the student’s grade average.

**GRADING SYSTEM**

Students in all programs are observed and graded based on their skill demonstration in the kitchen, menu presentation, uniform and professional demeanor, by the amount and quality of participation, and through a series of written tests to cover material from both classroom and kitchen material and information.

Students will receive a grade for each course. Students’ grades will be made available within 48 hours of the completion of each course. In the event of an apparent error in a grade, it is the student’s responsibility to contact the instructor to make the appropriate correction.

Students withdrawing from a course by the end of the first week will have the course removed from their transcript. Students who are withdrawn after the end of the first week will receive a “W” on their transcripts.

Grade reports are available to students through the Office of the Registrar. A student’s cumulative grade point average is calculated as follows: earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the clock hour value of the course. The cumulative grade point average is calculated by dividing the total earned quality points by the clock hours completed. The chart below describes how each grade impacts a student’s cumulative grade point average:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentages</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
</tbody>
</table>
EXTERNSHIPS

In keeping with the Auguste Escoffier School of Culinary Arts’ philosophy to provide practical culinary experience, the school requires an externship for all its programs. An externship is a training program that is part of the course of study and is taken in a commercial foodservice business as approved by the Auguste Escoffier School of Culinary Arts. As defined by Title 40 of the Texas Administrative Code, an externship is a "Practical, program-related, off-campus training under direct or indirect instructor supervision, with a preplanned outline of experiences and competencies." Pay rate and scale are determined by the place of employment.

All students are required to submit an Externship Agreement to the Registrar. The Externship Agreement is a contract between the externship employer and student. The Externship Agreement should be submitted by the student once the student’s externship begins. It must be received no later than with the first set of recorded hours. Copies of the Externship Agreement are available from the Director of Career Services or Registrar.

Externship hours are compiled weekly. If timesheets are not received after two weeks, a student may be withdrawn from the program for lack of attendance. Students are also required to post weekly assignments to the student portal in order to remain an active student during the externship.

A student must complete all required externship hours and requirements to receive his/her diploma.

GRIEVANCE POLICY

Full consideration will be given to complaints and grievances which are submitted by students concerning any aspect of the Auguste Escoffier School of Culinary Arts. The complaint/grievance procedure is intended to provide a formal means for resolution of complaints.

Any complaint/grievance must follow the procedure outlined below. A student must initiate the formal complaint process no more than 10 days from the date and time of the alleged event. Any complaint/grievance filed over 10 days past the event will not be considered.

Grievances are initially handled in an informal and confidential manner. Complaints should be voiced first to the instructor if applicable, then to the Campus Director. If a grievance is not satisfied, the student may appeal in writing to the Advisory Council, which will rule on the issue at their biannual meeting.

Below are procedures for specific issues.

If a student has a concern regarding an instructor he or she should make an appointment with the Campus Executive Chef and detail in writing the issue for consideration.

This same procedure would apply regarding:

• School supplies
• Program or placement procedures
• School representatives refund policy

If any of these matters still remain unresolved, the student may make an appointment with the Campus Director for further consideration. For any unresolved issues, students may file a written complaint to the Texas Workforce Commission Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, TX 78778–0001, or the Council on Occupational Education, 7840 Roswell Rd, Building 300, Suite 325, Atlanta, GA 30350. The telephone number to reach the Texas Workforce Commission Career Schools and Colleges is (512) 936-3100. The telephone number to reach the Council on Occupational Education is (800) 917-2081.

TERMINATION DUE TO POLICY INFRACTIONS

A student may be terminated due to school policy and conduct infractions.

Repeated failure to abide by the rules of conduct is grounds for dismissal. Students are subject to immediate dismissal for intentional damage to school property, cheating, verbal or physical abuse, theft, endangering others through disregard or neglect of safety rules, and possessing or using drugs and alcohol. Firearms are not permitted on school property.

Students will be subject to disciplinary action which could include counseling, up to dismissal from school, for school policy and conduct infractions.

Students may be terminated for failure to:

• meet attendance policies
• meet the minimum standards for academic progress
• meet the minimum conduct standards of the school
• fulfill their financial obligations according to their agreement with the school

If a student is terminated, he or she may petition the school for re-entry to the next available class start.

RE-ADMITTANCE
A student whose enrollment was terminated for unsatisfactory progress may re-enter after a minimum of one grading period. This does not circumvent the approved refund policy.

A student who is dismissed from school must sit out for at least one grading period – unless the student successfully appeals the dismissal and is placed on probation or is following an academic plan. Before registering for classes, such a student must meet with the Executive Chef to complete a Plan for Improving Academic Performance. Upon re-admittance to classes and as a condition of the academic plan, the student must regain Satisfactory Academic Progress by the end of the first grading period – in terms of meeting all three measures of progress. A student who fails to regain Satisfactory Academic Progress under this condition will be dismissed from school without the recourse of again being re-admitted.

A student may continue to receive financial aid assistance when following the guidelines set forth in the academic plan.

RULES OF CONDUCT
Students are expected to:

• Maintain a professional demeanor and an orderly, clean uniform at all times.
• Report for class fit for duty and come to school free from alcohol and drugs.
• Attend all classes punctually and adhere to attendance rules.
• Prepare daily for class and lab exercises.
• AESCA expects students to spend a minimum of 1 hour of outside classroom preparation/study time for every 3.5 hours of class time.
• Follow directions of chef instructors and staff.
• Students are expected to be respectful to faculty and staff.
• Treat the facility, equipment, and tools with care and respect.
• Smoke only outside the building in the designated smoking area.
• Keep track of their own make-up and externship hours, fill out the required forms and submit on time to appropriate school officials.
• Cheating and/or plagiarism may result in immediate dismissal from the Auguste Escoffier School of Culinary Arts.
• Weapons of any type are prohibited on campus at any time.

CANCELLATION POLICIES
A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student’s first three scheduled class days (does not apply to Seminars).

INSTITUTIONAL REFUND POLICY
1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of the termination for refund purposes will be the earliest of the following:
   (a) The last day of attendance, if the student is terminated by the school;
   (b) The date of receipt of written notice from the student; or
   (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, no more than $100 in nonrefundable administrative fees shall be retained by the school “for the entire residence program or synchronous distance education course.”
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of
termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.  

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student’s academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of “incomplete” and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   (a) An enrollee is not accepted by the school;
   (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   (c) If the student’s enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

---

**REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE**

A student of the school or college who withdraws from the school or as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) a grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program;

or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
   (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
   (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

A copy of the students Military Orders must be submitted to the Registrar to complete this process.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

---

1 More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.
RETURN OF TITLE IV FUNDS

Title IV funds are awarded to students under the assumption that the student will attend school for the entire period. When a student withdraws, the student may no longer be eligible for the full amount of the financial aid funds awarded and a return calculation must be performed to determine the amount of "unearned aid" and how much, if any, of the funds need to be returned. All unearned aid is determined using the U.S.E.D. Return to Title IV calculation. Unearned funds will be returned to the appropriate programs.

If the student is required to return any grant aid (Federal Pell Grant), the student is considered to be in overpayment and thus ineligible for any additional federal aid until that amount is repaid, either to the school or to the U.S. Department of Education. Any student who owes an overpayment will be notified in writing by the school within thirty days of the date of determination of withdrawal.

FINANCIAL AID OFFICIAL, UNOFFICIAL, AND POST-WITHDRAWAL POLICY

A student receiving federal financial aid (Title IV funds) may have his/her financial aid adjusted based on his/her date of official or unofficial withdrawal. Title IV consists of Federal Pell Grants, Federal Supplemental Educational Grants, Federal Work-study, Federal Direct Student Loans and Federal Direct PLUS loans.

A complete withdrawal is defined as dropping all classes for a given term. A student's official withdrawal date is defined as the date the Registrar receives a written signed notice, fax, or e-mail or other form of communication that the student is no longer in attendance in all of his/her classes.

An unofficial withdrawal is defined as a student who misses class more than 10 consecutive class days. Auguste Escoffier School of Culinary Arts will assume the student unofficially withdrew and will calculate Return to Title IV Funds accordingly. If it is determined that the unofficial withdrawal date is earlier than the 60 percent point of the payment period, the student may owe funds to the Title IV financial aid programs and/or the institution. For a student who withdraws without notifying the school, (unofficially withdraws or drops out), the withdrawals date is:

- the last date of attendance; or
- the date the school or college receives written notice from the student that the student is withdrawing from the class.
- Students have 10 days from the date Auguste Escoffier School of Culinary Arts notifies them to clarify their enrollment status. Unless the student can provide acceptable documentation that shows the student was enrolled more than 60 percent of the payment period, the student will be responsible for returning the unearned funds. Students have 45 days from the date the institution notifies them in writing to make payment arrangements. The student is responsible for payment of any institutional charges and/or Title IV funds resulting from the R2T4 calculation.

Students should meet with the Student Finance Advisor for a Withdrawal Evaluation before making a decision to withdraw or stop attending classes.

An unofficial withdrawal will result in a "W" being recorded on the student's academic transcript.

Consequences for Complete withdrawal and Financial Aid (REPAYMENT)

A student who officially withdraws earns aid based on the number of clock hours he/she was scheduled to attend. Earned aid is calculated from the beginning of the payment period until the official withdrawal date, up to the 60% point in the payment period. After the 60% point, all aid is earned.

The Return to Title IV will be performed in accordance to federal regulations.

For unofficial withdrawals the Return to Title IV Funds calculation will be performed according to Federal regulations by using the payment period.

The student must contact the Student Finance Office within 45 days of receiving written notification of a repayment obligation. If the student does not contact the Student Finance Office with payment, the student will be turned over to the U.S. Government for collection and will remain ineligible for federal and state aid until the college receives notice that the student has re-established his/her eligibility.

It is the intent of the Student Finance Office to inform Federal Grant recipients who may withdraw from college to seriously consider the implications of this R2T4 policy. Students who are having
difficulty in their classes should seek assistance through their instructors, and the student services committee. Auguste Escoffier School of Culinary Arts is committed to student success and to helping students stay in school and reach his/her educational goals.

The last date of attendance is used for calculating the percentage used in the formula for Return to Title IV funds. The total number of scheduled clock hours attended divided by the total clock hours for the payment period equals the percentage of aid earned. If the withdrawal date is after the 60-percent point of the payment period, the student has earned 100 percent of the Title IV funds.

Post Withdrawal Disbursement

If as a result of the Return to Title IV calculation it is determined that the student did not receive all eligible funds, the student may be due a Post-Withdrawal Disbursement. The school has 30 days from the date that they determined the student withdrew to notify the student of a post-withdrawal disbursement. The student must respond within 14 days from the date that Auguste Escoffier School of Culinary Arts sends the notification to be eligible to receive the post-withdrawal disbursement. If the student does not respond to Auguste Escoffier School of Culinary Art’s notice, no portion of the post-withdrawal disbursement may be disbursed. If the post-withdrawal disbursement includes loan funds, the school must get the students permission before it can be disbursed. The student may choose to decline some or all of the loan funds so that they don’t incur additional debt.

Federal aid funds are returned in the following order, both by the school and the student:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Other Federal Aid Programs

The required return of funds under this policy is made to the Title IV aid programs within 45 calendar days of the date of determination of withdrawal or termination. Students will receive a written notice of any federal funds returned by Auguste Escoffier School of Culinary Arts, and an invoice for any balance owed to the school.

GRADUATION REQUIREMENTS

The requirements, which must be met by students to be considered for a diploma, are as follows:

Completion of all academic requirements of the program with the minimum CUM GPA of 2.0 within the maximum allowable time frame (see explanation below).

1. Meet all financial obligations;
2. Complete the program externship requirements as follows:
   - **Culinary Arts Program** must complete 300 externship hours.
   - **Pastry Arts Program** must complete 225 externship hours.
3. Pass all classes with a grade of “D” or better and have a cumulative grade point average (CUM GPA) of at least 2.0.

DIPLOMA OF COMPLETION

A Diploma of Completion will be awarded to all students who complete the program to include their externship hours and their financial obligations.

MAXIMUM ALLOWABLE TIME FRAME

A student is not allowed to attempt more than 1.5 times or 150% of the number of clock hours in his or her program of study. The maximum allowable attempted clock hours for each program are as follows:

- **Culinary Arts Diploma Program** = 1808
- **Pastry Arts Diploma Program** = 1355

CAMPUS SECURITY POLICY

Security and Access to the Auguste Escoffier School of Culinary Arts Facility

While it is the responsibility of Auguste Escoffier School of Culinary Arts to provide a safe and secure atmosphere for its students to pursue career training, common sense and a few precautions on the part of students is advised.

The parking area has adequate lighting in the evening. All doors where class instruction is taught are to remain open during the hours of 7:00 am - 11:00 pm. The administrative office has limited access after 6:00 p.m. Monday - Friday.

Visitors should enter at the administrative offices entrance.
REPORTING CRIMES AND OTHER EMERGENCIES

In the instance of a crime or emergency at the School, all students, faculty and staff are instructed to inform the Campus Director and their instructor immediately. All faculty and staff must report crime and emergency situations to the Campus Director to ensure proper record keeping and follow up for each incident. Incident Report Forms should be completed and filed within 48 hours. The Campus Director will maintain a log of all reported crimes occurring on campus, and the log is available for review by interested parties within 48 hours notice. However, information from the log may be withheld if release would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection, or result in the destruction of evidence.

Important Phone Numbers
- Austin Police Department 512-454-8860
- Campus Emergency 512-451-5743
- Campus Director 512-451-5743
- AESCA Emergency (Off Campus) 911

Safety Suggestions and Reporting Procedures

A truly safe campus can only be achieved through the cooperation of all persons. Therefore, members of the School community are asked to accept responsibility for their own personal safety and security by taking simple, common sense precautions such as the following:

- Keep your vehicle locked at all times and keep valuables with you or in the trunk of your car.
- Stay alert and have your keys in hand when approaching your car. Report all suspicious or unusual behavior.

STUDENTS WITH DISABILITIES POLICY

It is important that the student notify the school of any accommodations needed as a way of assisting the student to become successful in his or her course of study. The school will endeavor within reason to supply the needed resources.

PROGRAMS AND COURSE DESCRIPTIONS

The Auguste Escoffier School of Culinary Arts offers two diploma programs.

- CULINARY ARTS DIPLOMA PROGRAM
  40 weeks, 1205 clock hours
- PASTRY ARTS DIPLOMA PROGRAM
  32 weeks, 903 clock hours

The objective of each diploma program is to produce competent professionals for employment as entry-level cooks, entry-level chefs, entry-level pastry cooks, entry-level pastry chefs, caterers, and foodservice managers. Each program combines lectures, demonstrations, cooking, and evaluation for an integrated approach to mastering the fundamentals that are essential to the modern chef and foodservice manager. The focus of instruction is cooking techniques along with the menu and the associated food costs. These are all crucial elements of a successful restaurant or catering operation. Each day’s production reflects and emphasizes the current term of study. This process is repeated and practiced throughout the year to reinforce learning and give theory a practical application.

Two main concepts differentiate the Auguste Escoffier School of Culinary Arts from other cooking schools. First, the term curriculum allows students to enter programs on a rolling basis. Additionally, each program has a term project that gives students further flexibility in choosing areas of research and training to match their interests and goals. At the Auguste Escoffier School of Culinary Arts, classroom exercises are repeated daily in the kitchen. Business operations are taught in conjunction with cooking skills. With this sort of educational and training experience, we try very hard to mirror the real world of the foodservice industry.

Second, students prepare beautiful and flavorful dishes that the instructors evaluate. They then are able to emphasize key points of the presentation, lesson and recipe. The food is a tangible result of the day’s work and it provides physical and mental satisfaction.
Culinary Arts Diploma Program

The 40-week Culinary Arts Diploma Program (CA) is designed to produce competent professionals for potential employment at entry-level positions. These positions are available in restaurants, dinner clubs, country clubs, resorts, hotels, catering companies, delis and other foodservice establishments.

Students spend much of their time learning to prepare dishes through actual practice. They strengthen their talents at food preparation using classical and universal cooking methods and learn to prepare items in quantity. The Auguste Escoffier School of Culinary Arts emphasizes menu planning, portion size, quality standards, employee training, and food cost control. Purchasing, selection and storage of foods and the use of leftover food to minimize waste are also covered.

Students also study nutrition, hotel and restaurant safety, sanitation, public health rules for handling food, and supervisory and management skills. Career, personal development, and entrepreneurial skills are also studied. Students develop a business plan for a potential restaurant, bakery, pastry shop, or catering operation to underscore the financial and business aspects of starting, managing, and expanding a foodservice establishment.

The 40-week Culinary Arts Diploma Program contains 1205 clock hours, 905 contact school hours and 300 externship hours. Of the 905 school hours roughly one-third of the time is spent in the classroom studying theory and two-thirds of the time is spent in the kitchen with hands-on training. Courses are organized into 6-week class blocks. Classes are held 6 hours a day, Monday – Friday.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CLOCK HOURS</th>
<th></th>
<th>EXT</th>
<th>TOTAL</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 101 - Culinary Foundations</td>
<td>54</td>
<td>120</td>
<td>0</td>
<td>174</td>
<td></td>
</tr>
<tr>
<td>CA 201 - Culinary Arts</td>
<td>79</td>
<td>95</td>
<td>0</td>
<td>174</td>
<td></td>
</tr>
<tr>
<td>CA 301 - Regional Cuisines</td>
<td>29</td>
<td>145</td>
<td>0</td>
<td>174</td>
<td></td>
</tr>
<tr>
<td>CA 401 - Classical Cuisines</td>
<td>54</td>
<td>120</td>
<td>0</td>
<td>174</td>
<td></td>
</tr>
<tr>
<td>CA 501 - Farm To Table® Experience</td>
<td>35</td>
<td>174</td>
<td>0</td>
<td>209</td>
<td></td>
</tr>
<tr>
<td>CA 601 - Industry Externship</td>
<td>0</td>
<td>0</td>
<td>300</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>251</strong></td>
<td><strong>654</strong></td>
<td><strong>300</strong></td>
<td><strong>1205</strong></td>
<td></td>
</tr>
</tbody>
</table>

CL = Classroom Hours, KH = Kitchen Hours, EXT = Externship
COURSE DESCRIPTIONS

CA 101 CULINARY FOUNDATIONS

The Culinary Foundations 6-week class begins with course work concentrating on food safety and sanitation in the professional kitchen. The class focuses on the importance of proper hygiene, food handling, food storage, cleaning, pest control and HACCP in a food service operation are explored. The national ServSafe® exam is administered as part of this course.

Additionally, the historical background of the culinary arts profession are studied and students will gain an introduction to the professional kitchen by tracing the origin of classical cuisine and gaining an overview of the development of modern foodservice. Students also start to become acquainted with tools, utensils, and equipment and discuss kitchen layout and the brigade system.

Basic cooking techniques, culinary terminology, equipment operation, the use and effect of heat, and seasoning principals are taught in this course. This course also includes fundamental knife skills, cutting techniques, and the concept of mis-en-place. Conversion methods and standard measurements, as well as yield cost analysis, portion sizing and food costing are covered.

Finally, students are introduced to the business aspects of running a restaurant, catering operation or any other type of foodservice business. Students will be introduced to the professional qualities of an executive chef, job research, range of job possibilities, resume writing, networking, and interviewing.

Classroom hours 54; Kitchen hours 120; Total contact hours 174
Prerequisite: None

CA 201 CULINARY ARTS

In the Culinary Arts course, students build upon the foundations taught in CA 101 Culinary Foundations.

The course begins with an overview of breakfast cookery including classical American breakfast items including egg cookery, quick breads, muffins, biscuits and breakfast meats are covered.

Students will study the art and science of baking and pastry arts and learn to prepare items ranging from bakeshop staples to international restaurant quality desserts covering the theory and chemistry of the pastry arts. Cakes, tortes, icing and decorating techniques are also covered.

Charcuterie and Garde Manger are covered in this course. Classic charcuterie includes items such as pâtés and terrines, and garde manger will cover buffet presentations and the preparation of hot and cold hors d’oeuvres.

This 6-week class will also explore the entrepreneurial process. Key success factors, skills, entrepreneurial traits, and resources needed to successfully start and manage a culinary business venture will be covered.

Classroom hours 79; Kitchen hours 95; Total contact hours 174
Prerequisite: None

CA 301 REGIONAL CUISINES

Students will explore the history and culture underlying the major European cuisines. This course encompasses the practice of replicating classical and modern dishes from a variety of regional cuisines such as France, Spain and Italy.

In addition, students will explore the history and culture underlying other gastronomic areas of the globe. Students will replicate some of the classic dishes from North, South and Western Asia. Students will also practice preparing Eastern Mediterranean as well as some North African recipes.

This 6-week course also includes foods of the Americas including current food trends and the culinary and cultural influences of Central America and the Caribbean.

Classroom hours 29; Kitchen hours 145; Total contact hours 174
Prerequisite: None

CA 401 CLASSICAL CUISINES

The focus of this 6-week course includes the production of dishes from the Father of Modern French Cuisine, Auguste Escoffier from his text, Le Guide Culinaire.

This course also includes the study of wine varieties from growing to harvesting and the important skill of matching wine with foods. Also presented will be the taste evaluations of wines and how to cook with them.

Classroom hours 54; Kitchen hours 120; Total contact hours 174
Prerequisite: None
CA 501 FARM TO TABLE® EXPERIENCE

The Farm To Table® Experience 6-week course provides the students with a hands-on experience on a working farm/ranch or vineyard/orchard. The chef instructor conducts the lecture and lab activities to coincide with the harvested item(s) for a catered event executed by the students on-site. The students, under the direction of a Farmer/Rancher collect, harvest foods and/or proteins for the students’ lab activities.

This class also focuses on the ever growing relationship between the chef and the farm/factory/ranch. This course will result in a daily lab menu production of selected sustainable and/or organic foods. Also presented will be concepts of traditional and nontraditional farming and sourcing for vegetables, as well as the impact of land and sea animal-based food sourcing as practiced globally.

*Classroom hours 35 Kitchen Hours 174; Total contact hours 209*

*Prerequisite: None*

CA 601 INDUSTRY EXTERNSHIP

Students gain relevant experience by working in an approved foodservice establishment. Students are required to satisfy 300 working hours and complete other required assignments to fulfill their externship commitment as part of their graduation requirements.

*300 hours*

*Prerequisite: CA 101, CA 201, CA 301, CA 401, CA 501*

### Pastry Arts Diploma Program

The Pastry Arts Diploma Program consists of 903 clock hours, 678 contact hours and 225 externship hours. It is designed to give students a solid foundation to the Pastry Arts and to prepare them for entry- to mid-level jobs as a baker, pastry assistant or assistant pastry chef in hotels, restaurant, bakeries, country clubs, etc. This is further achieved by the 225 hour externship (within the 903 total hours) required of each student.

The Pastry Arts Program is also an ideal course for non-professionals who wish to improve and extend their pastry skills and knowledge. Courses are organized into 6-week class blocks. Classes are held 6 hours a day, Monday – Friday.

The curriculum combines lectures, demonstrations, baking, and evaluation for an integrated approach to the pastry arts. Students are not required to have previous culinary experience or training, though prior experience would be very advantageous. Most of the program occurs in the kitchen.

Students will learn: Sanitation Practices, Baking Science (scaling ingredients, flour types and make-up), Nutrition basics, basic baking math, recipe conversions (recipe multiplication, baking measurements), purchasing practices (products, quantities, purveyors), yeast dough production, quick bread production, cookie dough production, pastry production (cream pies, fruit pies, specialty pies), cake production (cream cakes, two-stage cakes, sponge cakes, modified sponge cakes), and plated dessert production (sauces, color assessment & contrast, dimensions and scope, mouth appeal). Students will also learn how to produce charlottes, Bavarians, custards, mousses, soufflés, meringues, frozen desserts, light desserts, holiday classics, chocolate decorations, sugar work, sauces and fillings. They will also produce wedding cakes.

This pastry arts program will prepare students for entry-level positions in restaurants, clubs, delis and bakeries.

<table>
<thead>
<tr>
<th>COURSE Number</th>
<th>COURSE</th>
<th>CL</th>
<th>KH</th>
<th>EXT</th>
<th>TOTAL Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAP 101</td>
<td>Fundamentals of Baking and Pastry</td>
<td>44</td>
<td>130</td>
<td>0</td>
<td>174</td>
</tr>
<tr>
<td>PAP 201</td>
<td>Patisserie</td>
<td>28</td>
<td>140</td>
<td>0</td>
<td>168</td>
</tr>
<tr>
<td>PAP 301</td>
<td>Artisanal and Specialty Baking &amp; Pastries</td>
<td>28</td>
<td>140</td>
<td>0</td>
<td>168</td>
</tr>
<tr>
<td>PAP 401</td>
<td>Global and Contemporary Cuisine</td>
<td>53</td>
<td>115</td>
<td>0</td>
<td>168</td>
</tr>
<tr>
<td>PAP 501</td>
<td>Industry Externship for Pastry Arts</td>
<td>0</td>
<td>0</td>
<td>225</td>
<td>225</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>153</strong></td>
<td><strong>525</strong></td>
<td><strong>225</strong></td>
<td><strong>903</strong></td>
</tr>
</tbody>
</table>

CL = Classroom Hours, KH = Kitchen Hours, EXT = Externship
Course Descriptions:

PAP 101 Fundamentals of Baking and Pastry

The Fundamentals of Baking and Pastry 6-week class begins with course work concentrating on food safety and sanitation in the professional kitchen. The importance of proper hygiene, food handling and storage, cleaning, pest control and HACCP in a food service operation are explored. The national ServSafe® exam is administered as part of this course.

Additionally, this course reviews mathematical fundamentals such as multiplication, division, fractions, percentages, ratios, baker's percentage, water temperature, and other mathematical factors related to the baking industry. Students will learn of costs and projections as illustrated through yield tests and recipe pre-costs. They will also learn the details of purchasing food products, dealing with purveyors, comparing costs and receiving and storage of raw products.

The framework to understand the principles of the following cooking and baking techniques are taught: basic pastry doughs, pate a choux, fried doughs, pies and tarts, baked custards and stobe top custards, cheesecakes, quick breads, scones, muffins, cookies, brownies and bars, as well as dessert sauces. Basic knife skills are also covered.

Finally, students are introduced to the entrepreneurial process and its components. Students will learn about key success factors, skills, important entrepreneurial traits, and become familiar with the resources and processes needed to successfully start and manage a new venture. Students will be responsible for completing a locavore project. Additionally the student will review the challenges and rewards of entrepreneurship as a career choice, as well as entrance strategies to accomplish such a choice.

Classroom Hours: 44; Kitchen Hours 130; Total Contact Hours: 174

Prerequisite: None

PAP 201 Patisserie

In the Patisserie course, students build upon the foundations taught in PAP 101 Fundamentals of Baking and Pastry. This course provides the context to understand the principles of the following patisserie practices: frozen desserts, meringues, soufflés, sponge cake elements, cake assembly and decoration, mousses and bavarians, garnishes, and plating composition. This course also covers fruit desserts including poaching fruit, candied fruit, jams/marmalades, and pate de fruit.

In this 6-week course, students will study classical and modern gateaux and tortes and provides the framework to understand the principles of sponge and butter cakes, buttercreams, filling, icing and glazing tortes. It also includes instruction in the preparation of classic tortes, contemporary tortes, tiered cakes, rolled fondant, marzipan, modeling chocolate, and gum paste.

Classroom hours - 28; Kitchen hours - 140; Total contact hours – 168

Prerequisite: None

PAP 301 Artisanal and Specialty Baking & Pastries

The Artisanal and Specialty Baking & Pastries 6-week course provides the framework to understand the principles of the following methods and techniques: the methods of pre-fermentation, biga, and sponge, starting and maintaining a variety of sourdough starters, extended fermentation, the 10 steps of bread production, proper shaping, proofing and scoring, whole grain breads, Italian artisan breads, enriched breads, and special occasion/holiday breads, puff pastry and laminated dough.

Students will study the proper techniques in buying, storing and melting chocolate, chocolate tempering, chocolate candies, truffles and pralines, nut based candies, cooked sugar based candies and sugar art showpiece design and execution, chocolate molding, chocolate finishing techniques, chocolate decorations, amenity design & execution, chocolate showpiece design and execution.

Special dietary needs baking is also covered in this course. Students will explore the principles of gluten-free baking, diabetic-friendly baking, how to use starches and gums to mimic flour, vegan baking, dairy free baking, dairy free substitutions in baking and baking with “super foods.”

Classroom hours - 28; Kitchen hours - 140 Total contact hours - 168

Prerequisite: None
PAP 401 Global and Contemporary Cuisine

This course explores the cultural differences of desserts, as well as the history and importance of international desserts from regions such as Latin America, Spain, Portugal and Morocco, Italy, Africa, Asia, Caribbean and Germanic Countries. This course also includes instruction of molecular gastronomy and contemporary plated desserts. Students will study wine varieties. Taste evaluation of wine, cooking with wine and paring wines with desserts is also covered.

In addition, students will practice the successful production of high quality products and baked goods in a production environment. The following subjects will be covered: planning and organizing events, writing timelines, and developing seasonal menus. The course will also cover analyzing the most efficient ways to complete assigned tasks and problem solving.

Finally, this 6-week course provides the competencies to begin a career as a professional pastry chef. This course provides instruction, examples, and guidance in the following areas: personal and professional qualities of an executive chef, job research, range of job possibilities, resume writing, networking, interviewing and follow-up, mentoring, and salary negotiating.

Classroom hours - 53; Kitchen hours - 115; Total contact hours – 168

Prerequisite: None

PAP 501 INDUSTRY EXTERNSHIP FOR PASTRY ARTS

Students gain relevant experience by working in an approved foodservice establishment. Students are required to satisfy 225 working hours and complete other required assignments to fulfill their externship commitment as part of their graduation requirements.

225 hours

Prerequisite: PAP 101, PAP 201, PAP 301, PAP 401

TUITION AND FEES

Please refer to the Supplemental Catalog.

BOOKS, UNIFORMS, TOOLS, FEES

Before starting each program students will be introduced to the individual costs of these items. At orientation, students will be issued their uniforms. They will also receive a list of the books that are used in each program. On the first day of classes and/or the first day of an individual course, students will receive the appropriate books.

STUDY ABROAD

Subject to availability, a student may participate in the Escoffier Abroad study abroad program in France that provides a week of academic culinary programing coupled with international experience. Students must apply and be selected to participate in the study abroad program. Applications are evaluated on the basis of the student’s academic record, the student’s maturity, and ability to be a good representative of Auguste Escoffier School of Culinary Arts. Students who receive financial aid or scholarships may be able to apply their aid package to Escoffier Abroad. All aid should be confirmed with the Student Finance Department.

STUDENT-AT-LARGE

A Student-At-Large is defined as a student who is not seeking a Diploma. A Student-At-Large may be accepted for individual courses of the Culinary Arts or the Pastry Arts Diploma Programs or accepted into the program in its entirety. As a Student-At-Large, that individual would not need to take the tests, be counted for attendance, or fulfill the externship hours requirements of that particular course or program. Admission as a Student-At-Large is provisional and evaluated by the Director of Admissions on a case-by-case basis.

The Student-At-Large will not receive a Diploma. In addition, they are not eligible for federal financial aid.

To begin the Student-At-Large process, the student is required to meet with the AESCA Representative by scheduling an appointment. The AESCA Representative will discuss the program in length. At that time, the potential student will choose his or her class of interest and a meeting will be scheduled with the Director of Admissions who is the only person, in addition to the Campus Director, who would be able to approve the Student-At-Large program to include the tuition cost for the potential student.
Admissions into the Student-At-Large Program

- $50.00 Registration Fee
- AESCA Admissions Application
- AESCA Enrollment Agreement

STUDENT CONSUMER INFORMATION

Federal Student Disclosure Requirements

Regulations promulgated by the United States Department of Education to implement changes made to the Higher Education Act of 1965 (HEA), as amended, by the Higher Education Amendments of 1998 (1998 Amendments) require the disclosure of financial assistance and institutional information to students under the student financial assistance programs under Title IV of the Higher Education Act of 1965, as amended (Title IV). The following institutional information is annually disclosed: campus crime reports, drug and alcohol policies, FERPA (Family Educational Rights and Privacy Act) Rights, Copyright Policy and Satisfactory Academic Progress Policy and Graduation Rates. These policies and information are distributed annually and available at any time upon request through the Registrar or Student Finance Offices. Financial assistance programs include the Federal Pell Grant Program, the campus-based programs (Federal Perkins Loan, Federal Work-Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG) programs), the William D. Ford Federal Direct Loan (Direct Loan) Program, and the Leveraging Educational Assistance Partnership (LEAP) Program (formerly called the State Student Incentive Grant (SSIG) Program). Under the regulations, the Auguste Escoffier School of Culinary Arts annually distributes to all enrolled students a notice of the availability of financial assistance and institutional information required to be disclosed pursuant to the Higher Education Act amendments and pursuant to the Family Educational Rights and Privacy Act (FERPA) which governs access to student educational records maintained by educational institutions and the release of information from those records.

STUDENT FINANCIAL AID ASSISTANCE

How Federal Aid Is Disbursed?

Federal aid is disbursed based on payment period and under the guidelines of the U.S. Department of Education. For additional information, see the Student Finance Office.

Financial Aid Resources

AESCA offers a variety of resources to assist students as well as information regarding outside agency resources.

Escoffier Excellence Award – Culinary Arts Diploma Program only – Based on attendance, grades and skill.

Passion Award – Culinary Arts and Pastry Arts Diploma Programs – Award reserved for students with exceptional need.

Escoffier Online Passion Award - Upon successful completion of the Escoffier Online program, Escoffier Online students will receive a Passion Award to attend the Auguste Escoffier School of Culinary Arts at Austin.

This Passion Award will be equivalent to the amount of money the student paid toward their Escoffier Online education.

High School Passion Award FCCLA – Culinary Arts and Pastry Arts Diploma Programs – reserved for High School Seniors participating in the Family, Career, and Community Leaders of America (FCCLA) program.

High School Passion Award ProStart® - Culinary Arts and Pastry Arts Diploma Programs – reserved for High School Seniors participating in the ProStart® program at their participating high school.

The Next Escoffier Student – Short Film Competition – Culinary Arts and Pastry Arts Diploma Programs – applicants create a 5-7 minute video showing the applicant preparing, cooking, baking, and plating a dish.

Family, Career and Community Leaders of America (FCCLA) Regional, State and National competition scholarship awards - Culinary Arts and Pastry Arts Diploma Programs - reserved for High School Seniors participating in the Family, Career, and Community Leaders of America (FCCLA) program.

ProStart® Regional, State and National competition scholarship awards - Culinary Arts and Pastry Arts Diploma Programs - reserved for High School Seniors participating in the ProStart® program at their participating high school.

Detailed financial aid information and applications are available in the Student Finance Office.
STUDENTS RIGHTS AND RESPONSIBILITIES IN RECEIVING AID

During the student’s financial aid interview with the Financial Aid Administrator, the students who apply for financial aid receive a free copy of The Guide to Federal Student Aid Funding Education Beyond High School, an annual publication published by the U.S. Department of Education. This booklet describes the types of federal aid programs, eligibility criteria, and the rights and responsibilities of student financial aid recipients. Any questions about the receipt or disbursement of financial aid should be addressed to the Student Finance Office.

How To Apply for Student Financial Aid Assistance

Students who will be attending and plan to apply for financial aid should do the following:

• Interview with the Student Finance Administrator
• Become an Enrolled student
• Culinary Arts Diploma Program (or)
• Pastry Arts Diploma Program
• Apply for a PIN number at http://www.pin.ed.gov
• Complete the Free Application For Federal Student Assistance (FAFSA) at http://www.fafsa.ed.gov
• The Federal School Code is 037276

Early application is always encouraged in order to allow for follow-up and processing.

Verification Policy

Because students sometimes make errors on their application, there is a process for verifying applications and making corrections. The Central Processing System (CPS) selects which applications are to be verified, but schools also have the authority to verify students and information as determined by the Student Finance Department. Verification refers to the process of both collecting documentation from the student and/or parents to support the information reported on the Free Application for Federal Student Aid (FAFSA) and comparing the source documentation to the information as reported. To be in compliance with the federal law, the federal government requires verification and the school must collect the documentation specified. The Department of Education requires that schools verify a student’s file under the following circumstances:

1. If the student’s Institutional Student Information Record (ISIR) has an asterisk next to the Estimated Family Contribution (EFC).
2. If the Student Finance Administrator discovers conflicting information on the student’s ISIR, or has reasons to believe that the information provided by the student is not correct.

In compliance with the federal regulations, Auguste Escoffier School of Culinary Arts will not disburse or deliver any federal subsidized funds until the required verification is complete. Collecting and submitting the necessary documentation in a timely manner is the responsibility of the student, though the Student Finance Advisor should assist and advise the student where necessary.

Verification is complete when the student has provided all requested information in order to determine eligibility. If verification reveals errors or inconsistencies, the student may have to make corrections or update their information on their Student Aid Report (SAR).

A student must either submit all required verification documentation within 10 days of the class start date or contact the Student Finance Advisor for an extension to the verification deadline. The final year-end deadline for verification documentation is the earlier of 120 days after the student’s last date of attendance or September 1st following the close of the pertinent award year (June 30th).

COST OF ATTENDANCE (COA)

For federal student aid purposes, a student’s total cost of attending a postsecondary institution for a specified period of time is established by law. The COA includes tuition and fees; room and board (or an allowance for housing and food); an allowance for books, supplies, transportation, loan fees, and dependent care (if applicable); disability related expenses, and some miscellaneous expenses as well.

Please refer to our website or the Student Finance Office for the current COA.

It is very important to note that the average expenses are estimated based on local cost of living information for use in calculating financial aid eligibility. Individual expenses will vary based on your choice of lifestyle and living arrangements.
ENTRANCE AND EXIT STUDENT LOAN COUNSELING

Federal regulations require first-time student-loan borrowers to participate in Entrance Counseling in order to receive all pertinent information regarding their loan as well as the Student Borrower Rights and Responsibilities.

Entrance Counseling is completed at www.studentloans.gov. Direct loan funds will not be disbursed to the student account until they have completed the Entrance Counseling Requirement.

Exit Counseling

If the student is graduating or withdrawing from the school, he or she needs to schedule an appointment to meet with the Student Finance Administrator to complete his or her Exit Counseling. During this time, the Student Finance Administrator will give the student an Exit Counseling Guide For Direct Loan Borrowers.

The topics of discussion are:

- Review information from the Entrance Counseling Guide
- Provide an average anticipated monthly repayment amount
- Review repayment options
- This website is used to calculate the student’s term and interest rate: http://www.ed.gov/offices/OSFAP/DirectLoan/RepayCalc/dlentry1.html
- Discuss debt management strategies
- Review forbearance, deferment, and cancellation options
- The student is given the availability of loan information on NSLDS by using a PIN number.
- Students without internet may call 1-800-4-FED-AID
- The student is given the availability of the FSA Ombudsman’s office at 1-877-557-2575.
- Ensure that the borrowers understand their rights and responsibilities
- Students are required to submit any name change, address change to the Student Finance Office.
- A detail listing of the student’s outstanding loans will be provided upon his/her request.

Afterwards, the student must complete the “Rights and Responsibilities” page of the Exit Counseling Guide whereas a copy is filed in his or her financial aid file. The student keeps the Original Exit Counseling Guide for future reference.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student’s educational records. Because AESCA is a post-secondary institution, the rights described in FERPA belong to the students at the school, rather than the parents. The term “student” as used in the following FERPA policy applies to currently enrolled and former AESCA students who were accepted, began attending classes, and either graduated, withdrew or did not graduate. Questions about FERPA or FERPA rights should be addressed to the Campus Director, Registrar or Student Finance Office.

Student Rights Under FERPA

Students have the right to inspect and review their educational records according to the following procedures:

- Request amendment of their educational records - Students may ask the school to amend a record that they believe is inaccurate or misleading. They may submit a written request for amendment of their record(s) to the Registrar, specifying why they believe the record is inaccurate or misleading. The Registrar will notify the student of the decision made on the request for amendment.
- Consent to disclosure of their educational records – The exceptions to disclosure of student records only with written consent are noted below.
- File a complaint with the US Department of Education—Individuals who have questions about FERPA or who wish to file a complaint should contact:
  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue,
  SW Washington, D.C. 20202-5920

Procedures to Inspect Educational Records
Students should submit to the Registrar, a written request, which identifies as precisely as possible the record or records he or she wishes to inspect. The Registrar will make the needed arrangements for access as promptly as possible and notify the student in writing of the item(s) and place where the records may be inspected. Access will be given in 30 calendar days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

Refusal to Provide Copies
AESCA reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in the following situation: the student has an unpaid financial obligation to AESCA.

Disclosure of Education Records
AESCA will disclose information from a student’s education records only with the written consent of the students, EXCEPT:

1. To school officials who have a legitimate educational interest in the records. A school official is:
   a. A person employed by AESCA in an administrative, supervisory, academic or research, or support staff position.
   b. A person employed by or under contract to AESCA to perform a special task, such as an attorney, auditor or financial aid consultant.

   A school official has a legitimate educational interest if the official is:
   a. Performing a task that is specified in his or her position description or by a contract agreement.
   b. Performing a task related to a student’s education.
   c. Performing a task related to the discipline of a student.
   d. Providing a service or benefit relating to the student or student’s family such as health care, counseling, job placement or financial aid.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in conjunction with an audit, review or evaluation of compliance with education programs.
4. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state, law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the school.
7. To accrediting organizations to carry out their functions.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. The records of a disciplinary proceeding conducted by AESCA against an alleged perpetrator of a violent crime will be disclosed to the alleged victim of that crime without the written consent of the alleged perpetrator.
11. To parties requesting directory information, if a student has not provided a written request for the non-disclosure of such information.

Directory Information
AESCA designates the following items as Directory Information:
- Student name
- Address
- Telephone Number
- Date and Place of Birth
- Major Field of Study (Program)
- Participation in officially recognized activities
- Dates of Attendance
- Degrees
- Diplomas
- Awards Received
- Most recent previous school attended
- Photogam

AESCA may disclose any of those times without prior written consent, unless notified in writing to the contrary by the tenth calendar date following a student’s program start date.
EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

It is the official policy of AESCA that no person shall, on the grounds of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, status as a parent, marital status or political affiliation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

The statements set forth in the catalog are for informational purposes only. The provisions of this document/publication are not to be regarded as an irrevocable contract between the student and the institution. The institution reserves the right to change any provision or requirement at any time within the student's term of attendance.

PLACEMENT

Students of Auguste Escoffier School of Culinary Arts are encouraged to pursue opportunities for part-time employment while they are engaged in their studies. Job placement assistance is available to all active students and graduates. The Director of Career Services is available to meet with students and graduates to discuss employment interests and opportunities. The Director of Career Services assists students with resume writing, interview skills and externship coordination. Employment and externship decisions are outside the control of Auguste Escoffier School of Culinary Arts.

Auguste Escoffier School of Culinary Arts does not guarantee employment.

ORIENTATION

Orientation is designed to introduce beginning students to campus life. Through attendance and participation, students are introduced to the School’s policies and procedures, as well as, having the opportunity to meet with the faculty and staff. All new students are required to attend Orientation prior to their first day of classes. Orientation is mandatory. New students are required to RSVP to the Admissions Office to confirm their attendance for Orientation. On a case-by-case basis, a student who cannot attend Orientation is required to attend a scheduled Orientation the first day of class.

HEALTH SERVICES

First aid supplies for any minor injuries that may occur while students are in attendance are available at all times. Students who have a medical history of illness requiring special attention should notify the Executive Chef prior to or at orientation.

Auguste Escoffier School of Culinary Arts makes available to students a 24/7 counseling service, WellConnect Student Resource Services. Students are encouraged to contact WellConnect Student Resource Services for any needs that may prevent the student from being successful. This includes, but is not limited to, issues regarding balancing work, school and life, relationship and parenting concerns, stress and anxiety, legal concerns, drug counseling, financial hardship, etc.

Students are encouraged to take advantage of this free 24/7 student service at 1-866-640-4777.

STUDENT HOUSING

At this time AESCA does not provide on-campus student housing. Students in need of local housing may contact their admissions representative.
TRUE AND CORRECT STATEMENT

The information contained in this Catalog is true and correct to the best of my knowledge.

[Signature]

Signature of Authorized School Official
For more information about the Auguste Escoffier Schools of Culinary Arts:
6020-B Dillard Circle Austin, TX 78752
P: 512.451.5743 • F: 512.467.9120
Toll Free: 866.552.2433
www.escoffier.edu
www.facebook.com/escoffierschool

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit www.escoffier.edu/disclosures.