



CATALOG ADDENDUM

October 2016

KEY ADMINISTRATIVE STAFF AND FACULTY

Kirk T. Bachmann	Campus President
Laura Copenhagen	Director of Admissions - Residential
Cyndy Amaloo	Director of Financial Aid - Residential
Kayla Rodriguez	Business Office Manager
Susan McWilliam Warren	Director of Career Services - Residential
Patricia Souza	Director of Career Services - Distance Learning
Shannon Marzano	Director of Admissions - Distance Learning
Alisia Marquez	Student Finance Manager - Distance Learning
Pat Hagan	Registrar - Distance Learning
Andrea Dahl	Registrar/Compliance Manager - Residential
Ashlea Tobeck	Executive Chef - Residential
Graham Mitchell	Executive Chef - Distance Learning
Michael Scott	Lead Chef Instructor
Dan Widmann	Lead Chef Instructor
Tom Beckman	Chef Instructor - Distance Learning
Amy DeWitt	Chef Instructor
Jesper Jonsson	Chef Instructor – Distance Learning
Jonathan Knight	Chef Instructor
Anne Lanute	Chef Instructor - Distance Learning
Chanel Martinez	Chef Instructor - Distance Learning
Steven Nalls	Chef Instructor
John Percarpio	Chef Instructor
Janet Rorschach	Chef Instructor – Distance Learning
Carlos Ruiz	Chef Instructor
Bob Scherner	Chef Instructor
Luke Shaffer	Chef Instructor - Distance Learning
Chuck Stober	Chef Instructor

CALENDARS

2016-2017 Academic Period Calendars

Residential Programs – Culinary Arts & Pastry Arts

Block/Quarter Start	Block End	Quarter End
January 11, 2016	February 19, 2016	April 1, 2016
February 22, 2016	March 31, 2016	May 13, 2016
April 4, 2016	May 13, 2016	June 24, 2016
May 16, 2016	June 24, 2016	August 12, 2016
July 5, 2016	August 12, 2016	September 23, 2016
August 15, 2016	September 23, 2016	November 4, 2016
September 26, 2016	November 4, 2016	December 19, 2016
November 7, 2016	December 19, 2016	February 17, 2017
January 9, 2017	February 17, 2017	March 31, 2017
February 20, 2017	March 31, 2017	May 19, 2017
April 10, 2017	May 19, 2017	June 30, 2017
May 22, 2017	June 30, 2017	August 18, 2017
July 10, 2017	August 18, 2017	September 29, 2017
August 21, 2017	September 29, 2017	November 10, 2017
October 2, 2017	November 10, 2017	December 22, 2017
November 13, 2017	December 22, 2017*	February 17, 2017

* Block includes a required Saturday class on December 2, 2017

Distance Learning Program – Escoffier Online Culinary Arts Fundamentals

Block/Quarter Start	Block End	Quarter End
January 13, 2016	February 23, 2016	April 5, 2016
February 24, 2016	April 5, 2016	May 17, 2016
April 6, 2016	May 17, 2016	June 28, 2016
May 18, 2016	June 28, 2016	August 16, 2016
July 6, 2016	August 16, 2016	September 27, 2016
August 17, 2016	September 27, 2016	November 8, 2016
September 28, 2016	November 8, 2016	December 20, 2016
November 9, 2016	December 20, 2016	February 21, 2017
January 11, 2017	February 21, 2017	April 4, 2017
February 22, 2017	April 4, 2017	May 16, 2017
April 5, 2017	May 16, 2017	June 27, 2017
May 17, 2017	June 27, 2017	August 15, 2017
July 5, 2017	August 15, 2017	September 26, 2017
August 16, 2017	September 26, 2017	November 7, 2017
September 27, 2017	November 7, 2017	December 19, 2017
November 8, 2017	December 19, 2017	February 20, 2018

2016-2017 Student Holiday & Break Schedule*

2015 Winter Break	December 22, 2015-January 10, 2016**
No Classes (Faculty In-Service)	January 18, 2016
No Classes (Faculty In-Service)	March 25, 2016
No Classes (Faculty In-Service)	May 13, 2016
Memorial Day ^o	May 30, 2016**
2016 Summer Break ^o	June 25 – July 4, 2016**
Labor Day ^o	September 5, 2016**
No Classes (Faculty In-Service)	November 4, 2016
Thanksgiving Holiday ^o	November 24-25, 2016**
2016 Winter Break ^o	December 20, 2016-January 8, 2017**
No Classes (Faculty In-Service)	January 16, 2017
2017 Spring Break	March 31 – April 9, 2017
No Classes (Faculty In-Service)	May 19, 2017
Memorial Day ^o	May 29, 2017**
2017 Summer Break ^o	July 1 – 9, 2017**
No Classes (Faculty In-Service)	August 18, 2017
Labor Day ^o	September 4, 2017**
No Classes (Faculty In-Service)	October 20, 2017
Thanksgiving Holiday ^o	November 23-24, 2017**
2017 Winter Break ^o	December 23, 2017-January 7, 2018**

An “o” denotes a holiday observed by the distance learning program. Distance learning students will still have access to the Online Campus during published holidays and scheduled breaks.

* The holiday schedule may not be observed for students in Industry Externship courses.

** Distance Learning Support will not be available on the following: December 25-26, 2015, January 1, 2016, May 30, 2016, July 4, 2016, September 5, 2016, November 24-25, 2016, & December 24-26 & 30-31, 2016, January 1-2, 2017, May 29, 2017, July 4, 2017, September 4, 2017, December 24-25 & 31, 2017

2016-2017 Program Calendars

Residential Diploma Programs: Culinary Arts & Pastry Arts

Start Date	Anticipated Completion Date: Culinary Arts	Anticipated Completion Date: Pastry Arts
January 11, 2016	October 21, 2016	August 26, 2016
February 22, 2016 (<i>Culinary</i>)	December 2, 2016	
April 4, 2016	February 3, 2017	November 18, 2016
May 16, 2016 (<i>Culinary</i>)	March 17, 2017	
July 5, 2016	April 28, 2017	March 3, 2017
August 15, 2016	June 16, 2017	April 14, 2017
September 26, 2016	July 28, 2017	May 2, 2017
November 7, 2016 (<i>Culinary</i>)	September 15, 2017	
January 9, 2017	October 27, 2017	September 1, 2017
February 20, 2017 (<i>Culinary</i>)	December 8, 2017	
April 10, 2017	February 2, 2018	November 24, 2017
May 22, 2017 (<i>Culinary</i>)	March 16, 2018	
July 10, 2017	May 4, 2018	March 2, 2018
August 21, 2017	June 15, 2018	April 13, 2018
October 2, 2017	August 3, 2018	May 1, 2018
November 13, 2017 (<i>Culinary</i>)	September 14, 2018	

Distance Learning Certificate Program: Escoffier Online Culinary Arts Fundamentals

Start Date	Anticipated Completion Date:
January 13, 2016	February 21, 2017
February 24, 2016	April 4, 2017
April 6, 2016	May 16, 2017
May 18, 2016	June 27, 2017
July 6, 2016	August 15, 2017
August 17, 2016	September 26, 2017
September 28, 2016	November 7, 2017
November 9, 2016	December 19, 2017
January 11, 2017	February 20, 2018
February 22, 2017	April 3, 2018
April 5, 2017	May 15, 2018
May 17, 2017	June 26, 2018
July 5, 2017	August 14, 2018
August 16, 2017	September 25, 2018
September 27, 2017	November 6, 2018
November 8, 2017	December 18, 2018

TUITION AND FEES SCHEDULE (Effective July 1, 2016)

RESIDENTIAL PROGRAMS: *Note: Equipment/Supplies/Books amount are subject to change*

Diploma Program in Culinary Arts

66 Quarter Credits/1205 Clock Hours

Length of Program: 40 Weeks

Tuition and Fees:

Tuition: \$ 26,375.00

Equipment/Supplies/Books (non-refundable): \$ 1,275.00

Application fee (non-refundable): \$ 50.00

Total Cost of Program: \$ 27,700.00

Diploma Program in Pastry Arts

46 Quarter Credits/903 Clock Hours

Length of Program: 32 Weeks

Tuition and Fees:

Tuition: \$ 21,700.00

Equipment/Supplies/Books (non-refundable): \$ 1,200.00

Application fee (non-refundable): \$ 50.00

Total Cost of Program: \$ 22,950.00

DISTANCE LEARNING PROGRAMS (Online):

Certificate Program in Escoffier Online Culinary Arts Fundamentals

52 Quarter Credits/745 Clock Hours

Length of Program: 54 Weeks

Tuition and Fees:

Tuition: \$ 9,900.00

Application fee (non-refundable): \$ 50.00

Total Cost of Program: \$ 9,950.00

Note: As textbooks are all delivered electronically, the cost of any books used in the program and available online to the students are included in the tuition cost. The cost of tuition also includes the toolkit and uniform.

ADDITIONAL FEES:

Books/Tools/Equipment (Residential): Uniforms, tools, and books for residential programs are issued at Orientation. The listing of books required for the program including ISBN and other information are available on the Online Campus.

Books/Tools/Equipment (Distance Learning): Before starting each program, students will be informed of all costs related to these items. Students enrolled at Escoffier Online International Culinary Academy will pay actual shipping costs for program toolkits and uniforms mailed outside of the US. Shipping costs are nonrefundable and will be added to the student account. Students should contact their Admissions Representative if they have any questions about the toolkit or any other institutionally-provided materials. Students will have access to a full list of needed course supplies upon enrollment; however, the most current supply list will be accessible as part of the course resources at least 1 week prior to the start of each program course. Students are responsible for having all required equipment and are encouraged to check the current supply list prior to beginning each course to ensure they have all needed materials.

- Additional Chef Coat: \$30.00
- Additional Tool Kit: \$250.00

Domestic shipping costs are included with the tuition cost and fees for the uniform and toolkit. Shipping costs for supplies outside of the US are the responsibility of the student and will be charged to the student account. Shipping costs that result from replacement of supplies not due to damage are the responsibility of the student and will be charged to the student account. All shipping costs are nonrefundable.

Retake Fees:

The following retake fees apply:

- \$35 to make up a class (for students enrolled in clock hour programs)
- \$35 to retake ServSafe Exam
- \$750 to retake any course (for residential courses)

- Distance Learning Courses:
 - \$500 to retake any practical (CA prefix) courses
 - \$100 to retake CE115
 - \$250 to retake any other core lecture (CE prefix) courses

The fees listed above are considered current and applicable to all students unless otherwise noted. Payment arrangements must be made with the business office at the time of the makeup class, ServSafe Exam and/or at the start of the retaken course.

CATALOG UPDATES:

Admissions Requirements – Additional Short-term Application Fee Waiver *Addition to Page 8 of the Catalog: Effective October 11 – November 5, 2016*

In addition to the allowable reasons for an application fee waiver identified on Page 8 of the Student Professional Programs Catalog, Auguste Escoffier School of Culinary Arts will also waive application fees for students enrolling in the diploma program in Culinary Arts that begins on November 7, 2016.

English Proficiency – *Effective April 2016*

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

- Demonstration of a Common European Framework Reference for Language (CEFR) level of B2 or higher. Examples include:
 - Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (iBT) score of 65 or higher, Paper-Based Test score of 500 or higher, or Computer- Based Test (CBT) score of 173
 - International English Language Testing System (IELTS) with a level of 6 or higher
 - Cambridge English: First (FCE) grade of a C or higher or Cambridge English: Advanced (CAE) grade of a CEFR B2 or higher
- A grade of “C” or better in an intermediate ESL course
- Graduation from an English-speaking secondary institution
- Evidence of having completed 8 semester hours or 12 quarter hours with at least a “C” (70%) average at a USDE-recognized postsecondary institution in which English was the language of instruction

International Students – *Effective July 2016*

International applicants may apply for the Culinary Arts and Pastry Arts programs at AESCA. Applicants must meet the same admission requirements as U.S. residents. In addition, the following apply to international students:

- Students whose native language is not English are required to demonstrate English proficiency through other acceptable measures established by the institution. Please see the section on English Proficiency for details.
- Proof of graduation, certificates or diplomas must be presented for external evaluation.

All documents should be accompanied by a certified English translation and submitted to the school prior to issuing the I-20 to the student.

- A sponsor must provide an Affidavit of Financial Support verifying that funds will be available for all educational and living expenses while the student is studying in the United States. Any of the student’s financial sponsors must show evidence through bank letters or statements indicating enough money in deposit in checking, savings, or money market accounts. Students may provide this information if they are the account holders.

- Photo copies of students' passports are required. Students are responsible for maintaining legal visa status for the duration of their stay as covered by U.S. federal laws, regulations, guidelines, and updates. Students on student visas are expected to maintain full-time status throughout their academic program.

Students who do not maintain their visas may be subject to enrollment termination and serious penalties from the Department of Homeland Security. For more information regarding visas, log on to www.uscis.gov.

Policy for Collecting Unpaid Tuition or Fees – Replaces section on Page 10 – Effective May 2016

The institution will provide a book and supply waiver to students in the residential programs who opt to pay their tuition in full in advance of their schedule start date.

Students are expected to keep their accounts in good standing. Students who do not keep their accounts in good standing may be subject to adverse action. Actions may include removal and/or withdrawal from class where payment or acceptable arrangements may be required before a student is permitted to return. Severely delinquent accounts may be referred to an outside collection agency, and may also be reported to the credit bureau. A diploma will not be available until a student's account is current and official transcripts will not be issued until a student's account is paid in full.

AUGUSTE ESCOPIER SCHOOL OF CULINARY ARTS INSTITUTIONAL DISCLOSURES – DISTANCE LEARNING

The following information indicates the required disclosure information per Section 1095.200 of the Illinois Administrative Code for the reporting period as specified:

Institutional Disclosures Reporting Table for Illinois Board of Higher Education Reporting Period: July 1, 2015 - June 30, 2016

DISCLOSURE REPORTING CATEGORY	<i>Escoffier Online Culinary Arts Fundamentals</i>
A) For each program of study, report:	
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	0
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:	
a) New starts	314
b) Re-enrollments	0
c) Transfers into the program from other programs at the school	1
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	314
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:	
a) Transferred out of the program or course and into another program or course at the school	0
b) Completed or graduated from a program or course of instruction	N/A
c) Withdrew from the school	78
d) Are still enrolled	237
5) The number of students enrolled in the program or course of instruction who were:	
a) Placed in their field of study	N/A
b) Placed in a related field	N/A
c) Placed out of the field	N/A
d) Not available for placement due to personal reasons	N/A
e) Not employed	N/A
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	
	N/A
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	
	N/A
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	
	0 (N/A)
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	
	N/A

*A course of instruction is a standalone course that meets for an extended period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

Note: As indicated in the PBVS Administrative Rules, Section 1095.200, student retention and graduation rates must be maintained that are appropriate to standards in the field. Furthermore, a State licensing examination or professional certification examination passage rate of at least 50% of the average passage rate for schools within the industry for any State licensing examination or professional certification examination must be maintained.

In the event that the school fails to meet the minimum standards, that school shall be placed on probation. If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.