



# Student Consumer Information

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## **Introduction**

The following is a compilation of important information concerning institutional information and financial assistance. This document contains information concerning the following topics:

- Student Financial Aid
- Family Educational Rights and Privacy Act
- National Voter Registration Act
- Ombudsman Notification
- National Student Loan Data System
- Campus Crime, Drug Awareness, and Campus Security Statement
- Constitution Day – September 17<sup>th</sup>

Please note that each section contains information and an overview description of the process. Questions should be addressed to the Auguste Escoffier School of Culinary Arts' Director of Financial Aid or Campus President.

## **Basic Financial Aid Information**

AESCA recognizes that some individuals and their families are unable to meet the entire cost of education and may need assistance with federal and private student aid as well as assistance with the application process. The Director of Financial Aid (DFA) is the designated official at AESCA for consumer information. If a student or parent has a question, they should not hesitate to contact the Student Finance Office.

## **Rights and Responsibilities of Students Receiving Federal Financial Aid**

As a student, you have the right to know:

- The names and organizations which accredit and authorize the school to operate.
- About the programs, the faculty, and the physical facilities at the school.
- The cost of attending the school.
- The school's policy on refunds for students who drop prior to completion of a program.
- About the financial assistance available from federal, state, local, private, and institutional financial aid programs.
- The procedures and deadlines for submitting applications for each available financial aid program.
- The criteria used to select financial aid recipients.
- How financial need is determined.
- The amount of financial need that has been or will be met.
- The type and amount of assistance in your financial aid package. You have the right to ask that your financial aid package be reconsidered if you believe it to be in error or if you, or your family's financial circumstances have changed.
- How and when the federal financial aid funds will be paid to your account.
- The school's Satisfactory Academic Progress policy and how the policy affects your eligibility for financial aid.
- The special facilities and services available to disabled students.
- The interest rate on any loans available through the school, the amount you must repay, the length of time you have to repay, when you must begin repayments, and any condition and deferment provisions that apply.

**Responsibilities – It is your responsibility as a student, if you are applying for Federal Student Aid, to:**

- Complete your Free Application for Federal Student Aid (FAFSA) accurately and submit it on time. Errors can delay, and in some cases prevent you from receiving aid.
- If you have previously completed a 2017-18 FAFSA for the award year and coded 037276•00, we will receive a copy of your information.
- Provide all supporting documentation, corrections, and/or new information as requested by the Student Finance Office.
- Notify the Auguste Escoffier School of Culinary Arts of any information that has changed since you applied, such as income information, family members, contact information, etc.
- Accept/Decline any disbursements of loan funds.
- Read and understand all forms you are asked to sign

**Names and Organizations Which Accredite and Authorize the School to Operate**

The Auguste Escoffier School of Culinary Arts - Boulder is licensed by the Division of Private Occupational Schools, <http://highered.colorado.gov/dpos> and accredited by the Accrediting Council for Continuing Education and Training, [www.accet.org](http://www.accet.org). The Escoffier Online Culinary Arts Fundamentals Program is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education [www.ibhe.org/PBVS/default.htm](http://www.ibhe.org/PBVS/default.htm). Contact information for each of these entities is available via their website or the school catalog. AESCA posts the school's accreditation approvals at the Administrative Offices and will make available upon request a copy of the school's accreditation, licensure, or approval. To request a copy, students should submit a request in writing to the Campus Registrar/Campus President.

**Institutional Programs, Faculty and the Physical Facilities**

Program, faculty and physical facility information for the Auguste Escoffier School of Culinary Arts is listed in detail in our school catalog or addendum. A copy of the catalog is provided to all enrolling students and available to all current students upon request at any time. Additionally, the school catalog can be downloaded from our website at <http://www.escoffier.edu>

AESCA has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or location in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

**Cost of Attendance**

Program cost information is located on our website at <http://www.escoffier.edu>. Program cost information is also itemized on the program enrollment agreements.

**Refund Policies for Non-Completers**

AESCA calculates refunds for non-completers using the policies provided by the Colorado Commission on Higher Education and the Accrediting Council on Continuing Education and Training and applies the policy that is most beneficial. The calculation concerning federal financial aid is separate and distinct from the institutional refund policy and is calculated using the federal Return to Title IV refund policy. As a result of the federal calculation required by federal regulation, you may owe additional funds to the institution to cover tuition and charges previously paid by unearned federal financial aid prior to your withdrawal.

If you plan to withdraw from school, please contact the Student Finance and Business Offices to determine the amount of funds, if any, which must be returned to the federal student aid programs on your behalf.

**Cancellation Policy:**

A full refund of all institutional charges will be made to any student who cancels the enrollment contract within 5 calendar days after the enrollment contract is signed. Refunds due to the student within this cancellation period will be returned to the student within 30 days of the cancellation notice.

Postponement of a starting date, whether at the request of the school or the student, requires a new enrollment agreement signed by the student and the school. The agreement will indicate the new start date and whether the postponement was for the convenience of the school or the student.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981.

*Distance Learning Program Trial Period*

The first two weeks of any courses taken in a student's first block constitute the trial period for any distance learning programs. After signing an Enrollment Agreement and up through the first two weeks of the distance learning program, a student is considered to be conditionally enrolled. Students will be eligible to become unconditionally enrolled and matriculate to active status with the institution after meeting class attendance and academic progress requirements in all registered courses during the first two weeks of classes. Attendance requirements include posting positive attendance in the first two weeks of class by completing a minimum of 2 academic instructional activities per week during the trial period. Academic progress requirements include earning a grade of 60% or better in all registered courses by the end of the trial period.

Students who decide not to continue after the trial period may opt out with no further financial obligation prior to meeting class attendance requirements for their third week in their first block with the institution. Any student that cancels or is cancelled during the trial period will not receive any credit or permanent transcript record of any courses started during the trial period. Refund of any prepaid tuition and fees is subject to the Institutional Refund Policy. The institution reserves the right to cancel any student not meeting attendance or academic progress requirements during the trial period.

Students will indicate their intent to continue with their program by meeting class attendance requirements in the third week of their first block at which point the trial period will end. Students completing the trial period that meet class attendance requirements for the third week or after will be financially responsible for all associated course charges.

**Institutional Refund Policy:**

1. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - An enrollee does not sign an enrollment agreement;
  - An enrollee is not accepted by the school;
  - A student cancels the enrollment contract within 5 calendar days of signing the enrollment contract;
  - If service is discontinued by the school and this prevents the student from completing the course Or program

2. If tuition and fees are collected in advance of entrance, and if after expiration of the 5-day cancellation privilege the student does not enter school, not more than \$50 in nonrefundable administration fees shall be retained by the school for the entire program.
3. If tuition and fees are collected in advance of entrance, and if a student conditionally enrolled in a distance education program withdraws or is otherwise terminated during the trial period, not more than \$50 in nonrefundable administration fees shall be retained by the school for the entire program.
4. If a student enters a program and withdraws or is otherwise terminated, the school may retain not more than \$50 in nonrefundable fees for the entire program. The minimum refund of the remaining tuition will be calculated using the time-based refund schedule of the following that is most favorable to the student:

Colorado Commission on Higher Education

<b>Student is entitled to upon withdrawal/termination*</b>	<b>Refund</b>
Within first 10% of program	90% less administrative fee
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75%	NO Refund

Accrediting Council for Continuing Education & Training (ACCET):

- a. During the first week\*\* of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- b. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.
- c. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

\*\*When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week

5. A student should review the requirements and process for withdrawing as posted in the catalog in the official vs. unofficial withdraw to follow the required process for withdrawing from the program.
6. The effective date of the termination for refund purposes will be the earliest of the following:
  - a. The date of receipt of written notice from the student or the date the institution is made aware that the student is no longer attending;
  - b. Fourteen consecutive calendar days following the last date of attendance; or
  - c. The last day of attendance, if the student fails to return from an excused leave of absence;
7. Leaves of absence, suspensions, and published school holidays will not be counted as part of the scheduled class attendance. Students will receive a full refund for any future courses billed but not attended.

8. Any student who withdraws from the program due to active duty or active service will receive a full refund for any module not completed as a result of the call to duty.
9. 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 opened, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as the student has not cancelled during the cancellation period, 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.
10. The policy for granting credit for previous training does not impact the refund policy.
11. All refunds will be made within 30 days from the date of termination.

### **Refund Policy Relating to Return to Title IV Funds • R2T4**

- Federal law specifies how AESCA must determine the amount of Title IV Program (financial aid) assistance the student has earned when the student withdraws or is terminated. The Title IV Programs covered by this law are: Federal Pell Grants, Federal Supplemental Educational Opportunity Grant, Federal Direct Student Loans and Federal Direct PLUS loans.
- A specific formula is used to determine the amount of Title IV Program assistance earned, when a student withdraws or is terminated during a period of enrollment. (An example is provided below.) If less assistance was received than earned, you may be able to receive those additional funds. If you received more assistance than earned, the excess funds must be returned by the School and/or you.

Example Calculation:

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Denominator: clock hours scheduled to be completed in the Payment Period of enrollment

If a student completes 100 clock hours of the 309 clock hour Payment Period =  $100/309 = .3236\%$

Aid disbursed of \$5,000 x .3226 = \$1,618 of Title IV earned

- \$1,618 = \$3,382 refund to Title IV funds

- AESCA is required to determine the amount of Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received. These refunds must be made within forty-five (45) of the determination of the date AESCA determines the student withdrew or 14 days after the students last day of attendance. Title IV funds are returned in the following order:



1. Unsubsidized Direct Stafford loans (other than PLUS loans).
  2. Subsidized Direct Stafford loans.
  3. Federal Perkins loans.
  4. Federal PLUS loans.
  5. Direct PLUS loans.
  6. Federal Pell Grants for which a return of funds is required.
  7. Academic Competitiveness Grants for which a return of funds is required.
  8. National Smart Grants for which a return of funds is required.
  9. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.
  10. Federal Teach Grants for which a Return is required.
- If a student does not receive all the funds earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, AESCA must get the student's permission before disbursement. The student may choose to decline some or all the loan funds, to avoid incurring additional debt. AESCA may automatically use all of a portion of your post-withdrawal disbursement of grant funds for tuition and fees. AESCA needs the student's permission to use the post-withdrawal grant disbursement for all other School charges. If the student does not grant their permission, the funds will be offered to the student, and the student will be responsible for unpaid debt to the School.
  - Some Title IV funds that are scheduled cannot be disbursed after a student withdraws. A first-time, first-year undergraduate student who has not completed 30 days of a Program before withdrawal, will not receive any loan funds that they would have received had they remained enrolled past the 30th day.
  - AESCA must return a portion of excess Title IV Program funds received equal to the lesser of:
    - The student's institutional charges multiplied by the unearned percentage of funds, or
    - The entire amount of excess funds.
  - If AESCA is not required to return all of the excess funds, the student is required to return the remaining funds.
  - Any loan funds that are required to be returned must be paid in accordance with the terms of the promissory note.
  - Any amount of unearned grant funds that must be returned are called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds received or were scheduled to receive. The student must make arrangements with AESCA or the Department of Education to return the unearned grant funds.
  - The requirements for Title IV Program funds are separate from the above outlined AESCA refund policies. Therefore, the student may still owe funds to AESCA to cover unpaid institutional charges. AESCA may also charge for any Title IV Program funds that the School was required to return.
  - The student may contact the Federal Student Aid Information Center with any questions at 1-800-4-FEDAID (1-800-433-3243). Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)



## **Student Withdrawal Process**

Students deciding to withdraw from AESCA must notify the Registrar in writing as outlined below. Failure to officially withdraw from AESCA may result in academic or financial difficulties for students. The Student is responsible for all financial consequences resulting from failure to complete the withdrawal process. To withdraw from school, the Student must:

- Obtain and complete the withdrawal slip from the Registrar's Office
- Return the completed withdrawal slip to the Registrar's office, and retain a copy
- If the student cannot withdraw in person, s/he must notify the Registrar's office verbally by calling the AESCA Registrar at (720) 457-9428, or, by emailing to [amidcap@escoffier.edu](mailto:amidcap@escoffier.edu).
  - The notification must include: Name, date, reason for withdrawal, and signature
  - Additional information may be needed

**NOTE:** Withdrawal from school may not relieve the student from certain financial obligations. Students who withdraw are strongly encouraged to meet with both the Student Finance and Business Office to understand their rights and responsibilities.

### ***Official Withdrawal:***

- As AESCA takes daily attendance, The Withdrawal Date and Date of Determination is the date the student begins the withdrawal process or otherwise provides official notification to Auguste Escoffier School of Culinary Arts of the intent to withdraw.
- The student is strongly encouraged to contact the Registrar's office in person to officially withdraw. AESCA will make every effort to assist students with resolution of issues in order to continue their education.
- Once a student has officially notified the Registrar's office of their intent to withdraw, they should meet with the Student Finance and Business Office. The Student Finance Department can answer any questions regarding student loan repayment responsibilities, secure the Exit Interview and the Business Office can answer any questions regarding financial obligations to AESCA.

### ***Unofficial Withdrawal:***

- Students will be automatically withdrawn from any Program after missing ten (10) consecutive class days in any attendance period. Any student who does not report to class for ten (10) consecutive class days will be considered "withdrawn" and the Withdrawal Date will be the next business day following the tenth consecutive class day absence.
- The Withdrawal Date for a student that does not return from an approved leave of absence is the Last Day of Attendance (LDA).
- For Return to Title IV (R2T4) purposes, the Date of Determination is:
  - Fourteen days from the LDA for unofficially withdrawn students
  - The scheduled date of return for a student that does not return from an approved leave of absence as scheduled, or the date the Campus was notified the student will not return to classes, whichever is earlier.

## **Types of Federal Financial Aid Programs Available**

### ***Grants***

#### **Federal Pell Grant**

The Pell grant is grant assistance which does not have to be repaid. Pell is awarded to students who have demonstrated financial need as determined by the U.S. Department of Education standards. Annually, the U.S. Department of education determines student eligibility for this grant. For the 2016-17 award year, the minimum grant is \$606 and the maximum grant is \$5,920.

#### **Federal Supplemental Education Opportunity Grant (FSEOG)**

The FSEOG program is a program that provides grant assistance which does not have to be repaid. FSEOG is awarded to students who demonstrate exceptional financial need as determined by the U.S. Department of Education standards. Students with the lowest "Expected Family Contribution" (EFC) are awarded FSEOG before students with higher EFCs.

### ***Employment***

#### **Federal Work Study**

Federal Work Study offers students the opportunity to assist themselves with a portion of expenses by working part-time, on or off campus, for at least minimum wage. Federal Work Study funds are limited and so the number of assignments that are available are limited as well. Priority is given to students with the greatest financial need who are qualified for the job assignments available. Please see the Student Finance Office for availability of funds and participation.

### ***Loans***

#### **Subsidized Federal Direct Loans**

Direct Subsidized Loans are awarded based on financial need. The Auguste Escoffier School of Culinary Arts will determine eligibility for the Direct Subsidized Loan program based on the results from your FAFSA. The maximum annual loan amount for the first academic year is \$3,500, less origination and other fees (if applicable). Awards will change upon eligibility and program. The federal government pays the interest for you during in school (at least half-time attendance), in grace, and deferment periods. Interest does not accrue until the student enters repayment six (6) months after leaving school or dropping below a half-time enrollment status. The minimum repayment amount is \$50 per month; however, Direct Subsidized Loans provide many flexible repayment plans as outlined in the loan counseling materials located in the Student Finance Office. Payments are based on the repayment plan selected by the student. See the charts below for interest rate information. For additional information [www.studentloans.gov](http://www.studentloans.gov)

#### **Unsubsidized Federal Direct Loan**

If you do not qualify for a full or partial Direct Subsidized Loan based on your financial need, you may qualify for a Direct Unsubsidized Loan. This loan is not based on need; however, the federal government does not pay the interest on the Direct Unsubsidized Loan(s) while you are in school or have loans in a deferred status. Student loan borrowers are eligible for all interest that accrues on the loan while enrolled, during your grace period, and any deferment periods. You may elect to make interest payments while in school to avoid the capitalization of interest and lower the overall repayment debt. Loan repayment begins six (6) months after leaving school or dropping below a half-time enrollment status. Independent students can borrow up to \$9,500 (Subsidized and Unsubsidized combined) for the first academic year. Dependent students can borrow up to \$5,500 (Subsidized and Unsubsidized

combined) for the first academic year. The minimum repayment amount is \$50 per month; however, Direct Subsidized Loans provide many flexible repayment plans as outlined in the loan counseling materials located in the Student Finance Office. Payments are based on the repayment plan selected by the student. See the charts below for interest rate information.

**Consolidation**

Borrowers with other outstanding loans may be eligible to consolidate eligible loans into one consolidated payment. Refer to your Loan Entrance counseling brochure and information for additional details.

**Federal Direct Parent (PLUS) Loan**

The Direct PLUS loan is available to parents who wish to apply for additional assistance for their dependent child’s education. The Direct PLUS loan is made through the federal government. The amount of the PLUS loan cannot exceed the student’s cost of attendance less other student aid awarded. See the charts below for interest rate information.

**2017-18 Direct Loan Interest Rates**

Federal Direct Subsidized Stafford Loan for undergraduate students	4.45%
Federal Direct Unsubsidized Stafford Loan for undergraduate students	4.45%
Federal Direct Unsubsidized Stafford Loan for graduate students	6.00%
Federal Direct Parent PLUS Loan	7.00%
Federal Direct Graduate PLUS Loan	7.00%

Academic Year	Direct Subsidized Loans (Undergraduate)	Direct Unsubsidized Loans (Undergraduate)	Direct Unsubsidized Loans (Graduate)
2017-2018	4.45%	4.45%	6.00%
2016-2017	3.76%	3.76%	5.31%
2015-2016	4.29%	4.29%	5.84%
2014-2015	4.66%	4.66%	6.21%
2013-2014	3.86%	3.86%	5.41%
2012-2013	3.40%	6.80%	6.80%
2011-2012	3.40%	6.80%	6.80%
2010-2011	4.50%	6.80%	6.80%
2009-2010	5.60%	6.80%	6.80%
2008-2009	6.00%	6.80%	6.80%
2007-2008	6.80%	6.80%	6.80%

## **State and Local Aid, School Aid and other Private Aid Programs**

The school catalog lists institutional grants and awards, as well as other aid programs which may be available such as State and Local Aid, School Aid, and other Private Aid programs. Students should review the school catalog and visit the Student Finance Office for up to date and additional information on current aid programs. The Student Finance Office also maintains a list of scholarship and resource websites. The AESCA School Catalog is available at [www.escoffier.edu](http://www.escoffier.edu)

## **The Criteria Used to Select Financial Aid Recipients**

### ***Applying for Federal Student Financial Aid***

Each student interested in receiving federal financial assistance must submit the "Free Application for Federal Student Aid" (FAFSA) or provide a copy of the Student Aid Report (SAR) if the FAFSA was previously completed within the award year. The Student Finance Office will utilize the results of the FAFSA to estimate and determine the student's financial aid eligibility.

A student may be chosen for the *verification* process of the information submitted on the FAFSA by the U.S. Department of Education or the school. A student may be selected by the U.S. Department of Education's Central Processor (CPS) following procedures established by federal regulation. If, during the application process, the file is selected for "verification" by the U.S. Department of Education, the student and their family must submit all documents required to validate the information listed on the FAFSA application. AESCA may also select the information submitted for verification. The Student Finance Office will inform the student of the requirement for verification. Students should refer to [www.studentaid.ed.gov](http://www.studentaid.ed.gov) website which is sponsored by the U.S. Department of Education for more detailed information.

### ***Applying for AESCA, Local and State Financial Aid***

Students should visit the Student Finance Office for information and application(s) regarding various scholarship/grant opportunities available for eligible students. The Student Finance Office also has a list of resource websites available.

## **The Type and Amount of Assistance in your Financial Aid Package Criteria for Selection**

A person must be enrolled as a *regular student* in an eligible program to receive Federal Student Assistance funds. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the school.

## **How Financial Need is Determined**

Students must apply for federal aid by completing the current award year FAFSA. The Student Finance Office will review the results of the FAFSA and determine your "need" and eligibility for various federal programs. The student may accept or decline all, or a portion, of the aid eligibility.

## **Amount of Financial Need**

The Student Finance Office will attempt to package full eligibility based on the student's need and the academic year clock hours of the program enrolled. Your right as a student is to accept, decline or reduce any portion of the aid packaged. Students should always schedule a follow up appointment with the Student Finance Office for personal review and explanation of awards offered.

**You have the right to ask that your financial aid package be reconsidered if you believe it to be in error or if you, or your family's financial circumstances have changed.**

Students may request an appeal of any financial aid awarded by contacting the Student Finance Office. Always contact the Student Finance Office for any questions/clarification on the awarding, packaging and eligibility process.

## **How and When Federal Financial Aid Funds will be Paid**

### ***Federal Aid***

Federal Aid is distributed to students who complete the Free Application for Federal Student Aid (FAFSA) and meet the eligibility criteria as further described within the application instructions. Students should visit [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) or the Student Finance Office for an Application.

AESCA awards and disburses aid based on clock hours in the academic year(s) of the program enrolled. See below for an overview of the nonterm disbursement method. Students should visit the Student Finance Office for additional details regarding disbursement. Students receiving federal aid are encouraged to visit the Student Finance Office.

The disbursement of aid is by payment period and varies by the type of assistance and program.

In order to receive federal loan proceeds the student (parent in the case of PLUS loans) must complete and sign a valid promissory note. Disbursements will be made at the beginning and once at the mid-point of the academic year as measured in clock hours earned and weeks attended. A second disbursement of loan funds for the academic year is made after the student has completed half of their academic workload for the academic year and reached the calendar midpoint. Once tuition and fees charged by the institution have been met, the student may receive the excess amount of federal student aid that creates a credit on the account. A first year, first time borrower's account will not be credited with Direct loans until 30 days after their first day of class and completed a loan entrance interview.

For those who qualify for aid, a student in the Culinary Arts Diploma Program, Pastry Arts Diploma Program & Escoffier Online Culinary Arts Fundamentals Certificate Program will receive two (2) disbursements of aid, credited to the student's account twice during the academic year – one at the beginning and once at the mid-point of the academic year as measured in credit hours earned and weeks attended.

For those who qualify for aid, a student in the Culinary AAS Program will receive four (4) disbursements of aid; Two (2) disbursements for the AY1 credited to the student's account twice during the academic year – one at the beginning and once at the mid-point of the academic year as measured in credit hours earned and weeks attended. AY 2 consists of two (2) disbursement credited once at the beginning of AY2 as and once at the mid-point of the academic year as measured in credit hours and weeks attended.

### ***State Aid***

State Aid is distributed to students who meet the eligibility criteria as described in the specific state aid program requirements. Students should visit the Student Finance Office for additional information on state aid programs available to enrolled students of the institution and application.

### ***Institutional Aid (Scholarships/Grants)***

Colleges may offer various types of scholarships to students enrolled in specific programs of study, participating in campus athletics, having met specific academic standards, etc. The number of scholarships recipients varies from year to year depending on the funding available and the number of eligible applicants. For additional information on available institutional scholarships students are encouraged to visit/contact the Student Finance Office at the campus. A list of scholarships/grants available is also listed in the AESCA Catalog.

Students are also encouraged to visit their library or research on the Internet as a source for additional scholarship programs not administered or awarded by AESCA.

Students will receive an estimated award letter listing their aid eligibility. All students need to read and understand all forms that you are asked to sign. Contact the Student Finance Office for review of your eligibility and aid amounts, and for clarification/questions on any forms or awards.

### **Diversity of Pell Recipients**

Federal regulations require school to provide on an annual basis data on the diversity of its Pell recipients by July 1st. Students should visit the AESCA Student Finance Office for campus specific Pell Diversity information. Go to <http://nces.ed.gov/collegenavigator> for information on our school.

### **Borrower Confirmation for Loans**

#### **Subsidized and Unsubsidized Master Promissory Note (MPN)**

Students have the ability to obtain loan funds not exceeding the established loan limits through the Subsidized and Unsubsidized Federal Direct Loan program without having to sign a new Master Promissory Note for each academic year.

The Auguste Escoffier School of Culinary Arts awards educational loans based on student eligibility. Students and Parents (in cases of a PLUS loan) always have the right to reduce or cancel any student loan. For the student loan process, AESCA uses the "Passive" Confirmation option. Passive confirmation means that AESCA will not disburse the loan until the borrower is notified of the proposed loan package and the time given to respond has elapsed. The borrower only needs to act if he/she wishes to decline the loan or adjust the type or amount of the loan.

#### **Parent PLUS Master Promissory Note (PLUS MPN)**

For Parent PLUS loans made under the multi-year feature of the MPN, confirmation of the loan occurs upon parent completion of the Plus MPN via [studentloans.gov](http://studentloans.gov). AESCA will only process the requested amount of an approved Plus loan. Plus loan borrowers are notified by receipt upon posting of the Plus loan proceeds. Borrowers have at least fourteen (14) days to cancel or reduce the loan.

#### **Statement Regarding Credit Balances**

An "Authorization to Retain" is provided to students by the Student Finance Office soon after enrollment and during the financial aid process. Students and parents (of a dependent student applying for PLUS loans) need to review this statement, select the appropriate authorization category, and provide the signed form to the Student Finance Office. For continuing students who previously signed this statement, the initial authorization will continue to be valid for subsequent award years or enrollment periods. The authorization categories available for student/parent selection are as follows:



- Based on student's authorization, the institution will retain any existing credit balance on the account to be applied to allowable future charges to assist students in managing those funds or to be disbursed at their request.
- In the event that funds are not requested prior to leaving the institution, the institution will return the credit balance to the lender as prepayment of the student loan.

### **Terms and Conditions of Federal Work Study Employment**

The Federal Work Study (FWS) program provides jobs to undergraduate and graduate students to assist them in meeting their educational expenses. To qualify for Federal Work Study program funds, the student must meet the eligibility requirements for Federal Student Aid. The amount of FWS for which a student is eligible depends upon:

- Degree of demonstrated financial need
- Availability of FWS funds at the school
- Availability of jobs and scheduling which do not conflict with the student's class schedule

Federal Work Study jobs may be located on or off campus. The school may set the work schedule. The Director of Financial Aid will take into consideration need, class schedule, health, and academic progress prior to arranging a job and assigning work hours. The school must inform the student of the terms and condition of employment that is part of your financial aid package. Undergraduate students will be paid on an hourly basis. They are paid at least the current federal minimum wage and at least once a month. AESCA pays twice a month.

If FWS is part of the student's aid package, they will receive notification via the Job Description and other notification which lists the amount of the award scheduled for the student.

### **Terms and Conditions Under Which the Student Receives Student Loans**

The Federal Loan programs provide funds to undergraduate and graduate students to assist them in meeting their educational expenses. To qualify for Federal Loan program funds, the student must meet the eligibility requirements for Federal Student Aid as well as the loan program specific terms and conditions specified below:

#### ***Direct Loans (DL)***

- Student must be enrolled at least half-time during the period of enrollment to retain their eligibility for the Direct Loan program funds. Students whose enrollment status is below half-time are not eligible for DL program funds. If eligibility is lost due to being enrolled less than half-time, a student can regain eligibility if enrolled at least half-time during a subsequent period of enrollment.
- All students are required to complete student loan entrance counseling prior to the first disbursement of the loan. For first time borrowers, the first disbursement of a loan cannot be made earlier than thirty (30) days after the start of the term or period of enrollment. This 30-day delayed disbursement for first time borrowers does not apply to Plus loans.
- DL Loans are not credit based and so a credit check will not run, unless it is a Parent PLUS Loan.
- A student borrower who is in default on an FSA loan is not eligible for additional DL loan funds unless eligibility is regained.

#### ***Perkins Loan***

AESCA does not participate in the Perkins Loan Program.



## **Financial Loan Management**

Each first-time student borrower is required to attend/complete a loan entrance interview conducted individually, in a group, or online. The interview will include an explanation of the use of a Master Promissory Note (MPN), the importance of the repayment obligation, a description of the consequences of default, sample repayment schedules, information about borrower's rights and responsibilities, as well as other terms and conditions.

Upcoming graduates, students who officially withdraw, or students who cease to attend at least halftime will be required to complete/attend the exit counseling session. Students who leave school without attending an exit counseling session will receive an exit counseling package mailed by the campus. Exit counseling addresses topics such as the requirement to repay the loan, repayment plans, updating contact and demographic information, the consequences of default. Please see The Financial Aid Loan Exit Counseling section for additional information.

## **The Student Loan Entrance Counseling**

The following information will be included in the Loan Entrance Counseling, which will be presented to a first-time student borrower prior to the first disbursement of loan funds.

- Explanation and use of the Master Promissory Note (MPN)
- Effect of accepting the loan on eligibility for other aid
- Seriousness and importance of the repayment obligation
- Option of the borrower to pay interest on Unsubsidized Stafford and Graduate PLUS loans while in school
- Interest accrual process and interest capitalization when a borrower elects not to pay interest or if the interest is not paid by the US Department of Education
- Definition of half-time enrollment
- Consequences of not maintaining half-time enrollment
- Importance of contacting the appropriate office at the school if the student plans to withdraw before completing the academic program to allow the school to provide exit counseling to the borrower
- Obligation to repay the loans even if: the borrower does not complete the program or does not complete the program within the regular time for completion, is unable to find employment, is dissatisfied with the school/program, or does not receive the services purchased from the school
- Consequences of default, including adverse credit reports, federal offset, and other federal delinquent debt collection procedures and litigation
- Sample monthly repayment amounts based on a range of levels of indebtedness or the average cumulative indebtedness of other loan borrows within the same academic program as the borrower
- Information regarding the National Student Loan Data System (NSLDS) and how a borrower can access and monitor his or her loan records
- Name and contact information of the person the student may contact with questions regarding rights and responsibilities or loan terms and conditions

## **The Student Loan Exit Counseling**

Several topics presented at the entrance counseling session are again presented at the exit counseling. Exit counseling is required for all graduated, withdrawn, or dismissed students prior to exiting the institution. If a student leaves school or chooses to postpone their education, the student should meet with a Financial Aid Administrator to understand the financial impact of this decision and attend loan exit counseling.

Exit counseling includes the following information:

- Explanation of all repayment plans available
- Comparative analysis of the features of each type of repayment plan, including average projected monthly payments and the difference in interest and total payments.
- Explanation of the terms and conditions to obtain full or partial loan forgiveness or discharge.
- Explanation of the terms and conditions the borrower may obtain a deferment or forbearance.
- Debt management strategies to assist the student in successful loan repayment.
- Information regarding the average anticipated monthly repayment amount based on the student loan borrower's actual indebtedness or the average indebtedness of student borrowers in the same academic program receiving the same types of loans.
- A review of the use of the Master Promissory Note (MPN) and the student's obligation to repay the loan.
- Explanation of the student's responsibility to repay the loan even if the student did not complete the program, did not complete the program within the regular completion time for that program, is unable to obtain employment, or is dissatisfied with the education received.
- Explanation regarding the consequences of default, including adverse credit reports, federal offset, other federal delinquent debt collection procedures and litigation.
- Effects of loan consolidation, including the effect on total interest and fees to be paid, length of the repayment term, effect on borrower benefits on underlying loans (grace periods, deferment, loan forgiveness, and loan discharge), option to prepay or change repayment plans, and how borrower benefits may differ between lenders.
- Explanation of the tax benefits available to the students.
- Information concerning the National Student Loan Data System (NSLDS) and how the student can utilize NSLDS to access his or her records.
- Information regarding the availability of the Student Loan Ombudsman's Office

In addition, the Student Finance Office is responsible to collect the following information as part of the exit counseling and provide the information to the Guarantor Agency (GA) within sixty (60) days of receipt:

- Name
- Address
- Social Security Number
- References
- Driver's License Number and State
- Expected Permanent Address
- Name and address of next-of-kin
- Name and address of the student's employer or expected employer.

This information is reported through NSLDS.

### **Loan Deferments for Borrowers**

Students should visit the Student Finance Office for the terms and conditions under which students receiving federal education loans may obtain a deferment for repaying student loan debt. In addition, students can visit [www.studentloans.gov](http://www.studentloans.gov) for information on federal student loans.

### **Loan Deferments for Certain Individuals**

Loan deferment terms and conditions are further defined for those serving in the Peace Corps; under

the Domestic Volunteer Service Act; and as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service. These individuals should visit the Student Finance Office for additional information.

### **National Student Loan Data System**

National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. Student financial aid information is submitted to the NSLDS. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, the Pell Grant program, and other ED programs. NSLDS Student Access provides centralized, integrated view of Federal Student Aid Loans and grants so that recipients of funds from these programs can access and inquire about the Federal Student Aid loans and/or Grant data. Once the data is reported to NSLDS, this site and all information contained within is accessible to Financial Aid Administrators, Guarantee Agencies, and Students. All users must sign-in and be an authorized user. Unauthorized use of this site is strictly prohibited. To access the site, visit [www.nsls.ed.gov](http://www.nsls.ed.gov).

### **Federal Student Aid Ombudsman Notification**

Students should contact the Director of Financial Aid who is always ready to assist with any questions or concerns regarding financial aid programs. If a situation exists that the Director of Financial Aid cannot resolve, students should follow procedures in the school catalog.

After all above options are exhausted and the Federal Student Aid Loan issue cannot be resolved, the U.S. Department of Education's Office of the Ombudsman for federal financial aid program issues is available. The ombudsman resolves disputes from a neutral and independent viewpoint. The Office of Student Financial Assistance Ombudsman will informally research a borrower issues and suggest solutions to resolve. Student borrowers can contact the Office of the Ombudsman by:

*Via Email:* [fsaombudsman@ed.gov](mailto:fsaombudsman@ed.gov)

*Via Online Assistance:* [www.ombudsman.ed.gov](http://www.ombudsman.ed.gov)

*Via Toll-Free Telephone:* 1.877.557.2575

*Via Fax:* 1.202.275.0549

*Via Mail:* U.S. Department of Education, FSA Ombudsman, 830 First Street N.E., Washington, D.C. 20202

### **Consumer Information from the Department of Education**

The U.S. Department of Education has various websites available to students and financial aid staff which provide information regarding the regulations, requirements, and application for Federal Student Aid. There is *no* user fee for using ED Financial Aid sites.

U.S. Department of Education: [www.ed.gov](http://www.ed.gov)

Applying for Federal Student Aid: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Information for Students: [www.studentaid.ed.gov](http://www.studentaid.ed.gov), and [www.college.gov](http://www.college.gov)

Information for Financial Aid Professionals and Schools: [www.ifap.ed.gov](http://www.ifap.ed.gov), and [www.fsa4schools.ed.gov](http://www.fsa4schools.ed.gov)

Information on Student Loans: <http://www.studentloans.gov> and [https://www.nsls.ed.gov/nsls\\_SA/](https://www.nsls.ed.gov/nsls_SA/)

### **Satisfactory Academic Progress**

Students should refer to the school catalog or the Registrar for more information regarding the institution's Satisfactory Academic Progress Policy. The Auguste Escoffier School of Culinary Arts Satisfactory Academic Progress Policy is also listed on our website at <http://www.escoffier.edu>

### **Services for Disabled Students**

Students with special needs should contact the Registrar regarding services available for disabled students attending the institution.

### **Costs of Attending AESCA**

Students can access <http://www.escoffier.edu>, reference the school catalog, or contact any administrator for detailed information regarding the costs of attending the Auguste Escoffier School of Culinary Arts (tuition and fees, books and supplies, room and board) & any other applicable costs of the program in which the student is enrolled or has expressed an interest.

### **Programs of Study Offered at the Institution**

Students should refer to the school catalog for institution specific information regarding programs of study offered at the institution. AESCA has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or location in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

The school is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

### **General Educational Development (GED) Information**

Students who have not earned a High School Diploma may be eligible to take the General Educational Development (GED) tests to earn the GED credential. Students should visit their state's website for additional information and nearby testing center locations. The AESCA Registrar's office is also available for assisting students who seek information on GED tests. Students should refer to the school catalog for program specific admissions requirements as programs of study may require a H.S. Diploma or GED for admission.

### **School Facilities Associated with Academic Programs**

Students should refer to the school catalog for institution specific information regarding school facilities. The AESCA school catalog can be accessed at [www.escoffier.edu](http://www.escoffier.edu)

### **Campus Faculty and Other Instructional Personnel**

Students should refer to the school catalog for a listing of campus faculty and other instructional personnel. The AESCA school catalog can be accessed at [www.escoffier.edu](http://www.escoffier.edu).

### **Academic Improvement Plans**

Students should refer to the school catalog and/or enrollment agreement for institution specific information regarding academic improvement plans.

### **Copyright Infringement (Peer to Peer File Sharing)**

It is the policy of the Auguste Escoffier School of Culinary Arts to comply with all copyright laws and not exceed the bounds of permissible copying under the fair use doctrine. All faculty, staff, and students are expected to comply with this policy, with state and federal law, and with the terms of application contracts and license agreement(s) in reproducing copyrighted materials. Civil and/or criminal charges are associated with the unauthorized use/distribution of copyrighted materials. Additional information can be found at: <http://www.copyright.gov/circs/circ01.pdf>.

### **Fire Safety Plan**

AESCA does not offer campus housing. Campuses which offer on campus housing are required to disclose the Fire Safety Plans with all residents of such housing. Students should refer to the institutional fire safety information made available by the Campus Registrar or Campus President.

### **Vaccination Policy**

Specific programs of study may require students to adhere to a Vaccination Policy. Currently, AESCA students are not required to vaccinate.

### **Student Right to Know Act**

The Student Right-to-Know Act requires institutions participating in Federal Student Aid to provide additional disclosures to students. The additional disclosures include Graduation, Completion, and Transfer-Out Rates. In addition, schools that have athletic teams and award athletically related aid are required to disclose the Graduation, Completion, and Transfer-Out Rates for Student Athletes. Prospective and enrolled students are notified of Student Right-to-Know Disclosures by July 1 of each year. The disaggregated graduation rates for the cohort last completing the program within 150% by August 31 are included as an Appendix item. Additional graduation rate disclosures, as required by the accrediting agency, are posted on our website, [www.escoffier.edu/disclosures](http://www.escoffier.edu/disclosures).

### **Constitution and Citizenship Day (September 17<sup>th</sup>)**

Section 111(b) states "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution." For purposes of the Department's implementation of this requirement, "educational institutions" includes but is not limited to "local educational agencies" and "institutions of higher education" receiving Federal funding from the Department. Section 111 applies to all educational institutions receiving Federal funding, not only those receiving Federal funding from the Department. However, the Department's authority only extends to those educational institutions receiving funding from the Department, and consequently the Department can only regulate those institutions. Section 111 requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

### **Student Records Access and Release**

Auguste Escoffier School of Culinary Arts has established a policy regarding students' rights with respect to their education records pursuant to the Family Educational Rights and Privacy Act (FERPA).

These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Auguste Escoffier School of Culinary Arts receives a request for access.

Under FERPA, education records are defined as records that are directly related to the student and maintained by the institution or a party acting for the institution, excepted as provided under the FERPA exceptions. Education records can exist in any format, including, but not limited to, typewritten, hand-written, computer generated, videotape, audiotape, film and email.

Students may request a review of their education records by submitting a written request to the

Campus Director that identifies the records the student wishes to inspect. The review will be allowed during regular school hours under appropriate supervision, and the Campus President and/or Registrar will notify the student of the place where records may be inspected. Students may also obtain copies of their education records for a nominal charge.

2. The right to request that the Auguste Escoffier School of Culinary Arts amend any of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. The request for change must be made in writing and delivered to the Campus President and/or Registrar, must clearly identify the part of the record the student wants changes and must explain the reason for the requested change. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. If the Auguste Escoffier School of Culinary Arts decides not to amend the record as requested, it will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. If the student requests a hearing, the Campus President will conduct the hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the Campus President's decision, which will be the final decision of the school. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.
3. The right to provide written consent before the Auguste Escoffier School of Culinary Arts discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception permits the Auguste Escoffier School of Culinary Arts to disclose education records without the student's prior written consent to parents of a student who is a dependent for tax purposes (as defined in Section 152 of the Internal Revenue Code of 1986).

Another exception permits the Auguste Escoffier School of Culinary Arts to disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

The term school official includes a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; officials from other educational institutions, lenders, servicers and agencies that have a legitimate interest in the student information. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

Upon request, the Auguste Escoffier School of Culinary Arts may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. While FERPA requires that the Auguste Escoffier School of Culinary Arts, with certain exceptions, obtain a student's prior written consent before disclosing personally identifiable information from the student's education records, FERPA permits the Auguste Escoffier School of Culinary Arts to disclose appropriately designated "directory information" to third parties without prior written student consent unless the student has advised the school to the contrary in accordance with school procedures. If the student does not want the Auguste Escoffier School of Culinary Arts to



disclose some or all directory information without his or her prior written consent, the student must notify the school in writing within 10 days after the date of the student's initial enrollment or by such later date as the school may specify. The Auguste Escoffier School of Culinary Arts has designated the following information as directory information: student's name, address(es), telephone number(s), birth date and place, major field of study (program), dates of attendance, participation in officially recognized activities, most recent previous school attended, photograph, and degrees, diplomas, and awards received.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Auguste Escoffier School of Culinary Arts to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education 400  
Maryland Avenue, SW  
Washington, D.C. 20202-5901

### **US Voter Registration**

Auguste Escoffier School of Culinary Arts encourages all students that are US citizens and of eligible age to vote in federal and state elections. Students residing in CO while attending a residential program at AESCA can obtain voter information by visiting the following site: <https://www.sos.state.co.us/voter-classic/pages/pub/home.xhtml>. In addition, voter registration forms are available on in the Student Finance Office. Students that wish to vote in a home state other than CO can find voter information on the following website: [https://www.eac.gov/voter\\_resources/contact\\_your\\_state.aspx](https://www.eac.gov/voter_resources/contact_your_state.aspx).

### **Drug and Alcohol Abuse Prevention Information**

Federal regulation requires an institution that participates in any Federal Student Aid program to provide information to its students, faculty, and employees to prevent drug and alcohol abuse. Students should refer to the Campus Security and Drug-Free Campus/Workplace report.

Auguste Escoffier School of Culinary Arts – Boulder recognizes the responsibility as an educational institution to promote a productive and healthy environment. This responsibility demands implementation of programs and services to facility that effort.

In order to meet these responsibilities, AESCA Boulder's policy is summarized:

1. Requires all students and employees to abide by the terms of this policy as a condition of an initial and continued enrollment/employment.
2. Recognizes that the illegal use of drugs and alcohol is in direct violation of local, state, and federal laws as well as school policies set forth within this policy
3. Strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as a part of any school sponsored activities.
4. Considers a violation of this policy to be a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.
5. Recognizes that violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and



- may prohibit certain career and professional opportunities.
6. Requires an employee to notify the Campus President in writing of a criminal conviction for drug or alcohol related offenses occurring in the workplace no later than five calendar days following the conviction.
  7. Provides referral assistance for counseling services access to AESCA Boulder's **Employee/Student Assistance Program or the Student Resource Service and will refer employees/students for counseling services programs** that inform students and employees about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential.
  8. Contact the Campus President at (303) 494-7988 for referral assistance. AESCA Boulder employees may also contact our health insurance provider for various assistance. Contact information may be obtained from the Campus President.
  9. Students may contact the Registrar/Compliance Manager or Executive Chef for referral assistance. They may also contact WellConnect Directly at 1-866-640-4777.
  10. The Campus President is responsible for notifying federal funding agencies within 10 calendar days whenever an employee is convicted of a drug-related crime that occurred in the workplace.
  11. AESCA Campus Security Authorities are responsible for notifying local law enforcement when there is a legal violation related to alcohol and other drugs.
  12. AESCA forbids an employee from performing sensitive safety functions while a prohibited drug(s) is in his or her system.
  13. AESCA could mandate drug testing of employees prior to employment, when there is reasonable cause, after an accident, on a random basis, and before returning to duty after refusing to take a drug test or after not passing a drug test.
  14. Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders.
  15. AESCA provides for annual distribution of this policy to all staff, faculty and students.

### ***Your Role in the Drug-Free Workplace Program***

- Know AESCA Boulder's policy and program.
- Follow AESCA Boulder's drug-free policy.
- Report to class and/or work fit for duty. Come to the school free of alcohol and other drugs.
- Don't abuse alcohol or use illegal drugs in the workplace, on school property, or as part of any AESCA Boulder school sponsored or required activity.
- Seek help if you think you have a problem.

Talk to the Campus President if you think a coworker or student may need help or if you see a policy violation.

### ***CRIME AND PUNISHMENT ALCOHOL AND DRUG OFFENSES***

**Misdemeanors (M)** are punishable by imprisonment in county jail for not more than one year and/or a fine not exceeding \$500 unless a different amount is specified for the offense.

**Felonies (F)** are punishable by imprisonment in the state corrections system for up to two years and/or a fine not exceeding \$1,000 unless a different amount is specified for the offense.

AESCA maintains a standard of conduct that prohibits the unlawful use, possession, or distribution, of drugs or alcohol by students and employees on school property, or at school activities.

Policy violations are taken seriously and AESCA Boulder will impose sanctions on students and employees (consistent with local, state and federal law). Disciplinary action(s) for violation of this standard of conduct could include expulsion from school, termination of employment and referral for prosecution.

### **Campus Security/Clery Act**

Federal regulation requires an institution to compile an Annual Security Report disclosing the institution's security policies and reporting of Crime Statistics. Students should refer to the Campus Security and Drug-Free Campus/Workplace document.

### **Prevention of Financial Aid/Scholarship Fraud**

Every year, millions of high school graduates seek creative ways to finance the markedly rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED web site

According to the FTC, perpetrators of financial aid fraud often use these telltale lines:

- The scholarship is guaranteed or your money back
- "You've been selected by a 'national foundation' to receive a scholarship" or "You're a finalist" in a contest you've never entered.
- "You can't get this information anywhere else"
- "I just need your credit card or bank account number to hold this scholarship"
- "We'll do all the work"
- The scholarship will cost some money

To file a complaint, or for free information, students or parents should call 1.877.FTC.HELP (1.877.382.4357) or visit: <http://ftc.gov/bcp/menus/consumer/education.shtm>

### **Statement of Non-Discrimination**

AESCA does not discriminate on the basis of race, color, gender, age, national or ethnic origin, or physical disabilities 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.

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance. All federal agencies that provided grants of assistance are required to enforce the Title VI regulation.

### **Know Your Rights – Title IX:**

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities (hereinafter "schools") receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

All students are encouraged and welcome to visit the Administrative Office for any questions, clarification or additional information regarding any of the Auguste Escoffier School of Culinary Arts' policies & procedures.

## Appendix A: Graduation Rates: Cohort Period: 9/1/13 to 8/31/14

The following Graduation Rate calculation is based on the cohort of students who did not attend another postsecondary institution prior to attending Auguste Escoffier School of Culinary Arts in Boulder, CO. These students must have enrolled for the first time in their program of study from September 1, 2013 – August 31, 2014 and completed their program within 150% of the program’s length. To what extent the institution was made aware, students that left school to serve in the armed forces, on official church missions, or in the foreign service of the federal government or who are deceased or permanently disabled are excluded from the calculations.

The tables below reflects the breakdown of graduates by:

- Gender
- Race/Ethnicity
- Federal Financial Assistance

	# Students	Total Graduates	Graduation Rate % (% of Total Grads)
<b>Men</b>			
Nonresident Alien	0	0	0
Hispanic/Latino	18	15	5.8
American Indian or Alaska Native	1	0	0
Asian	1	1	0.4
Black or African American	4	1	0.4
Native Hawaiian or Other Pacific Islander	1	1	0.4
White	102	79	30.5
Two or More Races	16	10	3.9
Race and Ethnicity Unknown	24	15	5.8
<b>TOTAL MEN</b>	<b>167</b>	<b>122</b>	<b>47%</b>
<b>Women</b>			
Nonresident Alien	0	0	0
Hispanic/Latino	17	14	5.0
American Indian or Alaska Native	0	0	0
Asian	6	6	2.3
Black or African American	7	3	1.1
Native Hawaiian or Other Pacific Islander	1	1	0.4
White	111	81	31.3
Two or More Races	7	5	1.9
Race and Ethnicity Unknown	43	28	10.8
<b>TOTAL WOMEN</b>	<b>192</b>	<b>138</b>	<b>53%</b>

<b>Auguste Escoffier School of Culinary Arts - Boulder Graduation Rate</b>	<b>72.4%</b>
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<b>% of Grad Population Receiving Federal Grants:</b>	<b>55%</b>
<b>% of Grad Population Not Receiving Federal Grants but Received Federal Subsidized Loans:</b>	<b>25%</b>
<b>% of Grad Population Not Receiving Either Federal Grants or Federal Subsidized Loans:</b>	<b>20%</b>

**Placement Rates:** Auguste Escoffier School of Culinary Arts reports placement rates to the Accrediting Council for Continuing Education & Training (ACCET). The reported rates are available on the campus [website](#) and are updated annually.

**Retention Rate:** Per IPEDS definition, retention rates “examine the percentage of first-time students enrolled in the fall of the prior year that are still enrolled in the fall of the current year”. “measures the percentage of first-time students who return to the institution to continue their studies the following fall. The retention rate reported in the IPEDS Fall Enrollment Survey for Auguste Escoffier School of Culinary Arts in Boulder and reported on the [College Navigator](#) website is **79%**.