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L’Academie de Cuisine, Inc.

Main Campus:
16006 Industrial Drive,
Gaithersburg, MD 20877
301-670-8670
lacademie.com

Branch Campus:
5021 Wilson Lane,
Bethesda, MD 20814
301-986-9490
lacademie.com/recreational

“You learn from professionals, people who have actually worked in restaurants...I have a sense of confidence that I think I got from L’Academie and no one can take that away from me. I’m so proud.”

- Carla Hall,
1996 L’Academie Graduate
and Host of “The Chew”
When I founded L’Academie de Cuisine in 1976 my goal was to help passionate cooks pursue their culinary dreams by becoming professional chefs. I set out to train them in the finest classical techniques within a small, hands-on setting just as I had learned as a culinary student in Switzerland. More than 40 years later, the world of food has certainly changed, but not my goal: to produce the finest professional cooks in the Washington, D.C. area. Today L’Academie is indeed the premier culinary school in the Washington, DC region, and ranked among the top culinary schools in the United States.

There is no substitute for proper training and the mark of a good cook or pastry cook is in the details of that training. It is in the way you hold a knife, the way you hold a pastry bag, how you filet a salmon, how you build a cake, and ultimately how you organize and conduct yourself in the kitchen. Your skill as a cook becomes evident in the balance of flavors, colors and textures on a plate; how the creamy acidity of a beurre blanc enhances the delicate flavor of a fresh fish; or how the finesse of fine piping on a celebration cake shows off your artistic skill. As in any fine art, honing your craft requires discipline, training, apprenticeship and professional support within the industry. L’Academie will give you the foundation and credibility you need while you grow your skills and strengthen your drive to succeed.

L’Academie offers professional Culinary and Pastry Arts programs during the day and evening hours. Both schedules offer the same rigorous curriculum, but give you the option to pursue your passion within a format that works for you. Our talented faculty of chef instructors combined with our small classroom setting allows for hands-on instruction and individual attention like few other culinary schools can provide.

Graduates of our programs have gone on to become chefs at top restaurants and hotels, cruise lines and catering companies; they have become business owners, television personalities, instructors, cookbook authors and farmers. They have also garnered coveted Michelin stars and awards from both the Restaurant Association of Metropolitan Washington (RAMW) and the James Beard Foundation.

We know that from the first day you arrive in our kitchens you are already planning for an exciting career; L’Academie’s career services team works with you in preparation for your apprenticeship, which is the longest consecutive apprenticeship of any culinary or pastry arts program in the nation! After graduation, we offer career placement assistance to our alumni while cultivating a strong community of working professionals, properly trained and committed to excellence in all areas of food and fine dining. I encourage you to come see for yourself what value a solid culinary and pastry education can provide as you get started, or continue your career, in this dynamic ever-changing industry. Please visit us, schedule a private tour and speak with our students and instructors. The more passion you bring us as a student, the better we can prepare you for a fulfilling and lifelong profession!

François Dionot

François Dionot, with over 50 years of experience in the food industry, is the founder and director of L’Academie de Cuisine. A native of Reims, France, Chef Dionot was educated at L’École Hôtelière de la Société Suisse des Hôteliers in Lausanne, Switzerland, where he earned a diploma in hotel and restaurant service, management and all phases of food preparation.

Chef Dionot worked at various highly acclaimed kitchens in Switzerland, France, Washington DC, and New York. Chef Dionot remains an integral part of L’Academie, handling day-to-day operations as school director and instructor for the theoretical portions of the school’s culinary programs. A founding member and past-president of the International Association of Culinary Professionals (IACP), he is also a founding member of the Jean Louis Palladin Foundation and a member of the Chaîne des Rôtisseurs.
Our Mission

L'Academie de Cuisine’s mission is to provide substantive, professional training programs in the culinary and pastry arts that prepare students for employment and advancement in the multi-faceted food-service industry.

In constant pursuit of that mission, we seek to graduate high quality, well-trained cooks in response to the industry’s evolving needs. Our students are highly skilled, focused, and industrious food-service professionals.

WHY CHOOSE L’ACADEMIE DE CUISINE?

At L’Academie, we train our students in the fundamentals of the classic culinary and pastry arts, endowing you with the skill-set and professional discipline that will move you forward in the competitive fine dining industry. Our accredited programs offer you an opportunity to quickly and credibly achieve both a certificate and industry experience in a fine dining or pastry establishment.

There is no substitute for proper training. Through a structured regimen of demonstrations, lectures, academics, and most importantly, production in the kitchen under the direction of experienced chefs, you will develop attention to detail and the skill of multitasking that is essential to becoming a great cook.

Whether you are switching careers with little to no industry experience or you are a working cook, L’Academie’s small class sizes, dynamic teaching environment and commitment to excellence will help you achieve your goals.
L’Academie de Cuisine is approved by the Maryland Higher Education Commission as an independent post-secondary educational facility offering several professional curricula. The school is accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency. Veterans and others eligible under Title 38 of the United States Code may apply for educational benefits for the Culinary Arts and Pastry Arts Programs.

Graduates of L’Academie’s professional Culinary Arts Program will be granted advance credit at Frederick Community College (FCC) upon completion of 15 credits in FCC’s Associate Degree Program in Culinary Arts & Supervision for attending courses outlined in the articulation agreement. The AAS degree program prepares students for positions as trained culinary professionals in a variety of food service settings including full-service restaurants, hotels, resorts, country clubs, catering, contract food service, and health care facilities. Courses emphasize the professional competencies necessary to meet industry standards.
The Culinary Arts Program is a program of classroom study and apprenticeship consisting of 1620 clock hours. You will learn the theoretical skills and techniques necessary for a successful career in the food service industry. Whether you have some experience, or none at all, our integrated menu curriculum will guide you through the foundations of the professional kitchen from knife skills to refined plating techniques. Graduates are prepared as entry-level employees for any number of culinary-related fields, including food research, writing, teaching, catering or cooking at fine dining establishments, or as self-employed culinary professionals.

L’Academie offers convenient day and evening schedules for its Culinary Arts Program. The daytime schedule allows you to complete the program in 50 weeks. Students attending the evening schedule would complete the program in 62 weeks. Please refer to the Academic Calendars section for detailed schedule options. Classes generally consist of 15-24 students in the daytime schedule and no more than 16 students in the evening. Whichever schedule you choose there is always a student/teacher ratio of 16:1 for lectures and practical sessions.

PHASES I & II
The first two phases of study develop student competence in all areas of food preparation and presentation. A typical class schedule begins with lecture and demonstration of a multi-course meal, followed by a hands-on practical session using the techniques and menu preparation outlined in the lecture and demonstration. Following a break, additional lectures and/or hands-on sessions are included. Whether you have some experience, or none at all, our comprehensive curriculum will guide you through the foundations of the professional culinary kitchen.

PHASE III – THE APPRENTICESHIP
Phase III is comprised of 98% apprenticeship training and 2% classroom study over a 26-week period. These paid apprenticeships, combined with classroom work, further develop you into a well-rounded culinary professional. A major portion of this phase is on-the-job training that includes stringent evaluation and supervision by L’Academie staff as well as the chef/supervisor at a school-approved apprenticeship site. This period of competitive training helps enrich your overall vocational preparation and allows you to develop a realistic attitude toward work in the food industry. During Phase III you will work about 34 hours or more per week for approximately 26 to 30 weeks. You are expected to complete all program requirements by the program ending date, but not beyond 150% of the total program length. Students are paid by their apprenticeship employers at the prevailing market rate.

Classroom studies continue in Phase III, meeting 3 times during apprenticeship training for 5 hours each class session. Emphasis is placed on advanced culinary techniques, discussing individual areas of interest and reviewing individual placement. See representative list of recent apprenticeship sites in the Apprenticeship Placement section.

PHASES I AND II — 720 HOURS

<table>
<thead>
<tr>
<th>Practical Sessions</th>
<th>Lectures/Demonstration</th>
</tr>
</thead>
<tbody>
<tr>
<td>57%</td>
<td>43%</td>
</tr>
</tbody>
</table>

Introduction: 5 hours  
Equipment: 3 hours  
Food Safety: 16 hours  
Herbs, Spices, Nuts: 1.5 hours  
Condiments: 1.5 hours  
Appetizers: 19 hours  
Stocks: 10 hours  
Soups: 41 hours  
Sauces: 40 hours  
Eggs: 17 hours  
Meats: 4 hours  
Beef: 32 hours  
Veal: 32 hours  
Lamb: 32 hours  
Pork: 32 hours  
Poultry: 32 hours  
Game: 10 hours  
Variety Meats: 10 hours  
Patés/Terrines: 4 hours  
Fish: 38 hours  
Shellfish: 24 hours  
Garde Manger: 20 hours  
Fruits/Vegetables: 19 hours  
Potatoes: 7 hours  
Pasta: 7 hours  
Rice/Grains: 4 hours  
Mushrooms/Truffles: 3 hours  
Cheeses: 3 hours  
Baking: 35 hours  
Cakes: 16 hours  
Desserts: 53 hours  
Sugar: 4 hours  
Chocolate: 6 hours  
Specialty Foods & Desserts: 25 hours  
Catering: 20 hours  
Current Trends: 8 hours  
Food Science: 8 hours  
Menu Planning: 19 hours  
Kitchen Management/Math: 16 hours  
Wines and Spirits: 6 hours  
Career Counseling: 10 hours  
Ownership & Operation: 3 hours  
Accounting and Job Market: 16 hours  
Promotion: 8 hours

PHASE III — 900 HOURS

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Apprenticeship</th>
<th>Apprenticeship Overview</th>
<th>Advanced Practical Work</th>
<th>Apprenticeship Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 hours</td>
<td>885 hours</td>
<td>1.5 hours</td>
<td>13.5 hours</td>
<td>885 hours</td>
</tr>
</tbody>
</table>
The Pastry Arts Program is a program of classroom study and apprenticeship consisting of 1620 clock hours. Students learn the most important techniques, skills and theory of pastries and desserts for full-time careers as entry-level pastry cooks in a food service facility. Graduates of the program are prepared to enter any number of pastry-related fields in restaurants, hotels, catering services, bakeries, pastry shops or as self-employed pastry professionals.

The Pastry Arts Program is offered during the day and allows you to complete the program in 50 weeks. Classes generally consist of 12–16 students with a student/teacher ratio of 16:1 for lectures and practical sessions.

PHASES I & II
The first two phases of study enable students to develop competence in all areas of pastries and desserts. A typical class schedule includes lecture and demonstration, followed by hands-on practical session using the techniques demonstrated earlier in the class. Following a break, additional lectures and/or hands-on sessions are included. Whether you have some experience, or none at all, our comprehensive curriculum will guide you through the foundations of the professional pastry kitchen.

PHASE III – THE APPRENTICESHIP
Phase III is comprised of 98% apprenticeship training and 2% classroom study over a 26-week period. These paid apprenticeships, combined with classroom work, further develop you into a well-rounded pastry professional. A major portion of this phase is on-the-job training that includes stringent evaluation and supervision by L’Academie staff as well as the chef/supervisor at a school-approved apprenticeship site. This period of competitive training helps enrich your overall vocational preparation and allows you to develop a realistic attitude toward work in the food industry.

During Phase III you will work about 34 hours or more per week for approximately 26 to 30 weeks. You are expected to complete all program requirements by the program ending date, but not beyond 150% of the total program length. Students are paid by their apprenticeship employers at the prevailing market rate. Classroom studies continue in Phase III, meeting 3 times during apprenticeship training for 5 hours each class session. Emphasis is placed on advanced pastry techniques, discussing individual areas of interest and reviewing individual placement. See representative list of recent apprenticeship sites in the Apprenticeship Placement section.
TOUR THE SCHOOL

If you are serious about becoming a professional in the foodservice industry, we encourage you to visit our school. Tours and interviews can be arranged to accommodate your schedule. During your visit, you will meet some of our instructors and observe students at work in the practical kitchens. Come see for yourself why L’Academie is the premier culinary school in the metropolitan Washington, DC area!

Please contact our Admissions Office between 9:00 AM and 5:00 PM Monday through Friday, to schedule a guided individual tour by calling (301) 670-8670 x 201
GENERAL INFORMATION
L’Academie de Cuisine considers all applicants for admission based on his or her qualifications without regard to race, color, religion, ethnicity, sex, pregnancy, national origin, age, physical or mental disability, marital status, sexual orientation, gender identity, or any other status protected by federal, state or local laws. Applicants age 18 or older are accepted on a rolling admission basis. Proof of graduation from a secondary school, university, or equivalent education certified by a state education department is required for admission.

L’Academie complies with the Americans with Disabilities Act, the Rehabilitation Act, and all other applicable federal, state, and local disabilities laws. The admission requirements are:

1. A completed application form that includes a declaration of intent to secure full-time (at least 30 hours per week) continuous employment for at least 6 months in the food service industry immediately following graduation.
2. A 500-word (minimum) Personal Statement outlining your culinary goals and reasons for wanting to attend L’Academie.
3. An application fee.
4. Proof of age.
5. Proof of US citizenship or Permanent Residency status (US passport/US birth certificate or Permanent Resident Card). **Original required.
6. Proof of graduation from a secondary school, university, or state certified equivalent education. **Original required.
7. One letter of recommendation (professional or educational, signed, with contact information).
9. Admissions Evaluation Questionnaire (to be completed at admissions interview).
10. Financial aid interview, if applicable.
11. Personal interview.
12. Proof of tetanus (Td, Tdap) vaccination within the last 9 years.

**Note: Original documents requested will be photocopied and returned to the applicant during the Admissions interview. Permanet Residency Card, Employment Authorization Card and Tetanus vaccination must be valid through the duration of the program.

All decisions concerning admission to L’Academie shall be in the sole discretion of the Admissions Committee. Applications are evaluated based on information contained in the application, admissions documents and the personal interview. Although industry experience is not a prerequisite, L’Academie seeks individuals who are highly motivated and understand the demands of a full-time culinary or pastry career. L’Academie admits applicants who demonstrate the attitude, aptitude, and ability necessary for success as a culinary or pastry professional.

International Students: L’Academie does not accept international students. L’Academie’s professional programs do not conform to the duration of practical training set forth in Title 8 of the Code of Federal Regulations Part 214.2 (m) (14iii). L’Academie does not accept or sponsor international students of any category including M-1 or F-1 students. To be eligible for admission, applicants must be legally allowed to work within the United States outside of the parameters of a student visa. Such applicants much show a valid Employment Authorization Document (EAD) issued by USCIS (United States Citizenship & Immigration Services) that is valid through the duration of the program.
APPRENTICESHIP
The apprenticeship programs at L’Academie require:
1. Skills and performance evaluations of apprentices by their apprenticeship supervisors.
2. Documentation of apprenticeship hours worked.
3. Standards of training at apprenticeship sites must be consistent with the basic curriculum of the program. The school uses established guidelines to assess a site’s suitability for apprenticeship training. Unannounced on-site visits are conducted to document conformity to the program’s basic curriculum.

Phase 3 requirements consists of:
1. Documentation of having completed 100% of the required apprenticeship clock hours by the program ending date (but not beyond 150% of the program’s length).
2. Completion and submission of all required Apprenticeship assignments.
3. Completion of 15 hours of classroom instruction as scheduled. Students must actively participate in all classes.

Refer to the Student Handbook for a complete description of the Apprenticeship policies.

COMPLETION AND GRADUATION
To earn a certificate upon successful completion of the courses at L’Academie de Cuisine, students must:
1. Finish the entire program of study with a minimum cumulative grade point average (GPA) of 75.
2. Maintain a satisfactory record of attendance as outlined in the program’s Satisfactory Academic Progress Policy with a minimum classroom attendance rate of 90% and completion of 100% of the required apprenticeship hours.
3. Complete the curriculum requirements of the entire program by the program ending date (but not beyond 150% of the program’s length).
4. Pay all financial obligations to the school. Official documents, such as the program certificate and transcript, will not be released if all financial obligations to the school are not satisfied. Any legal and collection fees associated with collections on delinquent accounts are the responsibility of the student.
STUDENT & GRADUATE SERVICES

THEORY REVIEW TUTORIAL SERVICES
To provide a more successful educational experience for its students, L’Academie offers (at no charge) weekly after-school review services in the theoretical aspects of culinary and pastry arts. Limited group sessions are scheduled after class.

COUNSELING
As stated in the Code of Conduct, students are required to act in a manner that conforms to the spirit and purpose of the School, reflecting credit on themselves, L’Academie and the business or industry for which they are being trained. This includes harassment and discrimination while at school and at the apprenticeship site. At the beginning of the program ethics counseling is provided by showing video tapes on these two workplace issues. Counseling on financial aid and related issues is provided by the Financial Aid Director as needed. Students who need academic advice and/or probation counseling are required to meet with a designated staff member for a one-on-one counseling session.

EXTRACURRICULAR EVENTS
Students are encouraged to volunteer at local food-related events. The Career Services Director communicates these opportunities to students both verbally and on notice boards in the classrooms. Participation in these industry events provides a unique networking opportunity and allows students to reinforce the skills they are learning in the classroom. Students are invited to attend local industry shows, national competitions, and educational seminars. Field trips to local vendors, farms and relevant businesses are organized to help students gain further understanding of their relationship to the food service industry.

CAREER DEVELOPMENT TRAINING
The Career Services Director meets with students to discuss the process of apprenticeship placement. Students are coached on resume preparation, interviewing skills, and staging. A stage (pronounced stahje) is typically one shift where the student works in a professional establishment with the hopes it will lead to a full-time position or apprenticeship. Staging is an excellent opportunity to see if apprenticeship employment is a good fit for both parties.
APPRENTICESHIP PLACEMENT

The apprenticeship is designed to give students “hands on” experience in fine dining establishments for practical application of skills and theory learned in the classroom. In addition, students develop the interpersonal skills necessary to handle the pressures of working in a professional kitchen while gaining the work experience necessary for well-paying, responsible food industry jobs.

L’Academie has long and solid working relationships with some of the finest restaurants and hotels in the Washington, DC metropolitan area. Many apprentices are offered permanent positions after graduation at their apprenticeship sites. Not only do some of the top chefs in the area teach classes and give guest lectures at L’Academie, but their kitchens serve as a training ground during the paid apprenticeship portion of the program. Indeed, over the years our school has become a hub for the DC food community, by giving the region’s chefs an opportunity to share their knowledge and by placing students in the area’s best kitchens.

Recent apprenticeship sites include:

- Rose’s Luxury
- Masseria
- Inn at Little Washington
- Little Serow
- Convivial
- Maketto
- Per Se, NYC
- Del Posto, NYC
- Blue Hill at Stone Barns, NY
- Bread Furst
- Restaurant Eve
- Pineapple & Pearls
- Blue Duck Tavern
- 2941 Restaurant
- Mintwood Place
- Clarity
- Central Michel Richard
- RareSweets
- Marcel’s
- Fiola
- Fiola Mare
- Black Salt
- Water and Wall
- Charleston
- Centrolina
- Iron Gate Inn
- 1789
- Tout de Sweet
- Bayou Bakery
- Praline Bakery

GRADUATE JOB PLACEMENT

L’Academie’s Student Services Department helps graduates find exciting and impressive career opportunities as they begin and continue their professional development. Job placement after graduation is one of L’Academie’s highest priorities. Every possible effort is made to assist students with preparing for and securing employment in the food service industry. While the school does not guarantee employment or compensation and does not agree to solicit employment, this service is provided free of charge, even after graduation. During training and after graduation, the students have access to the school’s online directory of job listings. These listings contain current full-time and part-time job opportunities available throughout the Washington metropolitan area and around the country. Alumni can access job listings on our web site at www.lacademie.com.
CONTINUING EDUCATION PROGRAMS

L’Academie offers a range of short- and long-term continuing education programs for graduates, culinary professionals and enthusiasts who seek in-depth and advanced training for personal or professional enrichment. These may include Professional Culinary Studies, Food service Management, Practical Cooking Skills courses, Guest Chef demonstrations and lectures, Pastry seminars and workshops. For further information visit www.lacademie.com.

OUR FACILITY

L’Academie’s professional training facility located in Gaithersburg, MD covers 14,000 square feet of learning space and is handicap accessible. This facility houses the professional Culinary Arts and Pastry Arts programs, as well as Continuing Education classes. Demonstration classrooms and four commercial-grade kitchens outfitted with restaurant-standard equipment create a second-to-none environment for learning. In addition, we offer library resources, individual lockers, and a computer available for on-site use.

STUDENT HOUSING

While L’Academie does not offer student housing, we can provide information on housing resources in the neighboring area. The Gaithersburg facility is in an area where safe and affordable housing is available. In addition, the school is accessible by public transportation.

STUDENT CONSUMER INFORMATION

Students and prospective students may obtain from the Maryland Higher Education Commission information regarding the performance of the Culinary Arts and Pastry Arts Programs. This includes information regarding each program’s enrollment, completion, and placement rates. Students and prospective students may contact the Maryland Higher Education Commission at Office of Academic Affairs, 6 N. Liberty St., 10th Floor, Baltimore MD 21202; Telephone (800) 974-0203, www.mhec.state.md.us.
Satisfactory Academic Progress Policy (SAP)

You, the student, are closely supervised and evaluated through tests, written evaluations, examinations, and observations. You must meet the grading and attendance standards of Satisfactory Academic Progress to successfully complete the program. Each program is comprised of three (3) Phases. Successful completion of a Phase is a prerequisite for continuing to the next Phase of the program. Students who fall behind in their schoolwork put their continued enrollment at risk. Failure to maintain satisfactory progress will lead to disciplinary action, up to and including dismissal. The complete SAP policy is listed in the Student Handbook.

How Satisfactory Academic Progress is Measured

A student must be meeting all three requirements to be considered as progressing satisfactorily.

All students receive a Student Handbook which provides a more detailed description of all policies and procedures of Satisfactory Academic Progress.

When Satisfactory Academic Progress is Measured

During Phase 1 and Phase 2 of the program, satisfactory progress is evaluated at the end of a grading period/term: this occurs every four weeks (day schedule) or six weeks (evening schedule). For those students receiving Federal Financial Aid, this represents the completion of Evaluation Periods 1 and 2. In Phase 3 of the program, satisfactory progress is evaluated every four weeks for apprenticeship attendance and performance. For those students receiving Federal Financial Aid, this represents the completion of Evaluation Period 3.

Grading Policy

The Total Program Grade is the cumulative average of the Phase 1, Phase 2 and Phase 3 GPAs.

Students are evaluated every 4 weeks in the day session and every 6 weeks in the evening session. Progress is determined by the student’s performance in practical class work and skill proficiency, written and oral reports, recipe notebook, assignments, written and practical examinations, and attendance. During Phase 3, students are evaluated every 4 weeks on apprenticeship performance and attendance, documentation of apprenticeship hours, and attendance of Phase 3 classes. To be in good academic standing the student must meet the required minimum GPA of 75 at the end of each grading period/term and maintain a minimum cumulative attendance rate of 90% of classes held.

A student not completing course requirements within specified time frames receives a 0 (failed) grade, which is factored into the student’s GPA. “Incomplete” grades are not assigned.

L’Academie maintains grade records documented on a permanent student cumulative record kept on file at the school. These are issued to students after each evaluation period.

SAP is measured in three ways:

Qualitatively: The cumulative Grade Point Average (GPA) is reviewed to ensure that the student is meeting the minimum 75% GPA.

Quantitatively: The Culinary and Pastry Arts Program are both 1620 clock-hour programs (735 classroom hours, 885 apprenticeship hours). The cumulative attendance rate is reviewed to ensure that the student is maintaining an attendance rate of at least 90% of the scheduled classroom clock hours and 100% of the program’s apprenticeship hours.

Against Maximum Time frame:

Overall progress is checked against a maximum time frame of 150 per cent of the program length, measured in weeks. For day culinary and pastry students, the maximum time frame in which they may successfully complete the program is 75 weeks. For evening students, the maximum time frame is 93 weeks. Time spent on an approved leave of absence is not counted against the maximum time frame.

The grading system for all phases is based on 100 points.

100-95  Excellent
94-88   Very Good
87-80   Good
79-75   Fair
74-     Failing
ATTENDANCE POLICY

To understand the theoretical background of food, and to achieve and perfect the technical skills and techniques in fine food preparation through practice and participation, attendance is vital and mandatory.

Students must attend at least 90% of the program’s classroom clock hours and complete 100% of the program’s apprenticeship hours to maintain satisfactory progress, complete the program and graduate.

A student will be automatically withdrawn if absent from classes more than 10% of the cumulative classroom clock hours in the program.

Consecutive Absences: Except for unusual circumstances or emergency situations, students who are absent from classes or apprenticeship training during any 14 consecutive day period will be automatically withdrawn from the program.

Students who achieve perfect class attendance (no absences, late arrivals, or early departures) will receive the President’s Award presented to them at graduation by the school’s Director.

Make-Up Classes
L’Academie does not offer make-up work or classes. Students absent from class are responsible for making up any missed class work and assignments. The practical class format offers many opportunities for students to practice techniques they may have missed.

Punctuality
Chronic tardiness is not permitted. The student is penalized with attendance grade reductions for tardiness. A student is considered tardy when arriving later than the scheduled class starting time, or leaving before a class ends. Actual hours attended are recorded for a student who arrives late 15 minutes or more or departs 15 minutes or more before class is dismissed.

Attendance and Grade Reductions
The student is penalized with attendance grade reductions for absences. Scheduled monthly assignments submitted after the due date are considered late and subject to grade reductions. A student failing to submit assigned work within a specified time frame will receive a zero (failed) grade. Refer to the Student Handbook for more details on attendance and grade reductions.

Holidays Observed
L’Academie observes Martin Luther King Jr. Day, Memorial Day, Labor Day and Thanksgiving Day. The school is closed for Independence Day, Christmas Day, and New Year’s Day if these holidays fall on a weekday. With proper planning, a student should be able to observe religious holidays or attend to personal or other business within the attendance policy of the school.
PROBATION AND DISCIPLINARY ACTION

Students not meeting the satisfactory academic progress standards at the end of a grading period are automatically placed on probation. The probation period is one (1) grading period. If the student does not achieve the required GPA of 75 or 90% cumulative attendance rate at the end of any subsequent grading period, probation is continued for one more grading period. A student on academic probation cannot advance to the next Phase and must repeat the same Phase in the next scheduled class cohort and in the same academic probationary status. A student on academic probation cannot repeat a Phase more than once.

Students are notified in writing when placed on probation. They also receive attendance or academic counseling, as appropriate, and the steps necessary to be removed from academic probation. If the student has achieved the objectives of academic or attendance probation at the end of the probation period, the student will be removed from probationary status.

DISMISSAL

Dismissal occurs if:

1. The student fails to achieve overall satisfactory progress for grades or attendance at the end of two probationary periods.
2. The student fails to secure an apprenticeship training commitment and fully executed Apprenticeship Agreement within (2) weeks after the start of Phase 3.
3. The student fails to start apprenticeship training within (2) weeks after the start of Phase 3.
4. The student fails to submit attendance tracking documents of apprenticeship hours completed or pay stubs after 2 probationary periods.
5. The student changes apprenticeship sites without prior school approval.
6. The Apprenticeship Agreement is cancelled by either the Apprenticeship Site or the student apprentice.
7. The student fails to comply with school regulations, policies and procedures.

The dismissed student is notified in writing and remains obligated for tuition and fees due the school based on the refund policy.

Refer to Student Code of Conduct section for instances related to immediate dismissal.
DISCIPLINARY ACTION (CONTINUED)

APPEAL
Appeals to dismissals will be considered on a case by case basis only.
The appeal should be written and addressed to the school’s Director within 7 business
days following dismissal. The written appeal should include well-documented mitigating
circumstances for non-compliance with school policy. A decision is made within 7 business
days after receipt of the appeal. If the appeal is accepted, the student may be reinstated
according to specific terms and conditions stipulated by the Director. The dismissed student
is suspended from any classes while the appeal is under consideration.

REINSTatement
Students reinstated through the appeals process following dismissal will return in the next
scheduled class cohort on a space-available basis and will continue at the same point, measured
in clock hours, as when they left the program and in the same satisfactory or unsatisfactory
status.
Financial aid, if applicable, is terminated when the student withdraws, does not complete, or
is dismissed from a program. Reinstated students are required to participate in an exit interview
with the Financial Aid Director. Reinstatement of financial aid, if applicable, can occur if the
student reestablishes eligibility and meets the satisfactory academic progress standards.

RE-ENTRY
If a student withdraws from school for any reason, whether voluntary or involuntarily and the
student subsequently wishes to re-enter, the school will determine in its sole discretion whether
to allow reentry.
If allowed to re-enter, the student must pay a $100 re-entry fee, execute a new or amended
enrollment agreement and pay all current program charges.
The student must return no later than two (2) scheduled class cohorts immediately following
the last day of recorded attendance, on a space-available basis. If returning to attend an evening
session, the student must return in the next scheduled class cohort on a space-available basis.
The student will continue at the same point, measured in clock hours, as when the student was
terminated from the program and in the same satisfactory or unsatisfactory status.
Financial aid, if applicable, is terminated when the student withdraws, does not complete, or is
dismissed from a program. These students are required to participate in an exit interview with
the Financial Aid Director. Reinstatement of financial aid, if applicable, can occur if the student
reestablishes eligibility and meets the satisfactory academic progress standards.

TERMINATION OF ENROLLMENT: WITHDRAWAL
If a student withdraws from school for any reason, the student is required to participate in an
exit interview with the Financial Aid Director. Financial aid, if applicable, is terminated when the
student withdraws, does not complete, or is dismissed from a program.
LEAVE OF ABSENCE (LOA) POLICY – DAY AND EVENING SCHEDULES

A leave of absence (LOA) is a temporary break in a student’s attendance during which s/he is considered to be continuously enrolled.

1. A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, death in the immediate family, or mandatory military training. A leave of absence must be requested in writing before the beginning of the LOA date, unless unforeseen circumstances prevent you from doing so, and must be approved by the Campus Director or Academic Dean.

2. Only one (1) LOA may be taken during a program of study. The maximum allowable LOA for day students while in Phase 1 or 2 of the program is 12 consecutive weeks; the maximum allowable LOA for evening students while in Phase 1 or 2 of the program is 18 consecutive weeks. If the LOA is taken during Phase 3 of the program, the maximum allowable time frame is 12 consecutive weeks for both day and evening students.

3. The student must sign and date the LOA request, include the reason for the leave and acknowledge that he/she understands the procedures and implications for returning or failing to return to the program of study. The LOA cannot exceed the maximum weeks specified in #2 above.

4. The student is considered withdrawn from the program effective on the last date of attendance if any of the following conditions apply:
   a. The student does not request an LOA within 14 days of the last recorded date of attendance. (Note: late requests may be considered for approval if they include an explanation of the unforeseen circumstances that prevented the earlier submission of the request.)
   b. The LOA exceeds the maximum time allowed.
   c. The student does not return to complete the program at the end of the LOA. If the student is a federal student aid loan recipient, student loan repayment terms and grace period may be affected.

5. In the case of item 4 above, withdrawn students who do not returned from LOA remain obligated for tuition and fees due the school based on the Cancellation and Refund Policy.

6. When returning from LOA to complete the program, the student must return in the next scheduled class cohort and continue at the same point, measured in clock hours, as when the student left the program and in the same satisfactory or unsatisfactory status. If receiving financial aid, the student must reapply for financial assistance.

7. If the student is enrolled in the school’s Monthly Payment Plan, all monthly payments due while on LOA are placed on hold and will resume upon return to school based on the Student Payment Plan Agreement in effect at the time of the student’s return. The student has the option to continue the Monthly Payment Plan payments while on LOA.

8. If the student withdraws or is terminated for any reason and subsequently applies to re-enter the program, the School will determine in its sole discretion whether to allow re-entry.

9. If allowed to re-enter, student must execute a new or amended Enrollment Agreement, and pay all the current program costs.
**SCHOLARSHIPS**

**Roland Mesnier Pastry Scholarship**
The Roland Mesnier Pastry Scholarship is open to all individuals interested in the professional Pastry Arts Program. They should have no prior pastry education and limited professional culinary or pastry experience. Applicants must have a GED or high school diploma, be at least 18 years old, complete the application process requirements, participate in the pastry competition, and use the scholarship for the Pastry Arts Program starting in the same award year. The competition is held once a year and participants must enter a dessert in the competition for judging. One first-place winner receives a $4,000 tuition credit scholarship to attend L’Academie’s professional Pastry Arts Program. Please contact L’Academie at (301) 670-8670 for the specific rules and requirements for the scholarship.

**Veterans Tuition Scholarship**
L’Academie is proud to offer a Veterans Tuition Scholarship to provide recognition and financial assistance to eligible veterans, service members or their spouses and children. Upon acceptance into either the Culinary or Pastry Arts Program, those eligible will receive a $950 scholarship covering the tuition deposit and the uniform and supplies fee. L’Academie feels strongly about supporting our service men and women and their families, and is dedicated to helping build lasting and fulfilling careers for our veterans.

**Bill Jackson Scholarship**
Great American Restaurants, (GAR) a locally owned restaurant company, has partnered with L’Academie to offer the Bill Jackson Scholarship. GAR will donate $.25 from the sale of each dessert at Jackson’s Mighty Fine Food & Lucky Lounge, the GAR restaurant named after Bill Jackson. The scholarship is awarded quarterly to the winner in each Phase 1 class.

Any L’Academie Phase I student in good academic standing may apply for this scholarship by submitting an application and a 200–250-word essay on specified due dates, describing how the professional qualities most valued by Chef Bill Jackson (lifetime of learning, mentorship, passion for food, quality and service) reflect their own expectations of themselves and their professional culinary career. The recipient will be selected by designated L’Academie staff based on the individual student’s essay.

Scholarship winners must satisfy all admissions requirements of L’Academie.
Visit our website lacademie.com/financial-aid to view other scholarship resources.
FINANCIAL INFORMATION

FINANCIAL RESPONSIBILITY POLICY
All students must have completed their financial arrangements and obligations before attending the first day of class. L’Academie reserves the right to terminate students’ enrollment if they fail to meet their financial obligations. Transcripts, grades, certificates or other official documents will not be released until all financial obligations have been met.

A student’s tuition account must be current as a prerequisite for continuing to the next phase of the program.

FEDERAL FINANCIAL AID
L’Academie is approved by the U.S. Department of Education to offer financial aid programs to qualified students enrolled in the Culinary Arts and the Pastry Arts programs. The financial assistance programs authorized by Title IV of the Higher Education Act include the Pell Grant Program, Stafford Loan Program, and Plus Program. Students seeking financial aid must arrange an interview with the school’s Financial Aid Director to determine their eligibility.

VETERANS BENEFITS
The Culinary Arts and Pastry Arts programs are approved for VA education benefits. Veterans and others eligible under Title 38 of the United States code may apply for education benefits. The school is also approved by the Maryland State Approving Agency to offer training to veterans and other eligible dependents under the VA educational benefit programs. The school obtains written records on a VA beneficiary’s previous education, training, and experience, completes a documented evaluation, grants credit where appropriate, advises the VA claimant and Department of Veterans Affairs accordingly, and maintains records. If a veteran student is placed on attendance and/or academic probation, terminated or reinstated, the school notifies the Department of Veterans Affairs within 30 days.

RETURN TO TITLE IV POLICY
The Financial Aid Office is required by federal statute to recalculate the eligibility of students receiving Federal financial aid who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

The calculation is based on the percentage of aid earned while the student was in attendance:
• The number of hours the student completed is divided by the number of hours in the payment period. This gives the percentage of Federal funds the student earned.
• The amount of Federal funds returned is calculated by taking 100% of the aid that could have been disbursed minus the percentage of earned aid and multiplying that figure by the total amount of aid that could have been disbursed during the payment period.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the disbursed funds and cancel any future disbursements. Possibly the student would also be required to return a portion to the Federal Pell program. Keep in mind that when Title IV funds are returned, the student borrower may owe a tuition balance to the institution.

If a student earned more aid than was disbursed, the institution would owe the student a post-withdrawal disbursement. This must be paid within 120 days of the student’s withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the institution’s determination of the date that the student withdrew.
REFUNDS

Refunds are allocated in the following order:
1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS (parent loans)
4. Federal Pell Grants
5. The Student

ADMISSIONS REFUNDS
1. If the School rejects an applicant for enrollment, the School will refund all monies paid by the applicant.
2. If the School closes, cancels, or discontinues a course or program, the School will refund all monies paid by the student.
3. If the School closes or discontinues a course or program with the approval of the Maryland Higher Education Commission, instead of refunding monies to the student, the School may arrange for the student to complete the program at another approved school offering a similar program. It is the student’s option to receive the refund or to accept the transfer to another school.
4. If termination occurs within 7 calendar days of enrollment, the School will refund all monies paid by the applicant.
5. If termination occurs after 7 calendar days of enrollment, but before the first day of instruction, LADC will refund all monies paid except the Application fee. In the case of a non-starter, LADC will refund all monies paid except the Application fee. A “non-starter” is defined as a student who has attended no more than 30 clock hours of instruction and who withdraws from the program within the first four days of the program start date.
6. If an enrolled student fails to attend classes on or after the first day of instruction, the enrolled student is considered a “no show” and will be refunded all monies paid except the Application fee.

CANCELLATION AND REFUND POLICY
1. If termination occurs after 7 calendar days of enrollment and after the first four days of the program start date, the student is financially obligated to the School.
2. Refund to a student who cancels before classes start will be made within 30 days after the first day of class or date of cancellation.
3. Refund to a student who started classes will be calculated from the student's last date of recorded attendance and made within 30 days from the date of notification of withdrawal.
4. Refund to a student failing to return to training after the end of an official leave of absence will be made within 30 days of the scheduled last day of the leave of absence and calculated from the actual last date of recorded attendance.
5. The School will perform two (2) refund calculations and will use the calculation that is most favorable towards the student.
CALCULATING REFUNDS

REFUND CALCULATION 1

1. This refund calculation is based on the number of clock hours the student completed in the payment period and the contract price for the payment period.

2. The number of clock hours completed by the student is divided by the number of hours in the payment period.

3. This percentage is then compared to the proportion of the program taught during the payment period and a determination is made as to the amount the School has not earned.

<table>
<thead>
<tr>
<th>Proportion of Program Taught During Payment Period by Date of Withdrawal</th>
<th>Tuition Refunded</th>
<th>Tuition Retained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10%</td>
<td>90%</td>
<td>10%</td>
</tr>
<tr>
<td>10% up to but not including 20%</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>20% up to but not including 30%</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>30% up to but not including 40%</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>40% up to but not including 50%</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>More than 50%</td>
<td>No Refund</td>
<td>100%</td>
</tr>
</tbody>
</table>

4. The application and supply fees are then added to the percentage of tuition retained.

REFUND CALCULATION 2

1. This refund calculation is based on the number of weeks the student completed in the payment period and the contract price for the payment period.

2. A student who starts class and withdraws or is terminated during the first week of the program shall be obligated for 10% of tuition charges up to a maximum of $1,000.

3. A student who withdraws or is terminated after the first week and through 50% of the program shall be obligated for tuition as prorated for that portion of the program that has been completed, plus 10% of the unearned tuition for the portion of the program that was not completed to a maximum of $1,000.

4. A student who withdraws or is terminated after 50% of the program is completed shall be obligated for the full program charges.

5. The application and supply fees are then added to the percentage of tuition retained.

NON-STARTER POLICY

After classes have started, a student has up to 4 days from the program start date to cancel enrollment at L’Academie de Cuisine. The student will receive a refund of any tuition paid if cancellation is made during this 4-day period; however, the school will retain the Application fee. If cancellation is made after this 4-day period, the student is financially obligated to the School based on the Refund Policy in the Enrollment Agreement.
STUDENT POLICIES

STUDENT CODE OF CONDUCT
Students are required to act in a manner that conforms to the spirit and purpose of the School, reflecting credit on themselves, L’Academie and the business or industry for which they are being trained. Students must conform to standards of professionalism, dress and hygiene at all times. L’Academie reserves the right to discipline any student, including immediate and permanent dismissal, for violations of the student conduct policy. The following examples of offenses are not exclusive and are provided as the most common types of examples that violate the spirit of professionalism and ethics: academic misconduct; fraud or cheating; theft, property damage, vandalism; disruptive or disorderly conduct; threatening, violent or aggressive conduct, profanity, insubordination; sexual or non-consensual contact, harassment in any form; illegal or unauthorized possession or use of drugs or alcohol; possession of a firearm on or off campus during school sponsored activities. Please refer to the student handbook for a complete description.

Failure to observe school policies and procedures will result in probation or immediate dismissal.

DRUG AND ALCOHOL POLICY
L’Academie is committed to the education of students, employees and community members regarding substance abuse prevention, detection and treatment services; to other ongoing efforts that foster such education; and to the maintenance of a drug-free environment throughout the organization. Students and employees are subject to appropriate disciplinary action for violation of this policy. A copy of the complete Drug and Alcohol Policy, which includes a listing of agencies and clinical services a student may contact for assistance, is available at the school for students to review. The ultimate responsibility for overcoming a dependency or inappropriate use is that of the student.

CLASS CANCELLATIONS AND SCHOOL CLOSINGS
If the school must close due to inclement weather or other emergency situations, extra classes will be scheduled to make up the classroom hours missed. Updates on school closings, modified hours or class cancellations due to inclement weather or other emergencies are posted on the school’s website www.lacademie.com. Scheduled tests will be rescheduled on the next available date and notification made to students on a timely basis.

STUDENT RIGHTS, PRIVILEGES AND RESPONSIBILITIES
L’Academie is committed to the full support of the rights and privileges of its students, including freedom from discrimination, harassment and due process in student disciplinary matters. Detailed procedures designed to safeguard student rights and privileges and to guarantee fair and impartial treatment of any and all disciplinary cases are published in the Student Handbook. In exchange for these rights, students are expected to act in every way as responsible citizens and to govern their conduct by standards of considerate and ethical behavior so as not to discredit or harm themselves, the school or any other individual. By enrolling in L’Academie de Cuisine, students assume responsibility for obeying the regulations and accepted practices of the school, both academic and non-academic.
STUDENT POLICIES (CONTINUED)

STUDENT RECORDS
L’Academie complies with the Family Education Rights and Privacy Act (FERPA). The school guarantees its students the right to access their files at any time and provides proper supervision and interpretation of records when reviewed. In addition, L’Academie does not release any student records or transcripts to anyone other than the student without prior written consent. Students have the right to request amendment of their education records that they believe are inaccurate or misleading. The complete policy on Student Records is listed in the Student Handbook.

STUDENT SUPPLIES
All students are required to purchase certain items for their personal use throughout their training, including uniforms, knives, tools, textbooks and supplies. Please refer to the Program Fees insert for specific price information. The cost for field trips is included in the tuition. All supplies purchased by students become their personal property and L’Academie is not responsible for loss or damage to their personal property.

DISCRIMINATION AND HARASSMENT PREVENTION POLICY
It is the policy of L’Academie to maintain a diverse educational environment that is free of all forms of discrimination and harassment—an environment that supports, nurtures and rewards career and educational advancement based on ability and performance. L’Academie prohibits harassment or discrimination based on race, color, religion, ethnicity, sex, pregnancy, national origin, age, physical or mental disability, marital status, sexual orientation, genetic status, veteran status or any other status protected by federal, state or local laws. L’Academie also prohibits same sex harassment. The complete policy is listed in the Student Handbook.

COMPLAINT POLICY
If a student has a complaint concerning L’Academie or any of its programs or staff, students should follow the school’s internal complaint procedure to find a fair and reasonable solution. The school will investigate all complaints or grievances fully and promptly in strict confidence and attempt to find a fair and reasonable solution. Unresolved grievances or complaints may also be directed to ACCET by contacting the Accrediting Council for Continuing Education and Training (ACCET) at 1722 N Street NW, Washington DC 20036, (202) 955-1113 or email complaints@accet.org and/or the Maryland Higher Education Commission (MHEC) at Office of Academic Affairs, 6 North Liberty Street, 10th Floor, Baltimore MD 21202, (800) 974-0203. In addition, students can contact the Maryland Office of the Attorney General, Consumer Affairs, 200 St. Paul Place, Baltimore, Maryland, 21202, (888) 743-0023 or (410) 528-8662. The complete procedure to file a complaint is listed in the Student Handbook and posted at the school.
TRANSFER OF CREDIT POLICY

Due to the unique nature of the Culinary and Pastry program curricula, only a Food Safety Certification will be considered for transfer of credit approval. The certification must be active during the student’s attendance at L’Academie. To be considered for Food Safety Certification transfer credit:

1. The applicant must submit a copy of a valid certificate from either the National Restaurant Association Education Foundation (Servsafe®), Thomson Prometric (formerly Experior Assessments), or National Registry of Food Safety Professionals.

2. The copy of the certificate must be submitted to Admissions with the program application form or during the application process.

3. Applicants who are granted credit will be exempted from attending the Food Safety Certification class, will receive tuition credit for 16 clock hours of instruction, and credit for book and examination charges.

4. Financial aid awards, if applicable, will be affected by such transfer of credit. The student should arrange a meeting with the Financial Aid Director to discuss their particular requirements.

5. For students wishing to transfer out to another institution, L’Academie will provide an official transcript to the institution and, if requested, a copy of the program catalog. Students should be aware that it is completely at the discretion of the other institution whether to accept credits from L’Academie.

6. All transfer of credit requests and appeals are handled by the Academic Dean.

7. There are no fees associated with the evaluation, granting or appeal of transfer of credit.

COPYRIGHT POLICY

L’Academie’s copyright compliance procedures are guided by the “fair use” doctrine that allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The institution purchases off-the-shelf software from authorized retail dealers and uses software according to licensors’ statement of permitted uses. Persons who infringe on copyrighted work may be required to compensate the copyright holder. Compensation may include damages ranging from $250 to $150,000. A copyright holder may also file a civil lawsuit for unauthorized use or distribution of copyrighted work. Persons who infringe on copyrighted work may also be criminally liable for willfully copying a work for profit or financial gain, or if the work has a value of more than $1,000. Penalties can include a 1-year jail sentence plus fines. If the value is more than $2,500, jail sentences may be up to 5 years plus fines. Criminal penalties generally apply to large-scale commercial piracy.
APPLYING TO L’ACADEMIE DE CUISINE’S PROFESSIONAL CULINARY & PASTRY ARTS PROGRAMS

THE ADMISSIONS PROCESS

1. Schedule your tour and interview with Admissions

During the interview, your Admissions representative will discuss the school’s programs in detail with you, take you on a tour of the facilities and invite you to sit in on classes. Interviews are scheduled Monday-Friday and select evenings and Saturdays by appointment through L’Academie’s Admissions Office (301) 670-8670 x 201 or admissions@lacademie.com.

2. Submit your application

You may submit your application at any time before or after you have visited L’Academie and as early as nine months before your preferred start date. An application fee of $50 is due with your Application for Admission. You must supply the remaining documentation listed above as soon as possible or you risk losing a space in your preferred start date.

3. Schedule your interview with Financial Aid

After your interview with Admissions, you will meet with our Financial Aid Counselor who will walk you through the FAFSA application process and review all your payment options. Regardless of how you intend to finance your culinary education, this meeting is an important part of preparing for school and a required part of the Admissions process.

4. Acceptance

Once all of the above is complete, your application package will be presented to the Admissions Review Board which will determine your acceptance into the program. Upon acceptance, you will receive email notification and an official acceptance package containing an acceptance letter, student handbook, release and waiver form, and enrollment agreement outlining the terms of your enrollment.

DOCUMENTATION REQUIRED FOR ADMISSIONS CONSIDERATION

• Application for Admission, completed and signed

• $50 application fee

• Personal Statement (500-word minimum) explaining why you want to attend culinary school

• Current résumé

• One letter of recommendation (professional or educational, signed, with contact information)

• High school transcript/ diploma or college transcript, or GED certificate **Original required.


• Proof of Tetanus (Td, Tdap) vaccination within the last 9 years

**Note: Original documents requested will be photocopied and returned to the applicant during the Admissions interview. Permanent Residency Card, Employment Authorization Card and Tetanus vaccination must be valid through the duration of the program.
APPLYING TO L'ACADEMIE (CONTINUED)

ENROLLMENT AND FEES
• Two weeks after acceptance, the enrollment agreement, waiver and a supplies fee are due to reserve your space.
• The supplies fee covers your uniforms, tools and text books and is payable by check, credit card or money order.
  » Culinary Arts supplies fee totals $725
  » Pastry Arts supplies fee totals $725
This amount is due up front to secure your space in your preferred class start date.

FINANCIAL AID AND PAYMENT OPTIONS
We encourage you to apply for admission and begin the FAFSA process at the same time. See your Financial Aid information package. For further details or contact our Financial Aid Counselor at (301) 670-8670 x 237 or enrollment@lacademie.com.

PAYMENTS AND OTHER FEES
• Application Fee: $50 due with Application for Admission.
• Books and Supplies: $725 due with Enrollment Agreement.
• Tuition Balance: Remaining tuition balance not covered by financial assistance is due 30 days before the first day of class or by payment plan.
• Re-Entry Fee: $100 due on the first day student resumes classes.
• Penalties, Late Charges: A $25 penalty fee is assessed for payment received after the 10th of the month. A payment is considered late after the 10th of the month in which it is due.
• A $25 fee is charged for returned checks.
• Accounts that are past due 3 months or longer are turned over to an independent collection agency. Any legal and collection fees associated with delinquent accounts are the responsibility of the student.

The school reserves the right to terminate enrollment if students do not meet their financial obligations to the school.

This catalog is provided to all prospective and enrolled students of L’Academie de Cuisine. All information in this catalog and its addenda reflects as accurately as possible L’Academie’s current policies, regulations, and procedures as of the date of publication. A Student Handbook and Enrollment Agreement are sent to applicants who are accepted for admission to L’Academie. Every student should read these publications carefully before signing the Enrollment Agreement. L’Academie reserves the right to modify with or without notice fees, curricula, policies and procedures. It is the responsibility of prospective students to inform themselves of all school policies and regulations by the time of enrollment and to keep informed of any changes in curriculum or policies while a student at L’Academie. This catalog does not create a contract, implied or expressed, and does not guarantee prospective students or students any particular rights or processes.
APPLICATION FOR ADMISSION

SELECT PROGRAM, START DATE & PAYMENT METHOD

☐ Culinary Arts Program  ☐ Pastry Arts Program

☐ Day Session  ☐ Evening Session
  (Culinary & Pastry Arts)  (Culinary Arts)
  Start Date  Start Date
  ☐ January  ☐ July
  ☐ March/April  ☐ September
  ☐ Cash  ☐ Financial Aid  ☐ VA
  ☐ Cash  ☐ Financial Aid  ☐ VA

Instructions: L’Academie de Cuisine recommends that the following admissions documents be submitted with this application. Please use this checklist to insure that all documents are enclosed. Incomplete submissions may delay the admissions process. The required Admissions Evaluation Questionnaire will be completed during Admissions interview. Permanent Residency Card, Employment Authorization Document (EAD) and Tetanus vaccination must be valid through the duration of the program.

**Original documents requested will be photocopied and returned to the applicant during the Admissions interview.

☐ Completed application and $50 fee

☐ Personal statement (500-word minimum) explaining why you want to attend culinary or pastry school

☐ Current Résumé

☐ One letter of recommendation (professional or educational, signed, with contact information

☐ High School transcript/diploma or college transcript or GED certificate **Original required.


☐ Proof of Tetanus (Td, Tdap) vaccination within the last 9 years

PLEASE PRINT OR TYPE

Last Name     First     Middle     Social Security Number

Street Address     City     State     Zip Code

Cell Phone     Email Address

Are you 18 years of age or older?  ☐ Yes  ☐ No

Are you legally authorized to work in the United States?  ☐ Yes  ☐ No

Immediately following graduation, do you intend to secure full-time (at least 30 hours per week) continuous employment in the food service industry as a culinary or pastry professional for at least 6 months?  ☐ Yes  ☐ No

Do you have any dietary restrictions?  If yes, please explain:  ☐ Yes  ☐ No

Do you have a current food safety certificate? If yes, please provide a copy of the certificate with this application.  ☐ Yes  ☐ No

COURSE CATALOG 29
APPLICATION FOR ADMISSION (CONTINUED)

STATISTICAL INFORMATION (OPTIONAL)

How did you find out about L’Academie de Cuisine?

☐ Alumni ☐ Other Website ☐ Employer ☐ Specify Below:
☐ Student ☐ Chef ☐ Magazine (specify)
☐ L’Academie Website ☐ Newspaper (specify) ☐ Other (specify)

EDUCATION

High School Name & Address

Date Graduated Last Grade Completed

College Name & Address

Date Graduated Degree and Major

List other education, training in cooking schools, restaurant, catering service or pastry shops, including extent of training.

PERSONAL STATEMENT

Attach a 500-word (minimum) personal statement and tell us about yourself, why you are seeking a career in the culinary or pastry arts, and why you have chosen L’Academie de Cuisine for your education. Discuss any previous culinary experience, whether recreational or professional, and your goals for the future. Although previous experience is not a requirement for admission, an important criterion for admission is your intent to secure full-time (at least 30 hours per week) employment in the food service industry as a culinary or pastry professional for at least six months immediately following graduation from L’Academie de Cuisine.

I understand it is my responsibility to acquire all the documents necessary to complete my file for review. I also understand that if I withdraw this application after more than 7 days from the date of enrollment, the school will retain my application fee. I acknowledge by signing this application that, immediately following graduation from L’Academie de Cuisine professional career program, I intend to secure full-time (at least 30 hours per week) continuous employment in the food service industry as a culinary or pastry professional for at least 6 months. I understand that self-employment is also a common vocational objective of the program. I certify that this information is true and complete to the best of my knowledge. Falsification of information on this application could jeopardize acceptance to and enrollment in L’Academie de Cuisine.

Signature Date
ACADEMIC CALENDAR AND PROGRAM FEES

CULINARY ARTS PROGRAM AND PASTRY ARTS PROGRAM – DAY SESSIONS / 12 MONTHS

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

<table>
<thead>
<tr>
<th>PHASE 1</th>
<th>PHASE 2</th>
<th>PHASE 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 WEEKS</td>
<td>12 WEEKS</td>
<td>26 WKS FULL TIME APPRENTICESHIP</td>
</tr>
<tr>
<td>MON -THURS</td>
<td>TUES - FRI</td>
<td>+3 MONDAYS AT L’ACADEMIE</td>
</tr>
<tr>
<td>7:00 AM - 2:30 PM</td>
<td>8:00 AM - 3:30 PM</td>
<td>10:00 AM - 3:00 PM</td>
</tr>
</tbody>
</table>

HOLIDAYS OBSERVED
L’Academie observes Martin Luther King Jr. Day, Memorial Day, Labor Day and Thanksgiving Day. The school is closed for Independence Day, Christmas Day, and New Year’s Day if these holidays fall on a weekday. Summer and winter breaks are scheduled for students who are in classroom training and who return to complete such training after the scheduled break. Students scheduled to begin apprenticeship training do not get any breaks.

TUITION AND FEES: DAY AND EVENING SESSIONS FOR CULINARY AND PASTRY ARTS PROGRAMS

Tuition
Tuition $29,725

Fees
Application Fee $50
Books & Supplies $725
Total Fees $775

TOTAL COST $30,500

We accept cash, VA educational benefits, and Financial Aid as payment methods. L’Academie de Cuisine reserves the right to change tuition, fees, calendars, and schedules.

Veterans/Active Military/Military Beneficiaries will receive a $950 scholarship with proof of service.

FINANCIAL AID APPLICANTS
Eligible students applying for financial aid should be aware that, in most cases, financial aid covers only a portion of the total cost. The student is obligated for any outstanding amounts not covered by financial aid. Students must complete all financial arrangements and obligations before attending the first day of class.
FACULTY, STAFF, AND BOARD OF DIRECTORS

FACULTY AND STAFF

François Dionot  
Owner, Director,  
Instructor, Culinary & Pastry Arts  
Graduate, L’Ecole Hoteliere de la Societe Suisse de Hoteliers (Switzerland)

Brian Patterson  
Program Director  
Instructor, Culinary Arts  
Graduate, L’Academie de Cuisine

Theresa Souther  
Program Director  
Instructor, Pastry Arts  
Graduate, L’Academie de Cuisine

Katie Delaney  
Instructor, Pastry Arts  
Graduate, L’Academie de Cuisine

Daniel Hamblett  
Assistant Instructor, Culinary Arts  
Graduate, L’Academie de Cuisine

Margaret Long Hatfield  
Instructor, Culinary Arts  
Graduate, L’Academie de Cuisine

Maureen Lawlor  
Instructor, Culinary Arts  
Graduate, L’Academie de Cuisine

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Instructor, Culinary Arts  
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L’Academie de Cuisine, Inc. is governed by a Board of Directors comprised of François Dionot & Patrice Dionot.

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