



# The French Pastry School

L'Art de la Boulangerie June Term 2018

The French Pastry School  
226 W. Jackson Blvd.  
Chicago, IL 60606  
312.726.2419  
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[www.fpsbread.com](http://www.fpsbread.com)



# Mission and Objectives

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The French Pastry School strives to offer an innovative, effective, intensive education in which students are equipped to achieve excellence in the pastry, baking and confectionery arts.

Our students are optimally prepared to pursue a career in pastry after learning to use the finest ingredients and equipment and receiving intensive hands-on instruction from internationally acclaimed master pastry chefs. Whether in our full-time certificate programs or a Continuing Education course, students are personally mentored by experts in their crafts. The French Pastry School's goal is to transmit the knowledge, commitment and passion necessary for our students to continually elevate the art of pastry.

At The French Pastry School, we pride ourselves on the following:

1. Providing personal instruction and hands-on training in a comfortable atmosphere ;
2. Giving personal attention to each student's career goals from the minute they come in contact with the school, after graduating, and throughout their careers;
3. Keeping class sizes small with access to all the needed equipment and tools at all times;
4. Providing the best ingredients and equipment in the industry;
5. Providing teaching kitchens and educational facilities that are expertly designed specifically for the art, science, technique and method dedicated to the pastry profession;
6. Providing our instructors great autonomy in their use of top-of-the-line ingredients as they share their knowledge with our students who, in turn, have the rare ability to practice the craft without limitation;
7. Providing world class pastry chef instructors;
8. Providing courteous financial options, consultation, and student services.



The French Pastry School's physical and administrative offices and all teaching facilities are located at:

The French Pastry School  
226 W. Jackson Blvd.  
Chicago, IL 60606  
tel: 312.726.2419

Accredited by the Accrediting Council for Continuing Education & Training

The content of this catalog is accurate as of August 1, 2017. It is subject to change.



### *Bienvenue*

We can hardly believe that The French Pastry School celebrated its twentieth year in 2015 - time flies when you are doing what you truly love to do. We are proud that we have become a landmark of vocational education in the United States. With our school's substantial growth over the years, our mission remains the same.

A great education builds the necessary, solid foundation for your future. The hospitality industry requires passion and hard work, and with the proper training, strategy, vision and dedication, you will obtain the desired result.

The French Pastry School is always looking for ways to improve the education we offer to you. We hire and collaborate with expert Chef Instructors who are passionate and experienced leaders in their field. We constantly improve our kitchens and equipment with the latest technology to provide you with the most effective learning environment in a comfortable setting.

The French Pastry School is committed to the pursuit of excellence in the art of pastry, and we hope you will soon join the many career changers, food enthusiasts, and culinary professionals that have decided to embark on an exciting career in baking.

**Chef Sébastien Canonne, M.O.F.**  
Co-Founder / Co-Owner

**Chef Jacquy Pfeiffer**  
Co-Founder / Co-Owner / Dean

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# About The French Pastry School and Academic Program

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## The French Pastry School – Certificate Program

Programs are taught at 226 W. Jackson Blvd. Chicago, IL 60606.

The French Pastry School is a premier international institution of pastry and baking arts education. Superb instruction, superior equipment, and top quality ingredients enable the co-founders, Chefs Jacquy Pfeiffer and Sébastien Canonne, M.O.F., to uphold an exceptional educational facility for pastry and baking.

The French Pastry School instructs passionate, aspiring baking professionals in the 10-week program, L'Art de la Boulangerie. Our student body represents a wide variety of experience and background. Students are often career changers, or have completed their culinary Associate's Degree or Bachelor's Degree in another subject before entering this intensive program. We also see motivated high school graduates enroll in our programs.

We offer our students the rare opportunity to learn the art of baking and pastry in an intimate setting, being personally mentored by masters. Students' skills are finely honed through hands-on practice and repeated exposure to the best pastry techniques, tools, and ingredients.

The French Pastry School is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education ([www.ibhe.org](http://www.ibhe.org)), 431 East Adams, 2nd Floor, Springfield, Illinois 62701-1404, Phone: (217) 782-2551.

Accredited by the Accrediting Council for Continuing Education & Training.

## Living in Chicago



*The motto of the city of Chicago is “I will” – a spirit that has always been exemplified in the endeavors of its residents who strive for excellence, innovation, and a unique Chicago character, from building some of the nation’s tallest skyscrapers to creating extraordinary schools.*

### **The city of “I will”**

Chicago is a wonderful, dynamic, and friendly city to call home, whether you are moving here from across the state, country, or world, or whether you have lived here for some time. The French Pastry School is conveniently located near many of the city's best restaurants, shops, museums, and other cultural venues and happenings. The city's plethora of colleges and universities presents a vibrant student community across the city. Public transportation makes every unique neighborhood easily accessible from downtown, where The French Pastry School is located.

Although it may seem daunting to move to a new big city, it is relatively simple to find a comfortable, affordable apartment in Chicago. Our team is happy to steer you in the right direction and make recommendations for you on apartment searching services and convenient resources to use to help you find a neighborhood and living situation that is right for you.

Our students thrive in their metropolitan community. While able to enjoy the many activities the city has to offer, they also benefit greatly from the many pastry chefs and bakers in the city's top businesses. These chefs welcome our students for stage opportunities, where they can observe fine professionals in action, acquiring real-life experience outside the teaching kitchens.

We are happy to give you suggestions on where to start looking for housing and helpful resources to use in your search; however, The French Pastry School does not provide housing.

# L'Art de la Boulangerie

## The Artisanal Bread Baking Program

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### Course Descriptions

The premier 10-week, 272 clock hours, hands-on program in artisan breads and breakfast pastries education offers superb instruction, superior equipment, and top quality ingredients to our students. This intensive program is designed to meet the needs of students wishing to attain a broad and thorough foundation in the art of baking. All courses are taught at The French Pastry School, 226 W. Jackson Blvd., Chicago, IL.

L'Art de la Boulangerie, a comprehensive, 10-week program is custom-designed to meet the needs of students wishing to specialize in the venerable art of bread baking. The premier ten-week, hands-on program in artisan breads and breakfast pastries education offers superb instruction, superior equipment, and top quality ingredients to our students. This intensive program is designed to meet the needs of students wishing to attain a broad and thorough foundation in the art of baking and working in a bakery operation.

In ten weeks, everything from the fundamentals to advanced techniques are taught in these courses:

- **FPS001 - Food Service Safety and Sanitation**
- **LAB001 - Food Service Theory**
- **LAB002 - Fundamentals of French Breads**
- **LAB003 - Pre-ferments: Poolish and Sponges**
- **LAB004 - Levains and Starters: Techniques and Applications**
- **LAB005 - Specialty Whole Grains and Organic Breads**
- **LAB006 - Breakfast Pastries and Viennoiseries**
- **LAB007 - Advanced Breakfast Pastries and Viennoiseries**
- **LAB008 - Specialty Breads from France and around the World**
- **LAB009 - Sweet and Savory Pies and Tarts**
- **LAB010 - Sandwich Applications and Bread Showpieces for Bakery Presentation**

#### **FPS001 - Food Service Safety and Sanitation**

Clock Hours: 14.00 (14.00 lecture hours, 0 supervised lab hours)

Credit Hours: 1 (1.0 lecture hours, 0 supervised lab credit)

This course module conveys the utmost importance for food professionals to provide safe food to their customers. Students learn the fundamental concepts of food safety, sanitation, equipment, and food delivery. This is a comprehensive immersion into all aspects of handling food safely. Completing the National Restaurant Association ServSafe® Manager examination is the culminating activity of this course. Students must pass this exam in order to complete the program. Those who do not pass will have the opportunity to re-take the exam. Upon their successful completion, students are eligible for city and state sanitation certification.

#### **LAB001 - Food Service Theory**

Clock Hours: 16.00 (16.00 lecture hours, 0 supervised lab hours)

Credit Hours: 1 (1 lecture credit, 0 supervised lab credit)

This course module focuses on exploring foundational food service theory specific to pastry and baking ingredients, including the chemistry of milk and dairy products, eggs, various types of sugars, water, yeast, salt, wheat and multiple types of flours and starches, as well as the equipment used. Students learn the components of the sense of taste, and how the taste cells affect the ways people perceive flavor and are influenced by texture. The history of bread, from ancient times to present day, is studied with emphasis on how established recipes influence those of today. The proper set-up of the bread station in a professional

kitchen is introduced, along with the duties of various personnel and the general role hierarchy of kitchens. Students learn why the proper set-up is essential for maintaining cleanliness, organization, and efficiency.

#### **LAB002 - Fundamentals of French Breads**

Clock Hours: 40.00 (15.00 lecture hours, 25.00 supervised lab hours)

Credit Hours: 1.5 (1 lecture credit, 0.5 lab credit)

In this course module, students learn all the basics of bread making, the foundational knowledge for this program and future professional success. Baker's math, base temperatures, mixing types, shaping, fermentation and baking are the keys to understanding the art of baking and successful bakery production. Students put this set-up into practice through hands-on learning that applies basic skills in bread and breakfast pastry production, knife skills, and equipment use. They create basic recipes to practice these skills and gain confidence for advancing in the program. The major four bread-making ingredients are explored in detail: flour, water, yeast, and salt. Through intensive hands-on practice, students develop procedural and muscle memory for distinguishing among the varying types of doughs and the processes used to produce them. Understanding the chemical interactions and intricacies of the fermentation processes is emphasized. Students work with prefermented doughs to create a variety of basic shapes such as batard, baguette, boule, épis, and couronne. Shaping techniques are demonstrated, analyzed, and practiced, along with core organizational skills needed for actual daily production. Each day's practice products are critiqued under the instructor's guidance, and comparisons made among them through focus on taste, texture, and appearance.

#### **LAB003 - Pre-ferments: Poolish and Sponges**

Clock Hours: 40.00 (15.00 lecture hours, 25.00 supervised lab hours)

Credit Hours: 1.5 (1 lecture credit, 0.5 lab credit)

This course module extends students' study and practice with pre-ferments (poolish and sponges), as a way to expand the recipe palette and production repertoire. Students create a variety of breads with poolish and sponges, such as country bread, soft pretzel, pain brie, and whole wheat bread. Students explore how the same breads made with different pre-ferments result in a completely changed product, and become more attuned to the nuances of how the pre-ferment affects taste, texture, and appearance of both crumb and crust. Students continue developing and practicing their essential concepts and skills in working through the bread-making process by mixing and shaping doughs, as well as applying the key organizational skills needed to produce saleable products. Additionally, students study wheat agriculture and the milling process, to better understand the range of flours available as well as their styles. Students also delve deeper into the roles of yeast and salt in developing doughs and breads, and learn how mistakes are made in creating breads, as well as how to correct them.

#### **LAB004 - Levains and Starters: Techniques and Applications**

Clock Hours: 40.00 (15.00 lecture hours, 25.00 supervised lab hours)

Credit Hours: 1.5 (1 lecture credit, 0.5 lab credit)

This course module enables students to learn how to start and use their own natural pre-ferments (levain). They explore the differences between a stiff and a liquid levain, and how each varies in the ways it affects the final characteristics of a bread product, including taste, texture, and appearance of crumb and crust. The time-saving and organizational benefits of using different levain and starter techniques are taught and experienced (e.g., slow proofing, bulk fermentation, controlled fermentation). Students learn multiple methods for organizing work flow and schedule to optimize work time while working with different types of breads and pre-ferments. They focus on mastering advanced shaping techniques as they create the renowned Pains Français au Levain, sourdough breads, ciabatta, and rustic bread.

## **L'Art de la Boulangerie**

### **The Artisanal Bread Baking Program cont.**

# **L'Art de la Boulangerie**

## **The Artisanal Bread**

### **Baking Program cont.**

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#### **LAB005 - Specialty Whole Grains and Organic Breads**

Clock Hours: 40.00 (15.00 lecture hours, 25.00 supervised lab hours)

Credit Hours: 1.5 (1 lecture credit, 0.5 lab credit)

This course module introduces students to a wide variety of specialty whole-grain breads such as multigrain, 80% rye, flax seed rye, organic baguette, and organic spelt. Students explore the variety of flours and techniques involved in creating whole-grain and organic breads, along with the health and nutritional benefits of these recipes. They learn to create products with a large amount of rye flour, thereby gaining an understanding of the unique chemical interactions involved in manipulating and working with these very specific types of doughs. They also learn how to maintain quality and consistency in these specialty breads to meet saleable production standards.

#### **LAB006 - Breakfast Pastries and Viennoiseries**

Clock Hours: 40.00 (15.00 lecture hours, 25.00 supervised lab hours)

Credit Hours: 1.5 (1 lecture credit, 0.5 lab credit)

This first of two course modules devoted to breakfast pastries and Viennoiseries introduces students to new ingredients as well as new techniques and methods of working with doughs. Students explore the different types of flours, sugars, and yeast used in creating breakfast pastries, and how the interactions of these ingredients affect the outcome in leavened, unleavened, and laminated products. They study the lamination process and create laminated doughs (e.g., puff pastry) as well as enriched doughs, focusing on the unique characteristics of each method. Students use these doughs to create a variety of classic and popular French breakfast pastries including croissant, pain au chocolat, and Danish, as well as brioches such as the Nanterre and the regional specialty, kugelhopf. Students expand their repertoires by learning how to create a variety of sweet breads with lemon, chocolate, and other flavors. They also learn how to make fillings for these types of breakfast pastries, focusing especially on developing nuanced flavors and pleasing consistency.

#### **LAB007 - Advanced Breakfast Pastries and Viennoiseries**

Clock Hours: 40.00 (15.00 lecture hours, 25.00 supervised lab hours)

Credit Hours: 1.5 (1 lecture credit, 0.5 lab credit)

This course module builds on the fundamentals learned during the first course on breakfast pastries and Viennoiseries. Students focus on learning more about the wide variety of these specialties, with emphasis on developing a breakfast pastry and Viennoiseries program as well as how to organize this program in a bakery. Students learn how to make gibassier, with its wonderful flavor of anise, candied orange peel, orange blossom water, and fruited olive oil. They also create traditional holiday recipes such as chocolate panettone, Berliner beignet, stollen, and challah, to better understand how to create and highlight the seasonal product section in a bakery. Students learn a variety of fillings to accompany the different recipes, with emphasis again on producing nuanced flavors.

#### **LAB008 - Specialty Breads from France and around the World**

Clock Hours: 40.00 (15.00 lecture hours, 25.00 supervised lab hours)

Credit Hours: 1.5 (1 lecture credit, 0.5 lab credit)

This course module introduces students to a wide variety of products from famous bread-producing regions and countries around the world. Students learn how to make the famous fougasse aux olives from the south of France; a Jewish rye bread; Italian semolina bread; American cranberry pecan bread; plus Mexican jalapeño cheddar corn bread, as well as bolillos mexicanos and conchas. With each new recipe they explore, students compare and contrast it with others they've learned to date, focusing especially on the production methods involved as well as the unique taste, texture, and appearance profiles in crumb and crust. Students also learn to create Italian biga, a type of pre-ferment, and how to use it in producing a variety of regional breads. Students collaborate in focused teams to meet the demands of a fast-paced "bakery production" atmosphere the instructor establishes during the module, which further prepares them for launching into the professional baking industry

### **LAB 009 – Sweet and Savory Pies and tarts**

Clock Hours: 40.00 (15.00 lecture hours, 25.00 supervised lab hours)

Credit Hours: 1.5 (1 lecture credit, 0.5 lab credit)

This course module introduces students to the techniques and recipes of the world of sweet and savory pies and the importance of offering these kinds of products in a bakery operation. Students first learn about the making of all different types of doughs to use for the right pies, tarts, or quiches (such as sweet, pie, quick puff and puff pastry dough). Students learn the different types of sweet fillings (such as almond cream, pastry cream, ganaches, custards or fruit fillings) and savory fillings (such as meat, vegetable and specialty fillings) for the right pastry doughs. Students learn the importance of each ingredient in the recipes, and then how to craft the perfect crust, filling and baking. This combines both American and European style sweet and savory pies and tarts. Sweet pies and tarts include the iconic French regional desserts such as Gâteaux Basque and Parisian Flan, chocolate tarts, along with more American favorites like summer berry pies, apple or lemon meringue cream pie. Savory pies include recipes such as the classic French ham and cheese Quiche Lorraine, Flamiche leek quiche, Alsatian Tarte Flambée, and old-fashioned dark lager beer quiche.

### **LAB 010 – Sandwich Applications and Bread Showpieces for Bakery Presentation**

Clock Hours: 40.00 (15.00 lecture hours, 25.00 supervised lab hours)

Credit Hours: 1.5 (1 lecture credit, 0.5 lab credit)

In this course module, students create an array of sandwiches and savory sandwich type applications made from the bread they make and produce throughout the previous weeks. This course module conveys the utmost importance for food professionals to provide such savory products to the customers of a bakery operation, and the importance for their future professional success. Students learn the fundamental concept of sandwiches and the combination of taste and texture. They apply their skills to create a selection of open-faced sandwiches or Tartines, sandwiches and other sandwich type specialty items for bakery lunches, such as carpaccio, breakfast egg and bacon, pear and gorgonzola tartines, vegetable or ham and cheese focaccias and more. Additionally, sandwiches will be made with a variety of condiments including unique sweet and sour relishes and confit items. In addition, in this module students explore how to create an artistic showpiece with bread doughs, learning techniques that enable them to showcase their breads and sandwiches on bread displays! Finally, as a cumulative course project and under their chef's supervision, students work together to produce the final buffet that is presented during the graduation reception, simulating a real life bakery production schedule. From bakery production to kitchen organization, set-up and display, students' grand buffet provides a capstone experience that launches students into the bakery world.

A clock hour is defined as a 60-minute span of time, with no less than 50 minutes of actual class instruction. No more than 1.0 clock hour can be assigned to any discrete 60-minute period. The Lecture to Lab ratio is 1:2 for most courses given the emphasis on hands-on training. All hours are supervised by a French Pastry School Chef Instructor.

#### **Methods of Instruction and Evaluation:**

Grade Ratios:

##### **L'Art de la Boulangerie**

##### **30% Written Exam:**

- The written exam consists of multiple choice and short answer questions.
- The material in the textbook and lecture information may both be used for the questions on the exam.

##### **30% Practical Work:**

- The practical exam consists of preparing assigned products.
- Students are graded on appearance, taste, texture, and organization. They will receive daily feedback on their products, and six products total will

#### **Method of Instruction and Evaluation**

be graded over six weeks.

**20% Participation Evaluation:**

- Students receive two participation grades (verbals).
- Students have a brief discussion with their chef instructor twice during the program, and receive a grade, 1-10, with 10 being best. The chef talks about where students are excelling and what they still need to work on. The grade will be based on organization, attitude, team work and product.

**10% Journal Self Evaluation:**

- Students are required to write a short self-evaluation three times throughout the program. They are graded on the effort and thought put in to evaluating their own progress. They receive a grade from 1-15 with 10 being the best.

**10% Organigramme (Daily Production Flowchart) Evaluation:**

- Organigramme is a French term commonly used in bakeries, and means project management. Used every day, the organigramme allows bakers to create a timeline of production for every phase of their products, creating better organization and efficiency. Students are required to complete three different organigrammes.

*Mandatory Assignments*

You must pass and/or receive a SafeServ Sanitation Certificate

You must submit a passing Resume, Thank You Note and Cover Letter and all Career Services worksheets

*Homework*

1.5 hours/night

Homework is an essential component of your program. It is designed to guide you in deepening your knowledge base; planning for your upcoming daily classwork; pacing your prep load; developing your professional artifacts; and reflecting upon your program experiences.

Homework assignments include but are not limited to:

Reading through recipes for the next day's class

Creating scaling labels for these recipes' ingredients

Self-Evaluations (10% of your program grade)

Career Services worksheets (required for program completion)

It is assumed you will arrive to each class with the assigned homework completed. In-class assignments and discussions will build upon the previous evening's homework.

In addition to grades given, Chef Instructors meet with their students individually every other week for an evaluation of the student's progress to discuss their product, attitude, team work, and organization.

**Written (4) and practical (4) exams are mandatory and can only be rescheduled with prior consent or written medical certificate.**

**Student Conduct**

Students and Instructors must maintain, at all times, an environment of mutual respect and a professional demeanor. The French Pastry School strictly observes a zero tolerance for harassment or discrimination of any kind and reserves the right to remove disruptive or abusive students. Any individual behavior that hampers the successful delivery of instructional services will be grounds for expulsion from the program. Such conduct includes, but is not limited to: habitual interpersonal

conflict; hoarding supplies, tools, or workspace; obscene language or gestures; disruptive classroom demeanor; uncooperative classroom demeanor; refusal to follow instructions and procedures; unsolicited interference in the work of others; unwelcome and/or persistent personal violations of privacy; name calling; and any conduct that undermines the efficiency and success of student teams and the class collective. Further details can be found in the Student Handbook and Enrollment Agreement.

On graduation day, each student will receive a certificate. If the student has completed their course of study and achieved a minimum grade of "C" they will be awarded a Certificate of Completion from The French Pastry School.

Students with delinquent accounts, students with insufficient grades, and/or students that have not completed their course of study will not officially graduate but will receive a Certificate of Attendance from The French Pastry School. Once a student has satisfied their debt and/or achieved a completing grade, The French Pastry School will mail a Certificate of Completion to the mailing address on file for that student.

**The French Pastry School must receive a written request for all replacement certificates. The following information should be included in the request:**

- Current and all former names
- Social Security number
- Current mailing address and phone number
- Approximate dates of attendance
- The number of copies required
- A complete name and address of where the transcript should be sent
- Appropriate fees (detailed below)

Send the written request to:

Attn: Admissions Department  
The French Pastry School  
226 W. Jackson Blvd. Ste. 106  
Chicago, IL 60606  
Fax: 312-726-2446

Replacement certificates may also be ordered in person at the Admissions Office.

There is a \$25 fee for each replacement certificate requested that should be paid at the time of the request. The fee for overnight delivery is \$40 per location (\$25 for the certificate and \$15 for postage).

Please note: Replacement certificates cannot be processed for students with outstanding financial obligations to The French Pastry School. If you have questions regarding financial holds on your record, please call the Student Finance Director (312.726.2419).

Admissions are conducted on a rolling basis

Prerequisites - Official high school transcript or GED transcript.

- Admission requirements include the following:
  - High school diploma or equivalency
  - High school transcript – must be official with the school seal and postal mailed to the school.

## **Criteria for the Issuance of Certificates**

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## **Admissions Policies**

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## Admissions Policies cont.

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- o Completed application form. The application form asks for personal information, contact information, date of birth, social security number, citizenship status, emergency contact information, education history, and signature of the applicant.
- o Application fee of \$150 (this amount is applied toward the total tuition cost upon admittance to the program)
- o Two letters of reference. Letters of reference should be from someone who can comment on the applicant's career progress, contribution to the community or academic progress. This includes teachers, employers, clergy and community leaders. References from family members will not be considered. Examples of commendable achievements are encouraged.
- o Current resumé.
- o Digital photo for a Student ID and a free public transportation pass provided by the Chicago Transit Authority.
- o Short essays (about 150 words) answering these questions: 1) Why have you chosen to pursue a career in bread? What exposure, if any, have you had to the artisan bread profession? 2) What do you consider to be the most important qualities in a successful baker? 3) What do you imagine will be your greatest challenge in completing L'Art de la Boulangerie program at The French Pastry School? 4) What are your expectations of the food industry pertaining to working hours, pay, and overall chef-to-employee demeanor? 5) Why did you select The French Pastry School for your pastry education?
- o Copy of valid State ID
- o Completed Uniform Order Form
- o Once all of these application pieces are received, the applicant will be contacted for an interview.
- o Once the admissions department has reviewed the applicant's entire application package, the applicant is notified of his/her acceptance or rejection.

Upon receiving acceptance to The French Pastry School, the applicant must confirm his/her acceptance by completing the following:

1. Read the Student Enrollment Agreement and return the following, steps A through C:
  - a) Sign and return "Notice to Buyer" page of the Student Enrollment Agreement
  - b) Sign and return the Medical Forms (Medical Disclosure Form, Medical Authorization Form, Physician's Request for Unsupervised Self-Administration of Medication Form)
  - c) Sign and return the Waiver of Liability indicating any food allergies
2. Pay a deposit (this is a portion of your tuition). This must be paid by cash, check or credit card. \$1,385.00
3. Provide proof of funding for the remaining tuition balance (minus the deposit and application fee). If the student plans to use loans, the Student Finance Director must be informed. If the student plans on using personal funding, the School must be provided with a written statement of how and when tuition will be paid. Tuition must be paid in full by graduation. International students are required to pay the full tuition on or before the first day of class.

By completing the steps to confirm acceptance, the student secures a position in the

program. The French Pastry School does not discriminate on the basis of sex, race, ethnic origin or religion.

The total cost of the program includes tuition, books and course materials, three full uniforms, complete pastry tool kit, all premium ingredients, and use of state-of-the-art equipment. Students due to receive student loans will be reimbursed for the cost of their books, uniforms and equipment when their funds have been disbursed if the deposit amount was included in their original loan amount. All students must wear The French Pastry School uniform and purchase the books and equipment from the school.

Should there be any special payment terms between the student and The French Pastry School, these will be documented by invoice. The invoice forms an agreement between The French Pastry School and the student and is to be signed by both parties. Payments are expected in accordance with the terms of the agreement. Late payment is unacceptable and may result in the student not completing the program.

The French Pasty School is not responsible for lost or stolen pastry tool kits, books or uniforms. Students should also take time to engrave or mark their individual items so that they are easily identified in the kitchen. The pastry tool kit cannot be left in the classroom. It may be kept in a locker provided to each student or taken home.

Students must provide notebooks, pens, sharpies and personal calculators for class.

#### Admissions Definitions

- **Student Enrollment Agreement** is the agreement that evidences an obligation binding a student to purchase a course of instruction from The French Pastry School.
- **Date of Acceptance** is the date The French Pastry School officer signs the Student Enrollment Agreement.
- **Date of Enrollment** is the date The French Pastry School sends a letter to the student confirming their space in the program. To receive this, they must have been accepted into the program, provided the school with a signed Student Enrollment Agreement, Waiver of Liability, Medical Forms, deposit, and proof of funding for the remaining tuition.
- **Date of Admission** is the first scheduled date of class attendance.

Written and practical exams are graded on the following scale:

#### Grading Scales

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- 90-100=A
- 80-89=B
- 70-79=C
- 60-69=D
- Less than 60=F

All students must maintain a “C” average to complete this program and receive a certificate.

Written and practical exams are mandatory and can only be rescheduled with prior consent. Additional assignments may be required and will be announced. All required assignments must be completed when due. Late and/or incomplete student assignments will be graded as zero.

## **Grading Scales cont.**

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Plagiarism is strictly prohibited and is grounds for immediate removal. Plagiarism is the representation of another's work as one's own and applies both to written and practical exams.

Grading will be based on:

- Written exams
- Practical exams
- Kitchen performance
- Attendance and participation
- Verbal evaluations by the chef instructor
- Organigramme
- Other assignments as requested

For information on how classroom attendance affects your grades, please see the Attendance Policy section in this document.

### **Attendance Policy**

Absences, late arrivals or leaving early need to be documented and approved by the Dean of Student Affairs prior to the leave being taken.

Absences and how they affect your grades:

- You are permitted two unexcused absences without penalty.
- Your third and every unexcused absence that follows will each result in a 2% deduction in your final grade.
- Leaving early or arriving late are considered tardies. Three unexcused tardies will equal one absence.
- Students whose attendance falls below 80% of their required program time is subject to academic withdrawal and not eligible for a certificate of program completion. This includes excused absences.

### **Leave of Absence Policy**

The French Pastry School does not have a Leave of Absence Policy.

### **Stage Grading**

We strongly encourage you to take part in this beneficial experience as much as possible during your time here. The individual effort for each stage attended is graded on a Pass/Fail basis. If you arrange a stage and cancel without giving three-day notice or communication to the stage coordinator, this will be reflected in your grade. The chef overseeing your stage will report your actions to The French Pastry School. These stage experiences are incredibly valuable and your current actions affect your future opportunities as well as the opportunities for future French Pastry School students.

### **Work Experience Grading**

We offer many volunteer opportunities at The French Pastry School to build your network of contacts and work experience. When a student signs up we expect and rely on them to be there to fulfill a role. Work Experience efforts will be graded on a Pass/Fail basis. If you sign up and renege without giving proper notice or communication, it will result in a 1% decrease in your final grade. You must give three days notice to the volunteer coordinator if you desire to no longer participate in the event you signed up for. Emergency situations will be reviewed on a case-by-case basis.

### **Career Services Assignment Grading**

Your updated Resume, Cover Letter and Thank You Note, including pastry industry related stage/ work experience since beginning your program, is mandatory to receive a Certificate of Completion. Deadlines and due dates for turning in your assignments can be found in your course syllabus. This assignment is pass/fail.

### **Transfer of Credit**

A student's official transcript will be provided to the student upon successfully completing the program. Transferability of these credits to other institutions is on a case-by-case basis with many contributing factors. It is for this reason that it is very important to consult with The French Pastry School and the institution to which you wish to transfer.

### **Advanced Standing – ServSafe Sanitation Class**

Sanitation class will be held in the first two weeks of class. If you are already ServSafe® Manager certified, please send a copy of your certificate to your admissions contact for your file. Certified students are not required to attend classes on the two days that the sanitation course is being administered. In addition, you will receive a tuition credit of \$140. A successful completion of this course is necessary to graduate. Only a United States issued certificate will be accepted.

### **Credit for Previous Education and Training for Students receiving GI Bill Benefits**

Credit for previous education and training experience must be evaluated and may be granted. Such a grant of credit is at the discretion of The French Pastry School. This credit will shorten the length and cost of the program proportionately. The school is required to maintain a written record of previous education and training experiences which indicates that credit has been given, where appropriate, by the school for noted experiences and provide evidence of the evaluation.

The French Pastry School accepts Individual Education Plans from students or prospective students and coordinates services such as note sharing, reading of tests, extra exam time and other services to help students with special needs be successful in our programs.

Furthermore, under current contract with City Colleges of Chicago, The French Pastry School is able to provide reasonable modifications and/or accommodations to qualified individuals in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and all pertinent federal, state and local anti-discrimination laws. Each student's needs will be assessed on a case-by-case basis.

The priority of The French Pastry School is the safety of all students, faculty and visitors to our kitchens. Therefore, due to the demanding physical nature and types of equipment involved with hands-on, kitchen training, The French Pastry School may not be able to accommodate all special needs. The French Pastry School works diligently to provide accessibility to all interested parties.

Students who believe they have a need for disability accommodations or modifications are responsible for requesting such accommodation or modification in a timely fashion during the admissions process and are responsible for providing all requisite documentation to verify eligibility to the Disability Access Centers of City Colleges of Chicago.

## **Policy for Transfer of Credit and Advanced Standing**

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## **Students with Special Needs**

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## Schedule of Tuition

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### L'Art de la Boulangerie - represents tuition for June 2018 term

|   |              |
|---|--------------|
| Application Fee                               | \$ 150.00    |
| Tuition                                       | \$ 8,925.00  |
| Deposit: Books, Pastry Tool Kit, and Uniforms | \$ 1,385.00  |
| ServSafe Sanitation Course & Book             | \$ 140.00    |
| Total Cost of Program                         | \$ 10,600.00 |

Submission of a completed application form with a \$150.00 application fee is required. Admissions are conducted on a rolling basis, and classes fill quickly, so it is in your best interest to apply early to ensure your space in the desired session. It is very important to remember that there are more applicants admitted into the program than positions available; therefore confirm your acceptance as soon as possible. Once an applicant has met all of the application requirements, they will be admitted into the program pending confirmation of acceptance. The tuition is to be paid by graduation day unless otherwise agreed upon in writing by The French Pastry School.

### Methods of Payment

**Cash** (in person or via postal mail)

**Personal Check** made out to The French Pastry School (in person or via postal mail)

**Cashier's Check** made out to The French Pastry School (in person or via postal mail)

**Credit Cards:** (In person or over the phone)

Visa, MasterCard, American Express, Discover

**Private Loan** offered from the Institution (Arrangements made with The French Pastry School Student Finance Director)

The French Pastry School Payment Plan/Loan

## Intellectual Property

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The intellectual property includes copyrighted material (text, graphics, logos, photographs, video, books, course materials, software, website, or any other materials) owned or licensed by The French Pastry School.

You are provided this intellectual property in order to pursue this course of instruction, however, you may not:

- Make copies of the intellectual property for distribution
- Sublicense, rent or lease any portion of the intellectual property
- Post any intellectual property on the Internet.

Your right to use the intellectual property terminates automatically if you violate any part of this Agreement. In the event of termination, you must immediately return the intellectual property to The French Pastry School

## Gainful Employment Disclosure

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### 2017 L'Art de la Boulangerie Median Loan Debt

|                    |         |
|--------------------|---------|
| Title IV Debt      | \$ 0.00 |
| Private Loan Debt* | \$ 0.00 |
| Institutional Debt | \$ 0.00 |

As reported to The French Pastry School

## Cancellation and Refund Policy

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We request, but it is not required, that any cancellation or withdrawal be submitted in writing to The French Pastry School, 226 West Jackson Boulevard, Chicago IL 60606. If the student is not admitted into The French Pastry School, a refund of the application fee, deposit and tuition paid will be made. Refunds are calculated from the last date of attendance and are made promptly. This French Pastry School policy adheres to the guidelines of the Illinois Board of Higher Education and reflects the policy of our accreditor, ACCET.

When notice of cancellation is given before midnight on the fifth business day after the Date of Enrollment (the postmark date of the letter confirming acceptance of this agreement) but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded.

When notice is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$100 or 50% of the cost of tuition, whichever is less.

When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of tuition and other instructional charges or \$300, whichever is less, and, subject to these limitations: the school must refund any book and materials fees when (a) the book and materials are returned to the school unmarked, and (b) the student has provided the school with a notice of cancellation.

When a student has completed an excess of 5% of the course of instruction the school may retain the application-registration fee but shall refund a part of the tuition and other instructional charges in accordance with:

After 5% of the program through 50% of the program, tuition charges retained will not exceed a 100% pro rata portion of tuition for the training period completed, plus ten percent (10%).

In cases of withdrawal after 50% of the course, the school may commit the student to the remaining obligation of tuition.

A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation of this section.

Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.

Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.

Deposits or down payments shall become part of the tuition.

The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within 15 calendar days.

The school shall make all student refunds within 30 calendar days from the date of receipt of the student's cancellation.

A student may give notice of cancellation to the school in writing, but it is not required. The unexplained absence of a student from a school for more than 15

## **Refund Policy cont.**

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days shall constitute constructive notice of withdrawal and cancellation to the school. For purposes of computing any refund, the cancellation date shall be the last day of attendance.

A student who is a no show for 15 days of class, including orientation day, with no prior approval from The French Pastry School, shall be considered a withdrawal.

The school may make refunds that exceed those prescribed in this Section.

The French Pastry School shall refund all monies paid to it in any of the following circumstances:

- the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin
- the school cancels or discontinues the course of instruction in which the student has enrolled; or
- the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

In the event of hardship cases, such as death or serious illness, The French Pastry School will decide on a case by case basis.

### **Delinquent Accounts**

Students with accounts that are past due will be required to have a conference with the admissions staff. If no solution can be reached to resolve the delinquency, the student may be dismissed from The French Pastry School. Students with delinquent accounts will not graduate or receive a certificate from The French Pastry School. Unpaid tuition accounts will be collected by the school within the full extent of the law. Unresolved delinquent accounts will be sent to a collection agency for recourse.

## L'Art de la Boulangerie

## Academic Calendar

| START DATE    | END DATE        | TUITION  |
|---------------|-----------------|----------|
| June 18, 2018 | August 24, 2018 | \$10,600 |

Holidays/Days off: July 4, 2017

Graduation: Friday, August 24, 2018

Admissions are conducted on a rolling basis, and classes fill quickly, so it is in your best interest to apply early to ensure your space in the desired session.

### APPLICATION FEES

*Application fees are applied toward tuition*

|  |       |
|--|-------|
| June 2018 Term<br>(Jun 18 to Aug 24, 2018) | \$150 |
|--|-------|

### Session Available

#### Schedule

1:15 pm to 9:15 pm Monday through Friday

At The French Pastry School the student to teacher ratio is 18:1.

Classes will be conducted Monday through Friday 1:15 pm to 9:15 pm from June 18, 2018 to August 24, 2018.

Graduation Ceremony will take place Friday August 24, 2018.

# Attendance Policy

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## Classroom Attendance

Daily attendance is mandatory and documented. Punctuality is essential and a courtesy to class colleagues and instructors. Classes begin promptly at 1:15 pm and class is dismissed by the Chef Instructor. You are to inform the Faculty ([faculty@frenchpastryschool.com](mailto:faculty@frenchpastryschool.com)) when you will be absent, arriving late or need to leave early if not previously documented and approved. No phones calls will be accepted.

Late arrivals or early leaves disrupt the class in progress. If you arrive to class later than 15 minutes after the scheduled start time or leave prior to the Chef's dismissal without prior agreement from the Dean of Student Affairs, you will be marked absent. Unexcused late arrivals or early leaves are grounds for academic probation or expulsion by the program ratio listed in the Absentee Policy.

Absence will seriously impair your ability to successfully complete the program. Excused absences include circumstances such as medical, military, and jury duty. Supporting documents must be submitted to excuse the absences.

For additional information on how absences affect your grade please see the Attendance Policy.

## Make Up Class Time and Exams

Make up classes and exams due to excused missed class time will require the student to pay \$50.00 per rescheduled class day or \$250.00 for make up of a missed exam. The requirement will be determined by the Dean of Student Affairs. The student is responsible for immediate payment and rescheduling for the missed time with the Dean of Student Affairs. If the class the student missed is no longer being taught during the present term the student may be given the opportunity to reschedule during an alternate term. It is the student's responsibility to reschedule this exam with their Dean of Student Affairs immediately upon their return to class. Payments for make up class or exam time must be made prior to the scheduled make up dates.

L'Art de la Boulangerie students are enrolled through The French Pastry School. Official transcripts are to be obtained through The French Pastry School.

Students who are or were enrolled in The French Pastry School can obtain an official copy of their transcript by contacting The French Pastry School.

### **How Can I Get a Transcript?**

You must send a written request with your signature and the following information to the Registrar at The French Pastry School.

### **What Information Should I Include in the Written Request?**

- Your name at the time of enrollment
- Your social security number
- Your date of birth
- Place and date of enrollment(s)
- Complete mailing address for each official transcript

### **How Much Does It Cost?**

The first transcript is free; each additional transcript is \$5.00. If you require your transcript sent by fax, the additional fee is \$5.00 for each transcript.

Please make a check or money order payable to The French Pastry School for the entire cost of issuing your transcript(s) as you requested.

### **Where Do I Mail My Transcript Request?**

The French Pastry School  
Admissions  
226 W. Jackson Blvd.  
Chicago, IL 60606  
tel: 312.726.2419

A student's official transcript with current college credits must be requested from FPS as outlined in the Procedure for Obtaining Student Transcripts section of this document.

## **Procedure for Obtaining Student Transcripts**

## Career Services

Setting our students up for a **successful career** is the driving force behind all that we do. Within **The French Pastry School Career Services**, we distinguish between Career Education and Career Placement.

We define **Career Education** as teaching students how to effectively network, find their own employment, present themselves professionally online, and create and maintain their own professional resumes. We require all students to actively engage in the Career Education piece of our curriculum as we believe the experience will serve them well in many areas throughout their lives.

We define **Career Placement** as seeking multiple positions for each of our graduates and forming corporate alliances to make as many connections as possible for our students to take advantage of.

While we work diligently to encounter and communicate every possible job opportunity in the pastry industry to ensure our students can find multiple employment options, the ultimate responsibility of finding and securing a job falls on the student.

We strongly encourage all our students to enter the market with a paying position as early as possible, but we recognize that this is a service which may or may not be taken advantage of by our students.

**Career Education** assistance begins as soon as you submit your **résumé** with your application. With this as a starting point, we help you edit and tailor it to the food industry throughout your time here as a student. The full-time program curriculum includes **brief lectures on topics such as marketing, accounting, and the job search process** from specialists in their industries.

In the classroom, our Chef Instructors, who come from successful pastry careers themselves, provide insight and real life anecdotes of their experiences in the kitchen.

In addition to your kitchen classroom education, students of L'Art de la Boulangerie are encouraged to complete a minimum of one stage. **Staging** is the traditional practice of volunteering in a kitchen for one shift (or more) to gain experience. It is also an ideal way to find out, first hand, which type of food business and position is ideal for you.

Staging can be a great **résumé** builder and a way to open doors to future employment. We strongly encourage all of our students to participate in as many stages as they are able to throughout their time at The French Pastry School.

During the program, you are provided with opportunities to form a variety of contacts in Chicago and across the nation. We help you to make connections, establish relationships with chefs and businesses, and encourage you to take advantage of the school's **extensive network**. These relationships last a lifetime and The French Pastry School will remain a resource for the rest of your career.

Potential employers from all over the United States, as well as elsewhere in the world, contact us every day seeking to hire our alumni.

There are many career directions that our graduates have taken: working in restaurants, catering companies, hotels, bakeries, food styling, food writing, food sales, wedding and celebration cake boutiques, teaching, research and development, country clubs, resorts, cruise ships, new business ventures, chocolate candy businesses, among others. Many alumni have opened their own businesses in all of these areas, and continue to hire new graduates of The French Pastry School's full-time programs.

The French Pastry School cannot and does not guarantee employment or promise a particular level of income, or wage rate to any student or graduate.

## Student Placement Data

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| DISCLOSURE REPORTING CATEGORY   |           |
|---|-----------|
| A) For each program of study, report:   |           |
| 1) The number of students who were admitted in the program or course of instruction as of July of this reporting period.  | 10        |
| 2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:   |           |
| a) New starts   | 0         |
| b) Re-enrollments   | 0         |
| c) Transfers into the program from other programs at the school   | 0         |
| 3) The total number of students admitted in the program or course of instruction during the 12-month reporting (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).                                    | 10        |
| 4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:  |           |
| a) Transferred out of the program or course and into another program of course at the school  | 0         |
| b) Completed or graduated from a program or course of instruction   | 10        |
| c) Withdrawn  | 0         |
| d) Are still enrolled   | 0         |
| 5) The number of students enrolled in the program or course of instruction who were:  |           |
| a) Placed in their field of study   | 6         |
| b) Placed in a related field  | 0         |
| c) Placed out of field  | 0         |
| d) Not available for placement due to personal reasons  | 2         |
| e) Not Employed*  | 2*        |
| B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.   | 0         |
| B2) The number of students who took and passed a State licensing examination or professional certification, if any, during the reporting period.  | 0         |
| C) The number of graduates who obtained employment in the field who did not receive the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence. | 0         |
| D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.**  | \$11.25** |
| * Numbers based on response to email and telephone survey. Any non-responder was calculated as unemployed.  |           |
| ** Average includes graduates involved in unpaid internships/externships within the field.  |           |

# Receiving and Processing Student Complaints

## Student Grievances

The French Pastry School recognizes the importance of a process for attending to grievances properly, without fear of prejudice or reprisal on the part of anyone bringing a grievance or anyone being grieved against. Accordingly, The French Pastry School encourages the informal and prompt settlement of grievances and, if necessary, the use of the orderly processes set forth in this grievance procedure, designed to protect due process and academic freedom and to respect professional conduct.

Grievance proceedings shall be maintained as confidentially as possible, allowing for the need of the grievant, the person(s) grieved against, and the institutions to gather and present evidence concerning the grievance at these institutions and in other outside proceedings. All hearings shall be held in private and the school shall maintain a written record of its handling of all student complaints.

If any student feels he/she has been mistreated by another student, or a member of The French Pastry School staff, the following procedure should be followed:

1. If the student believes he/she is in immediate danger, or is threatened in any way, security should be notified immediately and a report filed.
2. If the student feels aggrieved by a staff person, the student should submit a written complaint within five (5) days of the incident, describing the aggrieved incident to the staff person's supervisor. The supervisor will investigate the incident and report back to the student their finding within five (5) school days. Based on the supervisor's findings the grievance will be presented to the Deans of the school.
3. If the student feels aggrieved by a fellow student, the student should submit a written complaint within five (5) days of the incident to the Dean of Student Services, or their designated representative, detailing the aggrieved incident. The matter will be investigated and a response will be provided to the student within five (5) school days. If it is determined that a hearing is warranted to resolve the matter, a Student Disciplinary Committee (comprised of students, faculty, and administrators) will be convened to hear the grievance and render a recommendation. The Dean will receive the Disciplinary Committee's recommendation and make a final decision on the matter within five (5) school days from receiving the ruling from the committee. The student filing grievance should be notified in writing of the final ruling within five (5) school days of the hearing.

Grievances with an instructor or staff member or with policy and procedure should first be discussed with the individual involved, or the person enforcing the policy. Should this fail to be resolved; a written grievance should be addressed to the Director of The French Pastry School.

If the school fails to satisfy the student grievance, the student may file a complaint with The French Pastry School following the procedures outlined in The French Pastry School Policy Manual, with the Illinois Board of Higher Education or Accrediting Council for Continuing Education & Training (ACCET). A written finding will be issued to the person filing the complaint and the Director of The French Pastry School.

Illinois Board of Higher Education  
1 N. Old State Capitol Plaza  
Suite 333  
Springfield, IL 62701-1377  
(217) 782-2551  
<http://complaints.ibhe.org/>

ACCET  
CHAIR, COMPLAINT REVIEW COMMITTEE  
1722 N Street, NW  
Washington, DC 20036  
Telephone: (202) 955-1113  
Fax: (202) 955-1118 or (202) 955-5306  
Email: [complaints@accet.org](mailto:complaints@accet.org)  
Website: [www.accet.org](http://www.accet.org)

Certificate of Approval To Operate  
Issued By the Illinois Board of Higher  
Education, 1 N. Old State Capitol  
Plaza, Suite 333, Springfield, IL 62701-  
1377.

# **Students' Rights and Responsibilities to Review Records Policy**

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## **I. OBJECTIVE**

The objectives of the Students' Right and Responsibilities to Review Records Policy is to inform students and staff of the procedure for requesting, challenging, security and limitations of access to students' records for various parties.

## **II. RESPONSIBILITY**

Every employee is required to manage records in possession of the school. The Admissions Director or his/her designee must be responsible for monitoring the dispersion and viewing of records.

## **III. DEFINITIONS**

### Student Information Maintained by the Office of Admissions and Records

- Admissions data
- Permanent record cards
- Student information cards and class scheduling cards (If applicable)
- Class revisions cards (If applicable)
- Transcripts from other educational institutions
- Class lists
- Mid-term grades
- Final grades
- Test scores
- Petitions for readmission
- Attendance records
- Correspondence from Social Security, Department of Homeland Security, etc.

### Student Financial Aid Information Maintained in the Student Records

- Applications for Financial Aid (If applicable)
- Grants awarded (If applicable)
- Supplemental documentation in support of financial aid applications (If applicable)
- Payment plans (If applicable)

## **IV. IMPLEMENTATION**

### Educational Records – Student Access

Students and former students have the right to inspect and review their educational records. Students and former students must put their request to inspect and review their educational records in writing. This request must be submitted to the Academic Dean of Student Affairs. The requested educational records will be made available to the student within 45 calendar days of the student's written request. A staff member of the school office must be present at all times during the course of the inspection.

The student, during the inspection, has the right to request an explanation and interpretation of the records. The student has the right to a copy of the educational records.

\*EXCEPTION - The School may refuse the copy but only if in doing so, the institution does not limit the student's right to inspect and review that record. For example, a copy of a student's transcript can be refused if the student is in negative standing (hold) for a financial obligation exists. In such a case no transcripts or Certificate of Completion will be released to the student or other educational institutions.

# **Students' Rights and Responsibilities to Review Records Policy**

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## Educational Records – Limitations of Students' Rights to Inspect and Review

The school is not required to permit students to inspect and review the following:

- Financial information submitted by parents.
- Confidential letters and recommendations associated with admission, employment or job placement, or honors to which students have waived right of inspection and review.
- Education records containing information about more than one student; however, in such cases the institutions must permit access to that part of the record that pertains only to the inquiring student.

## Educational Records – Challenge of the Contents

Students will have the right to challenge the contents of their records that they consider to be inaccurate, misleading, or otherwise in violation of their privacy or other rights. The students must utilize the following procedure in order to properly raise their challenge:

- The challenge must: (1) be made in writing, (2) include the title and date of the document being challenged, and (3) include the reason(s) for such challenge as well as any documented evidence that the student desires to submit.
- The written challenge must be submitted to the Academic Dean of Student Affairs, within ten (10) school days of the date of knowledge, but in no event later than two (2) years from when the record was placed in the student's record. The Administrator will make a determination regarding the matter within a reasonable period of time and notify the student in writing of the decision.
- If the Administrator's resolution to the challenge is not satisfactory, the student will have the right of appeal to the of Student Affairs within ten (10) school days of receipt of the Administrator's decision. The Academic Dean of Student Affairs will investigate the matter and respond in writing with his/her decision within ten (10) school days.

## Educational Records – Disclosure

Disclosure with written student consent – The School must obtain written consent from students before releasing any personally identifiable information from their education record (with the exception as noted below). In order for the written consent to be valid, it must specify:

- The records to be released
- The purpose of the disclosure
- The identity of the party(s) to whom disclosure may be made
- Written consent be signed and dated by the student

Disclosure without written student consent – Written student consent is not always necessary; the School must disclose student records when requested by the following:

- Students who request information from their own records, however, the request must be appropriately documented
- Authorized representatives for audit and evaluation of Federal supported programs or for the enforcement of or compliance with Federal legal requirements related to those programs (for example: Comptroller General or Attorney General of the United States; The United States Commissioner of Education, Director of National Institute of Education, or Assistant Secretary of Education; State and local educational authorities, etc.)
- Student Education records may be disclosed to the following:
  1. Personnel within the school determined by the school to have legitimate educational interests.
  2. Persons or organizations providing to the student financial aid or

# **Students' Rights and Responsibilities to Review Records Policy**

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- determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid
3. Organizations conducting studies to develop, validate and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not disclose personal identification of students, and information secured must be destroyed when no longer needed for their projects. Institutions are advised to obtain such assurance in writing.
  4. Accrediting organizations carrying out their accrediting functions.
  5. Parents of a student who has established that a student's status as a dependent according to Internal Revenue Code 4 of 1954, Section 152.
  6. Persons in compliance with a judicial order or a lawfully issued subpoena provided that the institution first makes a reasonable attempt to notify the student. In such cases, a letter will be sent to the student at his/her last known address. A copy of this letter should be retained along with the subpoena in the student's file.
  7. Persons in compliance with a lawfully signed release form from the student.
  8. Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons.
  9. In specific circumstances, to state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released.
  10. In specific circumstances, final results of disciplinary proceedings held against a student for a crime of violence or a non-forcible sex offense may be disclosed including disclosure to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense.
  11. In specific circumstances, to a parent of a student under the age of 21 years old regarding the student's violation of any Federal, State or local law or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

## Educational Records – Parental Access to Information

A student's parent may obtain personally identifiable information from a student's educational records by:

- Obtaining the student's written consent
- Having the parent establish the student's dependency as defined by Internal Revenue Code of 1954, Section 152. If the parent is claiming dependency, proof of such must be submitted at the time the request is made.

## School Responsibility towards Released Information

A School is responsible for informing parties to whom personally identifiable information is released, that the recipients are not permitted to disclose the information to others without written consent of the students. When a response is made pursuant to any request for student information, other than those requests by students, a document with the following statement should be attached to the disclosed information:

"The attached information has been forwarded to you at the request of the student with understanding that it will not be released to other parties. The Family Educational Rights and Privacy Act of 1974 prohibits release of this information

without the student's written consent. Please return this material to us if you are unable to comply with this condition of release."

#### Student Responsibilities

It is the responsibility of each student to become knowledgeable of the policies, procedures, and requirements to satisfy the conditions of registration and criteria for enrollment in and completion of courses and academic programs. Each student must accurately record and provide proof of their residential status and demographic data to complete their registration. Each Student must provide proof of financial funding if needed to complete their registration. Failure to fulfill these responsibilities can cause and/or affect enrollment status.

## Satisfactory Academic Progress Policy

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The French Pastry School's L'Art de la Boulangerie Program is 272 clock hours. Satisfactory progress is evaluated every two weeks throughout the program.

- Attendance is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period unless there is a preapproved reason for the absence.
- The student's academic average is reviewed to determine qualitative progress. The minimum required academic average is 70% at the conclusion of each evaluation period.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

#### Academic Warning

If a student fails to meet the cumulative 90% attendance or 70% grade average for any evaluation period, or both, he or she will be placed on warning for the next evaluation period. Failure to achieve a 90% attendance or a 70% grade average, or both, at the end of the warning period may result in the student's dismissal from the program.

Students will be notified in writing (email & hand delivered or certified mail when necessary) when they are placed on warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from the Chef Instructor or Academic Dean of Student Affairs, as appropriate, when they are placed on warning.

#### Appeal Process

Any student not attaining the required academic average or attendance record during the warning period will receive a written dismissal notice, sent by email and hand delivered to the student, using certified mail if necessary. The student may submit a written appeal of his/her dismissal within five business days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the individual's immediate family or in the individual themselves. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Dean of Student Affairs will assess all appeals, and determine whether the student may be permitted to continue in school on a warning status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the school's receipt of the appeal. The decision of the Dean is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum SAP standards.

#### **Maximum Time Frame**

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in clock hours. The L'Art de la Boulangerie program, 272 clock hours in length, must be completed within 408 clock hours. Time spent on an approved absence is not counted against the maximum time frame.

Students exceeding the maximum time frame will be administratively withdrawn. Incomplete grades are not given. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

#### **Transfer and Readmitted Students**

Transfer students from outside the institution will be evaluated with the above measures only on the work they complete while at The French Pastry School.

Sébastien Canonne, M.O.F. – President and Founder  
Jacquy Pfeiffer - President and Founder  
Jonathan Dendauw - Chef Instructor  
Patrick Doucet - Chef Instructor  
Jeffrey Hamelman - Chef Instructor  
Didier Rosada - Chef Instructor

Joseph D'Alessandro – Career Service Director  
Jennifer Delaney – Media and Communications  
Anne Kauffmann – Associate Dean  
Robin Lieberman – Registrar and Compliance Officer  
Daisy Marquez – Admissions Counselor  
Megan McCarthy – Associate Dean  
Meghan Rogers – Admissions Counselor  
Juan Salceda – Student Finance Director  
Cathi Volante – Marketing Director  
Caroline Zambon - Graphic Designer

## **Administrative Staff and Faculty**