



SAN FRANCISCO
COOKING SCHOOL

Student Catalog
2021 & 2022

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2021 & 2022
Version 01.12.2021

TABLE OF CONTENTS

Notice	2
Welcome Letters	3
Licensing	4
Academic Calendar	5
Course Schedule	6
Faculty and Staff	7
Technology and Library	8
Student Services and Career Services	9
Admissions Process and Requirements	11
Coursework	12
Study-From-Home	17
Graduation	17
Tuition and Student Kits	18
Payments and STRF*	20
Refunds	22
School Policies	
Grading	22
Administrative	25
Attendance	25
Facilities and Equipment	27
Student Records and Privacy	28
Emergency Procedures and School Closings	28
General Health and Safety	29
Conduct Policies	30
Health Conditions and Dietary Restrictions	31
Discipline and Probation	33
Student Rights: Harassment and Grievance	33
Withdrawals	34
Credit Transferability	35
Enrolling in a Second Professional Program	35
Getting to San Francisco Cooking School	36

NOTICE:

Included with your enrollment agreement is a copy of the SFCS Student Catalog. As a prospective student, you are encouraged to review this catalog prior to signing your enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Information in this Catalog may change. The School will endeavor to provide students with notices of any changes to rules or policies, but all students are responsible for understanding and abiding by all the current School rules, policies, and procedures. Students considering enrollment should check with the Admissions Office to determine if there is any change from the information provided in the catalog **or check the online version in the BPPE section of our website for the most current updates.**

San Francisco Cooking School has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has a petition in bankruptcy been filed within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at the address and contact info below:

1747 N. Market Blvd. Ste 225
Sacramento, CA 95834

or

*P.O. Box 980818
West Sacramento, CA 95798-0818*

Web site Address: www.bppe.ca.gov

Tel: (916) 574-8900

Toll Free: (888) 370-7589

Fax Number: (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site: www.bppe.ca.gov

Statement of Ownership: San Francisco Cooking School (SFCS Van Ness, LLC.) maintains all instruction and operations at 690 Van Ness Avenue San Francisco, CA 94102. Phone: 415-346-2665
Web: www.sfcooking.com. All classes are held at this location.

This version of the catalog covers programs with start dates in 2021 and 2022 and is effective 01/04/21 - 05/03/21.

WELCOME LETTERS

Congratulations on your acceptance to San Francisco Cooking School and welcome to the next chapter of your life.

San Francisco Cooking School ("SFCS" or the "School") is dedicated to providing you with a relevant and immersive culinary education. This will be a rigorous, intensive, and rewarding experience. Our goal is to give you the best in culinary education and we expect you to give us your best in return.

Approach every day willing to learn and give it your all. Practice, eat, and practice some more, and you will graduate from SFCS ready to make your own mark as part of the San Francisco food community.

Welcome to SFCS!

Jodi Liano
Founder, San Francisco Cooking School

This program will be a time of intensive learning and hands-on exploration of the theory, skills, and techniques you'll need in order to pursue your love of food and cooking, wherever it takes you.

To get the most out of your time at SFCS, you must be disciplined, committed, and passionate about all aspects of the course from your first knife skills lesson to your externship. We'll meet you with an equal commitment to providing you with the foundation for building a rewarding and successful career in the culinary field.

We look forward to guiding you on your culinary journey.

Kirsten Goldberg
Director of Culinary Arts, San Francisco Cooking School

I am excited to welcome you to SFCS.

I remember well my first days of culinary school. It was the start of an incredible adventure that I'm still on! Like anything in life, you will get out of this program what you put in. I'm looking forward to working with you to create an experience that will launch you as far as your focus, determination and curiosity can take you.

Nicole Plue
Director of Pastry & Baking Arts, San Francisco Cooking School

LICENSING

The School is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. San Francisco Cooking School is not an accredited institution.

Bureau for Private Postsecondary Education (BPPE)

P.O. Box 980818

West Sacramento, CA 95798-0818

Tel: (916) 574-8900

Toll Free: (888) 370-7589

Fax Number: (916) 263-1897

ACADEMIC CALENDAR

This calendar is offered for planning purposes only and is subject to change without notice. Please see addendums for any changes or additions. If any dates affect the total hours of your term, makeup hours will be scheduled and you will be notified of this during your term.

2021

January 18	Monday	MLK Day
February 15	Monday	Presidents' Day
April 4	Sunday	Easter Sunday
May 29	Saturday	Memorial Day observed
May 31	Monday	Memorial Day
July 3-4	Saturday	Fourth of July observed
September 6	Monday	Labor Day
November 24 – November 28	Wednesday - Sunday	Thanksgiving Break
December 18, 2021 - January 2, 2022		Winter Break

2022

January 17	Monday	MLK Day
Feb 21	Monday	Presidents' Day
May 28	Saturday	Memorial Day observed
May 30	Monday	Memorial Day
July 2-4	Sat-Mon	Fourth of July observed
Sept 3	Saturday	Labor Day observed
Sept 5	Monday	Labor Day
November 23 - November 27	Wednesday - Sunday	Thanksgiving Break
Dec 19, 2022 -January 2, 2023		Winter Break

COURSE SCHEDULE

All term durations include classroom work and externship dates. Should any term encompass holiday dates there may be additional class hours added to the schedules below to fulfill the requirement of completing a full term. Restaurant Week and Bakery Dates are subject to change and will be confirmed when your program starts.

Commencement will be celebrated annually, in early Spring, following the school year. All classes, January (full-time and part-time), May and August terms will celebrate together in March the following year.

Culinary Arts Schedule-Full Time Class

Monday-Friday, 9am-3pm

	Classroom Term	Externship Term
May '21 Term	5/3/21-8/20/21	8/30/21-10/22/21
August '21 Term	8/30/21-12/17/21	1/3/22-2/25/22
January '22 Term	1/3/22-4/22/22	5/2/22-6/24/22

Pastry & Baking Arts Schedule-Full Time Class

Monday-Friday, 8am-2pm

	Classroom Term	Externship Term
August '21 Term	8/30/21-12/17/21	1/3/22-2/25/22
January '22 Term	1/3/22-4/22/22	5/2/22-6/24/22

Culinary Arts Schedule-Part Time Class

Wednesday and Thursday, 6:00pm-10:00pm and Saturday, 9am-3pm

	Classroom Term	Externship Term
January '22 Term	1/5/22-8/14/22	8/22/22-12/9/22

Pastry & Baking Arts Schedule-Part Time Class

Wednesday and Thursday, 6:00pm-10:00pm and Saturday, 8am-2pm

	Classroom Term	Externship Term
January '22 Term	1/5/22-8/14/22	8/22/22-12/9/22

FACULTY and STAFF

Jodi Liano, Founder

Prior to founding SFCS, Jodi was a lead cooking teacher at Tante Marie's Cooking School where she worked for 14 years. She is also a veteran of food media with experience ranging from working in the kitchens of the Food Network in New York, recipe development for Bon Appétit, and writing multiple cookbooks for Williams-Sonoma, including the popular "Cooking from the Farmers' Market" and "Panini."

Over 15 years ago, Jodi was a recruiting executive who switched careers. Because of her own career change decision, she understands the demands of a challenging educational experience that will prepare students for today's food business.

Kirsten Goldberg, Directory of Culinary Arts - Head Chef Instructor

In 1998, Kirsten studied cooking under the tutelage of Catherine Pantsios before working in restaurants such as Mario Batali's famous Babbo in New York's West Village and Nancy Oaks' Boulevard in San Francisco. Kirsten has worked in restaurant kitchens in Europe and traveled extensively in Southeast Asia where she took cooking courses and spent as much time as possible in the food markets of every city she visited.

Marc Baltes, Chef Instructor, Culinary Arts

Marc graduated from the Culinary Institute of America in Hyde Park, New York, then was so impressed with the food on a visit to San Francisco that he decided to make it his home. He worked at Zuni Cafe, Quince and Pizzaiolo. Marc became head chef of the Boot and Shoe Service in 2011, a position he held until he joined SFCS full time as a chef instructor.

Nicole Plue, Director of Pastry & Baking Arts - Head Chef Instructor

Nicole Plue began her restaurant career in San Francisco where she led the celebrated bread program at Hawthorne Lane before jumping coasts to New York when Danny Meyer recruited her to be the pastry chef on the opening team at Eleven Madison Park. While on the East Coast, Nicole also opened Terence Conran's Guastavino's and was tapped by Martha Stewart to develop recipes for the pastry and baking segments for Martha Stewart Living Television. In addition to her 2010 James Beard Award for Outstanding Pastry Chef, Nicole's accolades include being named Pastry Chef of the Year 1997 by San Francisco Magazine and Rising Star Chef by the San Francisco Chronicle.

Robin Rodriguez, Chef Instructor, Pastry & Baking Arts

Robin Rodriguez has had an extensive pastry career in both fine dining and high-end catering in the Bay Area. She has spent the last ten years as the pastry sous at Paula le Duc Catering and prior to that worked in pastry at Insalata's, Boulevard, and Farallon. Robin graduated from the pastry program at Tante Marie's in San Francisco.

TECHNOLOGY and LIBRARY

We offer a small research library for the benefit of our students and alumni. The materials in the library are available for use at the School only and may not be taken off site without permission from Student Services. Students can use the library during business hours (M-F 8am-5pm) and should contact Student Services or their Chef Instructor to request access if outside their class time.

Computers and Wi-Fi at the school are limited to programs for which SFCS has valid licenses. Any unauthorized software on the SFCS computers will be deleted upon detection without notification. The use of all computer and Wi-Fi resources implies acceptance of and agreement to the complete "Responsibilities of SFCS Computer and Network Users", below:

Responsibilities of SFCS Computer and Network Users

Access to and use of computer and network resources at SFCS are privileges extended to our students and staff. These resources are to be used only by authorized users and for approved purposes only. Such resources include computer hardware and software and computer-based files and data. Approved purposes are those consistent with the broad instructional and culinary goals of the School. The following policies pertain to users assigned individual accounts, using stand-alone computers, or connecting to the School's Wi-Fi network:

- Access to the SFCS system and Wi-Fi network is for the sole purpose of facilitating work as a student. Faculty and staff at SFCS are held to the same terms of usage.
- You will respect the privacy and reasonable preferences of other users, at the school and on the Network, including privacy of accounts and data.
- You will respect the integrity and security of the system and network and exercise care to maintain this security.
- You will take precautions to safeguard passwords and other privileged information to which you have been given access. Any passwords or verification codes assigned to you are for your use only and are not to be shared.
- You are responsible for all actions related to your usage of network resources.
- You must not attempt to monitor any other individual's computer or network use, nor will you attempt to obtain another user's password or private information.
- Should you have access to any of the computers at the school, you may not use them for any purpose other than those approved by your chef instructor.
- In the event you gain access to confidential or privileged information relating to the school, or it's students, employees, or other individuals, you will respect the confidentiality of all information to which you have access, neither divulging confidential information without appropriate consent nor seeking to obtain access to confidential information to which you are not entitled.
- You may not make unauthorized copies of any software or files or perform any unauthorized installation of software or reconfigurations of systems.
- All persons accessing SFCS computing resources will be held accountable for their conduct. As a matter of routine, the SFCS computer systems and network are periodically monitored and recorded by authorized staff members in order to safeguard the security and smooth operation of these resources.

Any abuse or violation of the rules outlined here (or of other rules and practices governing the use of computer networks to which SFCS is attached) will lead to account suspension and immediate review, with the possibility of account revocation, further disciplinary action in accordance with SFCS rules and procedures, and/or probation and/or dismissal from the School.

Personal Files and Programs

Under no circumstances are you permitted to install any program that has not been purchased and approved by SFCS. These include, but are not limited to, games and screensavers. Questions should be directed to Student Services.

STUDENT SERVICES and CAREER SERVICES

Student Services

The Student Services department is dedicated to working with our students, alumni, faculty, administration and food industry professionals to provide services that assist in the day-to-day operations of our programs. Student Services does everything necessary to complement the classroom experience both during school and post-graduation.

Student Services provides tools and resources to enhance your experience at SFCS and to help foster your personal and professional development.

If at any time you have questions, or need assistance, relating to matters of your status as a student at SFCS, please don't hesitate to contact Student Services.

Some of the services the department can provide are:

- Maintaining student records; including current contact information, attendance, and grades
- Processing student payments
- Providing letters to verify your status at SFCS
- Issuance of Program Certificates
- Elective Hours
- Schedule changes
- Grievance disputes

Housing

The School does not provide housing in the form of dormitory facilities or otherwise and is not responsible for finding students housing. The School has no dormitory facilities under its control. All students are responsible for securing their own housing. The school has an alumni network and can post any housing needs here at the request of an incoming student, but cannot promise availability. SFCS is located very close to all major public transportation so students can easily commute from the South Bay, Marin County, Oakland, or any part of San Francisco.

Some of our students work with San Francisco Student Housing for reasonably priced housing without the commitment of a long-term lease. They can be found online at <https://sanfranciscostudenthousing.com/> and they rent for \$600 to \$800/month. San Francisco Cooking School is in no way affiliated with this organization nor do we endorse what they offer.

Average rent for a one bedroom in San Francisco itself is reported to be \$3,368.00 per month. In Oakland, easily accessible to the school via BART, the average is \$2,374.00. *Data via rentjungle.com*

Career Services

At SFCS, placement assistance for our graduates is vitally important to us. You will meet with Student Services to talk about your career goals as the program draws to a close.

Throughout your program, Student Services will be available to continue this discussion, provide you with appropriate volunteer opportunities should they come up, and coordinate details related to your externship placement. We will help you access job postings, provide networking connections, and give general job search assistance, as needed.

SFCS may limit or refuse externship or job placement assistance where in the judgment of the school, the student or graduate's record, or conduct at the school, indicate that placement assistance would not be beneficial to the prospective employer, other students of SFCS, or the reputation of the School.

SFCS does not guarantee job placement for any student or graduate.

Standard Occupational Classification

The United States Department of Labor's Standard Occupational Classification (SOC) system is used by federal statistical agencies to classify workers and jobs into occupational categories for the purpose of collecting, calculating, analyzing, or disseminating data. The list below is the section of the Code related to food service jobs. It is not meant to be inclusive of all job opportunities for our graduates but a general summary of potential positions.

Culinary Arts and Pastry & Baking Arts Certificate Program

Baker	35-2014
Bread Baker	51-3011
Cake Decorator	51-2011
Catering, Event Planning	35-1011, 13-1121
Corporate or Institution Cook	35-2012
Culinary Educator	25-1081, 11-9030
Demonstration Cook	35-1011, 41-9011
Director of Culinary Innovation	35-1011
Entrepreneur	11-1011
Food Science Technicians	19-4013
Food Scientists and Technologists	19-1012
Food Stylist	27-1029
Food Writer	27-3042
General Food Media	27-303
Hotel Line Cook	35-2014
Kitchen Supervisor	35-1012
Line Cook	35-2014
Media Spokesperson	27-3031
Pastry Assistant	51-3011
Pastry Chef	35-1011
Pastry Cook	35-2011
Prep Cook	35-2021
Private Chef	35-2013
Research & Development Manager	19-1012
Research Assistant	19-1012
Short Order Cook	35-2015
Sous Chef	35-1011
Sous Chef	35-1011
Specialty store manager	11-3061
Test Kitchen Chef	35-1011

ADMISSIONS PROCESS and REQUIREMENTS

In order to initiate the admissions process at San Francisco Cooking School, an applicant will schedule a phone call with the SFCS admissions department. This call will introduce the application process, school schedule, and cover the student's area of interest. This can also be done by attending an open house.

Once an application has been submitted, we require all applicants to either set up an interview either in-person or via telephone. This will be a time for applicants to get a better understanding of the day to day operations of the programs.

Applicants must be 18 years of age at the start of the SFCS term with a high school diploma or equivalent. Proof of age and education are required. Students must demonstrate a proficient understanding of English. All instruction takes place only in English so it is critical that students have a strong command, both written and verbal, of the English language.

Application Packets must include all of the following to be deemed complete:

- 1) Completed Application
- 2) \$50 Non-Refundable Application Fee (applied towards tuition should the student be accepted)
- 3) References: two professional recommendation letters

SFCS is not in an articulation or transfer agreement with any other institution and does not take transfer credits. The School does not award credit for prior experiential learning. The School does not accept ability-to-benefit students.

SFCS works on a rolling admissions schedule. We will notify each applicant with her or her admissions status within approximately two weeks of receiving a completed application packet and conducting a personal interview.

If English is not your first language, you must demonstrate English language proficiency. English language proficiency can be demonstrated by earning a score of at least 217 (computerized version), or 82 (iBT) on the Test of English as a Foreign Language (TOEFL). Applicants who have a bachelor's degree or higher from a college or university in the United States and who submit an official transcript may be regarded as having demonstrated English proficiency. Scores are valid for two years from the exam date. SFCS does not offer any English language services to its students.

Once accepted into the program you will receive an enrollment agreement and Student Catalog. Signing the enrollment agreement indicates you have read, and agree with, all information in this Catalog. The enrollment agreement must be returned to SFCS within ten (10) days, along with the required tuition deposit as indicated on your Enrollment Agreement or you will forfeit your spot. Prior to the first day of school, you must also provide:

- Official transcript, diploma, or GED results as proof of education
- Copy of a current health insurance card

When we receive the signed Enrollment Agreement with your tuition deposit you are considered enrolled. A final confirmation letter will be sent indicating that we have received your agreement and deposit.

Note: International applicants must include a copy of their passport and proof of valid visa. SFCS does not offer visa assistance at this time and it is up to the student to obtain a proper visa prior to signing a SFCS enrollment agreement.

Four weeks prior to the first day of school, the School will contact you to confirm your current contact information. Please notify Student Services anytime this information changes.

San Francisco Cooking School does not, at this time, participate in any federal or state financial aid programs. Students are entirely responsible for their own tuition. Should you obtain any type of scholarship or outside funding for your education, it is up to you to determine whether or not those funds may be applied to your tuition at SFCS. Please contact SFCS Student Services with any questions regarding funding, payments or tuition.

COURSEWORK

Total Program Length: 720 Hours (plus any elective hours)

Kitchen Classroom Hours: 480 (16 weeks for full-time course, 32 weeks for part-time course)

Externship Hours: 240 (8 weeks for full-time course, 16 weeks for part-time course)

Elective Hours: Additional optional hours for participating in food opportunities outside the curriculum

Maximum number of students per term is 14.

Schedule of Instruction

Full Time Culinary Program: Monday through Friday, 9:00am-3:00pm

Full Time Pastry Program: Monday through Friday, 8:00am-2:00pm

Part Time Programs: Wednesday and Thursday from 6:00pm-10:00pm and Saturday from 9:00am-3:00pm for Culinary and 8:00am-2:00pm for Pastry

Mission, Curriculum and Objectives

The mission and purpose of SFCS is to graduate students with a relevant and complete culinary or pastry education, who are well prepared for work in an entry-level job in the culinary or pastry field. Hands-on learning is emphasized as the best way for you to achieve the program's goals: superior culinary skills; an intuitive sense of taste and seasoning; knowledge of ingredients, where they come from, and the best ways of utilizing them; and professional work habits that are second to none. Through Concentrations, students will be able to extend their learning into a variety of real-world practical experiences: Restaurants and Bakeries, Food Media, and Food Entrepreneurship (note that students who select the Food Media Concentration with a focus on Cookbook Writing or the Food Entrepreneurship Concentration will need to submit an idea for approval before proceeding).

The units in our curriculum are each designed with the rigor, pace, and work habits of a professional kitchen in mind. The lessons build on each other so you are constantly reinforcing your learning. The following units, each broken down into weekly lessons, outline what will be covered throughout the course. You will be accountable for showing your learning through pop-quizzes, exams at the end of each unit, and a final exam prior to graduation. Exams will be both written and practical. Objectives for each unit are noted below as the areas where we expect you to show proficiency.

You should expect to be on your feet cooking almost every day at SFCS as this is a completely hands-on program. The Chef Instructor will begin each day explaining the lessons. Throughout the day, you will see techniques demonstrated and will then go back to your own workstation to execute similar techniques. You will have the opportunity to work alone, in pairs, and in teams. You will get one-on-one feedback during the day and will have many opportunities to taste your own food and that of your fellow students. Expect the pace to be fast and rigorous as it is our goal to maximize every minute of the program with learning. **All students are supplied with a notebook and good note-taking is important for your success.** Bringing a daily passion and engagement for food is expected each day.

In addition, you will experience San Francisco as a major part of the curriculum. Unique to SFCS,

there are many guest instructors and interactive food trips throughout the term that will provide additional opportunities for hands-on learning, both in and out of the classroom.

Below is an outline of the curriculum. Timing of each lesson is subject to change based on individual class schedules.

CULINARY ARTS

UNIT I: FOUNDATIONS (150 Classroom Hours)

In these first lessons of your program you will be building basic culinary foundations as well as knowledge of key ingredients. Salt and seasoning play an important role here as you become skilled at creating balanced dishes. From day one we will teach you how to work smart, building a prep list, organizing your work, communicating professionally, and practicing food safety.

You will cook daily, starting with basic knife skills and working towards a mastery of both dry and moist heat cooking methods. Repetition is critical in these first weeks. Knowing how to perfectly poach an egg or the precise way to julienne vegetables doesn't come from a couple of short lessons. These are instincts that are developed after much practice and you will get this practice each and every week. Our goal here is to help you create a battery of innate skills that become second nature to you in the kitchen.

Week One: Knife Skills, Introduction to Soups and Sauces
Week Two: Vegetable Cooking, Dry and Moist Heat Cooking Methods, Butter Sauces
Week Three: Eggs, and Egg Based Sauces, Sweet and Savory Custards, Soufflés
Week Four: Salads, Stable and Unstable Emulsified Sauces, Poultry
Week Five: Written and Practical Exams

At the end of UNIT I, we will expect you to show proficiency in the following areas:

- Proper Sanitation and Food Safety
- Efficient Knife Skills and familiarity with basic cuts
- Smart work habits and prep organization
- Correct building of homemade soups, stocks and basic sauces
- Proper execution of egg cookery
- Recognition of seasonal vegetables and their proper storage, prep, and cooking methods
- Understanding of dry and moist heat cooking methods
- Knowledge of the importance of salt, seasoning, and balancing a finished dish
- Preparation methods for Chicken and Duck

UNIT II: APPLICATIONS (150 Classroom Hours)

The next set of lessons in the program takes the foundations you've learned and teaches you how to apply them to create new dishes. Proteins come in to play with butchery and new cooking methods. You will build integrated dishes, influenced by the ingredients and flavors you're already familiar with as well as the new techniques you will be learning. Repetition plays a key role in helping build your culinary know-how; so expect many skills to become second nature during this unit. You will focus more on plating, composing finished dishes that are restaurant quality.

Week Six: Rabbit and Fish
Week Seven: Shellfish and Lamb
Week Eight: Beef and Pork
Week Nine: Charcuterie and Offal
Week Ten: Grains, Legumes, and Rice; Written and Practical Exams

At the end of UNIT II, we will expect you to show proficiency in the following areas:

- Butchery and cooking methods for lamb, beef, pork, veal, poultry, and fish
- Cooking methods for grains, legumes, and pastas
- Preparation of shellfish
- Continued proficiency in knife skills and sauces preparation

- Composing finished dishes at the pace of a professional kitchen
- Recognition of different plating techniques and when to use them

Unit III-EXTENDING YOUR LEARNING (180 Classroom Hours)

With all the basic cooking methods and ingredients covered, you're now ready to explore new techniques. You'll begin your work with dough, both sweet and savory, and move on to more lessons in baking and pastry. This base knowledge of the pastry kitchen is critical to any well-rounded cook. This is also the time when you begin to use more modern cooking techniques, incorporating them into the preparation and presentation of your food. This is also when you will confirm your Concentration. The classroom culmination of this unit is Restaurant Week, where you and your fellow students transform the teaching kitchen into a working restaurant. Like restaurants themselves, Restaurant Week at SFCS will be subject to local San Francisco laws related to dining and occupancy. If restrictions prohibit a class from executing the full Restaurant Week project, the class will work on a similarly rigorous and relevant project. This week will really let you prove to yourself how far you've come in the kitchen. It is the ideal bridge between your time in the kitchen classroom and your externship.

Week Eleven: Quick Breads and Pasta

Week Twelve: Sweet and Savory Doughs, Pizza

Week Thirteen: Gelatin Desserts, Fruit Desserts, Cake Assembly

Week Fourteen: Fresh cheeses, Cultured Milk Products, Cookies, Plated Desserts

Week Fifteen: Menu Planning, Review, and Final Written and Practical Exams

Week Sixteen: Restaurant Week/Final Project

At the end of UNIT III, we will expect you to show proficiency in the following areas:

- Dough making, both sweet and savory: laminated, yeasted, quick breads
- Basic cheese making
- Understanding of recipe development
- Integrating the professional pastry kitchen via tart doughs, cake bases, cookies, and confections
- Plating finished desserts
- Introduction to Front-of-the-house management skills

Unit IV: EXTERNSHIP (240 hours)

The externship is a required part of the program and SFCS will work to find you a placement that makes sense. The goal of the externship is to apply all that has been learned in the previous modules to learning in a real-world setting. This experience is an invaluable extension of the curriculum. You will be earning school credit-this is not a paid position. We have hand-selected a wide range of extern options in San Francisco and expect you to gain knowledge about many facets of these businesses. The Concentration you select will impact where you are placed for your externship.

Throughout the externship program, you will return to SFCS once for a class externship meeting. Mentors, at restaurants, will check-in mid-way through the externship and complete a final evaluation at the end. You will be graded pass/fail on your externship experience.

Note: SFCS reserves the right to deny a student an externship if he/she is not meeting the minimum passing grade and/or not upholding the school's quality or attendance standards as determined by the chef instructor. While students are on their externships, all school policies remain applicable.

PASTRY & BAKING ARTS

UNIT I: FOUNDATIONS (210 Hours)

In these first modules of your program you will be building basic pastry foundations as well as knowledge of key ingredients. You'll begin with an introduction to the pastry kitchen through tools, measurements, math, science, and sanitation. From day one you will learn how to work smart; building a prep list, organizing your work, communicating professionally, and practicing food safety. You will work in the pastry kitchen daily, practicing towards a thorough understanding of eggs, cakes, pastry dough and chocolate fundamentals. Repetition is critical these first weeks. Knowing how to perfectly beat egg whites or the precise way to combine ingredients doesn't come from one or two short lessons. These are instincts developed after much practice and you will get this practice each week. Our goal here is to help you create a battery of innate skills, values, and a taste memory that become second nature to you in the kitchen.

Week One: Introduction to Baking Techniques
Week Two: Eggs--Meringues, Custards, and Soufflés
Week Three: Introduction to Chocolate
Week Four: Cakes 1: Intro to Baking
Week Five: Cakes 2: Fillings and Assembly, Written and Practical Exams

At the end of Unit I, we will expect you to show proficiency in the following areas:

- Proper Sanitation and Food Safety
- Efficient Knife Skills and familiarity with basic cuts
- Smart work habit and organization
- Knowledge of key ingredients and their functions
- Proper execution of basic custards and meringues
- Basic chocolate tempering and emulsification skills
- Proper execution of classic pastry dough

UNIT II: APPLICATIONS (90 Hours)

The next set of modules in the program takes the foundations you've mastered and teaches you how to apply them to more complex creations while continuing to introduce new techniques. You'll practice techniques for creating molded chocolates and confections as well as a range of frozen preparations, expanding and refining the foundational skills from Unit One.

Week Six: Pastry Doughs 1
Week Seven: Pastry Doughs 2
Week Eight: Advanced Chocolate and Confections
Week Nine: Ice Cream, Gelato, and Frozen Desserts, Written and Practical Exams

At the end of Unit II, we will expect you to show proficiency in the following areas:

- Preparation of ganaches and caramels
- Techniques for producing ice cream, sorbets and ices
- Cooking sugar syrups to achieve a variety of textures
- Shelling and molding chocolates

UNIT III: EXTENDING YOUR LEARNING (180 Hours)

With a strong core of pastry knowledge, you're now ready to explore new techniques in the world of baking. You'll work with yeasted dough, utilizing a wide variety of fermentation and mixing methods. You will practice daily mixing shaping and proofing breads, from rustic to refined. We end the time in the classroom with Bakery Day, when you and your fellow students will transform the school into a working bakery and pastry shop. Like restaurants and bakeries themselves, Bakery Day at SFCS will be subject to local San Francisco laws related to dining and occupancy. If restrictions

prohibit a class from executing the full Bakery Day project, the class will work on a similarly rigorous and relevant project. This is the ideal bridge between your classroom work and your externship.

Week Ten: Bread 1
Week Eleven: Bread 2 - Lamination
Week Twelve: Bread 3
Week Thirteen: Plated Desserts
Week Fourteen: Recipe Development Lab
Week Fifteen: Bakery Day Prep, Bakery Day
Week Sixteen: Reviews, Written and Practical Exams

At the end of Unit III, we will expect you to show proficiency in the following areas:

- Scaling and mixing yeasted dough
- Proofing dough
- Shaping techniques
- Lamination
- Baking and finishing techniques

Unit IV: EXTERNSHIP (240 hours)

The final portion of your curriculum is extending your learning into a real work experience. We graduate restaurant-ready pastry cooks who are equipped to work in many types of professional kitchens and bakeries. Learning the foundations in the kitchen classroom is important but knowing how to apply these foundations to the real world is critical too. Provided you've met or exceeded your graduation requirements, we will work locally to place you in an externship. Here you will experience many aspects of that business in order to round out your education.

The externship is a required part of the program and SFCS will work to find you a placement that makes sense. Once this placement is made, it is your responsibility to secure the externship, set up a time to meet with your mentor and follow through with scheduling your externship hours. The goal of the externship is to apply all that has been learned in the previous modules to learning in a real-world setting. This experience is an invaluable extension of the curriculum and is not a paid position.

We have hand-selected a wide range of extern options in San Francisco and expect you to gain knowledge about many facets of these businesses.

You will spend 240 hours in your externship and will return to SFCS once for a class externship meeting.

Mentors, at restaurants or bakeries, will check-in mid-way through the externship and complete a final evaluation at the end. You will be graded pass/fail on your externship experience.

Note: SFCS reserves the right to deny a student an externship if he/she is not meeting the minimum passing grade and/or not upholding the school's quality standards as determined by the chef instructor. While students are on their externships, all school policies remain applicable.

ELECTIVES

San Francisco Cooking School highly encourages students to take advantage of additional food-related opportunities outside the classroom when possible, throughout the program. During your time as a student, the School may host classes and events that are in line with your career and/or educational interest. Student services will notify you of what optional participation opportunities will be available to you as these events are scheduled.

These opportunities, when approved by student services, will be counted as elective hours, increasing your total program hours beyond the required 720 hours.

STUDY-FROM-HOME

We fully expect every student to start SFCS in-class and, hopefully, remain in-class for the duration of the program. However, if you have been exposed to or show symptoms of COVID-19 (or a similar virus) or any other situation arises that keeps you from attending class, our Study-From-Home option will be available and supported to ensure your continuity at any time throughout the program.

Days spent doing Study-From-Home work do not count towards your allotted absences.

In the event of a mandated Shelter in Place (SIP), the program will continue with 100% of the class studying from home.

In the event of an extended SIP period, the order of some curriculum modules may be shifted, such as rescheduling a field-trip or a team exercise that is best implemented in-person. We will continue to work with guest instructors as part of our Study-From-Home option.

Some examples of the learning modes for the Study-From-Home option are:

- Live video: instructional, hands-on programming as well as guest speakers and class meetings
- Recorded video
- Ongoing projects, both independent and in collaboration with classmates
- Regular cooking, both live with your instructors and independent work
- One on one calls or video chats to review student work and evaluate progress

The School will make available ingredients for weekly projects.

If a SIP is lifted while you are in the program, you will have two options: to continue to study from home based on your personal circumstances, for as long as you need, or you can return to class.

Our Study-From-Home option has been thoughtfully designed to insure that all the education goals of the curriculum will be met and that you will graduate fully prepared.

GRADUATION

The following requirements must be met for graduation from the Culinary or Pastry Programs:

- No more than 5 approved absences, with all missed coursework made up in accordance to the SFCS Attendance Policy
- 70% minimum cumulative grade on exams, classwork, and evaluations
- All school bills paid in full
- Completed externship of 240 hours

A certificate will be awarded to all students meeting the above requirements.

A commencement ceremony will be held at SFCS annually, in early Spring, following the year you were in school. All classes, January (full-time and part-time), May and August terms will celebrate together in March the following year.

Your official graduation date will be the date you complete your program and Student Services will provide you with a letter of completion at that time, should you need it prior to commencement.

The commencement ceremony is for students only, details will be communicated to students one month prior to the event.

TUITION and STUDENT KITS

Tuition

Tuition is inclusive of all food, field trips, and instruction. There is an additional fee for the student kit (tools, uniforms & books).

Tuition for the Full Time and Part Time Culinary Arts and Pastry & Baking Arts Program is **\$32,015.00**

Cost for the Culinary and Pastry Kit is **\$600.00**

TOTAL CHARGES FOR THIS PERIOD OF ATTENDANCE: **\$32,615.00**

ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM: **\$32,615.00**

There are no additional fees or charges for the educational program, except the requirement to have kitchen appropriate shoes (see below) and the state mandated STRF, assessed at \$.50 per \$1,000 of tuition (see page 20 for details).

These fees are applicable for all enrollments through **August 2021** Enrollments on or after **September 1, 2021** are subject to a tuition increase, so please inquire with the School if you have any questions.

To inquire about tuition rates beyond the dates noted above, contact the Admissions Department at SFCS at admissions@sfcooking.com or calling (415) 346-2665.

Student Kit & Uniforms (note that items often vary and are subject to change)

Culinary Equipment Kit:

1 chef's knife
1 paring knife
1 knife steel
1 serrated knife
3 knife guards
1 instant read thermometer
1 peeler
1 small offset spatula
1 microplane grater
1 tasting spoon
1 ruler
1 notebook
1 case

Uniforms:

2 chef's jackets
2 chef's pants
2 aprons
1 cap

Books:

On Food and Cooking by Harold McGee

Pastry Equipment Kit:

1 digital scale
1 scissors
1 peeler
1 large offset spatula
1 small offset spatula
1 microplane grater
1 ruler
1 serrated paring knife
1 chef's knife
1 serrated knife
1 paring knife
1 serrated paring knife
1 knife steel
4 knife guards
1 melon baller
1 instant read thermometer
2 piping tips sets
1 notebook
1 case

Uniforms:

2 chef's jackets
2 chef's pants
2 aprons
1 cap

Books:

How Baking Works by Paula Figoni

You are required to bring your full equipment kit to class every day. As the course proceeds, you may choose to purchase additional items for your kit.

You will also be asked to purchase kitchen-appropriate shoes. Shoes must be heavy black leather or synthetic equivalent with an anti-slip sole. Sneakers and open-toe shoes are not permitted. Specific suggestions on where to buy kitchen appropriate shoes are available from Student Services.

This kit contains two uniforms, including a chef's coat, pants, and a cap. Should you wish to have additional uniforms, you may purchase them on your own. Specific suggestions on where to buy additional uniforms are available from Student Services.

PAYMENTS and STRF*

Should you be accepted to SFCS, the following schedule indicates when you must make your payments:

TOTAL TUITION: **\$32,015.00** + Kit (includes tools, uniforms, textbooks) **\$600.00** = **\$32,615.00** +\$16 STRF

	First Payment	Second Payment	Third Payment	Final Payment
	Non Refundable Application Fee	First Tuition Deposit: 33% tuition + Kit Fee	Second Tuition Deposit: 33% tuition	Final Tuition Deposit: 33% tuition
Amount	\$50	\$10,655+ \$600 = \$11,255 plus STRF* of \$0.50 per \$1,000.00 of tuition/\$16.00 = \$11,271	\$10,655	\$10,655
Due Date	With application	Within 10 days of signing enrollment contract. STRF, if owed, is non-refundable.	Last business day before the first day of school.	The end of week 10 for the full time course. The end of week 20 for the part time course.

Enrollments on or after September 1, 2021 are subject to a tuition increase.

*STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

In compliance with BPPE code, the School must provide the following regulations regarding STRF.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, **1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, (916) 574-8900** or **(888) 370-7589**.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

At this time the STRF is assessed at \$0.50 per \$1,000.00 of tuition. This contribution is subject to change by the BPPE at any time. Your enrollment agreement will include the most updated STRF contribution rate.

Payment can be made via cash, check, or credit card. Any payment questions should be directed to Student Services. If you are making an international payment, it must be done via credit card.

You are required to make timely payments according to the enrollment agreement with all tuition paid in full before you are able to start school. If payments are not made in accordance with the enrollment agreement, your enrollment will be withdrawn for failing to meet financial obligations.

After six months, you will be eligible to re-apply to SFCS and, at that time, must establish that your financial obligations will be sufficiently met.

Specific payment issues are at the sole discretion of the School's Director.

REFUNDS

Should you cancel your enrollment agreement, you are eligible for a full refund, minus the \$50 non-refundable application fee, through attendance through the first day of school, or the 7th day after you sign your agreement, whichever is later. The cancellation request must be submitted to the school's director in writing and approved. The School is required to issue the refund within 45 days of the request being accepted.

If you are requesting to withdraw from the program after it has started, or a withdrawal is caused by you violating conduct as per the Catalog, you will be returned any unearned charges by receiving a pro-rated refund based on a calculated cost per day of your program, minus the \$50 non-refundable application fee, provided this withdrawal happens no later than 60% into your in-class program (week 10 for full-time students and week 16 for part-time students). After 60% of the in-class program is complete, tuition is considered "earned" and no refund is allowed.

For your program, the final date for a withdrawal-based refund is the end of week 10 for the full-time program and the end of week 20 for the part-time program.

We reserve the right to cancel or reschedule any class for reasons which include, but are not limited to, low enrollment, scheduling conflicts, and instructor unavailability, upon which time all participants will be notified and offered options within a reasonable amount of time. In this case, if a refund is requested, you must provide notice of cancellation in writing to the School's director and signed acknowledgment of the refund must be returned to you for any refund to be validated.

If an equipment kit has been given to you, and is unopened, it may be returned for a refund of the kit value minus uniform cost and a 10% restocking fee. If it has been opened it is non-refundable. Due to the personal nature of uniforms, they may not be returned.

If a student obtains a loan to pay for educational expenses it is the responsibility of the student to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

SCHOOL POLICIES

GRADING

You will be graded on two Unit exams, one Final exam, your general performance, and any assignments given to you throughout your term.

You will be given three exams during the in-class portion of the program. The first of these exams are called Unit Exams, plus a Final Exam. Each exam is 75% practical and 25% written. Failure to complete any assigned homework or quizzes (in-class or take-home) can also result in academic probation and can impact general performance grade, which can, in turn, affect your ability to be placed in an externship.

The grading system is as follows:

Description	Percentage
Exceptional	90-100%
Above Average	80-89%
Passing	70-79%
Failure	Below 70%

A minimum grade of 70% is required for each Exam in order to continue with the program. You must also maintain a passing cumulative grade, at or over 70%, and complete any work assigned by your Chef Instructor. If you fail to meet these criteria at any time during the course, you will be required to make up any work in a timely manner (as outlined by the School Director) and allowed one two-week academic probation to give you the opportunity to increase your grade to passing.

The probation will be enforced according to the following schedule:

Unit One Exam

You will have one progress review with your chef instructor following your Unit One exam. If you do not pass the Unit One exam you will be put on a two-week academic probation period. During that period, you will be given one opportunity to retake the Unit One exam. If you do not receive a passing grade after the re-take you will be withdrawn from the program.

Unit Two Exam

You will receive your second progress review at the completion of Unit Two. It will include your cumulative grade to date, and indicate your readiness to proceed to Unit Three and your externship. It is at this time that we will determine your ability to move on to the final stage of the program, where the pace and rigor will increase to reflect a professional food service environment. It is mandatory that each student be prepared to work safely in a professional food service environment by demonstrating proficiency by the end of Unit Two.

If you do not receive a passing grade on the Unit Two exam and you were on academic probation after the Unit One exam then you will be immediately withdrawn from the program. You are only allowed one academic probationary period.

If you do not receive a passing grade after taking the Unit Two exam and have not been on academic probation then you will be put on a two-week academic probation period. The terms of your academic probation will depend on your cumulative grade:

(1) If you have a cumulative grade below 70% at the onset of the Unit Two probation period, you will be required to retake the Unit Two exam. If you do not receive a passing grade after the re-take you will be withdrawn from the program.

(2) If you have a cumulative grade at or above 70% at the onset of this probation period, you will be given a set of performance goals, which may include re-taking the exam and meeting specific requirements as they relate to your work in the kitchen. You will have two weeks to meet these goals.

Your cumulative grade must be at or above 70% at the completion of your probation period in order to continue with your coursework.

Final Exam

If you do not receive a passing grade after taking the Final exam and you were on academic probation earlier in the course, then you will be immediately withdrawn from the program. You are only allowed one academic probationary period.

If you do not receive a passing grade on the Final exam, and have not been on academic probation, you will be given an opportunity to retake the exam within one week. If you pass the exam and bring your cumulative grade to or above 70% you may continue with your coursework. If your cumulative grade does not meet or exceed 70% after retaking the Final exam you will be withdrawn from the program.

If you are withdrawn from the program for any reasons as stated above your tuition will be refunded based strictly on the refund policy, above.

General Performance

At San Francisco Cooking School we value students who are engaged, curious, and hard-working as a key element for success.

As part of your overall experience we expect you to make a commitment to giving your all throughout the program. This is reflected in your attendance, general effort, and in-class contributions. As these are all traits that transfer to a commercial food service environment, we factor them into your General Performance grade, along with periodic quizzes administered by your chef instructor.

We are committed to giving each student an education that goes beyond culinary training. We cultivate professional work habits that will transfer to your career in food, no matter where that takes you after graduation.

Your General Performance will be covered during your Unit One and Unit Two progress reviews with your chef instructor.

Externship:

The externship is a key element of the curriculum at San Francisco Cooking School. The goal is for you to take the training you've received in the kitchen classroom and transfer it to a real-world setting that aligns with the Concentration you've selected. This practical learning experience will help you become more efficient as you work at the pace, volume, and rigor of a working kitchen.

While you are on your externship, you will be exposed to many aspects of the professional food world. You return to the School once during your externship for class meetings where you will have an opportunity to share and receive feedback about your experience. The most successful externs are those who work hard and take a proactive approach to their learning.

We work to place you in an externship that matches your interests, and also provides you with maximum learning. After your second exam you will confirm your Concentration and talk through your near term career goals with our Student Services team. These goals will factor into your placement, along with significant feedback from your chef instructor. Final externship placement is at the discretion of the School's director.

Specific goals and objectives for the externships will be covered with you before you start this piece of the curriculum. These goals and objectives will be provided to your mentor who will in turn provide the School with input as to your progress and performance two times over the course of the externship. You will receive a pass/fail grade based on your mentor's evaluation.

If you are a full-time student, your externship schedule will be an average of 30 hours per week for the last eight weeks of the course. If you are a part-time student, your schedule will be an average of 15 hours a week for the last 16 weeks of the course. How this schedule is set up will be between you and your externship mentor. You will be responsible for submitting an hourly and task log to Student Services when your externship is complete, including those who select Food Media or Food Entrepreneurship. *Students will be given up to two weeks extension to complete their externship hours to accommodate for potential scheduling conflicts. In the event a State or Local mandated shutdown in the Bay Area impacts the restaurant industry, we will work with you to reschedule your externship for a later date.*

While on your externship you are still a student of San Francisco Cooking School. You are expected to abide by **all the School policies** as well as any policies of your extern placement. As this is a part of our curriculum and a key piece of extending your classroom learning, the externships are unpaid and you will receive school credit.

Grades: The grading structure is as follows:

% of Total Grade	
Unit One Exam	25% of total grade
Unit Two Exam	25% of total grade
Final Exam	25% of total grade
General Performance	25% of total grade
Externship	Pass/Fail

If you do not pass your externship you will not graduate from SFCS and will receive a Certificate of Attendance from the School, not a Certificate of Graduation. Final grades are kept as part of your permanent record at San Francisco Cooking School and are available to you via Student Services post-graduation, upon request.

ADMINISTRATIVE

Health Insurance: We strongly recommend all students to carry personal health insurance in case of an emergency. While SFCS maintains an accident insurance policy, it is secondary to your own insurance. We ask that you provide SFCS with a copy of your health insurance card along with your enrollment agreement. Should this information change during your term, notify Student Services immediately. If you do not have health insurance you will be asked to sign an insurance waiver.

Contact Information: You must provide the School with your current address, telephone number, and email address. Any changes to this information must be reported to Student Services immediately.

Proof of Age: You will occasionally be working with wine and spirits as part of the curriculum at SFCS. Any time alcoholic beverages are tasted as part of the program, students under the age of 21 will not be permitted to partake in these lessons. Proof of age may be requested.

Field Trips: Several times during your course you will go offsite for class field trips. Transportation to and from these field trips is your own responsibility.

Career Services/Job Placement: We do not guarantee placement in any job and we may limit or refuse to assist in job placement if we believe a placement would not be beneficial to a prospective employer.

Volunteer Opportunities: SFCS will occasionally pass along volunteer opportunities in the culinary field. You may volunteer for as many positions as you would like and the school will assist in this effort whenever possible. These opportunities cannot conflict with school hours. Volunteer hours, when logged with the school office, will apply towards elective hours. You are expected to abide by all SFCS policies while you are doing any volunteer work organized by the School.

ATTENDANCE

SFCS will prepare you for the rigorous environment of a professional kitchen. We will expect you to arrive on time, prepared for work, and to adhere to a perfect attendance record as best you can. As a student, you are responsible for contacting the school regarding any absences (planned or unplanned) and keeping track of any missed classes and scheduling make-up work.

Absence Notification: Should you need to miss a class you must provide notification to Student Services and your chef instructor via email to obtain school approval. An absence is not considered approved until you receive confirmation from Student Services or your chef instructor. When

approved, you will receive an email from Student Services - this note will also reiterate our absence policy so you can stay on top of your attendance. If you pre-arrange a Study-From-Home day when you are not in class, the missed day will not count towards your total absences, but the study at home arrangements must be made in advance.

Attendance Obligations: SFCS policy is that students attend all scheduled classes. If unavoidable, however, up to 5 approved absences are allowed to meet graduation requirements. This includes sickness or religious observances. We strongly discourage missing multiple days in a row. If you have to miss more than one day of class for medical reasons you must provide Student Services with a note from your doctor. Please note that students are evaluated on their performance in class and cannot be evaluated when absent

Make-Up Work: You must proactively work directly with your chef instructor to make up any work missed during your excused absences. This may include making up hours before or after your regularly scheduled class or engaging in the Study-From-Home option. You will be notified via email once you have met your make-up requirements. All make-up classes must be completed prior to graduation unless otherwise determined by the school's Director, and you must make-up the specific content you missed

Attendance Probation: If you exceed five excused absences you will be put on Attendance Probation and you may not be assigned an externship or risk withdrawal from the program. Attendance Probation is a two-week period in which all required make-up classwork must be completed. As part of this probation, Student Services and your Chef Instructor can assign additional Study-From-Home work for every class missed, over five, prior to being approved for an externship. If there are any problems that make attendance difficult, students must meet with either the chef instructor or Student Services to resolve these issues and schedule make-up classes in accordance with the policy set forth. Failure to meet the terms of your Attendance Probation will result in an immediate withdrawal from the program and any refund will be based on the Refund Policy, above.

Extenuating Circumstances: Any extenuating circumstances resulting in excessive absences must be reviewed and approved by the chef instructor and School director.

Lateness: You must be in uniform and prepared for class to begin no later than the designated start time for your class. Ongoing tardiness will be noted by the chef instructor and may result in make-up hours in order to fulfill classroom requirements, or probation. **Two reported tardy arrivals are the equivalent of one absence.**

Leave of Absence: We recognize that, at times, circumstances arise that make it necessary for students to temporarily leave the School. We recommend that a student consider the decision to interrupt their studies carefully. Students may be approved for a leave of absence for any of the reasons outlined below for a period of up to 30 days. In special cases, a student may receive a second leave of absence during his/her course of study at the School, but the total cumulative period that a student is on an approved leave of absence may not exceed 60 days in any 12-month period. In no case can a leave be continued for more than 180 days.

1. Personal: A personal or family tragedy, serious emergency, or other special circumstances that make attendance impossible or impractical.
2. Medical: Emergency or planned medical treatment for self or a family member. In the case of personal medical treatment, a physician's note must be provided to the School. A leave of absence can be granted for a period of up to 60 days in such cases, as determined by the School's director.
3. Military (reserve or active duty): A copy of the student's military orders must be provided.

Under no circumstances will the speculative uncertainty surrounding Covid-19 (or a similar virus) qualify for an approved leave of absence. Please refer to the Study From Home section of this handbook as it relates to COVID-19 sheltering laws and/or precautionary measures students are

expected to take. A COVID-19 leave of absence will only be granted as a medical emergency as outlined in the Leave of Absence policy

A student seeking a leave of absence must submit a signed letter to Student Services specifying the reason for the request and the dates for which the leave is requested. Student Services will evaluate the request and notify the student if the leave of absence has been granted. Leaving and failing to place a written request for a leave of absence will result in a student being withdrawn from the program after a period of 14 calendar days from the student's last date of attendance. A student who fails to return from a leave of absence will automatically be withdrawn unless the student has submitted a second written request and the request is approved by the School's director. Any student who is granted a leave of absence and fails to return will be considered withdrawn as of the first day of his or her leave of absence.

When a leave of absence is over, we will work with the student to determine if they should be placed back into their program, placed into a future session at the point commensurate with the skill level retained at the time of return from leave, or if they will be given a study from home plan to continue their curriculum. This decision is at the sole discretion of the School based on demonstrated skill levels and availability. We do not guarantee placement in future sessions.

Students will not be required to make tuition payments while on an approved leave of absence. Students are advised to meet with Student Services to determine when the next payment will be due. Students will not be subject to additional tuition if they return to the same class schedule they attended prior to their leave of absence. In some cases, students cannot return to the same class schedule due to lack of available space in that schedule. In those cases, students will not be subject to additional tuition if they return to the schedule suggested by the School. Students may be subject to tuition changes if they request a schedule change.

Leaves of absences are granted for good reason shown and in accordance with such limitations as may from time to time be prescribed by the United States Department of Education and State Education Department. A student on an approved leave of absence is considered as having "in school status."

FACILITIES AND EQUIPMENT

Built in late 2012, San Francisco has designed two fully equipped teaching kitchens with top-notch education in mind. Stainless countertops, commercial equipment, ample tools, outstanding lighting, and plenty of space to work all provide the resources for stellar training.

SFCS has two teaching kitchens, one dedicated to the culinary program and one dedicated to the pastry program. Each kitchen is well equipped with professional grade equipment, smallwares, and appliances. Additionally, the school has a locker/break room, a small library, several restrooms/changing rooms, dishroom, storage rooms, and an administrative office.

Culinary students will be using gas cooktops and ovens, a flat top, deep fryer, broiler, convection ovens, and a grill.

Pastry students will be using gas and induction cooktops, gas ovens, flat tops, convection ovens, deck ovens, commercial stand mixer, dough sheeter, and a batch freezer. This kitchen is also equipped with a large mirror over the center island, for use during demonstrations.

Both teaching kitchens house reach-in refrigerators, reach-in freezers, program specific pantries for dry goods, and a wide variety of small equipment such as blenders, food processors, immersion blenders, spice grinders, utensils, serving platters, dishware, and a wide variety of additional kitchen and program specific equipment.

The School requires that each student represent that they have a basic kitchen set-up or access to one throughout the entire program in the event they are part of the Study-From-Home option at any point. When the curriculum requires specialized equipment, SFCS will supply that equipment to students studying from home.

Classroom instruction will require you to have a notebook and pen on hand at all times (both will be provided to you on the first day of school). You'll be given a textbook as part of your kit and this book is for your reference and can remain at home. Recipes will be handed out daily and should be kept in the notebook provided to you on the first day of school. This notebook must be with you in class every day. In addition to recipes and handouts, instruction will be given verbally throughout each day so it is critical that you are constantly listening to your chef instructor.

STUDENT RECORDS AND PRIVACY

In addition to permanently retaining a transcript the School maintains a permanent educational record for all students that consists of all admissions, academic, and financial records and information upon which a student's enrollment is based. These records (physical or electronic) are securely maintained and protected against damage or loss (e.g., fire, water, theft, tampering, etc.) on site for five years.

You have the right to review your educational records by requesting access via Student Services. If you believe anything is inaccurate you may notify SFCS via Student Services. We will review the issue and make a decision regarding your request within ten school days.

EMERGENCY PROCEDURES AND SCHOOL CLOSINGS

In the event of an emergency, the School may be required to close. If this closure affects the total hours of your program make-up hours will be scheduled and must be completed before graduation. If at any time you are unsure of your total class hours you may contact Student Services at SFCS.

If a State or Local agency requires a mandated shut-down of the School for any reason, faculty will initiate a Study-From-Home option. This will allow you to continue your curriculum via lessons designed to be executed in your home kitchen. It may include live video calls, recorded programming, hands-on exercises, and ongoing projects, both independent and in collaboration with your classmates. The School will do its best to ensure students have ingredients required to complete required projects.

When and if an emergency occurs at SFCS, please refer immediately to your Chef Instructor for instructions and guidance. The following are guidelines in case of an emergency. Please remember that no emergencies are alike; therefore, these guidelines are merely suggestions for possible actions and your own personal safety is your highest priority.

- When there is a fire or smoke in the building, look for the nearest exit and leave immediately. Signs showing emergency exits are posted throughout SFCS; become familiar with these signs and exits at the onset of your program.
- It is helpful to carry your keys, some cash, and an ID with you at all times in case you need to leave SFCS and cannot get back into the building.
- If a dangerous situation presents itself in the school or kitchen, leave immediately.
- If possible, stick with someone else in an emergency. Another person looking out for you can make all the difference in an emergency situation.

- If you suspect or hear of a food contamination possibility, please tell your chef instructor or another staff member as soon as possible.
- If you have to leave the building immediately, do not worry about what is in the oven or on the stove. Only turn off the oven or stove if you know for sure the situation is a drill and not an actual emergency.
- If an emergency situation occurs, please call your parents, relatives, and friends as soon as you can. It is not always possible for SFCS staff to reach your emergency contact.
- Never leave SFCS without telling your Chef Instructor or a School official.
- If you have a disability that may affect your reaction to an emergency or response during an emergency, please inform your chef instructor and Student Services.
- Be sure Student Services has an emergency contact for you on file. If this information changes while you are in school, please be sure to let us know as soon as possible.
- Early dismissal does not always occur in the case of an evacuation or emergency. Your chef instructor will let you know if SFCS is closing.
- If you witness a crime or drug use of any kind, please report what you have seen to Student Services immediately.

GENERAL HEALTH AND SAFETY

Kitchen safety protocol will be reviewed at the start of the term. All students must conduct themselves in a safe manner at all times.

- Learn and follow safe knife handling procedures.
- Dress in appropriate kitchen uniform as described in this Catalog.
- Never run or roughhouse in the kitchen.
- Use caution around open flames and always protect yourself when handling hot utensils.

In spite of your best efforts, an accident may occur. Report all accidents to the instructor immediately. There is a first aid kit in the kitchen; learn its location and what to do in case of minor accidents:

- In case of burns, cool the burned area immediately under cold running water or by applying ice until pain stops. Do not apply butter or ointments.
- In case of cuts, apply pressure with a clean cloth or bandage directly over the wound, pressing firmly to stop blood flow. Apply a bandage when blood flow stops.

The School follows State or Local guidelines for operating a business and doing its best to protect staff and students. You will be expected to follow these guidelines, provided to you on the first day of school. They may include the wearing of personal protective equipment (such as masks or gloves), social distancing when possible, daily health checks upon arrival, frequent handwashing, and a general culture of wellness and sanitation.

If you feel ill prior to coming to class, please stay home. If you are too ill to come to class or feel you have been exposed to someone who may have COVID-19 or a similar virus,, you must notify the

instructor or Student Services by email as soon as possible. Students are expected to partake in the Study-From-Home option if they are well enough to do so.

Any absences must be made up in accordance with the Attendance Policies, as set forth in this Catalog. Study from home days will not count as absences from class.

GENERAL STATEMENT OF CONDUCT:

Each student at SFCS agrees to abide by the policies regarding admission and conduct set forth in this Catalog and by such other policies regarding enrollment and conduct as may be reasonably established by the school from time to time. The continuation of enrollment for each student and the awarding of a student's graduation certificate are all subject to the student's compliance with all rules, policies, and procedures.

CONDUCT POLICIES

The classroom environment at SFCS is that of an adult educational institution and our expectation is that you conduct yourself in a manner that is both mature and professional. Our conduct policies are designed with the best interest of the classroom environment in mind, keeping learning, safety, and hygiene a priority. Not complying with any of the policies set forth in this Catalog may result in disciplinary action, including mandatory withdrawal from the program with no probation.

Attire: You must wear a clean, pressed uniform in class every day. You must arrive in street clothes and change into uniforms at school. Space is available at the school for changing and a locker will be provided for your personal items during the day. Note that the School is not responsible for any personal belongings stored on the premises. Please bring your own combination padlock for your locker. The uniform consists of black chef pants, long sleeve white chef's jacket, white bib apron, cap, and your own appropriate socks and heavy, closed-toe, non-skid footwear such as clogs. If mandated, your uniform will also include a face covering that will be provided daily by the School.

- Hair: A cap is a required part of the uniform and any hair that reaches below the neck must be cut or restrained with the use of the bandana or cap. Long hair must be pulled back and kept secure at all times when working in the kitchen. The goal is clean and effective hair restraint to prevent contamination. Facial hair must be trimmed short and kept clean.
- Jewelry: No wrist jewelry, or long necklaces of any kind are permitted. Wedding rings and snug fitting wristwatches are permitted. The only earrings allowed are studs. We do not permit any type of earring that dangles or comes off the ear in any way. Facial or exposed body earrings may not be worn.
- Hands/Nails: Hands must be washed before touching any food, after using the restroom, and as necessary to keep conditions in the kitchen sanitary. Nails should be clipped short and be clean, without polish.
- Perfume: No perfume, after shave, or scented lotions of any kind may be worn.
- General Hygiene: Students must maintain clean, appropriately hygienic standards.

Classroom: Classroom behavior should emulate that of a professional environment, treating others with respect at all times. Disruption in the classroom will not be tolerated and may result in probation or withdrawal from the program.

- While in the classroom you are expected to refer to instructors as "Chef".
- You must not behave in a manner that compromises the safety of you, fellow students, instructors, or staff members.

- You must be aware of your surroundings at all times, and you are required to report any unsafe conditions observed to a school employee immediately.
- Your instructors must be notified if you need to leave the classroom at any time.
- Food prepared in the classroom must stay at SFCS unless the instructor gives permission otherwise.
- Kitchens, facilities, and equipment at SFCS are for classroom use only and may not be used for any other purposes.
- Cell phones are not to be used in the classroom at any time except taking still photographs with the permission of the chef instructor. If, during a break, you need to use the phone, this can be done in the changing room or outside. No video is permitted at any time.
- We have a zero-tolerance cheating policy. Any student caught cheating will be withdrawn from the program with no probation period.
- In general, guests are not permitted in the teaching kitchens at SFCS during school hours. If you have a reason for a guest to visit the School, permission must be obtained from your Chef Instructor and Student Services.

Behavior: Engaging in any of the following activities on site, while volunteering on the School's behalf, or during your externship constitutes a violation of the Enrollment Agreement and shall be considered sufficiently serious enough to warrant disciplinary action ranging from probation to immediate withdrawal from the program with no probation period.

- Any illegal or disruptive behavior during class, at school, or during an externship
- The selling, purchasing, possessing, or using, on School property or at your externship, any dangerous weapons
- Being under the influence of, or the selling, purchasing, possessing, or using, on School property or at your externship, any controlled substance or drugs except medications prescribed for you by a doctor
- Gambling on school property, at a school-sponsored event, or at your externship
- Theft of any kind, including school property, property of a fellow student, instructor, or staff member, or property and people related to your externship
- Falsification of any school documents
- Conducting yourself off-campus, when representing SFCS, in a manner that reflects adversely on the good name and reputation of SFCS (this includes, but is not limited to, volunteer opportunities and your externship)

HEALTH CONDITIONS and DIETARY RESTRICTIONS

Pregnancy: If you are pregnant at the time of your enrollment, or become pregnant during your time as a student, we understand that the U.S. Department of Health & Human Services recognizes that the following foods should be avoided during pregnancy:

- Soft cheese made from unpasteurized milk
- Raw cookie dough or cake batter

- Certain fish with high levels of mercury (such as swordfish, shark, mackerel, and tilefish)
- Raw or undercooked fish
- Unpasteurized juice or cider
- Unpasteurized milk
- Raw shellfish
- Raw or undercooked sprouts

Working with many of these foods may be included as part of your curriculum, however, it's our experience that students may still attain the culinary training value of our program while avoiding consuming these foods.

We also understand that one's diet and other decisions surrounding pregnancy are a personal choice. If you communicate, in writing to the administration, that you are pregnant, our chefs, instructors, guest speakers, and field trip hosts will do their best to help you navigate these foods. However, omitting these foods from your diet is entirely your responsibility. **SFCS is under no obligation to administer your personal diet and choices while you are enrolled in our program.**

Dietary Restrictions: If you have any dietary restrictions that would prohibit you from fully participating in the program at the School you must notify Student Services **prior to enrollment**. We can advise if your restrictions will prohibit you from attaining the culinary training value of the program prior to your signing an enrollment contract. If you choose to enroll with a dietary restriction, your personal diet is entirely your responsibility while in the classroom at the School. **SFCS is under no obligation to administer your personal diet and choices while you are enrolled in our program.**

Externship: To fulfill the requirements of graduation, you must complete a 240-hour externship. If you have a planned pregnancy leave, scheduled surgery, or medical emergency that will prevent you from completing a minimum of 40 externship hours immediately following the in-class portion of the program then you must notify Student Services prior to signing your enrollment contact as this may prohibit you from attaining the culinary training value of the program.

The final weeks of the in-class portion of the program is designed to be a bridge to your externship. This progression of the curriculum from the classroom and into your externship is a critical part in getting you acclimated to the commercial kitchen, so a minimum of 40 externship hours is required to complete your studies and transition into the field.

After those 40 hours, you may finish your remaining externship hours within no more than six months of the date your 40 hours were completed.

Note that an externship extension due to a medical condition requires approval of the School's Director. You must notify SFCS of any such condition barring your ability to complete a full externship in writing at the time of your application and a physician's note may be required. If notice is not given to SFCS in writing as part of the application and prior to enrollment, SFCS is under no obligation to place you in an externship and you will be withdrawn from the program. You will not graduate and any refund will comply with the Refund Policy, above.

Any medical emergencies that arise during your time as a student which impact your candidacy for an externship will be dealt with on a case-by-case basis at the sole discretion of the School's Director. SFCS will always make every effort to work around personal emergencies, but as a student you understand that kitchen staff openings and other moving parts beyond our control govern externship placements, so coordinating a two-part externship will always be a challenge.

In the event a two-part externship is arranged on your behalf, you will be invited to participate in graduation with your fellow classmates, but you will not receive your official graduation certificate until you have completed your externship hours.

DISCIPLINE and PROBATION

Discipline: Should you violate any of the policies set forth in this document the chef instructor will speak to you one-on-one. A good-faith attempt will be made to resolve all problems informally; initially by the chef instructor or Student Services. This may include informal discussions with the alleged violator and faculty members, deans, or administrators. If the matter is not resolved by an informal resolution, or if a violation is deemed serious or repeated, you will speak with both the chef instructor and school director to determine appropriate resolution methods and disciplinary action. All disciplinary action and the consequences thereof shall be in the sole discretion of the School's Director.

Disciplinary actions can include make up hours, additional classroom or volunteer work, probation, or immediate removal from the program. All disciplinary actions are at the final discretion of the School's Director.

Probation: You may be placed on probation for failing to meet grade requirements, failing to meet attendance requirements, or violating technology or conduct policies. You will be notified immediately, via email and in writing, if you have been placed on probation. Probationary periods are two weeks long and will include a set of specific goals, which may include re-taking an exam or meeting specific attendance, financial, or conduct requirements as they relate to your probation. You will have two weeks to meet these goals in order to complete your probation period.

Failure to meet the probation requirements may result in withdrawal from the program, at which point any tuition refund will comply with the Refund Policy, above.

STUDENT RIGHTS: HARASSMENT and GRIEVANCE

Student Rights & Harassment: SFCS has a very strict policy against harassment of any nature. We are committed to maintaining a learning environment that is free of bias, prejudice, and harassment of any kind.

- Should you suspect harassment of any kind, you can confidentially report it to the chef instructor, Student Services, or the school's director. The school will investigate the suspicion and do its best to resolve the situation. Should the situation not be resolved with an in-house review, a third party may be brought in to investigate the situation.
- Should it be determined that there was harassment to another student or staff member by you, you will be immediately withdrawn from the program.

Student Rights & Grievance: SFCS views students as responsible and integral members of our School community. While all of our policies and practices are designed with this point of view in mind, we understand that complaints and misunderstandings may arise. It is the purpose of these grievance procedures to ensure that any problems are dealt with promptly and confidentially.

Informal Review:

- Discuss the problem informally, with you, a fellow student, a faculty or staff member, or anyone else involved.
- You should not consider escalating a formal review unless an informal review has occurred first.

Formal Review:

- File a student grievance report form with Student Services within one month of the incident.
- Upon receipt of the form, a prompt investigation of the facts related to the nature of the grievance will be conducted. After thoughtful consideration, a decision will be made. You will be advised of this decision and resulting action within five school days.
- If, for any reason, you are not satisfied with the results of the investigation conducted, you may ask Student Services to submit the matter to the School's Director for review. You will be advised of the decision and resulting action to be taken within ten school days

WITHDRAWALS

Any student wishing to withdraw from a program that is in session must notify the School's Director in writing. A withdrawal is not considered official until both the student and the School's Director have acknowledged it in writing and an exit interview has taken place.

As noted in the refund policy, after the start date of the program, tuition is refundable on a prorated cost per day basis, up until 60% of your in-class program has been completed (10 weeks for full time students and 16 weeks for part time students). After 60% of your in-class program is complete, your tuition is considered "earned" and you are no longer eligible for any refund.

A student may be withdrawn by the School for:

- Failure to meet the terms of probation
- Unexcused absences
- Academic failure as described herein
- Failure to fulfill tuition payments or other financial obligations as described in the Enrollment Agreement.

SFCS does reserve the right to immediately withdraw any student whose enrollment violates any of the policies set forth in this Catalog.

Any extenuating circumstances resulting in a mid-term withdrawal may be discussed with the School's Director and resolved at the sole discretion of the School. Once you have started your program, the School does not allow transfer into another session. The collaboration of each class is a critical part of your experience so adding students into a session after it has started is not feasible for our programs.

If you have been withdrawn from the program you may apply for re-entry no sooner than six months from your withdrawal but re-entry is not guaranteed. To request re-entry, you must:

- Meet with Student Services
- Place the request in writing, stating the reason(s) for your withdrawal from the program and the justification for restarting the program without further interruption
- Receive approval from Student Services. The School may impose additional requirements in order to help ensure your success upon re-entry, based on the reason for your initial withdrawal.

- Sign a new Enrollment Agreement
- Agree to start a new session from the beginning of the term.
- Pay tuition for the full, new term at the current rate.
- Meet all outstanding financial obligations to the School and establish ability to pay any new financial obligations that will be incurred upon your re-entry

CREDIT TRANSFERABILITY

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The School does not recognize work experience in the field in exchange for program credits.

The School does not accept credit transfers from prior school, experience, or for veterans.

The transferability of credits you earn at San Francisco Cooking School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn from San Francisco Cooking School in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending San Francisco Cooking School to determine if your certificate will transfer.

ENROLLING IN A SECOND PROFESSIONAL PROGRAM

Upon successful graduation from your first program, you may apply for admission into a second professional program here at SFCS.

To complete this process, contact Admissions to request a copy of a current admissions application and complete the application per the instructions. The \$50 application fee will be waived and your previous instructor's recommendation will be required in lieu of the two letters of recommendation.

The following criteria will be weighed in your admission into the program:

- Availability of the program and term you're applying to
- All requirements of the previous program were met
- Recommendation of your previous chef instructor
- Previous externship performance

If you are admitted into the program, you will be sent an enrollment agreement to complete and return to SFCS Admissions. Current tuition will apply.

GETTING TO SAN FRANCISCO COOKING SCHOOL

SFCS is located at 690 Van Ness Avenue, San Francisco, CA 94102. Our cross street is Turk and we are in the heart of the Civic Center neighborhood. Bart and Muni are great public transportation options. If you choose to drive, there is limited street parking as well as private parking lots in the neighborhood.

Bart: Exit the Civic Center Bart Station and walk three blocks down Grove to Van Ness. Turn right on Van Ness and follow it past City Hall to Turk St.

Muni: San Francisco Metro Transit Authority operates many bus lines in our neighborhood. Please check sfmta.com for current routes and schedules near Van Ness Avenue and Turk Street.

Car: There are two parking garages directly across the street. Metered parking in our neighborhood is generally available and enforced from 7am to 6pm with a four-hour maximum. Note that you may not have time to leave class and check a parking meter during your school day.